
POLICY AND RESOURCES COMMITTEE NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday, 12 June 2023 at 7.30 pm in the Penn Chamber, Three Rivers House, Rickmansworth

Councillors:

Sarah Nelmes (Chair)

Stephen Giles-Medhurst (Vice-Chair) (Lead Member for Planning Policy and Economic Development)

Keith Martin (Lead Member Resources)

Oliver Cooper

Paul Rainbow (Lead Member, Public Services)

Philip Hearn

Steve Drury (Lead Member, Community Partnerships)

Abbas Merali

Jon Tankard (Lead Member Sustainability and Climate)

Stephen Cox

Chris Lloyd (Lead Member, Leisure)

Chris Mitchell

Andrew Scarth (Lead Member Housing, Public Health and Wellbeing)

*Joanne Wagstaffe, Chief Executive
Friday 2 June 2023*

The Council welcomes contributions from members of the public 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 to register on the night of the meeting from 7pm.

Please note that contributions will be limited to one person speaking for and one against each item for not 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 arrive from 7pm.

In accordance with the Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded or photographed.

1. APOLOGIES FOR ABSENCE

- 2. MINUTES** (Pages 7 - 16)
- To confirm as a correct record the minutes of the Policy and Resources Committee meeting held on 13 March 2023.
- 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.
- 5. HEALTH AND SAFETY POLICY STATEMENT 2023** (Pages 17 - 26)
- The Council is required to publish a formal statement of its responsibilities regarding managing health and safety at work.
- Recommendation**
That the Health and Safety Policy Statement is agreed.
- 6. CUSTOMER EXPERIENCE STRATEGY 2023-2026** (Pages 27 - 46)
- A new Customer Experience Strategy has been developed to continue to drive forward the council's customer experience agenda for the next three years 2023-2026.
- Recommendation:**
That: Policy & Resources Committee approve and recommend to Full Council adoption of the Customer Experience Strategy 2023-2026.
- 7. DRAFT SARRATT NEIGHBOURHOOD PLAN FOR CONSULTATION** (Pages 47 - 250)
- Sarratt Parish Council have formally submitted their draft Neighbourhood Plan to Three Rivers District Council. It is now a statutory requirement for Three Rivers to consult on the draft Neighbourhood Plan and this report seeks agreement from the Policy and Resources Committee to go out for consultation.
- Recommendation:**
The Policy & Resources Committee note the report and agree the Sarratt NDP for consultation.
- 8. LIVESTREAMING AND VIRTUAL/REMOTE MEETINGS PROTOCOL** (Pages 251 - 254)
- This report is being presented to the Committee to consider the protocol for the livestreaming of the Council's public meetings held in the Penn Chamber at the Council offices and virtual/remote meetings.
- The report also advises that external advisors/consultants can attend meetings remotely along with officers.
- Following a three month trial a review of remote attendance will consider extending to members of the public wishing to make representation at the meetings on Part I business.

Recommendation:

To consider and agree the protocol provided at Appendix 1.

To note that external advisors/consultants and officers will be able to attend meetings remotely.

Following 3 months trial, officers will review the remote attendance and consider extending to members of the public wishing to make representation at the meetings on Part I business.

9. SUBSTITUTE MEMBERS ON LICENSING COMMITTEE

At the Annual Council meeting on 23 May 2023 Members raised concern on a recommendation within the report on appointments to committee that substitute members are not allowed on the Licensing Committee or any sub-committee.

At the meeting Members voted agreement to this but then subsequently rescinded the decision under Rule 22(1a) and voted to allow substitute members on the licensing committee and sub-committee.

The report is being presented to the Committee to advise that under the Licensing Act 2003, ss.6(1), 7(1) and 9(1) substitutes are not lawfully permitted. There is recent case law that confirms substitutes are not permitted: R (Bridgerow Limited) v Cheshire West and Chester Borough Council and another (2014) and MuMu Enterprises (Weston) Limited v North Somerset District Council (2014).

Recommendation:

That this Committee recommends to full Council to rescind the decision of full Council made on 23 May 2023 which permitted substitutes to sit on Licensing Committee.

10. APPOINTMENT TO THE SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE

(Page
s 255
- 262)

The report is being presented to the Committee to re-establish the following sub-committees for 2023/24: Constitution, Local Plan and Equalities and appoint the members to the sub-committees.

The report also proposes that the Members appointed to them be proportional based on the number of seats each Group has on the Council with the proportionality details provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, one member to be advised at the meeting, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khuroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

Any Member of the Council is able to be appointed as a Member of a sub-committee and any Member can be a substitute.

It is proposed that the Covid-19 Response sub-committee is not re-established.

Recommendation:

That Members appointed to all the sub-committees be proportional based on the number of seats each Group has following the election on 4 May.

The proportionality to be as provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

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Equalities (x9): Raj Khuroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE That no decision-making powers be delegated to the sub-committees;

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

To not re-establish the Covid-19 Response sub-committee.

11. CIL SPENDING APPLICATION - PEDESTRIAN BRIDGE, AQUADROME, RICKMANSWORTH

(Pages 263 - 286)

The report seeks to allocate a total of £320,524 of CIL funding to local infrastructure projects to support growth in Three Rivers. The application is for CIL funds towards the costs of replacing the bridge connecting Riverside Drive, Rickmansworth and the Aquadrome, Rickmansworth.

Recommendation:

That Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2023/2024:

Applicant & Project Name	Infrastructure
Three Rivers District Council Rickmansworth Aquadrome Pedestrian Bridge replacement	Replacement of existing pedestrian bridge Riverside Drive

12. CIL SPENDING APPLICATIONS – MILL END COMMUNITY CENTRE

(Pages 287 - 300)

The report seeks to allocate a total of £9,000 of CIL funding from Rickmansworth Unparished area funds for a local infrastructure project.

Recommendation:

- (i) approve CIL funding for the following schemes detailed in Table 1 of

this report and summarised in the table below:

Table 1.

Applicant & Project Name	Infrastructure	Total Cost	CIL Amount	Year required
Mill End & District Community Association	Replacement Roof	£20,000.	£5,000.	2023
	Electrical Works	£4,000.	£4,000.	2023
			TOTAL: £9,000	

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 Associate Director to determine in consultation with the Lead Member.

13. SUMMARY OF THE FINANCIAL YEAR END POSITION FOR 2022/23

(Pages
301 -
322)

This report sets out the financial position for the year ending 31 March 2023 for the Council's revenue and capital budgets. The following recommendations are included in the report:

- to carry forward to 2023/24 certain unspent revenue budgets and;
- to rephase those capital budgets that require completion in 2023/24

Recommendation:

The Policy and Resources Committee recommend to Council:

9.1 That the favourable revenue year end variance after carry forwards of £138,356 to be noted.

9.2 That the capital year end position as summarised in paragraph 2.6 and Appendix 3 be noted.

9.3 To approve to carry forward the unspent service budgets from 2022/23 to 2023/24 which total £490,772 to enable completion of projects as detailed at Appendix 2.

9.4 To approve the rephasing of capital projects from 2022/23 to 2023/24 which total £10,885,484 as detailed at Appendix 4.

9.5 To approve the creation of a new Commercial Risk earmarked reserve to

manage financial risk associated with commercial ventures.

14. WORK PROGRAMME

(Pages
323 -
330)

To receive and make any comments on the Committee's work programme

15. OTHER BUSINESS - if approved under item 3 above

16. 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 paragraphs 1 to 7 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.)

17. OTHER BUSINESS - If approved under item 3 above

livestreaming details

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https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2lxNWZiNDQtN2Q4NS00ZDQxLThkZTktMjc2ZDQ2YmYyOWUx%40thread.v2/0?context=%7B%22id%22%3A%2258420664-1284-4d81-9225-35da8165ae7a%22%2C%22oid%22%3A%2258c99d6e-8c11-4f06-9519-c296e92897fc%22%2C%22isBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a

General Enquiries: Please contact the Committee Team at

committeeteam@threerivers.gov.uk

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages
13 - 22)

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3. NOTICE OF OTHER BUSINESS

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4. DECLARATIONS OF INTEREST

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5. HEALTH AND SAFETY POLICY STATEMENT 2023

(Pages
23 - 32)

The Council is required to publish a formal statement of its responsibilities regarding managing health and safety at work.

Recommendation

That the Health and Safety Policy Statement is agreed.

6. CUSTOMER EXPERIENCE STRATEGY 2023-2026

(Pages
33 - 52)

A new Customer Experience Strategy has been developed to continue to drive forward the council's customer experience agenda for the next three years 2023-2026.

Recommendation:

That: Policy & Resources Committee approve and recommend to Full Council adoption of the Customer Experience Strategy 2023-2026.

7. DRAFT SARRATT NEIGHBOURHOOD PLAN FOR CONSULTATION

(Pages
53 - 256)

Sarratt Parish Council have formally submitted their draft Neighbourhood Plan to Three Rivers District Council. It is now a statutory requirement for Three Rivers to consult on the draft Neighbourhood Plan and this report seeks agreement from the Policy and Resources Committee to go out for consultation.

Recommendation:

The Policy & Resources Committee note the report and agree the Sarratt NDP for consultation.

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which total £10,885,484 as detailed at Appendix 4.

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14. WORK PROGRAMME

(Pages
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To receive and make any comments on the Committee's work programme

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POLICY AND RESOURCES COMMITTEE**MINUTES**

of a meeting held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday
13 March 2023 from 7.30pm to 8.34pm.

Councillors present:

Sarah Nelmes (Chair)	Stephen Giles-Medhurst (Infrastructure and Planning Policy) (Vice Chair)
Stephen Cox	Paul Rainbow (Economic Development and Transport)
Philip Hearn	Reena Ranger OBE
Keith Martin (Resources and Shared Services)	Ciaran Reed
Chris Lloyd (Leisure)	Andrew Scarth (Housing)
Debbie Morris (for Cllr Abbas Merali)	Roger Seabourne (Community Safety and Partnerships)
	Phil Williams (Environmental Services, Climate Change and Sustainability)

Officers Present: Joanne Wagstaffe, Chief Executive
Alison Scott, Director of Finance
Kimberley Grout, Executive Head of Service
Kimberley Rowley, Head of Regulatory Services
Justin Wingfield, Head of Property and Major Projects
Hannah Doney, Head of Finance
Jess Hodges, Community Biodiversity Officer
Sarah Haythorpe, Principal Committee Manager

Other Councillors present: Councillor Chris Mitchell

PR98/22 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Abbas Merali with the substitute member being Councillor Debbie Morris.

PR99/22 MINUTES

The minutes of the Policy and Resources Committee meeting held on 23 January 2023 were confirmed as a correct record and were signed by the Chair.

PR100/22 NOTICE OF OTHER BUSINESS

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

Item 7 – so that the appointments can be noted and the relevant records updated accordingly.

PR101/22 DECLARATION OF INTERESTS

None received.

POLICY

PR102/22 COMMUNITY INFRASTRUCTURE LEVY (CIL) - GOVERNANCE ARRANGEMENTS

This report required Member approval of an amended CIL Governance process and proposed a governance structure which will be the principal means by which CIL monies would be spent on the infrastructure necessary to support new development.

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

The Head of Regulatory Services advised that there had been some interim arrangements in place but there had been a number of comments raised on how we prioritise spending. Members would be aware of the applications which had come forward to the Committee since the interim arrangements had been in place. The proposed changes to the governance arrangements would enable officers to ensure that the applications received were assessed against the regulations, see whether they are strategic infrastructure and if they are, do they meet Council priorities. The report provided details on the scoring criteria and how it would be used, with the applications having to meet a certain level on the scoring criteria before they can be taken forward. The initial assessment of the applications would be undertaken by an officer working group and then reviewed by an officer/member moderation group before coming through the Committee process. When details come before Members we will ensure that all details are provided on what applications officers have considered. There will be two opportunities to submit applications each year within a 6 week period with the process to go through the Committee cycle taking between 5-6 months. The report to the Committee will provide details on any formal applications received and what has happened to the applications.

Members were happy to see the changes come forward and felt the proposed new governance arrangements were quite easy to understand.

Concern was raised on how we had weighted different areas in terms of points that were allocated in the scoring criteria and wondered if there was an opportunity to review the amount of emphasis we had put on different areas.

When looking at the different funding pots the unparished area could be disadvantaged but may have a greater need for accessing the funding. What happens to areas which are not in the Local Plan and which had changed in character through permitted development? Should we not be looking at projects which would not benefit from any other funding but are important to Three Rivers.

In response the Head of Regulatory Services advised that the Local Plan had to hold the key weighting. The Local Plan and the Infrastructure Funding list is what all CIL infrastructure spend should be based on. Details will change to make reference to the evolving Local Plan as soon as we reach that stage. How development links to the Local Plan and the link to the Infrastructure Delivery Statement has to be key in any decision we make about CIL. The key element of CIL is that it is strategically based on the Local Plan. Officers have looked

through the scoring based on the priorities we have but we may need to test this approach based on what comes forward. In terms of parished and unparished areas applications would be looked at on whether they are strategic infrastructure. From an officers view it does not matter where it is it is just whether there is a need for it or who it serves but does not see unparished benefiting over other areas.

The Lead Member advised that the CIL Regulations from 2010 is what we have to adhere to if want to apply for funding along with the Planning Acts from 2008. When you look at the scoring matrix provided, particularly the scoring on community support which provides the highest rating, it is an overriding factor and one which would perhaps direct the funding to areas where there is a demand for public open space to improve or improvements to leisure facilities.

Councillor Stephen Giles-Medhurst moved the recommendations, seconded by Councillor Chris Lloyd. The seconder advised that the funding pot had been allowed to build up but they would not wish to see all the funding spent at the first meeting as this could impact on future years.

A Member said the new arrangements brought forward a new officer working group and then to a member/officer group but details would go through the democratic process being reported to both P&R Committee and Council with the opportunity for Members to view all the bids and see the scoring. They felt the Committee should go with the new arrangements and that they could then be reviewed after the first round of bids.

It was key that applicants get support in submitting their application for funding and details on the evidence they need to provide with their bid.

The Head of Regulatory Services said Officers are working on the guidance notes which would clearly demonstrate what was required for each question, what they need to submit and where they need to look for support. The unparished funds have a smaller pot of money and the parishes have their own funds. The process for receiving funding from the unparished funds would be agreed with the Ward Councillors. Current CIL applications would be assessed under the existing rules as the new arrangements would not open until the beginning of June.

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

RECOMMEND:

That the Committee recommend to approve:

- (i) the draft CIL Governance arrangements as set out in paragraphs 5.3 to 6.2 of this report
- (ii) final details on the implementation of the amended Governance arrangements are delegated to the DCES in consultation with the Lead Member with an anticipated commencement date of June 2023.

PR103/22 THREE RIVERS NATURE RECOVERY STRATEGY

The purpose of this report was to summarise the content and implications of the Three Rivers Nature Recovery Strategy, and recommend that the final version of the Strategy is adopted by Three Rivers District Council.

Appendix A details the Three Rivers Nature Recovery Strategy
The Chair thanked officers for all their hard work on the creation of the strategy.

The Community Biodiversity officer reported that in November 2022 the draft Three Rivers Nature Recovery Strategy was approved for public consultation with the expectation to return back to the Committees in March. This strategy is a new document for the Council addressing the authorities approach to nature conservation, habitats management and enhancements. It was important to make clear that the Three Rivers Nature Recovery Strategy was not intended to be one of the Local Nature Recovery Strategies; or to address Biodiversity Net Gain (BNG), as outlined in the Environment Act 2021 (Part 6, section 98-106).

The public consultation took place between 12 December 2022 and 22 January 2023 with 43 responses received. The topics most commonly raised were planning, queries on the action plan and comments on habitats. Following the consultation amendments to the strategy were made to reflect the comments made and a new section on Biodiveristy and Climate Change was included along with edits to existing actions and additional new actions. The action plan contains high level actions to be delivered between 2023 and 2028. It is anticipated that the majority of the development work would be carried out by the existing Trees and Landscapes section. Parts of the strategy will be dependent on external funding.

With regard to who the responses were received from the Community Biodiversity Officer advised they were from members of the public and bodies such as Colne Valley Regional Park and Herts and Middlesex Trust

A Member asked about woodlands and hedgerows and how they could be linked into the strategy. The Community Biodiversity Officer advised that when we think about habitats we are not able to think about them as a District we have to think about them as nationwide and worldwide. Anything we do to improve a habitat or create a habitat would have a wider impact and does not end at our District lines which is particularly relevant to rivers. On hedgerows we will be taking into consideration the cultural and historical impacts.

Councillor Phil Williams moved the recommendations, seconded by Councillor Sarah Nelmes. It was nice to see all the comments received back and congratulated officers on all their work.

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

RESOLVED:

Approved the final strategy as outlined in Appendix A.

PR104/22 APPOINTMENTS TO THREE RIVERS COMPANIES

The purpose of the report was to note the appointment of replacement officers onto the Council companies, Three Rivers Commercial Services Ltd, Three Rivers Homes LLP and Three Rivers Homes Ltd, with the upcoming retirement of the Director of Community & Environmental Services (DCES).

On being put to the Committee the recommendation was noted.

RESOLVED:

That the appointment to the following roles are noted.

1. Appoint the Chief Executive as a Director of Three Rivers Homes Limited.

2. Appoint the Executive Head of Services as a Director of Three Rivers Developments LLP and Three Rivers Commercial Services.

PR105/22 TO RECEIVE THE RECOMMENDATIONS FROM THE CONSTITUTION SUB-COMMITTEE MEETING HELD ON 7 MARCH 2023

The Committee received the sub-committee recommendations on minute writing standards.

Councillor Stephen Giles-Medhurst moved the recommendations on the minute writing standards with some minor amendments made by the sub-committee at their meeting on 7 March, seconded by Councillor Ciaran Reed.

RECOMMEND:

That the minute writing standards be recommended to Council.

PR106/22 DEBTS TO BE WRITTEN OFF

This item had been withdrawn. Details would be provided in the budget outturn report in June.

PR107/22 BUDGET MONITORING REPORT TO 31 JANUARY 2023

The budget monitoring report is a key tool in scrutinising the Council's financial performance and is designed to provide an overview to all relevant stakeholders. It is essential that the council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives within its resource limits and, where necessary, corrective action is taken. A key principle of budgetary control is to align the budget holders' financial responsibilities and their management responsibilities.

This report shows the expected financial position over the three year medium term based on the Council's actual financial performance at the end of period ten (31 January 2023) set against the latest budget.

Councillor Keith Martin moved the recommendations as set out in the report. They referred to section 1.3 of the report and the details on the variances.

The Head of Finance reported that we had been receiving some additional income from our kerbside recycling this had turned into a cost in the latter part of the year. This figure may change again before we get to year end. On Development Management we had seen additional planning applications fees come in towards the end of the year. On salary realignment, during the year we had reported on vacancies across the organisation structure. This was the latest forecast that taking into account the use of agency staff, the savings for the vacancies and the impact of the pay award. Section 1.4 of the report set out the capital position with there being some variations with most moving into next year. For IT there had been some realignment between different budget lines. There is also a £160,000 reduction to the budget around highways enhancement where more work is required. If the project was able to move forward a business case would come back in the future. With the forecast underspend at year end it does improve the general position on general balances therefore placing us in a good position moving into the 2023/24 financial year.

On garages the void rate was 15% void does this mean they are vacant as they thought there was a waiting list for garages – could we be provided with details of where the vacancies are. Could clarification be provided on garden waste?

The Head of Finance advised that the new fees for garden waste were agreed at the December Council meeting however there would have been very few people, possibly none, subscribing to the service at this point in the year so it would be around the volume at this point.

Under Council Procedure Rule 35(b) a member of the public spoke on this item.

In response to the member of the public, a Member advised that there had been discussion with Herts County Council (HCC) on the matter of EV charging and there was due to be a Leaders' meeting shortly to agree the countywide strategy. This would provide the opportunity for a holistic contract opportunity for all Herts Councils to bid into which would potentially release our need to use any CIL funding. The advice from officers is that we delay our process while those arrangements are in place. The CIL bid would only have provided a limited number of charging points in our key car parks but we want more than that. The funding was only available through the upper tier authority and not via the District.

The Head of Regulatory Services advised that the project which was identified 4-5 years ago was very much aimed at visitors and businesses on the back of retail refurbishment. Then CIL became available and until last year we had not been spending CIL. The EV charging initially came from two pilot car park schemes with up to six which now could be delivered through CIL. A large amount of the funding available from the Government had been for on-street proposals which you could only take advantage of for off-street car parks if you could prove there was a demand to be met for on-street users. For example, if you were in a town or an area where a number of properties did not have on street parking but could access the off street parking facilities. There had been other recent funding announced, the LEVI fund, but this is going to HCC who are working out how they are going to support LAs in delivering that. We are not able to competitively bid for that funding. Over the last couple of years and with Covid other projects had taken priority but we have now re-identified where we are with electric vehicle charging. Our original project has got the potential to expand and this is what we have been talking to Lead Members about and the County around delivering something on a larger scale across much more of our estate. Officers continue to explore other funding pots but there is currently nothing available solely for off-street parking. We will check again and talk to Dacorum BC but we have spoken to a number of LAs who have had access to pots of money in the past but there is nothing else currently available apart from the LEVI fund.

A Member referred to the High Elms Lane project and the sole reason for the removal from the budget was because if we allocate it in the budget we would have to allocate the borrowing requirements for the capital. Officers are still working on the project but there are difficulties both with the landowner agreements and HCCs difficulties in agreeing the designs. Officers are able to progress the yellow lines but once the landowner agreements are agreed and the designs we will be able to put forward a further budget bid. They felt it would be worthwhile to have a more detailed explanation as to why the other variances had only just occurred at this late stage particularly on salaries. On kerbside recycling it refers to our costs with regard to the market conditions in relation to the dry recycling but sought clarification on the £60,000.

The Head of Finance said in terms of the £60,000 this was dependent on the commodity prices. Sometimes we are able to receive income for our recycling but sometimes we have to pay for it to be disposed. Up until around December we were able to receive an income but that tipped over in January to a payment. The £60,000 was an estimate on what we need to spend which would offset the previous gains we made on income. It is very difficult to forecast but we are looking at ways to forecast this although it is a problem across the whole of

Hertfordshire Waste Partnership as it does not follow a particular pattern each year. In terms of the salary realignment it is an annual exercise we undertake which this year was a little delayed due to the pay award being agreed very late. We had estimates for the pay award which was based on our salary build which looks at all of our posts across the structure. We had to take into account what we had spent on agency staff during the year, what we forecast to spend on agency staff to the end of the year taking and the period of the vacancies. We can look to do this earlier, particularly if the pay award is agreed earlier, so that we can have a clearer picture. We only pay people the pay award to those who are in post.

The Director of Finance advised that through the budget monitoring report details were reported on vacancies throughout the year to give some indication of what we are expecting.

On being put to the Committee the motion was declared CARRIED by the Chair the voting being 8 For, 0 Against and 5 Abstentions.

RECOMMEND:

That the revenue and capital budget variations as shown in the table at paragraph 5.1 be approved and incorporated into the three-year medium-term financial plan.

PR108/22 WORK PROGRAMME

The Committee received their work programme.

The wreath laying protocol had been added to the work programme following a commitment made at Council

Corporate Framework item would be updated to a revised date following its adoption by Council.

RESOLVED:

That the work programme be agreed.

PR109/22 EXCLUSION OF PRESS AND PUBLIC

The Chair moved, duly seconded, that if the Committee wished to consider the remaining items 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 items 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.”

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

RESOLVED:

That the Committee move into Part II confidential business.

PR110/22 LOCAL AUTHORITY HOUSING FUND

The Head of Property Services and Major Projects introduced the report to the Committee.

The Local Authority Housing Fund (LAHF) was announced in December 2022 and is a project aimed at providing longer term accommodation for Afghan and Ukrainian families who have arrived in the UK via various resettlement schemes. The Government has allocated £500 million in capital funds to support Local Authorities who are facing the greatest challenges in providing 'move on' and settled accommodation for these particular groups.

At their meeting on the 21 February 2023, Full Council approved the signing of the Memorandum of Understanding with the Department for Levelling Up & Communities (DLUHC) to obtain LAHF Funding. Full Council also granted approval to delegate to Policy & Resources, the agreement of the detailed business case(s), the agreement to the value of TRDC's match funding and the final structure of the bid.

The key driver of the LAHF scheme is the need to provide new homes at pace. This has resulted in the need for Officers and Partners to mobilise incredibly quickly. The usual timelines for the preparation of business cases and funding approvals have been reduced substantially, and whilst there is no question that the LAHF funding will be allocated to TRDC, it is for the Council to satisfy itself that there are viable and feasible business case or cases that can enable the Council to maximise the benefit of this funding.

In order to maintain momentum, this report seeks to obtain a delegation from the Policy & Resources Committee to enable the Chief Executive, in consultation with the Leader of the Council, the Lead Member (Resources & Shared Services), The Director of Finance following approval from then Shareholder & Commercial Ventures Panel, to agree the detailed business case(s), the exact final sums of capital match funding and the final structure of any scheme.

Officers were looking to progress the scheme as quickly as possible and required the delegation approach in order to seek formal approval to the business cases in advance of the next Policy and Resources Committee meeting in June 2023.

The Chair agreed the recommendations which would allow officers to carry forward the work through the delegated process.

On being put to the committee the recommendations were declared CARRIED by the Chair the voting being by general assent.

RESOLVED:

Noted the progress made so far in connection with the proposals to secure and commit LAHF Funding;

Delegated to the Council's Chief Executive, in consultation with the Leader of the Council, the Lead Member for Resources & Shared Services, Director of Finance following the approval of the Shareholder & Commercial Ventures Panel the agreement of the detailed business case(s), the exact final sums of capital match funding and the final structure of any scheme.

A further update report will be presented to the Policy & Resources Committee following the completion of actions within 15.1.2.

This report requested agreement on the new arrangements for the delivery of the statutory requirements of Building Control currently provided by LA1, hosted by East Herts District Council and Three Rivers District Council, and the contract management of this service. LA1 covers both the signing of building control certificates which cannot be delegated to Herts Building Control but must remain with the local authority and the management of the building control contract.

The Chair moved, duly seconded the recommendations.

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

RESOLVED:

That public access to the decision and report be denied until the contracts are finalised.

Post meeting note – the full decision can be published as follows:

The Committee endorsed the proposed approach and agreed:

- a) Cancel the delegations to LA1 from 1 April 2023;
- b) Appoint the named persons as "proper officers" in respect of the non-delegable functions;
- c) Delegate to the Director of Finance the authority to agree revised Service Level Agreements and Inter Authority Agreements to implement the changes in consultation with the Lead Member for Resources and Shared Services.
- d) That public access to the decision and report be denied until the contracts are finalised."

CHAIR

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POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

PART I

5. HEALTH AND SAFETY POLICY STATEMENT 2023 (CED)

1 Summary

1.1 The Council is required to publish a formal statement of its responsibilities regarding managing health and safety at work.

2 Details

2.1 The objective of the Health and Safety Policy Statement 2023, attached in Appendix A, is to:

- Set the general direction for health, safety and welfare throughout the District Council.
- Demonstrate senior management commitment to health & safety.
- Meet the requirement of Section 2(3) of the Health and Safety at Work Act 1974 for a written statement of General Policy on Health & Safety.
- Reflect the approach outlined in the Health and Safety Executive publication, 'Successful Health and Safety Management' HS(G)65.

3 Options and Reasons for Recommendations

3.1 That Council approve the Health and Safety Policy Statement 2023 prior to its publication.

4 Policy/Budget Reference and Implications

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

4.2 The impact of the recommendations on this is non-compliance with requirements of Section 2(3) of the Health and Safety at Work Act 1974 for a written statement of General Policy on Health & Safety.

5 Financial Implications

5.1 There are no financial implications as a result of this report.

6 Legal Implications

6.1 It is a requirement of the Health and Safety at Work Act 1974 that this policy statement be reported and published.

7 Equal Opportunities Implications

7.1 Impact Assessment

Has a relevance test been completed for Equality Impact? Having had regard to the council's obligations under s149, it	No
---	----

is considered that as this is not a new policy and the data does not indicate any equalities issues that no updated EIA is required.	
Did the relevance test conclude a full impact assessment was required?	No

8 Staffing Implications

8.1 None specific.

9 Environmental Implications, Community Safety Implications, Public Health implications, Customer Services Centre Implications

9.1 None specific.

10 Communications and Website Implications

10.1 The Health and Safety Policy Statement is required to be published.

11 Risk and Health and 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

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Council does not fulfil requirements of Health and Safety at Work Act 1974 in publishing the pay policy.	The Health and Safety at Work Act 1974 is not complied with.	The Health and Safety Policy Statement is published.	Treat	2

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				

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%))

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

That the Health and Safety Policy Statement is agreed.

Report prepared by: Loraine Sibson, HR Operations Lead

APPENDICES / ATTACHMENTS

Health and Safety Policy Statement 2023

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Three Rivers District Council

Health and Safety Policy Statement

May 2023

1.0 INTRODUCTION

1.1 This policy provides a formal statement of Three Rivers District Council's responsibilities regarding managing health and safety at work.

The objective of this document is:

- To set the general direction for health, safety and welfare throughout the District Council.
- To demonstrate senior management commitment to health & safety.
- To meet the requirement of Section 2(3) of the Health and Safety at Work etc. Act 1974 for a written statement of General Policy on Health & Safety.
- To reflect the approach outlined in the Health and Safety Executive publication, 'Successful Health and Safety Management' HS(G)65.

1.2 References:

- Health & Safety at Work etc. Act 1974.
- Health & Safety Executive (HSE) publication Managing for Health and Safety' – third Edition published 2013 – HS(G)65 - ISBN 978 0 7176 6456 6.

2.0 SCOPE

2.1 This policy applies to all employees of Three Rivers District Council, including those employed in shared services as well as staff directly employed through agencies and any volunteers.

2.2 This Health and Safety Policy Statement is the lead document for Health and Safety in Three Rivers District Council. All other health and safety documents at a Corporate or Service level will match or exceed the principles set out here.

3.0 STATEMENT OF POLICY

3.1 Three Rivers District Council recognises that good health and safety management supports the safe and effective delivery of its services for the people of Three Rivers.

3.2 Health and safety will be 'owned' by all managers and employees, with clear leadership from Corporate Management Team (CMT) to ensure a pro-active approach and a 'safety conscious' culture that delivers compliance with legislation and a safe and productive work environment.

3.3 The Council will ensure, so far as is reasonably practicable, the safety of all employees and any other person who may be directly affected by its operations by:

- Ensuring significant health and safety risks arising from work activities are adequately identified and controlled.
 - Providing and maintaining safe plant, equipment and systems of work.
 - Managing and maintaining a safe and healthy working environment.
 - Ensuring that employees receive appropriate training and are competent to carry out their designated responsibilities.
 - Providing sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
 - Involving employees in health and safety decisions through consultation and cooperation.
 - Engendering a 'safety conscious' culture which seeks to enable employees to identify, mitigate and manage health & safety risks.
- 3.4 The Council will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance against the HSE's model "Successful Health and Safety Management" (HS(G) 65).
- 3.5 Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, the Council will provide competent technical advice on health and safety matters where this is necessary, in order to assist line management in its task.
- 3.6 All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support the Council's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in TRDC disciplinary action in line with the Disciplinary Policy.
- 3.7 The Council will ensure joint consultation on health and safety matters and will co-operate with safety representatives appointed by recognised trade unions. Consultation will be implemented through the auspices of the Risk Management Group, Local Liaison Committee and at local level.
- 3.8 Managers are responsible for ensuring that processes are in place for consultation with either Trade Union health and safety representatives or, where no such representative is in place, directly with the employees or other duly elected representatives.
- 3.9 The Council requires compliance with all health and safety standards and expects support in meeting its responsibilities from contractors and partner organisations. The Council will work with them to promote best practice.

4.0 RESPONSIBILITIES

- 4.1 **Elected members** – As a corporate body elected members have collective health and safety responsibilities and will ensure that suitable resources and strategic direction are available to discharge the Council's responsibilities.
- 4.2 **The Chief Executive** - has overall responsibility for health and safety throughout Three Rivers District Council and for ensuring that the objectives of this health and safety policy are implemented.

4.3 **The Executive Head of HR and OD** - as the Corporate Management Team (CMT) champion for Health and Safety, will ensure that CMT:

- Provide health and safety leadership focused on the management of significant risk.
- Decisions reflect health and safety intentions as articulated in this policy.
- Monitor the overall performance of the Council's health and safety management systems and are kept informed of, and alert to, relevant health and safety issues.

This role is intended to facilitate and promote health and safety at a senior level. Its function does not alter or diminish the legal responsibilities held by the Chief Executive/Director/Associate Directors/Heads of Services.

4.4 **Director/Associate Directors/Heads of Services** - are responsible for the implementation of health and safety policy and ensuring robust health and safety management systems within their Services.

Service Management Teams shall ensure that:

- Sufficient resources are allocated to meet health and safety obligations throughout the service.
- Service health and safety performance is subject to regular monitoring and review, with all Team meetings to include a mandatory agenda item on Health & Safety.
- Staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered.
- All levels of management under their control know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored.
- Where Service health and safety documentation is developed that these meet, as a minimum, the requirements of the law, as well as corporate policies and standards.

4.5 **Managers** - are responsible for implementing this policy in their areas of activity. Health and safety matters shall be given due consideration with other service commitments and form an integral part of their activities.

4.6 **All employees** - including those with managerial responsibilities, have a responsibility to:

- Work with due regard for the health and safety of themselves and others and not to misuse or interfere with anything provided in the interests of health, safety and welfare.
- Familiarise themselves and comply with the contents of this policy and all those policies, procedures and risk assessments that relate to their work.

- Co-operate with and support managers in meeting their health and safety responsibilities.
- Take part in health and safety training and development and health surveillance programmes, as required.
- Report all accidents, incidents and any health and safety problems or deficiencies to their manager immediately. Notifying the health and safety team and/ or trade union representative if they feel that their concerns are not being acted upon.

4.7 **The Health and Safety Advisor, Hertfordshire County Council** - is responsible for:

- Maintaining, reviewing and monitoring compliance with this policy.
- Developing, promoting, and reviewing procedures / guidance which support this policy.
- Providing H&S advice and assistance to managers and staff to ensure compliance with legislative requirements and best practice.
- Supporting the Executive Head of HR and OD and other Service Management Team members to meet their health and safety responsibilities.

5.0 ARRANGEMENTS

5.1 **Health and Safety Documentation and Procedures** - Corporate policies and guidance set out the overall position the District Council takes on specific issues and aim to ensure that, as a minimum, the requirements of health and safety legislation are met.

Three Rivers District Council policies and guidance on health and safety are available on the [Health and Safety pages of the Intranet](#) .

All other health and safety documentation at a departmental or local level will as a minimum meet the standards and requirements set out in the corporate documentation.

5.2 **Review and Authorisation** - This statement will be reviewed as appropriate to sustain its effectiveness, and such changes will be brought to the notice of employees. It may be supplemented in appropriate cases by further statements relating to the work of particular services or groups of workers.

A copy of this statement is made available to all employees.

Statement authorised and signed by:

Chief Executive
Three Rivers District
Council

Three Rivers District Council

Customer Experience Strategy 2023-2026 Committee Report

12 June 2023

POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

PART I – NOT DELEGATED

6. CUSTOMER EXPERIENCE STRATEGY 2023-2026 (EHoS)

1. Summary

- 1.1 A new Customer Experience Strategy has been developed to continue to drive forward the council's customer experience agenda for the next three years 2023-2026.

2. Details

- 2.1 The new Customer Experience Strategy 2023-2026 is designed to support the council's Corporate Framework 2023-2026 and run along the same time period.

- 2.2 The new Customer Experience Strategy 2023-2026 expands and builds on the work of the current Customer Experience Strategy 2020-2023 by continuing to focus on digital customer interaction and the development of first point resolution.

- 2.3 The proposed Customer Experience Strategy 2023-26 includes:

- 2.3.1 A customer experience vision:

To provide an excellent customer experience for our customers, first time, every time.

- 2.3.2 Five customer experience values to guide the approach:

- To treat all customers as individuals and be assessable for all
- To be respectful and polite
- To take responsibility for our services
- To be open and honest with our customers about what we can and cannot do
- To listen to feedback and learn from our mistakes

- 2.3.3 Five customer experience objectives to deliver against:

- Customers will have a choice in how they contact us
- Customers will be encouraged to use online services and we will promote the advantages it offers
- Information will be clear and easy to understand, helping customers' enquiries to be answered fully the first time where possible
- We will be proactive in dealing with customers' enquiries working together across departments to resolve issues
- We will use resources efficiently to provide value for money for residents and use data to inform decisions

3. Options and Reasons for Recommendations

- 3.1 To agree the proposed Customer Experience Strategy 2023-2026 and recommend to Full Council for adoption. This will provide a clear and consistent

approach and direction for the council with regards to its customers and how we interact and communicate with them.

- 3.2 To not agree the proposed Customer Experience Strategy 2023-2026 or recommend adoption by Full Council and therefore for the council not to have a Customer Experience Strategy. This would risk having a disjointed and inconsistent approach to how the council interacts with customers resulting in greater variations and discrepancies between services.

4. Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are not within the Council's agreed policy, as this report is recommending the approval and adoption of a new Customer Experience Strategy to cover the next three years and to replace the current Customer Experience Strategy 2020-2023.

5. Financial Implications

- 5.1 There are no direct financial implications arising from this report. It is anticipated that costs associated with the Customer Experience Strategy will be met from existing resources. Where additional investment is required a business case will be developed to make the case for funding. All requests for additional funding are evaluated against Council priorities set out in the Corporate Framework and are considered in the context of the Council's overall financial position to ensure that resources are allocated appropriately.

6. Legal Implications

- 6.1 The proposals contained in the strategy are within the Council's general powers under Part 3 of the Constitution to oversee the development and implementation of policy. It will assist the Council in discharging its function regarding the promotion of the economic, social and environmental wellbeing of the area. In addition to improving the customer experience, it will contribute to the achievement of the Council's duties under the Best Value Act 1999.

7. Equal Opportunities Implications

- 7.1 Relevance Test

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

8. Customer Services Centre Implications

- 8.1 The Customer Services Centre will be essential to the delivery of the Customer Experience Strategy, and the strategy will be used to steer the future priorities and delivery of the service.

9. Communications and Website Implications

- 9.1 Communications & Digital Services will be essential to the delivery of the Customer Experience Strategy, and the strategy will be used to steer the future priorities and delivery of the service, including future development of the website and how the council communicates with all customers both internal and external.

10. Staffing Implications, Environmental Implications, Community Safety Implications, Public Health Implications

10.1 None specific.

11. Risk and Health & Safety Implications

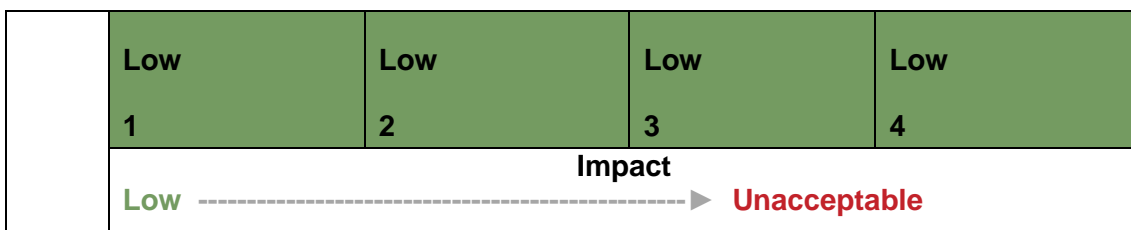
11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors 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 Customer Experience service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Council does not agree the Customer Experience Strategy	There is no clear direction for the council's approach to customers	Council to agree the strategy so there is a clear and consistent approach across services	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 <i>Probability</i> Likelihood	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



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%))

12. Recommendation

12.1 That: Policy & Resources Committee approve and recommend to Full Council adoption of the Customer Experience Strategy 2023-2026.

Report prepared by: Josh Sills – Head of Customer Experience

Data Quality

Data sources:

- Website engagement statistics
- Social media engagement statistics
- Customer interaction statistics
- Customer interaction survey December 2022

Data checked by:

- Carl Harris – Digital Services Development Manager
- Mandy Baker – Customer Services Manager

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers

Current Customer Experience Strategy 2020-2023

APPENDICES / ATTACHMENTS

- 1. Customer Experience Strategy 2023-2026

Three Rivers District Council

Customer Experience Strategy 2023-2026

*Three Rivers
'a great place
to live, work
and visit'*



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Foreword

I have always believed that Three Rivers is a great place to live, work and visit, and as a council we are working hard to ensure that this district always will be the very best it can. Our Customer Experience Strategy is designed to make sure that we achieve that ambition.

A district is made up of all the people who live, work and visit it – and it is the experiences of those people which are at the very heart of this strategy. We want our customers to feel valued and listened to, and we want our communication and contact channels to be efficient and effective in meeting our customers’ needs, whilst maximising the use of technology and digital communications.

This strategy sets out clearly how we will achieve these aims – and ensures that in years to come Three Rivers will always be a great place to live, work and visit.

*Councillor Sarah Nelmes -
Leader of the Council*

Introduction

Three Rivers District Council’s Customer Experience Strategy is based on the principals of using the most appropriate method to ensure we deliver council services for our customers in the most efficient and effective way.

This strategy influences the way the council interacts with its customers to deliver a service that is considered every step of the way.

In order to provide the best service possible, we need to evolve and modernise how we interact with customers. Customers increasingly want service that is fast, personalised, proactive and connected. That means making sure customers can interact with the council at a time and place of their choosing. It also means recognising that some people might need extra support to access services, and we must ensure it is available. It’s about more than just technology. It’s about an attitude and approach that treats all customers as individuals.



Our promise to you

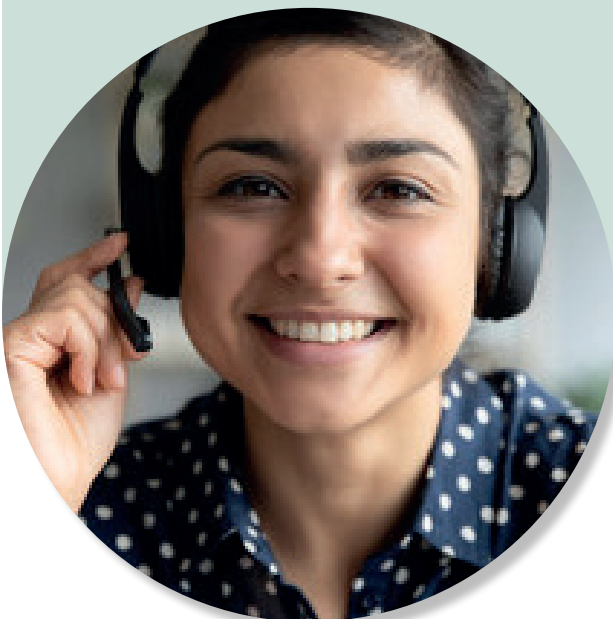


Our Vision:

To provide an excellent customer experience for our customers, first time, every time.

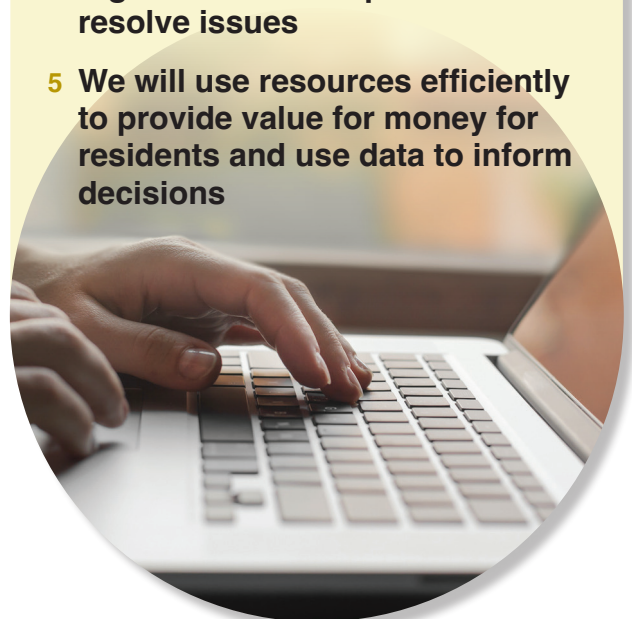
Values

- To treat all customers as individuals and be accessible for all
- To be respectful and polite
- To take responsibility for our services
- To be open and honest with our customers about what we can and cannot do
- To listen to feedback and learn from our mistakes



Objectives

- 1 Customers will have a choice in how they contact us
- 2 Customers will be encouraged to use online services and we will promote the advantages it offers
- 3 Information will be clear and easy to understand, helping customer enquiries to be answered fully the first time where possible
- 4 We will be proactive in dealing with customer enquiries working together across departments to resolve issues
- 5 We will use resources efficiently to provide value for money for residents and use data to inform decisions



Who are our customers?



Our customers

include any person, group of people or organisation who has contact or interaction with the council.



Residents



Service users



Visitors to Three Rivers



Suppliers



Businesses



Partners



Colleagues



Community groups



Neighbouring authorities & government bodies

What do we mean by Customer Experience?



Customer Experience

is the overall impression people have of their interaction with the council.

This relates to any and all interactions at any stage throughout the customer journey from initial contact to final outcome.

The factors that make up the impression people have of their interaction with us include:

How we communicate

- Being clear about what we are responsible for and what we are able to control
- The reasoning behind decisions taken where we do have responsibility
- Using clear and easy to understand language

The way we communicate

- The tone and manner we take and present to customers
- The effect we have on customers mood, emotions and feelings

The environment and method in which we communicate

- The impact visual, audible, and tactile interactions have on customers

The way we treat people

- The way our individual and team behaviour affects our customers
- Treating people with dignity and respect
- Treating people as individuals

Supporting our Corporate Framework



How our Customer Experience Strategy supports our Corporate Framework

The Customer Experience Strategy supports and underpins the council's Corporate Framework by helping to deliver the council's vision and objectives.

'Three Rivers - a great place to live, work and visit'

Provide responsive and responsible local leadership

- Prioritise our customers' experience
- Proactively engage with our customers and provide accessible communication channels so we can understand what our customers want and need
- Provide services in a financially efficient and responsible way

Support and enable sustainable communities

- Signpost and provide information about what we are doing and the services we provide
- Use and encourage sustainable options to our customers wherever possible

Expand our position as a great place to do business

- Value local businesses as customers
- Engage with mutually beneficial initiatives

Achieve net carbon zero and be climate resilient

- Promote a digital first approach to communication, significantly reducing print and post to support our net carbon zero target

What we know about our customers



The resident population of Three Rivers in 2021 was 93,771.

51.3% (48,121 people) identified as female and 48.7%, (45,650 people) as male

Interaction statistics 2021/2022 (1 April - 31 March)

567,053



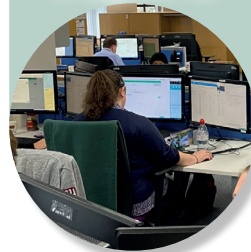
Unique website visits

21,862



Households signed up to garden waste

75,376



Calls recieved via the call centre

27,569



Council Tax payers signed up to Direct Debit

2,566



Planning applications submitted

66,254



People on the electoral register

2,105



Businesses registered for business rates

25,959



E-newsletter subscriptions

4,532



Council Tax payers signed up to e-billing

30,410



Requests submitted via the customer portal

30,768



Social media engagement

13,989



Active customer portal accounts

What our customers say about us



“Staff always helpful, but I usually go online to find out queries”



“Whoever answers the phone are always nice, polite and very helpful”



“Only had one occasion to contact you about my bin, was all on twitter. Very quick and easy to report and all resolved for me”



“Use online service regularly and it is 10/10”



“The staff are always patient and very helpful. So much simpler than a machine”



“Was impressed how easy it was to apply for a garage online”



“I only use the phone to contact the council as I like to speak with people and don't have access to IT”

What have we achieved and learnt



What have we achieved to date?



- Our improved Customer Portal (my.threerivers) allows customers to communicate with us through the use of self-service forms and a customer account
- Development of a new council website to be launched in April 2023
- Introduction of self-serve computers in the Visitor Centre at Three Rivers House
- Introduction of GovDelivery, an e-newsletter platform, allowing customers to sign up to updates for different information of their choosing
- Increase in the number of services available online through the Customer Portal
- Increase in transactions completed online with a reduction in transactions completed over the telephone

What have we learnt?



- Customers want services that are convenient and can be accessed 24/7
- Technology is constantly developing and we should ensure we are able to be flexible and adapt processes in line with development
- Social media is an increasingly effective way of communicating with our customers
- Not all services are best served online e.g. benefits support and we should use data to support decisions
- Awareness of the previous Customer Experience Strategy (2019-2023) varied between stakeholders and so increasing awareness and communication of the new strategy is important
- The language we use when communicating with customers is sometimes overly technical, complicated and unclear
- Customer feedback has suggested the current website is not as user friendly as it could be and therefore find it difficult to access online services
- One bad experience could lead to reduced confidence so making sure our processes are simple, clear and well tested before going live is important
- A digital first approach means online should be a quick and easy way to provide the service

What will we do?



Our Objectives

Objectives	Action
<p>We will give customers a choice in how they contact us</p>	<ul style="list-style-type: none">• Providing online services that are available 24/7• Continuing to increase the range of services available online via the Customer Portal• Providing a telephone option for those who do not have access or are unable to use the internet• Providing a face to face option and computers for customers to use online self-service in the Visitor Centre at Three Rivers House
<p>We will encourage customers to use online services and promote the advantages it offers</p>	<ul style="list-style-type: none">• Making all services available online where appropriate• Providing fast, efficient, easy to use integrated online services• Creating online forms to enable integration and automation• Prioritising and encouraging electronic communications• Increasing awareness and the benefits of online services
<p>We will present information that is clear and easy to understand and try to answer customer enquiries fully the first time where possible</p>	<ul style="list-style-type: none">• Maintaining a well presented and easily accessible website that has relevant and up to date information• Developing training of staff• Publishing frequently requested information on our website and circulated via e-newsletters and social media• Ensuring information and communication is clear, up to date and accurate• Utilising current systems and platforms to streamline service delivery

What will we do?



Our Objectives

Objective	Action
We will be proactive in dealing with customer enquiries and work together across departments to resolve issues	<ul style="list-style-type: none">• Dealing with issues and problems as quickly and thoroughly as possible and following up on any unresolved issues• Listening to the customer and actively seeking to resolve their concerns• Setting clear expectations about service delivery and delivering what has been promised• Delivering a consistent customer experience across all departments and encouraging a culture of responsibility and ownership for service delivery• Working together across departments providing support and co-operation
We will use resources efficiently to provide value for money for residents and use data to inform decisions	<ul style="list-style-type: none">• Encouraging customers who can, to use online forms of communication to free time for staff to deal with more complex issues or for those who have no way of accessing digital services• Improving internal communication and data sharing so customers only have to contact us once• Using data to prioritise areas for improvement and focusing on those issues that affect large numbers of people first• Sharing data across departments to improve customer service• Listening to customer feedback and learning from our mistakes and successes

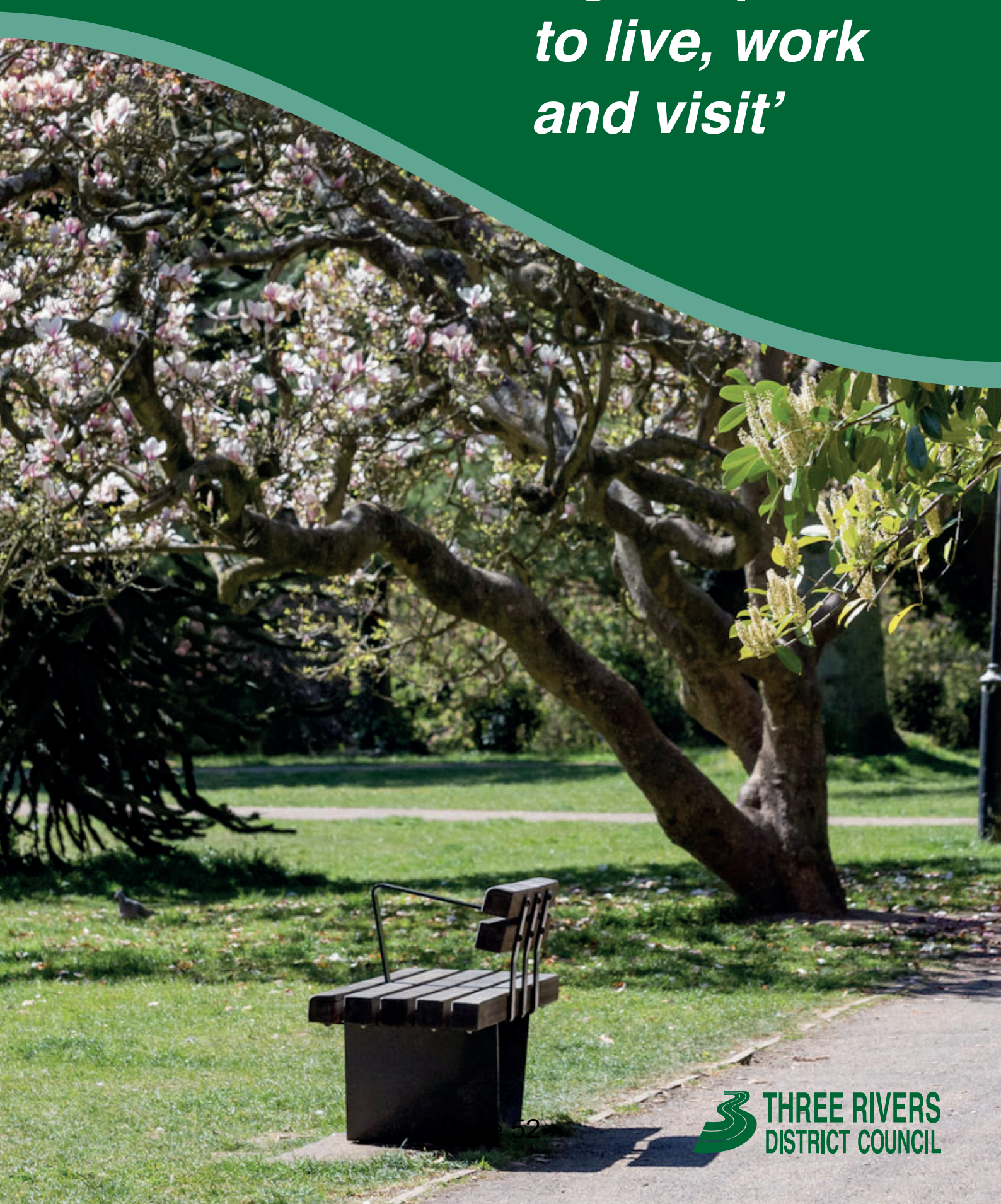
How will we know we are succeeding?



To track our progress against this strategy, we will use multiple sources of data and information to measure improvement.

Objective	Measure
<p>We will listen to customer feedback including:</p> <hr/>	<ul style="list-style-type: none">• Results from the Resident Survey to measure resident satisfaction levels (results can be benchmarked against national results, through the Local Government Association's Resident Survey)• Service specific satisfaction surveys and user evaluation• Compliments and complaints information
<p>Making good use of our data including:</p> <hr/>	<ul style="list-style-type: none">• Number of people using channel communication• Platform usage and engagement statistics (including website, social media and customer portal)• Volumes of compliments and complaints, and analysis of themes and trends• Customer journey mapping (both ideal states and current experiences)

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and visit'*



POLICY AND RESOURCES COMMITTEE

PART I – DELEGATED

7. DRAFT SARRATT NEIGHBOURHOOD PLAN FOR CONSULTATION (ADEIP)

1 Summary

1.1 Sarratt Parish Council have formally submitted their draft Neighbourhood Plan to Three Rivers District Council. It is now a statutory requirement for Three Rivers to consult on the draft Neighbourhood Plan and this report seeks agreement from the Policy and Resources Committee to go out for consultation.

2 Background

2.1 Neighbourhood planning was introduced through the Localism Act 2011. New powers allowed qualifying bodies (Parish or Town Councils) to produce Neighbourhood Development Plans (NDP). NDPs allow communities to set planning policies for their area.

2.2 Once adopted, NDPs become part of the development plan for the District and they must be considered when planning decisions are made, along with the Local Plan and national planning policy.

2.3 NDPs must be examined by a suitably qualified independent person, appointed by the Council and agreed by the qualifying body (Parish/Town Council). Neighbourhood plans must also pass a referendum of local voters by a simple majority. If a plan passes referendum, the Council must 'make' (adopt) it, unless it breaches EU obligations or human rights legislation.

2.4 The Sarratt NDP (the Plan) has been produced by Sarratt Parish Council (the Parish) in conjunction with the local community. The Plan does not seek to allocate sites for housing but provides policies which are to be considered in the determination of planning applications for development within the Sarratt Neighbourhood Plan Area.

2.5 The Sarratt Neighbourhood Plan Area was designated by resolution of the Policy & Resources Committee on 22 July 2019.

2.6 The Council has a duty to provide technical advice and support to communities producing a Neighbourhood Plan. Officers have assisted the Parish by providing technical advice, feedback on draft versions of the Plan and supporting documents.

3 Details

3.1 In November 2022 Sarratt Parish Council formally submitted the Draft Sarratt NDP and supporting documents to the District Council. Where a qualifying body submits a plan proposal to the local planning authority, it must include:

- A map or statement which identifies the area to which the proposed neighbourhood development plan relates;
- A consultation statement;
- The proposed neighbourhood development plan;

- A statement explaining how the proposed neighbourhood development plan meets the 'basic conditions' as set out in the legislation; and
 - Information to enable appropriate environmental assessments if required.
- 3.2 Officers have considered the submitted documents and are satisfied that the above legal requirements have been met. The Council is now required to undertake a statutory six-week consultation on the draft Sarratt NDP.
- 3.3 Following this consultation, the Council will appoint an independent examiner who will consider the representations received.
- 3.4 The examiner will check whether the NDP:
- Has been prepared and submitted for examination by a qualifying body
 - Has been prepared for an area that has been properly designated for such plan preparation
 - Meets the requirements to:
 - specify the period to which it has effect
 - not include provision about excluded development
 - not relate to more than one neighbourhood area
 - That its policies relate to the development and use of land for a designated neighbourhood area
- 3.5 The Examiner also has to consider whether a neighbourhood plan meets the "Basic Conditions"¹. In order to do this, the Plan must:
- Have regard to national policies and advice contained in guidance issued by the Secretary of State
 - Contribute to the achievement of sustainable development
 - Be in general conformity with the strategic policies of the development plan for the area.
- 3.6 Following examination Officers will consider the examiner's proposed modifications and then bring a final draft of the Sarratt NDP to be agreed at Policy and Resources Committee and Full Council.
- 3.7 Following Full Council the Sarratt Neighbourhood Plan will go out to referendum, and if successful will be adopted by the Council as part of its development plan for the area.

4 Options and Reasons for Recommendations

- 4.1 It is a statutory requirement that the Council consult on the draft Neighbourhood Plan and as such there are no alternative options.

¹ [Localism Act 2011 \(legislation.gov.uk\)](http://legislation.gov.uk)

5 Policy/Budget Reference and Implications

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

6 Financial Implications

6.1 The consultation on the Sarratt NDP will be covered by existing Planning Policy service budgets.

7 Legal Implications

7.1 The report and recommendations outline the current legal position with regard to proceeding to the next stage in the process. The Council’s discretion with regards to proceeding to consultation or otherwise is strictly limited by statute and in this case the requirements for proceeding to consultation are considered to have been met.

8 Equal Opportunities Implications

8.1 Impact Assessment

The Equality Impact and Outcomes Assessment (EIA) focusses specifically on the consultation. The Neighbourhood Plan itself has been prepared by Sarratt Parish Council as such the Parish Council will have considered their equalities duties during the Plan preparation. The consultation will be designed to include equalities questions and aims to reach as many people with protected characteristics as possible.

9 Staffing, Environmental, Community Safety and Public Health Implications

9.1 None specific.

10 Customer Services Centre Implications

10.1 The Customer Services Centre will be briefed on whom to contact regarding the consultation.

11 Communications and Website Implications

11.1 Consultation documents will be added to the website and the consultation will be publicised through the Council’s social media accounts.

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 Planning Policy and Conservation service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan.

Nature of Risk	Consequence	Suggested Control	Response <i>(tolerate, treat</i>	Risk Rating <i>(combination</i>
----------------	-------------	-------------------	-------------------------------------	------------------------------------

		Measures	<i>terminate, transfer)</i>	<i>of likelihood and impact)</i>
Failing to consult would leave the Council vulnerable to legal challenge	Legal costs and reputational costs		Tolerate	6

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.

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				

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%))

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:

The Policy & Resources Committee note the report and agree the Sarratt NDP for consultation.

Report prepared by: Marko Kalik, Head of Planning Policy and Conservation,
marko.kalik@threeivers.gov.uk

APPENDICES / ATTACHMENTS

Draft Sarratt Neighbourhood Plan

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SARRATT PARISH NEIGHBOURHOOD PLAN

Quick Reference

	Page <i>(clickable)</i>	Direct link to Associated Policy <i>(clickable)</i>
The Process	9	
Parish Overview	12	
Objectives	21	
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FOREWORD

The residents of the parish of Sarratt take immense pride in the area they live in – the unique history and character and the inclusive and vibrant community spirit that enables our area to thrive. To preserve and build on this legacy for future generations, they have developed this Neighbourhood Plan.

The Neighbourhood Plan expresses the development policies of the village to 2036 and beyond, collectively defined by its residents. The Sarratt Neighbourhood Plan Working Group has led the process of drawing up this plan with community members. Key stages of development have been a first public consultation in September 2021 together with presentation to Three Rivers District Council (TRDC). The plan was then amended taking account of the various comments and suggestions and a second public consultation held in August/September 2022. A final draft of the plan is due to be provided to TRDC and will form the basis of a final public consultation prior to going to a referendum in 2023.

In drawing up this document, the Sarratt Neighbourhood Plan Working Group consulted extensively with national and local agencies, including Three Rivers District Council (TRDC) and many special interest groups in the parish. Work was undertaken within the national legislative and regulatory framework, including the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.

I should like to thank all those who have helped to compile the plan.

John Carter
Chairperson
Sarratt Neighbourhood Plan Working Group

The Sarratt Parish Neighbourhood Plan Working Group:
Clare Bennett, Tony Bond, John Carter, Lee Gilmour, Will Hobhouse, and Anthony Soothill

Typesetting, Layout, and Website: Michael Edmund





INTRODUCTION



Sarratt Neighbourhood Area



WHY DEVELOP A NEIGHBOURHOOD PLAN FOR SARRATT?

At the end of 2018, Sarratt Parish Council decided that in anticipation of the Local Planning Authority (Three Rivers District Council) issuing a New Local Plan to address housing development targets set by central government, Sarratt would benefit from a Neighbourhood Plan, as provided for in the Localism Act 2012.

Whilst the parish of Sarratt is entirely Green Belt, whose aim is to prevent urban sprawl (with 5% included within the Chilterns Area of Outstanding Natural Beauty [AONB]), TRDC's New Local Plan will provide the means to move or lift Green Belt boundaries.

The Localism Act 2011 gives communities the legal right to prepare a Neighbourhood Plan that will set out policies to direct development and the use of land in a neighbourhood plan area.

This decision enabled Sarratt to benefit from the provisions of the National Planning Policy Framework, which allows communities to use Neighbourhood Plans to set out more detailed policies for specific area (para.28), and to:

“...develop a shared vision for their area...and help deliver the sustainable development...” (para.29);

This plan does not address the subject of how much development there should or shouldn't be in Sarratt – that is for others to decide. Over the decades, there has always been some development in Sarratt and this plan seeks to set out the policies that will help ensure that whatever development there is in the future both protects the rural nature and historic feel of the core hamlets and villages, and also meets local needs so that the parish remains a vibrant community.

Most importantly, whilst it does not provide a right of veto, it is a legal requirement that the Local Planning Authority (TRDC) MUST consider the policies within relevant Neighbourhood Plans when making a determination on planning applications. Therefore, having a Neighbourhood Plan is one of the best ways of preventing inappropriate development in our parish.

All neighbourhood plan documents are available from the website: sarrattneighbourhoodplan.org

WHAT WAS THE PROCESS FOR DEVELOPING THE NEIGHBOURHOOD PLAN?

In 2018 Sarratt Parish Council resolved that the Neighbourhood Plan, in line with best practice, should be community-led. The Parish Council asked residents to volunteer to help develop a Neighbourhood Plan and a Neighbourhood Plan Working Group was formed from volunteers in 2018 with an independent Chairperson. Experienced consultants (Bell Cornwell) were engaged to support the work of the lay Neighbourhood Plan Working Group and specialists AECOM were engaged to produce specific reports that form the appendices of the Plan. These include the Sarratt Design Codes that have already been adopted by Sarratt Parish Council. After some delays due to Coronavirus restrictions in 2020 and the first half of 2021, a public consultation was scheduled in September 2021, to canvass the views of residents on the draft Neighbourhood Plan.

Following a review of the public consultation, an initial draft of the Neighbourhood Plan was submitted to TRDC for review. After further consultation, the plan will be finalised and sent to TRDC for approval prior to a conducting a public referendum before it is formally adopted, before TRDC's New Local Plan, expected mid-2025.

WHAT ARE THE ESSENTIAL ELEMENTS OF THE NEIGHBOURHOOD PLAN?

A key decision during the consultation process for the Neighbourhood Plan was that the plan should be future-proofed insofar as possible to make it as applicable today as in the future. As such it is principles-based and does not address specific sites that may currently be being considered as potential development sites.

In brief the plan includes an introduction to the area, an overview of the process of producing and ratifying the overall plan, a list of policies and references to appendices which are the Housing Needs Assessment and Sarratt Design Codes produced by AECOM.

THE PLAN PROCESS

Stage 1

Gather Baseline Information

Review relevant policies and plans
Three Rivers Settlement Appraisal
TRDC Local Plan Sustainability Appraisal working note
2018 Parish Plan

Stage 2

Early stage public consultation and independent evidence

Fact finding questionnaire sent to a cross section of Parish organisations and business, key stakeholders
Attendance at the Sarratt Freshers Fair
AECOM Housing Needs Assessment
AECOM Design Code

Stage 3

Develop Neighbourhood Plan Objectives

Use information gathered in steps 1 and 2 to draw down a list of issues identified and amend draft plan appropriately
Formulate objectives for the Neighbourhood Plan

Stage 4

Develop List of Policies

Formulate policies that will deliver Plan objectives

Stage 5

Mid-stage public consultation

Consultation Forums to evaluate legitimacy of Plan's objectives and policies
Revise Plan based on feedback from consultations
Make revised Plan publicly available for 6 weeks as pre submission consultation in compliance with Regulation 14

Stage 6

Submit draft Plan to TRDC

The Plan will be submitted to TRDC, who will carry out a 6-week public consultation (Regulation 16). Following this, an independent Examiner will be appointed to carry out an independent examination of the Plan
Examiners Report received

Stage 7

Referendum

Stage 8

Adoption of the Plan





PARISH OVERVIEW

PARISH OVERVIEW

Sarratt is a village and a civil parish in Three Rivers District, Hertfordshire, England. It is situated 4 miles (6.4 km) north of Rickmansworth on high ground near the county boundary with Buckinghamshire. The chalk stream, the River Chess, rising just north of Chesham in the Chiltern Hills, passes through Sarratt Bottom in the valley to the west of the village to join the River Colne in Rickmansworth.

The village is much loved by residents and is located within the Chilterns, an Area of Outstanding Natural Beauty (AONB). Evidence of human habitation and cultivation go back over 4,000 years and include Roman occupation.

It is suggested that a village existed in the 8th century, but written confirmation of a village/parish community does not come until the building of Holy Cross Church around 1190. It is likely that this replaced a previous Saxon place of worship. Until the 18th century Sarratt was a hamlet, a cluster of properties surrounding the church, nearly a mile from the hamlet of Sarratt Green. The latter began to expand during the 17th century and eventually the name of Sarratt was applied to the whole, by which time very little of the development around the church had survived. Farming was the only trade in the village throughout this time and the population would have comprised a small number of the gentry and agricultural workers.

The population of Sarratt Parish in 1831 was about 450, rising to 654 in 1871. This reflects a surge in shops and trades that grew around the Green along with some new housing. The 20th century saw the first significant (by Sarratt standards) housing expansion. Several council house developments were completed between the World Wars and after 1945. Flats in Downer Drive, The Briars and Caroon Drive were built in the 1970s and the Wards Nurseries site was developed in 2005.

Today, the population is around 2,600, including the hamlets of Belsize, Chandlers Cross, Commonwood and parts of Bucks Hill. Sarratt is located in the Green Belt of Hertfordshire and as such is protected by policies related to this. It includes an Area of Outstanding Natural Beauty (AONB), Sites of Special Scientific Interest (SSSI), two Conservation Areas and the Green in Sarratt has 25 Grade 2 listed buildings.



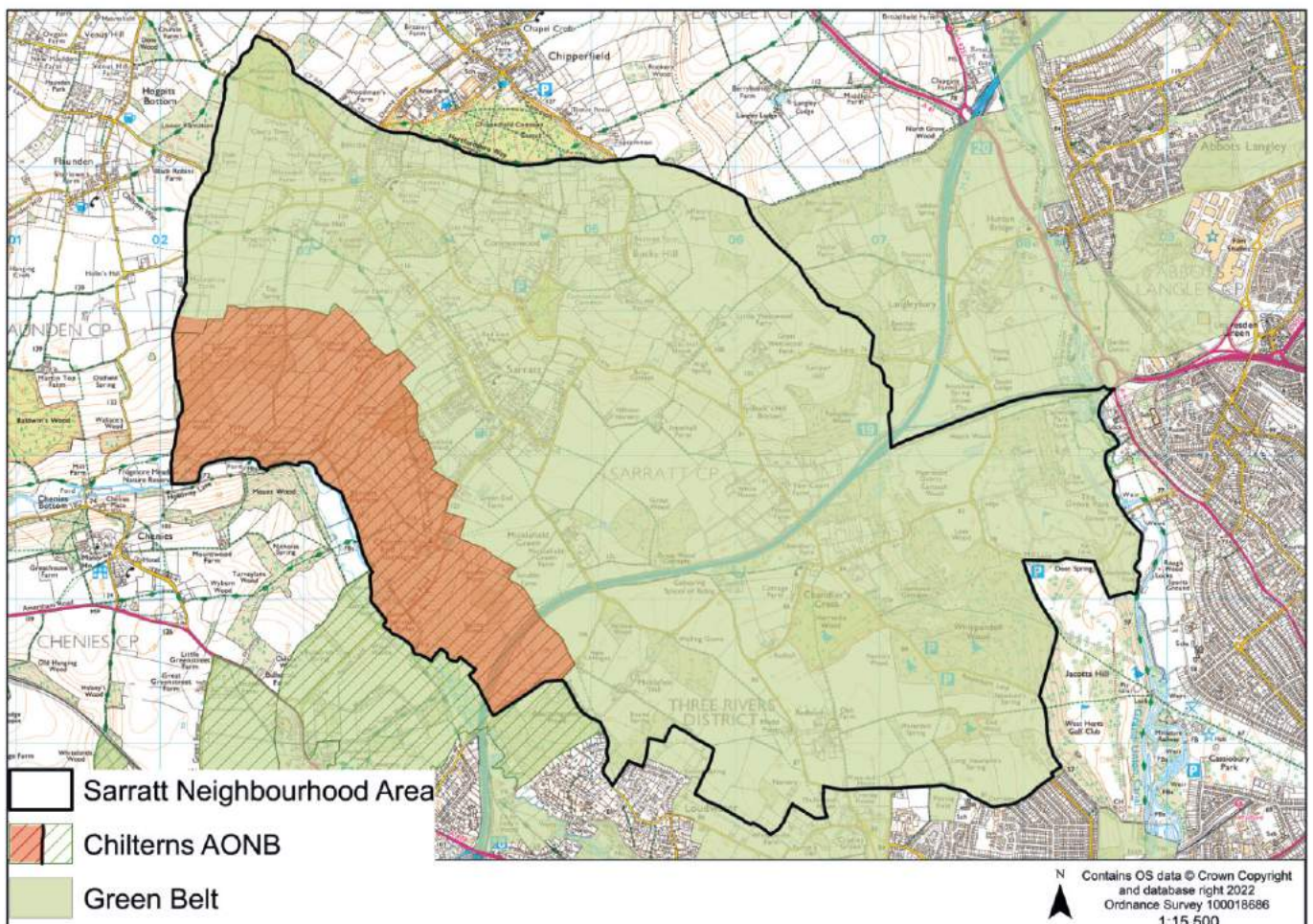
Water Pump, Sarratt Village Green

Green Belt

100% of the Parish is currently in the Green Belt which gives Sarratt much of its green open character and local distinctiveness. The Government gives great importance to Green Belts, which were put in place to prevent urban sprawl by keeping land permanently open. This means that the construction of new buildings is inappropriate apart from the exceptions set out within the NPPF. These exceptions include limited infilling in villages, limited affordable housing for local community needs and, in some cases, limited infilling or redevelopment of previously developed land. These exceptions are consistent with the approach to development that is set out in this Neighbourhood Plan.

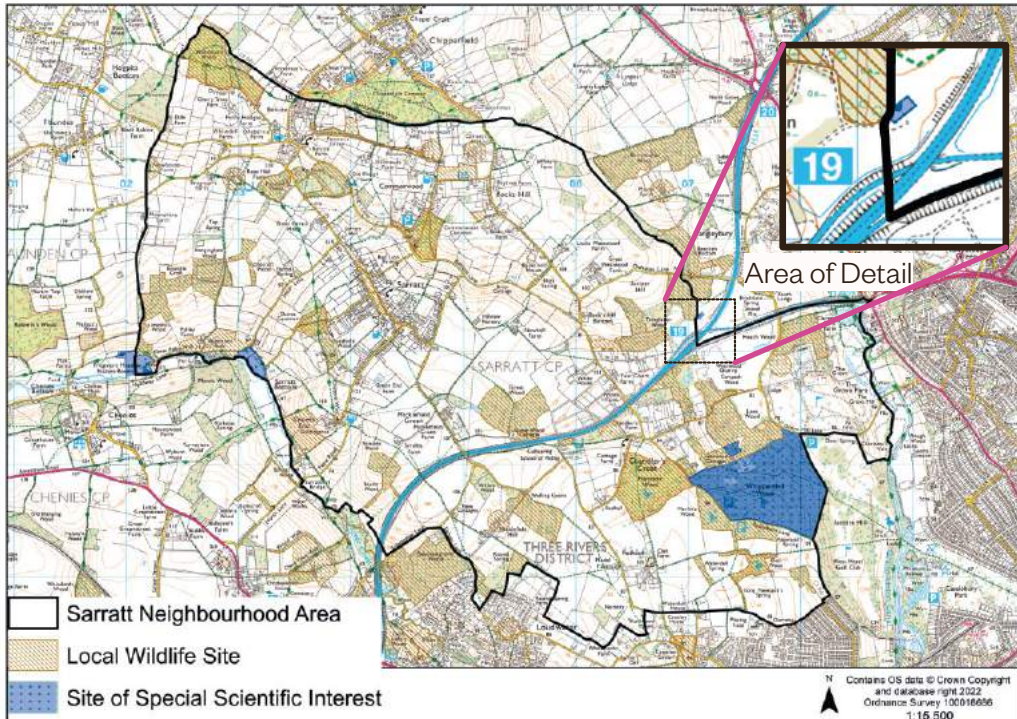
AONB

AONB is protected under the 1949 National Parks and Access to Countryside Act. Its protection is further enhanced by the Countryside and Rights of Way Act, 2000 (CRoW2000). Only local authorities or the Secretary of State can give permission for development in, or affecting, an AONB. Any development proposals must have regard for the principle of conserving and enhancing the natural beauty of the AONB.



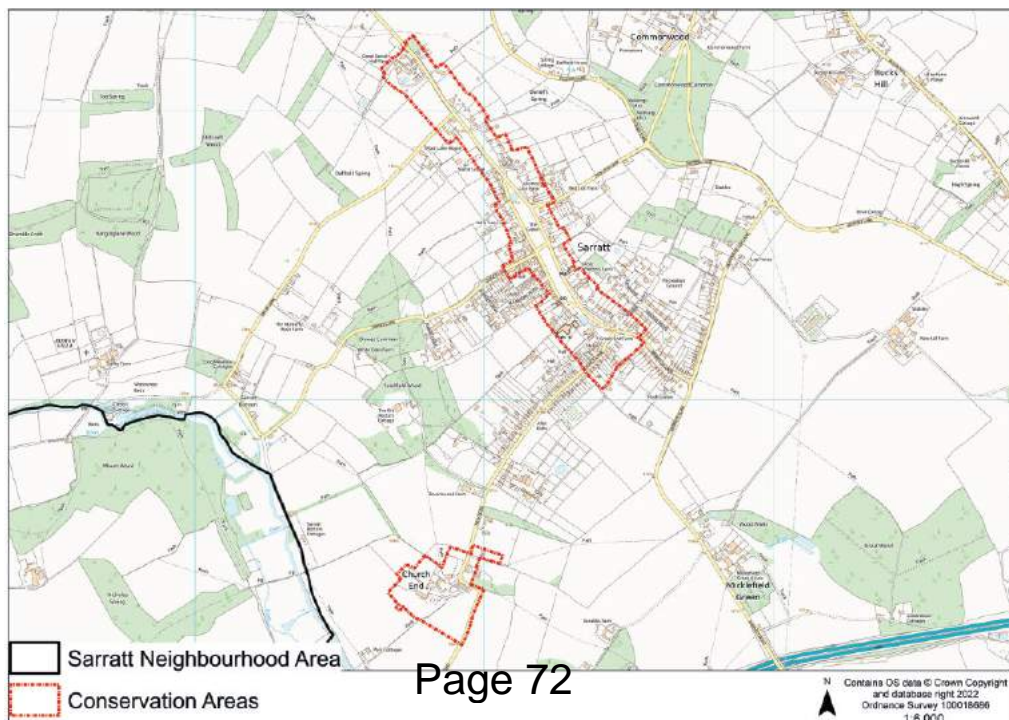
SSSI

Natural England selects sites that have features of special interest, such as its wildlife, geology or landform. These are then protected from any development and it is an offence to deliberately or recklessly damage the special features of an SSSI.



Conservation Areas

We have two Conservation Areas in Sarratt. Residents and businesses in a conservation area may need permission from the Local Planning Authority before making alterations such as cladding, inserting windows, installing satellite dishes and solar panels, adding conservatories or other extensions, laying paving or building walls. Demolition of a building within a conservation area will usually require planning permission: it is now a criminal offence to carry out demolition in a conservation area without planning permission.

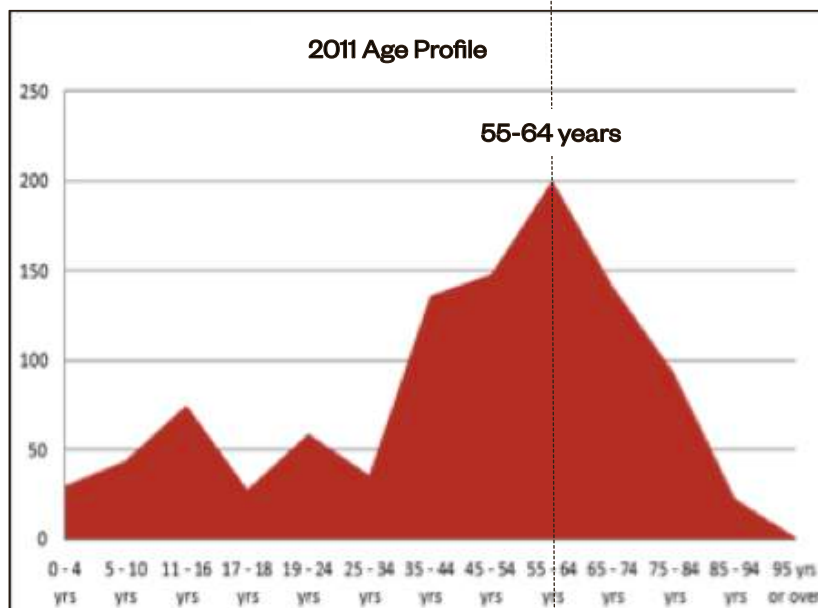
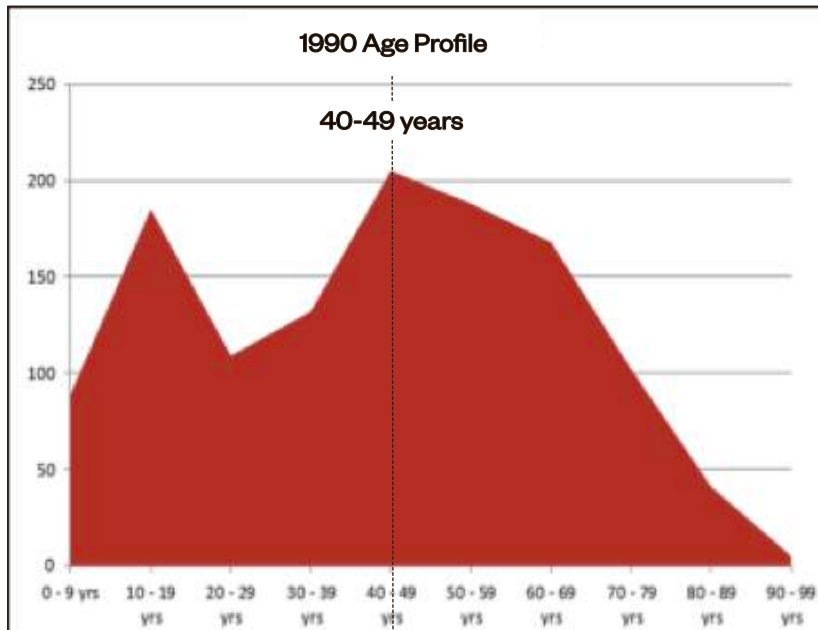


Demographics

The 2012 Parish Plan Survey showed a population of the the parish unsurprisingly heavily skewed towards Sarratt with 60% of the total; the only other area with over 10% of the population is Belsize with 12%. 55% of residents have lived in the Parish for more than 50 years and a further 26% for 6 -15 years.

Given this continuity of residence, it is unsurprising that the age distribution across the Parish in the decade to the last Census figures has moved significantly up.

It is now a Parish with a predominantly older population.



Housing Stock

The Housing Needs Assessment produced by AECOM (Appendix [IV]) shows that the proportion of detached homes is more than double that of Three Rivers or the national average, while all other dwelling types exist at correspondingly lower proportions. For example, the proportion of flats in Sarratt is less than one-third that in Three Rivers. Strongly linked to this finding is the fact that Sarratt has generally larger dwellings than Three Rivers, with a greater proportions of all size categories above six rooms, and lower proportions of all smaller dwelling sizes.

Proportions of Housing Types in Sarratt, Three Rivers, and in England

Source:ONS 2011 Census, AECOM calculations

Dwelling Type

House or bungalow	Sarratt	Three Rivers	England
Detached	57.8%	26.3%	22.4%
Semi-detached	19.3%	35.0%	31.2%
Terraced	14.1%	19.1%	24.5%
Flat or maisonette			
Purpose-built block of flats	4.3%	16.7%	16.4%
Part of a converted or shared house	1.3%	3.8%	3.8%
In commercial building	0.8%	1.0%	1.0%

Community

The Parish has a rich and diverse set of community activities, with more than 50 clubs and events, societies or activities.

Two organisations typify the strong community spirit in the Parish: Sarratt Care is a highly unusual volunteer organisation, providing such services as transport for hospital appointments, meals on wheels and a luncheon club for the whole Parish. Sarratt Spotlight is a Parish magazine funded by the Church that has become the go-to source of news and information on what's happening in the Parish.

The following Community Activities have been identified:

Allotments

Beavers/Cubs/Scouts/Explorers

Bell Ringers

Book Clubs

Bowls Club

Bridge Club

Brownies

Church Home Group

Days Almshouse Charity

Football Club

Friends of Holy Cross

Grey Knights

Horticultural Society

Local History Society

Neighbourhood Watch

Pony Club

Residents Associations:

*Belsize; Chandlers Cross/Bucks Hill/Penmans
Green/ Commonwood*

Royal British Legion (Sarratt Branch)

Sarratt C of E School

Sarratt Care

Sarratt Community Garden

Sarratt Evening WI

Sarratt Parents Association

Sarratt Rebels (youth football)

Sarratt Singers

Sarratt WI

Spotlight

Sunrise & Sunset Club

Sustainable Sarratt

Tennis Club

U3A

Wildlife Volunteers

Youth Club

Community Events

Antique Fairs

Apple Festival

Firework Display

Boxing Day Vintage Car Rally

Flower Festival

Friendship Club

Grapevine Movies

May Fair

Sarratt Festival of Music

Sunday Markets

Horticultural Shows

Pantomime (SPLAT)

Sarratt Freshers Fair (biennial)

Village Day (biennial)

Village Picnic







OBJECTIVES

These objectives are drawn from the findings of the community engagement and evidence gathering process outlined Section 2 above. They are organised into three broad themes of Economic, Social and Environmental Impact.

OBJECTIVE	ACTION	ASSOCIATED POLICIES
ECONOMIC		
Maintain the viability of the businesses and services that are key to the area: <ul style="list-style-type: none"> • Village Shop • Pubs • Garage • Doctors' surgery • Bus service • School • Church • Village Hall 	Ensure any property development in the parish consists of a mix of properties that best meets the housing needs of the community, promoting a thriving and balanced population that will maintain the viability of these businesses and services.	1, 4, 10
SOCIAL		
Ensure that community spirit is supported and enhanced.	Protect sites important for community interaction, such as village hall, church, playing fields. If the community grows, ensure there is adequate provision of facilities for community interaction.	8, 9 1
Develop a housing stock that meets the needs of all demographics with in the community.	Ensure new developments consist of a mix of housing that promotes a thriving, balanced population.	1, 4, 5
ENVIRONMENTAL		
Maintain the rural nature of the village and conserve its important historical and environmental features.	Protect key historical assets: <ul style="list-style-type: none"> • Church • ancient settlements • conservation areas • listed buildings 	3
	Protect environmental assets: <ul style="list-style-type: none"> • AONB • 4 SSSIs • 4 county wildlife sites 	6, 7, 11
	Protect distinctive nature of parish settlements	1, 2, 3
Wherever possible, reduce the community's contribution to climate change	Promote the use of environmentally friendly building materials and building design.	2, 12
	Promote the use of renewable forms of energy.	12
Preserve the character of the settlements within the parish.	Ensure where development occurs it is of a quality and design that enhances the local environment and is in keeping with local design features. Refer to Design Code (Appendix III)	1, 2, 7, 11
Keep the impact of any development on traffic in the area to a minimum	Ensure there is adequate provision for parking within any new development and design of roads should be in keeping with others in the area	2, 10



VILLAGE HALL



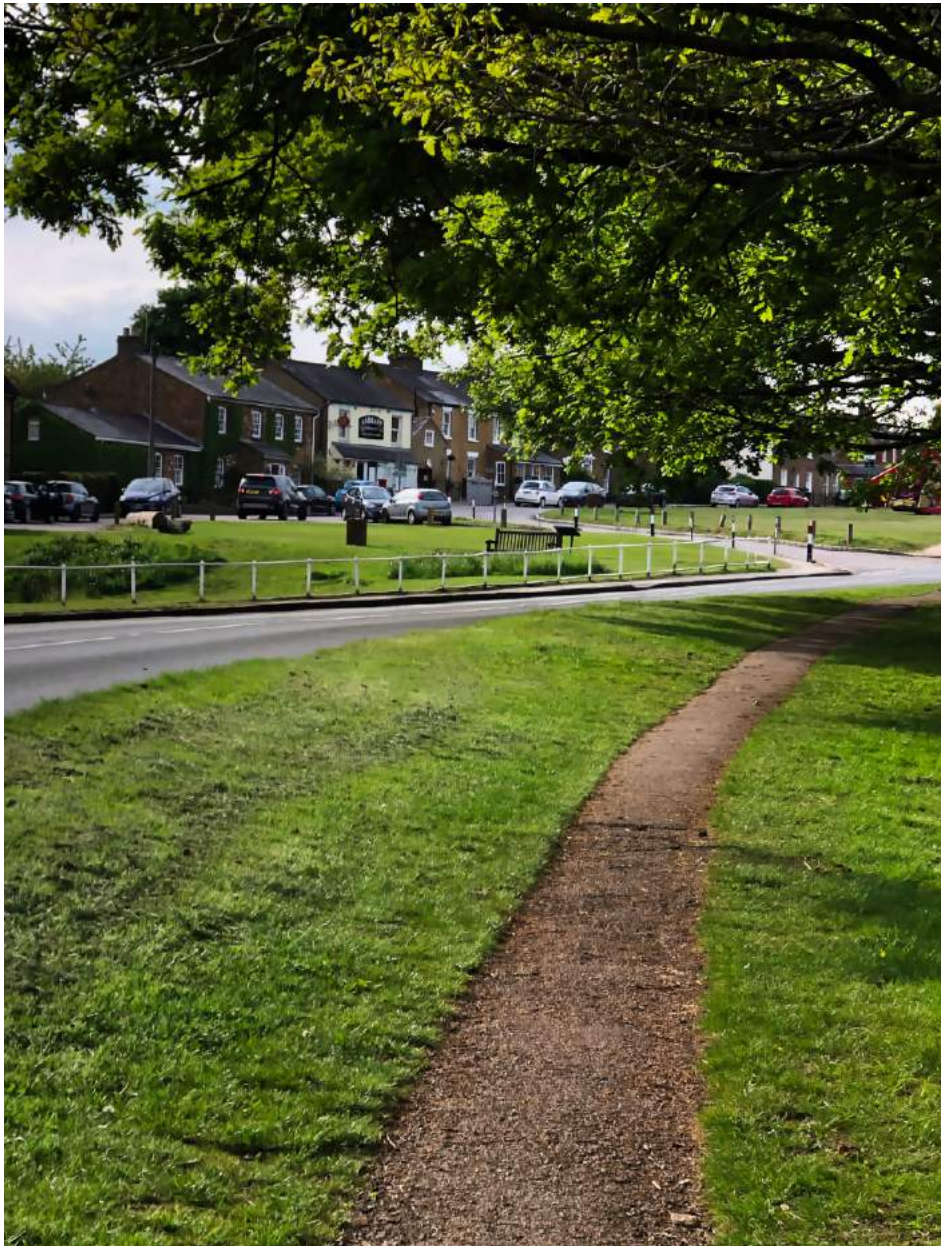
POLICIES

Note:

A selection of representative images is presented with each policy. Further images are provided in Appendix II

Section 1: Development in Villages and Hamlets

Context: The 2018 Parish Plan survey established that residents had a strong preference for protecting the character of the core village of Sarratt and the hamlets of Belsize and Bucks Hill; and for preventing village extensions.



Sarratt Village Green



Policy 1: Development in Villages and Hamlets

To accord with the principles of sustainable development outlined in the NPPF and TRDC Development Plan. To achieve this, sustainable development that makes the use of previously developed land will be encouraged and all new development must:

- respond positively to the local context.
- protect the historic character of the core village of Sarratt and hamlets of Belsize and Bucks Hill

Proposals for development on the edge of the village and hamlets will only be supported where they are small scale and meet an identified local need, with priority given to previously-developed sites.

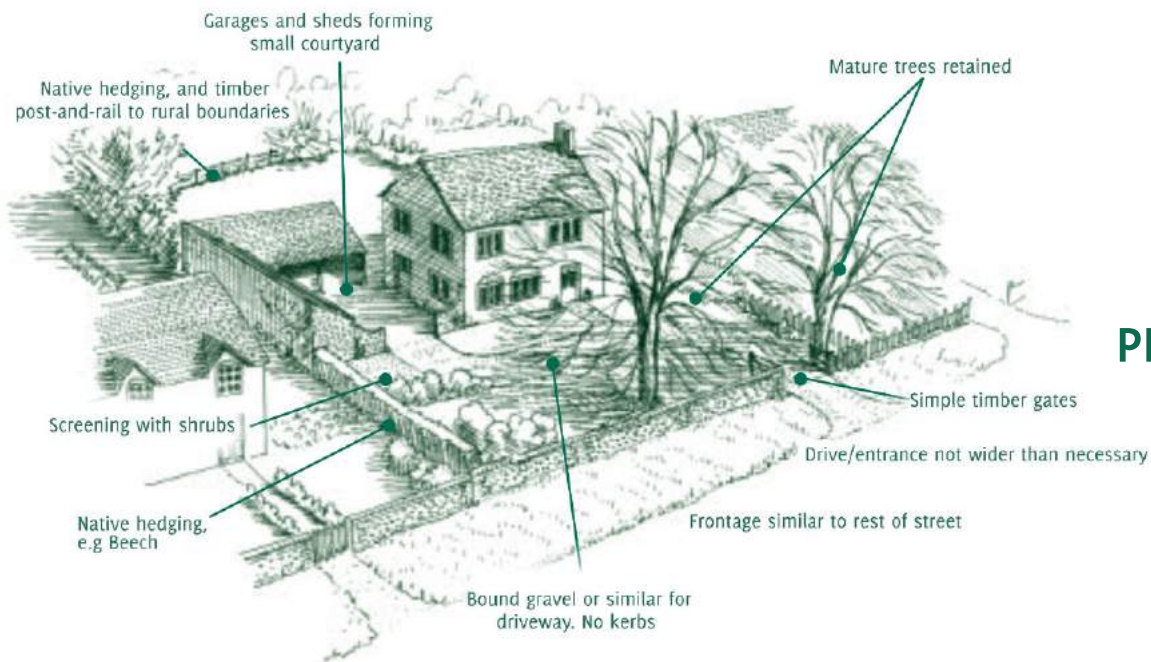
All major applications shall be comprehensively planned to prevent piecemeal development, having regard to the timely and coordinated provision of infrastructure, services, open space and facilities made necessary by the development. They shall also be accompanied by a statement of community engagement to detail how the local community has been engaged prior to any planning application being made.

Section 2: Design Principles

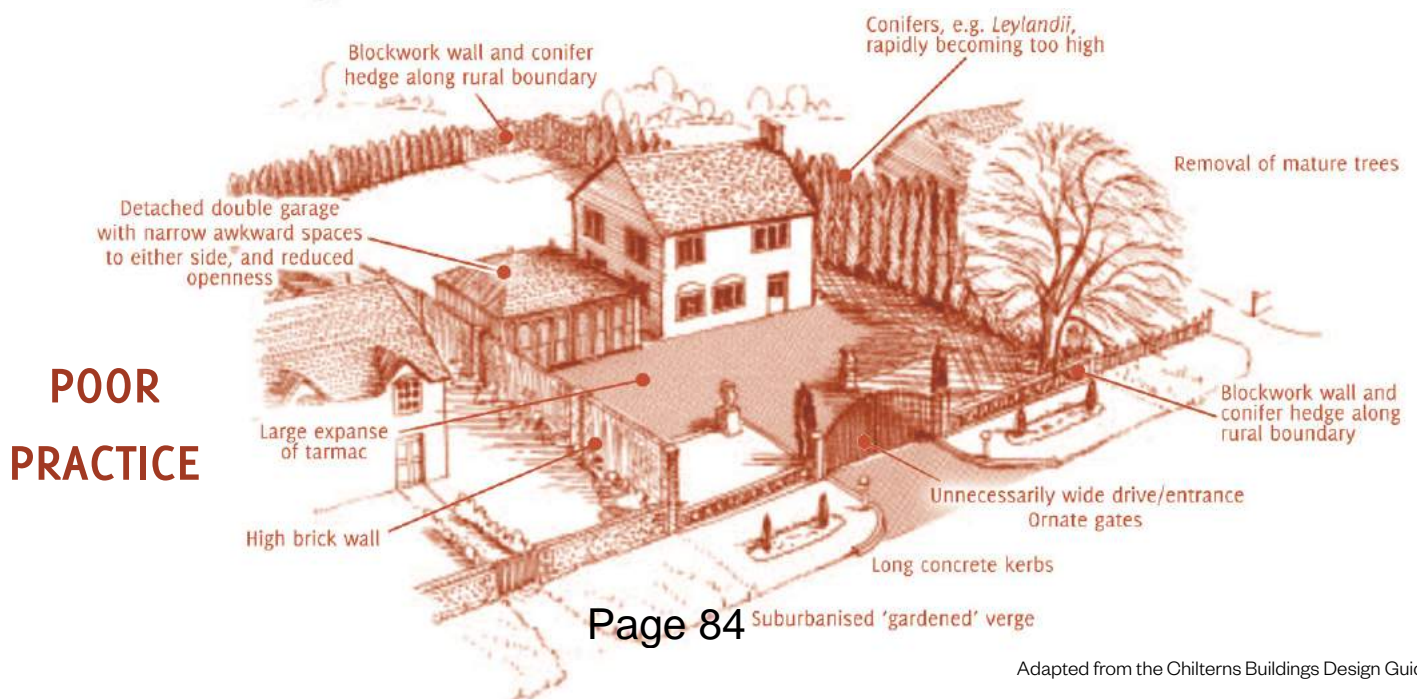
Context: As the Parish overview sets out, Sarratt is a historic village that includes part of the Chilterns Area of Outstanding Natural Beauty (AONB). There are two conservation areas within the parish, both of which were established in 1969; The Green Conservation Area and Church End Conservation Area. The former encompasses The Green and surrounding properties in the village core, whereas the latter forms a cluster around the Church of Holy Cross to the south-west of the main settlement. There is a total of 93 listed buildings within the parish, most of which are Grade II. The parish also contains many unlisted buildings of architectural interest, and the Green is protected. Some of the most prominent listed buildings and landmarks include:

The Church of the Holy Cross (Grade II*)	The Boot public house (Grade II)
The Grove (Grade II*)	The Cock Inn public house (Grade II),
Sarratt Hall (Grade II)	The pump on the green (Grade II)

In addition, the parish contains four Sites of Special Scientific Interest (SSSI): Sarratt Bottom, Frogmore Meadows, Whippendell Wood, and Westwood Quarry. There are also two Conservation area, and an Area of Outstanding Natural Beauty. The aim of this policy is to ensure that future developments consider local character and, through design proposals, they further enhance local distinctiveness by creating good quality developments, thriving communities and prosperous places in which to live.



**GOOD
PRACTICE**



**POOR
PRACTICE**

Policy 2: Design Principles

Development proposals will be required to have regard to the design guidelines in the Sarratt Design Code report (January 2020) and to TRDC Local Plan Preferred Policy Option 23 (*Local Distinctiveness and Place Shaping*). In particular, the following are regarded as key elements in the Design Codes:

Pattern and Layout of Buildings

- The existing rural character must be appreciated when contemplating new development, whatever its size or purpose.
- Gateway and landmark buildings should reflect local character. This means larger houses in local materials, with emphasis on the design of chimneys and fenestration, as well as well-laid and cared for landscape.
- Where an intrinsic part of local character, properties should be clustered in small pockets showing a variety of types. The use of a repeating type of dwelling along the entirety of the street should be avoided (to create variety and interest in the streetscape).

Local Green Spaces and Views

- Development adjoining public open spaces and important gaps should enhance the character of these spaces by either providing a positive interface (i.e. properties facing onto them to improve natural surveillance) or a soft landscaped edge.
- Any trees or woodland lost to new development must be replaced.
- The spacing of development should reflect the rural character and allow for long distance views of the countryside from the public realm.
- Native trees and shrubs should be used to reinforce the rural character of the village and incorporated into the design of new areas.

Materials and Building Details

The materials and architectural detailing in Sarratt contribute to the rural character of the area and the local vernacular. It is therefore important that the materials used in proposed development are of a high quality and reinforce local distinctiveness. Any future development proposals should demonstrate that the palette of materials has been selected based on an understanding of the surrounding built environment.

Wildlife-friendly environment

- New developments should always aim to strengthen biodiversity and the natural environment by creating new habitats and wildlife corridors, ensuring the continuity of habitats between gardens and public spaces.
- Protecting and enhancing existing landscape assets is crucial. The aim should always be to minimise the damage to natural habitats, add to the character and distinctiveness of a place, and contribute to climate change adaptation.

Building Modifications and Extensions

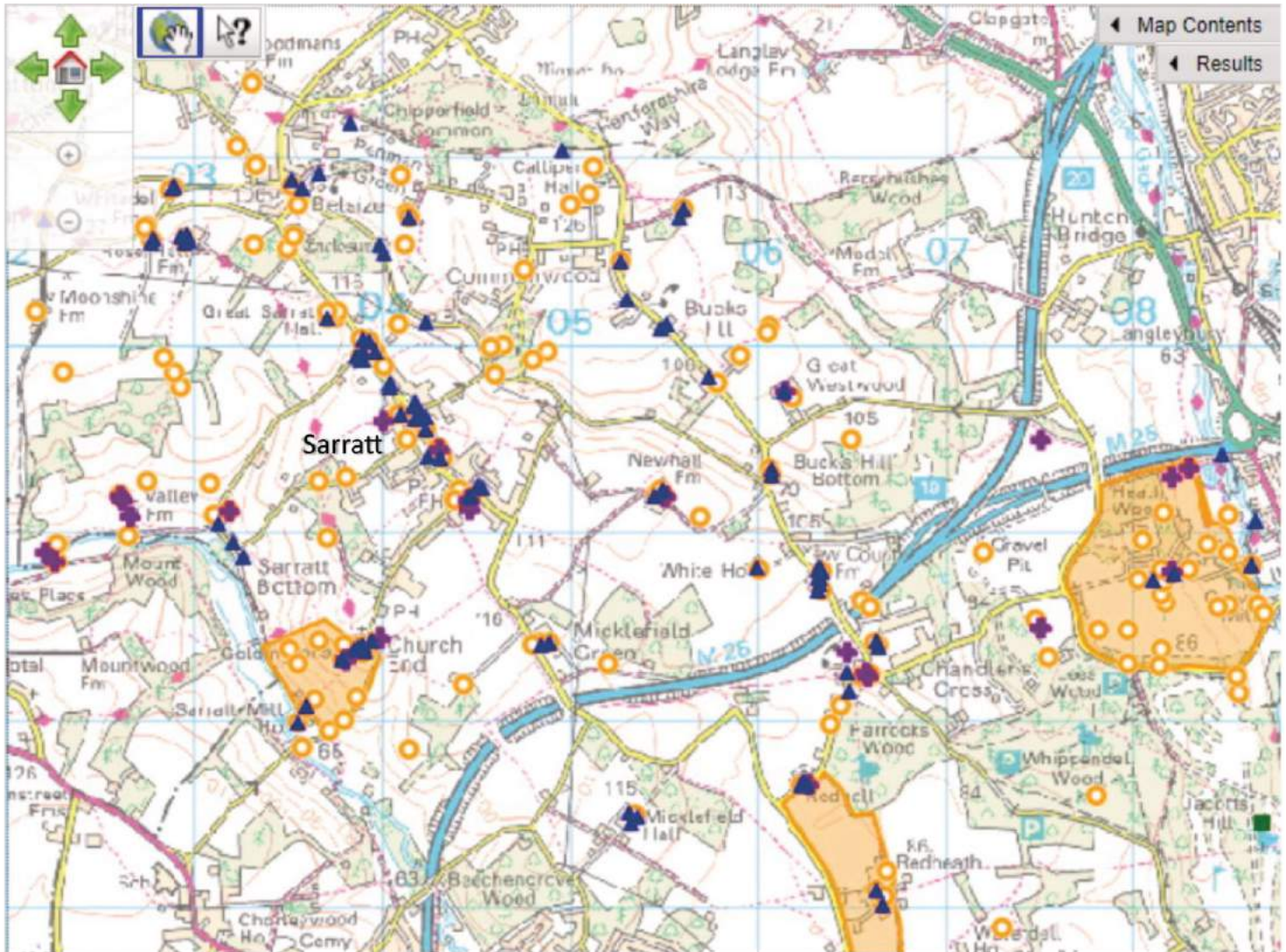
Extensions to dwellings can have a significant impact not only on the character and appearance of the building, but also on the street scene within which it sits. A well-designed extension can enhance the appearance of its street, whereas an unsympathetic extension can have a harmful impact, create problems for neighbouring residents and affect the overall character of the area.

- Extensions should be appropriate to the scale, massing and design of the main building and complement the streetscape.
- Alterations and extensions of historic buildings should respect the host building. Replacement of historic and traditional features, such as timber windows and doors with uPVC and other non-traditional materials should be avoided.

Section 3: Historic Character

Context: Historically, the parish comprised several small medieval hamlets, with Sarratt Green lying centrally in the manor of Sarratt. The settlement is an ancient ribbon development alongside the well preserved green. Sarratt Green had changed very little since the medieval period beyond infilling between existing buildings, until a number of small developments in the 20th century.

The extent of this historic heritage can be seen on this map of Parish assets taken from the national Heritage Gateway record. It emphasises the need to both protect the integrity of these sites and, where appropriate, the viewing corridors of which they are an integral part.



Legend

- ▲ Listed Building (NHLE)
- Local HER record points
- ▭ Local HER record polygons
- ✚ Church Heritage Record (Non Statutory Data)
- ✚ NMR Excavation Index

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*Historic Environment Record

Sarratt has retained its identity as a village.

- Low key development and vernacular architecture on a domestic scale
- Mixture of building styles and dates from the 16th century to the present day
- Warm brick nestles next to flint and timber framing
- The rich textures of brick and brick and flint boundary walls
- Presence of boundary walls, railings or hedges provide interest to the street scene
- The Green and associated ponds
- The Conservation areas : The Green and Church End
- The shop, garage, village pubs, community garden, village hall, parish church, primary school and KGV playing fields
- The wide range of societies, clubs and organisations reflecting the interests of a diverse range of inhabitants.
- The easy access to the countryside and many footpaths: both ancient rights of way and many permissive paths

Sarratt possesses a range of views across valleys and fields that are intrinsic to the character of the Parish and to the setting of its two conservation areas. They include:

- Views across the Chess valley from the west-facing valley slopes above Sarratt Bottom and northwards towards Latimer
- Views across the Bottom Lane valley to the east of the village
- Extensive views over open fields surrounding the village and between the M25 and Whippendell Woods.
- The Green itself has unfettered view up and down its spine, with an additional open space at the southern end bounded by trees on one side.

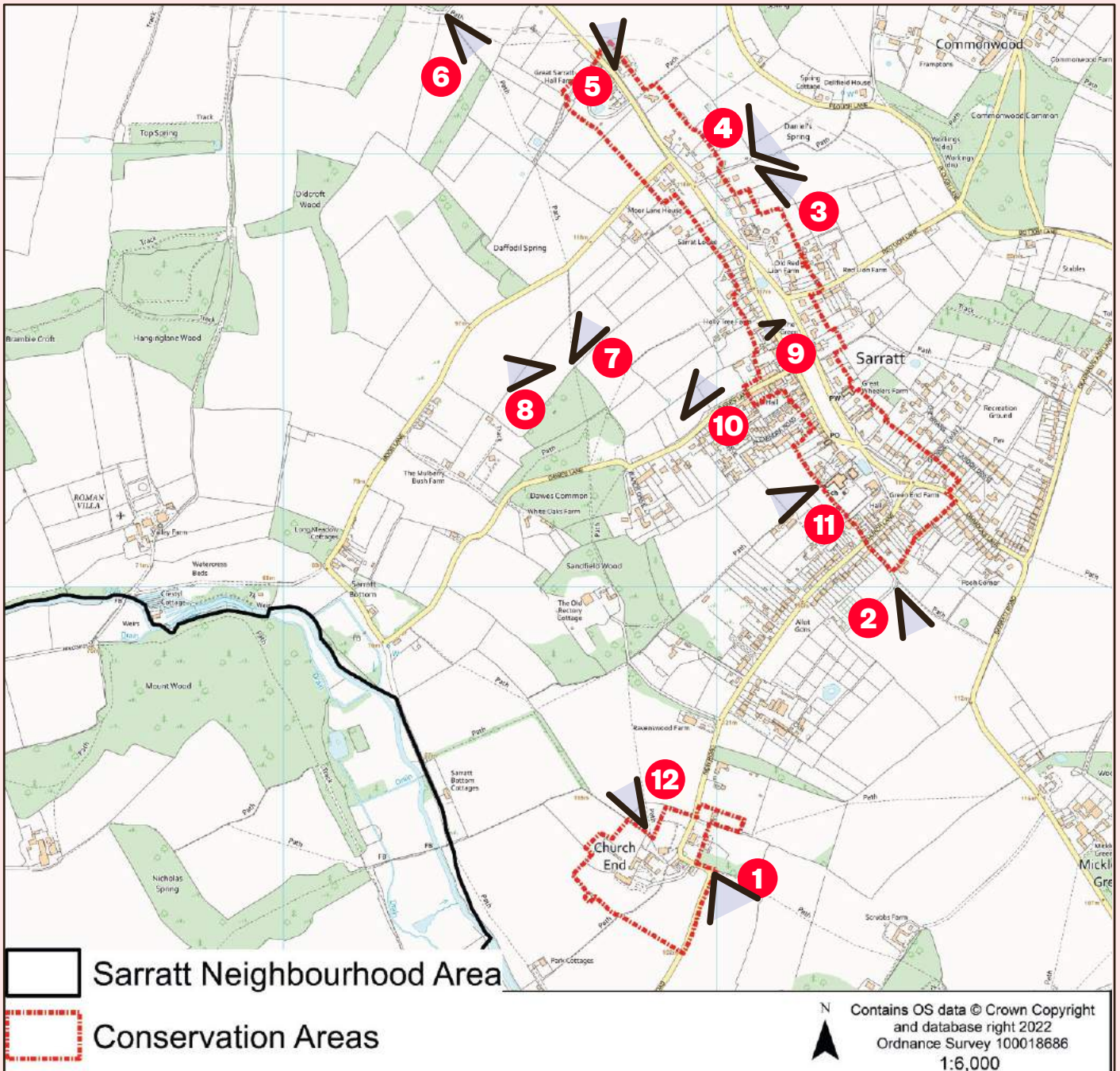
Policy 3: Historic Character

Development proposals within or affecting the setting of the Green Conservation Area and Church End Conservation Area, should conserve and enhance their distinctive characters in accordance with the Green, Sarratt Conservation Area Appraisal 1994 and the Church End, Sarratt Conservation Area Appraisal 1994. In particular, they should recognize that control needs to be maintained in order to ensure the current balance between buildings and open spaces is preserved.

Development that adversely affects the important views in and out of the Conservation Areas will not be supported.

Policy 3: Important views

Click on a number to view the corresponding image enlarged online



Policy 3: Important views



1
View from the Church Conservation Area
SE towards the M25



2
View from Southern corner of Conservation Area
SE towards Micklefield/M25



3
View towards Chipperfield
from the East Village Conservation Area boundary



4
View towards Commonwood from the East
Village Conservation Area boundary

Policy 3: Important views



5

View from North end of the Village Conservation Area boundary towards Plough and Debardine Woods



6

View towards Northern end of the Village Conservation Area, with Great Sarratt Hall visible through the trees



7

View towards the North-West Village Conservation Area boundary



8

View across the Chess Valley AONB

Policy 3: Important views



9
West West from the centre of the
Village Green Conservation Area.



10
View showing the hedge forming
West Village Conservation Area boundary on the lower Green



11
View SE towards Sandfield Wood
from the West Village Conservation Area boundary
behind the Village Shop



12
Chiltern Way heading North from the Church

Section 4: Housing Mix:

Context: The Housing Needs Assessment (AECOM, Jan 2020) identified an acute shortage of three bed properties in Sarratt that has been caused over the last few decades by owners typically converting 2 or 3 bed bungalows into 4 or 5-bed houses. Specifically, its conclusions state:

“142. Seen in the context of Sarratt’s comparatively large stock of dwellings, trends towards older households and single occupancy may warrant a Neighbourhood Plan policy intervention to restrict the future supply of larger dwellings to some extent. It may also be the case that the declining number of families in Sarratt is a function of the limited number of dwellings that are both appropriately-sized and affordable to younger families, so it may be beneficial also to encourage the provision of mid-sized housing suitable for this demand segment.

143. The results of a life-stage modelling exercise, which looks at the sizes of dwelling occupied by different age groups and projects the growth and decline of those age groups over the Plan period in order to understand what should be built, corroborates this finding. The recommended size mix of new housing focuses on dwellings of three bedrooms (around 50%) and those with one (20%) and two (30%) bedrooms, further suggesting that no further large dwellings are needed.”

Replenishing the 3-bed housing stock as well as building new 1 and 2-bed units will ensure better balance in our housing stock that addresses local needs (including damping spikes in rents for certain property types).

In addition, the need for accessible homes to enable residents to downsize whilst remaining in the community was identified in both the 2018 Parish Plan as well as the Housing Needs Assessment, and self-build as one of the most cost-effective routes to home ownership is to be encouraged.



Properties facing Sarratt Village Green

Policy 4: Housing Mix

Policy 4.1

Development proposals for all housing types should have a size mix consisting of dwellings of three bedrooms (50%), two bedrooms (30%) and one bedroom (20%) as recommended by the Sarratt Needs Assessment 2019 [Appendix IV], or as near to this as practical, subject to local need.

Policy 4.2

Development proposals where the provision of bungalows, accessible homes and all types of self-build properties as part of the housing allocation mix above will be looked upon favourably, provided they are 3 bedrooms or fewer, unless a specific identifiable local need can be demonstrated. Permitted development rights shall be removed so as to prevent future development into larger dwellings without planning permission.

Section 5: Affordable Housing

Context: The Housing Needs Assessment identified that social rented homes for those on the lowest incomes are the greatest priority in Sarratt. This backed up the findings from the 2018 Parish Plan survey that indicated housing stock was in short supply and too expensive for family members to be able to stay in Sarratt. A supply of accessible homes for the elderly to be able to downsize and remain in Sarratt was also an important conclusion, which additionally has the benefit of freeing up larger properties and hence a desirable trickle-down effect.

Therefore, a supply of affordable routes to remain resident in Sarratt through social rental, shared home ownership (eg First Homes) and accessible homes for the elderly is key for the long-term sustainability of the community.

Whilst TRDC applies an affordable housing requirement to minor sites (with a net gain of 1+ dwellings), for small scale developments commuted sums for affordable housing are generally acceptable. However, this practice does not help address local demand within this rural community where delivery of affordable housing is essential. The policies therefore recognise this specific special local need.



Clutterbucks, Sarratt

Policy 5: Affordable Housing

Policy 5.1

Development proposals of 1+ units or over are required to have at least 40% as Affordable Housing. Commuted payments towards provision off site will only be accepted in exceptional circumstances to ensure delivery of affordable housing to the local community.

Policy 5.2

Proposals for Affordable Housing will be required to be 75% for social rent, 25% First Homes affordable shared ownership products.

Policy 5.3

Affordable homes will be integrated into developments in design, layout and location so as not to be distinguishable from other homes on the development.

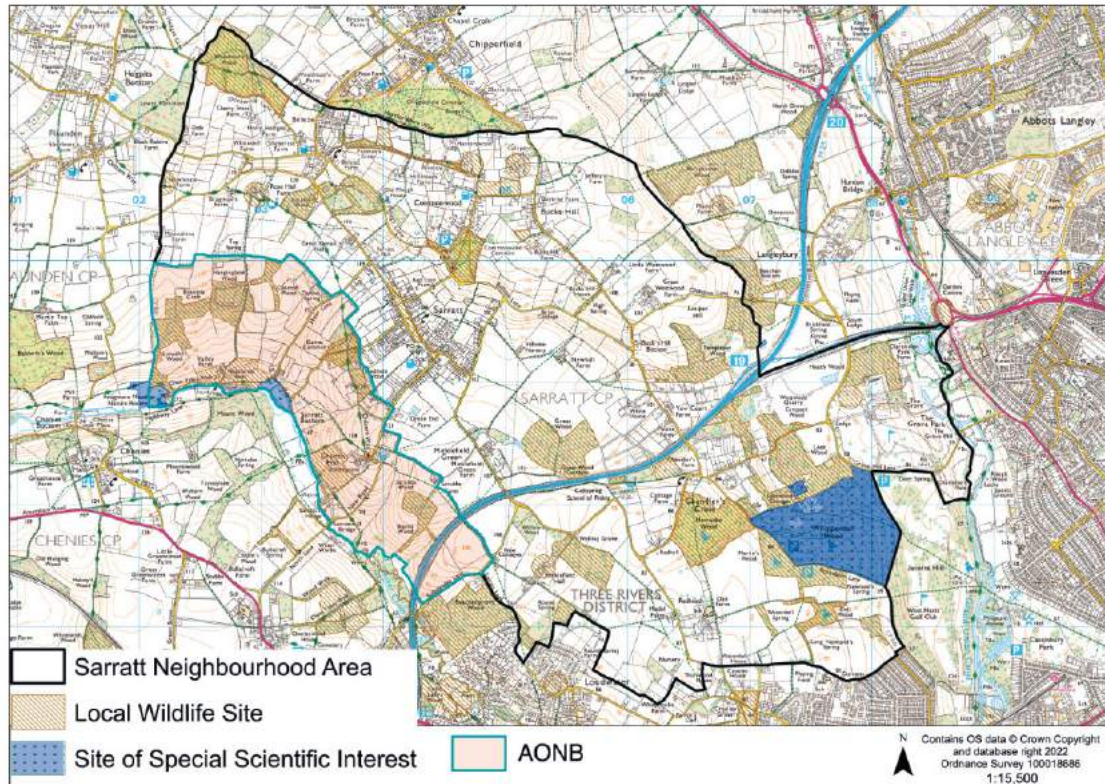
Policy 5.4

Affordable Housing of all types will be looked upon favourably if provided with a Locality Protection Provision, which gives priority to local residents in perpetuity, but without restricting allocation should no local need be identified in the first instance, whether or not as part of a Rural Exception site.

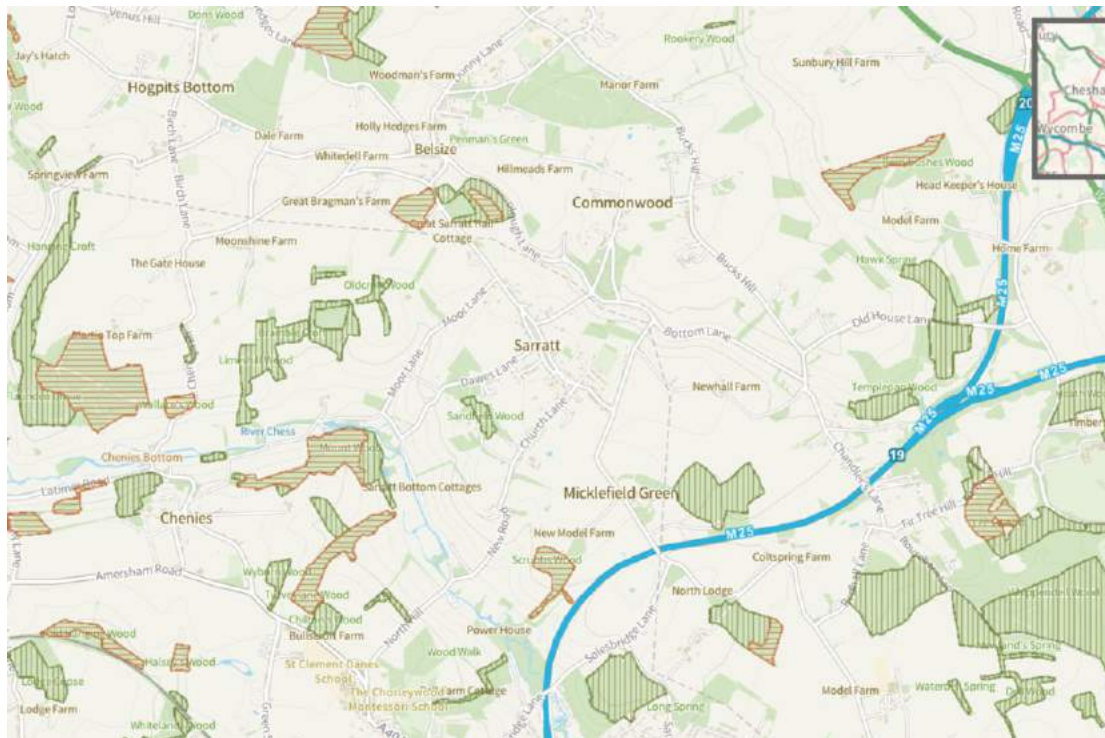
Section 6: Biodiversity

Context: Nature conservation is an integral part of the planning system, and should be taken into consideration in any development. Ensuring that future generations can enjoy the neighbourhood's rich geological and biological inheritance as well as the wider experience that a healthy, functioning natural environment can provide means that we must continue to improve the protection and management of what we have today. Across the UK, biodiversity is shrinking, and our essential ecosystems are losing the robustness and resilience on which our food supplies rely, as well as the beauty and richness that they bring to an area. Any development must not further undermine these systems.

AONB, Wildlife Sites and SSSI



Ancient Woodland



Ancient and semi-natural Woodland



Ancient replanted Woodland



Policy 6: Biodiversity

Policy 6.1: General

- i. All proposals should achieve a net gain in biodiversity where it is feasible and proportionate to do so, as measured by the Natural England Biodiversity Metric; and should avoid harm to, or loss of, features that contribute to the local and wider ecological network.
- ii. Proposals will be expected to apply the mitigation hierarchy of avoidance, mitigation and compensation, as set out in the NPPF, and integrate ecologically- beneficial planting and landscaping into the overall design – this must be approved by a certified ecologist. Where mitigation and/or compensation are proposed, any sites that may be put forward for compensatory planting must be within the Parish, and as close to the development as possible, ensuring that those who have lost out due to development are compensated in a way that is of actual value to them.

Policy 6.2: Locally-Designated Nature Conservation Sites

- i. Development proposals, land use or activity (either individually or in combination with other developments) which are likely to have a detrimental impact which adversely affects the integrity of a designated site, will not be permitted unless it can be demonstrated that there are material considerations which clearly outweigh the need to safeguard the nature conservation value of the site, and any broader impacts on the international, national, or local network of nature conservation assets. The first map opposite shows the AONB, local wildlife sites (hatched) and SSSIs (blue) that form part of the plan area. The second map shows ancient woodland – green hatching indicates ancient and semi-natural woodland, and brown hatching, ancient replanted woodland. Sarratt Parish is incredibly fortunate to count 18% of its total land area as woodland, compared to the national average of 12%. This brings with it a significant financial burden and depth of responsibility which is willingly shouldered by the parish council, and evidently valued by both parishioners and visitors to the parish.
- ii. Evidence will be required in the form of up-to-date ecological surveys undertaken by a competent ecologist prior to the submission of an application. The type of evidence required will be commensurate to the scale and location of the development, the likely impact on biodiversity and the legal protection or other status of a site. Where insufficient data is provided, permission will be refused.
- iii. Proposals should avoid impacts on sites of nature conservation value and wherever possible, alternative options which reduce or eliminate such impacts should be pursued. Where adverse impacts are unavoidable, measures to mitigate the impact should be sought, commensurate to the importance of the site in terms of its status in the hierarchy and the contribution it makes to wider ecological networks. It is worth noting that adverse impacts are almost always avoidable by rejecting development.

Policy 6.3: Species and Habitats

- i. Development should always seek a net gain to biodiversity and to create opportunities for wildlife. Proposals must demonstrate how the development improves the biodiversity value of the site and surrounding environment. Evidence will be required in the form of up-to-date ecological surveys undertaken by a competent ecologist prior to the submission of an application. Plans must be submitted that determine the maintenance programme for any newly planted trees/hedgerows/ new ponds, and this will be the responsibility of the developer. Thought must be given to water supply and soil type before permission is given for new plantings, as this will determine whether they will survive. The Biodiversity value of a site pre and post development will be determined by applying the Natural England Biodiversity Metric where appropriate. Submitted information must be consistent with BS 42020 2013. Where insufficient data is provided, permission will be refused.
- ii. Proposals should detail how required mitigation, compensation or enhancement measures of physical features will be maintained in the long term.
- iii. Development which would result in the loss or significant damage to trees, hedgerows or ancient woodland sites will not be permitted. The Council will seek their reinforcement by additional planting of native species whenever appropriate. Protective buffers of complementary habitat will be expected to adjoin these features, sufficient to protect against root damage and support improvement of their long-term condition. A minimum buffer zone of 10m (or greater if required), and of 15m for ancient woodland, is considered appropriate. Replacement of existing woodland or hedges with new plantings will not be accepted, even if the size of the land for replacement is significantly bigger than the original.
- iv. Proposals will be expected to protect and enhance locally important biodiversity sites and other notable ecological features of conservation value.
- v. Where adverse impacts are unavoidable, exceptional circumstances exist that outweigh any harm or damage to a species or habitat, appropriate mitigation and compensation measures must be employed, commensurate with the importance, the legal protection or other status of the species or habitat. Where appropriate, the Council will impose conditions / planning obligations which seek to:
 - a. Facilitate the survival of existing populations as well as encouraging the establishment of new populations;
 - b. Reduce disturbance to a minimum;
 - c. Provide adequate alternative habitats to sustain at least the current levels of populations.
- vi. Development adjoining rivers or streams must provide a minimum of an 8m buffer of complementary habitat between the built environment and top of the bank of the watercourse. Details must be supplied of ongoing ecologically beneficial management of buffer habitats. Where possible, opportunities should be taken to restore degraded aquatic environments to a more semi natural condition.
- vii. Integrated bird (e.g. swift) and bat boxes will be expected in all buildings bordering public green space and beneficial habitat.
- viii. Protected species: Sarratt Parish hosts a number of species protected by the 1981 Wildlife and Countryside Act. These include badgers, water voles, bats, great crested newts and breeding birds (seasonal). It also welcomes deer (both Muntjac and Roe), foxes and a large variety of birds. According to Natural England, the area contains level 3 'Arable Assemblage farmland birds', which includes the turtle dove, snipe, and yellow wagtail. The Herts & Middx Wildlife Trust has also undertaken a number of lengthy, well-documented and comprehensive surveys of flora and fauna in the Parish. Any development that would undermine the slow recovery of these valued species would be unfavourably looked on.

Section 7: Landscape

Context: Sarratt is a predominantly rural parish with a rich history based on agricultural and rural activities. The way in which people visually experience the parish landscape, their visual amenity, is critical to maintaining this heritage for the future enjoyment of parishioners and visitors. Adverse visual effects occur through the intrusion into established views of features out of keeping in terms of scale and the, crucially, composition of the view.

However, visual effects may also be beneficial where an attractive focus is created in a previously unremarkable view or the influence of previously detracting features is reduced. The significance of effects will vary, depending on the nature and degree of change experienced and the perceived value and composition of the existing view

The maps in the introductory section show the Parish in the wider landscape, including Areas of Outstanding Natural Beauty, local wildlife areas and Sites of Special Scientific Interest and Conservation areas. All of these contribute context for visual amenity over and above the natural beauty of the Chiltern Hills and valleys.

Sarratt offers residents and visitors easy access to the countryside through the network of footpaths, both statutory and permitted: these visual amenities form a regular part of village life and the enjoyment of the local environment.



View E across Mount Wood towards Latimer

Policy 7: Landscape

Development proposals will be required to respect and, wherever possible, enhance the special characteristics, value and visual amenity of the parish landscapes. Examples include views of the Chess Valley and of the open fields that surround habitations, as shown on the following pages.



View WSW across the Chess Valley



View from Sandfield Wood towards Sarratt



View ENE across the Chess Valley



Holy Cross Church (12th Century)

Section 8: Footpaths and Bridleways:

Context: With over 27 miles of public footpaths and bridleways in the parish, their use for both sustainable transport for short trips within the village and for recreation for residents and visitors underlines their importance. This was emphasised during the consultation process, which also identified width as of particular concern for a wide variety of users, including the elderly and disabled.



Dawes Common

Policy 8: Footpaths and Bridleways

There is a presumption against the loss of a public footpath or bridleway. Where a proposal requires an existing footpath or bridleway to be re-routed, the applicants will be expected to provide evidence that shows footpaths/bridleways will be re-provided elsewhere and will be of the same or enhanced quality (including width) and in an equally suitable location to service its function. Rural, unmade footpaths should not be replaced by tarmac ones.



Dawes Common

Section 9: Community Facilities

Context: Its facilities fulfil an integral role within a community and their loss could begin or accelerate a process of decline. Sarratt has a long history of providing and sustaining community facilities, including the church, built in the twelfth century, through the Alms Houses, gifted to the community by a local benefactor in the nineteenth century, to the KGV Playing Fields, established as a charity in the early twentieth century. The village hall was rebuilt at the Millennium, and the village shop bought by over 80 local residents in 2010 and set up as a Community Interest Company, and subsequently registered as an Asset of Community Value to protect it and its Post Office for the benefit of the community.

The rural nature of the parish means that a number of other premises provide a valuable community facility, either in their primary function (e.g. doctors' surgery and dispensing chemist) or as a secondary function for both informal and formal village organisations. Examples include: Pints of View, a church-based outreach discussion group held monthly in The Plough pub in Belsize and Book Club meetings held in the Cricketers Pub. A significant factor in this latter case was identified in the Herts CC consultation response to the consultation: that in Sarratt, there is an absence of community library facilities.

The following Community Facilities have been identified:

Doctors' surgery in Church Lane, Sarratt	The allotments in Church Lane, Sarratt.
Holy Cross Church	The Café on the Green, Sarratt
KGV Playing Fields, including Children's Play Area	The Boot public house, Sarratt
Sarratt Alms Houses, Church End, Sarratt.	The Cart & Horses public house, Commonwood
Sarratt C. of E. Primary School	The Cock public house, Sarratt
Sarratt Community Garden, The Green, Sarratt	The Cricketers public house, Sarratt
Sarratt Community Post Office Stores, The Green, Sarratt	The Plough public house, Belsize
Sarratt Village Hall, The Green, Sarratt	The Prime Steak House, Chandler's Cross



Sarratt Village Hall

Policy 9: Community Facilities

There is a presumption against the loss of any community facility unless it can be demonstrated that:

- its continued use as a community facility is no longer viable or
- it is no longer required by the community; and
- there is no reasonable prospect of securing an alternative community use of the land or premises.

Proposals that ensure the retention, improve the quality, and/or extend the range of community facilities in a suitable location within the Parish will be supported.

Section 10: Car Parking:

Context: In the village centre, the Green as well as some sections of the adjacent streets such as Church Lane, Alexandra Road, and Dawes Lane provide informal on-street parking. Farther away from the village centre, most roads are too narrow to accommodate on-street parking. Most properties provide on-plot residential parking in the form of front yard parking.

While there are numerous issues involving parking, major continuing ones arise from:

- Parking around Sarratt School and access to the school for HGVs.
- Improved parking for Village Hall area (currently 33 spaces).
- Improved parking for the Dawes Lane area.

Where communal unallocated off-street parking space is provided, the number of parking spaces can be proportionately reduced. Where off-street parking is within a garage, this should be of a sufficient size to accommodate modern car designs and provide cycle storage.

The challenge is to accommodate the inevitable increase in cars in the village while maintaining its rural nature.

Policy 10: Car Parking

There will be a presumption against the loss of car parking provision in Sarratt Village unless applicants can provide evidence as follows:

- a. It can be demonstrated to the satisfaction of the Three Rivers District Council in consultation with Sarratt Parish Council and the Highway Authority that the loss of parking will not have a severe adverse impact on parking provision and/or road safety in the village; or
- b. Adequate and suitable replacement car parking provision is provided on or adjacent to the site or a nearby suitable location in the village.
- c. All new housing development schemes will need to demonstrate why any roadways where on-street parking is proposed would be appropriate. Sufficient unallocated parking provision for visitors should be provided and to be marked as such.

For the avoidance of doubt, the standards for residential off-street parking for new residential development are set by TRDC, but are considered a minimum level of provision. However, provision above these standards must be justified specifically in relation to the development in question, as over provision would be detrimental to the rural nature of the village.



Section 11: Local Green Spaces:

Context: Given the rural nature of Sarratt Parish, local green spaces are an intrinsic part of community life. The footpath network throughout the valley allows access to the Chess valley to the west and the Bottom Lane valley to the east as well as the fields and woods in between. Beyond that to the east lie Commonwood Common and Bucks Hill, to the North the woods towards Belsize and Penman's Green and to the south, Chandlers Cross and the extensive Whippendell Woods. These all give residents and visitors the opportunity to experience green spaces and diversity of flora and fauna in natural habitats.

The village sits above the Chess River valley, which is partly within the Chiltern Hills Area of Outstanding Natural Beauty. Chalk stream are rare environments: of the 260 chalk streams globally, 224 of them run through the English countryside. The Chess supports several key species listed in the Government's UK Biodiversity Action Plan:

- **Mammals**, such as the water vole
- **Birds** include the green sandpiper, grey heron, grey wagtail, little egret, osprey, mute swan, stonechat, water rail, and kingfisher
- **Flora**, such as water crowfoot, purple loosestrife, hemp agrimony, water forget-me not, and branched bur-reed
- **Freshwater fish** include brown trout, grayling, and bullhead
- **Invertebrates and insects** include the mayfly, which provide a rich diversity of life supporting the fish population

The Parish has 5 Commons (registered with Herts C.C.). All are protected by statute, under the Commons Registration Act, 1965. These are designated * below.

Additionally, local green spaces are recognised as an essential requirement for the health and well-being of residents; their preservation is an important social benefit. This policy seeks to assist the management of development applications that may impact on local green spaces. Local Green Spaces may be designated where those spaces are demonstrably special to the local community. The following Local Green Spaces are identified below.

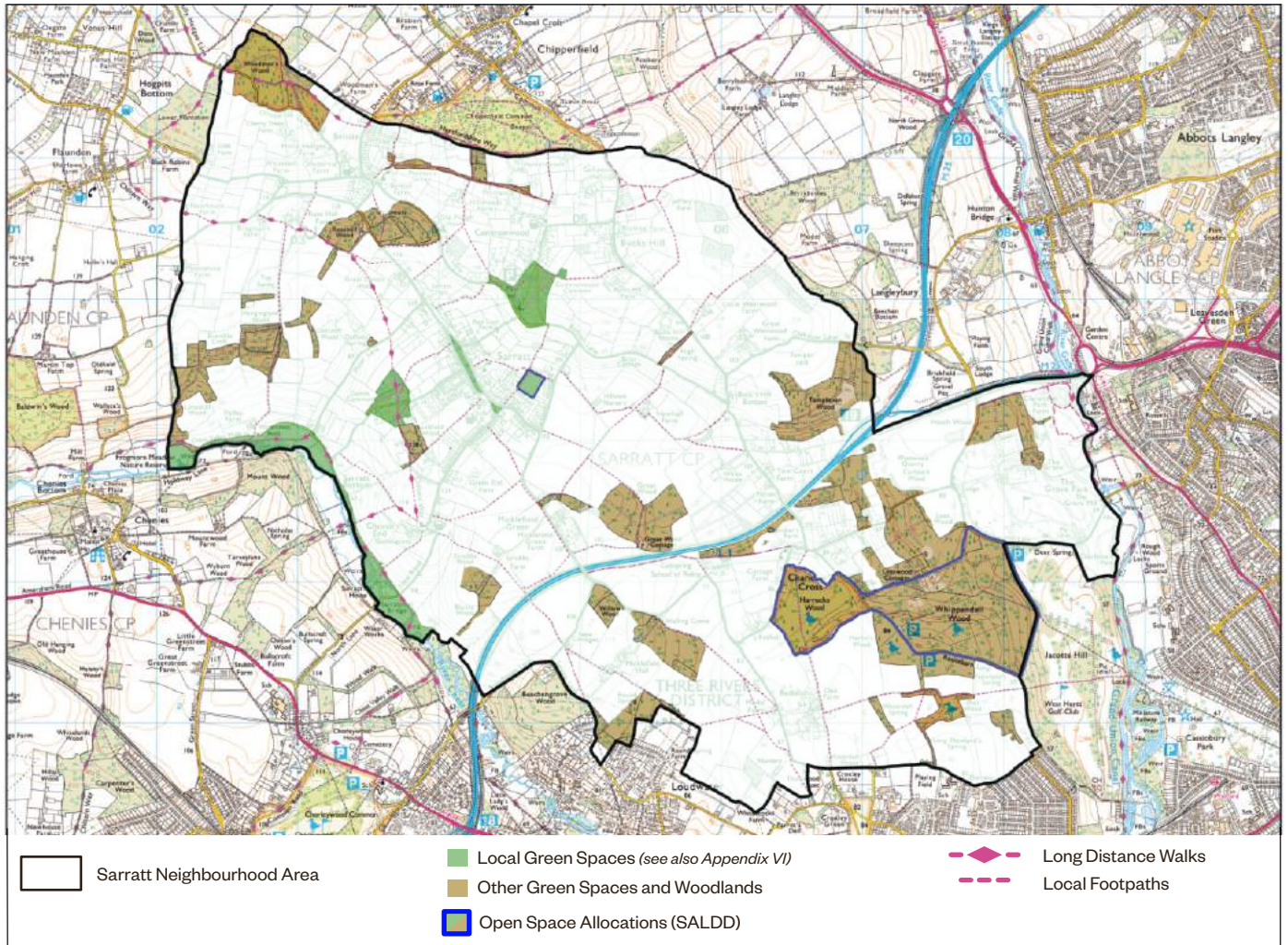
Local Green Spaces

(see Appendix VI for National Planning Policy Framework assessment)

*Commonwood Common	Sarratt Bottom/Chess River Valley
*Dawes Common	The Green, Sarratt
King George V Playing Fields	

The following additional green spaces and woodlands have been identified, some privately-held:

*Belsize	Quickmoor pond and orchard, Commonwood
*Penmans Green	Rosehall Wood
*Rosehall Green	Sandfield Wood
Blunts Wood	Sarratt Bottom SSSI
Debardine Wood	Scrubbs Wood
Frogmore Meadows SSSI (<i>Wildlife Trust</i>)	Sheepcote Wood
Great Wood	Sheepyard Spring
Hanginglane Wood	Templepan Wood
Harrocks Wood	The Grove Woodlands
High Spring Wood	Whippendell Wood SSSI (<i>Watford Borough Council</i>)
Mead Spring	Willow Wood
Oldcroft Wood	



Policy 11: Local Green Spaces

Policy 11.1:

Subject to the provisions of the NPPF, the following land as identified on the map and in Appendix VI will be designated as 'Local Green Space' due to its mixture of community, recreational, historic or environmental value:

- Sarratt Bottom/Chess River Valley
- Commonwood Common
- Dawes Common
- King George V Field
- The Green, Sarratt

Policy 11.2:

The management and development within areas of Local Green Space will be consistent with that for development within Green Belt and the requirements of NPPF paragraph 103.

Policy 11.3:

Applications for development of existing recreation land and facilities must be accompanied by an assessment of the current or last use of the facilities and their viability, together with proposals to mitigate any material loss to the community.

Section 12: Renewable Energy & Green Infrastructure

Context: As a rural parish the protection and sustainability of the environment is highly valued. In response to the rapidly evolving green agenda, the Parish Council appointed a Lead for Sustainability for the first time in 2021 and as sponsor of the Neighbourhood Plan is keen to show leadership in local policies, particularly recognizing the opportunities and challenges of a rural parish (e.g. sustainable transport) and the long-term impacts that planning decisions now will have on the community and planet.

Policy 12: Renewable Energy & Green Infrastructure

Development proposals should seek to achieve the highest standards of sustainability and decarbonisation. Where there are potential conflicts with other policies such as the Local Plan (*Preferred Policy Option 12 Carbon Dioxide Emissions and On-site Renewable Energy; Preferred Policy Option 13 Adapting to Climate Change and Sustainable Construction; Preferred Policy Option 14 Renewable and Low Carbon Energy Developments*), or with Conservation Area restrictions, then those policies should take precedence, but practical exemptions should be applied. For example, solar panels should be installed in developments in Conservation Areas but not on street-facing aspects.

Development proposals that aim to exceed any current energy efficiency and environmental impact regulations will be looked upon favourably (e.g zero carbon ready).

Proposals should demonstrate how the development would facilitate *Powering down* (reduce the energy demand and consumption) and also *Powering up* (increasing use of renewable and carbon neutral energy sources).

The use of the following are positively encouraged in any new development or in changes to existing developments, and their incorporation should be highlighted:

- Sustainable construction methods that reduce the impact of the build process;
- Fabric first approach - maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems. This includes techniques such as passive solar design, choice of construction materials, insulation, envelope air leakage, ventilation and standard of construction, as well as aspect and orientation of layout, such as natural daylight sources or south-facing roof slopes to maximise the use of solar panels or available land for ground source heat pumps;
- Renewable and low-carbon or zero carbon technologies such as photovoltaic panels, solar thermal panels and heat pumps;
- Locally produced materials (such as flints) and recycled materials (such as old bricks) that both meet design guidelines and have a lower carbon footprint owing to fewer transport miles;
- Steps to encourage the use of sustainable modes of transport – including walking, cycling and public transport - such as an undercover bike park for every house;
- Electric Vehicle charging points should, where practical, be installed for all new residential developments. Their eventual configuration and charging capacity should be appropriate to the development, from single charging points for individual houses to communal points for flats or shared parking areas;
- Ensuring that the development will facilitate the use of, and recycling of, all resources including water, such as the provision of rainwater collection tanks and grey water recycling;
- Impact of the development on the local environment, such as management of surface water and support for biodiversity.

Appendices

- I Frequently asked questions**
- II Village Asset photos**
- III Sarratt Design Codes**
- IV Sarratt Housing Needs Assessment**
- V The Green Conservation Area Assessment**
- VI Local Green Spaces: Schedule**

Appendix I

Frequently-Asked Questions

All Neighbourhood Plan documentation is available from the website: sarrattneighbourhoodplan.org

The Basics

Q1. What rules did you have to abide by when setting the NP policies?

A1. The policies must adhere to three basic principles. They must be:

1. About planning;
2. Consistent with national and local policies (NB can be more stringent but not contradictory);
3. Backed up by evidence (i.e. we have to have a strong local rationale) Additionally, ideally they should be positive statements about what we would encourage and welcome, not just a list of things that can't or shouldn't be done. And of course, they need to be future-proofed so that they will work equally well in fifteen year's time, not just today.

Policies

Q1. Housing mix – Why is it important to stipulate what sort of housing is acceptable?

A1. The independent Housing Needs Assessment commissioned by the NP Working Group identified that social rented homes for those on the lowest incomes are the greatest priority in Sarratt. This backed up the findings from the 2018 Parish Plan survey that indicated housing stock was in short supply and too expensive for family members to be able to stay in Sarratt. A supply of accessible homes for the elderly to be able to downsize and remain in Sarratt was also an important conclusion, which additionally has the benefit of freeing up larger properties and hence a desirable trickle-down effect.

Q2. Why have you stipulated that developments must have a certain proportion of affordable housing?

A2. Given that affordable housing is the highest priority it is appropriate that any commercial development delivers some affordable housing to meet local needs. However, it is recognised that some market price housing (usually larger properties) may be needed in order for a development to be commercially viable. The policy reflects that balance, ensuring on the one hand that a small number of affordable units in a development is not used as a smokescreen for what is essentially a market development, yet on the other providing the flexibility to allow developments to be commercially viable so that we do get the benefits of more affordable housing to meet local needs.

Q3. When you talk about Affordable Housing, what's the difference between social rent and affordable home ownership?

A3. They are both types of Affordable Housing. Affordable home ownership is usually where you buy a share in a property (say 25%) and the rest is owned by typically a housing association that you pay rent on too, whereas social rent is where you just pay a (market discounted) rent. Usually social rent is the most affordable type of Affordable Housing. The percentages stated in the policy are derived directly from the independent Housing Needs Assessment that addresses local needs.

Q4. What is a Locality Protection Provision?

A4. A Locality Protection Provision is a covenant that guarantees that local people (e.g. family members of people that live and/or work in the parish) get first call on Affordable Housing that is built in the area. This ensures that local needs are met before units are opened up for occupation from people outside the parish. Usually, locality protections are only mandated for developments on Rural Exception Sites but this policy ensures it is in place for all Affordable Housing in the NP area.

Q5. Why does the policy state that 50% of new builds should be 3-bedroom houses? Surely, we need more 1 or 2-bedroom properties?

A5. The reality is we need more of all of the above but the allocation mix came directly from the independent Housing Needs Assessment that identifies local needs. It found that actually there is an acute shortage of three bed properties in Sarratt (driving up rental costs), that has been caused over the last few decades by owners typically converting 2 or 3 bed bungalows into 4 or 5-bed houses. Replenishing that stock as well as building new 1 and 2-bed units will ensure we get a better balance in our housing stock to address local needs (including dampening spikes in rents for certain property types).

Q6. Why have you singled out accessible and self-build homes for special treatment?

A6. The need for accessible homes to enable residents to downsize was identified in both the 2018 Parish Plan and the independent Housing Needs Assessment and therefore it was important to provide incentives in that regard, provided they are 3-bed or less to address the shortfall of smaller housing stock. (Note that the restrictive covenants on future developments prevent that being a back-door for larger market properties.) Self-build is one of the most cost-effective routes to home ownership and we wanted to make this as easy as possible for individuals to do that, subject of course to our other policies around where to build etc.

Q7. This all seems very biased to affordable and smaller housing. Are you saying that no more large houses (4+ beds) are going to be allowed to be built in Sarratt?

A7. The 2018 Parish Plan survey resoundingly found that parishioners did not want more large houses built. This was reinforced by the independent Housing Needs Assessment. Larger style market rate properties may of course be built as part of the mix to make a development commercially viable, but they are not encouraged.

Q8. Why are you restricting developments to infill or brownfield (previously developed) sites?

A8. This was a preference that came strongly out of the 2018 Parish Plan survey. In particular, one aspect that residents wanted to protect is the feel of the core village and to prevent village extensions. There are potentially sufficient such sites to meet reasonable housing demands for the period of the NP.

Q9. The design code appendix is extensive – there appear to be a lot of ‘rules’. Do you really expect developers to adhere to all of them? Also, some seem to apply to new developments and not to ‘old’ areas such as Sarratt village.

A9. There are quite a lot of ‘rules’ and guidelines but most of these have been in informal practice for years (eg use of appropriate materials such as brick and flint walls). This is the first time we have attempted to bring them all together into one concise document that is specific to Sarratt. They are not just for developers though. Everyone doing development work on their property will need to take these on board. There are guidelines for new settlements included too, just in case that becomes relevant at some point in the NP period, so that we are prepared and have legally binding guidelines in place should they be needed.

Q10. Why mention the 1994 Sarratt Conservation Area Appraisal of 1994? Isn't that out-of-date and irrelevant? If not, aren't you just duplicating by referring to it?

A10. No, it's not. It is an important document that until it is formally superseded still represents the official guide for the protection of the conservation area. By referencing it in the NP, we have made sure that all the relevant local documents you need to consider for any development are available in one place.

General

Q1. Why are all your policies about planning? Why can't we have some policies about roads for example – pot holes are a much bigger issue for us here in Sarratt?

A1. The NP is ultimately a planning document. It provides local policies that must be considered when the Local Planning Authority (TRDC) considers any development applications.

Q2. The NP assumes that we will have significant development in Sarratt. We don't want any development. So, why should we support it?

A2. The NP doesn't assume any level of development. However, historically there has always been some development over the decades and given the NP will be in force for at least the next fifteen years, it is not unreasonable to envisage some development in that period. However, whether or not you agree with development, the NP provides a framework that must be considered by the Local Planning Authority (TRDC) that defines the sort of development that would be acceptable. It is, if you like, an insurance policy – if we have to have some development, then this is what we as a community would like.

Q3. Why doesn't the NP recommend (or dismiss) specific sites for development?

A3. The NP is due to be in place for at least fifteen years (2021-2036). Who knows what sites may be put forward for development in that time. Therefore, it is important we develop policies that can be applied at any point in that time to determine what developments are acceptable or not. We need to future proof the Plan and not be unduly distracted by today's potential sites. (Additionally, as soon as you consider any specific site, personal agendas come to the fore, making it very difficult to achieve consensus. We have deliberately avoided doing so in order to agree some broader principles and get the NP approved.)

Q4. Having a NP means that the Parish Council gets a higher share of Community Infrastructure Level (CIL) – 25% versus 15%. Isn't this just a ruse to allow additional development to swell the Parish Council's coffers?

A4. It is true that having a NP means that our community will get more of the CIL money than if we don't have a NP. That in itself is a good reason to have a NP but is not the reason that the Parish Council set up and sponsored the independent NP Working Group (which was to do what we could to provide some levers to protect the parish). There are strict rules about what any CIL money must be spent on (e.g. community projects). The Parish Council does not anticipate significant developments that would make any such gains material, but if we are forced to accept large scale developments, then it does want as much benefit to come directly to the local community as possible and not retained by the district.

Q5. The NP is actually quite short. Given how much time (and money) has been spent on it, I expected more! Where can I find the detailed work that went into drafting the policies?

A5. We deliberately set out to generate a readable summary document, with short chapters outlining why Sarratt is special, our objectives for the NP, the process we went through, and then clear easily referenced policies. We commissioned three extensive independent reports (Housing Needs Assessment, Design Codes, and a Site Options Assessment), the first two of which are included in the appendix of the full document). The size of the complete document is c.200 pages, which is directly comparable to that of other NPs.

Appendix II
Village Asset Photos



Landmarks





**Historic
Character**





Landscapes



Footpaths





Community Facilities



Appendix III
Sarratt Design Codes

SARRATT
COMMUNITY
POST OFFICE STORES

SARRATT
Design Code

FINAL REPORT

January 2020

Quality information

Project role	Name	Position	Action summary	Signature	Date
Qualifying body	Sarratt Parish Council	QB	Review	Anthony Soothill	20-12-2019
Researcher	Jimmy Lu	Urban Designer	Research, site visit, drawings	Jimmy Lu	23-01-2020
Researcher	Davide Locatelli	Urban Designer	Research, drawings	Davide Locatelli	30-10-2019
Researcher	Blerta Dino	Urban Designer	Research, drawings	Blerta Dino	30-10-2019
Director /QA	Ben Castell	Technical Director	Revision and approval of Final Report	Ben Castell	04-12-2019
Project Coordinator	Annabel Osborne	Project Coordinator	Review	Annabel Osborne	23-01-2020

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Introduction

01

1. Introduction

This section provides context and general information to introduce the project and its location.

1.1. Introduction

Through the Ministry of Housing, Communities and Local Government (MHCLG) Neighbourhood Planning Programme led by Locality, AECOM has been commissioned to provide design support to Sarratt Parish Council. The support is intended to provide design codes to the group's work in producing the Sarratt Neighbourhood Plan (SNP).

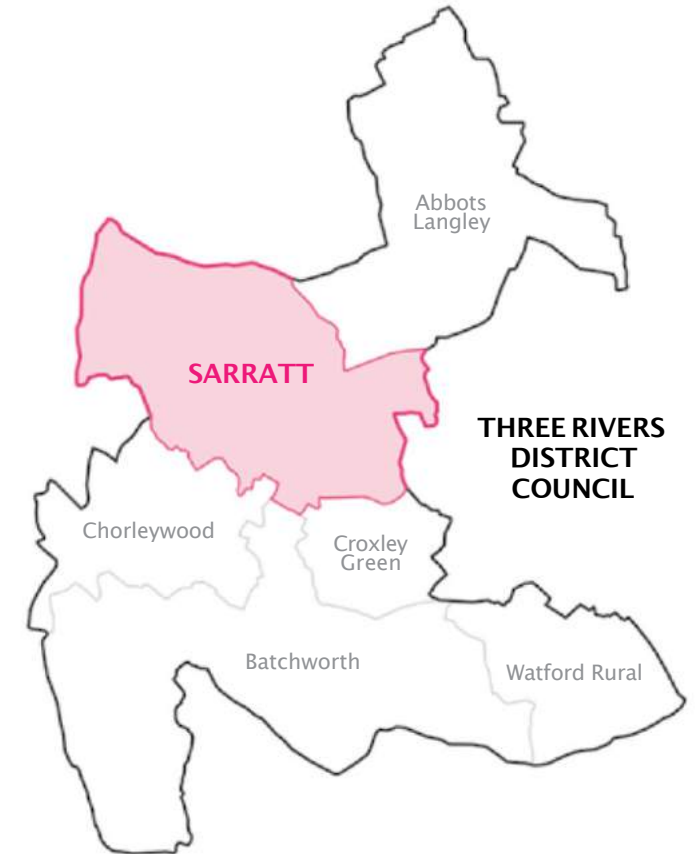
1.2. Objective

The main objective of this report was agreed with Sarratt Parish Council at the outset of the project. This report aims to provide design guidance that will influence the form of new development that will come forward in the Neighbourhood Plan area. The design codes will apply not only to infill and village extension sites, but also to potential large new settlements outside the settlement boundaries. A particular emphasis will be put on retaining the scenic character of the area, which is subject to increased development pressures.

1.3. Process

Following an inception meeting and a site visit with Sarratt Parish Council members, AECOM carried out a high level assessment of the village. The following steps were agreed with the group to produce this report:

- Initial site visit;
- Urban design analysis;
- Desktop research;
- Preparation of a draft report, subsequently revised in response to feedback provided by Sarratt Parish Council; and
- Submission of a final report.



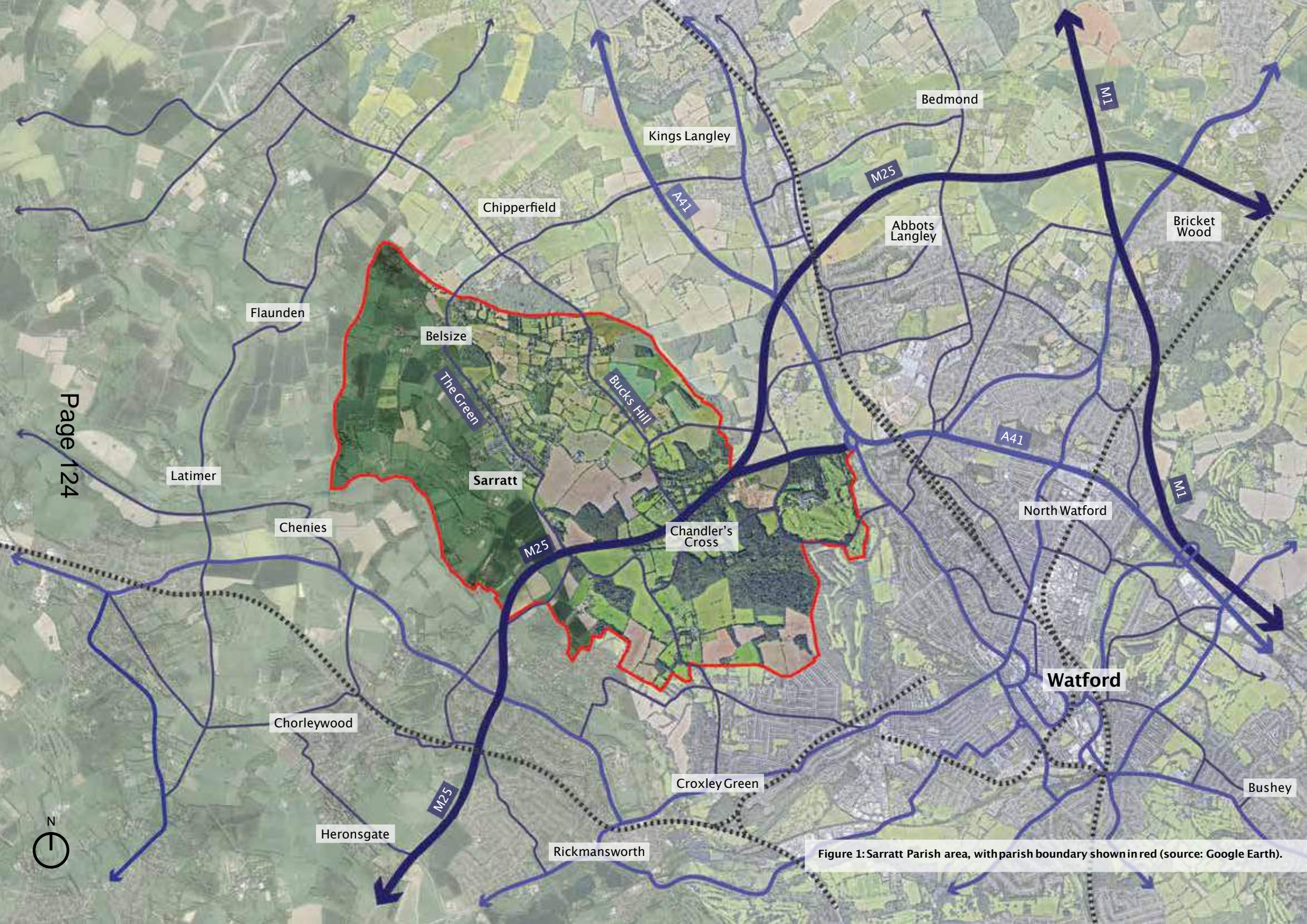


Figure 1: Sarratt Parish area, with parish boundary shown in red (source: Google Earth).

1.4. Area of Study

Location

Sarratt is a village and civil parish in Three Rivers District, Hertfordshire. It is located approximately 6.5 km north of Rickmansworth near the Buckinghamshire county boundary, 10.5 km north-west of Watford, and 31 km north-west of London. The M25 crosses the southern half of the parish and forms a natural boundary between Sarratt and the London metropolitan area.

The parish includes the village of Sarratt as well as smaller settlements such as Bucks Hill, Commonwood, Belsize, Changers Cross and Micklefield. The parish remains largely rural in character despite its location between the London metropolitan area and (sub)urban settlements such as Watford, Hemel Hempstead, Amersham, and Chesham. The parish is surrounded by fields and bordered to the south by the River Chess and the Chess Valley, designated as an 'Area of Outstanding Natural Beauty' (AONB). The entire parish is located within the London Metropolitan Green Belt.

The main settlement is located in the Sarratt Plateau area of the Hertfordshire Landscape Character Area. The village centre evolved from ancient ribbon development alongside a village green, with gradual infilling on both sides of Sarratt Green since the medieval period. The Church of the Holy Cross, which is used as the parish church, is situated in the distinct settlement of Church End located over 1 km away from the main settlement. The village core occupies an elevated position on a plateau in the middle of the parish that dominates the surrounding countryside. This position enables long outward views but also exposes the settlement to views from across the valley and from the AONB, which constrains the location, size, and design of any new settlements in the parish.

The closest railway stations are Chorleywood and Kings Langley, both located within a 15 minutes drive from the village. Watford Junction station, located within a 20 minutes drive to the south-east, provides direct links to London, St Albans, and Hatfield.

Sarratt has a community-owned village shop, a post office, and six public houses in addition to over 35 local clubs and societies and over 80 small businesses. Within the parish there are two schools – Sarratt Village School and York House Preparatory School. The King George V sports and recreation field is also located within the village.

At the 2011 census the resident population was 1,849 in the parish and 918 in the built-up area.

Designations

The parish includes part of the Chilterns Area of Outstanding Natural Beauty (AONB). There are two conservation areas within the parish, both of which were established in 1969; The Green Conservation Area and Church End Conservation Area. The former encompasses The Green and surrounding properties in the village core, whereas the latter forms a cluster around the Church of Holy Cross to the south-west of the main settlement.

There is a total of 93 listed buildings within the parish, most of which are Grade II. The parish also contains many unlisted buildings of architectural interest, and the Green is protected as an Area of Archaeological Significance.

Some of the most prominent listed buildings and landmarks include:

- The Church of the Holy Cross (Grade II*)
- The Grove (Grade II*)
- Sarratt Hall (Grade II)
- The Boot and Cock Inn, public houses (Grade II)
- The pump on the green (Grade II)

In addition, the parish contains four Sites of Special Scientific Interest (SSSI): Sarratt Bottom, Frogmore Meadows, Whippendell Wood, and Westwood Quarry. Chorleywood Common is a Local Nature Reserve (LNR) located directly outside of the parish boundaries to the south-west. The parish shares one Registered Park and Garden, Cassiobury Park, with the neighbouring district of Watford.



Figure 2: The Old School House, part of the Green at Sarratt conservation area.



Figure 3: Long distance view across the river Chess towards Church End.



Figure 4: Sarratt Community Post Office Stores.



Figure 5: Terraced houses along Dawes Lane.





Local Character Analysis

02

2. Local Character Analysis

This section outlines the broad physical, historical, and contextual characteristics of Sarratt. It analyses the pattern and layout of buildings, hierarchy of movements, building heights and roofline, and parking. Images in this section have been used to portray the built form of Sarratt.

2.1. Introduction

The array of listed buildings reflects the architectural diversity and historic quality of Sarratt, whose village centre has been protected by a conservation area since 1969. There are 93 listed buildings within the parish boundaries of Sarratt, most of which are Grade II listed, as well as a number of noteworthy (unlisted) buildings such as the Cricketers pub on the Green and the former Providence Mission Hall on Dawes Lane. Cassiobury Park, a Registered Park and Garden, straddles the boundaries of Sarratt and Watford. In addition, the parish includes part of the Chilterns Area of Outstanding Natural Beauty (AONB).



Figure 6: Red brick and knapped flint building with red brick decoration to accentuate details.



Figure 7: Yellow stock brick and slate roof building with recent porch addition.



Figure 8: Church of the Holy Cross (late 12th century) – knapped flint infill, ashlar and red brick quoins, and clay plain tile roof.



Figure 9: Building with red brick window trims and quoins and flint infilling.



Figure 10: Two-storey red brick cottage (19th century) and single-storey building (17th century), The Cricketers.



Figure 11: Red brick building with clay plaintile roof.



Figure 12: Panoramic view from the Green.



Figure 13: Grade II listed K6 telephone kiosk located on the Green.

2.2. Local Character Analysis

2.2.1. Streets and Public Realm

Sarratt Green forms the linear armature of the village and is the convergence point of most roads in the parish. Most roads have an organic and meandering layout. In some places they lack pavements and have retained the width of historic country lanes. These characteristics contribute to the informal and rural character of the village. A minority of roads built in the 20th and 21st centuries, such as Wards Drive and the Briars, were laid out as cul-de-sacs. In a few locations near the village centre, some sections are narrow and framed directly by buildings with little or no setbacks. Outside the historic centre and in outlying settlements, they are bordered with landscaping, mature trees, or low walls, and some include planted verges. Although the street network in Sarratt is limited by its topography and rural nature, it is complemented by a dense network of interconnected footpaths that provide pedestrians with a wider choice of routes than the road network suggests.

The M25 constitutes an important severance in the parish but its location 1km away from the main settlement limits its visual and sensory impact.

2.2.2. Pattern and Layout of Buildings

The Green forms a long open corridor as the nucleus of the historic village and has strongly shaped the linear development of the village. Most properties that front the Green are detached and semi-detached houses site on large plots. The gently undulating topography and the wedge shape of the Green gives the settlement an informal rural character, with buildings with various heights and setbacks clustered around the Green. The interaction between this singular pattern and the moderate building density helps the village centre achieve

a successful balance between enclosure and openness. Successive additions to the built-up area consist mainly in linear developments along roads that branch away from the Green. This pattern is particularly visible along Church Lane, Dawes Lane, and Deadman's Ash Lane. Properties along these roads are a mix of detached, semi-detached, and terraced houses. There is a large variety of plot sizes and recesses, however most houses are set back from the highway by a front garden.

Branching away from side roads are modest areas of 20th and 21st century infilling. Cul-de-sac developments along Caroon Drive, the Briars, and Wards Drive are typically detached houses sited on large plots. Alexandra Road and Downer Drive have a mix of detached and terraced houses as well as flats.

Despite gradual infilling, the village mostly retains a one-house deep linear pattern. As a result, the village edges retain a high degree of openness to the countryside and green spaces.

Outlying areas in the parish are characterised by lower-density settlements and dispersed farmsteads. Bucks Hill, for example, has an elongated linear shape with most houses built along the main road and facing open fields. Belsize, in contrast, is clustered around a village green and is more compact in layout.

2.2.3. Building Height and Roofline

Building heights vary between one and two storeys. Typically, the roofline is pitched and punctuated by gables, dormers, and chimneys. There is a high diversity of roof and gable orientation, height, and materials, the most common being clay plain tiles and slate. Due to the low building height and the abundance of mature trees, the canopy conceals most of the settlement from inward long-distance views.

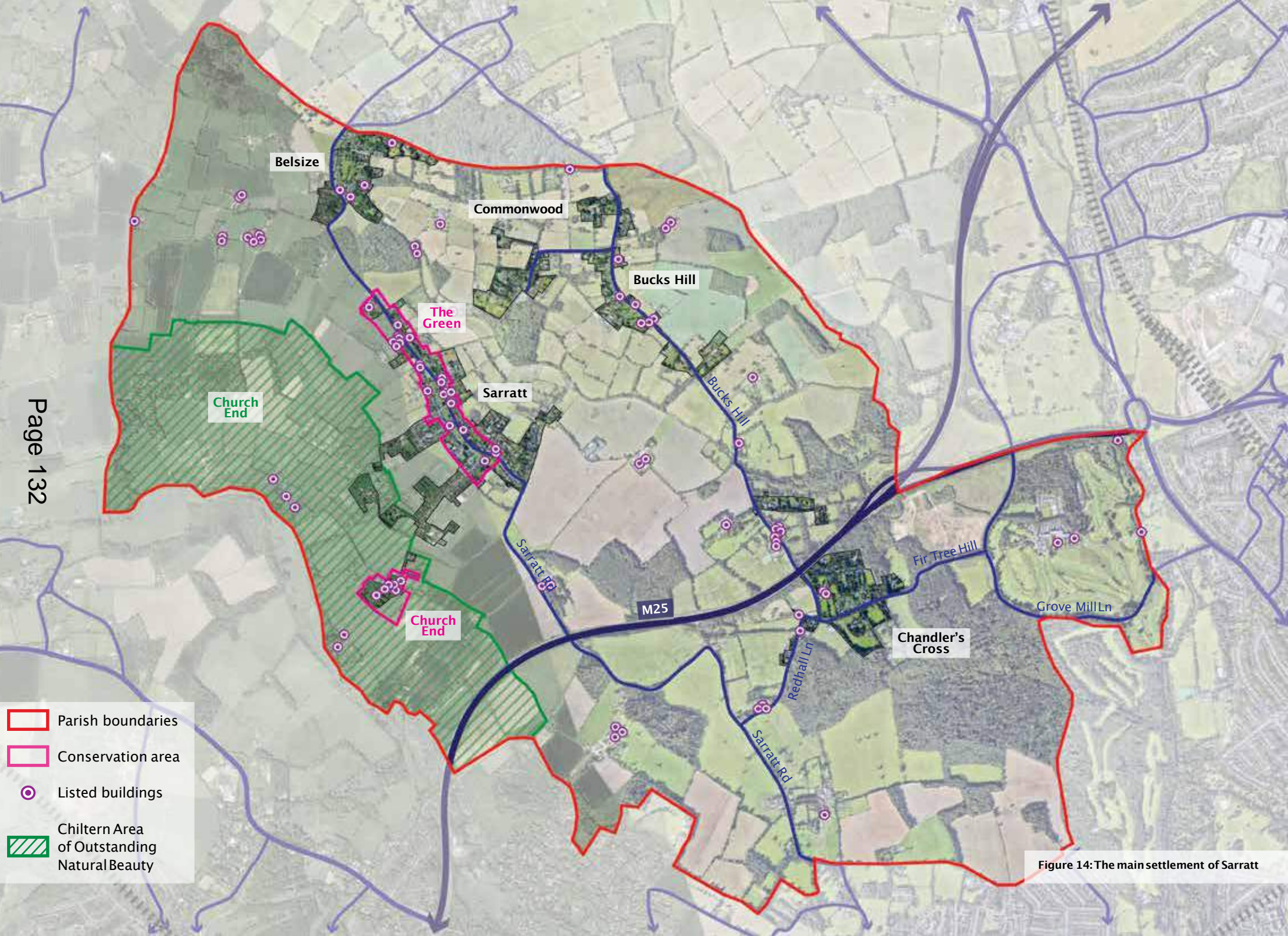
2.2.4. Car Parking

Car parking solutions vary depending on the location. In the village centre, the Green as well as some sections of the adjacent streets such Church Lane, Alexandra Road, and Dawes Lane provide informal on-street parking. Farther away from the village centre, most roads are too narrow to accommodate on-street parking.

Most properties provide on-plot residential parking in the form of front yard parking. Most are screened by a combination of soft landscaping, hedges, and low-level masonry walls. A minority of locations, most notably along Downer Drive, have front or back courtyard parking. In a minority of properties, the lack of front yard screening dilutes the overall rural quality of the village by replacing it with a car- and driveway-dominated character.

2.2.5. Open Space & Landscape

The parish is set in an undulating landscape within the London Metropolitan Green Belt and the Chiltern AONB, designations that have helped preserve large swaths of land from development. As a result, the parish remains secluded from the London metropolitan area as well as larger (sub)urban settlements. Due to the linear settlement pattern of the village, many properties either face or back on green areas. The village owes much of its open character to its spatial organisation around the Green, which is further enhanced by the Green's elongated shape and incorporation of mature trees and ponds.



-  Parish boundaries
-  Conservation area
-  Listed buildings
-  Chiltern Area of Outstanding Natural Beauty

Figure 14: The main settlement of Sarratt

2.3. Architectural Details

The following section showcases some local building details which should be considered as positive examples to inform the design guidelines that follow.



Consistency of arched window and door shapes across the main elevation.



Façade climbing plants and soft landscaping in a shallow front yard.



Quoins and window trims in yellow stock brick with knapped flint infilling. Detailed brickwork highlighting eaves and house entrance. Boundary wall with matching materials.



Large front yard with an attractive mix of boundary treatments (painted timber gate, low masonry wall, and soft landscaping) that mitigates the presence of automobiles.



Yellow stock brick house with a symmetrical elevation emphasised by an even distribution of sash windows and consistent treatment of window details.



Bay window in a Victorian terraced house.



The Boot, a white-painted brick period cottage (source: Sarratt Parish Council).



Former Providence Mission Hall with bicolour brickwork around openings.



Sarratt House (left) and the White Cottage (right), two listed houses with prominent verandahs (front garden cast-iron railings of Sarratt House also listed).



Gable with black weatherboarding.



Green End Farmhouse – red brick façade with upper floor horizontal sliding sash windows and ground floor multi-paned casement windows with cambered heads.





**Design
Guidelines**

03

3. Design Guidelines

This section outlines key design elements and principles to consider when assessing applications for village extensions and larger new settlements.

3.1. General questions to ask and issues to consider when presented with a development proposal

Based on established good practice, this section provides a number of questions against which the design proposal should be evaluated. The aim is to assess all proposals by objectively answering the questions below. Not all the questions will apply to every development. The relevant ones, however, should provide an assessment as to whether the design proposal has taken into account the context and provided an adequate design solution. As a first step there are a number of ideas or principles that should be present in the proposals. The proposals or design should:

1. Integrate with existing paths, streets, circulation networks and patterns of activity;
2. Reinforce or enhance the established village character of streets, greens and other spaces;
3. Respect the rural character of views and gaps;
4. Harmonise and enhance existing settlement in terms of physical form, architecture and land use;

5. Relate well to local topography and landscape features, including prominent ridge lines and long distance views.
6. Reflect, respect and reinforce local architecture and historic distinctiveness;
7. Retain and incorporate important existing features into the development;
8. Respect surrounding buildings in terms of scale, height, form and massing;
9. Adopt contextually appropriate materials and details;
10. Provide adequate open space for the development in terms of both quantity and quality;
11. Incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features;
12. Ensure all components e.g. buildings, landscapes, access routes, parking and open space are well related to each other;
13. Make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours; and
14. Positively integrate energy efficient technologies.

To promote these principles, there are number of questions related to the design guidelines outlined later in the document.

Street Grid and Layout

- Does it favour accessibility and connectivity over cul-de-sac models? If not, why?
- Do any new points of access and street layout have regard for all users of the development; in particular pedestrians, cyclists and those with disabilities?
- What are the essential characteristics of the existing street pattern; are these reflected in the proposal?
- How will the new design or extension integrate with the existing street arrangement?
- Are the new points of access appropriate in terms of patterns of movement?
- Do the points of access conform to the statutory technical requirements?

Local Green Spaces, Views and Character

- What are the particular characteristics of this area which have been taken into account in the design; i.e. what are the landscape qualities of the area?
- Does the proposal maintain or enhance any identified views or views in general?
- Has the proposal been considered in its wider physical context?
- Has the impact on the landscape quality of the area been taken into account?
- In rural locations, has the impact of the development on the tranquillity of the area been fully considered?
- How does the proposal affect trees on or adjacent to the site?
- How does the proposal affect the character of a rural location?

- How does the proposal impact on existing views which are important to the area and how are these views incorporated in the design?
- Can any new views be created?
- Is there adequate amenity space for the development?
- Does the new development respect and enhance existing amenity space?
- Have opportunities for enhancing existing amenity spaces been explored?
- Will any communal amenity space be created? If so, how this will be used by the new owners and how will it be managed?

Gateway and Access Features

- What is the arrival point, how is it designed?
- Does the proposal maintain or enhance the existing gaps between villages?
- Does the proposal affect or change the setting of a listed building or listed landscape?
- Is the landscaping to be hard or soft?

Buildings Layout and Grouping

- What are the typical groupings of buildings?
- How have the existing groupings been reflected in the proposal?
- Are proposed groups of buildings offering variety and texture to the townscape?
- What effect would the proposal have on the streetscape?
- Does the proposal overlook any adjacent properties or gardens? How is this mitigated?

Building Line and Boundary Treatment

- What are the characteristics of the building line?
- How has the building line been respected in the proposals?
- Have the appropriateness of the boundary treatments been considered in the context of the site?

Building Heights and Roofline

- What are the characteristics of the roofline?
- Have the proposals paid careful attention to height, form, massing and scale?
- If a higher than average building(s) is proposed, what would be the reason for making the development higher?

Building Materials and Surface Treatment

- What is the distinctive material in the area, if any?
- Does the proposed material harmonise with the local materials?
- Does the proposal use high quality materials?
- Have the details of the windows, doors, eaves and roofs been addressed in the context of the overall design?
- Does the new proposed materials respect or enhance the existing area or adversely change its character?

Car Parking Solutions

- What parking solutions have been considered?
- Are the car spaces located and arranged in a way that is not dominant or detrimental to the sense of place?
- Has planting been considered to soften the presence of cars?
- Does the proposed car parking compromise the amenity of adjoining properties?

Architectural Details

- If the proposal is within a conservation area, how are the characteristics reflected in the design?
- Does the proposal harmonise with the adjacent properties? This means that it follows the height, massing and general proportions of adjacent buildings and how it takes cues from materials and other physical characteristics.
- Does the proposal maintain or enhance the existing landscape features?
- Has the local architectural character and precedent been demonstrated in the proposals?
- If the proposal is a contemporary design, are the details and materials of a sufficiently high enough quality and does it relate specifically to the architectural characteristics and scale of the site?

Household Extensions

- Does the proposed design respect the character of the area and the immediate neighbourhood, and does it have an adverse impact on neighbouring properties in relation to privacy, overbearing or overshadowing impact?
- Is the roof form of the extension appropriate to the original dwelling (considering angle of pitch)?
- Do the proposed materials either match or complement those of the existing dwelling?
- In case of side extension, does it retain important gaps within the street scene and avoid a 'terracing effect'?
- Are there any proposed dormer roof extensions set within the roof slope?
- Does the proposed extension respond to the existing pattern of window and door openings?
- Is the side extension set back from the front of the house?

Sustainability and Eco Design

- What effect will services have on the scheme as a whole?
- Can the effect of services be integrated at the planning design stage, or mitigated if harmful?
- Has adequate provision been made for bin storage, waste separation and relevant recycling facilities?
- Has the location of the bin storage facilities been considered relative to the travel distance from the collection vehicle?
- Has the impact of the design and location of the bin storage facilities been considered in the context of the whole development?
- Could additional measures, such as landscaping be used to help integrate the bin storage facilities into the development?
- Has any provision been made for the need to enlarge the bin storage in the future without adversely affecting the development in other ways?

- Have all aspects of security been fully considered and integrated into the design of the building and open spaces? For standalone elements (e.g. external bin areas, cycle storage, etc.) materials and treatment should be of equal quality, durability and appearance as for the main building.
- Use of energy saving/efficient technologies should be encouraged. If such technologies are used (e.g. solar panels, green roofs, water harvesting, waste collection, etc.), these should be integrally designed to complement the building and not as bolt-ons after construction. Ideally a fabric-first approach would be adopted to ensure energy efficiency in addition to add-on technologies.

3.2. Design Guidelines

The aim of this section is to ensure that future developments consider local character and through design proposals they can further enhance local distinctiveness by creating good quality developments, thriving communities and prosperous places to live. It is set out in a way that is straightforward to interpret. It is accompanied by descriptive text, general guidelines and principles, images from Sarratt or other relevant case studies, illustrations, and diagrams. The design elements that this section covers are organised according to the following themes:

- Built forms;
- Street design, including dimensions as well as pedestrian and cycle connectivity;
- Parking solutions;
- Local green spaces and views;
- Traditional materials and architectural details;
- Sustainability; and
- Building extensions.

3.2.1. Built Form

Pattern and Layout of Buildings

- The existing rural character must be appreciated when contemplating new development, whatever its size or purpose.
- Where an intrinsic part of local character, properties should be clustered in small pockets showing a variety of types. The use of a repeating type of dwelling along the entirety of the street should be avoided (to create variety and interest in the streetscape).
- Boundaries such as walls or hedgerows, whichever is appropriate to the street, should enclose and define each street along the back edge of the pavement, adhering to a consistent buildingline for each development group.
- Properties should aim to provide rear and front gardens or at least a small buffer to the public sphere where the provision of a garden is not possible.
- The layout of new development should optimise the benefits of daylighting and passive solar gains as this can significantly reduce energy consumption.



Figure 15: Terraced cottages with short front garden.



Figure 16: Terraced cottages on the Green with little building setback.



Figure 17: Houses along the Green showing a variety of building recesses and front yard depths.



Figure 18: Semi-terraced houses along Alexandra Road with large front yards and driveways.



Figure 19: Illustrative plan for a small development highlighting many of the elements of the Sarratt code where they relate to the pattern and layout of buildings.

Gateway and Access Features

- For any future development, the design proposals should consider placing gateway and built elements highlighting the access or arrival to the new developed site.
- Gateway and landmark buildings should reflect local character. This means larger houses in local materials with emphasis on the design of chimneys and fenestration, as well as well laid and cared for landscape.
- Besides building elements acting as gateways, high quality landscaping features, gates or monuments could be considered appropriate to fulfill the same role.



Figure 20: A gateway for a shared front yard framed by masonry pillars and landscaping.



Figure 21: Entrance to Clutterbucks. The sense of arrival is highlighted by the change in paving materials and the careful landscaping that frames the road.

Building Line and Boundary Treatment

- Buildings should be aligned along the street with their main façade and entrance facing it, where this is in keeping with local character. The building line should have subtle variations in the form of recesses and protrusions but will generally form a unified whole.
- Buildings should be designed to ensure that streets and/or public spaces have good levels of natural surveillance from buildings. This can be ensured by placing ground floor habitable rooms and upper floor windows overlooking the street.
- Boundary treatments should reinforce the sense of continuity of the property line and help define the street, appropriate to the rural character of the area, without impairing natural surveillance.
- Well vegetated front gardens with low walls or hedges are crucial in maintaining the rural character. The depth of front gardens in new constructions should be 3 m minimum, ideally 6 m.
- If placed on the property boundary, waste storage should be integrated as part of the overall design of the property. Landscaping could also be used to minimise the visual impact of bins and recycling containers.
- Entrance gates should preserve an adequate level of visibility and opportunities for interactions between the private and public spheres. Tall gates must be avoided.



Figure 22: Well-kept shrubs acting as a boundary between public and private spaces.



Figure 23: Low shrubs concealing low metal fence.



Figure 24: Boundary treatment combining a low masonry wall with landscaped hedges.



Figure 25: Houses abutting the boundary line (left) and recessed behind a front yard (right).

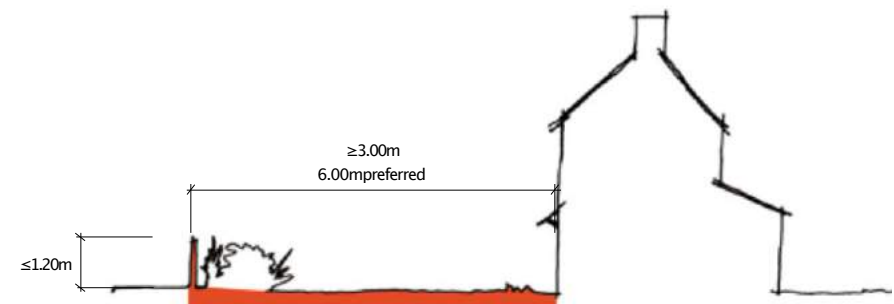


Figure 26: Recommended front garden depth - and boundary height.

Building Heights/Roofline

Creating a good variety in the roof line can be a significant element of designing attractive places. The following elements can be used as guideline in achieving a good variety of roofs:

- The scale of the roof should always be in proportion with the dimensions of the building itself;
- Monotonous building elevations should be avoided, therefore subtle changes in roofline should be ensured during the design process. Roofs that combine too many different shapes and pitches must however be avoided;
- Dormers can be used as design element to add variety and interest to roofs. However, care needs to be taken with their design elements, proportions, and how they are positioned on the roof; and
- To minimise the visual impact of guttering and down pipes these should be integrated with the design of the roof and façade.



Figure 27: A group of buildings exhibiting a variety of roof heights types. The purple line highlights roofline variations.



Figure 28: Street-facing buildings exhibiting an even roofline punctuated by brick chimneys. The purple line highlights roofline variations.

3.2.2. Roads

- Streets must meet the technical highways requirements as well as be considered a ‘place’ to be used by all, not just motor vehicles. It is essential for the design of new development to include streets and junctions that incorporate the needs of pedestrians, cyclists, and if applicable, public transport users. It is also important that on-street parking, where introduced, does not impede the access of pedestrians and other vehicles.
- Within existing and new settlement boundaries, streets must not be built to maximise vehicle speed or capacity. Streets and junctions must be built or retrofitted to ensure the safety and accessibility of vulnerable groups such as children and wheelchair users. They may introduce a range of traffic calming measures such as raised junction tables and kerb extensions/build-outs.
- New streets must tend to be linear. Gentle meandering may be introduced to provide interest and evolving views while helping with orientation. Routes must be laid out in a permeable pattern allowing for multiple connections and choice of routes, particularly on foot. Any cul-de-sacs must be relatively short and provide onward pedestrian links.
- Streets must incorporate opportunities for tree planting, landscaping, green infrastructure, and sustainable drainage to mitigate the effects of climate change.
- The next pages introduce suggested guidelines and design features including a range of indicative dimensions for street types in new residential areas.

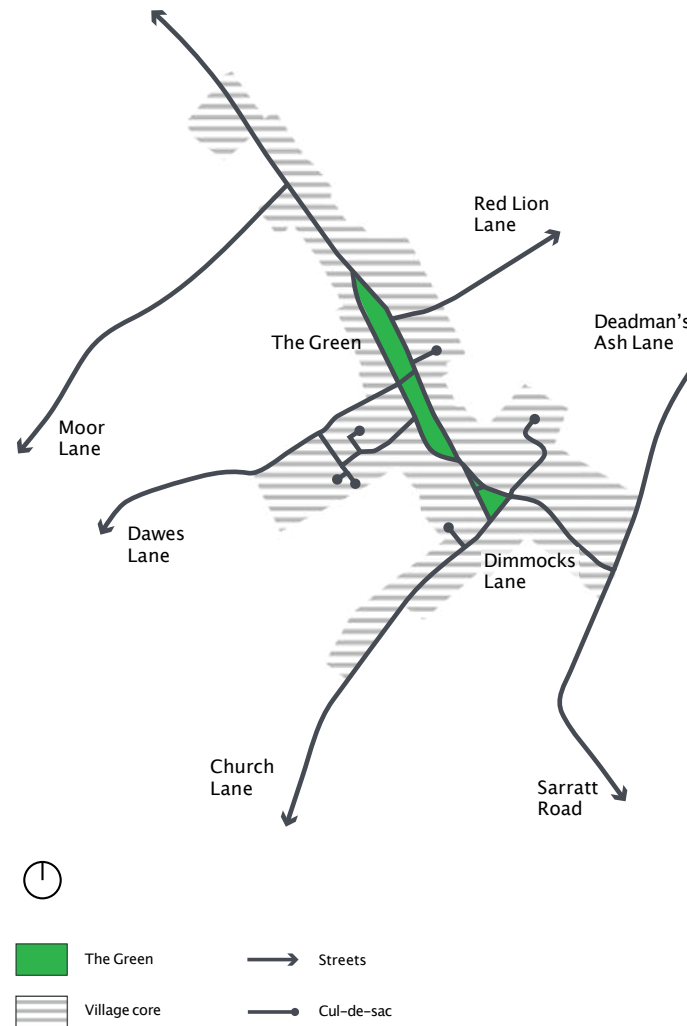


Figure 29: Street grid in Sarratt.



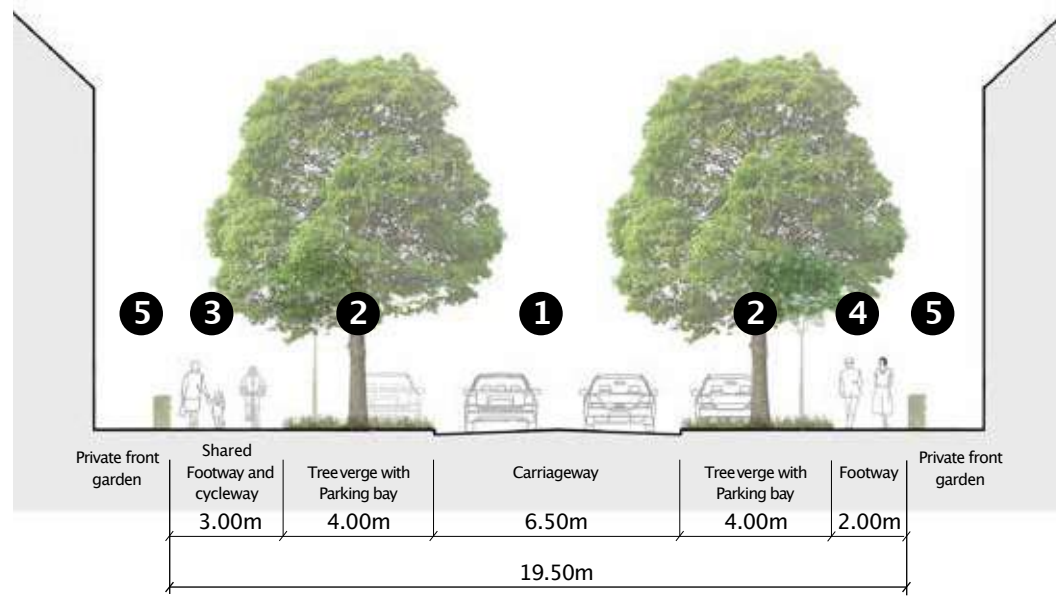
Figure 30: Low-traffic meandering carriageway along the Green, fronted by buildings on one side and green space on the other.



Figure 31: Horses and riders crossing a junction along the Green.

Primary Roads

- Primary roads are the widest neighbourhood roads and constitute the main accesses into new settlements, connecting the neighbourhoods with each other. They are also the main routes used for utility and emergency vehicles, as well as buses, if any.
- The design and character of primary roads must fulfil their place-making role at the heart of the new community while serving as through routes for vehicles.
- Primary roads must be defined by strong building lines with generous set-backs. Blank frontages must be avoided. The quality of the public realm must be of a high standard and consistent throughout the whole primary road, for example through the planting of trees and/or green verges along the road.
- Because primary roads are designed for comparatively higher speed and traffic volumes, they are more appropriate locations for cycle ways that are segregated from traffic, for instance in the form of green ways shared between cyclists and pedestrians.
- Direct access to individual residential car parking must be avoided to minimise disruptions to the relatively high levels of traffic on primary roads. Access to parking servicing buildings that front primary roads can instead be provided via parallel lanes, side streets, or from the rear.



1. Carriageway (village-wide traffic).
2. Green verge with tall trees. The latter are optional but would be positive additions. Parking bays to be inset into the verges to avoid impeding moving traffic or pedestrians.
3. Shared footway and cycleway –cyclists to be segregated from vehicle traffic.
4. Footway.
5. Residential frontage with boundary hedges and front gardens.

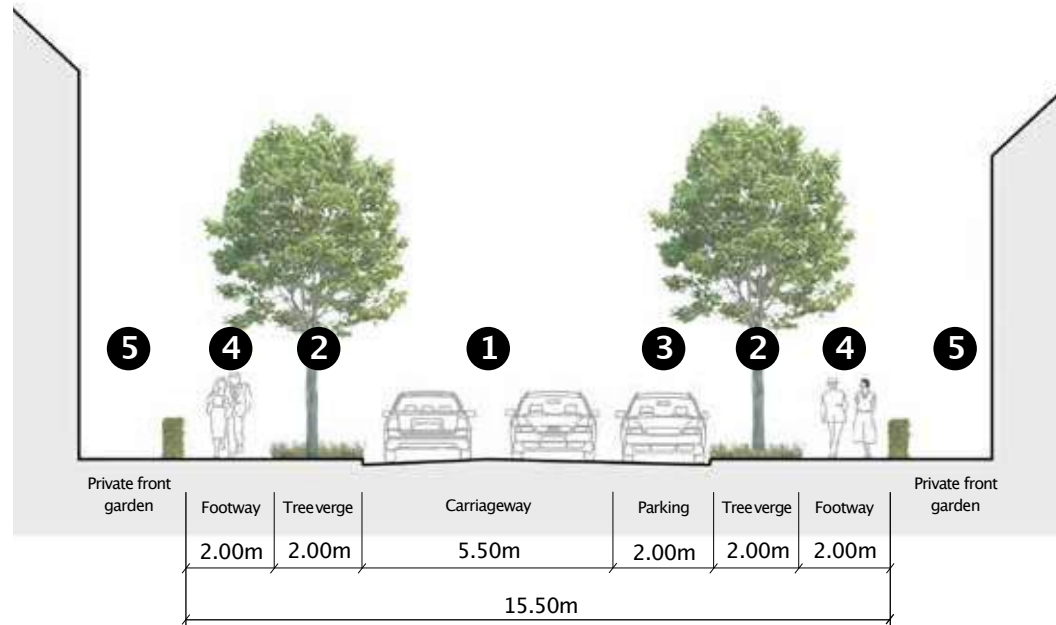
Figure 32: Section showing indicative dimensions for primary roads. In some places trees may be omitted from one or both sides although they help with placemaking, contribute to local biodiversity, and create a positive micro-climate



Figure 33: Primary road framed by wide tree verges in a residential neighbourhood. It is recommended that cycle provisions are separated from moving traffic and that parking bays, where required, are inset into the verges to avoid impeding the movement of pedestrians and vehicles.

Secondary Roads

- Secondary roads provide access between primary roads and neighbourhoods and clusters. They must emphasise the human scale and be designed for lower traffic volumes compared to primary roads.
- Secondary roads must accommodate carriageways wide enough for two-way traffic and on-street parallel car parking bays. They may also include tree verges on one or both sides. On-street parking may consist either in marked bays or spaces inset into green verges.
- Carriageways must be designed to be shared between motor vehicles and cyclists. Vertical traffic calming features such as raised tables may be introduced at key locations such as junctions and pedestrian crossings.



1. Shared carriageway (neighbourhood traffic). Traffic calming measures may be introduced at key locations.
2. Green verge with medium trees. The latter are optional but would be positive additions.
3. Parking bay (may also be inset into verges).
4. Footway.
5. Residential frontage with boundary hedges and front gardens.

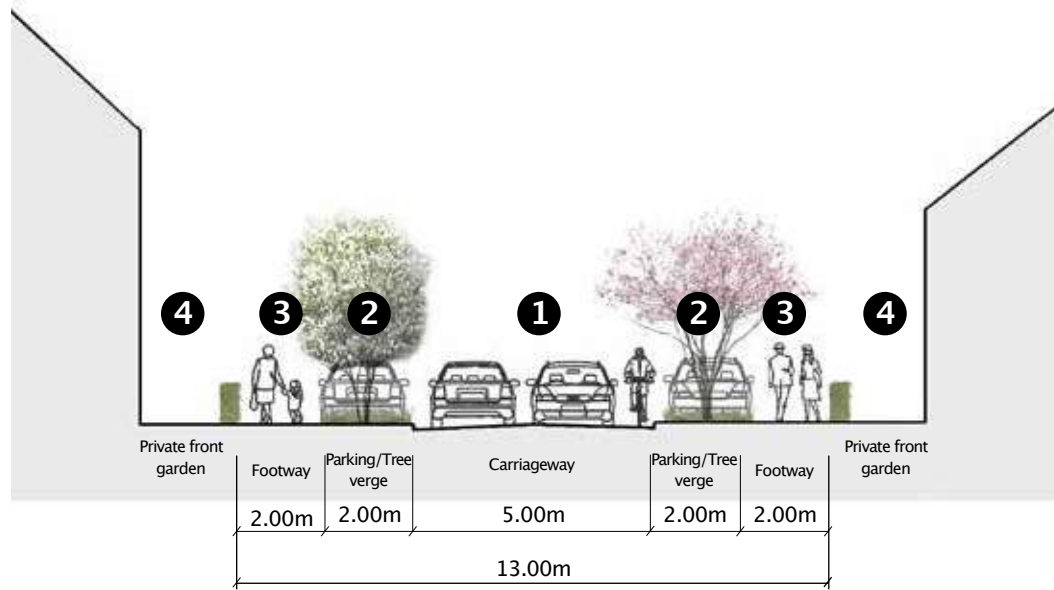
Figure 34: Section showing indicative dimensions for secondary roads. In some places tree verges may be omitted from one or both sides, and parking bays may alternate with tree verges.



Figure 35: Example of a secondary road, Brentham (note: parking bays may be inset into verges).

Tertiary Roads

- Tertiary roads have a strong residential character and provide direct access to residences from the secondary roads. They must be designed for low traffic volumes and low speed.
- Carriageways must accommodate two-way traffic and parking bays. They may also include green verges with small trees on one or both sides. Verges may alternate with parking to form inset parking bays. These roads must also accommodate footways with a 2m minimum width on either side, and must be designed for cyclists to mix with motor vehicles. Traffic calming features such as raised tables can be used to prevent speeding.



1. Carriageway (local access). Traffic calming measures may be introduced at key locations.
2. Green verge with small trees. The latter are optional but would be positive additions. Parking bays on both sides of the carriageway to alternate with trees to avoid impeding moving traffic or pedestrians.
3. Footway.
4. Residential frontage with boundary hedges and front gardens.

Figure 36: Section showing indicative dimensions for tertiary roads. In some places tree verges may be omitted from one or both sides.

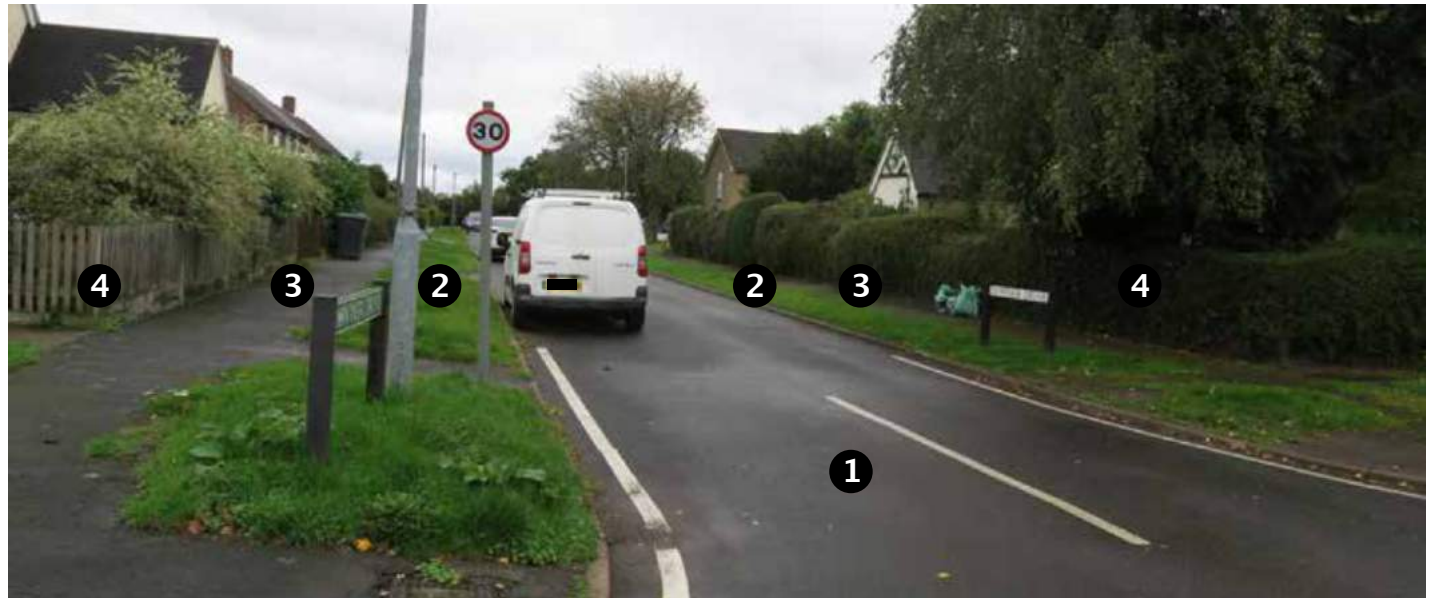
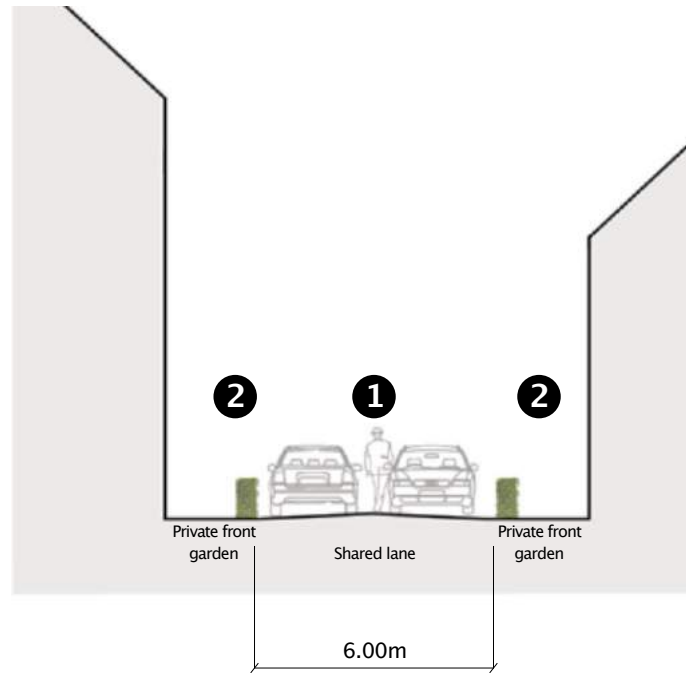


Figure 37: Downer Drive, a tertiary road framed by green verges planted hedges. It is recommended that footways along the street are minimum 2m wide and that parking is provided in the form of inset bays to avoid impeding traffic.

Lanes/Private Drives

- Lanes and private drives are the access-only types of streets that usually serve a small number of houses. They must be minimum 6m wide to ensure sufficient space for parking manoeuvre. They must serve all types of transport modes including walking and cycling.
- Opportunities to include green infrastructure, hedges, and/or private gardens to soften the edges must be maximised.



1. Shared lane (local vehicle access, cyclists, and pedestrians).
2. Residential frontage with front hedges and gardens

Figure 38: Section showing indicative dimensions for lanes and private drives.



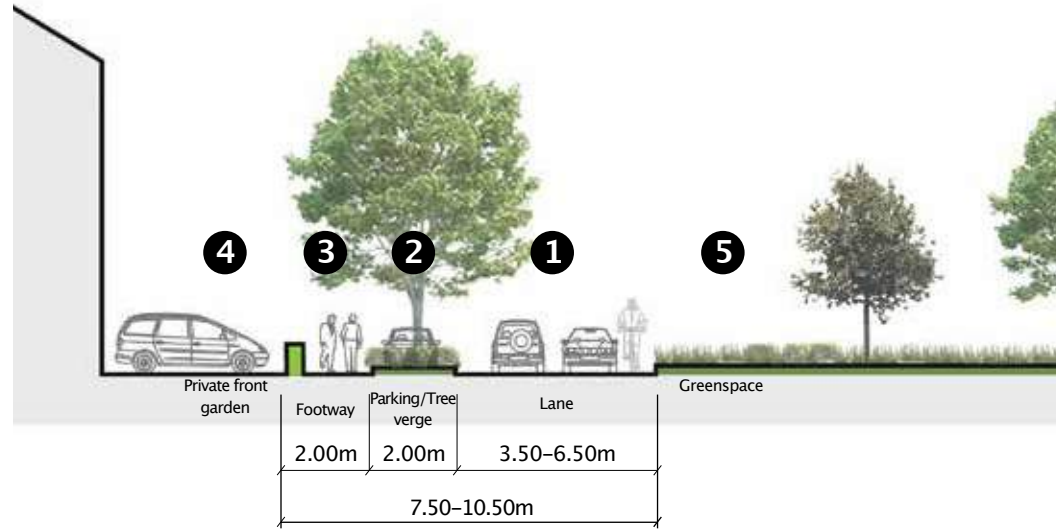
Figure 39: A low traffic lane shared between vehicles, cyclists, and pedestrians in Long Stratton, Norfolk.



Figure 40: Example of a lane/private drive in Cambridge, with a shared surface for all road users.

Edge Lanes

- Edge lanes are low-speed and low-traffic roads that front houses with gardens on one side and a green space on the other. Carriageways typically consist of a single lane of traffic in either direction and are shared with cyclists.
- The lane width can vary to discourage speeding and introduce a more informal and intimate character. Variations in paving materials and textures can be used instead of kerbs or road markings.



1. Shared lane (local access) - width to vary.
2. Green verge with trees. The latter are optional but would be positive additions. Parking bays may be interspersed with trees to soften the impact of parked cars.
3. Footway.
4. Residential frontage with boundary hedges and front gardens.
5. Green space.

Figure 41: Section showing indicative dimensions for edge lanes. The lane width may vary to discourage speeding or provide space for parking.



Figure 42: Examples of edge lanes in Dorchester, with low-speed roads shared between motor vehicles and cyclists, and opportunities for on-street parking (note: some localities may prefer clearly defined footways and parking bays).

Pedestrian and Cycle Connectivity

- It is important that all newly developed areas must provide direct and attractive footpaths between neighbouring streets and local facilities. Establishing a robust pedestrian network a) across any new development and b) among new and existing development is key in achieving good levels of permeability among any part of the parish.
- Pedestrian paths must be included in new developments and be integrated with the existing pedestrian routes.
- A permeable street network at all levels provides people with a choice of different routes and allows traffic to be distributed in general more evenly across the network rather than concentrated on to heavily trafficked roads.
- Design features such as barriers to vehicle movement, gates to new developments, or footpaths between high fences must be kept at a minimum and the latter must be avoided.
- On high-traffic and/or high-speed roads, cyclists must be kept away from moving traffic and parked vehicles as much as possible through the use of traffic calming, physical separation, and road markings and signage. On narrow streets with lower traffic and speed limits no higher than 20 mph, the road can be shared between different modes.
- Within residential areas, safe pedestrian crossing points must be provided at regular intervals to retain pedestrian connectivity.

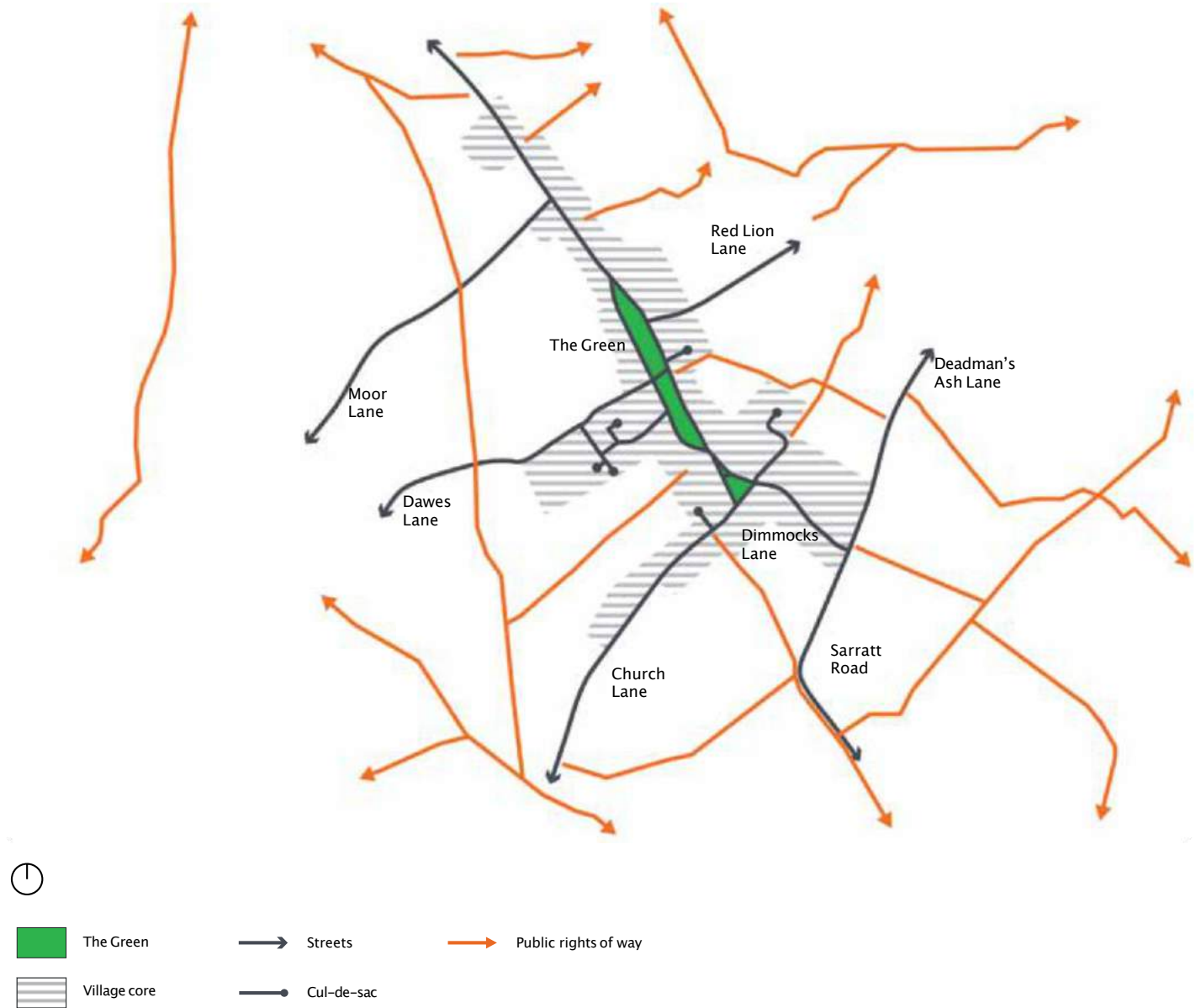


Figure 43: Public rights of way overlaid on the street grid in Sarratt.

Junctions and Pedestrian Crossings

- Crossing points that are safe, convenient, and accessible for pedestrians of all abilities must be placed at frequent intervals on pedestrian desire lines and at key nodes.
- Junctions must enable good visibility between vehicles and pedestrians. For this purpose, street furniture, planting, and parked cars must be kept away from visibility splays to avoid obstructing sight lines –see table and diagram opposite.
- Traffic calming measures should be introduced at crossing points to increase safety and discourage speeding. Along major streets, for example, kerb build outs can be used to reduce pedestrian crossing distances and reduce the speed of turning vehicles. At junctions with minor roads, the carriageway surface can be raised across a pedestrian crossing to prioritise pedestrian movements.
- Traffic signals, where they are introduced, must be timed to enable the elderly, children, and disabled to cross safely and comfortably.
- Along low-traffic lanes and residential streets, crossing points can be more informal. For example, pedestrians may cross at any section of a street whose surface is shared between different users.



Figure 44: Example of a raised mid-block pedestrian crossing on a 20 mph street on Goldsmith Street, Norwich (note: many councils require blister tactile pavers at crossings to guide visually disabled pedestrians).



Figure 45: Example of a raised crossing across a main road in Cambridge, with contrasting paving materials and space for low-level planting and street furniture (note: traditional paving materials and muted colours are often preferred in conservation areas).

The stopping sight distance (SSD) is the distance within which drivers need to be able to see ahead and stop from a given speed. The SSDs for various speeds between 16–60kph(10–37mph)as held withinManual for Streets (MfS) are as shown in the table below.

The distance back along the minor arm from which visibility is measured is known as the X distance; MfS states that an X distance of 2.4m should normally be used in most built-up situations, as this represents a reasonable maximum distance between the front of the car and the driver’s eye.

The X distance represents the distance that a driver who is about to exit from the minor arm can see to his left and right along the main alignment. In accordance with MfS, the required visibility splay for a junction within an area where 85th percentile vehicle speeds are 30mph is 2.4m x 43m.

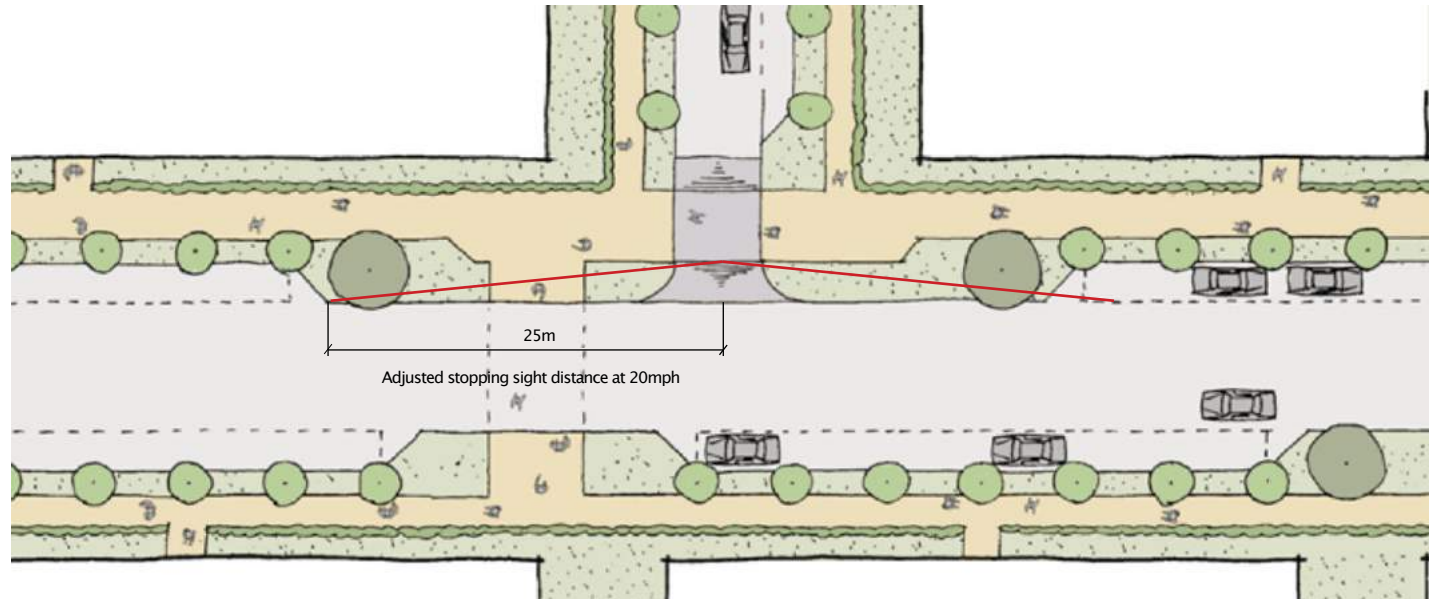


Figure 46: Indicative plan of a junction showing a visibility splay at a junction along a 20 mph primary road –see table below for details. Across the major arm, kerbs are built out to shorten pedestrian crossing distances. Across the minor arm, the carriage way is raised along the pedestrian crossing and can be built with contrasting materials for higher awareness.

Speed	Kilometre per hour	16	20	24	25	30	32	40	45	48	50	60
	Miles per hour	10	12	15	16	19	20	25	28	30	31	37
Stopping sight distance (SSD) in metres		9	12	15	16	20	22	31	36	40	43	56
Stopping sight distance adjusted for bonnet length		11	14	17	18	23	25	33	39	43	45	59

Figure 47: Stopping sight distances (SSD) for visibility splays (source: Department for Transport).

3.2.3. Vehicle Parking

- When needed, residential car parking can be a mix of on-plot side, front, garage, and courtyard parking, and complemented by on-street parking.
- For family homes, cars must be placed at the side (preferably) or front of the property. For small pockets of housing, a rear court is acceptable. Multiple garage parking is encouraged.
- Car parking design must be combined with landscaping to minimise the presence of vehicles.
- Parking areas and driveways must be designed to minimise impervious surfaces, for example through the use of permeable paving.
- When placing parking at the front, the area must be designed to minimise the visual impact of cars and driveways, which must blend with the existing streetscape and materials. The aim is to keep a sense of enclosure and to break the potential of a continuous area of car parking in front of the dwellings. This can be achieved by means of walls, hedging, planting, and the use of quality paving materials.
- Parking bays and spaces must be designed for easy access by wheelchairs, loading carts, and buggies.
- The following pages provide an array of complementary car parking solutions that can be employed in Sarratt.



Figure 48: On-street parking with inset bays (left).



Figure 49: Informal on-street parking on the Green.



Figure 50: Disabled parking bay in Cambridge with a ramp for easy wheelchair access.



Figure 51: Front yard parking with gravel surface.

On-PlotSide or Front Parking

- On-plot parking can be visually attractive when it is combined with high quality and well designed soft landscaping. Front garden depth from pavement back must be sufficient for a large family car.
- Boundary treatment is the key element to help avoid a car-dominated character. This can be achieved by using elements such as hedges, trees, flower beds, low walls, and high quality paving materials between the private and public space.
- Hard standing and driveways must be constructed from porous materials such as permeable paving or gravel to minimise surface water run-off.



Figure 52: Gravel front yard parking with landscaped property boundaries preventing a car-dominated character.

1. Front parking with part of the surface reserved for soft landscaping. Permeable pavement to be used whenever possible.
2. Side parking set back from the main building line. Permeable pavement to be used whenever possible.
3. Boundary hedges to screen vehicles and parking spaces.

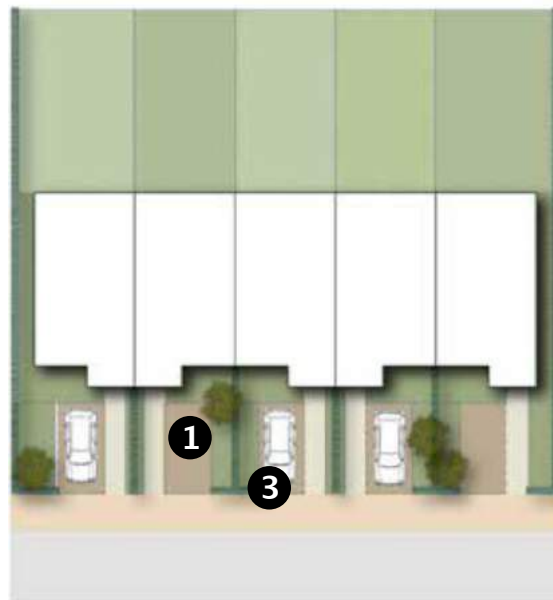


Figure 53: Illustrative diagram showing an indicative layout of on-plot front parking.

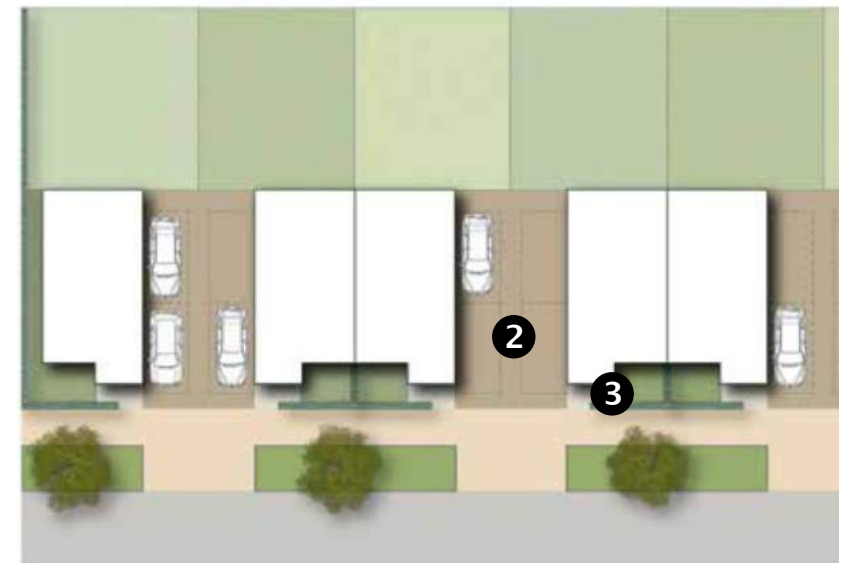


Figure 54: Illustrative diagram showing an indicative layout of on-plot side parking.

On-Plot Garages

- Where provided, garages must be designed either as free standing structures or as additive form to the main building. In both situations, it must complement and harmonise with the architectural style of the main building rather than forming a mismatched unit.
- The garage should not obscure the dwelling from the street nor dominate the front garden. Garages should not be placed in front of the building at any time to avoid prominence on the streetscape and overshadowing of the main building.
- Garages may be used as a design element to create a link between buildings, ensuring continuity of the building line.
- It should be noted that many garages are not used for storing vehicles, and so may not be the best use of space.
- Considerations must be given to the integration of bicycle parking and/or waste storage into garages.



Figure 55: Side garage (left) designed as a secondary mass to the main residential building and built with a matching material palette.

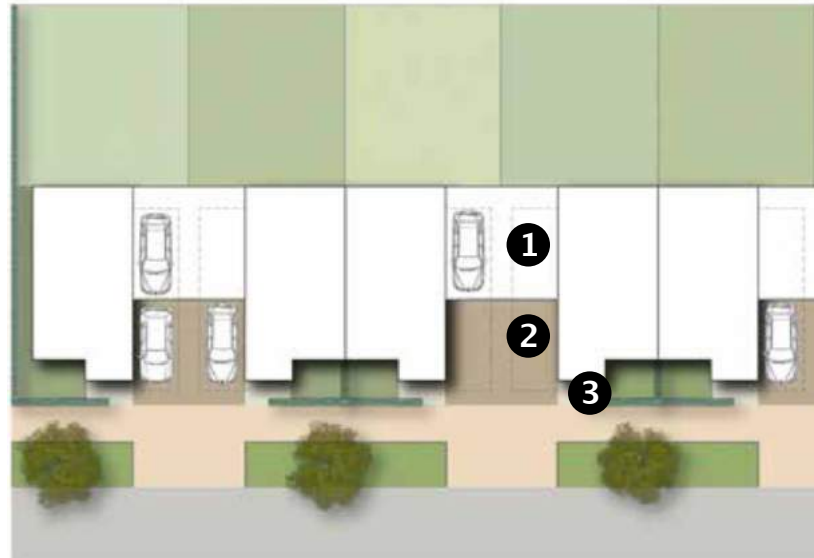


Figure 56: Illustrative diagram showing an indicative layout of on-plot parking with garages.

1. Side parking set back from the main building line. Permeable pavement to be used whenever possible.
2. Garage structure set back from main building line. Height to be no higher than the main roofline.
3. Boundary hedges to screen vehicles and parking spaces.

Rear Parking Courtyards

- This parking arrangement can be appropriate for a wide range of land uses. It is especially suitable for apartments and townhouses fronting busier roads where it is impossible to provide direct access to individual parking spaces.
- Ideally all parking courts should benefit from natural surveillance.
- Parking courts should be an integral part of the public realm, hence it is important that high quality design and materials, both for hard and soft landscaping elements, are used.
- Parking bays must be arranged into clusters with widths of 4 spaces maximum and interspersed with trees and soft landscaping to provide shade, visual interest, and to reduce both heat island effects and impervious surface areas.



Figure 57: Small rear parking courtyard benefiting from natural surveillance and shading.

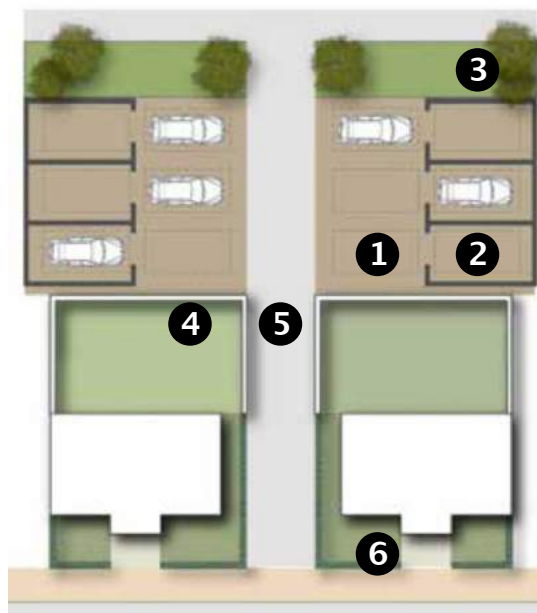


Figure 58: Illustrative diagram showing an indicative layout of on-plot rear courtyard parking.

1. Rear courtyard parking with soft landscaping. Parking bays to be arranged in clusters of maximum 4 spaces maximum. Permeable pavement to be used whenever possible.
2. Sheltered parking space (optional).
3. Trees and/or soft landscaping to prevent car dominance and add shading.
4. Rear of residential properties - balance to be sought between natural surveillance and privacy.
5. Pedestrian link to main residential frontage.
6. Boundary hedges to screen vehicles and parking spaces.

On-Street Parking

As we move forward into a future of electric vehicles, every opportunity must be taken to integrate charging technologies into the fabric of road and street furniture, including induction plate technologies and street lamphook ups alongside independent charging posts as standard street furniture in the public realm.

- On-street parking can be arranged either perpendicular or parallel to the carriageway.
- On-street parking must be designed to avoid impeding the flow of pedestrians, cyclists, and other vehicles, and can serve a useful informal traffic calming function.
- Parking bays can be inset between kerb buildouts or street trees. Kerb buildouts between parking bays can shorten pedestrian crossing distances and can host street furniture or green infrastructure. They must be sufficiently wide to shelter the entire parking bay in order to avoid impeding traffic.
- On low-traffic residential streets or lanes that are shared between vehicles and pedestrians, parking bays can be clearly marked using changes of construction material instead of markings but must be of a different level to the pedestrian way e.g. with a kerb. This will provide drivers with an indication of where to park. The street must be sufficiently wide so that parked vehicles do not impede motor vehicles or pedestrians.
- Opportunities must be created for new public car parking spaces to include electric vehicle charging points. Such provision must be located conveniently throughout the village and designed to minimise street clutter.



Figure 59: Parking bays arranged between street trees in Dorchester.



Figure 60: Inset parking with electric vehicle charging points.

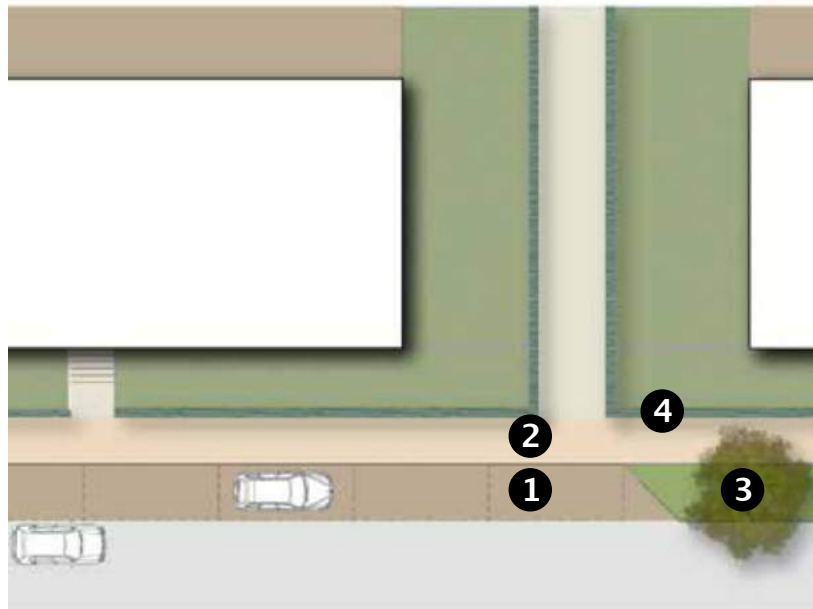


Figure 61: Illustrative diagram showing an indicative layout of on-street inset parking.

1. On-street parking bay inset between kerb extensions.
2. Footway – additional green verge if street width permits.
3. Planted kerb extensions – width to be sufficient to fully shelter parking bay. Trees are optional but would be positive additions.
4. Boundary hedges.

Bicycle Parking

- A straightforward way to encourage cycling is to provide secured covered cycle parking within all new residential developments and publicly available cycle parking in the public realm.
- For residential units, where there is no garage on plot, covered and secured cycle parking must be provided within the domestic curtilage. The use of planting and smaller trees alongside cycle parking can be used to mitigate any visual impact on adjacent spaces or buildings.
- Bicycle stands in the public realm should be sited in locations that are convenient and that benefit from adequate natural surveillance. They should be placed in locations that do not impede pedestrian mobility or kerbside activities.



Figure 62: Example of public cycle parking (left) and sheltered cycle parking garage (right) in Cambridge.



Figure 63: Example of kerbside on-street cycle stands.

3.2.4. Local Green Spaces and Views

- Development adjoining public open spaces and important gaps should enhance the character of these spaces by either providing a positive interface (i.e. properties facing onto them to improve natural surveillance) or a soft landscaped edge.
- Any trees or woodland lost to new development must be replaced.
- The spacing of development should reflect the rural character and allow for long distance views of the countryside from the public realm.
- Landscape scheme should be designed and integrated with the open fields that currently border the village to avoid coalescence and prevent rural settlements from merging with larger existing settlements or large new settlements.
- Native trees and shrubs should be used to reinforce the rural character of the village and incorporated into the design of new areas.



Figure 64: Long distance views towards the village from North Hill. Mature trees screen most of the village from outside views.



Figure 65: North-western view along The Green in the centre of the village, highlighting the undulating terrain.



Figure 66: Equestrian route along the Green.



Figure 67: An undeveloped street corner at the junction between Dawes Lane and Downer Drive. Houses on the right face an open field concealed by tall hedges on the left.



Figure 68: Panorama of the south-western village edge highlighting the relative height of the buildings and the mature trees, which concealed much of the village from long-distance inward views.

3.2.5. Materials and Building Details

The materials and architectural detailing in Sarratt contribute to the rural character of the area and the local vernacular. It is therefore important that the materials used in proposed development are of a high quality and reinforce local distinctiveness. Any future development proposals should demonstrate that the palette of materials has been selected based on an understanding of the surrounding built environment.

This section includes examples of building material that contribute to the local vernacular of Sarratt which could be used to inform future development.



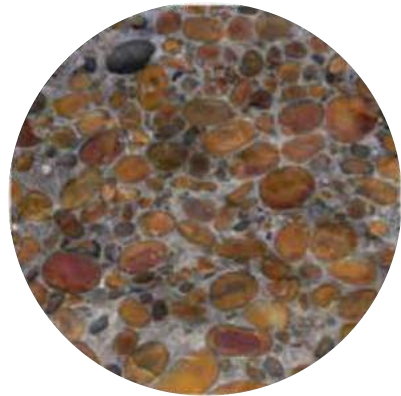
Mixed tonality red brick



Red brick trim and knapped flint infilling



Red brick trim and yellow brick infilling



Knapped Hertfordshire puddingstone



Grey paint rendering



Slate roof



Mixed red and yellow bricks



Black weatherboarding



Clay plaintile roof



Gabled porch



Wall dormer



Double casement windows



Landscaped boundary hedge



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Flint and brick gabled porch



Sash windows



Painted low-level timber gate



Low masonry wall with landscaped hedge



Pointed arch window



Bull's eye window with red brick trim



Knapped flint and red brick boundary wall



Red brick chimney

Fenestration

- Fenestration on public/private spaces increase the natural surveillance and enhance the attractiveness of the place. Long stretches of blank (windowless) walls should be avoided. Overall, considerations for natural surveillance, interaction, and privacy must be carefully balanced.
- Windows must be of sufficient size and number for abundant natural light.
- Site layout and building massing should ensure access to sunshine and avoid overshadowing neighbouring buildings. New developments should also maximise opportunities for long distance views.
- Consistent window styles and shapes must be used across a given façade to avoid visual clutter and dissonance.
- In proximity to historic areas, fenestration must reflect an understanding of locally distinctive features such as scale, proportions, rhythm, materials, ornamentation, and articulation. This should however not result in pastiche replicas.



Figure 69: Façades with a consistent arrangement of multi-pane windows with attractive brick ornamentation and articulations.



Figure 70: Traditional house with upper floor horizontal sliding multi-pane sash windows and ground floor casement windows with cambered heads.

Traditional Architecture

The gradual evolution of the village over the centuries has resulted in an organic character to development. Each building has its own individuality resulting in variations in height, the pattern of openings and detailing. This variety is balanced in several ways; through the proximity of each property to each other and broad similarities in scale, width, design and materials. Buildings are predominantly 2 storeys and the change in roof heights and the presence of chimneys contribute to the visual interest of the historic core.

Quarry flint is one of the most popular building stones in Hertfordshire. This is reflected in Sarratt's traditional architecture as well, where a good part of its heritage assets have been built utilising this fine-grained stone. Whereas, Hertfordshire Puddingstone is one of the most distinctive stone types within the county. Less distinctive building materials but that still make a good percentage of traditional architecture are yellow stock brick and red brick.



Figure 71: Buildings exhibiting a use of traditional local materials – knapped flint, red brick, slate, and clay plain tiles.



Figure 72: Church yard wall built with local flint.



Figure 73: New wall using a mix of traditional local materials © Sarratt Parish Council.

Contemporary Architecture

Within the neighbourhood plan area, there are a few examples of successful contemporary architecture that blend harmoniously with their physical context. It is suggested that this trend continues to further expand with additional eco design features incorporated in future developments. New buildings, when referencing traditional architecture, must however avoid combining elements from too many different architectural styles or employing low-quality imitations of traditional materials. A clear understanding of local and non-local styles and materials is also required.

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Figure 74: A group of affordable housing units on Clutterbucks, with well-defined private and public spaces as well as attractive landscaping and construction materials.



Figure 75: A recently renovated house along the Green, with consistent fenestration and a contemporary treatment of traditional materials.

Public Realm Materials

- High quality landscaping and paving materials should be used across new developments. Factors such as durability, attractiveness, and maintenance must be considered in addition to the cost of installation. An effort should be made to (re)use traditional local materials when available.
- High quality stone, gravel, granite, and bricks can provide durable and attractive hard surface throughout the public realm. Special materials such as sandstone and limestone could also be used to further enhance the quality of particular spaces such as conservation areas.
- Variations in materials, colours, and textures can be used to define boundaries between different highway uses – pavements, parking bays, cycleways, and carriageway. Special care should be taken when considering finishes and textures to avoid impeding the mobility and safety of disabled and visually impaired users.
- Opportunities to incorporate permeable paving and green infrastructure must be sought to reduce stormwater runoffs and reduce impervious surfaces.



Figure 76: Flint boundary wall of Church of the Holy Cross.



Figure 77: Natural stone paving in front of the Cricketers.



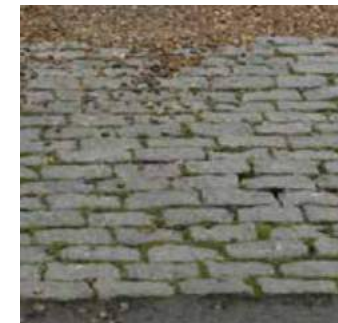
Granite setts



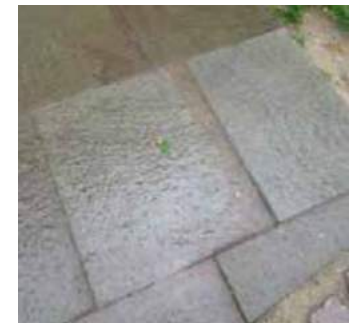
Dark grey concrete block paving



Figure 78: Granite kerbs along the Green.



Granite block vehicle crossover



Natural stone slabs/flags

Street Furniture

- The appearance of street furniture elements should be coordinated and contribute to the overall public realm and placemaking strategy.
- The siting of street furniture items such as benches, bins, and street signs must not impede pedestrian mobility or conflict with kerbside activities such as loading, refuse collection, and parking.
- Opportunities should be sought to consolidate different functions to reduce street clutter, for example by combining lighting columns (where appropriate) with electric vehicle charging points and supports for street signs.
- The number and size of street signs and signposts should be reduced to the minimum required. The appearance of signposts must not distract from the visual quality of the surrounding area.
- Public seating must be provided in convenient locations at regular intervals, especially in high footfall areas.



Figure 79: Timber bench on the Green.



Figure 80: Timber shelter on the Green.



Figure 81: Red letter box encased in masonry.

3.2.6. Sustainability and Eco Design

Energy efficient or ecological design combines all around energy efficient construction, appliances and lighting with commercially available renewable energy systems, such as solar water heating and solar electricity.

Starting from the design stage, there are strategies that can be incorporated towards passive solar heating, cooling and energy efficient landscaping which are determined by local climate and site conditions.

The aim of these interventions is to reduce overall domestic energy use and to do so as cost effectively as the circumstances allow for.



Figure 82: Frog habitat corridor.

Wildlife-friendly environment

New developments should always aim to strengthen biodiversity and the natural environment. This can be done by creating new habitats and wildlife corridors, ensuring the continuity of habitats between gardens and public spaces, and linking them with existing ecological assets. Hedges, wildflower meadows, old trees, ponds, hard landscaping features (such as rock piles), nest boxes installed at the eaves of the buildings, frog habitat corridors, dry stone walls, and bug houses can all make a significant contribution to species diversity.

Protecting and enhancing existing landscape assets is crucial. The aim should always be to minimise the damage to natural habitats, add to the character and distinctiveness of a place, and contribute to climate change adaptation.

Solar roof panels

Solar panels on roofs should be designed for minimal visual impact. On new builds, they should be designed in from the start, forming part of the design concept. Some attractive options are solar shingles and photovoltaic slates or tiles. In this way, the solar panels can be used as a roofing material in their own right.

On retrofits, designers should:

- Analyse the proportions of the building and roof surface in order to identify the best location and sizing of panels;
- Aim to conceal wiring and other necessary installations; and,
- Consider introducing other tile or slate colours to create a composition with the solar panel materials.



Figure 83: Example of eco design led architecture.



Figure 84: Integrated design for solar panels.



Figure 85: Water harvesting tank.



Figure 86: Bug and bee house.

Rainwater harvesting

This refers to the systems allowing the capture and storage of rainwater as well as those enabling the reuse in-situ of grey water. These systems involve pipes and storage devices that could be unsightly if added without an integral vision for design. Therefore some design recommendation would be to:

- Conceal tanks by cladding them in complementary materials;
- Use attractive materials or finishing for pipes;
- Combine landscape/planters with water capture systems;
- Use underground tanks; and,
- Utilise water bodies for storage.



Figure 87: Examples of tanks used for rainwater harvesting.

Permeable pavements

Pavements add to the composition of the building. Thus permeable pavements should not only perform its primary function which is to let water filter through but also:

- Respect the material palette;
- Help to frame the building;
- Create an arrival statement;
- Be in harmony with the landscape treatment of the property; and,
- Help define the property boundary.

Waste collector integrated design

With modern requirements for waste separation and recycling, the number of household bins quantum and size have increased. This poses a problem with the aesthetics of the property if bins are left without a solution. Thus we recommend the following:

- Create a specific enclosure of sufficient size for all the necessary bins;
- Place it with easy access from the street and, where, possible, able to open on the pavement side to ease retrieval;
- Refer to the materials palette to analyse which would be a complementary material;
- Use it as part of the property boundary;
- Add to the green feel by incorporating a green roof or side planting element to it; and,
- Combine it with cycle storage.



Figure 88: Integrated design for differentiated waste collectors.



Figure 89: Integrated design for differentiated waste collectors and cycle storage.



Figure 90: Permeable brick paving.



Figure 91: Permeable concrete paving.

3.2.7. Building Modifications, Extensions, and Plot Infills

Extensions to dwellings can have a significant impact not only on the character and appearance of the building, but also on the street scene within which it sits. A well-designed extension can enhance the appearance of its street, whereas an unsympathetic extension can have a harmful impact, create problems for neighbouring residents and affect the overall character of the area.

The Planning Portal¹ contains more detailed information on building modifications and extensions, setting out what is usually permitted without planning permission (permitted development) as well as what requires planning permission. Sarratt Parish, for example, contains designated land² such as conservation areas or AONBs, where planning permission is required.

- Extensions should be appropriate to the scale, massing and design of the main building and complement the streetscape.
- Alterations and extensions of historic buildings should respect the host building. Replacement of historic and traditional features, such as timber windows and doors with uPVC and other non-traditional materials should be avoided.

¹ Planning Portal. https://www.planningportal.co.uk/info/200234/home_improvement_projects

² Designated land is land within a conservation area, an area of outstanding natural beauty (AONB), an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside, the Broads, a National Park or a World Heritage Site.

- Extensions are more likely to be successful if they do not exceed the height of the original or adjacent buildings. Two-storey extensions should be constructed with the same angle of pitch as the existing roof.
- The design, materials and architectural detailing of extensions should be high quality and respond to the host building and the local character of the neighbourhood plan area.
- The impact on the space around the buildings should consider overlooking, overshadowing and overbearing.

The following diagrams illustrate key dimensions for household extensions, roof extensions, porches, and outbuildings under both permitted development conditions and in designated land.

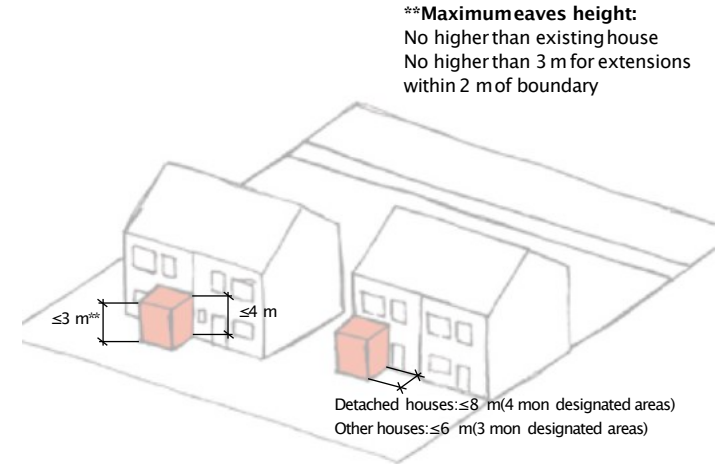


Figure 92: Single-storey rear extensions.

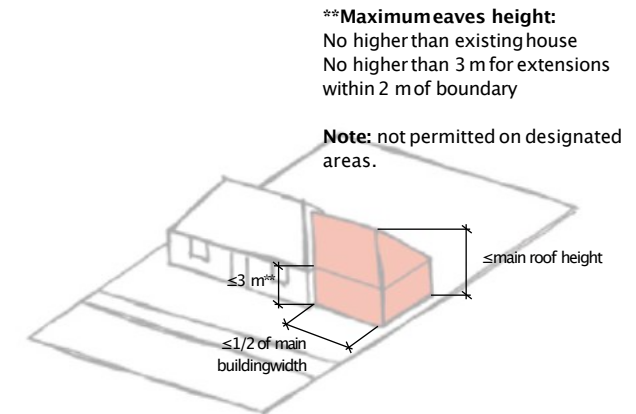


Figure 93: Side extension to a single-storey building.

Note: not permitted on designated areas.

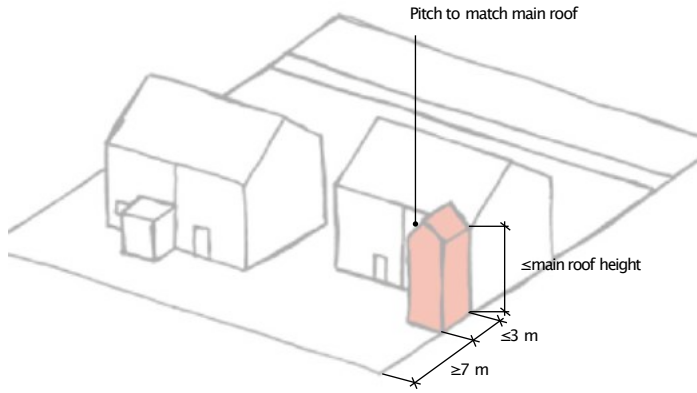


Figure 94: Two-storey rear extension.

Note: not permitted on designated areas.

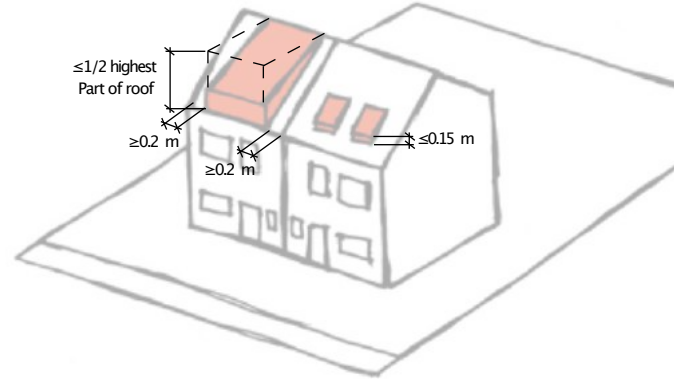


Figure 96: Standard dimensions for roof extensions: lofts and skylights.

Note: planning permission may be required on designated areas.

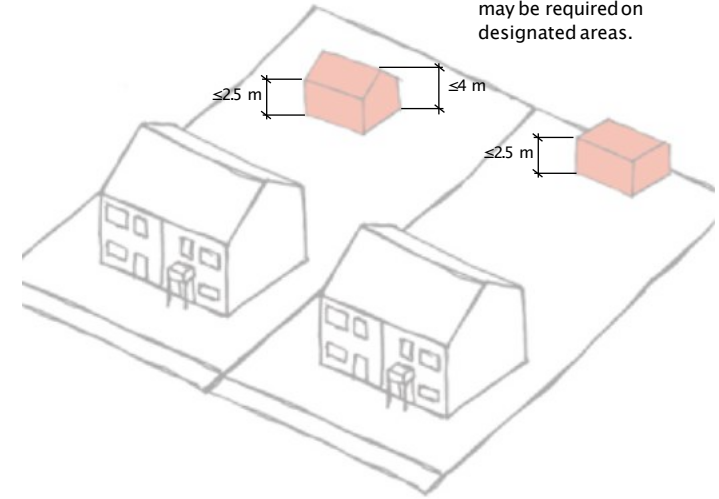


Figure 98: Standard dimensions for outbuildings.

Note: not permitted on designated areas.

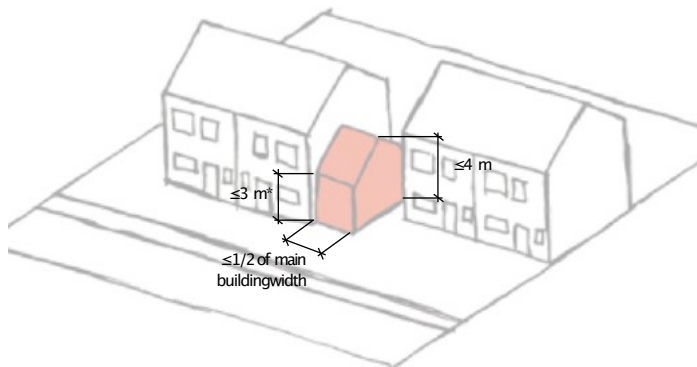


Figure 95: Side extension to a two-storey building.

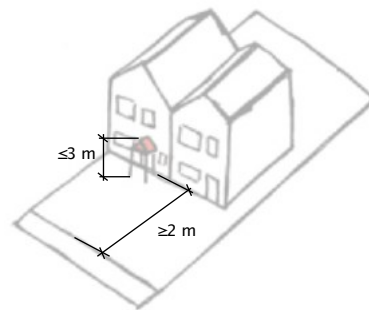


Figure 97: Standard dimensions for porches.



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Delivery

04



4. Delivery

This section concludes the report with recommendations on how to embed findings in the Neighbourhood Plan and engage with Three Rivers Council to develop policies supporting the guidelines.

ACTORS	HOW THEY WILL USE THE DESIGN GUIDELINES
Applicants, developers, and landowners	As a guide to community and Local Planning Authority expectations on design, allowing a degree of certainty – they will be expected to follow the Guidelines as planning consent is sought.
Local Planning Authority	As a reference point, embedded in policy, against which to assess planning applications. The Design Guidelines should be discussed with applicants during any pre-application discussions.
Parish Council	As a guide when commenting on planning applications, ensuring that the Design Guidelines are complied with.
Community organisations	As a tool to promote community-backed development and to inform comments on planning applications.
Statutory consultees	As a reference point when commenting on planning applications.

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Appendix IV
Sarratt Housing Needs Assessment



Sarratt Housing Needs Assessment (HNA)

January 2020

Quality information

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Revision History

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V1	Dec 2019	First Draft	KS	Karlene Stubbs	Graduate Planner
V2	Jan 2020	Reviewed draft for group comment	PA	Paul Avery	Housing Research Consultant
V3	Jan 2020	Group review completed	AS	Anthony Soothill	Sarratt Parish Council
V4	Jan 2020	Locality review	PA	Paul Avery	Housing Research Consultant
V5	Jan 2020	Final report	PA	Paul Avery	Housing Research Consultant

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Disclaimer

This document is intended to aid the preparation of the Neighbourhood Plan, and can be used to guide decision making and as evidence to support Plan policies, if the Qualifying Body (i.e. the neighbourhood planning group) so chooses. It is not a neighbourhood plan policy document. It is a 'snapshot' in time and may become superseded by more recent information. The Qualifying Body is not bound to accept its conclusions. If any party can demonstrate that any of the evidence presented herein is inaccurate or out of date, such evidence can be presented to the Qualifying Body at the consultation stage. Where evidence from elsewhere conflicts with this report, the Qualifying Body should decide what policy position to take in the Neighbourhood Plan and that judgement should be documented so that it can be defended at the Examination stage.

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List of acronyms used in the text:

AH	Affordable Housing (NPPF definition)
AMH	Affordable Market Housing
AONB	Area of Outstanding Natural Beauty
HNA	Housing Needs Assessment
HNF	Housing Need Figure
Housing LIN	Housing Learning and Improvement Network
HRP	Household Reference Person
LHN	Local Housing Need
LPA	Local Planning Authority
LQAR	Lower Quartile Affordability Ratio
LTHPD	Long-Term Health Problem or Disability
MAR	Median Affordability Ratio
MH	Market Housing
MHCLG	Ministry for Housing, Communities and Local Government (formerly DCLG)
NA	Neighbourhood (Plan) Area
NDO	Neighbourhood Development Order
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
NPPF	National Planning Policy Framework
ONS	Office for National Statistics
PPG	Planning Practice Guidance
PRS	Private Rented Sector
RQ	Research Question
SHLAA	Strategic Housing Land Availability Assessment
SHMA	Strategic Housing Market Assessment
VOA	Valuation Office Agency

1. Executive Summary

1.1 Tenure

1. The tenure profile of Sarratt is dominated by home ownership at 82% of all households, with the remaining households evenly split between private and social renting. The number of social rented dwellings declined between 2001 and 2011, likely due to take-up of the Right to Buy scheme, while private renting has become slightly more common.
2. House prices have grown steadily over the past ten years (to 2018), with semi-detached homes experiencing moderately greater price rises than other types.
3. The median gross annual household income across the Sarratt area in 2015/16 was £59,200, while the lower quartile earnings of single-earning households across Three Rivers in 2018 was £15,815, meaning that dual-earning households on lower quartile incomes can be estimated to have gross total earnings of £31,630.
4. These income levels are compared against the estimated levels of income needed to afford various tenures of housing in Sarratt. Single-earning households on lower quartile incomes are unable to afford any of the housing tenures under consideration, and so will be in need of social rented accommodation (the most affordable tenure) or other options allowing them to make use of housing benefits and other forms of support.
5. For dual-earning households on LQ incomes, most tenures are within reach if those households are able to spend a slightly higher proportion of their incomes than 30% (used in the estimated here) on housing costs. For this group it is also apparent that shared ownership dwellings and starter homes are an achievable option that would also help bridge the wide affordability gap between social renting and private renting (which is unusually costly in Sarratt).
6. Those on median incomes appear to be able to afford all tenures in Sarratt. However, it should be noted that entry-level market purchase and two-bedroom market rent were under consideration, but higher value market homes were not. Many of these will remain unaffordable to median earners.
7. Bringing this evidence together, it is apparent that social rented homes for those on the lowest incomes are the greatest priority in Sarratt, while the supply of affordable routes to home ownership (currently very rare in the area) would also serve a very useful function in the market. The continued provision of entry-level market homes should be encouraged, as homes for purchase appear to be within reach of local people, although renting remains expensive – possibly due to a lack of supply that would be counteracted if more new homes were put up for rent at entry-level prices.
8. The South West Hertfordshire SHMA (2016) identified the need for 357 affordable rented homes per annum in Three Rivers from 2013-2036. Pro-rating this figure to Sarratt (at a rate of 2.12%, which is the percentage of the Three Rivers population who live in the NA) gives an estimate of 7.6 affordable homes per annum over the Plan period needed in Sarratt.
9. An additional estimate undertaken in the HNA calculates that demand for affordable routes to home ownership from households who cannot afford to buy their own home but cannot afford to rent amounts to 3 households per annum over the Plan period.
10. The total estimated Affordable Housing need over the Plan period 2020-2036 is therefore 122 (rounded) affordable rented homes and 48 affordable home ownership dwellings. Given Three Rivers's strategy for housing delivery, which suggests that new development in Sarratt should be minimal, it is unlikely that this scale of need will be satisfied through Affordable Housing contributions from market housing delivery. The Parish Council may therefore consider whether delivering Affordable Housing through other means, such as an exception site, may be desirable.
11. The recommended tenure split for Sarratt, based on the HNA and SHMA calculations, and Three Rivers policy, is for 70% of Affordable Housing to be for social or affordable rent, and 30% to be for affordable home ownership products.

1.2 Type and Size

12. In terms of Sarratt's existing stock of housing, the data shows that the proportion of detached homes is more than double that of Three Rivers or the national average, while all other dwelling types exist at correspondingly lower proportions. For example, Sarratt has less than a third the proportion of flats as Three Rivers.
13. Strongly linked to this finding is the fact that Sarratt has generally larger dwellings than Three Rivers, with greater proportions of all size categories above six rooms, and lower proportions of all smaller dwelling sizes. In particular, Sarratt has a persistent lack of one- and two-room units.
14. In terms of demographics, Sarratt has a substantially higher percentage of residents over the age of 45, and a lower percentage of those 44 or younger, compared to Three Rivers and the national average. Though Census data shows

that this trend has been exacerbated since 2001, the current population of those around the age of 65 is likely to result in yet more apparent ageing over the Plan period.

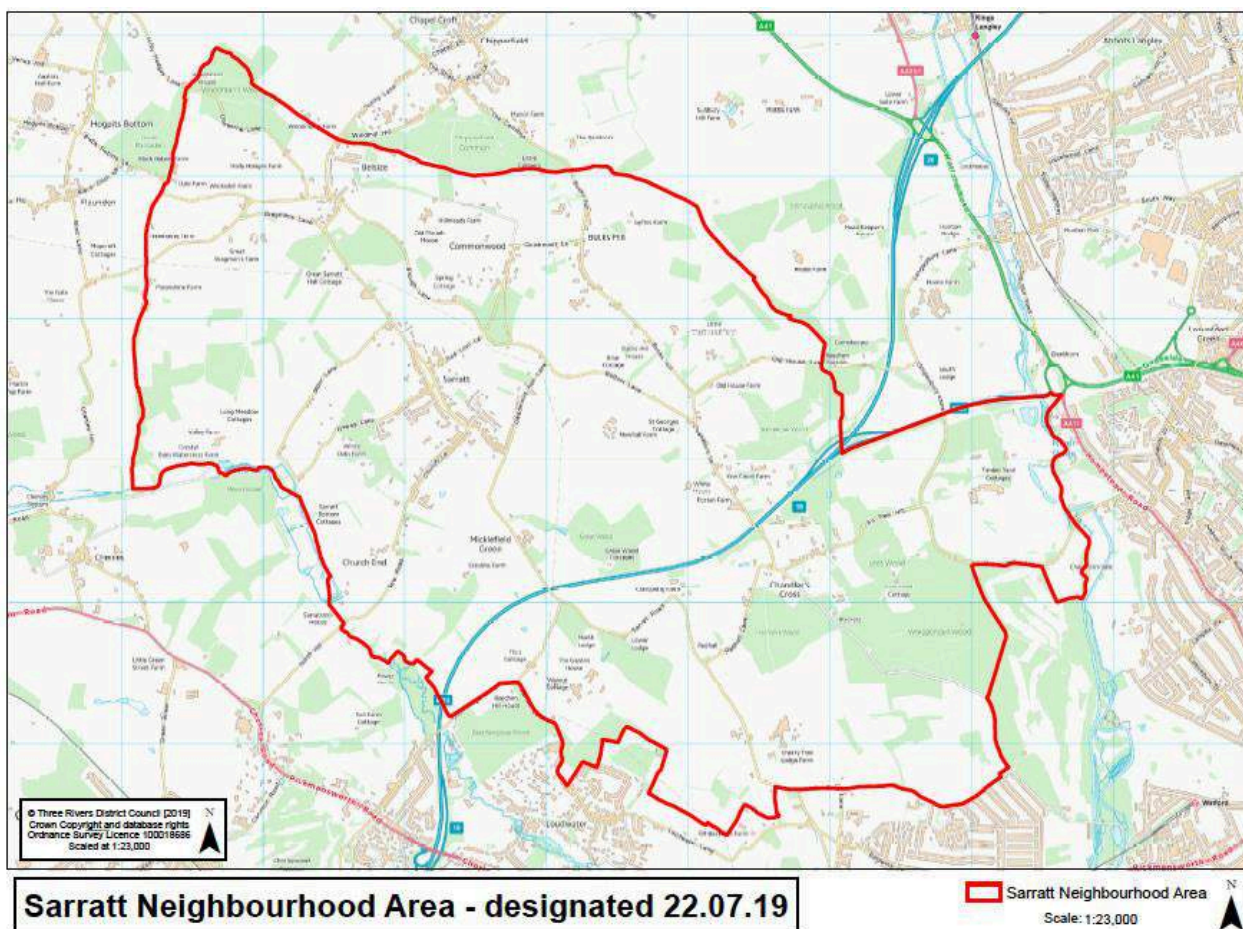
15. Seen in the context of Sarratt's comparatively large stock of dwellings, trends towards older households and single occupancy may warrant a Neighbourhood Plan policy intervention to restrict the future supply of larger dwellings to some extent. It may also be the case that the declining number of families in Sarratt is a function of the limited number of dwellings that are both appropriately-sized and affordable to younger families, so it may be beneficial also to encourage the provision of mid-sized housing suitable for this demand segment.
16. The results of a life-stage modelling exercise, which looks at the sizes of dwelling occupied by different age groups and projects the growth and decline of those age groups over the Plan period in order to understand what should be built, corroborates this finding. The recommended size mix of new housing focuses on dwellings of three bedrooms (around 50%) and those with one (20%) and two (30%) bedrooms, further suggesting that no further large dwellings are needed.
17. This model, however, operates on the assumption that households can and will wish to move freely around the stock of existing housing, which is not a realistic prospect. It is natural, then, that demand should continue for some larger dwellings. The provision of larger homes should not be inhibited entirely (though some of that demand will be met by natural churn within the market), but to the extent that the neighbourhood plan may be used to influence the size mix of housing coming forward, smaller homes should be the priority.
18. This analysis provides an indication of the likely need for different types and sizes of homes based on demographic change. It is important to remember that other factors should be considered in determining the dwelling mix that is required for Sarratt or on any particular site. These include the characteristics of the existing stock of housing, the role of the NA or site within the wider housing market area (linked to any Local Planning Authority strategies) and site-specific factors which may justify a particular dwelling mix.
19. In terms of the types of dwellings required, some unmet demand for generally more affordable dwelling types presently lacking in Sarratt, such as terraced homes, should be addressed. The size recommendation for two- and two-bedroom homes would help to achieve this. It is also advisable to promote the delivery of bungalows or other forms of age appropriate housing in order to meet the needs of the ageing population and to reflect the fact that other smaller dwelling types, such as apartments, may not in practice be popular market propositions in a rural parish like Sarratt.

2. Context

2.1 Local context

20. Sarratt is a Neighbourhood Plan area located in the district of Three Rivers, Hertfordshire. The Neighbourhood Area (NA) boundary follows the existing boundary of Sarratt Parish and was designated in July 2019.
21. The proposed Neighbourhood Plan period starts in 2020 and extends to 2036, therefore comprising a planning period of 16 years.
22. Sarratt Parish is the largest parish by area in Three Rivers District, and includes the villages of Sarratt, Belsize, Chandlers Cross, Commonwood, Micklefield and Bucks Hill. Bisected by the M25 motorway, the whole of the parish is classified as Green Belt with a section of the parish along the Chess Valley forming part of the Chilterns AONB. Sarratt also has two Conservation Areas: The Green and Church End.
23. Within the parish there are two schools (Sarratt Village School and York House Preparatory School), as well as the King George V sports and recreation field, a community owned village shop and post office, and six public houses.
24. The parish is located 6.4km north of Rickmansworth and is 1.6km north of the M25 London orbital motorway. Junction 18 (M25) is on the Chorleywood Road (the A404), 3.2km from the parish. Sarratt is located 32 miles north-west of London.
25. The statistics show that in the 2011 Census the Neighbourhood Plan area had a total of 1,849 residents.
26. A map of the Plan area appears below in Figure 2-1.

Figure 2-1: Map of the Sarratt Neighbourhood Plan area¹



Source: Sarratt Neighbourhood Area Designation Notification

¹ Available at <https://www.threerivers.gov.uk/egcl-page/sarratt-neighbourhood-area>.

2.2 Planning policy context

27. In line with the Basic Conditions² of neighbourhood planning, neighbourhood plans are required to be in general conformity with adopted strategic local policies.³ Consequently, the relevant elements of the Local Plan are reviewed as part of this Housing Needs Assessment (HNA).
28. In the case of Sarratt, the relevant Local Plan for Three Rivers consists of:
 - i. The Core Strategy (adopted October 2011);
 - ii. The Development Management Policies LDD (adopted July 2013); and
 - iii. The Site Allocations LDD (adopted November 2014).
29. A process to produce a new Local Plan for Three Rivers is ongoing, with the preparatory work on a revised Local Plan beginning in 2015 with the commissioning of the Strategic Housing Market Area Assessment (SHMA) and the Functional Economic Market Area Assessment, both published in 2016.
30. In Spring 2018, Three Rivers, Dacorum, Hertsmere, St Albans and Watford Councils gave formal endorsement to begin work on a Joint Strategic Plan (JSP) for South West Hertfordshire. By working together, the South West Herts Councils intend to be in a stronger position to deliver and better fund essential transport, health services and educational facilities that local people want to see alongside new homes and jobs.
31. Each Council will still be responsible for preparing its own Local Plan but the JSP will provide the platform to consider how the challenges of growth in the wider South West Hertfordshire area can be addressed in the longer term (i.e. to 2050).

2.2.1 Policies in the adopted local plan⁴

Table 2-2: Summary of Three Rivers District Council adopted policies having relevance to Sarratt Neighbourhood Plan Housing Needs Assessment

Policy	Source	Provisions
PSP4- Development in Villages (Bedmond, Sarratt)	Three Rivers Core Strategy 2011-2026	<p>Development in villages will be controlled to protect the character, landscape, heritage and wildlife of the wider countryside, and the openness of the Green Belt. It will be designed and inclusive, keeping in scale with its location.</p> <p>Some small-scale development in or on the edge of villages will be allowed to meet local community and business needs, seeking to tackle deprivation in these villages particularly related to housing.</p> <p>Development will allocate and release sites solely for affordable housing using a Rural Exception Site Policy approach to accommodate households which contain current residents or have an existing family or employment connection in perpetuity. These will be identified through a subsequent Site Allocations document.</p> <p>The Villages will provide approximately 1% of the District's housing requirements over the Plan period to include affordable housing to meet local needs as informed by the 2010 SHMA, 2009 Development Economics Study and 2010 SHLAA.</p>

² Available at <https://www.gov.uk/guidance/neighbourhood-planning--2#basic-conditions-for-neighbourhood-plan-to-referendum>

³ However, this does not affect the potential for the evidence base underpinning the emerging local plan to inform or form part of the evidence base for the neighbourhood plan.

⁴ Note that only those policies considered relevant to this Housing Needs Assessment have been reviewed, and that the policies reviewed may have been edited for relevance and/or clarity. As such, this summary of relevant policies should not be considered a full summary of the Local Plan in question.

Policy	Source	Provisions
CP2- Housing Supply	Three Rivers Core Strategy 2011-2026	<p>The Council will identify sufficient land for housing in the District to meet the Three Rivers housing target of 180 dwellings per year until 2026.</p> <p>Housing provision will be made primarily from within the existing urban area (approximately 75% of total housing development between 2001-2026) and also from housing sites at the most sustainable locations on the edge of existing settlements, in the Green Belt (approximately 25% of total supply between 2001-2026).</p> <p>60% of the housing requirements will be met in the Key Centres as defined in the settlement hierarchy, likely achieved in part through significant development at Leavesden Aerodrome and South Oxhey.</p> <p>In identifying sites for future development, the Site Allocations Development Plan Document will set out an indicative phasing strategy for the development of sites.</p> <p>The supply of housing post-2026 will need to be reassessed at a later date within the context of a review of the Core Strategy taking into account housing needs and capacity.</p>
CP3- Housing Mix and Density	Three Rivers Core Strategy 2011-2026	<p>The Council will require housing proposals to take into account the range of housing needs, in terms of size and type of dwellings as identified by the SHMA and subsequent updates. New development will also provide a range of house types and sizes to reflect the existing and future needs of the Three Rivers population and the characteristics of housing in the area.</p>
CP4- Affordable Housing	Three Rivers Core Strategy 2011-2026	<p>In order to increase the provision of affordable homes in the District and meet local housing need as informed by the Strategic Housing Market Assessment, the Council will:</p> <ol style="list-style-type: none"> a) In view of the identified and pressing need for affordable housing in the District, seek an overall provision of around 45% of all new housing as affordable housing, incorporating a mix of tenures. All new development resulting in a net gain of one or more dwellings will be expected to contribute to the provision of affordable housing b) As a guide, seek 70% of the affordable housing provided to be social rented and 30% to be intermediate c) Allocate specific sites, at higher or lower proportions of affordable housing depending on site circumstances, location and density of development. In some cases a target of 50% or above may be appropriate. Site specific targets will be set through the Site Allocations Development Plan Document d) Require the affordable housing provided to reflect the mix of size and type required for future housing, as identified in the Strategic Housing Market Assessment and subsequent updates and Council priorities for provision which is currently for family sized dwellings to meet the most urgent housing needs in the District e) In most cases require affordable housing provision to be made on site, but in relation to small sites delivering between one and nine dwellings, consider the use of commuted payments towards provision off site. Such payments will be broadly equivalent in value to on-site provision but may vary depending on site circumstances and viability f) Permit small-scale affordable housing within and immediately adjacent to the village core areas of Sarratt and Bedmond on the basis of need through the release and allocation of Rural Exception Sites. Allocations will be made through the Site Allocations Development Plan Document.
CP11- Green Belt	Three Rivers Core Strategy 2011-2026	<p>The Council will maintain the general extent of the Metropolitan Green Belt in the District and where appropriate, make minor revisions through the Site Allocations Development Plan Document to the detailed Green Belt boundaries around the main urban area, to accommodate development needs.</p>

3. Approach

3.1 Research Questions

32. Research Questions, abbreviated to 'RQ,' are formulated at the start of the project through discussion with the Parish Council. They serve to direct the research and provide the structure for the HNA.
33. The RQs relevant to this study, as discussed and agreed with Sarratt Parish Council, are set out below.

3.1.1 Tenure and Affordability

34. The neighbourhood planning group would like to understand the needs of the community for housing of varying tenures, as well as the relative affordability of the tenures that should be provided to meet local need now and into the future.
35. This evidence will allow Sarratt to establish the right conditions for new development to come forward that is affordable, both in the broader sense of market housing attainable for first-time buyers, and as Affordable Housing for those who may be currently priced out of the market.

RQ 1: What quantity and tenures of Affordable Housing should be planned for over the Neighbourhood Plan period?

3.1.2 Type and Size

36. The Parish Council is seeking to determine what size and type of housing would be best suited to the local community. The Parish Council sees a need for affordable, smaller homes to suit the needs of young families and those wishing to downsize.
37. The aim of this research question is to provide evidence on the types and sizes needed by the local community. This will help to shape future development so that it better reflects what residents need.

RQ 2: What type (terrace, semi, bungalows, flats and detached) and size (number of bedrooms) of housing is appropriate for the Plan area over the Neighbourhood Plan period?

3.2 Relevant Data

3.2.1 Local authority evidence base

38. It is appropriate for neighbourhood planners to refer to existing needs assessments prepared by the Local Planning Authority (LPA) as a starting point. As Sarratt Neighbourhood Area is located within Three Rivers District Council's planning area, we therefore turned to the relevant Strategic Housing Market Assessment (SHMA), which is known as the 2016 South West Hertfordshire Strategic Housing Market Assessment.
39. For the purpose of this HNA, data from Three Rivers's own evidence base to support their housing policies has been considered applicable and relevant unless it conflicts with more locally specific and/or more recently-produced evidence. The housing market evidence draws upon a range of data including population and demographic projections, housing market transactions, and employment scenarios. As such, it contains a number of points of relevance when determining housing need within the Neighbourhood Plan area, and has been referenced as appropriate.

3.2.2 Other relevant data

40. In addition to the Three Rivers District Council evidence base, we have assessed other evidence to ensure our study is robust for the purposes of developing policy at the NP level and is locally specific. This includes data from both Census 2001 and 2011, as well as from a wide range of other data sources, including:
 - Land Registry data on prices paid for housing within the local market;
 - Population and household projections produced by the Office of National Statistics (ONS);
 - Information on current property asking prices, for housing for sale or rent, from [home.co.uk](https://www.home.co.uk);
 - Neighbourhood-level survey and consultation work giving further detail. In the case of Sarratt, this comprises the Sarratt Parish Plan Survey 2018.

4. RQ 1: Tenure and Affordability

RQ 1: What Affordable Housing (eg social housing, affordable rented, shared ownership, intermediate rented) and other market tenures should be planned for in the housing mix over the Neighbourhood Plan period?

4.1 Introduction

41. Tenure refers to the legal arrangements in place that enable a household to live in their home; it determines householder rights and influences the level of payments to be made in return for these rights. Broadly speaking, tenure falls into two categories, Affordable Housing and market housing, depending on whether the household benefits from a subsidy of some sort to enable them to live in their home.
42. This section will examine the tenure of dwellings in the current stock and recent supply. Then, looking at affordability, it will make an assessment on whether continuation of these trends would meet future needs. We will also investigate whether there are misalignments between the supply of different tenures of housing and local need. Such misalignments can justify policies that guide new developments to prioritise certain tenures, to bring supply and demand into better alignment.⁵

4.2 Definitions

43. It is necessary at this stage of the study to make clear the distinction between Affordable Housing as planning terminology and the colloquial meaning of the phrase. In the course of this study, we refer to Affordable Housing, abbreviated to 'AH'. AH comprises those forms of housing tenure that fall within the definition of Affordable Housing set out in the current NPPF: social rent, affordable rent, affordable private rent (brought forward by build to rent schemes), and forms of AH designed to offer affordable routes to home ownership.⁶
44. The definition of Affordable Housing set out in the NPPF makes clear the Government's commitment to home ownership, but recognises the important role of social, affordable, and private rent tenures for those not currently seeking home ownership.
45. The revisions seek to broaden the definition of AH (which had previously referred only to social and intermediate housing) to include a range of low-cost housing opportunities for those aspiring to own a home, including starter homes.
46. In paragraph 64 of the NPPF, the Government introduces a recommendation that "*where major housing development is proposed, planning policies and decisions should expect at least 10% of the homes to be available for affordable home ownership*". In line with PPG,⁷ the assumption should be that a 'major housing development' can be defined as a site of 10 dwellings or more, and that affordable home ownership includes starter homes, shared ownership homes, and homes available for discount market sale.

4.3 Current tenure profile

47. In order to set a baseline for our examination of tenure, it is necessary to present a picture of the Neighbourhood Plan area (NA) based on the most recent reliable data. Table 4-1 below presents Census data from 2011; this table shows the distribution of how households occupy their homes in Sarratt, compared to the rest of Three Rivers and England.
48. As seen at higher level geographies, the vast majority of homes in Sarratt are owned. However, the rate of ownership is 10 percentage points higher than in Three Rivers and 20 higher than across England. Accordingly, rates of social and private renting are much lower in Sarratt than both wider areas. Sarratt is, however, unusual in that the share of social renting households is significantly higher than that of private renting households. The relative lack of private rented stock may contribute to affordability challenges for those households who are not eligible for financial support but also cannot afford to buy, and for those who would otherwise be able to rent in Sarratt using housing benefit. The lack of rented supply may also be a contributor to the relatively high cost of renting in Sarratt, which is explored in Appendix A.

⁵ PPG Paragraph: 021 Reference ID: 2a-021-20160401, available at <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

⁶ NPPF 2019.

⁷ PPG 031 Reference ID: 23b-031-20161116, available at <https://www.gov.uk/guidance/planning-obligations>

Table 4-1: Tenure (households), 2011

Tenure	Sarratt	Three Rivers	England
Owned; total	81.7%	72.7%	63.3%
Shared ownership	0.5%	0.6%	0.8%
Social rented; total	7.7%	15.1%	17.7%
Private rented; total	7.4%	10.6%	16.8%

Sources: Census 2011, AECOM Calculations

49. Table 4-2 below shows the changes in the way households have occupied housing in Sarratt during the intercensal period. While rates of ownership are stable, as across Three Rivers and England, Sarratt has seen a significant decline in social renting (possibly due to the Right to Buy scheme removing units from the stock) and an increase in private renting of a similar scale. While social rented accommodation is falling across the country, it is falling much faster in Sarratt, meaning that the options for those on the lowest incomes are becoming scarcer faster than elsewhere. Rate of private renting have not increased as fast in Sarratt as elsewhere. The growth in shared ownership is, however, relatively similar. Though it is worth noting that Sarratt's growth rate of 33.3% only represents an increase from three to four dwellings.

Table 4-2: Rates of tenure change, 2001-2011

Tenure	Sarratt	Three Rivers	England
Owned; total	0.2%	-0.4%	-0.6%
Shared ownership	33.3%	47.0%	30.0%
Social rented; total	-14.1%	0.3%	-0.9%
Private rented; total	16.0%	140.0%	82.4%

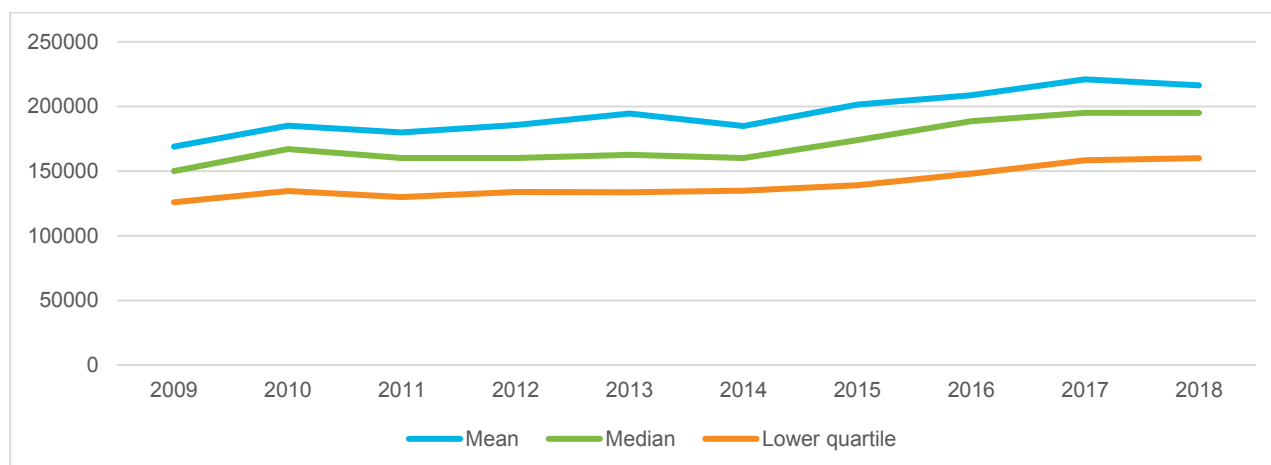
Sources: Censuses 2001 and 2011, AECOM Calculations

4.4 Affordability

4.4.1 House prices

50. Before considering the affordability of various tenures in relation to local incomes, the price of market housing should be established – in particular the costs of entry-level dwellings. An entry-level dwelling can be understood as one suitable for a household comprising two or three individuals. In order to be in conformity with Government guidance on overcrowding, such a home would require three habitable rooms (i.e. a flat or house with one or two bedrooms). Entry-level properties can therefore also be understood as one or two-bedroom flats/houses.
51. Figure 4-1 below examines selected measures of house prices in Sarratt. It shows that house prices in all categories have steadily but gently increased over the 10-year period, leading to a gradual decline in affordability.

Figure 4-1: Average house prices Sarratt between 2009 and 2018



Source: Land Registry PPD

52. Table 4-3 below breaks down house prices by type of house, as recorded by Land Registry Price Paid Data (PPD). From this it is clear that the detached houses that make up nearly 60% of all homes in Sarratt are the most expensive house type by far. Semi-detached houses, however, have appreciated in price the fastest. The price evolution of flats over time has been relatively volatile. This is due to the fact that there are only 52 flats in the NA, so the average sales price in each year is highly skewed by which particular flats happen to be sold in a given year.

Table 4-3: House prices by type in the Sarratt plan area, 2008-2017

Type	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Growth
Detached	£254,453	£282,581	£260,702	£261,742	£302,818	£287,290	£304,947	£300,250	£329,931	£311,917	22.6%
Semi-detached	£162,524	£177,820	£170,530	£163,859	£176,700	£177,229	£191,348	£193,232	£211,232	£215,623	32.7%
Terraced	£142,587	£153,784	£153,411	£150,591	£148,414	£156,641	£161,676	£160,857	£171,507	£178,952	25.5%
Flats	£104,206	£110,773	£123,064	£111,381	£110,215	£110,824	£118,357	£115,069	£113,854	£107,239	2.9%
All Types	£168,924	£185,038	£180,000	£185,574	£194,537	£184,828	£201,454	£208,540	£220,975	£216,271	28.0%

Source: Land Registry PPD

4.4.2 Income

53. Household incomes determine the ability of households to exercise choice in the housing market, and consequently the level of need for affordable housing products. As such, two sources of data for household incomes in the NA have been used.
54. The first is locally specific but limited to the median total household income. This is the average household income estimates published by ONS at the level of the Middle-layer Super Output Area (MSOA). In the case of Sarratt the MSOA most suitable for use as a proxy for the Neighbourhood Plan area boundary is E02004958. Further details on the extent of this MSOA, including a map, and why it was selected as a proxy for the Neighbourhood Plan area, are set out in Appendix A.
55. The median gross annual household income across the MSOA in 2015/16 was £59,200.
56. The second source of data provides the Lower Quartile (LQ) average income that is helpful for understanding affordability challenges among those with lower than average incomes, but it is only available at district level and so is less locally-specific. It is derived from ONS annual estimates of paid hours worked and earnings for UK employees to local authority level in 2018.
57. Three Rivers's gross LQ annual income for 2018 was £15,815. This is the LQ income before taxes (or benefits) for individual earners and so only correlates with the measure of household incomes above for single-person households. To estimate the income of LQ-earning households with two earners, the annual income is doubled, to £31,630.

4.4.3 Affordability Thresholds

58. In order to gain a clearer understanding of local affordability, it is also useful to understand what levels of income are required to afford different tenures. This is done using 'affordability thresholds'. Purchase thresholds denote the standard household income needed to access mortgage products, and income thresholds denote the maximum share of a family's income that should be spent on accommodation costs.
59. Thresholds have been determined for: entry-level market purchase; entry-level private rent; shared ownership at 25%, 50%, and 75%; affordable rent set at 80% of private rents, and social rent. These calculations are detailed in Appendix A. The key assumptions made in assessing the affordability of different tenures are explained alongside the calculations, but is worth noting here that we have assumed that the maximum percentage of household income that should be spent on rent is 30% and that mortgage financing will be offered at a maximum of 3.5 times household income. These assumptions will not apply in all circumstances, and it is perhaps more realistic to expect that most households will spend a higher percentage than 30% of their incomes on housing costs.
60. Table 4-4 below shows the annual cost of different tenures and the income and deposit required to support these costs within Sarratt.

Table 4-4: Affordability thresholds in Sarratt

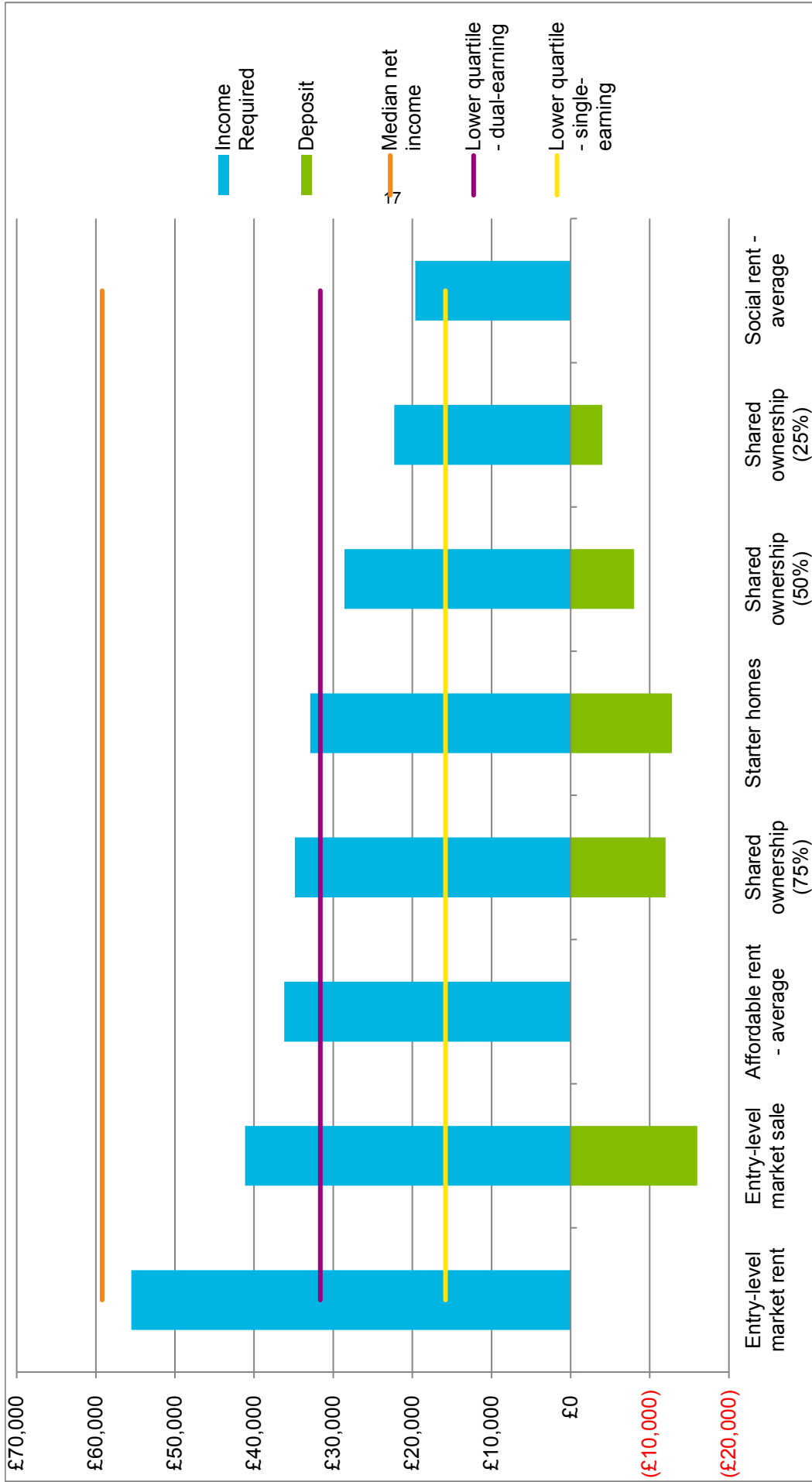
Tenure	Cost of purchase	Annual rent	Income required	Deposit required
Entry-level market rent		£16,668	£55,504	
Entry-level market sale	£160,000		£41,143	£16,000
Affordable rent – 2 bed		£10,866	£36,184 AECOM	
Shared ownership (75%)	£120,000	£1,000	£34,857 Sarratt Neighbourhood Plan Housing Needs Assessment	£12,000
Starter Homes	£128,000		£32,914	£12,800
Shared ownership (50%)	£80,000	£2,000	£28,570	£8,000
Shared ownership (25%)	£40,000	£3,000	£22,286	£4,000
Social rent – 2 bed		£5,895	£19,629	

Source: AECOM Calculations

61. The income required to afford the different tenures is then benchmarked, in Figure 4-2 below, against the three measurements of household income set out previously. These are the median gross household income for the local area at £59,200 and the lower quartile gross household earnings for Three Rivers at £15,815 for single-person households and £31,630 for dual-earning households.
62. Looking at the affordability thresholds set out in the table and graph, it is apparent that single-earning households on lower quartile incomes are unable to afford any of the housing tenures under consideration. However, the lower quartile income data is gross, and therefore does not reflect housing benefits or other forms of financial assistance. For this reason it is possible that many such single-person households would also be able to meet their housing needs in 1 bedroom social rented dwellings or privately rented rooms in shared houses using housing benefit (though neither appear to be well-supplied in Sarratt at present).
63. For dual-earning households on LQ incomes, most tenures are within reach were those households able to spend a slightly higher proportion of their incomes on housing costs. For this group it is also apparent that shared ownership dwellings and starter homes are an achievable option that would also help bridge the wide affordability gap between social renting and private renting (which is unusually costly in Sarratt).
64. While market housing for rent is the least accessible tenure, the cost of market sale is relatively affordable, and certainly within reach of those on median incomes.
65. Bringing this evidence together, it is apparent that social rented homes for those on the lowest incomes are the greatest priority in Sarratt, while the supply of affordable routes to home ownership (currently very rare in the area) would also serve a very useful function in the market. The continued provision of entry-level market homes should be encouraged, as homes for purchase appear to be within reach of local people, although renting remains expensive – possibly due to a lack of supply that would be counteracted if more new homes were put up for rent at entry-level prices.
66. Government policy aimed at tackling the housing crisis continues to focus on helping those on modest incomes and others who are unable to afford market housing for purchase, such as younger buyers, to access affordable routes towards homeownership.⁸ In the case of Sarratt, the most appropriate tenure to help implement this policy goal locally is shared ownership, while starter homes also appear to be affordable. As explored in greater detail in Appendix A, the cost of starter homes may be higher still in practice due to ambiguity in the way that prices are set, and it is worth bearing in mind that the price of a lower quartile dwelling used as a baseline throughout the analysis is for existing housing and so may not reflect the price premium normally associated with new build housing.

⁸ See the White Paper 'Fixing Our Broken Housing Market', at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf

Figure 4-2: Affordability thresholds in Sarratt (income required, £)



4.4.4 Affordable Housing- quantity needed

67. The South West Hertfordshire SHMA (2016) provides evidence on the need for Affordable Housing within Three Rivers. This study identified the need for 357 affordable homes per annum in Three Rivers from 2013-2036. This figure can be pro-rated to Sarratt (at a rate of 2.12%, which is the percentage of the Three Rivers population who live in the NA) and equates to 7.6 affordable homes per annum.
68. AECOM's review of this SHMA suggests that the Affordable Housing need identified is focused on households living in unsuitable housing and unable to afford to rent in the market. There is some additional analysis on the role of intermediate housing but the SHMA does not quantify the need (or rather, potential demand) for Affordable Housing from households who can afford to rent but cannot afford to buy and would prefer to do so. The needs and aspirations of this group have become a priority of Government in recent years and is now reflected in revisions to the NPPF which include affordable home ownership products within the definition of Affordable Housing.
69. In order to provide an estimate for those who cannot afford to buy in the market in Sarratt, to complement the SHMA's calculation for those who require affordable rented products, AECOM has produced an additional estimate.
70. Table 4-5 estimates the number of households who might need affordable home ownership. This is a simplified assessment of the needs of these households but considered reasonable and proportionate for the purposes of neighbourhood planning. These are households who can afford to rent in the market but cannot afford to buy and may prefer to do so. These households are additional to the 7.6 households per annum identified in the SHMA (although there may be some overlap at the margins). This estimate suggests there may be potential demand for around 3 affordable home ownership dwellings per annum over the plan period.
71. The total estimated Affordable Housing need over the Plan period 2020-2036 is therefore 122 (rounded) affordable rented homes and 48 affordable home ownership dwellings.

Table 4-5 : Estimate of the need for affordable home ownership housing, Sarratt

Stage and Step in Calculation	Total	Description
STAGE 1: CURRENT NEED		
1.1 Current number of renters in NA	710.7	Census 2011 number of renters x national % increase to 2018
1.2 Percentage renters on housing benefit in LA	17.3%	% of renters in 2018 on housing benefit (based on LA proportion)
1.3 Number of renters on housing benefits in NA	12.2	1.1 x 1.2
1.4 Current need (households)	43.9	Current renters minus those on HB and minus 25% assumed to rent by choice
1.5 Per annum	2.7	1.4/ plan period
STAGE 2: NEWLY ARISING NEED		
2.1 New household formation	181.8	LA household projections for plan period (2014 based) pro rated to NA
2.2 % of households unable to buy but able to rent	5.9%	Current % of households in PRS
2.3 Total newly arising need	10.7	2.1 x 2.2
2.4 Total newly arising need per annum	0.6	2.3/ plan period
STAGE 3: SUPPLY OF AFFORDABLE HOUSING		
3.1 Supply of affordable housing	6.1	Number of shared ownership homes in NA (Census 2011 + new build to 2018/19)
3.2 Supply - intermediate resales	0.3	3.1 x 5% (assume rate of re-sale)
NET SHORTFALL (OR SURPLUS) PER ANNUM		
Shortfall (per annum)	3.0	Shortfall = (Step 1.5 + Step 2.4) – 3.2

Source: AECOM model, using Census 2011, English Housing Survey 2018, CLG 2014 based household projections and net additions to affordable housing stock. Figures may not sum due to rounding.

72. Affordable housing is typically provided and made financially viable by its inclusion as a proportion of larger market developments, as guided by Local Plan policy, and implemented by the Local Planning Authority. It should be noted that Sarratt and other villages are expected to deliver just 1% of Three Rivers's housing needs overall, and so this avenue to Affordable Housing provision is unlikely to meet the scale of need identified here and in the SHMA.

73. However, if the community wishes to boost the supply of affordable housing, there are other, more proactive routes available for its provision. For example, using community development orders, identifying exception sites or developing community land trusts are all tried and tested ways of boosting the supply of affordable housing above the minima indicated by Local Plan policy.
74. It is important to state there is no policy or legal obligation on the part either of the Local Authority or neighbourhood planners for it to be met in full, either within or outside the Neighbourhood Plan area, though there are tools available to neighbourhood planners, as outlined above, that can help ensure that it is met to a greater extent if resources permit.
75. It is also important to remember that even after the Sarratt, or indeed any other, Neighbourhood Plan is adopted, the assessment of need for affordable housing, its allocation to those in need and the management of the housing waiting list all remain the responsibility of the local authority rather than neighbourhood planners.
76. In this sense, it must be acknowledged that neighbourhood plans are by their nature relatively constrained in terms of the extent to which they can meet affordable housing need, unless there is a specific policy on the housing supply-side (e.g. the identification of one or more housing exception sites over and above those required by the Local Plan).

4.5 Tenure Split

77. In terms of the tenure split, it is important to reference Three Rivers’s affordable housing policy, as set out in the adopted Local Plan, which recommends a balance within any affordable housing provision of 70% Social Rent or Affordable Rent and 30% affordable home ownership.
78. This balance very closely aligns with the results of the exercise above and that presented in the SHMA. Those calculations produced a need for 122 affordable rented units and 48 affordable ownership units over the Plan period. As a proportion of the total of 170 Affordable Housing units, the balance between those figures is 71.7% to 28.3%.
79. The recommended tenure split for Sarratt, based on the calculations above and Three Rivers policy, is presented in Table 4-6 below. Each headline tenure category is also broken down into sub-tenures in accordance with the evidence arising from the affordability analysis earlier in this chapter.

Table 4-6: Recommended tenure split (Affordable Housing)

Routes to home ownership, of which	30%
Discounted market sale e.g. starter homes	10%
Shared ownership	20%
Affordable Housing for rent, of which	70%
Social rent	50%
Affordable rent	20%

Source: AECOM calculations

80. The emphasis on affordable rented housing is further justified by the fact that households needing social/affordable rent have little other choice and have the most urgent housing needs. This group includes homeless households and families living in temporary accommodation. Social/affordable rented housing meets the need of households on the lowest incomes. It is likely to be the priority for affordable housing delivery in Sarratt, and the analysis above showed that single-earners on lower quartile incomes can only afford social rented accommodation. For this reason the balance between social and affordable rent in the table above is weighted towards social rented provision.
81. However, our affordability analysis and estimate of the demand for affordable home ownership also point to the role that shared ownership and forms of discounted market housing can play in meeting the needs of those in Sarratt who do not require social rented accommodation but are unable to meet the unusually high cost of market renting for the size and type of home they need. For these reasons, the provision of affordable routes to home ownership should be promoted. Because shared ownership appeared to be the most accessible intermediate tenure in the affordability analysis, it is weighted higher in the above table than Start Homes and other forms of discounted market housing. Note that the precise ownership share to be offered in shared ownership products is not something that it is in the power of neighbourhood planning policies to enforce.
82. While AECOM has made suggestions for the split of different products within the tenure split, though this should be considered indicative as it will be subject to wider considerations of costs, viability and the availability of funding for particular products.

83. Indeed, the precise mix of affordable homes at the site specific level will be influenced by factors other than the scale of need. The mix will be influenced by viability considerations, the views of Registered Providers including whether they wish to manage small numbers of affordable homes in a rural location, the existing stock mix and other policy objectives. It is important to state that the estimates of need in this HNA or elsewhere do not directly determine affordable housing policies because of these wider policy considerations.
84. The tenure split in Table 4-6 should be considered a guideline for the ideal mix of tenures to be delivered within the NA. As such, it will be a useful point of reference when planning applications are considered but may not represent sufficient justification for the tenure split to be enforced precisely through a Neighbourhood Plan policy.
85. Where the neighbourhood planners wish to craft policy that enforces this split more rigidly, it is important that they liaise with the LPA to gather more detailed income and viability information, and to ensure that departures from the district-level policy context have the LPA's support. Another option is to add caveats to the policy in question, to the effect that the precise mix of affordable housing will be considered on the basis of site-by-size circumstances in addition to this evidence.

4.6 Conclusions - Tenure and Affordability

86. The current tenure profile of Sarratt is dominated by home ownership at 82% of all households, with the remaining households evenly split between private and social renting. The number of social rented dwellings declined between 2001 and 2011, likely due to take-up of the Right to Buy scheme, while private renting has become slightly more common.
87. House prices have grown steadily over the past ten years (to 2018), with semi-detached homes experiencing moderately greater price rises than other types.
88. The median gross annual household income across the Sarratt area in 2015/16 was £59,200, while the lower quartile earnings of single-earning households across Three Rivers in 2018 was £15,815, meaning that dual-earning households on lower quartile incomes can be estimated to have gross total earnings of £31,630.
89. These income levels are compared against the estimated levels of income needed to afford various tenures of housing in Sarratt. Single-earning households on lower quartile incomes are unable to afford any of the housing tenures under consideration, and so will be in need of social rented accommodation (the most affordable tenure) or other options allowing them to make use of housing benefits and other forms of support.
90. For dual-earning households on LQ incomes, most tenures are within reach if those households are able to spend a slightly higher proportion of their incomes than 30% (used in the estimated here) on housing costs. For this group it is also apparent that shared ownership dwellings and starter homes are an achievable option that would also help bridge the wide affordability gap between social renting and private renting (which is unusually costly in Sarratt).
91. Those on median incomes appear to be able to afford all tenures in Sarratt. However, it should be noted that entry-level market purchase and two-bedroom market rent were under consideration, but higher value market homes were not. Many of these will remain unaffordable to median earners.
92. Bringing this evidence together, it is apparent that social rented homes for those on the lowest incomes are the greatest priority in Sarratt, while the supply of affordable routes to home ownership (currently very rare in the area) would also serve a very useful function in the market. The continued provision of entry-level market homes should be encouraged, as homes for purchase appear to be within reach of local people, although renting remains expensive – possibly due to a lack of supply that would be counteracted if more new homes were put up for rent at entry-level prices.
93. The South West Hertfordshire SHMA (2016) identified the need for 357 affordable rented homes per annum in Three Rivers from 2013-2036. Pro-rating this figure to Sarratt (at a rate of 2.12%, which is the percentage of the Three Rivers population who live in the NA) gives an estimate of 7.6 affordable homes per annum over the Plan period needed in Sarratt.
94. An additional estimate undertaken in the HNA calculates that demand for affordable routes to home ownership from households who cannot afford to buy their own home but cannot afford to rent amounts to 3 households per annum over the Plan period.
95. The total estimated Affordable Housing need over the Plan period 2020-2036 is therefore 122 (rounded) affordable rented homes and 48 affordable home ownership dwellings. Given Three Rivers's strategy for housing delivery, which suggests that new development in Sarratt should be minimal, it is unlikely that this scale of need will be satisfied through Affordable Housing contributions from market housing delivery. The Parish Council may therefore consider whether delivering Affordable Housing through other means, such as an exception site, may be desirable.

96. The recommended tenure split for Sarratt, based on the HNA and SHMA calculations, and Three Rivers policy, is for 70% of Affordable Housing to be for social or affordable rent, and 30% to be for affordable home ownership products.

5. RQ 2: Type and Size

RQ 2: What type (terrace, semi, bungalows, flats and detached) and size (number of bedrooms) of housing is appropriate for the Plan area over the Neighbourhood Plan period?

5.1 Introduction

97. The Sarratt Neighbourhood Plan may include policies informed by evidence on what sizes and types of housing would be best suited to the local community. This will help ensure that future developments give local people options within the housing market at all stages of life.
98. Planning Practice Guidance (PPG) recommends a consideration of the existing housing provision and its suitability, having regard to demographic shifts in age and household composition, to address future, as well as current community need. For this reason, we firstly consider the type and size of the existing housing stock in Sarratt. Demographic shifts in age and household composition will then be considered. Finally, the future demand for housing by size and type is determined by applying future demographic projections to the way different household types occupy their dwellings currently.

5.2 Existing types and sizes

5.2.1 Background and definitions

99. Before beginning our consideration of dwelling type and size, it is important to understand how different types of households occupy their homes. Crucially, and unsurprisingly, household 'consumption' of housing (in terms of housing size) tends to increase alongside wages, with the highest earning households consuming relatively more (i.e. larger) housing than those on lower incomes. Similarly, housing consumption tends to increase, alongside wealth, income, and age, such that older households tend to have larger homes than younger households, often as a result of cost and affordability.
100. In this context, even smaller households (those with fewer than three inhabitants) may be able to choose to live in larger homes than they require, and would be defined in Census terms as under-occupying their homes. This is a natural feature of the housing market, and can distort considerations of future housing needs, with market dynamics and signals giving a very different picture to demographics, household type and size.
101. In order to understand the terminology surrounding dwelling size analysis, it is important to note that the number of rooms recorded in Census data excludes some rooms such as bathrooms, toilets and halls. Dwelling size data is collected by determining the number of rooms being occupied by each household. In the section that follows, 'dwelling sizes' can be translated as follows⁹:
- 1 room = bedsit
 - 2 rooms = flat/house with one bedroom and a reception room/kitchen
 - 3 rooms = flat/house 1-2 bedrooms and one reception room and/or kitchen
 - 4 rooms = flat/house with 2 bedroom, one reception room and one kitchen
 - 5 rooms = flat/house with 3 bedrooms, one reception room and one kitchen
 - 6 rooms = house with 3 bedrooms and 2 reception rooms and a kitchen, or 4 bedrooms and one reception room and a kitchen
 - 7+ rooms = house with 4 or more bedrooms
102. It is also useful to clarify the Census terminology around dwellings and households spaces. These can be confusing where different terminologies such as flats, apartments, shared and communal dwellings, and houses in multiple occupation, are used. Dwellings are counted in the Census by combining address information with Census returns on whether people's accommodation is self-contained.¹⁰ As such, all dwellings are classified into either "shared" or "unshared" dwellings. Household spaces make up the individual accommodation units forming part of a shared dwelling.
103. The key measure of whether a dwelling is shared or unshared relates to the Census' definition of a household. A household is defined as "One person living alone or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area."¹¹ On this basis, where

⁹ At <https://www.nomisweb.co.uk/census/2011/qs407ew>

¹⁰ At <https://www.gov.uk/guidance/dwelling-stock-data-notes-and-definitions-includes-hfr-full-guidance-notes-and-returns-form>

¹¹ Ibid.

unrelated *residents* of a dwelling share rooms other than a kitchen, this would be considered a single household in an unshared dwelling, whilst where only a kitchen is shared, each resident would be considered their own household, and the dwelling would be considered shared.

5.2.2 Dwelling type

104. The 2011 Census shows that there were 788 households in Sarratt, living in 482 detached houses, 161 semi-detached, 118 terraced houses, and 53 flats. Table 5-1 below shows that the housing type mix in Sarratt is very different from that of Three Rivers and England. Sarratt has more than double the percentage of detached houses – the Parish’s most common dwelling type by far – than either Three Rivers or England. Accordingly, the percentage of every other dwelling type in Sarratt is much lower than the two comparator areas. In particular, Sarratt’s proportion of flats is less than a third of the England and district averages.

Table 5-1: Accommodation type (households), Sarratt 2011

Dwelling type		Sarratt	Three Rivers	England
Whole house or bungalow	Detached	57.8%	26.3%	22.4%
	Semi-detached	19.3%	35.0%	31.2%
	Terraced	14.1%	19.1%	24.5%
Flat, maisonette or apartment	Purpose-built block of flats or tenement	4.3%	16.7%	16.4%
	Parts of a converted or shared house	1.3%	1.1%	3.8%
	In commercial building	0.8%	1.0%	1.0%

Source: ONS 2011, AECOM Calculations

5.2.3 Dwelling size

105. Table 5-2 below sets out the distribution of the number of rooms by household space. The housing stock in Sarratt is characterised by generally larger dwellings than that of Three Rivers, with greater proportions than the district of all size categories with seven or more rooms, and lower proportions of two- to six- room dwellings. Most striking is the percentage of dwellings with nine or more rooms, of which Sarratt has more than double than the district.

Table 5-2: Number of rooms per household in Sarratt, 2011

Number of Rooms	2011	2011
	Sarratt	Three Rivers
1 Room	0.0%	0.4%
2 Rooms	0.6%	2.1%
3 Rooms	7.4%	9.6%
4 Rooms	10.7%	17.6%
5 Rooms	14.5%	21.5%
6 Rooms	17.6%	19.2%
7 Rooms	13.2%	10.9%
8 Rooms or more	11.2%	7.8%
9 Rooms or more	24.9%	10.8%

Source: ONS 2011, AECOM Calculations

106. It is also relevant to consider how the number of rooms occupied by households changed between the 2001 and 2011 Censuses. The evolution of Sarratt’s dwelling mix in terms of size again diverges strongly from trends observed for the wider geographies of Three Rivers and England. One notable change from the 2001 Census is that Sarratt’s proportion of two-room dwellings decreased by 16.7%, whereas the comparator geographies saw notable growth in this category. However, a similar trend was observed for five-room dwellings. It is remarkable overall how many dwelling size categories experienced a decrease between 2001 and 2011 in Sarratt. This is most likely due to a low rate of new building, combined with the extension and reconfiguration of existing dwellings.

Table 5-3: Rates of change in number of rooms per household in Sarratt, 2001-2011

Number of Rooms	Sarratt	Three Rivers	England
1 Room	0.0%	-18.6%	-5.2%
2 Rooms	-16.7%	17.3%	24.2%
3 Rooms	18.4%	20.4%	20.4%
4 Rooms	-13.4%	0.3%	3.5%
5 Rooms	-24.0%	-2.1%	-1.8%
6 Rooms	1.5%	-5.9%	2.1%
7 Rooms	-13.3%	13.2%	17.9%
8 Rooms or more	19.3%	21.2%	29.8%

Source: ONS 2001-2011, AECOM Calculations

107. Returning to the most recent Census data, it is also useful to consider data pertaining to the number of bedrooms in each dwelling. Table 5-4 below summarises the proportion of households occupying each size of home in terms of the number of bedrooms. This data further emphasises the fact that dwellings in Sarratt are generally larger than those across Three Rivers and England as a whole.

Table 5-4: Number of bedrooms in household spaces in Sarratt, 2011

Bedrooms	Sarratt		Three Rivers		England	
All categories: no. of bedrooms	788	100.0%	35,108	100.0%	22,063,368	100.0%
No. bedrooms	0	0.0%	55	0.2%	54,938	0.2%
1 bedroom	58	7.4%	3,848	11.0%	2,593,893	11.8%
2 bedrooms	155	19.7%	8,576	24.4%	6,145,083	27.9%
3 bedrooms	260	33.0%	13,902	39.6%	9,088,213	41.2%
4 bedrooms	196	24.9%	5,974	17.0%	3,166,531	14.4%
5 or more bedrooms	119	15.1%	2,753	7.8%	1,014,710	4.6%

Source: ONS 2011, AECOM Calculations

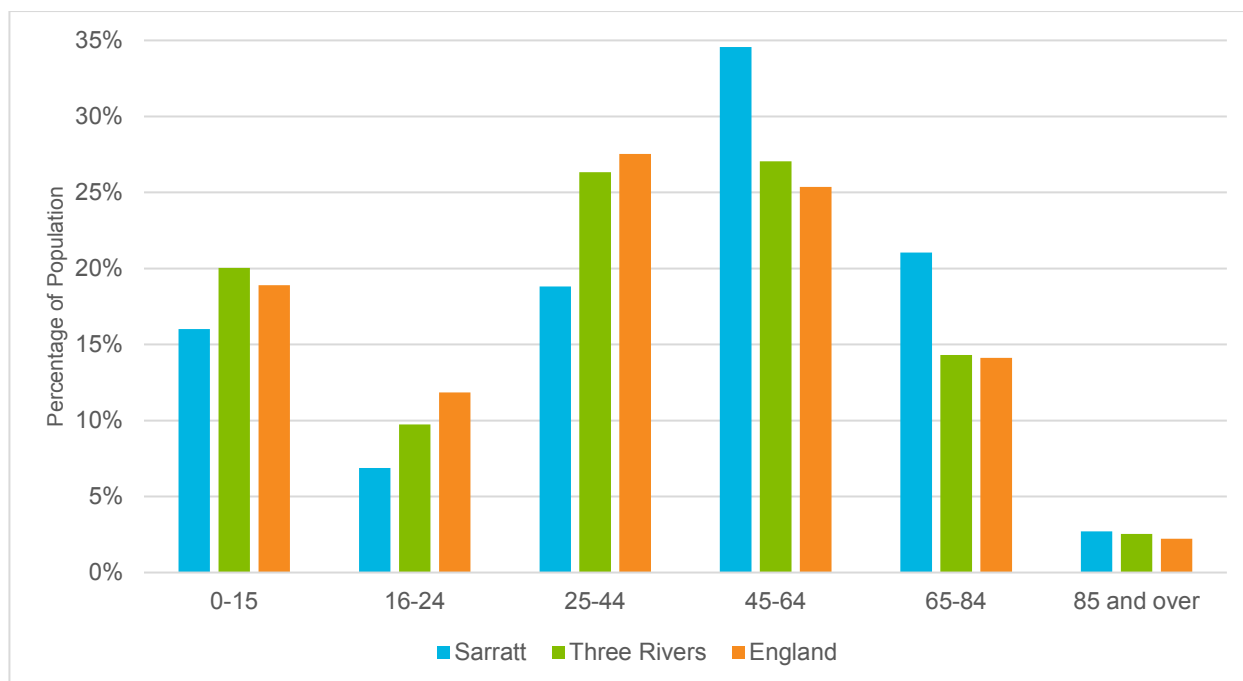
5.3 Household composition and age structure

108. Having established the current stock profile of Sarratt and identified recent changes in its composition, the evidence assembled below examines the composition and age structure of households in the 2011 Census and in future years. Through a consideration of the types of households projected to form over the Neighbourhood Plan period, and the mix of age groups suggested by demographic projections, it becomes possible to consider the size of housing needed in the Neighbourhood Plan area by the end of the planning period.

5.3.1 Age structure

109. The 2011 Census data reveals that Sarratt has a higher percentage of people over the age of 45 than both wider geographies, and a lower percentage of people aged 44 or younger (see Figure 5-1 below). Sarratt's proportion of those between 45-84 is substantially larger than Three Rivers, whereas it is substantially lower in the 25-44 bracket.

Figure 5-1: Age structure in Sarratt, 2011



Source: ONS 2011, AECOM Calculations

110. In terms of the changing age structure of the population, Census data shows that since 2001 Sarratt’s population has seen a modest decline in its proportion of children and young adults (see Table 5-5 below). Most noticeable is the 25-44 range, which shrunk at a rate of more than four times that of Three Rivers.
111. Interestingly, there has been only a slight increase in those aged between 65 and 84 as compared with wider geographies. However, given the large population of those aged 45-84 currently, these age groups can be expected to expand significantly in future (or to already have done so during the nine years since the 2011 Census).

Table 5-5: Rate of change in the age structure of Sarratt population, 2001-2011

Age group	Sarratt	Three Rivers	England
0-15	-3.6%	2.4%	1.2%
16-24	-7.3%	13.7%	17.2%
25-44	-14.5%	-3.6%	1.4%
45-64	3.2%	13.9%	15.2%
65-84	5.4%	5.6%	9.1%
85 and over	4.2%	19.1%	23.7%

Source: ONS 2001-2011, AECOM Calculations

5.3.2 Household composition

112. Household composition (ie. the mix of adults and children in a dwelling) is an important factor in driving the size (and to an extent, the type) of housing needed over the Neighbourhood Plan period.
113. In assessing Census data on household composition, we see that Sarratt differs from Three Rivers in that there are more households with families aged 65 or over and with no children, and fewer single person households under the age of 65 (Table 5-6). Note that non-dependent children refer to households in which adult children are living at home, or which students still call their primary residence despite living for most of the year near to university.

Table 5-6: Household composition (by household), Sarratt, 2011

Household composition		Sarratt	Three Rivers	England
One person household	Total	25.5%	27.7%	30.2%
	Aged 65 and over	14.5%	12.6%	12.4%
	Other	11.0%	15.1%	17.9%
One family only	Total	68.0%	66.1%	61.8%
	All aged 65 and over	13.1%	8.9%	8.1%
	With no children	20.8%	16.5%	17.6%
	With dependent children	23.9%	29.8%	26.5%
	All children Non-Dependent ¹²	10.3%	10.9%	9.6%
Other household types	Total	6.5%	6.2%	8.0%

Source: ONS 2011, AECOM Calculations

114. Again, it is relevant to consider rates of change in this indicator during the period between Censuses. Between 2001 and 2011 the proportion of one person households in Sarratt increased at a slower rate than Three Rivers, while the number of family households declined overall while remaining stable at both wider geographies (see Table 5-7 below).
115. Although the trend in Sarratt is therefore towards more single occupancy of households, it is perhaps surprising that the growth in this category is driven by those aged under 65. This is also the case at both wider geographies.
116. Sarratt's population of other household types (such as multi-family and shared households) grew at the same time as that category expanded in both the District and England. This is understood to be due to the rising frequency of house sharing and student living across the country and especially in cities – though this trend that is not frequently seen in rural areas.

Table 5-7: Rates of change in household composition, Sarratt, 2001-2011

Household type		Percentage change, 2001-2011		
		Sarratt	Three Rivers	England
One person household	Total	3.6%	8.5%	8.4%
	Aged 65 and over	-4.2%	-8.9%	-7.3%
	Other	16.0%	29.3%	22.7%
One family only	Total	-5.0%	2.8%	5.4%
	All aged 65 and over	-15.6%	-7.2%	-2.0%
	With no children	-9.4%	-4.6%	7.1%
	With dependent children	9.9%	8.7%	5.0%
	All children non-dependent	-10.0%	9.3%	10.6%
Other household types	Total	18.6%	13.7%	28.9%

Source: ONS 2001-2011, AECOM Calculations

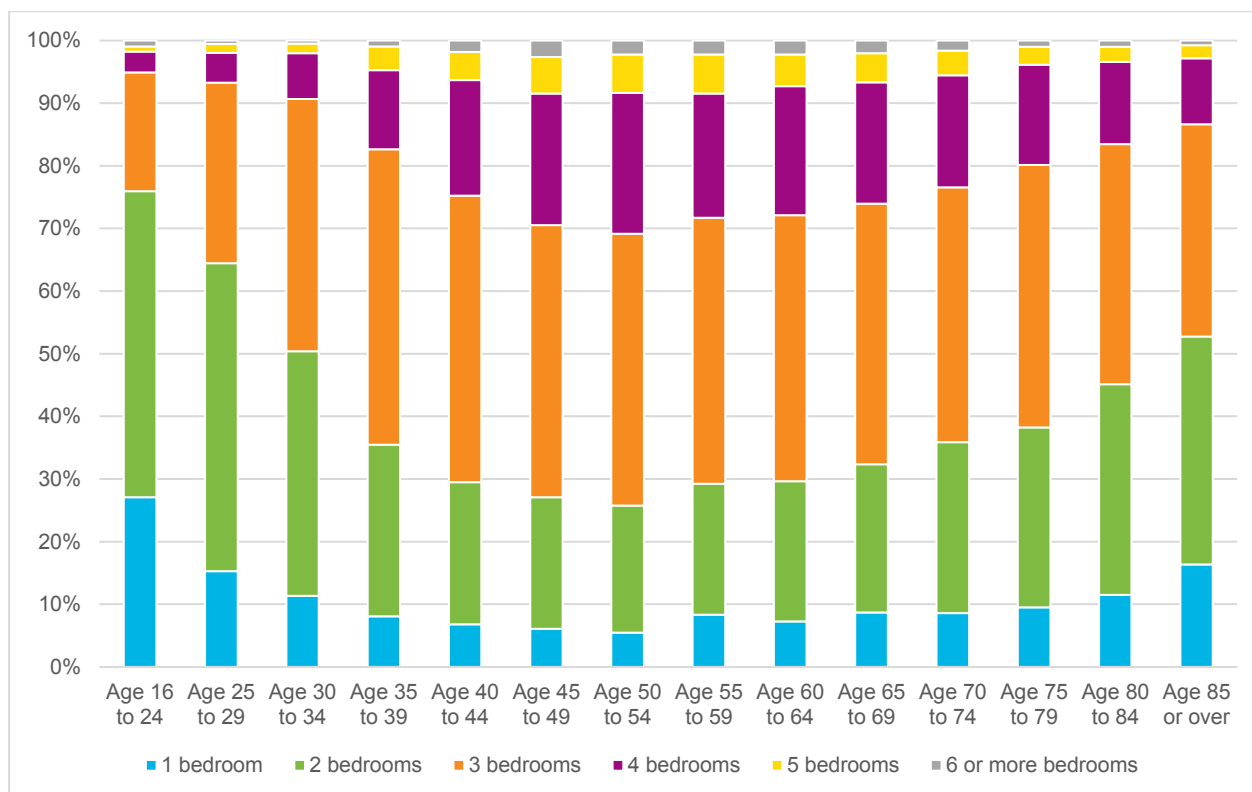
117. Seen in the context of Sarratt's comparatively large stock of dwellings, the trends towards ageing and single occupancy point toward a need for smaller dwellings. This hypothesis will be tested in the sections below.

¹² Refers to households containing children who are older than 18 e.g students or young working people living at home.

5.4 Dwelling mix determined by life-stage modelling

118. Recognising the fact that households of different ages may have different housing needs, the housing mix needed to meet demographic change by the end of the Plan period is estimated by an approach based on current occupation patterns – that is, the propensity of households of different ages to occupy different types of accommodation – will persist into the future. For example, projected growth in households aged under 24 will lead to an increase in the need for the type of housing currently occupied by households of that age.
119. It is important to keep in mind that this exercise provides an estimate based on demographic trends and occupancy patterns alone. It does not take into account income and wealth, other than in an indirect way through the propensity of households to occupy more or less space than they ‘need’. This approach also embeds existing patterns of occupancy which may or may not be desirable. This is particularly important to keep in mind in areas where housing affordability has worsened because it may mean that many households are forced to occupy less space than they need or want.
120. However, no data on housing size occupation by age of the Household Reference Person (HRP- a more modern term for ‘head of household’) is available at neighbourhood level. For this reason, LPA-level data needs to be used as the closest proxy.
121. Figure 5-2 below sets out the relationship in the 2011 Census at district level between the age of the HRP and the size of dwelling occupied. This provides the starting point for determining the most appropriate dwelling size mix by the end of the Neighbourhood Plan period.
122. The data shows that while a majority of Three Rivers residents under the age of thirty live in one- or two-bedroom dwellings, the proportion of households occupying these smaller dwellings declines steeply as households age, until they are again occupied by a majority of households only from the age of 85 onwards. Three-bedroom dwellings are the most common dwelling size for ten of the 14 age bands considered here. The occupation of dwellings with four or more bedrooms follows a similar pattern to that of two-bedroom dwellings, but peaks at the ages of 50-54, while the occupation of one-bedroom dwellings is consistently low, in accordance with the fact that only 11% of dwellings in Three Rivers contain just one bedroom.

Figure 5-2: Age of household reference person by dwelling size in Three Rivers District Council, 2011



Source: ONS 2011, AECOM Calculations

123. Household projections provided by MHCLG are then used to understand the future distribution of households by the age of the HRP. Again, this data is only available at the district level and for the years 2014 and 2039. Therefore, the

distribution of households by the age of the HRP would be in 2036 (i.e. the end of the Neighbourhood Plan period) is estimated and provided in red in Table 5-8 below.

Table 5-8: Projected distribution of households by age of HRP, Three Rivers District Council

Year	Age of HRP 24 and under	Age of HRP 25 to 34	Age of HRP 35 to 54	Age of HRP 55 to 64	Age of HRP 65 and over
2011	584	3,965	14,791	6,344	9,424
2014	560	3,977	15,092	6,134	10,625
2036	578	3,697	16,650	8,249	16,973
2039	581	3,659	16,863	8,538	17,839

Source(s): MHCLG 2014-based household projections, ONS 2011, AECOM Calculations

124. It is then necessary to extrapolate from this district-level data an estimate of the corresponding change in the age structure of the population in Sarratt. To do so, the percentage increase expected for each group across Three Rivers District Council, derived from the data presented above is mapped to the population of Sarratt. The results of this calculation are given in Table 5-9 below. It is here that we see most clearly the different growth rates expected for different age groups, with the youngest households in decline and the oldest households increasing the fastest.

Table 5-9: Projected distribution of households by age of HRP, Sarratt

Year	Age of HRP 24 and under	Age of HRP 25 to 34	Age of HRP 35 to 54	Age of HRP 55 to 64	Age of HRP 65 and over
2011	2	39	273	192	282
2014	2	39	279	186	318
2036	2	36	307	250	508
% change 2011-2033	-1%	-7%	13%	30%	80%

Source: AECOM Calculations

125. To complement the two stages in Table 5-10 below sets out the distribution of dwellings of different sizes according to the age of the HRP as they appeared in Census 2011. This provides the basis for a modelled estimate of the proportion of dwelling sizes that will be occupied by each age band across Three Rivers District Council by the end of the plan period. This is the same data presented in Figure 5-2 above, but with fewer age band groupings used.

Table 5-10: Age of household reference person to size, grouped, Three Rivers District Council, Census 2011

Size	Age of HRP 16 to 24	Age of HRP 25 to 34	Age of HRP 35 to 54	Age of HRP 55 to 64	Age of HRP 65 and over
1 bedroom	38.3%	18.3%	7.5%	8.6%	13.9%
2 bedrooms	41.9%	43.2%	20.6%	17.9%	25.9%
3 bedrooms	16.4%	30.5%	42.4%	41.2%	39.4%
4 bedrooms	2.2%	5.4%	20.0%	21.5%	15.1%
5+ bedrooms	1.2%	2.5%	9.5%	10.9%	5.8%

Source(s): MHCLG 2014-based household projections, ONS 2011, AECOM Calculations

126. Finally, having established the likelihood shown by households at different life-stages to occupy dwellings of different sizes, and the approximate number of households in Three Rivers District Council and Sarratt falling into each of these stages by the end of the Plan period in 2036, it is possible to estimate how Sarratt's housing stock should evolve in terms of size over the Neighbourhood Plan period in response to demographic change.
127. Table 5-11 below takes in turn each projected age group in 2036, estimating how many of the households in that age bracket will want or need to occupy each size of dwelling. This is repeated for each age bracket and added together to arrive at an estimation of what proportion of each size of dwelling will be required overall.
128. It is clear that the dominant age group of those aged 65 and over (who have started to occupy smaller dwellings than the second biggest group – those aged 35-54) has the greatest impact on the need for dwellings of different sizes.

Table 5-11: Likely dwelling size distribution in Sarratt by the end of the Plan period, based on modelled household life-stages (totals may not sum due to rounding)

Size	Age of HRP 16 to 24	Age of HRP under 35	Age of HRP 35 to 54	Age of HRP 55 to 64	Age of HRP 65 and over	Total households requiring dwelling sizes
Households (1,103)	2	36	307	250	508	-
1 bedroom	1	7	23	21	71	122
2 bedrooms	1	16	63	45	131	256
3 bedrooms	0	11	130	103	200	444
4 bedrooms	0	2	62	54	77	194
5+ bedrooms	0	1	29	27	29	87

Source: Census 2011, AECOM Calculations. Figures may not sum due to rounding

129. It is now possible to compare the 2011 housing mix in terms of size with the projected requirement based on the estimates set out in Table 5-11 above.
130. Table 5-12 below indicates that, by 2036, the size distribution of dwellings in Sarratt should be more focused on the smaller end of the size spectrum than it is currently, with the proportions of homes with one to three bedrooms needing to increase and the proportions of homes with four or more bedrooms in lower demand.

Table 5-12: 2011 housing sizes compared to likely distribution at end of Plan period, Sarratt

Number of bedrooms	2011		2036	
1 bedroom	58	7.4%	122	11.1%
2 bedrooms	155	19.7%	256	23.2%
3 bedrooms	260	33.0%	444	40.3%
4 bedrooms	196	24.9%	194	17.6%
5 or more bedrooms	119	15.1%	87	7.9%
Total households	788	100.0%	1,103	100.0%

Source: Census 2011, AECOM Calculations

131. Table 5-13 below sets out the estimated misalignment between future demand for housing, based on the modelled preferences of households at different life-stages, and the current stock available in the Neighbourhood Plan area.

Table 5-13: Future potential misalignments of supply and demand for housing, Sarratt

Number of bedrooms	2011	2036	Change to housing mix	Recommended split
1 bedroom	58	122	64	18.4%
2 bedrooms	155	256	101	28.8%
3 bedrooms	260	444	184	52.8%
4 bedrooms	196	194	-2	0.0%
5 or more bedrooms	119	87	-32	0.0%

Source: AECOM Calculations

132. Note that the changes to the housing mix given above for four or more bedroom dwellings are negative numbers. Because in light of the national and local housing shortage, it is rarely advisable or practicable to remove dwellings from the available stock, as would otherwise be suggested here for dwellings with three or more bedrooms, we have instead set the recommended split at 0% rather than a negative number, and rebalanced the other sizes as percentages of the additional dwellings they represent in total.

133. The results of this exercise suggest that, to accommodate the changing age structure of the population, around half of new homes should have three bedrooms, with the remaining half split between homes with one and two bedrooms. The model indicates that no further dwellings with four or more bedrooms are required.
134. Efforts to change the dwelling mix in this smaller direction would help to allow a growing older cohort of households to rightsize within their existing community if they wish to, and younger people to be able to move into suitably sized first homes, while leaving enough of the larger existing homes to meet demand from families and the still-prominent 35 to 54 age group.
135. However, this recommendation should be applied with a degree of flexibility because it may not be reasonable in practice strictly to limit the provision of dwellings with four or more bedrooms, and in fact, such a restriction has the potential to negatively impact the viability of sites that could help to deliver Affordable Housing or other community priorities. It should also be noted that this report is concerned with demand in the sense of need rather than in the sense of the preferences of potential occupants, which will likely include demand for larger homes. There may also be good reasons to deliver larger properties in the NA as part of a housing mix strategy in the district as a whole

5.5 SHMA findings

136. The 2016 South West Hertfordshire Strategic Housing Market Assessment (SHMA), having conducted a similar exercise for the whole of Three Rivers, found that future housing need can be expected to shift towards a requirement for smaller dwellings relative to the distribution of existing housing. This is understandable given the fact that household sizes are expected to fall slightly in the future – particularly as a result of a growing older population living in smaller households.
137. The recommended dwelling size mix for Three Rivers is reproduced in Table 5-14 below. While this recommendation is similar to the HNA recommendation for Sarratt in the proportions of two- and three-bedroom homes needed (27.8%/28.8% and 52.8%/41.5% respectively), the district mix places a greater emphasis on larger homes and a lower emphasis on smaller ones than the HNA model. This is amply explained by the significant difference in the existing dwelling stock in Sarratt, which includes a much higher proportion of larger homes already. It is therefore logical that Sarratt requires fewer new large properties than Three Rivers.

Table 5-14: Estimated dwelling requirement by number of bedrooms for Three Rivers (2013-2036)

Number of bedrooms	% of new dwellings required
1 bedroom	7.7%
2 bedrooms	27.8%
3 bedrooms	41.5%
4 or more bedrooms	23.0%

Source: 2016 SHMA

5.6 Conclusions- Type and Size

138. This analysis provides an indication of the likely need for different types and sizes of homes based on demographic change. It is important to remember that other factors should be considered in determining the dwelling mix that is required for Sarratt or on any particular site. These include the characteristics of the existing stock of housing, the role of the NA or site within the wider housing market area (linked to any Local Planning Authority strategies) and site specific factors which may justify a particular dwelling mix.
139. In terms of Sarratt's existing stock of housing, the data shows that the proportion of detached homes is more than double that of Three Rivers or the national average, while all other dwelling types exist at correspondingly lower proportions. For example, Sarratt has less than a third the proportion of flats as Three Rivers.
140. Strongly linked to this finding is the fact that Sarratt has generally larger dwellings than Three Rivers, with greater proportions of all size categories above six rooms, and lower proportions of all smaller dwelling sizes. In particular, Sarratt has a persistent lack of one- and two-room units.
141. In terms of demographics, Sarratt has a substantially higher percentage of residents over the age of 45, and a lower percentage of those 44 or younger, compared to Three Rivers and the national average. Though Census data shows that this trend has been exacerbated since 2001, the current population of those around the age of 65 is likely to result in yet more apparent ageing over the Plan period.

142. Seen in the context of Sarratt's comparatively large stock of dwellings, trends towards older households and single occupancy may warrant a Neighbourhood Plan policy intervention to restrict the future supply of larger dwellings to some extent. It may also be the case that the declining number of families in Sarratt is a function of the limited number of dwellings that are both appropriately-sized and affordable to younger families, so it may be beneficial also to encourage the provision of mid-sized housing suitable for this demand segment.
143. The results of a life-stage modelling exercise, which looks at the sizes of dwelling occupied by different age groups and projects the growth and decline of those age groups over the Plan period in order to understand what should be built, corroborates this finding. The recommended size mix of new housing focuses on dwellings of three bedrooms (around 50%) and those with one (20%) and two (30%) bedrooms, further suggesting that no further large dwellings are needed.
144. This model, however, operates on the assumption that households can and will wish to move freely around the stock of existing housing, which is not a realistic prospect. It is natural, then, that demand should continue for some larger dwellings. The provision of larger homes should not be inhibited entirely (though some of that demand will be met by natural churn within the market), but to the extent that the neighbourhood plan may be used to influence the size mix of housing coming forward, smaller homes should be the priority.
145. In terms of the types of dwellings required, some unmet demand for generally more affordable dwelling types presently lacking in Sarratt, such as terraced homes, should be addressed. The size recommendation for two- and two-bedroom homes would help to achieve this. It is also advisable to promote the delivery of bungalows or other forms of age appropriate housing in order to meet the needs of the ageing population and to reflect the fact that other smaller dwelling types, such as apartments, may not in practice be popular market propositions in a rural parish like Sarratt.

6. Conclusions

6.1 Overview

147. Table 6-1 below sets out in full the conclusions and recommendations of this Neighbourhood Plan housing needs assessment, based on the evidence reviewed and analysed.

Table 6-1: Summary of study findings specific to Sarratt with a potential impact on Neighbourhood Plan housing policies

Issue	Evidence	Recommendations
<p>Housing tenure and affordability</p>	<p>82% of occupied dwellings in Sarratt are owned, with social and private renting comprising a relatively even proportion of the remainder.</p> <p>The median gross annual household income across the Sarratt area in 2015/16 was £59,200, while the lower quartile earnings of single-earning households across Three Rivers in 2018 was £15,815, meaning that dual-earning households on lower quartile incomes can be estimated to have gross total earnings of £31,630.</p> <p>Single-earning households on lower quartile incomes are unable to afford any of the housing tenures under consideration, dual-earning households can access the majority of tenures if they are able to spend a higher proportion than 30% of their income on housing costs, and median earning households can afford all of the tenures considered.</p> <p>It is estimated that 122 households will be in need of affordable rented housing, and 48 households in need of affordable ownership options during the Plan period.</p>	<p>It is apparent that social rented homes for those on the lowest incomes are the greatest priority in Sarratt, while the supply of affordable routes to home ownership (currently very rare in the area) would help bridge the wide affordability gap between social renting and private renting.</p> <p>The continued provision of entry-level market homes should be encouraged, as homes for purchase appear to be within reach of local people, although renting remains expensive – possibly due to a lack of supply that would be counteracted if more new homes were put up for rent at entry-level prices.</p> <p>Given Three Rivers's strategy for housing delivery, which suggests that new development in Sarratt should be minimal, it is unlikely that the scale of Affordable Housing need identified will be satisfied through Affordable Housing contributions from market housing delivery. The Parish Council may therefore consider whether delivering Affordable Housing through other means, such as an exception site, may be desirable.</p> <p>The recommended balance within Affordable Housing, based on the HNA and SHMA calculations, and Three Rivers policy, is for 70% of Affordable Housing to be for social or affordable rent, and 30% to be for affordable home ownership products.</p>

Issue	Evidence	Recommendations
Housing type and size	<p>The proportion of detached homes in Sarratt is more than double that of Three Rivers or the national average. The NA is also characterized by generally larger homes than the wider district.</p> <p>Sarratt has a substantially higher percentage of residents over the age of 45, and a lower percentage of those 44 or younger, compared to Three Rivers and the national average. Though Census data shows that this trend has been exacerbated since 2001, the current population of those around the age of 65 is likely to result in further ageing over the Plan period.</p>	<p>Seen in the context of Sarratt's comparatively large stock of dwellings, trends towards older households and single occupancy may warrant a Neighbourhood Plan policy intervention to restrict the future supply of larger dwellings to some extent.</p> <p>The recommended size mix of new housing in Sarratt focuses on dwellings of three bedrooms (around 50%) and those with one (20%) and two (30%) bedrooms, further suggesting that no further large dwellings are needed.</p> <p>The provision of larger homes should not be inhibited entirely (though some of that demand will be met by natural churn within the market), but to the extent that the neighbourhood plan may be used to influence the size mix of housing coming forward, smaller homes should be the priority.</p> <p>In terms of the types of dwellings required, some unmet demand for generally more affordable dwelling types presently lacking in Sarratt, such as terraced homes, should be addressed. The size recommendation for two- and two-bedroom homes would help to achieve this.</p>

6.2 Recommendations for next steps

148. This Neighbourhood Plan housing needs assessment aims to provide Sarratt with evidence on a range of housing trends and issues from a range of relevant sources. We recommend that the neighbourhood planners should, as a next step, discuss the contents and conclusions with Three Rivers District Council with a view to agreeing and formulating draft housing policies, bearing the following in mind:

- All Neighbourhood Planning Basic Conditions, but in particular the following: Condition A, namely that the Neighbourhood Plan has regard to national policies and advice contained in guidance issued by the Secretary of State; Condition D, that the making of the Neighbourhood Plan contributes to the achievement of sustainable development; and Condition E, which is the need for the Neighbourhood Plan to be in general conformity with the strategic policies of the adopted development plan;
- The views of Three Rivers District Council – in particular in relation to the quantity of housing that should be planned for;
- The views of local residents and other relevant local stakeholders, including housing developers and estate agents;
- The numerous supply-side considerations, including local environmental constraints, the location and characteristics of suitable land, and any capacity work carried out by Three Rivers District Council, including but not limited to the Strategic Housing Land Availability Assessment (SHLAA);
- The recommendations and findings of this study; and
- The impact of the Government's Standard Methodology on calculating housing need for Three Rivers District Council and the neighbourhood plan areas within it.

149. This assessment has been provided in good faith by AECOM consultants on the basis of housing data, national

guidance and other relevant and available information current at the time of writing.

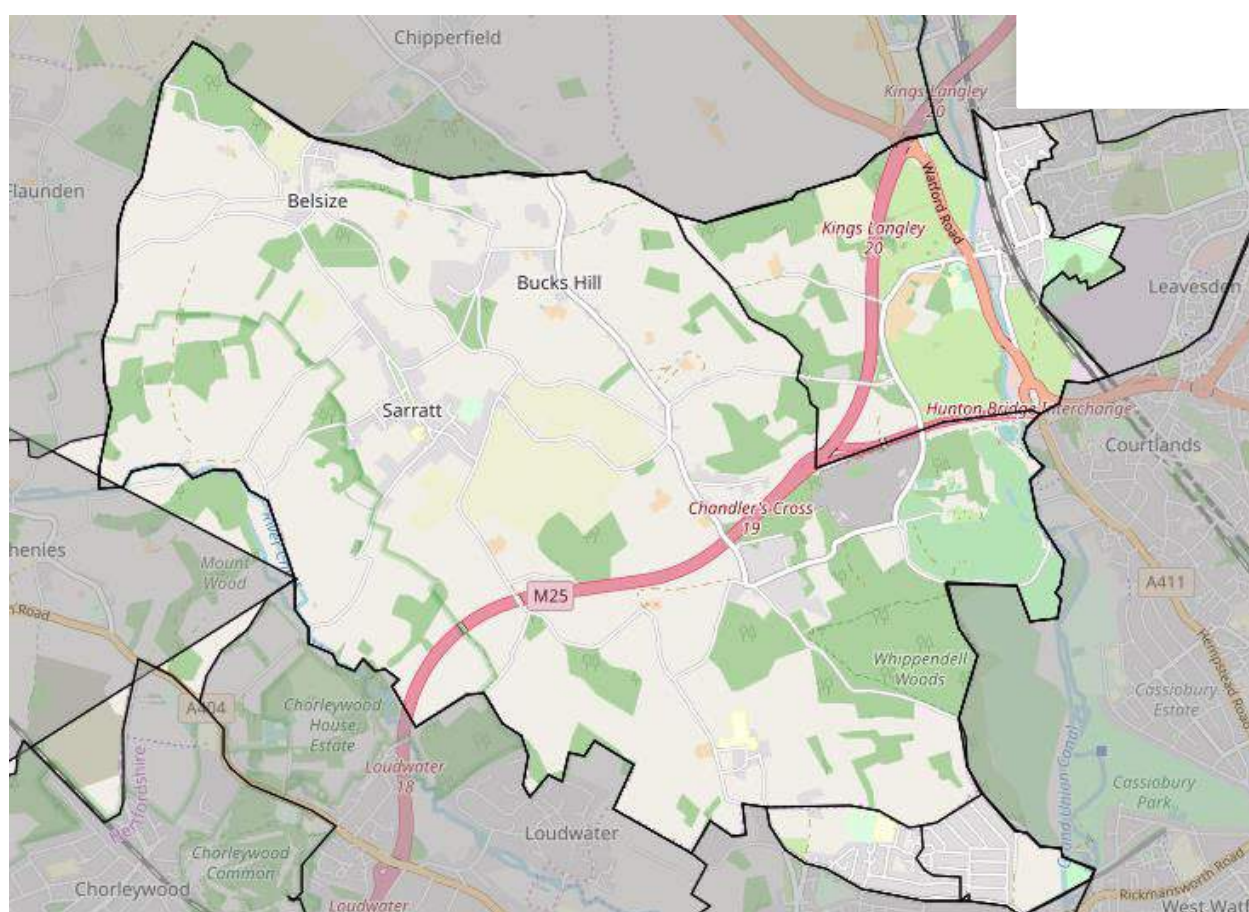
150. Bearing this in mind, it is recommended that the Neighbourhood Plan steering group should monitor carefully strategies and documents with an impact on housing policy produced by the Government, Three Rivers District Council or any other relevant party and review the Neighbourhood Plan accordingly to ensure that general conformity is maintained.
151. At the same time, monitoring on-going demographic or other trends over the Neighbourhood Plan period will help ensure the continued relevance and credibility of its policies.

Appendix A : Calculation of Affordability Thresholds

A.1 Assessment geography

1. As noted in the Tenure and Affordability chapter above, affordability thresholds can only be calculated on the basis of data on incomes across the Neighbourhood Plan area. Such data is available at MSOA level but not at the level of neighbourhood plan areas.
2. As such, when calculating affordability thresholds, an MSOA needs to be selected that is a best-fit proxy for the Neighbourhood Plan area. In the case of Sarratt, it is considered that MSOA E02004958 is the closest realistic proxy for the Neighbourhood Plan area boundary, and as such, this is the assessment geography that has been selected. Note that while the MSOA is dominated by Sarratt Parishes, it also includes a few other small neighbouring parishes. As no smaller geography is available for local income data, this is the most robust available proxy. A map of the MSOA appears below in Figure A-1.

Figure A-1: MSOA E02004958 used as a best-fit geographical proxy for the Neighbourhood Plan area



Source: ONS

A.2 Market housing

3. Market dwellings for sale and rent are increasingly accessible only to people on higher incomes. Choices in the housing market are driven principally by spending power, life stage, and personal taste.
4. The operation of the housing market is, in most circumstances, the best means of addressing the demand for different types of housing for sale. For this reason, it is important that planning policy does not place unnecessary burdens on the market that prevent its ability to respond to demand.
5. In this sense, the notion of development viability is essential. It is important not to deter development in the context of clear housing need; to do so will not only frustrate the delivery of new housing but also may deprive the community of resources for infrastructure improvements.

6. To determine affordability in market housing, we consider two primary indicators: income thresholds, which denote the maximum share of a family's income that should be spent on accommodation costs, and purchase thresholds, which denote the standard household income required to access mortgage products.

i) Market sales

7. The starting point for calculating the affordability of a dwelling for sale (i.e. the purchase threshold) from the perspective of a specific household is the loan to income ratio which most mortgage companies are prepared to agree. This ratio is conservatively estimated to be 3.5.
8. To produce a more accurate assessment of affordability, both the savings available for a deposit and the equity in the home from which the buyer is moving (if not a first-time buyer) should be taken into account. However, this data is not available for Sarratt. As such, a reasonable assumption is therefore made that a 10% purchase deposit is available to the prospective buyer.
9. The value of an entry-level dwelling is considered the best representation of the segment of market housing most likely to be accessible to those on lower incomes.¹³ The value of an entry level dwelling used here is the lower quartile average house price from sales data from Land Registry over the year 2018. Though this is not necessarily reflected in the currently available properties on the local market, the larger sample size across 2018 as a whole and the difference between paid prices as recorded by Land Registry and asking prices visible on the market, render the 2018 Land Registry data more accurate for the purpose of this calculation.
10. The calculation is as follows:
 - Value of an entry level dwelling = £160,000;
 - Purchase deposit = £16,000 @10% of value;
 - Value of dwelling for mortgage purposes = £144,000;
 - Loan to income ratio = value of dwelling for mortgage purposes divided by 3.5;
 - Purchase threshold (i.e. annual income needed to afford entry-level market housing) = £41,143.

ii) Private Rented Sector (PRS)

11. Income thresholds are used to calculate the affordability of rented and affordable housing tenures. Households are deemed able to afford a private rent property if the lower quartile private rent does not exceed 30% of net household income.
12. It is assumed that lower quartile private rent equates to the average rent paid in the Neighbourhood Plan area for a two-bedroom dwelling (enough living space for two or three individuals). In order to be in conformity with the Government guidance on overcrowding,¹⁴ such a home would require three habitable rooms (a flat or house with two bedrooms).
13. The property website [Home.co.uk](https://www.home.co.uk) shows rental values for property in the Neighbourhood Plan area. The best available data is derived from properties available for rent within the WD3 postcode area, which does not align exactly with the Plan area itself but can be used as a reasonable proxy for it. Moreover, because covers forms a larger geography with a greater number of rental properties offered, the larger sample size is likely to generate more robust findings.
14. According to [Home.co.uk](https://www.home.co.uk), there are 20 two-bedroom properties currently listed for rent across the plan area, with an average rent of £1,389 per calendar month. This is significantly higher than the median rent for Three Rivers as a whole cited in the SHMA of £963. However, the SHMA data is from 2014, since which time rents are likely to have increased, and is the overall median – not the two-bedroom average. Additionally the rural WD3 rural area has higher housing costs than the wider district, which includes urban centres with smaller and less expensive units.
15. It is possible to derive from this data the estimated income threshold for private rental sector dwellings in the Neighbourhood Plan area; the calculation is therefore:
 - Annual rent = £1,389 x 12 = £16,668;

¹³ 'Entry-level dwelling' can be understood to comprise a property that costs the average value of dwellings falling into the lower quartile of house prices in the Neighbourhood Plan area, as set out in the Tenure and Affordability chapter above.

¹⁴ This is based on the concept of the 'room standard', which indicates a dwelling is legally overcrowded if two people of the opposite sex have to share a room to sleep in (this does not apply when couples share a room). See: http://england.shelter.org.uk/housing_advice/repairs/overcrowding

- Multiplied by 3.33 (so that no more than 30% of income is spent on rent) = income threshold of £55,504.

A.3 Affordable Housing

16. There is a range of tenures that constitute the definition of Affordable Housing within the 2019 NPPF: social rent and affordable rent, starter homes, discounted market sales housing, and other affordable routes to home ownership.
17. This variety of tenures reflects an ambition by the Government to provide a pathway to home ownership for more sectors of the population, as well as introducing market principles into the provision of subsidised housing for rent. The aim is to divide affordable housing into a series of products designed to appeal to different sectors of the market and, by changing eligibility criteria, bring rents closer in line with people's ability to pay.
18. Each of the Affordable Housing tenures is considered in turn below.

i) Social rent

19. Rents in socially rented properties reflect a 'formula rent' based on a combination of individual property values and average earnings in each area, resulting in substantial discounts to market rents. As such, this tenure is suitable for the needs of those on low incomes and is subject to strict eligibility criteria.
20. To determine social rent levels, we used the data and statistical return from Homes England. This data is only available at the Local Authority level so Three Rivers must act as a proxy for Sarratt. This data provides information about rents and the size and type of stock owned and managed by private registered providers and is presented for Three Rivers in the table below.
21. To determine the income needed, we continue to operate on the assumption that no more than 30% of income should be spent on rent. The two-bedroom income threshold of £19,629 is taken forward for the analysis in the Tenure chapter for consistency with the two-bedroom market rental and entry-level market purchase indicators used.

Table A-1: Social rent levels (£)

Size	1 bed	2 beds	3 beds	4 beds
Average weekly social rent	£93.17	£113.36	£127.28	£139.52
Annual average	£4,845	£5,895	£6,619	£7,255
Income needed	£16,133	£19,629	£22,040	£24,159

Source: Homes England, AECOM Calculations

ii) Affordable rent

22. Affordable rent is controlled at no more than 80% of the local market rent. As we have seen, the annual entry-level rent in Sarratt is £16,668. In the event of a 20% reduction in rent to £13,334, the income threshold would reduce to an estimated £44,402. This tenure is usually only accessible to those on local authority and housing association waiting lists.
23. However, although affordable rent at 80% of market rent is permitted, in practice most registered providers seek to cap rents so that they are affordable to those on universal credit, which is the group of people who will be accessing this tenure. This may be done by determining a percentage of the maximum benefit available to a household that should be spent on housing costs: for example, it might be set at 40% of the maximum universal credit amount of £20,000, meaning that affordable rent for larger homes for families would be capped at £8,000 per year.
24. Given that the cost of renting is so high in Sarratt, and the income required exceeds that needed to purchase an entry-level dwelling, it is very unlikely that the 20% discount on market rents will be realistic and applied in Sarratt. Because registered providers' approach will differ across the area and is not published, another indicator is used.
25. Three Rivers's Local Housing Allowance (LHA) rates for 2019-20 are also provided in Table A-2 below. Affordable Rent levels can also be set with reference to the housing allowance that will be paid to the tenant, and this measure is considered to be a more reliable measure of the Affordable Rent tenure in this instance. A housing association would be within their rights to charge the full LHA amount, and so we will take forward the LHA-derived figure in the comparative analysis at the end of this chapter. Because a weighted average is not available, we use the cost of a two-bedroom unit in line with the proxy used elsewhere for an entry-level dwelling.

Table A-2: Three Rivers (South West Herts) Local Housing Allowance levels

Size	1 bed	2 beds	3 beds	4 beds
Average rent per calendar week	£165.50	£208.96	£262.26	£358.80
Annual average rent	£8,606	£10,866	£13,638	£18,658
Income needed	£28,657	£36,184	£45,415	£62,131

Source: <http://lha-direct.voa.gov.uk>

iii) Intermediate tenures

26. Intermediate housing includes homes for sale and rent provided at a cost above social rent, but below market levels, subject to the criteria in the affordable housing definition above. They can include shared equity (shared ownership and equity loans), other low-cost homes for sale and intermediate rent, but not affordable rented housing.
27. In paragraph 64 of the NPPF 2019, the Government introduces a recommendation that “*where major housing development is proposed, planning policies and decisions should expect at least 10% of the homes to be available for affordable home ownership*”.

Starter homes

28. The Housing and Planning Act 2016 introduced a duty on planning authorities in England to promote the supply of ‘starter homes’, and to require a minimum number or proportion of starter homes on certain residential development sites.
29. A starter home is a new build home with a discounted value not exceeding £250,000 (or £450,000 in London); they are eligible for first time buyers aged 40 or younger.
30. Whether to treat discounted market sale homes as affordable housing or not depends on whether lowering the asking price of new build homes of a size and type suitable to first time buyers by 20% would bring them within reach of people currently unable to access market housing for purchase.
31. To provide a conservative assessment of the suitability of discounted market sale homes, it is appropriate to apply the value we have estimated for an entry-level dwelling, namely £160,000.
32. Applying a discount of 20% provides an approximate selling price of £128,000. Allowing for a 10% deposit further reduces the value of the property to £115,200. The income threshold at a loan to income ratio of 3.5 is £32,914.
33. However, this method of estimating the cost of Starter Homes is based on an assumption that they will be priced with reference to the value of lower quartile dwellings, with a discount of 20% applied. In practice, there is nothing in national regulations to require that their price is set in this way. Developers could instead set prices with reference to average new build prices or a market value they establish themselves based on their sales prices in the area, both of which tend to be much higher than lower quartile prices. This ambiguity means that the cost of Starter Homes can in reality be much higher than the optimistic calculation presented here.

Shared ownership

34. Shared ownership involves the purchaser buying an initial share in a property typically of between 25% and 75% and paying rent on the share retained by the provider. Shared ownership is flexible in two respects, in the share which can be purchased and in the rental payable on the share retained by the provider. Both of these are variable. The share owned by the leaseholder can be varied by ‘staircasing’. Generally, staircasing will be upward, thereby increasing the share owned.
35. In exceptional circumstances (for example, as a result of financial difficulties, and where the alternative is repossession), and at the discretion of the provider, shared owners may staircase down, thereby reducing the share they own. Shared equity is available to first-time buyers, people who have owned a home previously and council and housing association tenants with a good credit rating whose annual household income does not exceed £80,000.
36. To determine the affordability of shared ownership, calculations are based on the lower quartile house price of £160,000.¹⁵ The deposit available to the prospective purchaser is assumed to be 10% of the value of the dwelling, and the standard loan to income ratio of 3.5 is used to calculate the income required to obtain a mortgage. The income

¹⁵ It is important to note that current shared ownership models are only available for new build homes, which are assumed to cost more than this average taken from all open market housing, which also includes property re-sale.

required to cover the rental component of the dwelling is based on the assumption that a household spends no more than 30% of the income on rent (as for the income threshold for the private rental sector).

37. A 25% equity share of £160,000 is £40,000, from which a 10% deposit of £4,000 is deducted. The mortgage value of £36,000 is then divided by 3.5. To secure a mortgage of £36,000, an annual income of £10,286 is therefore needed. In addition to mortgage costs, rent is charged on the remaining 75% shared ownership equity, i.e. the unsold value of £120,000. An ongoing annual rent equivalent to 2.5% of the value of the unsold equity is assumed, which is £3,000 and requires an income of £12,000. Therefore, an income of around £22,286 (£10,286 + £12,000) is required to afford a 25% shared equity purchase of an entry-level house with annual rent.
38. The same calculations are repeated for shared ownership at a 50% and 75% equity share, producing affordability thresholds of £28,571 and £34,857 respectively.

Appendix B : Housing Needs Assessment Glossary

Adoption

This refers to the final confirmation of a local plan by a local planning authority.

Affordability

The terms 'affordability' and 'affordable housing' have different meanings. 'Affordability' is a measure of whether housing may be afforded by certain groups of households. 'Affordable housing' refers to particular products outside the main housing market.

Affordability Ratio

Assessing affordability involves comparing housing costs against the ability to pay. The ratio between lower quartile house prices and the lower quartile income or earnings can be used to assess the relative affordability of housing. The Ministry for Housing, Community and Local Governments publishes quarterly the ratio of lower quartile house price to lower quartile earnings by local authority (LQAR) as well as median house price to median earnings by local authority (MAR) e.g. income = £25,000, house price = £200,000. House price: income ratio = £200,000/£25,000 = 8, (the house price is 8 times income).

Affordable Housing (NPPF Definition)

Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:

a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).

b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.

c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.

d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low-cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

Affordable rented housing

Rented housing let by registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is not subject to the national rent regime but is subject to other rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable). The national rent regime is the regime under which the social rents of tenants of social housing are set, with particular reference to the Guide to Social Rent Reforms (March 2001) and the Rent Influencing Regime Guidance (October 2001). Local market rents are calculated using the Royal Institution for Chartered Surveyors (RICS) approved valuation methods¹⁶.

¹⁶ The Tenant Services Authority has issued an explanatory note on these methods at <http://www.communities.gov.uk/documents/planningandbuilding/pdf/1918430.pdf>

Age-Restricted General Market Housing

A type of housing which is generally for people aged 55 and over and the active elderly. It may include some shared amenities such as communal gardens but does not include support or care services.

Annual Monitoring Report

A report submitted to the Government by local planning authorities assessing progress with and the effectiveness of a Local Development Framework.

Basic Conditions

The Basic Conditions are the legal tests that are considered at the examination stage of neighbourhood development plans. They need to be met before a plan can progress to referendum.

Backlog need

The backlog need constitutes those households who are eligible for Affordable Housing, on account of homelessness, overcrowding, concealment or affordability, but who are yet to be offered a home suited to their needs.

Bedroom Standard¹⁷

The bedroom standard is a measure of occupancy (whether a property is overcrowded or under-occupied, based on the number of bedrooms in a property and the type of household in residence). The Census overcrowding data is based on occupancy rating (overcrowding by number of rooms not including bathrooms and hallways). This tends to produce higher levels of overcrowding/ under occupation. A detailed definition of the standard is given in the Glossary of the EHS Household Report.

Co-living

Co-living denotes people who do not have family ties sharing either a self-contained dwelling (i.e., a 'house share') or new development akin to student housing in which people have a bedroom and bathroom to themselves, but share living and kitchen space with others. In co-living schemes each individual represents a separate 'household'.

Community Led Housing/Community Land Trusts

Housing development, provision and management that is led by the community is very often driven by a need to secure affordable housing for local people in the belief that housing that comes through the planning system may be neither the right tenure or price-point to be attractive or affordable to local people. The principle forms of community-led models include cooperatives, co-housing communities, self-help housing, community self-build housing, collective custom-build housing, and community land trusts. By bringing forward development which is owned by the community, the community is able to set rents and/or mortgage payments at a rate that it feels is appropriate. The Government has a range of support programmes for people interested in bringing forward community led housing.

Community Right to Build Order¹⁸

A community right to build order is a special kind of neighbourhood development order, granting planning permission for small community development schemes, such as housing or new community facilities. Local community organisations that meet certain requirements or parish/town councils are able to prepare community right to build orders.

Concealed Families (Census definition)¹⁹

The 2011 Census defined a concealed family as one with young adults living with a partner and/or child/children in the same household as their parents, older couples living with an adult child and their family or unrelated families sharing a household. A single person cannot be a concealed family; therefore one elderly parent living with their adult child and family or an adult child returning to the parental home is not a concealed family; the latter are reported in an ONS analysis on increasing numbers of young adults living with parents.

¹⁷ See <https://www.gov.uk/government/statistics/english-housing-survey-2011-to-2012-household-report>

¹⁸ See <https://www.gov.uk/guidance/national-planning-policy-framework/annex-2-glossary>

¹⁹ See http://webarchive.nationalarchives.gov.uk/20160107160832/http://www.ons.gov.uk/ons/dcp171776_350282.pdf

Equity Loans/Shared Equity

An equity loan which acts as a second charge on a property. For example, a household buys a £200,000 property with a 10% equity loan (£20,000). They pay a small amount for the loan and when the property is sold e.g. for £250,000 the lender receives 10% of the sale cost (£25,000). Some equity loans were available for the purchase of existing stock. The current scheme is to assist people to buy new build.

Extra Care Housing or Housing-With-Care

Housing which usually consists of purpose-built or adapted flats or bungalows with a medium to high level of care available if required, through an onsite care agency registered through the Care Quality Commission (CQC). Residents are able to live independently with 24 hour access to support services and staff, and meals are also available. There are often extensive communal areas, such as space to socialise or a wellbeing centre. In some cases, these developments are included in retirement communities or villages - the intention is for residents to benefit from varying levels of care as time progresses.

Fair Share

'Fair share' is an approach to determining housing need within a given geographical area based on a proportional split according to the size of the area, the number of homes in it, or its population.

Habitable Rooms

The number of habitable rooms in a home is the total number of rooms, excluding bathrooms, toilets and halls.

Household Reference Person (HRP)

The concept of a Household Reference Person (HRP) was introduced in the 2001 Census (in common with other government surveys in 2001/2) to replace the traditional concept of the head of the household. HRPs provide an individual person within a household to act as a reference point for producing further derived statistics and for characterising a whole household according to characteristics of the chosen reference person.

Housing Market Area

A housing market area is a geographical area defined by household demand and preferences for all types of housing, reflecting the key functional linkages between places where people live and work. It might be the case that housing market areas overlap.

The extent of the housing market areas identified will vary, and many will in practice cut across various local planning authority administrative boundaries. Local planning authorities should work with all the other constituent authorities under the duty to cooperate.

Housing Needs

There is no official definition of housing need in either the National Planning Policy Framework or the National Planning Practice Guidance. Clearly, individuals have their own housing needs. The process of understanding housing needs at a population scale is undertaken via the preparation of a Strategic Housing Market Assessment (see below).

Housing Needs Assessment

A Housing Needs Assessment (HNA) is an assessment of housing needs at the Neighbourhood Area level.

Housing Products

Housing products simply refers to different types of housing as they are produced by developers of various kinds (including councils and housing associations). Housing products usually refers to specific tenures and types of new build housing, such as Starter Homes, the Government's flagship 'housing product'.

Housing Size (Census Definition)

Housing size can be referred to either in terms of the number of bedrooms in a home (a bedroom is defined as any room that was intended to be used as a bedroom when the property was built, any rooms permanently converted for use as bedrooms); or in terms of the number of rooms, excluding bathrooms, toilets halls or landings, or rooms that can only be used for storage. All other rooms, for example, kitchens, living rooms, bedrooms, utility rooms, studies and conservatories are counted. If two

rooms have been converted into one they are counted as one room. Rooms shared between more than one household, for example a shared kitchen, are not counted.

Housing Type (Census Definition)

This refers to the type of accommodation used or available for use by an individual household (i.e. detached, semi-detached, terraced including end of terraced, and flats). Flats are broken down into those in a purpose-built block of flats, in parts of a converted or shared house, or in a commercial building.

Housing Tenure (Census Definition)

Tenure provides information about whether a household rents or owns the accommodation that it occupies and, if rented, combines this with information about the type of landlord who owns or manages the accommodation.

Income Threshold

Income thresholds are derived as a result of the annualisation of the monthly rental cost and then asserting this cost should not exceed 35% of annual household income.

Intercensal Period

This means the period between the last two Censuses, i.e. between years 2001 and 2011.

Intermediate Housing

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low-cost homes for sale and intermediate rent, but not affordable rented housing. Homes that do not meet the above definition of affordable housing, such as 'low-cost market' housing, may not be considered as affordable housing for planning purposes.

Life Stage modelling

Life Stage modelling is forecasting need for dwellings of different sizes by the end of the Plan period on the basis of changes in the distribution of household types and key age brackets (life stages) within the NA. Given the shared behavioural patterns associated with these metrics, they provide a helpful way of understanding and predicting future community need. This data is not available at neighbourhood level so LPA level data is employed on the basis of the NA falling within its defined Housing Market Area.

Life-time Homes

Dwellings constructed to make them more flexible, convenient adaptable and accessible than most 'normal' houses, usually according to the Lifetime Homes Standard, 16 design criteria that can be applied to new homes at minimal cost: <http://www.lifetimehomes.org.uk/>.

Life-time Neighbourhoods

Lifetime neighbourhoods extend the principles of Lifetime Homes into the wider neighbourhood to ensure the public realm is designed in such a way to be as inclusive as possible and designed to address the needs of older people, for example providing more greenery and more walkable, better connected places.

Local Development Order

An Order made by a local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.

Local Enterprise Partnership

A body, designated by the Secretary of State for Communities and Local Government, established for the purpose of creating or improving the conditions for economic growth in an area.

Local housing need (NPPF definition)

The number of homes identified as being needed through the application of the standard method set out in national planning guidance (or, in the context of preparing strategic policies only, this may be calculated using a justified alternative approach as provided for in paragraph 60 of this Framework).

Local Planning Authority

The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority apply to the District Council, London Borough Council, County Council, Broads Authority, National Park Authority or the Greater London Authority, to the extent appropriate to their responsibilities.

Local Plan

This is the plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies form part of the Local Plan and are known as 'Development Plan Documents' (DPDs).

Lower Quartile

The bottom 25% value, i.e. of all the properties sold, 25% were cheaper than this value and 75% were more expensive. The lower quartile price is used as an entry level price and is the recommended level used to evaluate affordability; for example for first time buyers.

Lower Quartile Affordability Ratio

The Lower Quartile Affordability Ratio reflects the relationship between Lower Quartile Household Incomes and Lower Quartile House Prices, and is a key indicator of affordability of market housing for people on relatively low incomes.

Market Housing

Market housing is housing which is built by developers (which may be private companies or housing associations, or Private Registered Providers), for the purposes of sale (or rent) on the open market.

Mean (Average)

The mean or the average is, mathematically, the sum of all values divided by the total number of values. This is the more commonly used "average" measure as it includes all values, unlike the median.

Median

The middle value, i.e. of all the properties sold, half were cheaper and half were more expensive. This is sometimes used instead of the mean average as it is not subject to skew by very large or very small statistical outliers.

Median Affordability Ratio

The Lower Quartile Affordability Ratio reflects the relationship between Median Household Incomes and Median House Prices, and is a key indicator of affordability of market housing for people on middle-range incomes.

Mortgage Ratio

The mortgage ratio is the ratio of mortgage value to income which is typically deemed acceptable by banks. Approximately 75% of all mortgage lending ratios fell below 4 in recent years²⁰, i.e. the total value of the mortgage was less than 4 times the annual income of the person who was granted the mortgage.

Neighbourhood Development Order (NDO)

An NDO will grant planning permission for a particular type of development in a particular area. This could be either a particular development, or a particular class of development (for example retail or housing). A number of types of development will be excluded from NDOs, however. These are minerals and waste development, types of development that, regardless of scale, always need Environmental Impact Assessment, and Nationally Significant Infrastructure Projects.

Neighbourhood plan

A plan prepared by a Parish or Town Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Older People

People over retirement age, including the active, newly-retired through to the very frail elderly, whose housing needs can encompass accessible, adaptable general needs housing for those looking to downsize from family housing and the full range of retirement and specialised housing for those with support or care needs.

Output Area/Lower Super Output Area/Middle Super Output Area

An output area is the lowest level of geography for publishing statistics, and is the core geography from which statistics for other geographies are built. Output areas were created for England and Wales from the 2001 Census data, by grouping a number of households and populations together so that each output area's population is roughly the same. 175,434 output areas were created from the 2001 Census data, each containing a minimum of 100 persons with an average of 300 persons. Lower Super Output Areas consist of higher geographies of between 1,000-1,500 persons (made up of a number of individual Output Areas) and Middle Super Output Areas are higher than this, containing between 5,000 and 7,200 people, and made up of individual Lower Layer Super Output Areas. Some statistics are only available down to Middle Layer Super Output Area level, meaning that they are not available for individual Output Areas or parishes.

Overcrowding

There is no single agreed definition of overcrowding, however, utilising the Government's bedroom standard, overcrowding is deemed to be in households where there is more than one person in the household per room (excluding kitchens, bathrooms, halls and storage areas). As such, a home with one bedroom and one living room and one kitchen would be deemed overcrowded if three adults were living there.

Planning Condition

A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning Obligation

A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Purchase Threshold

Purchase thresholds are calculated by netting 10% off the entry house price to reflect purchase deposit. The resulting cost is divided by 4 to reflect the standard household income requirement to access mortgage products.

²⁰ See <https://www.which.co.uk/news/2017/08/how-your-income-affects-your-mortgage-chances/>

Proportionate and Robust Evidence

Proportionate and robust evidence is evidence which is deemed appropriate in scale, scope and depth for the purposes of neighbourhood planning, sufficient so as to meet the Basic Conditions, as well as robust enough to withstand legal challenge. It is referred to a number of times in the PPG and its definition and interpretation relies on the judgement of professionals such as Neighbourhood Plan Examiners.

Private Rented

The Census tenure private rented includes a range of different living situations in practice, such as private rented/ other including households living "rent free". Around 20% of the private rented sector are in this category, which will have included some benefit claimants whose housing benefit at the time was paid directly to their landlord. This could mean people whose rent is paid by their employer, including some people in the armed forces. Some housing association tenants may also have been counted as living in the private rented sector because of confusion about what a housing association is.

Retirement Living or Sheltered Housing

Housing for older people which usually consists of purpose-built flats or bungalows with limited communal facilities such as a lounge, laundry room and guest room. It does not generally provide care services, but provides some support to enable residents to live independently. This can include 24 hour on-site assistance (alarm) and a warden or house manager.

Residential Care Homes and Nursing Homes

Housing for older people comprising of individual rooms within a residential building and provide a high level of care meeting all activities of daily living. They do not usually include support services for independent living. This type of housing can also include dementia care homes.

Rightsizing

Households who wish to move into a property that is a more appropriate size for their needs can be said to be rightsizing. This is often used to refer to older households who may be living in large family homes but whose children have left, and who intend to rightsize to a smaller dwelling. The popularity of this trend is debatable as ties to existing communities and the home itself may outweigh issues of space. Other factors, including wealth, health, status and family circumstance also need to be taken into consideration, and it should not be assumed that all older households in large dwellings wish to rightsize.

Rural Exception Sites

Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable dwellings without grant funding.

Shared Ownership

Housing where a purchaser part buys and part rents from a housing association or local authority. Typical purchase share is between 25% and 75%, and buyers are encouraged to buy the largest share they can afford. Generally applies to new build properties, but re-sales occasionally become available. There may be an opportunity to rent at intermediate rent level before purchasing a share in order to save/increase the deposit level

Sheltered Housing²¹

Sheltered housing (also known as retirement housing) means having your own flat or bungalow in a block, or on a small estate, where all the other residents are older people (usually over 55). With a few exceptions, all developments (or 'schemes') provide independent, self-contained homes with their own front doors. There are many different types of scheme, both to rent and to buy. They usually contain between 15 and 40 properties, and range in size from studio flats (or 'bedsits') through to 2 and 3 bedroomed. Properties in most schemes are designed to make life a little easier for older people - with features like raised electric sockets, lowered worktops, walk-in showers, and so on. Some will usually be designed to accommodate wheelchair users. And they are usually linked to an emergency alarm service (sometimes called 'community alarm service') to call help if needed. Many schemes also have their own 'manager' or 'warden', either living on-site or nearby, whose job is

²¹ See <http://www.housingcare.org/jargon-sheltered-housing.aspx>

to manage the scheme and help arrange any services residents need. Managed schemes will also usually have some shared or communal facilities such as a lounge for residents to meet, a laundry, a guest flat and a garden.

Strategic Housing Land Availability Assessment

A Strategic Housing Land Availability Assessment (SHLAA) is a document prepared by one or more local planning authorities to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing over the Plan period. SHLAAs are sometimes also called LAAs (Land Availability Assessments) or HELAAs (Housing and Economic Land Availability Assessments) so as to integrate the need to balance assessed housing and economic needs as described below.

Strategic Housing Market Assessment (NPPF Definition)

A Strategic Housing Market Assessment (SHMA) is a document prepared by one or more local planning authorities to assess their housing needs under the 2012 version of the NPPF, usually across administrative boundaries to encompass the whole housing market area. The NPPF makes clear that SHMAs should identify the scale and mix of housing and the range of tenures the local population is likely to need over the Plan period. Sometimes SHMAs are combined with Economic Development Needs Assessments to create documents known as HEDNAs (Housing and Economic Development Needs Assessments).

Specialist Housing for the Elderly

Specialist housing for the elderly, sometimes known as specialist accommodation for the elderly, encompasses a wide range of housing types specifically aimed at older people, which may often be restricted to those in certain older age groups (usually 55+ or 65+). This could include residential institutions, sometimes known as care homes, sheltered housing, extra care housing, retirement housing and a range of other potential types of housing which has been designed and built to serve the needs of older people, including often providing care or other additional services. This housing can be provided in a range of tenures (often on a rented or leasehold basis).

Social Rented Housing

Social rented housing is owned by local authorities and private registered providers (as defined in Section 80 of the Housing and Regeneration Act 2008.). Guideline target rents for this tenure are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with Homes England.²²

²² See <http://www.communities.gov.uk/documents/planningandbuilding/doc/1980960.doc#Housing>

Appendix V
The Green Appraisal

HERTFORDSHIRE BUILDING PRESERVATION TRUST
BEAMS Built Environment Advisory and Management Service

THE GREEN, SARRATT

**CONSERVATION AREA APPRAISAL
AND TOWNSCAPE ASSESSMENT**



MARCH 1994

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1.0 INTRODUCTION

It is the duty of the Local Authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate areas of special architectural and historic interest, the character of which it is desirable to preserve or enhance. The Act imposes a duty on the local authority to review from time to time the situation and decide whether any further parts should be designated or parts de-designated. There is also a duty to formulate and publish proposals for the preservation and enhancement of their conservation areas.

Three Rivers District Council have requested BEAMS to undertake a character appraisal and townscape analysis of Sarratt Conservation Area. This report will therefore address the relevant background to the conservation area, advise on the character of the area, provide a townscape analysis and conclude with recommendations for further consideration by the Council.

2.0 BACKGROUND

2.1 Designation

The Green at Sarratt was one of the earlier conservation areas to be designated in the County, in October 1969. Its special nature was described in the Committee report as being a:-

"Linear village bordering a long green"¹

2.2 Setting

Sarratt is located in the south west of the County near the boundary with Buckinghamshire. It is a couple of miles outside Rickmansworth which is the main town of the area. The village is located within the Chilterns which is an Area of Outstanding Beauty.

Sarratt is set within a rural context with other villages near by and is on the main route between Rickmansworth and Chipperfield. It is located about three quarters of a mile from Church End which served as a religious centre for the surrounding villages and hamlets.

2.3 Policies

Sarratt is located in the Green Belt of Hertfordshire and as such is protected by policies relating to this.

¹ County Planning Committee Minutes 10th June 1968

3.0 CHARACTER APPRAISAL

Figure 1 illustrates the boundary of the Conservation Area.

3.1 The Historical Landscape and Townscape

Although Sarratt is located in an area that possesses considerable evidence of prehistoric occupation and a combination of documentary and topographic evidence indicates that the settlement has its origins in the early medieval period, few archaeological remains are known from this village.

The earliest evidence relating to Sarratt Green is medieval in date. At this period the parish comprised several manors and the population was dispersed, living in several small hamlets (CF Penman's Green, Mickelfield Green, Church End) and sharing the parish church located 3/4 mile from Sarratt Green, at Church End. Sarratt Green lay within the manor of Sarratt and the settlement is an ancient ribbon development alongside a well preserved medieval village green, an area of land that was grazed in common. This layout may date from the Anglo-Saxon period, since the manor was then already in existence and was granted to the Abbey of St Albans by King Offa. Domesday does not record its owner but the Abbey's ancient title to the manor was confirmed by King John in 1199 and (like Goldingtons/Church End) it remained in Abbey hands until the Dissolution.

It has been suggested that the medieval manor-house of Sarratt was located a short distance north of the Green but there is no archaeological evidence to confirm this siting. Sarratt Hall between the Green and Great Sarratt Hall is called 'Newhall in Sarratt' in 1536. Green End Farm, a late 17th century farmhouse situated at the foot of the Green has a self-explanatory name and the site is probably ancient. Finally, a recent search of 19th century maps has produced evidence that a substantial earthwork, dating to the medieval or an earlier period, stood on the triangle of land at the junction of Church Lane and The Green, at the southern end of the Green. This mound, possibly a motte, is shown on the 1840 Tithe Map (figure 2) but appears to have been levelled by the time of the 1st Edition O.S. Map 1870-1 (figure 3), which merely shows the triangle as the site of a guide post. However, a vertical aerial photograph taken in the 1970's shows that the remnants of this mound may still survive and the site will be visited in the near future to ascertain its present state and possible function.

Sarratt Green has changed very little in its plan since the medieval period and even now has not been extensively developed. The Area of Archaeological Significance possesses high archaeological potential since substantial archaeological remains may survive undisturbed.

3.2 Important Characteristics and Architectural Elements of the Area

Sarratt Green has retained its identity as a village. Sheet 3.2 in the Appendix helps to illustrate its main characteristics which are described below:-

- Linear development
- Low key vernacular architecture on a domestic scale

- Mixture of building styles and dates from early 16th century to 20th century
- Warm brick nestles next to flint and timber framing.
- The rich textures of brick and brick and flint boundary walls
- Presence of boundary walls, railings or hedges provide interest to the street scene.
- The Green and associated ponds.

3.3 Conservation Area Boundary

The Conservation Area boundary is very tightly drawn around the Green and its associated development. Its linear nature is important, as its tightness helps to emphasise this vital characteristic.

4.0 TOWNSCAPE ANALYSIS

The townscape value of the Conservation Area is dealt with in sections which outline the various important elements that contribute to the overall character and as such special nature of the area. These are highlighted and drawn together in the following chapter. The final sections of this analysis, highlight issues which need to be addressed to maintain the special nature of the area. Sheets in the Appendix help to illustrate points made in the text.

4.1 Important Streets and Spaces

The Green is the most important street and space all in one. However, different characteristics appear in different lengths of the High Street. Three sections can be identified : Green End, the Green and Sarratt Hall.

Green End

Characterised by development round the possible Motte. The entry from Rickmansworth is greeted by the Green and the buildings nestling around it. Entrance from Church End along Church Lane is important. Low key modern development blends into the area. The barn to Green End Farm, provides an important feature. To the left the Victorian village school and school house is an attractive flint building with yellow stock brick dressings to the windows, doors and quoins. Its boundary wall, again in yellow stock brick and flint provides, an important line, wrapping round the school and along the Green, adding continuity between the two areas. The Village Hall is undistinguished whilst the mid 19th century 1,2,3,4 Dell Cottages are an important group of low key yellow stock brick and flint buildings at a right angle to the Green. The Cricketers, a range of three buildings dating between 1700 and the 19th century completes this group and is an attractive public house. The pond completes this pleasant village scene. The new modern village school is well hidden from the road, nestling into a dip in the landscape.

Dimmocks Lane wraps round and into the Conservation Area. The expanse of garden surrounding Green End Farmhouse is an important space and the curve of the land enhances the entrance of the area. The 16th century Green End Cottage, now used as a garage is listed and is an important building in the landscape. It is surrounded by

mediocre late Fifties development. Green End Farm House, an attractive listed building, completes this group of buildings as the title suggests, which terminates the Green.

To the north east, lies a group of late Twenties houses, these are attractive in their own right in a vernacular arts and crafts style. With a separate drive to these houses a wall of soft landscaping, ensures that the rural feel is retained, helping to enclose the Green to the east side.

The Green

The main core of the Conservation Area is the linear Green, which extends for about half a mile. The main road lies to the east of the Green and enables the community along the west side to enjoy peace and comparative silence away from the traffic. Although very few of the buildings are listed along this section, they represent an important period of Victorian development and of the expansion of the village. Their group value is important and all should be retained. This side of the Green is heavily built up. Further development would detract from the village feel. The Victorian expansion of the village is small scale, advancing off into Dawes Lane where attractive terraces help to shape the entrance to the Conservation Area. However, modern additions to these houses detract from the unity of the street scene. Development has continued into this century with the top of the Green contributing a suburban rather than village green character.

The Green itself appears to be never ending. The evidence of ponds and trees helps to break up the area. The village pump, a grade II listed building sits proudly on the upper green.

The eastern side of the Green is dominated by larger houses, all attractively placed within the landscape with large gardens and land. The majority are listed or appear on the local list of buildings, thus emphasising their importance to the Conservation Area. The plots of property coincide with earlier plots of land which are illustrated by the Tithe Map and the 1st and 2nd Edition O.S. Maps (figures 2,3,4). To infill along here would be disastrous. At present all the houses are tucked behind walls, railings or hedges which helps to emphasise the rural feel of the area.

The main Green area is terminated by a group of attractive buildings surrounding what was the Old Wheatsheaf public house. To the other side, Virginia and the Old Cottages help to enclose the Green.

Sarratt Hall

The final section of this linear Conservation Area has a different character to the busy Green. It consists of large scale houses in spacious grounds. The quality of these buildings is emphasised by the majority of them being listed. The rural feel to the area is retained by the soft landscaping to the edges of the road.

Little Sarratt Hall retains its agricultural buildings albeit that they are now in residential use. Great Sarratt Hall is a working farmyard and is a weighty end to the Conservation Area.

4.2 Characteristic Features of Building Design and Dominant Styles and Influential Periods of Development.

The majority of buildings within the Conservation Area are low key vernacular buildings, mainly housing and agricultural buildings dating between the 16th and 18th century. Timber framed houses exist, many with later brick additions. The earliest remaining houses date from the 16th century - Green End Farm House, Red Lion Cottage and The Old Cottage. The 17th and 18th centuries saw the village expanding with more houses appearing. The wealth of the area is demonstrated by such fine large 18th century houses as Sarratt Hall and Great Sarratt Hall.

The Victorian era introduced more workers housing along the West side of the Green and into Dawes Lane, as well as other facilities with a fine school and two Methodist Chapels.

The 20th century is represented by additional housing such as the development at the bottom of the Green on the East side, consisting of five 1920s houses and other later houses, with Sarratt expanding in pockets outside of the designated area.

4.3 Relationship between Existing Structures and Open Spaces

The relationship between built structures and open spaces is one of the most important features of the Conservation Area. The successful balance between retention of a large open space and the demands of a settlement is achieved with the long built up linear village to the west bordering the Green being balanced by larger scale plots to the east. These houses, the majority of which are listed or of local importance stand within their own plots, helping to retain the rural element.

The use of soft landscaping protecting and screening later development, especially along the eastern side, maintains the rural feel of the village and allows the expanse of Green to appear as if it stretches on forever.

4.4 Form and Structure of Village Plan

The village has no distinct centre as such but development has taken place along the Green which maps show being slowly built up as a settlement. There is very little expansion to the back plots apart from a small housing estate off Alexandra Road and other small scale housing to the east, leaving it more or less unspoilt with. The majority of development is at the southern end of the village and is excluded from the Conservation Area. (This should remain as the status quo). Any further development would unbalance the village character.

4.5 Trees of Strategic and Local Importance

Trees form an important element in the Conservation Area. Views in and out of the Green at Sarratt are greatly improved by the presence of trees. To Church End, large trees provide a focal point to the vista. By contrast, Dimmocks Lane lacks greenery and as such has more of a suburban feel. The hedgerow to Green End Farm therefore is

important as the beginning of the Conservation Area and encloses the view of the Green at this point.

The willow trees by the Cricketers and the pond reinforce the village scene. The pond itself would lose all its charm if the wall of overhanging trees is not maintained. Not only does this greenery frame the pond but also screens the school behind. To the east the late Twenties development is well screened by a heavy hedgerow which again encloses the view to the Green.

The east side has large plots of land and larger houses, the landscaping between is vital to the appearance of this side. Big trees emphasise the larger plots and should be maintained to continue this role. The sense of English gardens prevails along the eastern side again an important feature of the area.

The Green's character is very open, the buildings and landscaping to the sides helping to frame it. Trees and ponds dot the expanse and help to break up the view but it is essential that the Green retains its openness.

Beyond the Green into Sarratt Hall area, the road again becomes a country lane, with hedgerows screening modern development. The hedge to Sarratt Lodge, although is more appropriate to a suburban location. The wall to Little Sarratt Hall of brick and flint with an ivy coping encloses the views to Great Sarratt Hall. The open parkland to the south of Great Sarratt Hall is attractive with the iron fencing emphasising the parkland nature, however the box hedge to the Hall is a disappointing climax to the scene. Great Sarratt Hall provides a gateway into the area from the north, with the country lane petering out into the distance.

4.6 Listed Buildings

The Green at Sarratt has 25 listed buildings which are all Grade II.

Dimmocks Lane Rose Cottage, Green End Cottage

The Green Old Red Lion Farm House, Red Lion Cottage, Silfield House
Pump on the Green, Sarratt House and Front garden railings,
The White Cottage, Stables to rear of the White Cottage
The Boot, Barn at Wheelers Farm, Green End Farm House
Holly Tree Farm House and Holly Tree Cottage
The Nook and Wayside Cottage, The Old Cottage,
K6 Telephone Kiosk, Sarratt Hall, Sarratt Hall Cottage,
Great Sarratt Hall, The Old Forge, Little Sarratt Hall and Cottage
Barn and Stables, Barn and Granary at Little Sarratt Hall

4.7 Locally Listed Buildings

A local list of buildings was drawn up for the Green in 1973. These are buildings of local importance which were not special enough to be considered for listing but still make a vital contribution to the Conservation Area.

Since 1973, many of the buildings contained on the list have become statutory listed, however, the following buildings remain and retain their original number.

4	1, 2 Wheatsheaf Cottages	38	1,3,5,7,9,11,13,15,17,19,21 Dawes Lane
5	The Old Wheatsheaf		
6	3,4 Wheatsheaf Cottages	39	Jasmine Cottage and The Green
7	5 Wheatsheaf Cottages	40	Victoria House
8	Red Lion Barn	41	Ramillies
16	Peartree Cottage	42	Haircutter's Cottage
20	Great Sarratt Hall Farm Buildings	43	Chalons and Wiloucot Cottages
24	Boundary Wall to Little Sarratt Hall	44	The Old Village Sweet Shop
27	Virginia Cottages	45	Green Close,Middle Cottage,Green Side
30	Mortons Cottage	46	Byways and Highways
33	Greenview Cottage, Rose Cottage and The Woodyard	47	Simmond House
34	Vine Cottage	48	The Old Butchers Shop
35	The Laurels	49	1,2,3,4,5,6, Myrtle Cottages
36	Atlantis, Rose Leigh, and Flint Cottage, St Amant, Cottage facing Green	50	The Cricketers
37	6,12,14,16,18,20,22,24,26,28 Dawes Lane	51	1,2,3,4 Dell Cottages
		52	Old Sarratt School
		53	Outbuilding to Green End Farm House
		54	Sarratt Baptist Church

4.8 Street Furniture, Signage, Lighting and Overhead Wires

The street furniture respects its location within a village. Simple litter bins and seats are provided. The pleasant green painted seats used at Green End and near the Wheatsheaf could be used to provide a pattern for future seating. There is ample provision of seating around the Green.

Street signage is again low key with green and white signs which are very attractive and judiciously attached to walls wherever possible. The use of directional signage is limited and does not clutter up the area overtly.

Street lighting is limited to side streets around Alexander Road and Dawes Lane. Hopefully this will remain as such, leaving the Green unlit at night, save for a few house lights.

Overhead wires proliferate throughout the Conservation Area and break up the skyline. Their removal should be investigated.

4.9 Floorscape

Tarmac is an overall road treatment for the Conservation Area and its understated appearance is ideal. Gravel appears in driveways which can soften the effect of too much tarmac. The Green has been partly treated with stone setts which help to protect the grass area. Their success in this respect is limited as parts of the Green have been ruined by car wheel marks.

4.10 Traffic Management

The nature of development around the Green has evolved a village road servicing the east side of the Green and a main road. Traffic signage is already kept at a minimum. It would be a great shame if any traffic calming scheme was introduced which detracted from the rural character of the village. If such a scheme were proved necessary then prior consultation with appropriate specialist would help to ensure that it was designed to be a sensitive scheme in keeping with the character of the Green. Any traffic calming element has to have as low an impact on the appearance of the area as possible.

4.11 Areas in Need of Attention

The rate of attrition within the Conservation Area is noticeable in the steady stream of DIY improvements. The loss of original windows and doors is regrettable. Not only does it destroy the flow and rhythm of the street, especially when replaced with PVC-U which have neither the aesthetic or ecological qualities of timber. Loss of boundary walls or hedges again detract from the unity of the street scene. Protection could be afforded by listing of some properties, or the implementation of Article 4 Directions which would have the effect of keeping development under control.

There are very few shops in Sarratt, the majority of which have low key shopfronts. However, Londis the local small scale supermarket, advertises on an inappropriate scale in such a sensitive area.

On street parking occurs throughout the village especially as there are very few garages. Where damage to the Green has taken place, some measures are needed. Care of the Green must be ensured to safeguard this major feature.

5.0 CONCLUSION

Overall the Green at Sarratt has retained its importance as a Conservation Area. Its character remains that of a linear village settlement based around a Green common land. There is a mixture of domestic and agricultural buildings and although some modern development has taken place it has not detracted from the special nature of the area. The boundary is still appropriate, its tightly drawn nature emphasises this linear characteristic.

Special care should be taken to ensure that this special nature is not lost by unsympathetic development.

6.0 RECOMMENDATIONS

1. Changes to windows and doors and other features of historic buildings have occurred. Until permitted development rights are re-assessed this will continue unless the District Council implement an Article 4 Direction. Two areas cause concern: The group of buildings making up the Old Wheatsheaf and neighbouring houses, unless these can be listed and the west side of the green including Dawes Lane.

Grant Aid may act as an incentive to help with the change of materials particularly in relation to those properties which are listed.

2. A strict policy for the use of natural materials in Conservation Areas should be drawn up.

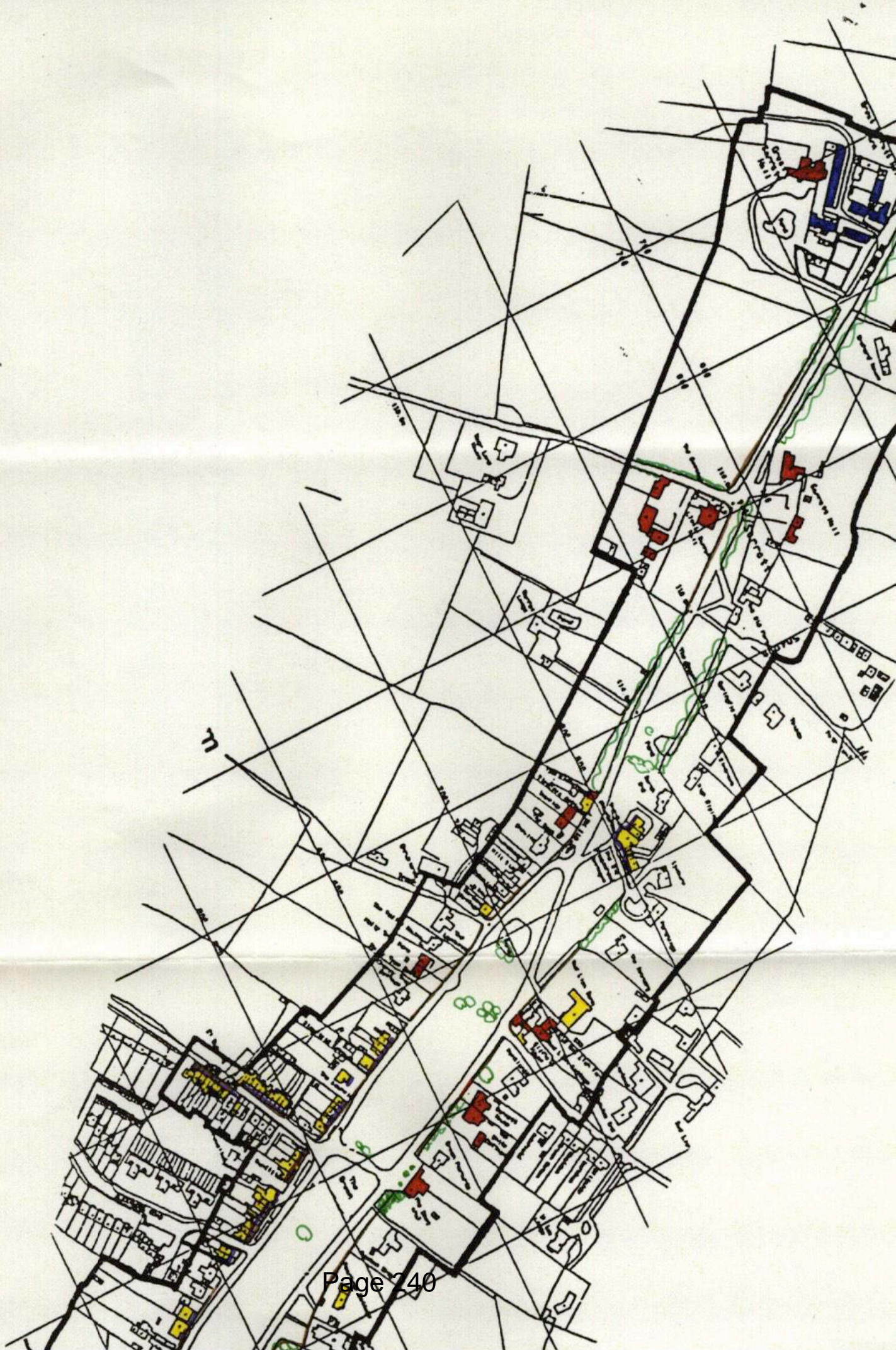
3. Attention to street furniture is important. A simple scheme would enhance the area, based upon the green seats which already exist and replacing litter bins with more appropriate designs.

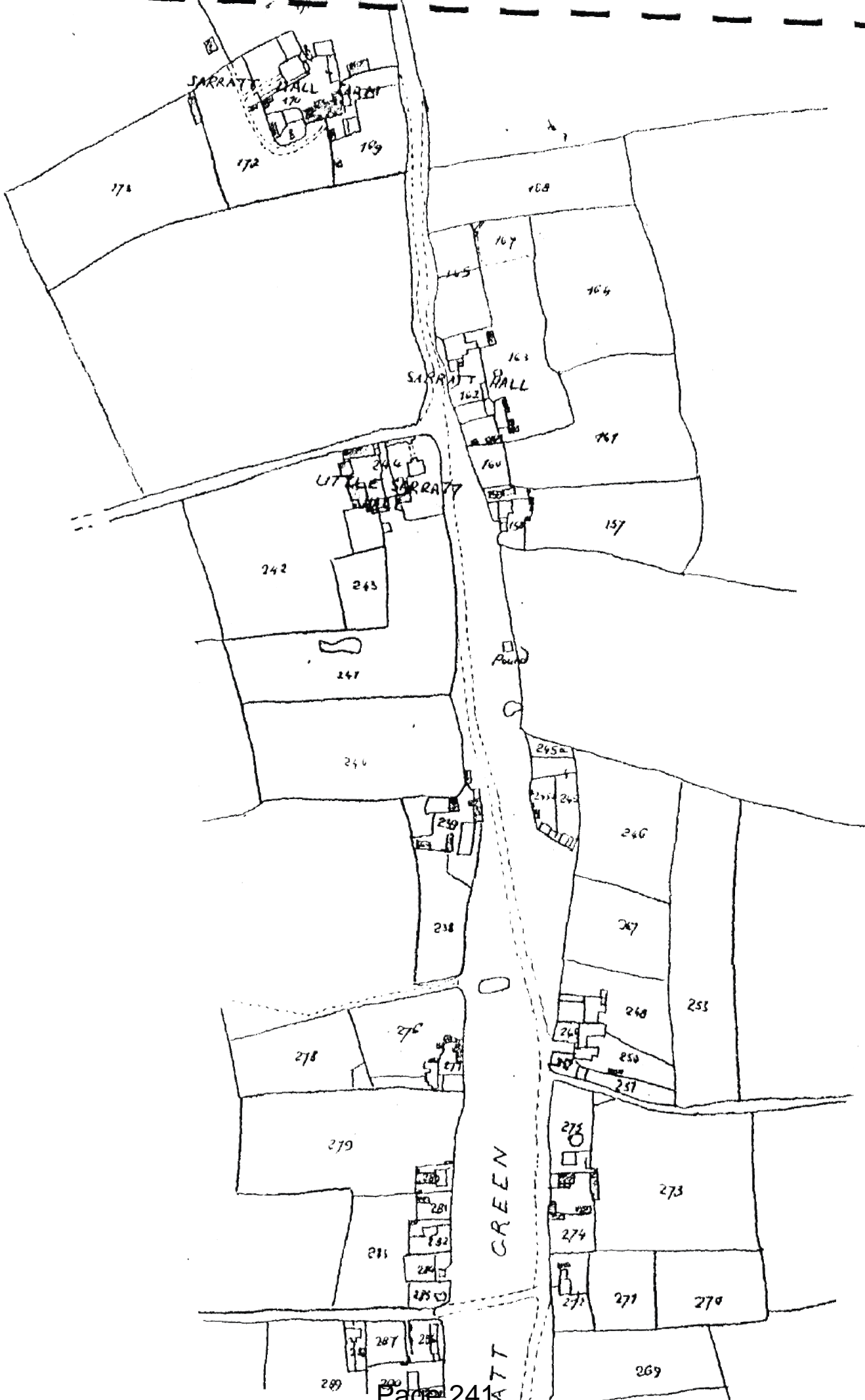
4. Additional hard paving should be avoided unless stringent quality control measures are instigated in order to maintain the verdant nature of the Green and its surroundings.

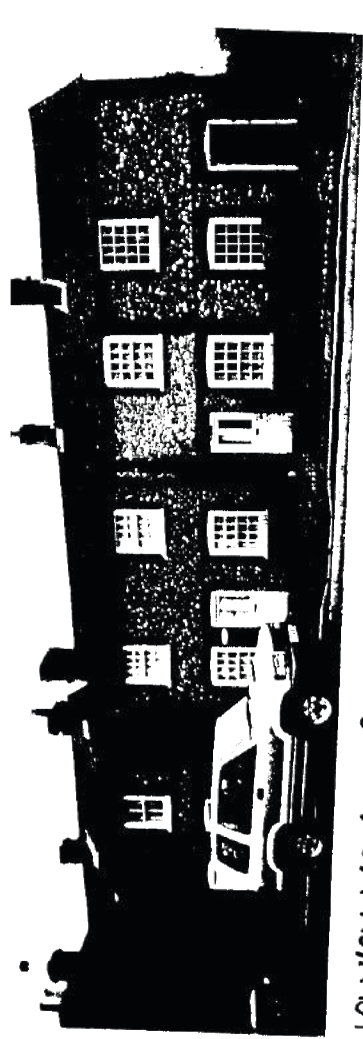
5. Tight controls on development need to be maintained in order to ensure the present balance between buildings and open spaces is preserved implemented.

6. Overhead wires should be removed.

APPENDIX



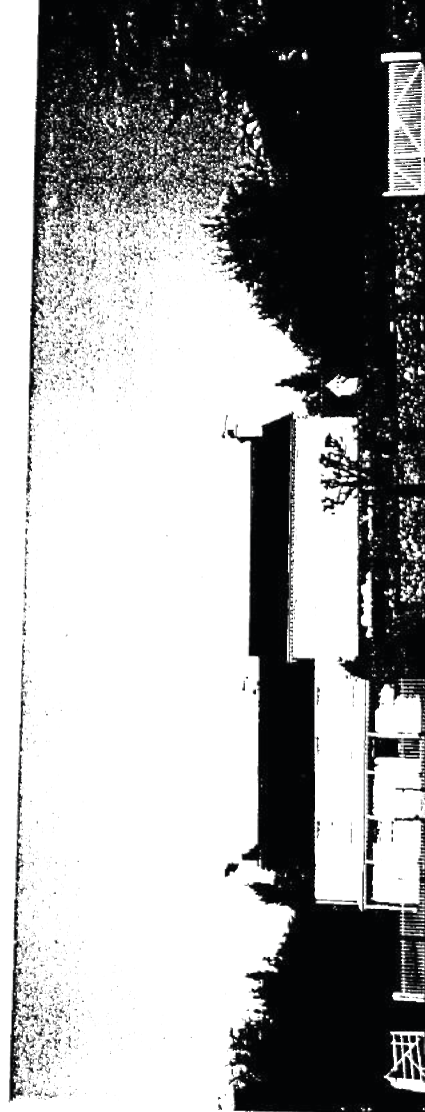




LOW KEY VERNACULAR ARCHITECTURE, PROVIDING A MIXTURE OF MATERIALS.
BRICK, PLUM, TIMBER CLAMMING AND PEG TILES.



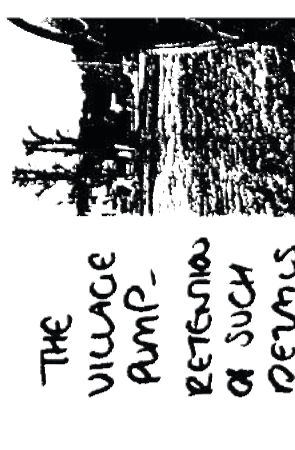
A MID 19TH CENTURY COTTAGE SITS IN BETWEEN TWO
TIMBER FRAMED 17TH CENTURY HOUSES.



EMPHASIS ON
THE BOUNDARY
OF THE
CONSERVATION
AREA



THE EXP
BY HOUS



THE
VILLAGE
PUMP -
RETENTION
OF SUCH
DETAILS



THE EAST SECTION OF THE CONSERVATION AREA. LANDSCAPING HIDES MODERN DEVELOPMENT WHICH OTHERWISE WOULD DETRACT FROM THIS SPACE



WINDY WAY THROUGH TREES AND WATER BREAK UP THE SPACE REDUCING BARRIERS AND HOUSE ENCLOSURE THE VIEW TO THE EAST



THE LOWER GARDEN OF THE GREEN-VICTORIAN DEVELOPMENT SPREADS FROM THE WESTERN SIDE.



GREAT SPARE THE HOUSE



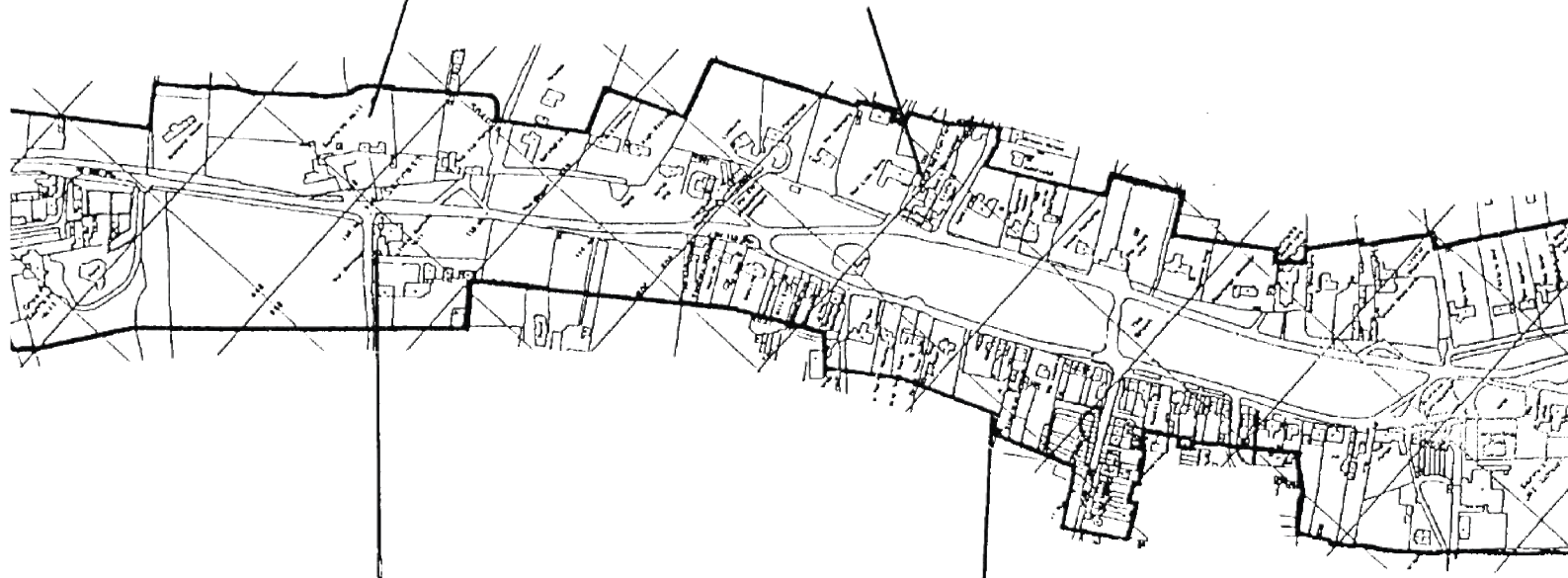
THE GREEN GARDEN COTTAGE TO THE



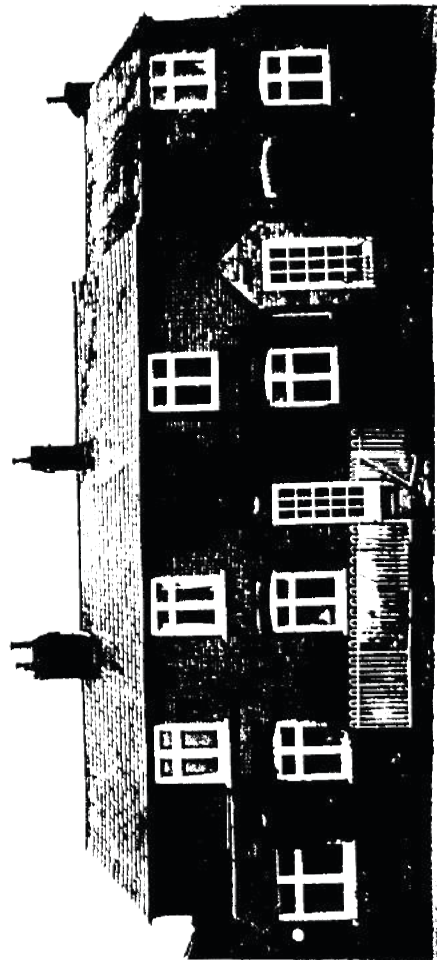
STARAF
HOUSE
EXAMI
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CENIX
HOUSE



RED LION COTT
BEICH, HUNT.
DOMESTIC USE
THE CASSELY



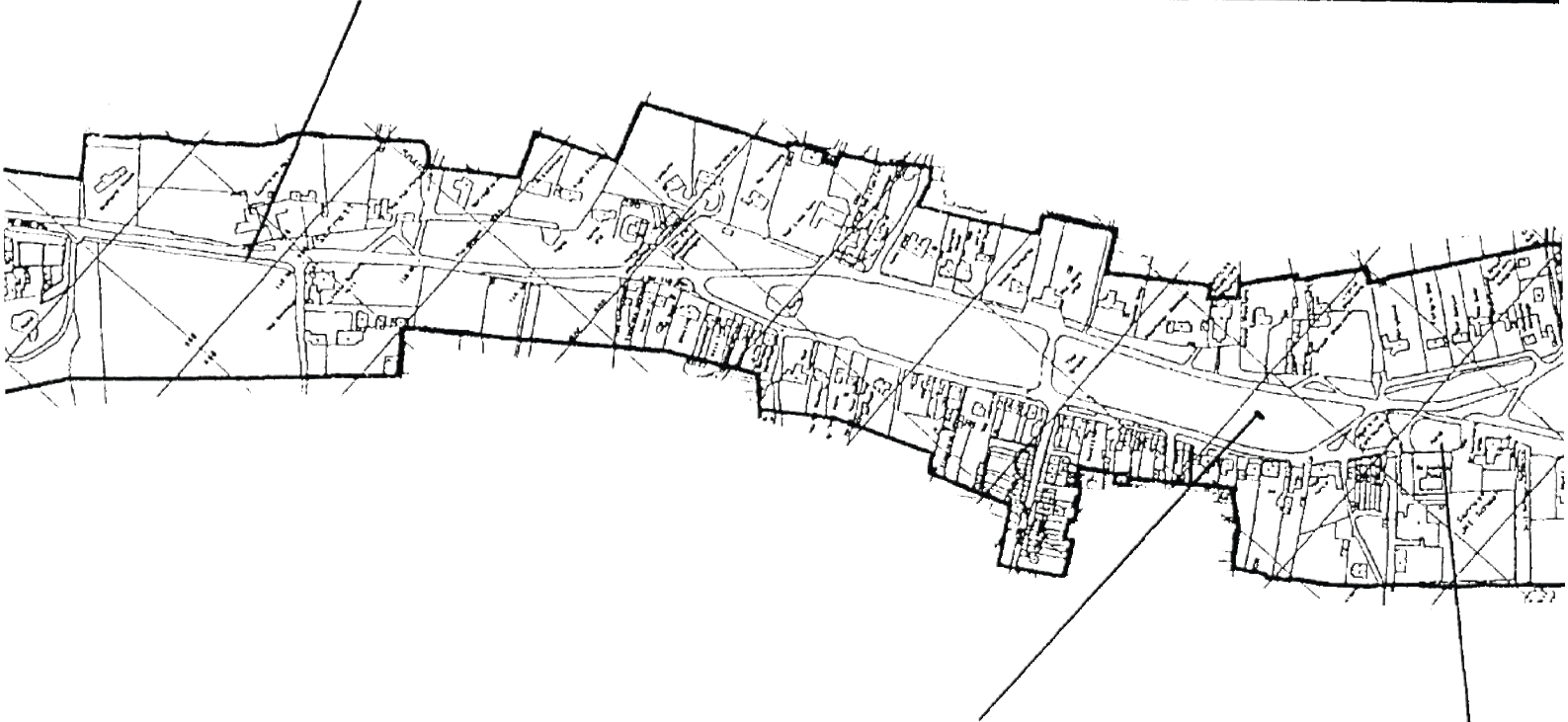
LITTLE SHERATT HALL FARM - BARN, STABLES AND A GRANARY.
ALTHOUGH SOME HAVE BEEN CONVERTED TO RESIDENTIAL USE - THE
TREMAYNE LAYOUT HAS REMAINED



LOCALY LISTED
VICTORIAN TERRACES
STRETCH ACROSS THE
WEST SIDE OF THE GREEN



A PARK
ATTRACT
PHOTOGR

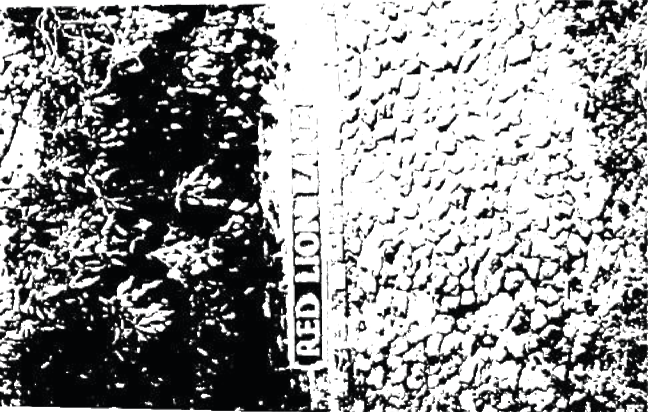


FROM GREAT SERRATI FARM. THE RURAL QUALITY OF THE AREA IS
EMPHASISED BY THE GLOSSY HEDGEROWS



THE GREEN FRAMED BY BUILDINGS TO EITHER SIDE STRETCHES PAST
THE HORIZON





STREET NAMES ARE ATTRACTIVE
WOULD BE MAINTAINED



TRAFFIC SIGNAGE IS KEPT
TO A MINIMUM EXCEPT
MAYBE AT GREEN END!



GRAND DRIVeways COMPROMISE THE BUILDINGS
AND REDUCES THE USE OF TAX/MAC



SARRATT - THE GREEN
HAS RETAINED ITS
CHARACTER - A FEW
MINOR IMPROVEMENTS
WOULD ENSURE THAT IT
STAYS UNSPOILT



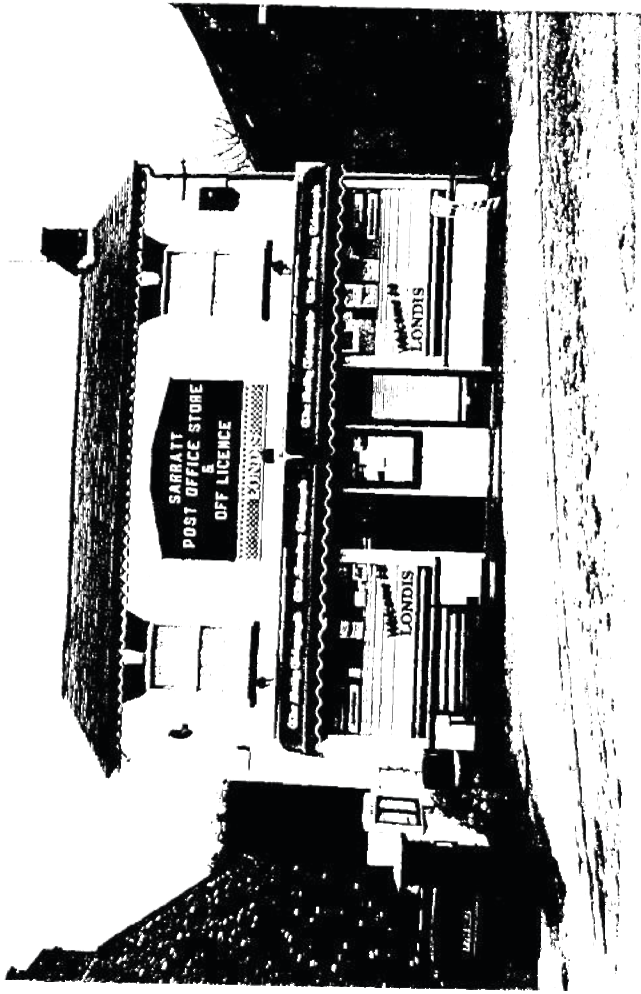
AN ABUNDANCE OF TAX/MAC. ON THE WHOLE IT
BLEND INTO THE BACKGROUND. IT MUST BE
DESIGNED TO ENSURE ITS QUALITY

PHASE ONE - UNFORTUNATELY THE ORIGINAL SUITES SURVIVE, AS DO THE CHIMNEYS UNFORTUNATELY, PORCHES HAVE BEEN ADDED, WINDOWS AND DOORS REFRACED, IN PLACES ATTRACTIVE BRICKWORK HAS BEEN REINFORCED OVER AND IMPORTANT BOUNDARY WALLS AND FENCES HAVE BEEN REMOVED.

THE IMPORTANT UNITY OF THE STREET SCENE WAS VITAL AND RESULTED IN THE INCLUSION OF THE UMBRELLA IN THE CONSERVATION AREA, IT IS A PITY THAT SO MANY CHANGES HAVE OCCURRED.

THE GREEN WEST SIDE. UNLISTED YET ATTRACTIVE. UNFORTUNATELY PLASTIC WINDOWS, A MODERN DOOR AND CONCRETE TILES HARM THE AESTHETIC QUALITY OF THE BUILDING.

THE WHATSFOR PUBLIC HOUSE AND COTTAGES FORM AN ATTRACTIVE GROUP OF 18TH AND 19TH CENTURY HOUSES. SPACIOUS NOS 3 AND 4 HAVE BEEN REFRACED. A PLASTIC



THE UMBRELLA STORE - A VITAL USE BUT THE SHOPFRONT IS VERY UNSYMPATHETIC CONSIDERING ITS POSITION IN THE CONSERVATION AREA.

LOOKING DOWN THE GREEN FROM DOWN THE UMBRELLA THE WHITE PAINS SUFFICIENTLY ALLOWS THE SHOP TO STAND OUT. NEXT TO THE MORE SEVERE STOCK BRICK HOUSES, PLASTIC WINDOWS AND WINDOWS DISPLAYS ARE INAPPROPRIATE

13



Appendix VI

Local Green Spaces: Schedule

Green Space	Proximity	Special significance to the community	Local in character
Chess River Valley/ Sarratt Bottom	Forms part of the Chess Valley Walk. Accessible to cars and cycles and on foot.	Provides valuable riverside natural green space for local residents, particularly families and children.	Limited to the stretch from the M25 to the footbridge over the river between New Road and Moor Lane
Commonwood Common	Easy walking distance. Accessible to cars and cycles.	Provides valuable natural green space for local residents.	Clearly defined triangular area, bounded by fields.
Dawes Common	Easy walking distance.	Provides valuable natural green space for local residents with attractive views and flora and fauna.	Limited in extent with clearly defined boundaries.
King George V Field: Playing fields and tennis courts	In the core of the village. Easily accessible to cars and cycles.	Provides key recreational facilities for the area including the only public tennis courts in the Parish, football pitches (senior and youth football) and open space for play, including play equipment.	Limited in extent. Rural in nature and the pavilion is sympathetically designed to reduce intrusiveness to the field.
The Green, Sarratt	In the core of the village. Easily accessible to cars and cycles. In the core of the village. Easily accessible to cars and cycles.	Provides valuable natural green space for local residents, both for walking and meeting.	Limited in extent with clearly defined boundaries. A defining feature of the core of the village.



Debardine Wood

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Short Equality Impact and Outcome Assessment (EIA) Template

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups²

They help us make good decisions and evidence how we have reached these decisions.³

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴

Title ⁵	Draft Sarratt Neighbourhood Plan for consultation	ID No ⁶	
Team/Service ⁷	Planning Policy & Conservation		
Focus of EIA ⁸	<p>The assessment focuses specifically on the consultation on the draft Sarratt Neighbourhood Plan.</p> <p>The Neighbourhood Plan itself has been prepared by Sarratt Parish Council and is not the focus of this assessment.</p>		
Assessment of overall impacts and any further recommendations ⁹			
<p>The consultation on the draft Sarratt Neighbourhood Plan will be conducted in accordance with equality duties. The consultation will be asking relevant equalities questions and aims to reach as diverse a group of people as possible. This will enable us to monitor the reach of the consultation and the response rate of those with protected characteristics.</p>			

Potential Issues	Mitigating Actions
Failure to engage with people with protected characteristics	Include equalities questions to assist with monitoring and ensure consultation questions are presented in an inclusive manner.
Actions Planned ¹⁰	
Prepare consultation to include equalities questions	

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

Equality Impact Assessment officer:

Date:

Equalities Lead Officer:

Date:

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process. • Sufficient Information: you must assess what information you have and what is needed to give proper consideration.
- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

⁴ When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

⁷ **Team/Service:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?

-
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
 - What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ Assessment of overall impacts and any further recommendations

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

¹⁰ Action Planning: The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

8. PROTOCOL FOR THE LIVESTREAMING OF PUBLIC MEETINGS HELD IN THE PENN CHAMBER AT THE COUNCIL OFFICES

1. Summary

- 1.1 This report is being presented to the Committee to consider the protocol for the livestreaming of the Council's public meetings held in the Penn Chamber at the Council offices and virtual/remote meetings.
- 1.2 The report also advises that external advisors/consultants can attend meetings remotely along with officers.
- 1.3 Following a three month trial a review of remote attendance will consider extending to members of the public wishing to make representation at the meetings on Part I business.

2. Details

- 2.1 The Council from 23 May 2023 went live with the livestreaming of all our public meetings for all Part I business.
- 2.2 A protocol for live streaming meetings is provided at Appendix 1 of the report for the Committee to consider. The protocol provides for a retention period of the livestreaming recordings to be 180 days (this is the MS Team policy for the retention of livestreaming recordings). We will be using MS Team as the mechanism to livestream the public meetings. Officers are checking with the ICT Team on whether the livestreaming recording can be retained longer by the Council for the same period as audio recordings (7 years) and will provide an update at the meeting.
- 2.3 Camera's are controlled via a touch screen monitor and iPad. This controls the view that is streamed. This is a 4 point grid and you can switch the view being displayed. The default will be a single camera view (presenter) aimed at the Dais, however an officer will need to manually change the view should this be required. Originally, we had understood that the grid would be available for customers to select a camera view but this is not achievable within Microsoft.

3. Options and Reasons for Recommendations

- 3.1 To consider the protocol attached at Appendix 1.

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 None specific.

6. Legal Implications

- 6.1 There is no legal requirement to livestream meetings.

6.2 The protocol is being provided to ensure compliance with the Council's obligations under the Data Protection Act 2018, the General Data Protection Regulation and the Human Rights Act 1998.

7. Equal Opportunities Implications

7.1 Impact Assessment

Not applicable.

8. Staffing Implications

8.1 There will be additional responsibility on the Committee Team to ensure the livestreaming of each public meeting is set up and published with the agenda for the meeting and to ensure that the livestreaming is launched at the meeting.

8.2 The Committee Team will need to ensure all the livestreaming recordings are retained for 180 days online.

8.3 Officers all have access to MS Team, the system the Council is using to livestream our public meetings, and a number of officers have received training.

8.4 Officers in attendance at any public meeting will be available to assist the Committee Team with the livestreaming and camera view if required.

9. Environmental Implications

9.2 With the Council livestreaming its public meetings held in the Penn Chamber there will be reduced travel to attend meetings as the option to watch live from a computer in any location is being provided therefore this will have a positive benefit to the Council's Climate Change Strategy.

9.3 In addition, we can now provide facilities for External Consultants and officers to attend the meeting remotely to present a report or item of business without the need to be physically present. The ability to attend remotely could in the future be extended to members of the public.

10. Community Safety and Public Health implications

10.1 None specific.

11. Customer Services Centre Implications

11.1 All CSC staff would be provided with details on the livestreaming of meetings. A CSC mailbox would need to be notified when an agenda is published through mod.gov. CSC will then be aware that the agenda is on the website and therefore, the livestreaming link will also be available (for all Part I business of the meeting)

12. Communications and Website Implications

12.1 The website will be updated to advise about the livestreaming of meetings and all agendas would be provided with a livestream link to watch the meeting on publication. Social media channels will also be used to publicise the option to livestream the meeting.

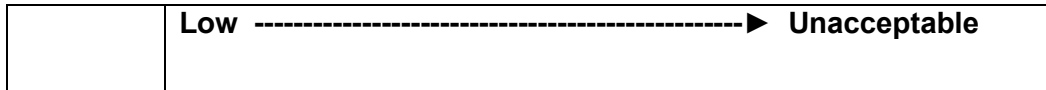
13. Risk and Health & Safety Implications

- 13.2 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.
- 13.3 The subject of this report would be 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/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>
Not livestreaming our meetings, not providing remote attendance at meetings or provision for hybrid meetings	Public participation and other bodies in meetings would reduce and would reduce democratic representation	To use the livestreaming system installed	Treat	1

- 13.4 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.

Very Likely ----- Likelihood ----- ▼ Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Low	Low	Medium	High	
2	4	6	8	
Low	Low	Low	Low	
1	2	3	4	
	Impact			



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%))

13.5 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.

14. Recommendation

14.1 To consider and agree the protocol provided at Appendix 1.

14.2 To note that external advisors/consultants and officers will be able to attend meetings remotely.

14.3 Following 3 months trial, officers will review the remote attendance and consider extending to members of the public wishing to make representation at the meetings on Part I business.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

Data Quality

Data sources: Protocols used during Covid 19 when we had virtual meetings.

Data checked by: Kimberley Grout, Tracy Langley

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers – none

APPENDICES / ATTACHMENTS

Appendix A – protocol – to follow

POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

PART I – NOT DELEGATED

9. SUBSTITUTES ON LICENSING COMMITTEE (ADL&DS)

1 Summary

- 1.1 At the Annual Council meeting on 23 May 2023 Members raised concern on a recommendation within the report on appointments to committee that substitute members are not allowed on the Licensing Committee or any sub-committee.
- 1.2 At the meeting Members voted agreement to this but then subsequently rescinded the decision under Rule 22(1a) and voted to allow substitute members on the licensing committee and sub-committee.
- 1.3 The report is being presented to the Committee to advise that under the Licensing Act 2003, ss.6(1), 7(1) and 9(1) substitutes are not lawfully permitted. There is recent case law that confirms substitutes are not permitted: R (Bridgerow Limited) v Cheshire West and Chester Borough Council and another (2014) and MuMu Enterprises (Weston) Limited v North Somerset District Council (2014).

2 Details

- 2.1 The decision of Council to permit substitutes on Licensing Committee was unlawful, contrary to provisions in the Licensing Act 2003 which stipulate that only full Members may sit on a Licensing Committee or its sub-committees. This report recommends to this committee that it recommends to full Council that it rescinds its decision made on 23 May 2023.

3 Options and Reasons for Recommendations

- 3.1 To rescind the decision of Council to permit substitutes on Licensing Committee as that decision was contrary to the law. There are no other options.

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 None specific.

6 Legal Implications

- 6.1 Legal implications are contained in the body of this report.

7 Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Service Centre and Communications and website implications

- 7.1 None specific.

8 Risk and Health & Safety Implications

- 8.1 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.
- 8.2 The subject of this report is covered by the Legal and Committee service plan. 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>
Failure to rescind the decision to permit substitutes on Licensing Committee	The Council will be acting unlawfully if it permits substitutes on Licensing Committee or any of its sub-committees.	Substitutes must not be permitted.	Terminate - by full Council rescinding its decision	1:1

- 8.3 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	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
	2	4	6	8
	Low	Low	Low	Low
	1	2	3	4
	Impact			
	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%))

8.4 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.

9 Recommendation

9.1 That this Committee recommends to full Council to rescind the decision of full Council made on 23 May 2023 which permitted substitutes to sit on Licensing Committee.

Report prepared by: Stephen Rix, Associate Director Legal & Democratic Services (Monitoring Officer) Stephen.rix@threerivers.gov.uk

Data Quality

Data sources:

None

Data checked by:

N/A

Data rating: N/A

Background Papers

None

APPENDICES / ATTACHMENTS

None

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POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

PART I – DELEGATED

10. APPOINTMENT TO THE SUB -COMMITTEES OF POLICY AND RESOURCES COMMITTEE (ADSPH)

1. Summary

1.1 The report is being presented to the Committee to re-establish the following sub-committees for 2023/24: Constitution, Local Plan and Equalities and appoint the members to the sub-committees.

1.2 The report also proposes that the Members appointed to them be proportional based on the number of seats each Group has on the Council with the proportionality details provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, one member to be advised at the meeting, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khiroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

1.3 Any Member of the Council is able to be appointed as a Member of a sub-committee and any Member can be a substitute.

1.4 It is proposed that the Covid-19 Response sub-committee is not re-established.

2. Details

2.1 The Committee will note that the proportionality of the sub-committees was 5 Liberal Democrats, 3 Conservative and 1 Labour with the total number of seats on each sub-committee being 9.

2.2 It is proposed for 2023/24 the proportionality of the sub-committees be as follows:

<i>New - Proposed 2023/24</i>	Seats Available	Conservative	Green	Labour	Lib Dem	Independent	Total
Constitution Sub Committee	9	3	0	1	5	0	9
Local Plan Committee	11	3	1	1	6	0	11
Equality Sub Committee	9	3	0	1	5	0	9
TOTAL	29	9	1	3	16	0	29
Percentage		31%	3%	10%	55%	0%	100%

2.3 The sub-committees have no decision-making powers with their remits being:

Local Plan Sub-Committee

2.4 To make recommendations to the Policy and Resources Committee in respect of the preparation of the Local Plan in line with the most up to date Local Development Scheme which includes preparation, consultation, publication, submission and examination stages.

Equalities sub-committee

2.5 To review and consider Equalities matters and make recommendations.

Constitution sub-committee

2.6 *To review the Council's Constitution and Governance arrangements and to make recommendations to the Policy and Resources Committee for Council ratification.*

2.7 As responsibility for the matters considered by the sub-committees is under the remit of the Policy and Resources Committee, it is for them to appoint the Members. All the sub-committees need to be proportional to the number of seats each Political Group holds on the Council.

3. Options and Reasons for Recommendation

3.1 That the Policy and Resources Committee re-establish the following sub-committees: Constitution, Local Plan and Equalities

3.2 That Members appointed to all the sub-committees be proportional based on the number of seats each Group has following the election on 4 May. The proportionality to be as provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, one member to be advised at the meeting, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khiroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

That no decision-making powers be delegated to the sub-committees;

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

To not re-establish the Covid-19 Response sub-committee.

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 Part ii business; Council made a decision that the meetings could be held virtually as long as they were open to the public (livestreamed) and the public were able to speak at the meetings on any Part i business under Rule 35(b).
- All Members can act as substitute Members.
- In view of the nature of the work of the Local Plan sub-committee it is of course desirable for there to be consistency within the attending membership. Substitutes should only be allowed in exceptional circumstances and not as a matter of course.

7. Equal Opportunities Implications

None specific

8. Staffing Implications

8.1 The sub-committee meeting papers are prepared, published and organised by officers and clerked by a committee clerk.

9. Climate Change and Sustainability Implications

9.1 As the meetings are non decision making they are able to be held virtually. Holding the meetings virtually supports the council Climate Change Strategy.

10. Communications and Website Implications

10.1 Details on the sub-committees will be provided on the website and communication to all Councillors will be provided on publication of the agenda.

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 Legal and Committee service plan. 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>
Not appointing to the sub-committees	Reducing the opportunity for debate by members on the matters which the sub-committees debate	Appoint to the sub-committees	Treat	1:1

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			

Impact Score

4 (Catastrophic)

3 (Critical)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Significant)

2 (Unlikely (6-20%))

1 (Marginal)

1 (Remote (≤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.

12. Recommendation

That the Policy and Resources Committee re-establish the following sub-committees: Constitution, Local Plan and Equalities

3.1 That Members appointed to all the sub-committees be proportional based on the number of seats each Group has following the election on 4 May. The proportionality to be as provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, one member to be advised at the meeting, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khiroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

That no decision-making powers be delegated to the sub-committees;

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

To not re-establish the Covid-19 Response sub-committee.

Report prepared by: Sarah Haythorpe, , Sarah.Haythorpe@threerivers.gov.uk

Data Quality

Data sources:

Previous sub-committee reports to P&R Committee

Data checked by: Proportionality details provided by Joanne Wagstaffe, Chief Executive

Data rating:

1	Poor	
2	Sufficient	x
3	High	

Background Papers

Past sub-committee reports to P&R Committee

APPENDICES / ATTACHMENTS - none

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POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

PART I – NOT DELEGATED

11. CIL SPENDING APPLICATIONS – PEDESTRIAN BRIDGE AT RIVERSIDE DRIVE/AQUADROME, RICKMANSWORTH (EHoS)

1 Summary

1.1 The report seeks to allocate a total of £320,524 of CIL funding to local infrastructure projects to support growth in Three Rivers. The application is for CIL funds towards the costs of replacing the bridge connecting Riverside Drive, Rickmansworth and the Aquadrome, Rickmansworth.

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 £10,199,690 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.

2.5 This report relates only to the Main CIL Pot which, as of 09 May 2023, amounts to £7,989,076. (excludes previously agreed 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 List¹ 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 Leisure and Landscapes within Three Rivers District Council to replace the bridge connecting Riverside Drive, Rickmansworth and the Aquadrome.

3.2 Essential repairs have recently been undertaken to the surface of the bridge. Whilst these have been successfully implemented and the bridge remains safe to use, a condition survey of the bridge has highlighted that it will need to be replaced within the next 5 years.

3.3 The Rickmansworth Aquadrome Bridge is a busy, well used sustainable transport link between the Aquadrome and the wider Rickmansworth area. It forms part of Route 6 of the National Cycle Network (NCN) connecting the Aquadrome and wider Rickmansworth Town area (and beyond), including the busy and well used Aquadrome play area. It is also used frequently by local families and school children walking between the west of Rickmansworth to the local primary school on the east of the Aquadrome.

¹ 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>

- 3.4 The Riverside Drive entrance is also highlighted as the northern gateway to the Colne Valley Regional Park and is seen as a strategic walking and cycling route into the wider Colne Valley and the canal towpath.
- 3.5 A business case has therefore been prepared to replace the existing pedestrian bridge from Riverside Drive into the Aquadrome. The proposals will bring the bridge in line with current national shared usage requirements and create a sense of arrival at this significant council asset by upgrading the hard landscaping including improved signage and seating areas. Full replacement costs for the bridge are approximately £1.3 million.
- 3.6 Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate the repair or replacement of the bridge. It is assumed that over this period ongoing maintenance will be sufficient to keep the bridge in use. However, the recent survey has highlighted that the condition of the bridge may require more significant capital works to repair or replace the bridge within the Council's MTFP period.
- 3.7 An opportunity has arisen to secure funding from the Department of Transport's "Paths for Everyone" funding programme to replace and enhance the existing Rickmansworth Aquadrome Pedestrian Bridge and Riverside Drive entrance into the Aquadrome.
- 3.8 The Paths for Everyone funding programme presents an opportunity to bring forward the work on the bridge and to consider a more ambitious solution, rather than repairing or replacing like for like, that would enhance the bridge, reflecting the fact that it forms part of the National Cycle Network.
- 3.9 Potential projects, eligible for the Paths for Everyone funding, are being led and supported by Sustrans and they have confirmed that the project would be eligible. Tranche 8 of the funding is currently open to applications and would require project delivery during the 2024/25 financial year.
- 3.10 There is potential DoT funding of 75% of full costs, leaving a remaining £320,524 to be found for the project. This funding is now the source of this CIL application.
- 3.11 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
Three Rivers District Council Rickmansworth Aquadrome Pedestrian Bridge replacement (Appendix 1)	Replacement of existing pedestrian bridge from Riverside Drive	£1,282,096	DfT funding of £961,572.	£320,524	2024/2025

- 3.12 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.
- 3.13 In summary, the assessment determined that the application meets the above requirements.
- 3.14 Next Steps**
- 3.15 As the CIL Charging Authority it is for the Council to decide how to spend the CIL Main Pot.
- 3.16 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.
- 3.17 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.
- 3.18 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.
- 3.19 Details about planning obligation receipts and anticipated expenditure in relation to CIL and S106 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 12 May 2023, liability notices for a potential value of £2,840,116 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 £1,811,460 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 strategic CIL can be spent anywhere within the district, it is not bound by the area of development where funds are received.
- 5.2 Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate the repair or replacement of the bridge and whilst the opportunity to secure external funding has arisen it needs to be supported by internal funding.
- 5.3 The application supports the Corporate Framework, achieves performance indicators, is in line with the Rickmansworth Aquadrome Management Plan 2022-27, The Colne and Crane Valleys Green Infrastructure Strategy, and the Hertfordshire County Council Active Travel Strategy. A strategic cycle route, National Cycle Route 6, crosses this bridge.
- 5.4 In particular, one of the key priorities of the Rickmansworth Aquadrome Management Plan 2022-27 is to improve accessibility throughout the site. The Open Space Sport and Recreation Study (2018), part of the evidence base of the current Local Plan, also recognises the importance of quality open space and includes reference to access to this space.
- 5.5 The project supports the achievement of the Corporate Framework specifically under the following objectives:

Three Rivers will be a district:

- where local infrastructure supports healthy lifestyles and addresses health inequalities
- that supports and enables sustainable communities
- that can achieve net carbon zero and be climate resilient

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, Risk Management and Health & Safety Implications

- 7.1 None specific.

8 Financial Implications

- 8.1 The commitment of CIL funds of £2,403,877. previously agreed, plus £320,524 will leave a balance of £5,265,305 in the CIL Main Pot for infrastructure projects going forward. The funding is held in the Council's Capital Grants and Contributions Reserves and must be spent within the terms of the CIL regulations as set out above.
- 8.2 As set out in the CIL funding request, the existing Aquadrome bridge is reaching end of life. The recent structural survey has highlighted that the bridge is in a worse state of repair than previously anticipated, increasing the likelihood of significant

costs for repairs and maintenance in the near future that will be in excess of the Council's agreed budget for maintenance.

- 8.3 The approval of CIL funds potentially unlocks external funding of £961,572 from the DfT Paths for Everyone funding programme which would otherwise not be available to Three Rivers.
- 8.4 If the CIL funding is not agreed, there is a significantly reduced likelihood of success in achieving DfT funding for this project as match funding needs to be identified within the application to provide assurance that the project is fully funded and deliverable.
- 8.5 The Council's existing Medium Term Financial Plan (MTFP) does not include a budget for the replacement of the bridge. If the application for DfT funding is not successful, the business case for the bridge replacement will need to be revisited in order to identify a scheme that is affordable within the Council's available resources, taking in to account the Council's priorities as set out within the Corporate Framework.

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 Regulatory Services. 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>
Failure to progress/manage and maintain Community Infrastructure Levy income and expenditure.	Council could be challenged on CIL expenditure	Governance Arrangements	Tolerate	4
Failure to support the	Current identified match funding	Consider other external		

proposal for CIL funding	becomes unlikely/unavailable.	funding opportunities, consider scale of project.		
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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.

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			

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 approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2023/2024:

Applicant & Project Name	Infrastructure	CIL Amount
Three Rivers District Council	Replacement of existing pedestrian bridge from Riverside Drive	£320,524

Rickmansworth Aquadrome Pedestrian Bridge replacement		
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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 Rickmansworth Aquadrome Pedestrian Bridge replacement CIL spending request



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

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.

Section A: Applicant Contact Information	
Name and address of your organisation	Three Rivers District Council, three Rivers House, Northway, Rickmansworth, WD3 1RL
Name and position of main contact	Charlotte Gomes. Landscape and Leisure Development Manager
Applicant contact details (phone number, email and address)	01923- 776611
Type of organisation (If a charity, please provide registration number)	Local Government
Describe your organisation's main purpose and regular activities	Provision of open spaces, leisure facilities and services
Is the organisation able to reclaim VAT?	Yes

Section B: Project Overview	
Project Title	Rickmansworth Aquadrome Pedestrian Bridge Replacement
Summary of the project proposal	<p>This application is to consider the aspect of connectivity for the Aquadrome and to seek to replace the existing pedestrian bridge from Riverside Drive. A recent structural survey has identified the bridge will need to be replaced in the next 2 – 5 years. The purpose of the proposal will also bring it in line with current national shared usage requirements, make it fit for purpose and create a sense of arrival at this significant council asset.</p> <p>It therefore meets the stated objective “to provide a sustainable transport link and a safe access route over the River Colne between Rickmansworth Town, Riverside Drive and the Aquadrome Play area with the Aquadrome and further to the canal and Colne Valley”.</p> <p>In addition, this project also meets the councils vision statement within the Aquadrome Management Plan: <i>“For the Aquadrome to be enhanced, nurtured and protected. To achieve the balance so nature can flourish and visitors can connect with and discover beautiful and unique habitats, whilst understanding the importance of the environmental heritage of the site.”</i></p> <p><u>The replacement bridge project proposal:</u></p> <p>The design is based on the replacement of the existing bridge with a new structure in the same location. This is in addition to new and enhanced seating, signage and footpath enhancements in the immediate surrounding areas to create an attractive entrance to the site. The design is based on the principal of removing and replacing the existing bridge over the River Colne in its existing location.</p> <p>The bridge will run from North to South and be designed to be 4.5m wide to allow shared usage for pedestrian and cyclists, which meets the DfT Design Guidance LTN1/20.</p> <p>Currently the materiality of the footbridge construction is in steel, selected for its longevity.</p> <p>To the North of the bridge, from Riverside Drive, the existing footpath will be widened to the same width of the bridge, with the existing fencing to the play area retained.</p> <p>To the East of the new widened path, the proposal is to create a new area of landscaping to contain benches, seating or similar.</p> <p>To the South, again the footpath shall be diverted and widened to match the new location of the bridge, with new seating areas created to the West (following the removal of the existing bridge) and further South of the new bridge and footpath as shown adjacent.</p> <p>As part of the works, the existing fence around the bridge shall be removed and replaced with new.</p>

New wayfinding signage is to be introduced along the footpath, with interpretation boards giving details of the ecology and walking routes to be found around the Lake.

Background:

Following a survey of the Aquadrome Pedestrian Bridge and as part of the development of the new Rickmansworth Aquadrome Management Plan, Officers commissioned a structural survey to assess the bridge's condition. The outcome of this survey concludes that, whilst currently safe to use, the bridge is in "Very Poor" condition with no clear predication of the life expectancy of the bridge even with short term repairs. In order to establish a realistic asset life expectancy, it would be necessary to undertake further internal assessment of the bridge corrosion, which could in turn result in further, rapid, deterioration of the steelworks. It is expected the bridge will need to be replaced within the next 2 – 5 years.

The Aquadrome Bridge is in a poor state of repair and will require significant investment to repair or replace the bridge. Currently there is no allocation of budget within the Council's MTFP to 2025/26 to facilitate this and it is assumed that over this period ongoing maintenance will be sufficient to keep the bridge in use. However, the recent survey has highlighted that the condition of the bridge may require more significant capital works to repair or replace the bridge within the Council's MTFP period.

A repair option is considered within the Business Case at Appendix A, however it is not seen as a viable option due to: the unknown costs of repair, that it would continue to not meet the required standards for pedestrian and cycle use and that any repairs made cannot be confirmed as extending the life expectancy of the bridge.

An opportunity has arisen to secure funding from the Department of Transport's "Paths for Everyone" funding programme to replace and enhance the existing Rickmansworth Aquadrome Pedestrian Bridge and Riverside Drive entrance into the Aquadrome.

The Paths for Everyone funding programme presents an opportunity to bring forward the work on the bridge and to consider a more ambitious solution, rather than repairing or replacing like for like, that would enhance the bridge, reflecting the fact that it forms part of the National Cycle Network.

Potential projects, eligible for the Paths for Everyone funding, are being led and supported by Sustrans and they have confirmed that the project would be eligible. Tranche 8 of the funding is currently open to applications and would require project delivery during the 2024/25 financial year. It is also worth noting that the DfT have very recently reduced their Active Travel budget - it is unclear what impact this will have on the funding programme at this stage, however the advice has been to continue with the project submission. Officers therefore feel applying to tranche 8 if possible and not delaying to tranche 9 may prove to be more successful due to the funding cuts.

Sustrans would conduct a risk meeting to assess and longlist projects for funding in 2024/25, which will take place in early summer 2023 and confidence in deliverability is key to being successful.

	<p>Confidence on deliverability would be increased by:</p> <ul style="list-style-type: none"> • Three Rivers having 25% match funding • Meeting all Sustrans design criteria (LTN1/20 standard) • Having planning approval • Ecology and Tree surveys completed, with any concerns addressed and mitigated against • The completion of an EA Flood Risk Permit (if required). <p>Beyond the practical need for the replacement bridge and the opportunity to access funds, is the consideration of the current over all condition of the entrance. The condition is poor, with narrow, deteriorating paths, no directional or welcome signs, poor seating and a lack of any sense of arrival. There is an opportunity to enhance this entrance so that it not only meets health and safety requirements, future proofs the accessibility but becomes an attractive, well-designed entrance offering the residents and visitors so much more.</p>								
<p>Estimated project cost (including breakdown of the overall cost and what the CIL funding requested will cover)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 285</p>	<p>The estimated cost considers hard landscaped improvements/necessities to the Riverside Drive entrance, as well as the area immediately on leaving the bridge on the lake side.</p> <p>Improvements/necessities include a wider splay for the entrance/exit of the bridge, improved signage and interpretation, wider pathways on the Riverside Drive side of the bridge and enhanced seating on both sides.</p> <table border="1" data-bbox="562 874 1509 1046"> <thead> <tr> <th></th> <th>Estimated full costs</th> <th>Potential D of T funding % and £</th> <th>Request to CIL % and £</th> </tr> </thead> <tbody> <tr> <td>Full replacement of the 4.5m bridge in steel</td> <td>£1,282,096</td> <td>75% £961,572</td> <td>25% £320,524</td> </tr> </tbody> </table> <p>This design and costs have regard to the following:</p> <ul style="list-style-type: none"> • Reduced impact on existing trees • Minimise disruption to the wider Aquadrome site and the footprint • Extended life expectancy of the bridge with steel construction • Improve the overall sight lines and accessibility of the Aquadrome • Minimise impact on existing facilities, with less excavation work (there is the potential to utilise existing footings, subject to surveying) • Reduced impact on the play area • Opportunity to create attractive screening around the water ski club compound • Reduced maintenance costs with a new bridge structure • External funding can potentially be secured to deliver the project 		Estimated full costs	Potential D of T funding % and £	Request to CIL % and £	Full replacement of the 4.5m bridge in steel	£1,282,096	75% £961,572	25% £320,524
	Estimated full costs	Potential D of T funding % and £	Request to CIL % and £						
Full replacement of the 4.5m bridge in steel	£1,282,096	75% £961,572	25% £320,524						

	<ul style="list-style-type: none"> • The design meets all Sustrans design criteria (LTN1/20 standard) • Relocating the storage containers
Full address of project location	Rickmansworth Aquadrome Frogmore Lane Rickmansworth WD3 1NB
Project partner (if applicable)	<p>The pedestrian bridge plays an important role in the connectivity of the site. It is part of the National Cycle Network and as such Sustrans have included the need to replace the bridge for a fit for purpose one within their programme of works. This project will therefore work in partnership with Sustrans regarding design and funding, also with Countryside Management who have been instrumental in the Management Plan. It will be project managed by TRDC.</p> <p><i>NB: Sustrans is a United Kingdom-based walking, wheeling and cycling charity, and the custodian of the National Cycle Network. Its flagship project is the National Cycle Network, which has created 12,763 miles of signed cycle routes throughout the United Kingdom including 5,273 mi of traffic-free path</i></p>

Section C: Strategic Case

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

The Aquadrome is a very popular destination for the local community and visitors. The bridge is one of the primary connections and arrival points into the site. In its current state, it is not fit for purpose, and presents a poor-quality entrance to one of the Council's key open spaces.

The Rickmansworth Aquadrome Bridge is a busy, well used sustainable transport link between the Aquadrome and the wider Rickmansworth area. It forms part of Route 6 of the National Cycle Network (NCN) connecting the Aquadrome and wider Rickmansworth Town area (and beyond), including the popular Aquadrome play area. It is also used frequently by local families and school children walking between the west of Rickmansworth to the local primary school on the east of the Aquadrome.

The Riverside Drive entrance is also highlighted as the northern gateway to the Colne Valley Regional Park and is seen as a strategic walking and cycling route into the wider Colne Valley and the canal towpath.

Visitor observations were carried out in June 2022 in six, two-hour periods in the morning, lunchtime and in the afternoon, during weekdays and weekends. Summary data is detailed below showing the popularity and high usage of the green space:

Visitors within 2 hours	Minimum no. of people	Maximum no. of people
Weekday	358	428
Weekend	600	957

In addition to being used by cyclists and pedestrians, the bridge also acts as a conduit to deliver a recently installed power supply from Riverside Drive to the Water Ski Clubhouse and Public Toilets. This allowed for the removal of an expensive, inefficient diesel generator.

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

The project has not sought planning permission.

Planning approval would be required to progress the funding application and to provide confidence of deliverability to the DfT. The DfT will require planning approval in advance to show the project is viable. This is then in the public domain and could show TRDC's commitment to the project which would raise public expectations and interest.

TRDC would look to submit a Planning Application: May 2023 (8 weeks)

<p>Why is CIL funding being sought and who are the likely beneficiaries of the project?</p>	<p>To be considered for funding from the DfT, the application will be given greater consideration if 25% of the necessary funds have been secured. A replacement bridge is at the heart of the site's infrastructure.</p> <p>If there are no CIL funds available, the application to the DfT can not proceed with any strength. If there is a delay in the planning application, this could result in missing tranche 8 and having to submit to tranche 9 were the funding budget has been reduced.</p> <p>If the DfT are not able to fund the replacement bridge, a replacement bridge remains the preferred option however a narrower bridge will be considered and proposed.</p> <p>The beneficiaries to improving the infrastructure are the residents and visitors – in their thousands. It also has the possibility to enhance the footfall into the town centre and its shops, and to offer the gateway into the Colne Valley Regional Park and the canal tow path. This in turn offers residents and visitors a greatly improved access point into these areas.</p>
<p>Would the community support the project?</p>	<p>The community are aware of the poor condition of the bridge and have recently tolerated bridge closures for repairs with no complaints. As a team we now have experience of managing a bridge closure to minimise disruption.</p> <p>The current width of the bridge is 1.5m and with a low height restriction, making it a difficult shared pathway and carries risk at times with the heavy footfall. A new bridge including enhancements to the entrance and off lake side will be welcomed. It would be sympathetically designed to enhance the site and improve the visitor experience.</p> <p>In place for the wider Aquadrome project, is a Steering group who are connected into the community and into their professional bodies. This group will be fully consulted and includes:</p> <ul style="list-style-type: none"> Countryside Management Services Lead TRDC Councillors Batchworth Community Council Sustrans Affinity Water (River Restoration) Environmental Agency, Affinity Water (Biodiversity) Herts & Middlesex Wildlife Trust Colne Valley Regional Park Three Rivers Museum Trust Colne Valley Fisheries Consultative Canal River Trust Rickmansworth Waterways Trust <p>In addition, community consultation has taken place in May 2022 over the new Management Plan 2022-27. Over 321 responded and over 600 comments were submitted. The overwhelming comments for the</p>

	<p>Plan have been positive. The Plan spoke of the need to make improvements to the accessibility and connectivity including to review the future of the bridge with regards to replacing or repairing it.</p> <p>Local ward councillors and lead members supported the Management Plan and it gained Council approval at Leisure, Environment and Community Committee on 12 October 2022.</p>
<p>Would the project lead to any income generation?</p>	<p>Replacing the bridge would not lead to any direct income generation.</p>
<p>Please provide details of any supporting policy from the Local Plan</p>	<p>The proposal to replace the pedestrian bridge and by so doing, improve the connectivity of the site supports many local strategies and policies:</p> <p><u>Corporate Framework</u> It will support the achievement of the Corporate Framework under the following objectives: Three Rivers will be a district:</p> <ul style="list-style-type: none"> •where local infrastructure supports healthy lifestyles and addresses health inequalities •that supports and enables sustainable communities •that can achieve net carbon zero and be climate resilient <p>This project will enhance and improve the local infrastructure, supporting sustainable transport links and health lifestyles</p> <p>Responsive, responsible, local leadership:</p> <ul style="list-style-type: none"> •Promote greater collaboration between organisations across and beyond the district <p>This project aims to work in partnership with Sustrans to secure funding from the Department of Transport for a replacement bridge – the preferred option for this business case identified in Additional Information.</p> <p>A great place to do business:</p> <ul style="list-style-type: none"> •Develop and raise the profile of our local cultural and wider visitor economy <p>Rickmansworth Aquadrome is a key visitor attraction to the Three Rivers District as identified by the visitor observation study. Enhancements to the sustainable transport link across the River Colne will support the movement of people and visitors between the Aquadrome and the wider Rickmansworth Town Centre.</p> <p>Sustainable communities:</p> <ul style="list-style-type: none"> • Physical environments that are clean green and safe are a critical factor in the sustainability of our communities. •We will continue our ambitious work to ensure that the Rickmansworth Aquadrome has a sustainable future which balances the needs of the community with those of the natural environment. •Maintain and, where possible, expand our leisure and cultural offer

This project will enhance sustainable transport links within the district, along with improved access to the Aquadrome from the Riverside Drive entrance. It further supports the aspirations of the Rickmansworth Aquadrome Management Plan to “facilitate the design and implementation of sustainable, low carbon, infrastructure”

With reference to the achievement of performance indicators:

- CP02/EP16 - Satisfaction with Parks and Open Spaces – investing and improving the Riverside Drive gateway to the Aquadrome and replacing the existing bridge will likely increase satisfaction with the Aquadrome as a busy and well used Local Nature Reserve.
- LL39 - To Maintain Accreditation with Green Flag – Green Flag assessment considers how welcoming a place is to the local visitor and improvements to the entrance and bridge will support the scoring in this area for achieving Green Flag.
- LL39 – Number of new trees planted by TRDC Trees and Landscapes Officers – consideration will be given to the opportunity for tree planting within the landscape plans to the entrance of the new bridge structure.

The Rickmansworth Aquadrome Management Plan 2022-27

Replacing the bridge will support the key priorities and themes within the Management Plan:

Over the next five years, the key priorities for the Aquadrome include:

- enriching biodiversity and sustainability
- improving accessibility throughout the site**
- managing the risks of flooding
- creating a site identity

This new 5 year plan is an opportunity to protect and enhance nature, alongside creating a green haven for the community so that wellbeing can be promoted.

The Aquadrome project is the practical application of the Management Plan and will look to deliver through as series of themes of:

- Habitat
- Connectivity**
- Visitor Experience**

Colne and Crane Valleys Green Infrastructure Strategy

Replacing the bridge will support the key focus on improving the green infrastructure and connections within the Colne Valley Regional Park:

The Colne and Crane Valleys Green Infrastructure Strategy sets out how developers, local authorities, and statutory bodies design planning proposals and inform their planning and mitigation obligations. It has a particular focus on improving the green infrastructure already in existence – including the Grand Union Canal – **and improving connections within the Colne Valley Regional Park.**

The vision in the Green Infrastructure Strategy ‘is for the Colne and Crane valleys to be a valued, connected network of open spaces for nature, recreation and wellbeing by 2050.’

They state this strategy is necessary to ensure that there is greater investment in green infrastructure which will yield the following benefits:

- **boosting health and well-being through active leisure and lifestyles;**
- **promoting recreation within a natural living environment;**
- **promoting active travel;**
- natural water management to reduce flooding;
- protecting precious water resources;
- improving air quality;
- providing carbon sequestration;
- enhancing biodiversity and ecological resilience;
- fostering community cohesion;
- **improving quality of life**

Hertfordshire County Council Active Travel Strategy

Replacing the bridge will support the ambition to increase the numbers of people walking and cycling in Hertfordshire:

The Hertfordshire County Council Active Travel Strategy sets out how the County Council and its partners will identify, deliver and promote interventions to increase the numbers of people walking and cycling in Hertfordshire. Key objectives include enhancing economic growth, improving public health, improving quality of live, and reducing carbon emissions.

The Strategy includes a list of key toolkit interventions that could overcome the barrier to active travel within the County. Recommendations that this project can help deliver on includes:

- **Developing a cycle network that directly links key destinations in urban areas (in conjunction with the National Cycle network being developed by Sustrans);**
- **Provide easily accessible information to the public on existing walking and cycling infrastructure and alternative routes. This should preferably be self service online;**
- **Develop and promote use of off road recreation/parkland routes;**
- **Encourage promotion of canal paths for Active Travel;**
- Provide cycle hire facilities where they are likely to be used;

	<ul style="list-style-type: none"> • Clear, accurate and robust route signage for walking and cycle routes (Signings with timings to access by walking/cycling maps); • Secure and accessible public cycle parking; • Installation of facilities for cycle storage, including showers, lockers and secure covered storage areas at employers, schools and key public destinations;
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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	£1,282,096	
Please provide a detailed breakdown of the costs for the project	£1,015,723 £266,373	Build costs for steel bridge replacement and hard landscaping Contingency Budget
Please provide a detailed summary of the total CIL funding required, including phasing	£320,524	Requested from CIL if the application to the DfT is successful
How much funding does the project currently have?	£0	
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?	Maintenance is ongoing within several Services including: Grounds Maintenance, Properties and Trees and Landscapes budgets.	

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
Department for Transport	£961,572	Secure 25% of total costs externally	June 2023 to confirm external funding to DfT	

Does the CIL funding help secure the release of additional funding?	Yes	x
	No	

Section E: Delivery Timescales

What is the delivery timescale for the project?

Officers are working towards the following outline timetable, should the application to the DfT move forward:

- April – May – commission surveys
- April – submit CIL application for 25% match funding.
- From 8 May 2023 – submit the planning application.
- 12 June – Policy and Resources Committee (consider the CIL application).
- 22 June or 13 July Planning Committee.
- June/July – submit funding application to the DfT/Sustrans.
- Summer – Sustrans/DfT risk meeting.
- Early 2024 – outcome of funding application.
- April 2024 – procurement process.
- Autumn/winter 2024 – project installation.

Section F: Additional Information

Are there any additional information that may support the application?

Two documents are included as additional information:

1. [Aquadrome Bridge Outline Business Case](#). At point 5 the options are detailed, including costs, risks, opportunities and any potential benefits.
2. The Bridge Feasibility study, undertaken by consultancy firm “AHR” to assess the bridge replacement: please click [here](#) to access the Feasibility study

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: C Gomes

Organisation: __Three Rivers District Council – _____

Date: 18.04.23

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

Signed: _____

Organisation: _____

Date: _____

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Section H: Officer Comments/Recommendation May 2023

Rickmansworth Aquadrome Pedestrian Bridge Replacement

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, play areas, and sports and leisure facilities. Although the Regulation 123 List was superseded (in 2020) by the Infrastructure Funding Statement it still provides the Council's approach.

The application supports the Corporate Framework, achieves performance indicators, is in line with the Rickmansworth Aquadrome Management Plan 2022-27, The Colne and Crane Valleys Green Infrastructure Strategy, and the Hertfordshire County Council Active Travel Strategy.

In particular, one of the key priorities of the Rickmansworth Aquadrome Management Plan 2022-27 is to improve accessibility throughout the site.

The most up to date OSSR 2018 identifies the quality criteria for open space of which two points are:

- Access-social, e.g. appropriate minimum entrance widths
- Maintenance and cleanliness, e.g. condition of general landscape & features

and the value criteria for open space:

- Level of use (observations only), e.g., evidence of different user types (e.g. dog walkers, joggers, children) throughout day, located near school and/or community facility
- Ecological benefits, e.g., supports/promotes biodiversity and wildlife habitats
- Amenity benefits and a sense of place, e.g., attractive places that are safe and well maintained; helping to create specific neighbourhoods and landmarks

The Open Space Assessment gave a quality score of 86.40% and value score of 63.60% back in 2018 so the scores will undoubtedly be lower now due to the deterioration of the bridge. (Table 5.2 of the report refers). It was observed as being generally attractive form of provision, and perceived to be well used and provide ecological, educational and social value.

Rickmansworth Aquadrome is also an LNR with diverse habitats. It is the highest scoring site for value, featuring a variety of facilities including wooded walks, lakes, a play area, toilets, ample car parking and a café. This provides economic value as well as social and amenity benefits. Furthermore, it frequently hosts sporting activities such as public runs, fun days and watersports. It is also one of the three Green Flag Award sites in Three Rivers.

As a result of the above the Aquadrome provides excellent provision of all open space facilities and fits the criteria of many of the Councils policies and goals.

The Corporate Framework 2023-26 identifies the need for sustainable communities. To support and enable sustainable communities Three Rivers DC will:

- Improve the wellbeing of our residents by reducing Health Inequalities and bringing health services into the heart of the communities
- Maintain and, where possible expand our leisure and cultural offer

A survey of the bridge has been undertaken and the outcome concludes that, whilst currently safe to use, the bridge is in “Very Poor” condition and will require significant investment to repair or replace the bridge.

This entrance is heavily used by the public approaching from all directions around Rickmansworth. If the bridge is allowed to deteriorate further it will be unusable and will prevent essential public access resulting in a detrimental effect for all. The site is a successful and high-profile facility within the district. The bridge replacement will allow the continuation of the high standards set by Three Rivers.

Recommendation:

The total cost of the project is stated as being £1,282,096. DfT funding of £961,572. to be granted leaving the balance of £320,524. to be provided from Three Rivers DC.

The infrastructure meets the legal definition and new/improved facilities relate to the development within TRDC.

CIL monies of £320,524. can be used for the following: Rickmansworth Aquadrome Pedestrian Bridge Replacement

Additional Note:

Please note the cost of the project is estimated and there could be a % rise/fall depending on when the project is implemented.

POLICY AND RESOURCES COMMITTEE - 12 JUNE 2023

PART I – NOT DELEGATED

12. CIL SPENDING APPLICATIONS – MILL END COMMUNITY CENTRE (EHoS)

1 Summary

- 1.1 The report seeks to allocate a total of £9,000 of CIL funding from Rickmansworth Unparished area funds for a local infrastructure project.

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 Of those contributions a percentage of the levy is given to the Parish/Community Councils within the district.
- 2.3 As per CIL Governance, in the unparished area of Rickmansworth the 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.
- 2.4 An application has been received for repairs and maintenance costs for a roof and electrical works for the Mill End Community Centre. The Community Centre is widely used having 28 regular groups/activities that hire the facilities from baby & youth groups to fitness classes, health & wellbeing groups, creative classes and access to employment, a weekly café and daily luncheon club for the elderly. The Centre provides a "Warm Space" with free tea/coffee. There are two permanent leases in place - one for a charity who do disabled accessible transport in SW Hertfordshire and the other a Community Social Club.
- 2.5 This neighbourhood portion of CIL (in the unparished areas) requires community engagement before spending. Upon receipt of the application the council has consulted with Ward Members. One Councillor has not commented because they are on the Management Committee of the community facility concerned, the other Ward Councillors are in support of the application. A questionnaire asking if the residents of the area are in favour of the proposed works was presented at a community event on the 18 February at the Mill End Community Centre. 122 signatures have been secured of those in support, no negative responses have been received.
- 2.6 As of 24 March 2023, the collected levy for Rickmansworth Unparished Area amounts to £ 36,643. There are no other pending or agreed projects for this area.
- 2.7 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

2.8 Parished/Unparished area CIL can be spent on wider infrastructure items than strategic CIL because the funds are used more widely for 'local' projects.

3 Applications for CIL Funds

3.1 We have received an application for CIL funds for a local facility. The table below provides a brief summary with the full details contained in Appendix 1 to this report. £9k will be needed from the Rickmansworth Unparished Area CIL pot.

Table 1.

Applicant & Project Name	Infrastructure	Total Cost	Additional Funding	CIL Amount	Year funds required
Mill End & District Community Association	Replacement Roof	£20,000.	UK Shared Prosperity Fund Provisional £15,000.	£5,000.	2023
	Electrical Works	£4,000.	None	£4,000.	2023

3.2 An assessment of the applications has been undertaken by the Community Infrastructure Officer and the Head of Regulatory Services to determine whether the application meets 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 Appendix 1.

3.3 Despite the initial submission of the application in October 2022, further information was required because it is a requirement all Ward Councillors and the residents of the unparished area are consulted on the proposals to understand local support for the scheme. The applicant resubmitted the application in February 2023 with these details.

3.4 The current roof is leaking. The start of work is needed as soon as possible so as to avoid further damage to the building.

3.5 In summary, the assessment determined that the application meets the above requirements.

3.6 Next Steps

3.7 Where funding is agreed, the infrastructure provider will be expected to provide information until the scheme has been completed. The cost of the project is

estimated and there could be a % rise/fall depending on when the project is implemented. Any request for additional monies for this specific project is delegated to the Director of Community and Environmental Services, in consultation with the Lead Member, to determine having regard to the economic context and timescales for implementation. If the project cost is less than agreed the balance will remain in the Rickmansworth unparished CIL pot. Payment will be made in 3 months in arrears/upon completion of the project. As a minimum, an annual report will need to provide information on the progress of each scheme that funding has been allocated to.

3.8 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.

3.9 Details about planning obligation receipts and anticipated expenditure in relation to CIL and S106 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 24 March 2023, liability notices for a potential value of £ 20,552 have been issued for Rickmansworth Unparished area. 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. There is currently no outstanding monies due from 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, Risk Management and Health & Safety Implications

7.1 None specific.

8 Financial Implications

- 8.1 The commitment of CIL funds of £9,000 will leave a balance of £27,643 in the Rickmansworth Unparished CIL Pot for local infrastructure projects going forward. These funds are currently unallocated.

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 Regulatory Services. 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>
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.

Very Likely Remote Likelihood ----- ----- -----	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
	2	4	6	8

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 Replacement Roof and Electrical Works – Mill End & District Community Association application form



COMMUNITY INFRASTRUCTURE LEVY FUNDING REQUEST

Please Note

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

Bid Reference:	
Section A: Applicant Contact Information	
Name and address of your Organisation	Mill End & District Community Association
Name and position of main contact	Treasurer
Applicant contact details (phone number, email and address)	Old School Building – Church Lane – Mill End – Rickmansworth – Herts – WD3 8HD Tel – 01923 493344 and manager@millendcc.co.uk
Type of organisation (If a charity, please provide registration number)	CHARITY Reg Charity No – CN 269254
Describe your organisation's main purpose and regular activities	We are a community centre that facilitates many uses. We have many users from Luncheon Clubs for the elderly, a Toy Library, a weekly community café, Job Club, many baby groups, various exercise / dance groups, After School Clubs, Art Classes, Stamps & Flower groups, various religious groups, we rent facilities to a Transport Charity & also have a community social club open every evening – a true community centre for all to use.

Is the organisation able to reclaim VAT?	YES – VAT # 301 740 800
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Section B: Project Overview	
Project Title	Roofing & Electrics
Summary of the project proposal	<p>We have a very old building that is in need of a major repair to the flat roof. We manage to keep the centre open every day with help of “buckets” on very rainy days.</p> <p>Our Electrical system throughout the building has to have an EICR Certification done each 5 Years and we already know that there are 2 Code C2’s which will be costly. This test takes 3 days for a building our size.</p>
Estimated project cost including breakdown of the overall cost and what the CIL funding requested will cover	<p>We would like the CIL fund to cover the whole cost of these works if possible. A total of Approx. - £24,000.00</p> <p>The Roof was quoted at approx. £16,000 in June 22 – we have been informed due to price increases in materials this is likely to rise to near £20,000</p> <p>The Electrical basic Certification has been quoted at £2,000 with the additional C2’s being approx. £2,000.</p>
Full address of project location	Old School Building – Church Lane – Mill End – Rickmansworth – Herts – WD3 8HD
Project partner (if applicable)	N/A

Section C: Strategic Case	
<p>How does the project help address the demands of development in the area. What evidence is there to support this?</p>	<p>As mentioned we are a true community centre. I think the evidence to support this application was the proof that after the centre was closed during the Pandemic and all the activities & facilities were therefore lost to the community members – The impact upon opening the doors again was the proof we needed that we are wanted & truly needed in this area. All groups wanted to return (most with growing numbers) and we have been welcoming new and more diverse groups on a weekly basis.</p> <p>We are the hub of our community and we want to remain a strong presence here in Rickmansworth for as long as we are needed.</p>
<p>Do you have planning permission in place to carry out the works? If so, please provide the application number</p>	<p>Planning permission is not needed</p>
<p>Why is CIL funding being sought and who are the likely beneficiaries of the project? Please provide usage details where appropriate</p>	<p>As mentioned we are used on a daily basis. The diversity of our uses is vast, from babies to the very elderly, from all walks of life, mixed races & religions. There is no exclusion at Mill End & District Community Association.</p> <p>We have averagely 150 different people/users that come through our doors on a daily basis.</p>
<p>Would the community support the project?</p>	<p>Yes – very much so.</p> <p>A questionnaire asking if the residents of the area are in favour of the proposed works was presented at a community event on the 18th February 2023 at the Mill End Community Centre. 122 signatures have been secured of those in support, no negative responses have been received.</p>
<p>Would the project lead to any income generation?</p>	<p>A better functioning building will most definitely help us create a more inviting environment for people and this will inevitably lead to increased usage and therefore increased revenue.</p>

Please provide details of any supporting policy from the Local Plan

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	£24,000. Approx.	The Roof was quoted at approx. £16,000 in June 22 – we have been informed due to price increases in materials this is likely to rise to near £20,000 The Electrical basic Certification has been quoted at £2,000 with the additional C2's being approx. £2,000.
Please provide a detailed breakdown of the costs for the project	ROOF £20,000 ELECTRICS £4,000	As Above – we wish to start in the next 2 weeks As Above – this is urgent and we are going to start on Friday 28 th October 2022
Please provide a detailed summary of the total CIL funding required, including phasing	ROOF £20,000 ELECTRICS £4,000	There is no phasing for this. The funding would be appreciated as soon as possible.
How much funding does the project currently have?	None	

<p>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?</p>	<p>NO</p>	<p>None for this project</p>
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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
N/A				
N/A				
N/A				
N/A				

<p>Does the CIL funding help secure the release of additional funding?</p>	<p>Yes</p>	<p>N/A</p>
	<p>No</p>	<p>N/A</p>

Section E: Delivery Timescales

What is the delivery timescale for the project?

Roof and Electrics – Both are urgent so we wish to start ASAP

Section F: Additional Information

Is there any additional information that may support the application?

I understand that our previous Manger Sylwia had been in touch with yourselves regarding this project, hence this 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: _____ Lisa M Burn _____

Organisation: _____ Mill End & District Community Association _____

Date: _____ 18th February 2023 _____

Section H: Officer Comments/Recommendations March 2023

Regulation 59C of the CIL Regulations state that CIL can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on the area.

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);

There are various statutory provisions for Infrastructure that can be provided or maintained by Parish/Community Councils. Parish/Community Councils have a more extensive list which is geared towards local infrastructure.

This application is within the remit as detailed below:

Infrastructure Type	Power and Duty	Statutory Provision
Community Centres	Power to provide and equip building for use of clubs (sport/social/educational); Power to acquire, provide and furnish community building	Local Government (Miscellaneous Provisions) Act 1976 s.19 LGA 1972, s.133
Public Buildings and village hall	Power to acquire and provide buildings for public meetings and assemblies	LGA 1972 s.133

Replacing the roof and updating the electrics will provide much needed repair work enabling the Community Centre to continue provide a safe environment in which local residents and clubs can make full use of the facilities.

Recommendation:

The total cost of the project is estimated as being £24,000. Funds currently available for this area is £36,643. The CIL Regulations state Parish/Community Councils should apply CIL receipts within 5 years of receipt. The levy received dates from 2015-2017, it is therefore good practice to allocate the funds to this worthy project.

Please note, that since the application was made it has come to light that £15k of funding has been granted through the UK Shared Prosperity Fund. It is therefore recommended that £9,000. be granted from the Rickmansworth Unparished CIL pot.

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

CIL monies of £9,000. can be used for the following:

Replacement roof and upgrade to electrics

Additional Note:

Please note the cost of the project is estimated and there could be a % rise/fall depending on when the project is implemented.

PART I - NOT DELEGATED

13. SUMMARY OF THE FINANCIAL YEAR END POSITION FOR 2022/23 (DoF)

1 Summary

- 1.1 This report sets out the financial position for the year ending 31 March 2023 for the Council's revenue and capital budgets. The following recommendations are included in the report:
- to carry forward to 2023/24 certain unspent revenue budgets and;
 - to rephase those capital budgets that require completion in 2023/24
- 1.2 The report focuses on the variation between the latest agreed budget, approved by Council on 23 May 2023, and the final expenditure and income for the financial year. An underspend of £0.629m is reported before carry forward requests which will be returned to the Council's General Fund.
- 1.3 However, this underspend should be viewed in the context of budget changes agreed during the year. The latest agreed budget was £1.176m higher than the original budget agreed in January 2022. During the year the budget was amended to reflect cost pressures primarily arising from two external factors: the impact of persistently high inflation, and the ongoing impact of COVID-19. These cost pressures included the agreed pay award of £0.810m, revised profile for management fee income from the Council's leisure management contract resulting in a reduction in income for 2022/23 of £0.494m, and increased supplier costs for utilities of £0.200m. Further detail on the budget changes agreed during the year can be found in the Budget Management Reports to Policy and Resources Committee (see background papers listed below).
- 1.4 The original budget included a planned contribution from the General Fund of £0.340m. The additional net cost of £1.176m was planned to be funded by contributions from the General Fund and Economic Impact Reserve. Therefore, the latest agreed budget included a total planned contribution of £1.516, of which £1.026m was from the General Fund and £0.490m from the Economic Impact Reserve.
- 1.5 The underspend of £0.629m reported against the latest budget represents the impact of management actions taken during the year to manage cost pressures in light of the wider economic environment. The underspend reduces the required contribution from the General Fund, before carry forwards, to £0.397m with the contribution from the Economic Impact Reserve remaining at £0.490m.
- 1.6 The Year End position presented in this report is unaudited and may be subject to change. The Council's accounts for 2022/23 will be audited by Ernst Young LLP during 2023/24.

2 Details

Revenue

- 2.1 The revised 2022/23 budget as approved by Council on 21 February 2023 was **£14.687m**. The period 10 (end of January) budget management report was presented to this Committee at its meeting on 13 March 2023. The report showed a favourable variance of £0.323m, making the latest approved budget for 2022/23 **£14.364m**. This revised budget was approved by Council at its meeting on 23 May 2023. This report compares the year end position to the latest budget.
- 2.2 The year end position is a net direct cost of services of **£11.496m** which represents a favourable variance of **£0.629m** when compared to the latest budget.
- 2.3 Officers are requesting to carry forward **£0.491m** to enable projects to be completed in 2023/24. **Appendix 2** details each carry forward request.

2.4 After taking into account the carry forward requests, there is a favourable balance of **£0.138m** that will be returned to reserves.

2.5 The table below summarises the variance for each committee:

Committee	Original Budget	Latest Budget	Outturn	Variance
	£000	£000	£000	£000
Leisure, Environment and Community	4,555	5,278	5,175	(103)
Infrastructure, Housing and Economic Development	1,436	1,270	1,013	(257)
Policy & Resources	4,996	5,608	5,308	(300)
Net Direct cost of Services	10,987	12,156	11,496	(660)
Corporate Costs (Interest Earned/ Paid), and Parish Precepts	2,201	2,208	2,239	31
Net Cost of Services	13,188	14,364	13,735	(629)
Carry Forward Requests				491
(Surplus)/Deficit after Carry Forwards				(138)

2.6 The details of all the variances by type are shown in Appendix 1, a summary is provided in the table below:

	Infrastructure, Housing and Economic Development £'000	Leisure, Environment and Community £'000	Policy & Resources £'000
Increased Costs	0	143	274
Additional Income	(182)	(84)	(108)
Underspends	(46)	(111)	(426)
Variations Below £10k	(29)	(51)	(40)
Totals	(257)	(103)	(300)

2.7 Within the Infrastructure, Housing and Economic Development Committee, the most significant variance was an underspend within the Housing service of £0.116m. This was due to receiving ring fenced grant money that needed to be spent in 2022/23. This grant funding was utilised before core Council funding creating an underspend within the budgets for temporary accommodation.

2.8 The most significant variance within the Leisure, Environment and Community Committee was within the Climate Change service. An underspend of £0.046m is reported which relates to the delayed implementation of the Climate Change Strategy. This will now take place in 2023/24. A carry forward request is included within this report.

2.9 Within the Policy and Resources Committee, the most significant variance was within Miscellaneous Income & Expenditure with £0.209m increased costs. This relates to a £0.100m Efficiency saving line which is offset by savings delivered elsewhere within the committees and an increase in the Council's bad debt provision reflecting the snapshot of the profile of debtor balances at 31 March 2023.

Capital

- 2.10 The revised 2022/23 budget for the capital programme as approved by Council on 21 February 2023 was **£18.984m**. The period 10 (end of January) budget management report was presented to this Committee at its meeting on 13 March 2023 which showed an underspend of **£1.632m**. The latest approved budget for 2022/23 is therefore **£17.352m** and was approved by Council at its meeting on the 23 May 2023.
- 2.11 The actual spend at 31 March 2023 was **£6.700m** which represents an underspend of **£10.652m** when compared to the latest approved budget. Officers are requesting to rephase **£10.885m** to complete projects in 2023/24.
- 2.12 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	234
Rephasing	(10,885)
Net Variance	(10,651)

- 2.13 A full list of those projects requesting rephasing with the reason for the request is at **Appendix 4**. Some of the more significant projects are shown below.

Scheme	£'000	Reason for rephasing
Property Investment Board	9,672	Rephasing required for use in 2023/24. Foxgrove Path completed 28/4/23 and balance rephased in relation to other pre-emption sites
Three Rivers House Whole Life Costing	269	Budget required for works on decarbonisation to be completed in 2023/24
Waste & Recycling Vehicles	212	Budget required for use in 2023/24 due to the delay in the supply of vehicles
Disabled Facilities Grants	194	Budget required as works agreed in 2022/23 will now be delivered in 2023/24
Street Lighting Replacement	127	Budget required as works are now programmed to commence in April 2023
Controlled Parking	111	Budget required to progress schemes in 2023/24

- 2.14 The most significant variation relates to the budget for the purchase of pre-emption sites from Hertfordshire County Council. The purchase of the sites was delayed in part due to requirements to revalue the sites following the change in economic outlook after the mini budget in September 2022 which prompted a sharp rise in interest rates. The purchase of Foxgrove Path was completed shortly after year end in April 2023 and a carry forward request is included in this report as set out in the table above.
- 2.15 **Appendix 5** shows the funding of the programme over the medium term. Capital expenditure totalling £22.506m is planned for the period 2023/24 to 2025/26 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 Direct Cost of Services	10,987	12,156	11,496	(660)
Corporate costs	2,201	2,208	2,239	31
Total Net Cost	13,188	14,364	13,735	(629)
Funding (Council Tax & Business Rates)	(12,848)	(12,848)	(12,848)	0
Deficit/ (Surplus) for year	340	1,516	887	(629)
Carry Forwards Requested				491
Deficit/ (Surplus) for year after Carry forward				(138)

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

General Fund	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000
Opening Balance	(5,364)	(4,967)	(4,366)	(4,246)
Planned use of Balances (as per latest approved budget)	1,026	110	119	121
Underspend returned to balances	(629)			
Carry forward		491		
Closing Balance	(4,967)	(4,366)	(4,246)	(4,125)

6.3 The net drawdown from the Council's general fund balance is £0.397m. The General Fund balance is forecast to remain well above the risk assessed level of £2.000m over the period of the Medium Term Financial Plan.

Council Position – Capital

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

Council Position 2022/23	Original Budget £000	Latest Budget £000	Outturn £000	Variance £000
Capital Expenditure	7,038	17,352	6,700	(10,652)

7 Risk Management Implications

- 7.1 There are no risks to the Council in agreeing the recommendations.
- 7.2 Key financial and budgetary risks are shown at **Appendix 6**. A review of these risks is a standing item on the Audit Committee agenda.
- 7.3 During 2022/23, the Budget Management Reports to Policy and Resources Committee have included information on the impact of inflation on the Council's budget. It is likely that inflation will continue to present a significant risk to the Council's budget during 2023/24 with the impact of price rises carrying through to future years.
- 7.4 The most significant risk to the budget is the pay award for 2023/24. An offer, equivalent to around 6% of the Council's total pay budget, has been made by the National Joint Council. However, this has been rejected by the Unite and GMB Unions with Unison expected to follow suite. An update on the estimated financial impact in 2023/24 will be included in the Budget Management in September. It is likely that the pay negotiations will be protracted, and the final position will remain unknown well into the financial year. The ongoing impact will be managed through the Service and Budget Planning process for 2024/25 to 2026/27.

8 Reserves

- 8.1 The effect of both the revenue and capital variances on each reserve is shown at **Appendix 7**.
- 8.2 During 2022/23 the Council completed its acquisition of the headlease on a commercial investment in three hospitality units. The decision to undertake the investment was made by Council in February 2020 at which point the asset was under construction. The lease has been finalised following completion of construction and occupation of the units by tenants. Under the arrangement, the Council has received £6.500m as a sinking fund to manage upkeep of the asset and any voids over the life of the lease. A new earmarked reserve has been created, in line with the Council decision, known as Commercial Risk Reserve, to manage the timing of cashflows and risks in relation to commercial ventures.

9 Recommendation

The Policy and Resources Committee recommend to Council:

- 9.1 That the favourable revenue year end variance after carry forwards of £138,356 to be noted.
- 9.2 That the capital year end position as summarised in paragraph 2.6 and Appendix 3 be noted.
- 9.3 To approve to carry forward the unspent service budgets from 2022/23 to 2023/24 which total £490,772 to enable completion of projects as detailed at Appendix 2.
- 9.4 To approve the rephasing of capital projects from 2022/23 to 2023/24 which total £10,885,484 as detailed at Appendix 4.
- 9.5 To approve the creation of a new Commercial Risk earmarked reserve to manage financial risk associated with commercial ventures.

Report prepared by: Sally Riley – Finance Business Partner

Report Checked by: Hannah Doney – Head of Finance

Background Papers

Liberal Democrat budget proposal and recommendations 21 February 2023

Budget Management report Period 10 (March 2023)

Budget Management report Period 8 (January 2023)

Budget Management report Period 6 (November 2023)

Budget Management report Period 4 (September 2023)

APPENDICES

- Appendix 1 Significant Service Variances - Outturn to Latest Budget 2022/23
- Appendix 2 Carry forward requests into 2023/24
- Appendix 3 Capital Programme 2022/23-2025/26
- Appendix 4 List of capital schemes to be rephased to 2023/24
- Appendix 5 Capital Funding 2022/23 – 2025/26
- Appendix 6 Budgetary risks
- Appendix 7 Reserves

Variances by Committee – Year End Variation to Latest Budget 2022/23

Leisure Environment & Community Services		
	£'000	£'000
<u>Citizens Advice</u>		
Underspend on Grants and Contributions	(16)	
<u>Kerbside Recycling</u>		
Inrease in the cost of disposal of recycling Q4	17	
<u>Cemeteries</u>		
Increased income received from burial fees and burial rights fees.	(28)	
<u>Garden Waste</u>		
Staffing Variances	72	
<u>Street Cleansing</u>		
Staffing Variances	18	
<u>Grounds Maintenance</u>		
Budget underspend on Vehicles repairs and maintenance and staffing variances	(38)	
<u>Community Safety</u>		
Underspend on Grants and Contributions. <i>(Carry Forward Request of £11,500 into 2023/24 see Appendix 2)</i>	(11)	
<u>Corporate Climate Change</u>		
Delayed implementation of the climate change strategy. <i>(Carry forward request of £46,069 into 2023/24 see Appendix 2).</i>	(46)	
<u>Watersmeet</u>		
Increased gas supplier costs	19	
<u>Leisure Venues</u>		
Increased income on Leisure Management Contract	(29)	
<u>Aquadrome</u>		
Increased spend on Repairs, Altrnations and Maintenance	17	
<u>Trees & Landscapes</u>		
Underspend due to the use of grant income	(27)	
Other variances below £10k	(51)	
Total Leisure Environment and Community Services		(103)

Infrastructure Housing and Economic Development		
	<u>£'000</u>	<u>£'000</u>
<u>Homelessness</u>		
Underspend due to receiving grant money that needed to be spent in 2022/23. This was used to cover expenditure on temporary accommodation	(116)	
<u>Decriminalised Parking</u>		
Budget underspend on machine maintenance costs and Consultancy (Carry forward request of £44,718 into 2023/24 see Appendix 2).	(46)	
<u>Development Management</u>		
Increased income from planning due to a late surge in applications in March. Underspend on Legal Fees (A carry forward request of £11,000 into 2023/24 see Appendix 2)	(66)	
Other variances below £10k	(29)	
Total Infrastructure, Housing and Economic Development		(257)
Policy and Resources		
	<u>£'000</u>	<u>£'000</u>
<u>Corporate Management</u>		
Underspend on External Audit Fees (Carry forward request of £62,300 into 2023/24 see Appendix 2).	(62)	
<u>ICT Client</u>		
Budget to fund migration to Cloud not utilised in 2022/23. (Carry forward request of £34,000 into 2022/23 see Appendix 2).	(80)	
<u>Communications</u>		
Budget to fund the improvement of the Council's website not fully utilised. (Carry Forward request of £13,550 into 2023/24 see Appendix 2).	(13)	
<u>District Elections</u>		
Underspend on election costs due to the use of historical Grant monies	(38)	
<u>Legal Practice</u>		
Increased spend on Interim Staff	38	
<u>Customer Contact Programme</u>		
Budget was for 3 year contract with Granicus from April 2022. (Carry forward request of £74,635 into 2023/24 see Appendix 2).	(74)	
<u>Office Services</u>		
Underspend on Postage/Mobile phones/Security and additional income from internal reprographic recharges	(38)	
<u>Debt Recovery</u>		
Underspend on Professional Fees and increased shared service income	(58)	
<u>Finance</u>		
Increased shared service income.	(47)	
<u>Three Rivers House</u>		
Increased income due to lower ground floor being rented to Herts Police	(35)	
<u>Finance Client</u>		
Underspend on Professional Fees	(27)	

<u>HR Client</u>		
Increased spend on Interim Staff	14	
<u>Benefits & Allowances</u>		
Underspend on Postage and increased shard service income	(24)	
<u>Council Tax Collection</u>		
Increased shared service income	(26)	
<u>Customer Service Centre</u>		
Staffing Variances	(12)	
<u>Miscellaneous Income & Expenditure</u>		
Efficiency saving line delivered elsewhere within the committees of £100k and Bad Debt provision	209	
<u>Miscellaneous Properties</u>		
Increased spend on repairs and Electricity	13	
Other variances below £10k	(40)	
Total Policy & Resources		(300)
Total All Committees		(660)
<u>Corporate Costs</u>		
Increase in borrowing costs	31	
Total Corporate Costs		31
Carry Forwards Requested		491
Total Variances		(138)

Carry Forward Requests

Service underspends required in 2023/24.			
Committee	Description	Amount	Reason
Leisure, Environment & Community Services	Corporate Climate Change	46,069	Unspent budgets to be used to deliver the Sustainability strategy and complete the sustainability project
	Community Safety	11,500	Unspent Equalities and Hate Crime budget to pay for Salary in 2023/24, unused in 2022/23 due to use of grant money
Infrastructure, Housing & Economic Development	Development Management	11,000	Budget for Legal fees underspent, but Public Inquiry in April 2023, PO already raised for Counsel/legal advice.
	Sustainable Travel Schemes	6,500	Underspend of Fees and Contractual Services will be utilised in 2023/24
	Development Plans	28,500	To pay towards evidence based studies for Local Plan in 2023/24
	Decriminalised Parking	44,718	£32,293 Pay & Display machine maintenance underspend, however, new machines installed December 2022 and new costs incurred for 2023/24 and £12,425 Professional fees - consultancy underspend, however ongoing consultancy required in absence of permanent officer.
Policy & Resources	Asset Management - Property	8,000	Underspend on Software to be utilised for licensing costs for a three year period
	Chief Executive	150,000	Due to underspends across council budgets organisational development work not completed in 2022/23 will be carried forward into 2023/24
	Corporate Management	62,300	Audit Fees budget carried forward pending completion of audits
	Communications	13,550	Delay in Website Development underspend to be used in 2023/24
	ICT Client	34,000	Ongoing work to migrate services to the Cloud such as M365
	Customer Contact Programme	74,635	To pay for 2 years remaining on contract on Granicus starting April 2022 along with development work
Total		490,772	

APPENDIX 3

Capital Programme 2022/23- 2025/26

***The figures presented on this report are unaudited and subject to change for accounting purposes. Some capital spend and funding will be moved into revenue with no impact on the net position.**

Leisure, Environment & Community	2022/23						2023/24			2024/25	2025/26	
Community Safety & Partnership	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
Capital Grants & Loans	0	0	0.00	0	0	0	0	0	0	20,000	20,000	
Community CCTV	6,000	6,805	1,081.50	(5,724)	5,720	(4)	6,000	5,720	11,720	6,000	6,000	Rephasing required to purchase new CCTV equipment in 2023/24
Total	6,000	6,805	1,082	(5,724)	5,720	(4)	6,000	5,720	11,720	26,000	26,000	
Leisure	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
Heritage & Tourism Initiative	0	0	0.00	0	0	0	0	0	0	0	0	
Denham Way MUGA	347,000	433,750	478,750.00	45,000	10,000	55,000	0	10,000	10,000	0	0	Rephasing required due to 5% retention fee to be paid in September 2023. Project funded by CIL and Capital Contributions
Barton Way MUGA	0	29,979	42,719.60	12,741	2,449	15,190	0	2,449	2,449	0	0	Rephasing required due to 5% retention fee to be paid in September 2023. Project funded by CIL and Capital Contributions
Alternative Grassland Management	0	40,000	40,183.00	183	0	183	0	0	0	0	0	
Aquadrome	22,500	23,416	21,405.41	(2,011)	0	(2,011)	22,500	0	22,500	22,500	22,500	
South Oxhey Playing Fields	375,000	0	11,420.20	11,420	(11,420)	0	468,750	(11,420)	457,330	0	0	Rephasing required from 2023/24 to 2022/23 as works due in 2023/24 were started ahead of schedule. Project funded by CIL
Watersmeet Electrical	40,000	17,000	13,766.50	(3,234)	3,234	1	23,000	3,234	26,234			Rephasing required as works have been delayed and will be completed in 2023/2024
Scotsbridge-Chess Habitat	8,190	0	0.00	0	0	0	8,190	0	8,190	0	0	
Leisure Facilities Improvement	16,000	21,039	68,086.00	47,047	0	47,047	0	0	0	0	0	Changing Places Project grant funded
Open Space Access Improvements	60,000	95,400	80,008.77	(15,391)	15,390	(1)	60,000	15,390	75,390	60,000	60,000	Rephasing required as works to the outdoor gyms will be completed in April, due to the delay in supply of equipment to the contractor
Improve Play Area-Future Schemes	15,000	38,507	72,433.93	33,927	5,680	39,607	115,000	5,680	120,680	120,000	120,000	Rephasing required for works to be completed in 2023/24. Projects part funded by Capital Contributions
Aquadrome-Whole Life Costing	11,000	11,798	12,177.88	380	0	380	11,000	0	11,000	11,000	11,000	
Watersmeet-Whole Life Costing	20,000	20,000	19,803.39	(197)	0	(197)	20,000	0	20,000	20,000	20,000	
Pavilions-Whole Life Costing	11,000	11,000	10,888.23	(112)	0	(112)	11,000	0	11,000	11,000	11,000	
Outdoor Fitness Zones	54,400	108,800	0.00	(108,800)	108,800	0	27,200	108,800	136,000	0	0	Rephasing required as works to the outdoor gyms will be completed in April, due to the delay in supply of equipment to the contractor
Watersmeet Projector	0	0	0.00	0	0	0	80,000	0	80,000	0	0	
Sub-total Leisure	980,090	850,689	871,642.91	20,954	134,133	155,087	846,640	134,133	980,773	244,500	244,500	

Environmental Services	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
Waste Plant & Equipment	25,000	63,958	48,347.59	(15,610)	15,610	(0)	25,000	15,610	40,610	25,000	25,000	Rephasing required due to supplier delays
Waste Services Depot	300,000	459,348	452,806.57	(6,541)	6,541	(0)	0	6,541	6,541	0	0	Rephasing required as project not fully completed
Replacement Bins	115,000	115,000	137,810.97	22,811	(22,810)	1	115,000	(22,810)	92,190	115,000	115,000	Rephasing from 2023/24 to 2022/23 required due to the purchase of extra replacement bins
Waste & Recycling Vehicles	1,887,000	1,674,000	1,461,587.48	(212,413)	212,413	0	858,000	212,413	1,070,413	800,000	800,000	Rephasing required due to supplier delays
Energy Performance Certificate	2,000	1,700	1,360.00	(340)	0	(340)	2,300	0	2,300	2,000	2,000	
Cemetery-Whole Life Costing	5,000	5,854	4,223.00	(1,631)	0	(1,631)	5,000	0	5,000	5,000	5,000	
Replacement Ground Maintenance Vehicles	397,923	313,923	313,706.00	(217)	0	(217)	264,000	0	264,000	540,000	540,000	
Sub-total Environmental Services	2,731,923	2,633,783	2,419,841.61	(213,941)	211,754	(2,187)	1,269,300	211,754	1,481,054	1,487,000	1,487,000	
Total Leisure, Environment & Community	3,718,013	3,491,277	3,292,566.02	(198,711)	351,607	152,896	2,121,940	351,607	2,473,547	1,757,500	1,757,500	

Infrastructure Housing & Economic Development												
Economic Development	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
Cycle Schemes	74,583	5,000	436.00	(4,564)	4,564	0	20,000	4,564	24,564	25,000	25,000	Rephasing required due to supplier delay with signage
Disabled Parking Bays	2,500	2,500	2,919.83	420	0	420	2,500	0	2,500	2,500	2,500	
Grand Union Canal Towpath Upgrade	0	109,824	109,824.00	0	0	0	0	0	0	0	0	
EV Charging Points	0	0	0.00	0	0	0	460,000	0	460,000	0	0	
Controlled Parking	181,975	181,975	70,740.78	(111,234)	111,234	(0)	50,000	111,234	161,234	50,000	50,000	Rephasing required due to vacancy in team schemes not progressed as anticipated, consultants now on board to progress schemes in 23/24. IHED decision in Jan 2023 to extend the 2 year parking programme to a 3 year programme
Princes Trust-Business Start-up	10,000	10,000	0.00	(10,000)	0	(10,000)	10,000	0	10,000	10,000	10,000	
Listed Building Grants	2,500	0	0.00	0	0	0	2,500	0	2,500	2,500	2,500	
South Oxhey Initiative	0	13,277	6,342.53	(6,934)	6,934	(0)	0	6,934	6,934	0	0	Rephasing required as project is on going with different phases nearing completion
Parking Bay & Verge Protection	150,000	108,239	100,756.95	(7,482)	7,482	(0)	95,000	7,482	102,482	40,000	40,000	Rephasing required for future scheme being implemented
Highways Enhancement	244,384	65,144	54,110.30	(11,034)	0	(11,034)	30,062	0	30,062	50,000	50,000	
Bus Shelters	18,000	46,938	0.00	(46,938)	46,938	0	0	46,938	46,938	9,000	9,000	Rephasing required for 2 bus shelters to be delivered, supplier confirmed delay in delivery thus delaying implementation until late Spring.
Retail Parades	224,849	19,179	20,977.88	1,799	(1,800)	(1)	30,000	(1,800)	28,200	30,000	30,000	Rephasing required from 2023/24 to 2022/23 due to overspend
Carbon Neutral Council	0	4,000	0.00	(4,000)	0	(4,000)	0	0	0	0	0	
Rickmansworth Work Hub	28,606	0	0.00	0	0	0	28,606	0	28,606	0	0	
Car Park Restoration	35,000	35,593	29,591.83	(6,001)	6,001	(0)	35,000	6,001	41,001	35,000	35,000	Rephasing required due to works identified following the recent inspections have not been completed - Will take place in better weather early spring 2023
Estates, Paths & Roads	25,000	27,694	27,961.62	268	0	268	20,000	0	20,000	20,000	20,000	
TRDC Footpaths & Alleyways	40,000	43,472	12,137.38	(31,335)	31,335	0	25,000	31,335	56,335	25,000	25,000	Rephasing required as we are in the process of appointing a surveyor to carry out a survey of all TRDC owned footpaths and alleyways. This will enable us to provide a constructive programme of works
Integration of Firmstep to uniform Licensing applications	0	5,150	375.34	(4,775)	4,775	0	0	4,775	4,775	0	0	Rephasing required of remaining monies from a PID to utilise electronic application processes into Licensing and integrate with Firmstep. Further testing is required in quarter 1 of the new financial year.
Sub-total Economic Development	1,037,397	677,985	436,174.44	(241,811)	217,463	(24,348)	808,668	217,463	1,026,131	299,000	299,000	
Housing	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
Disabled Facilities Grant	586,000	827,799	633,473.91	(194,325)	194,325	(0)	586,000	194,325	780,325	586,000	586,000	Rephasing required as works agreed in 2022/23 will now be delivered in 2023/24. Funded by Disabled Facilities Grant
Home Repairs Assistance	10,000	0	0.00	0	0	0	2,000	0	2,000	2,000	2,000	
Sub-total Housing	596,000	827,799	633,473.91	(194,325)	194,325	(0)	588,000	194,325	782,325	588,000	588,000	
Total Infrastructure Housing & Economic Development	1,633,397	1,505,784	1,069,648.35	(436,136)	411,788	(24,348)	1,396,668	411,788	1,808,456	887,000	887,000	

Policy & Resources												
Resources & Shared Services	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
Professional Fees-Internal	157,590	157,590	0.00	(157,590)	0	(157,590)	157,590	0	157,590	157,590	157,590	
Trowley Rise Project	0	57,000	51,460.05	(5,540)	5,540	0	0	0	0	0	0	Works completed and came in at less than the expected cost due to contingency. To be rephased to Garage Improvements next year
Election Equipment	6,000	11,216	2,705.75	(8,510)	8,510	(0)	6,000	8,510	14,510	6,000	6,000	
Street Lighting Replacement	130,000	130,000	3,265.00	(126,735)	126,735	0	0	126,735	126,735	0	0	Rephasing required as works now programmed in and due to start early April 2023
Members' IT Equipment	16,260	0	0.00	0	0	0	79,210	0	79,210	16,260	16,260	
ICT-Managed Project Costs	180,000	0	0.00	0	0	0	330,000	0	330,000	240,000	60,000	
Hardware Replace Prog	55,000	150,000	157,416.47	7,416	(7,416)	0	0	0	0	0	40,000	Rephasing required from 2023/24 to 2022/23 due to overspend
Garage Improvements	220,000	294,996	307,827.48	12,831	(12,831)	0	150,000	(7,291)	142,709	150,000	150,000	Rephasing required from 2023/24 to 2022/23 due to overspend
ICT Licence Costs	130,000	0	0.00	0	0	0	0	0	0	0	0	
Customer Contact Programme	0	3,698	0.00	(3,698)	0	(3,698)	0	0	0	0	0	
ICT Website Development	0	0	0.00	0	0	0	14,870	0	14,870	0	0	
ICT Elections	17,000	0	0.00	0	0	0	0	0	0	0	0	
ICT Hardware Replacement Prog	45,000	800	0.00	(800)	800	0	66,200	(6,616)	59,584	114,824	45,000	
TRH Whole Life Costing	280,000	509,950	527,535.64	17,586	268,845	286,431	170,000	268,845	438,845	170,000	170,000	Rephasing required for works to be completed in 2023/24. Part funded by Capital Contributions
Basing House-Whole Life Costing	60,000	30,000	1,076.10	(28,924)	19,830	(9,094)	90,000	19,830	109,830	60,000	60,000	Rephasing required as works are schedule to start on 6th April to include Sash windows, internal doors and redecoration
Business Application Upgrade	180,000	0	0.00	0	0	0	20,000	0	20,000	20,000	90,000	
Three Rivers House Transformation	210,000	36,583	20,997.64	(15,585)	15,585	(0)	0	15,585	15,585	0	0	Rephasing required to support the Customer Experience strategy
Property Information System	0	50,000	25,518.75	(24,481)	24,481	(0)	0	24,481	24,481	0	0	Rephasing required as project delayed. Implementation due to start April.
Sub-total Resources & Shared Services	1,686,850	1,431,833	1,097,802.88	(334,030)	450,079	116,049	1,083,870	450,079	1,533,949	934,674	794,850	
Major Projects												
Major Projects	Original Budget 2022/23 £	Latest Budget 2022/23 £	Outturn	Outturn to Latest Budget Variance £	Of Which is to be Rephased £	Over(Under) spend	Latest Budget 2023/24 £	Rephasing from 2022/23	Forecast Budget 2023/24	Latest Budget 2024/25 £	Latest Budget 2025/26 £	Comments
South Oxhey Initiative	0	351,764	341,129.44	(10,635)	0	(10,635)	0	0	0	0	0	
Temporary Accom - Other Sites	0	100,000	100,000.00	0	0	0	0	0	0	0	0	Funded by S106
Property Investment Board	0	10,470,989	798,979.48	(9,672,010)	9,672,010	0	0	9,672,010	9,672,010	0	0	Rephasing required for use in 2023/24. Foxglove Path completed 28/4/23 and balance rephased in relation to other pre-emption sites
Sub-total Major Projects	0	10,922,753	1,240,108.92	(9,682,644)	9,672,010	(10,634)	0	9,672,010	9,672,010	0	0	
Total Policy & Resources	1,686,850	12,354,586	2,337,911.80	(10,016,674)	10,122,089	105,415	1,083,870	10,122,089	11,205,959	934,674	794,850	
Total Capital Programme	7,038,260	17,351,647	6,700,126.17	(10,651,521)	10,885,484	233,963	4,602,478	10,885,484	15,487,962	3,579,174	3,439,350	

Rephasing of capital schemes to 2023/24

Scheme	£	Comment
Community CCTV	5,720	Rephasing required to purchase new CCTV equipment in 2023/24
Denham Way Muga	10,000	Rephasing required due to 5% retention fee to be paid in September 2023. Project funded by CIL and Capital Contributions
Barton Way MUGA	2,449	Rephasing required due to 5% retention fee to be paid in September 2023. Project funded by CIL and Capital Contributions
South Oxhey Playing Fields	(11,420)	Rephasing required from 2023/24 to 2022/23 as works due in 2023/24 were started ahead of schedule. Project funded by CIL
Watersmeet Electrical	3,234	Rephasing required as works have been delayed and will be completed in 2023/2024
Open Space Access Improvements	15,390	Rephasing required as works to the outdoor gyms will be completed in April, due to the delay in supply of equipment to the contractor
Outdoor Fitness Zones	108,800	Rephasing required as works to the outdoor gyms will be completed in April, due to the delay in supply of equipment to the contractor
Improve Play Area-Future Schemes	5,680	Rephasing required for works to be completed in 2023/24.
Waste Plant & Equipment	15,610	Rephasing required due to supplier delays
Waste Services Depot	6,541	Rephasing required to complete scheme in 2022/23
Replacement Bins	(22,810)	Rephasing from 2023/24 to 2022/23 required due to the purchase of extra replacement bins
Waste & Recycling Vehicles	212,413	Rephasing required due to supplier delays
Cycle Schemes	4,564	Rephasing required due to supplier delay with signage
Controlled Parking	111,234	Rephasing required due to vacancy in team schemes not progressed as anticipated, consultants now on board to progress schemes in 23/24. IHED decision in Jan 2023 to extend the 2 year parking programme to a 3 year programme
South Oxhey Initiative	6,934	Rephasing required as project is on going with different phases nearing completion
Parking Bay & Verge Protection	7,482	Rephasing required for schemes to be delivered in 2023/24
Bus Shelters	46,938	Rephasing required for 2 bus shelters to be delivered, supplier confirmed delay in delivery thus delaying implementation until late Spring.
Retail Parades	(1,800)	Rephasing from 2023/24 to 2022/23 due to overspend
Car Park Restoration	6,001	Rephasing required due to works identified following the recent Inspections have not been completed - Will take place in better weather early spring 2023

Scheme	£	Comment
TRDC Footpaths & Alleyways	31,335	Rephasing required as we are in the process of appointing a surveyor to carry out a survey of all TRDC owned footpaths and alleyways. This will enable us to provide a constructive programme of works
Integration of Firmstep to uniform Licensing applications	4,775	Rephasing required for project to complete in 2023/24
Disabled Facilities Grant	194,325	Rephasing required as works agreed in 2022/23 will now be delivered in 2023/24
Election Equipment	8,510	Rephasing required due to supplier delays
Street Lighting Replacement	126,735	Rephasing required as works now programmed in and due to start early April 2023
Garage Improvements	(7,291)	Rephasing from 2023/24 to 2022/23 due to overspend
ICT Hardware Replacement Prog	(6,616)	Rephasing from 2023/24 to 2022/23 due to overspend
TRH Whole Life Costing	268,845	Rephasing required for works to be completed in 2023/24
Basing House-Whole Life Costing	19,830	Rephasing required as works are schedule to start on 6th April to include Sash windows, internal doors and redecoration
Three Rivers House Transformation	15,585	Rephasing required to support the Customer Experience strategy
Property Information System	24,481	Rephasing required as project delayed. Implementation due to start April.
Sub Total	1,213,474	
Major Projects	£	Comment
Property Investment Board	9,672,010	Rephasing required for use in 2023/24. Foxglove Path completed 28/4/23 and balance rephased in relation to other pre-emption sites
Total	10,885,484	

Capital Funding 2022/23– 2025/26

Capital Programme	2022/23 Original Budget £	2022/23 Latest Budget £	2022/23 Outturn £	2023/24 Forecast £	2024/25 Forecast £	2025/26 Forecast £
Balance Brought Forward						
Govt Grants: Disabled Facility Grants	(1,063,531)	(1,063,531)	(1,063,531)	(1,095,321)	(1,095,321)	(1,095,321)
Section 106 Contributions	(1,134,479)	(1,134,479)	(1,134,479)	(1,489,612)	(1,489,612)	(1,489,612)
CIL Contributions	(6,194,685)	(6,194,685)	(6,194,685)	(7,472,714)	(6,542,935)	(6,542,935)
Capital Receipts Reserve	0	0	0	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(2,395,311)	(2,395,311)	(2,395,311)	(222,787)	0	0
Total Funding Brought Forward	(10,788,006)	(10,788,006)	(10,788,006)	(10,280,434)	(9,127,868)	(9,127,868)
Generated in the Year						
Govt Grants: Disabled Facility Grants	(586,000)	(665,264)	(665,264)	(586,000)	(586,000)	(586,000)
Section 106 Contributions	0	(602,537)	(455,133)	0	0	0
CIL Contributions	0	0	(1,850,553)	0	0	0
Capital Receipts Reserve	(1,100,000)	(1,100,000)	(3,299,563)	(1,100,000)	(1,000,000)	(1,000,000)
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	(110,247)	(110,247)	77,959	(110,247)	(95,000)	(95,000)
Total Generated	(1,796,247)	(2,478,048)	(6,192,554)	(1,796,247)	(1,681,000)	(1,681,000)
Use of Funding						
Govt Grants: Disabled Facility Grants	586,000	665,264	633,474	586,000	586,000	586,000
Section 106 Contributions	0	100,000	100,000	0	0	0
CIL Contributions	722,000	613,553	572,524	929,779	0	0
Capital Receipts Reserve	1,100,000	1,100,000	3,299,563	1,100,000	1,000,000	1,000,000
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	2,505,558	2,505,558	2,094,565	333,034	95,000	95,000
Borrowing	2,124,702	12,367,272	0	12,539,149	1,898,174	1,758,350
Total Use of Funding	7,038,260	17,351,647	6,700,126	15,487,962	3,579,174	3,439,350
Balance Carried Forward						
Govt Grants: Disabled Facility Grants	(1,063,531)	(1,063,531)	(1,095,321)	(1,095,321)	(1,095,321)	(1,095,321)
Section 106 Contributions	(1,134,479)	(1,637,016)	(1,489,612)	(1,489,612)	(1,489,612)	(1,489,612)
CIL Contributions	(5,472,685)	(5,581,132)	(7,472,714)	(6,542,935)	(6,542,935)	(6,542,935)
Capital Receipts Reserve	0	0	0	0	0	0
Future Capital Expenditure Reserve	0	0	0	0	0	0
New Homes Bonus Reserve	0	0	(222,787)	0	0	0
Total Funding Carried Forward	(7,670,695)	(8,281,679)	(10,280,434)	(9,127,868)	(9,127,868)	(9,127,868)
South Oxhey Initiative						
Balance Brought Forward	0	0	0	0	0	0
Generated in the Year (Land Receipts)	(6,354,279)	(6,354,279)	(6,354,279)	0	0	0
Repayment of Borrowing	6,354,279	6,354,279	6,354,279	0	0	0
Total	0	0	0	0	0	0
Total Expenditure Capital Investment Programme	7,038,260	17,351,647	6,700,126	15,487,962	3,579,174	3,439,350

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.	4	4	16	The Council has a robust financial management framework which includes 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 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 which includes a risk assessment for the prudent level of general balances and an assessment of financial resilience with reference to the CIPFA Financial resilience index.	Heads of Service/ Head of Finance	Continuous
Apr-06	FIN08	Director of Finance	Budgetary	The pay award exceeds estimates included in the MTFP resulting in unplanned and unsustainable use of reserves.	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years.	4	3	12	Maintain reserves to guard against risk. Early identification of new pressures through Budget Monitoring.	Head of Finance	2	2	4	⬆	The Council's 3 year Medium term Financial Strategy includes forecast pay awards for the next three years. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance.	Head of Finance	Continuous
Apr-06	FIN09	Director of Finance	Budgetary	Other inflationary increases exceed estimates included in the MTFP resulting in unplanned and unsustainable use of reserves.	Other than contractual agreements, budgets are cash limited where possible and budget managers are expected to manage increases within existing budgets.	3	3	9	Monitor future inflation projections. Actively manage budgets to contain inflation. Maintain reserves.	Service Heads/Head of Finance	2	2	4	⬆	Monitor future inflation projections. Actively manage budgets and contracts to contain inflation. The Council maintains reserves to guard against risk including setting a prudent minimum level for general balances. Early identification of new pressures through Budget Monitoring enable the Council to take steps to bring the budget back into balance.	Head of Finance	Continuous
Jan-15	FIN10	Director of Finance	Budgetary	Interest rates increase or decrease resulting in significant variations in estimated interest income (investments) or interest expense (borrowing)	The interest rate has a significant impact on the proceeds from capital receipts and other earmarked reserves that are invested in the money market. The volatility of the global economy continues to place uncertainty on the investment strategy.	3	3	9	The Council has a Treasury Management Strategy which is reviewed annually. PIB strategy has diversified interest rate risk to provide income security.	PIB/Head of Finance	2	3	6	➔	The Audit Committee receives two reports per year on Treasury Management activity and interest income and expenditure is monitored through the Budget Monitoring Report.	PIB	Continuous

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 and / or estimates of cost of delivering chargeable services result in budgetary pressure.	A budget pressure is created due to income shortfalls or increased expenditure	3	2	6	Budget levels realistically set and closely scrutinised	Service Heads/H ead of Finance	2	2	4	➔	Fees and charges, including and surplus or loss are monitored through budget monitoring with key income streams reported to CMT.	Service Heads	Continuous
Apr-06	FIN12	Director of Finance	Budgetary	The Council loses the ability to recover VAT as a result of exceeding the partial exemption threshold resulting in budgetary pressure.	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	Continuous
Dec-13	FIN13	Director of Finance	Budgetary	The estimated cost reductions and additional income gains set out in the MTFP are not achieved resulting in an unplanned and unsustainable use of reserves.	Savings identified and included in the budget will be monitored as part of the budget monitoring process. See fees and charges above. MTFP 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/H ead 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	Continuous
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	Business Rates Retention fluctuates impacting on the amount of funding received by the Council.	From April 2020 the system was due to be subject to reset and increase to 75% retention resulting in a loss of growth. This has been further postponed to 2025/26. However, the significant revaluations for 2023 introduce additional risk of appeals which could result in a reduction to income.	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	Continuous
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	The Capital Receipts in relation to this project have been received.	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	Continuous
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	Continuous
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

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-18	FIN23	Director of Finance	Budgetary	Commercial Investment	The Council has limited options to further improve self sustainability through commercial investment following changes to the the Prudential Code for Capital Finance and changes to PWLB borrowing regulations. Currently there is a	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
Nov-19	FIN 24	Director of Finance	Service	Loss of Key Personnel	As the Council becomes more complex in its financial arrangements, key skills become more important.	3	4	12	Improve depth of skills and knowledge. Bring in temporary additional resources as necessary.	Head of Finance	1	3	3	➔	Following a revision of job descriptions, minor amendments to the structure, and a successful recruitment campaign over the summer, the Finance team is currently fully staffed. All staff have an annual Personal Development Review which contains smart objectives including objectives related to career development and identification of training needs and opportunities.	Chief Executive/ Director of Finance	Continuous

Reserves

Category	Opening Balance 01/04/2022 £	Net Movement in Year £	Closing Balance 31/03/2023 £	Purpose
General Reserves				
General Fund	(5,363,546)	396,587	(4,966,958)	Working balance to support the Council's revenue services. £2M is a suggested prudent minimum
Economic Impact (EIR)	(2,107,894)	490,277	(1,617,617)	To support the funding of unexpected/unplanned Council expenditure as a result of fluctuations in the economy.
Total Revenue	(7,471,440)	886,864	(6,584,575)	
Capital Reserves				
Community Infrastructure Levy (CIL)	(6,194,685)	(1,278,029)	(7,472,714)	Developers contributions towards Infrastructure
Capital Receipts	0	0	0	Generated from sale of Council assets
Grants & Contributions	(1,063,531)	(31,790)	(1,095,321)	Disabled Facility Grants and other contributions
Reserve for Capital expenditure	0	0	0	Reserve set aside for supporting capital expenditure
Total Capital	(1,063,531)	(31,790)	(1,095,321)	
Other Earmarked Reserves				
New Homes Bonus	(2,395,311)	2,172,524	(222,787)	Government grant set aside for supporting capital expenditure
Section 106	(1,134,479)	(355,133)	(1,489,612)	Developers contributions towards facilities
Leavesden Hospital Open Space	(769,124)	0	(769,124)	To maintain open space on the ex hospital site
Abbots Langley - Horsefield	(1,050,333)	240,666	(809,667)	Developers contributions towards maintenance of site
Environmental Maintenance Plant	(123,595)	0	(123,595)	Reserve to fund expenditure on plant & machinery
Building Control	(210,515)	(32,775)	(243,290)	To provide against future losses and/or borrowing against Hertfordshire Building Control Ltd
Commercial Risk Reserve	(2,350,000)	(4,598,354)	(6,948,354)	To manage timing of cashflows and risks in relation to commercial ventures
Collection Fund Reserve	(3,059,242)	0	(3,059,242)	To manage timing differences on the Collection Fund
HB Equalisation	(237,756)	158,400	(79,356)	To provide against future deficits on the Housing Benefit account
Grants & Contributions	(1,014,529)	(230,423)	(1,244,951)	Revenue Grants earmarked for use in future years
Total Other	(12,344,884)	(2,645,094)	(14,989,978)	
Total All	(20,879,855)	(1,790,020)	(22,669,875)	

POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

PART I - DELEGATED

14. **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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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		17 July 2023	To receive a report	Written report	Principal Committee Manager	To consider any recommendations
3.	Wreath laying protocol		17 July 2023	To receive a report	Written report	Committee Team	To consider the protocol
4.	Budget Monitoring Report (Period 4)		11 September 2023	To receive a report	Written report	Head of Finance/ Finance Business Partner	To make recommendations to Council
5.	Calendar of meetings 2025/26		11 September 2023	To receive a report	Written report	Principal Committee Manager	To recommend the calendar to Council
6.	South West Herts Joint Strategic Plan		11 September 2023	To receive a report on the vision for agreement post consultation.	Written report	Head of Planning Policy and Conservation	To make recommendations to Council
7.	Financial planning 2024-2027		11 September 2023	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
8.	Consultation document for next Local Plan consultation due.		11 September 2023	To receive a report	Written report	Head of Planning Policy and Conservation	To consider the recommendations (may need to have extra P&R if need to be completed in time for full Council)
8.	Street Trading Policy following consultation		11 September 2023	To receive a report	Written report	Head of Regulatory Services	To consider the recommendations
9.	Housing Delivery Test Action plan		11 September 2023	To receive a report	Written report	Head of Planning Policy and Conservation	To consider any recommendations
10	Budget Management Period 6 including impact of inflation		13 November 2023	To receive a report	Written report	Director of Finance/Head of Finance/	To receive a report
11.	Business Rate Pooling 2024/25		4 December 2023	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 2023/24.		Director of Finance/Head of Finance	To recommend to Council.

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
12.	Review of Strategic Risks		4 December 2023	Written Report	Written Report	Emergency Planning and Risks Manager	To consider the recommendations
13	Draft Corporate Framework 2024-27 Draft Service Plans 2024-27		November/ December 2023	To receive a report	Written report	Director of Finance/Head of Finance/Head of Community Partnerships	To receive a report
14	Financial Planning 2024-2027		January 2024	To receive a report	Written Report	DoF and Service Heads	To recommend the budget to Council
15.	P10 Budget Monitoring Report		March 2024	To receive a report	Written report	Finance Business Partner	To make any recommendations to Council
16	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
17	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 2025. 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
18	Article 4 Direction		Tbc – date in 2023	To receive a report	Written report	Head of Planning Policy and Conservation	To consider any recommendations
19	Parking Management Policies/Parking Infrastructure Plan		Date to be confirmed	To receive a report	Written report	Head of Regulatory Services/Senior Transport Officer	To consider recommendations

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