

# Public Document Pack

23 February 2018

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To: Members of the Committee: Councillor Nicola Harris, Councillor Ian Albert, Councillor Judi Billing, Councillor Paul Clark, Councillor Elizabeth Dennis, Councillor Simon Harwood, Councillor Bernard Lovewell, Councillor Alan Millard, Councillor Frank Radcliffe, Councillor Ray Shakespeare-Smith, Councillor Adrian Smith, Councillor Martin Stears-Handscomb and Councillor Richard Thake

You are invited to attend a

## **MEETING OF THE HITCHIN COMMITTEE**

to be held in the

**WESTMILL COMMUNITY CENTRE,  
JOHN BARKER PLACE, HITCHIN, HERTS**

On

**TUESDAY, 6 MARCH, 2018 AT 7.30 PM**

Yours sincerely,



David Miley  
Democratic Services Manager

## **Agenda** **Part I**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. MINUTES - 5 DECEMBER 2017</b> To take as read and approve as a true record the minutes of the meeting of this Committee held on the 5 December 2017.	(Pages 1 - 12)
<b>3. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chairman will decide whether any item(s) raised will be considered.	
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under Paragraph 7.4 of the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.	
<b>5. HERTFORDSHIRE CONSTABULARY</b> To receive a presentation from Sergeant Oliphant, Hertfordshire Constabulary.	
<b>6. PUBLIC PARTICIPATION</b> To receive presentations and petitions from members of the public including: <ol style="list-style-type: none"> <li>1. Hitchin Market Place;</li> <li>2. Parking at the Leisure Centre;</li> <li>3. Tilehouse Counselling;</li> <li>4. Triangle Community Garden.</li> </ol>	
<b>7. GRANTS AND COMMUNITY UPDATE</b> <b>REPORT OF THE COMMUNITIES MANAGER</b>  To update the Committee on the activities and actions of the Communities Officer, to advise on the current expenditure and balances of the delegated budgets and to consider applications for grant funding.	(Pages 13 - 22)

8. **INFORMATION NOTE - REGENERATION OF CHURCHGATE SHOPPING CENTRE** (Pages 23 - 38)  
The report entitled Regeneration of Churchgate Shopping Centre that was presented to Council on 8 February 2018 has been reproduced for information purposes only.
9. **SECTION 106 AND UNILATERAL UNDERTAKINGS** (Pages 39 - 60)  
REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER  
To provide an annual update on the details of the current Section 106 agreements and Unilateral Undertakings within the wards/parishes in the area and provide an update on the relevant legislation.
10. **HITCHIN TOWN CENTRE MANAGER**  
To receive an oral presentation from the Hitchin Town Centre Manager
11. **WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**  
To receive any oral reports from Members regarding Ward matters and Outside Organisations.
12. **ITEMS FOR DISCUSSION AT FUTURE MEETINGS**  
To receive suggestions for Items to be discussed at future meetings from Members of the Committee

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# Public Document Pack Agenda Item 2

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### HITCHIN COMMITTEE

MEETING HELD IN THE HITCHIN BOYS SCHOOL,  
GRAMMAR SCHOOL WALK, HITCHIN  
ON TUESDAY, 5TH DECEMBER, 2017 AT 7.30 PM

### MINUTES

**Present:** *Councillors Councillor Nicola Harris (Chairman), Councillor Ian Albert (Vice-Chairman), Judi Billing, Paul Clark, Elizabeth Dennis, Simon Harwood, Bernard Lovewell, Frank Radcliffe, Ray Shakespeare-Smith, Adrian Smith, Martin Stears-Handscomb and Richard Thake*

**In Attendance:** *David Miley (Democratic Services Manager), Andrew Mills (Service Manager - Grounds Maintenance), Claire Morgan (Communities Officer) and Hilary Dineen (Committee and Member Services Officer)*

**Also Present:** *At the start of the meeting Councillor Clare Billing and 19 members of the public.*

#### 39 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Alan Millard.

Councillor Adrian Smith had advised that he may arrive late for the meeting.

#### 40 MINUTES - 5 SEPTEMBER 2017

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 5 September 2017 be approved as a true record of the proceedings and be signed by the Chairman.

#### 41 NOTIFICATION OF OTHER BUSINESS

No other business had been notified.

#### 42 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman thanked all who had attended Town Talk;
- (2) The Chairman welcomed all present at the meeting, particularly those who had attended to give a presentation;
- (3) The Chairman informed those present that, in accordance with Council Policy the meeting would be audio recorded;
- (4) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

#### **43 PUBLIC PARTICIPATION - HERTS AND ESSEX AMBULANCE SERVICE**

Ms Aderyn Gillett, Herts and Essex Ambulance Service, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

Ms Gillett informed Members that the application for grant funding was to enable a public access defibrillator to be placed outside of the Herts and Essex Ambulance Station shop in Churchgate, Hitchin.

There were 8 defibrillators in Hitchin of which 2 were public access for 24 hours a day.

The proposed defibrillator would be 24 hour public access, which could be used before the first responders arrived and would enhance the first responder projects.

The defibrillator would be deployed following the instigation of a 999 call and would enable the commencement of CPR when needed, prior to the arrival of first responders. This would cover a 500 – 800 metre area around Churchgate, which was in a busy area of town and had a very busy nightlife.

Members queried who would maintain the defibrillator, what training would need to be provided to enable use and whether it would be insured against any damages caused

Ms Gillett advised that the aim of the project was to place a defibrillator outside of every building in Hertfordshire that they had a presence in. The costs associated with maintenance, such as replacement batteries and paddles over a 10 year period had been factored into their budget.

Any equipment provided would be insured and be able to be replaced within 24 hours. The equipment was designed so that it could be used by anyone, with verbal instructions being supplied by the machine.

The Charity would also wish to provide public awareness sessions, in order to make people less wary of using the equipment.

Members asked for clarification regarding the charity status of the organisation and the links that they had with the NHS.

Ms Gillett explained that this was a charity and was not part of the NHS. The NHS provided critical care staff such as paramedics, who were seconded onto the aircraft, but did not provide any direct funding. The Charity covered the costs of the Consultant/Registrar grade Doctors and raised all funds via fundraising initiatives.

Members asked how many defibrillators were placed around the Town Centre and how many were needed.

The Communities Officer advised that there were currently 9 defibrillators in the Town, although most of these were in doctors or dentists surgeries and were not available 24 hours a day, whereas this would be 24 hours public access.

The Chairman thanked Ms Gillett for her presentation.

#### **44 PUBLIC PARTICIPATION - HITCHIN HACKSPACE**

Mr Mark Mellors, Hitchin Hackspace, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

Mr Mellors explained that Hitchin Hackspace was requesting grant funding of £8,000 to help kick-start the fit out of the disused toilet block at Bancroft.

Hitchin Hackspace was a group of about 29 enthusiasts and makers who make and repair things for themselves and the local community, who had so far met on a weekly basis at Ransoms Rec.

He had previously made a presentation to this Committee asking for support to take on this building and was please to report that they now had a lease on the building and were starting the renovation work required.

Much of the labour intensive work, which could be undertaken by members, had been started such as removal of plant life and removal of the cubicles.

They had now reached a point in the work where they needed professional input such as electricians and needed to purchase items to enable the fit out of the building. They had estimated the total costs of renovation and fit out to be £40,000.

They had applied to several community funds to help with the costs of fit out and were using some of their savings. They did have income from membership fees, but these would be used to cover running costs.

Any grant funding received would enable the project to get off the ground quicker.

Members asked for details of outreach work undertaken by Hitchin Hackspace and queried what would happen regarding the murals on the side of the building.

Mr Mellors advised that it was hoped that this facility would be an asset that could be used by schools and groups. Many people had been a part of Hackspace and learnt skills that had then enabled them to start up their own business. In respect of the murals, no discussions had yet taken place.

In response to queries from Members Mr Mellors confirmed that they were in receipt of heavily discounted rate relief and that the majority of the benefit of this project was for Hitchin groups and residents.

Members suggested that they consider requesting grant funding from other Area Committees as well as their County Councillors.

The Chairman thanked Mr Mellors for his presentation.

#### **45 PUBLIC PARTICIPATION - HITCHIN INTERFAITH FORUM**

Mr Rodney Hampson, Hitchin Interfaith Forum, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

Mr Hampson informed Members that the Interfaith Forum was started a number of years ago as a Christian Forum, but had taken the decision to welcome all faiths.

The group had a minimal turnover, with the only expenditure being the rental of hall space for meetings.

The Forum was working to bring different faiths together and work with the Police on reducing hate crime.

Christine, a representative of the Quakers advised that, in response to the 100<sup>th</sup> anniversary of the end of World War 1, the Friends Meeting House undertook a project about peace, which had resulted in the transformation of the burial ground into a peace garden, which included a pond in the shape of a dove, some plaques about conscientious objection and some benches.

The Interfaith Forum had suggested that addition of multi coloured benches to demonstrate peace between diverse religions and cultures.

The Peace Garden was open to all and provided a place where people could visit and reflect on peace and unity.

Members asked whether other monies would be raised toward this project, how many people engaged with the Interfaith Forum and who would be able to use the proposed benches.

Mr Hampson advised that donations were being received toward this project and that the benches and Peace Garden was open for anyone to use and not restricted in any way.

The Chairman thanked Mr Hampson and Christine for their presentation.

#### **46 PUBLIC PARTICIPATION - HITCHIN HEDGEHOG CARE**

Mrs Alison Taylor, Hitchin Hedgehog Care, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

Mrs Taylor advised that Hitchin Hedgehog Care was a very small local charity that took in sick hedgehogs, nursed them back to health and re-released them into the wild.

The Charity was started in 2008 and recently had put in place Trustees and a constitution so that they could become an HMRC registered charity.

The main expense was the cost of vet's bills, which could just be covered from monies raised. However fundraising did not raise enough money to make special purchases that would significantly increase the survival rates such as an incubator, suction machine and nebulizer.

Hedgehogs were in decline in this country and therefore the charity accepted hedgehogs from anyone bringing them in and attempted to release them back into the area where they were found.

Members noted that there was a large charity (British Hedgehog Preservation Society) that offered support to hedgehogs and queried why they were not part of the larger charity.

Mrs Taylor advised that the larger charity did research and kept records of charities such as hers that gave practical support, but they did not offer any funding toward the care of hedgehogs.

Members asked what was causing the declining in hedgehog numbers.

Mrs Taylor informed Members that the number of hedgehogs in the UK had reduced from 30 million in 1930 to 1 million now, The decline could be attributed to a loss of habitat through the removal of hedgerows, people gardens being kept too tidy and being walled in by fencing and the use of pesticides amongst other problems faced by hedgehogs in the modern world.

They were currently able to take in 16 hedgehogs at any one time and last year helped about 60 hedgehogs in total.

The Chairman thanked Mrs Taylor for her presentation.

**47 PUBLIC PARTICIPATION - HITCHIN STROKE GROUP**

Patricia and Ken, Hitchin Stroke Group, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application.

Patricia advised that the registered speaker, Carol Galloway, had offered her apologies and that she would be speaking on her behalf.

The Hitchin Stroke Group met one afternoon each week during term time for two hours.

It started at the Lister Hospital in 1990 as a group for people to share their experiences.

The group provided an important meeting place where people could communicate in a safe environment, where their difficulties were understood. It also provided carers with a couple of hours respite.

They were applying for grant funding to help cover the costs of venue hire and transportation costs.

Funding was essential to enable the group to continue to support this vulnerable and disadvantaged section of society.

Ken informed Members that he was pleased to speak on behalf of the users of the Stroke group.

A Stroke could hit anyone at any time and change a life in an instant.

The Lister Hospital gave great support, but this was time limited.

The Stroke Group allowed people to speak to other people with differing symptoms following a stroke and enabled people to communicate without fear or judgment.

Members asked how members generally got to the Stroke Group and how many attended on a regular basis.

Patricia advised that members travelled either by car or by Helping Hands, which the group paid for. There were currently 7 members, it would be difficult to manage more as each member required individual attention. Currently there were just 3 volunteer helpers.

The Chairman thanked Patricia and Ken for their presentation.

**48 GRANTS AND COMMUNITY UPDATE**

The Communities Officer presented the report entitled Grants and Community Update and drew attention to the following:

Hitchin Town Hall Bench

This Committee had funded the renovation of the bench, which had now been completed and put in place.

Grant Funding

All awards of grant funding would be paid from the 2016/17 carry over budget

Highways Liaison Meetings

Members expressed concern that there had been no Highways Liaison meetings since October 2016.

The Committee and Member Services Officer advised that a meeting had been arranged for 1 March 2018 and a notice of this would be sent to all Members as soon as possible.

**RESOLVED:**

- (1) That the budgetary expenditure, balances and carry forwards from the Development Ward Budgets as set out in Appendix A – Hitchin Area Committee Budget for 2017/18 be noted;
- (2) That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Hitchin;

**REASON FOR DECISION:** To keep Members of the Committee apprised of the latest developments in community activities in Hitchin.

**49 GRANT APPLICATION - HERTS AND ESSEX AMBULANCE SERVICE**

**RESOLVED:** That grant funding of £650 be awarded to the Herts and Essex Ambulance Service from the 2016/17 Discretionary Budget towards the cost of purchase and installation of a defibrillator attached to their charity shop in Churchgate.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**50 GRANT APPLICATION - HITCHIN HACKSPACE**

**RESOLVED:** That grant funding of £5,000 be awarded to the Hitchin Hackspace from the 2016/17 Discretionary Budget towards the cost of renovating the former Bancroft toilet block.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**51 GRANT APPLICATION - HITCHIN INTERFAITH FORUM**

Members were pleased to support a project aimed at promoting peace and unity

**RESOLVED:** That grant funding of £984 be awarded to Hitchin Interfaith Forum from the 2016/17 Discretionary Budget towards the cost of purchase and installation of a picnic table bench in the Peace Garden at the Hitchin Friends Meeting House.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**52 GRANT APPLICATION - HITCHIN HEDGEHOG CARE**

**RESOLVED:** That grant funding of £592 be awarded to Hitchin Hedgehog Care from the 2016/17 Discretionary Budget towards the cost of specialist equipment needed to care for sick hedgehogs to enable their release back to the wild.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**53 GRANT APPLICATION - HITCHIN STROKE GROUP**

Members were concerned that, under the current grant rules, this group would not be able to request funding for two years and therefore it was proposed and seconded that £2,000 be awarded to cover transports and venue hire for a two year period.

**RESOLVED:** That grant funding of £2,000 be awarded to Hitchin Stroke Group from the 2016/17 Discretionary Budget towards the cost of transport and venue hire for the next two years.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**54 UPDATE REGARDING THE ONGOING MAINTENANCE OF AREAS OF ENVIRONMENTAL IMPORTANCE**

The Service Manager – Grounds Maintenance presented the report entitled update regarding the on-going maintenance of areas of environmental importance.

He explained that the aim was to agree the action plans regarding Oughtonhead Common, Purwell Meadows and Burymead Springs and to provide an update regarding progress against delivery of the management plans for Walsworth Common, Cadwell Lane and St John's Cemetery.

In respect of Burymead Springs, the development of the rail curve had meant that the site had been unavailable for a number of years. The Management Plan agreed with Network Rail to provide planting, replacement hedging etc. had now been completed and the site had been handed back to NHDC to manage.

The Action Plan being considered now was only the second for this area and aimed to move forward by managing the ecology in the area.

Walsworth Common had recently had a launch event regarding the signage at the site and the redevelopment of the pond, which had been part funded by the Tesco Bags for Life grant funding scheme.

Securing of external grant funding was key to delivery of the action plans at all of the sites.

The Team had been trialling different management regimes for the management of St John's Cemetery, which had attracted a lot of interest. The Cemetery now had a fabulous Friends of Groups who worked in the cemetery on most Fridays.

All sites were monitored by the Countryside Management Service, who keep an eye on and encourage the work undertaken by the volunteer groups.

In all cases they undertook a full and comprehensive consultation with local residents who have the opportunity to give feedback, which was then fed into the management plan.

Members questioned why the area of Windmill Hill was not included in the report

The Service Manager – Grounds Maintenance advised that both the Dell and Windmill Hill were classified as open space rather than a nature reserve. He clarified that these areas had very little ecological value. Both areas were key open spaces for the Town Centre and were managed as such, although he was open to any suggestions regarding these sites.

He advised that he was aware of the proposals for the future of the Dell and would not wish to pre-empt any initiatives for the area by investing in the area prematurely.

Windmill Hill currently had a public art installation, which had been sponsored by Hitchin Initiative.

Members were appreciative of the work undertaken by the Grounds Team in maintaining and enhancing the open areas and areas of environmental importance.

**RESOLVED:**

- (1) That the evolution of the Management Plans for the next five years as they relate to Oughtonhead Common, Purwell Meadows and Burymead Springs be noted;
- (2) That the Action Plans for Oughtonhead Common, Purwell Meadows and Burymead Springs be supported;
- (3) That the progress achieved to deliver the Management Plans for Walsworth Common, Cadwell Lane and St John's Cemetery be noted.

**REASON FOR DECISION:** To keep the Hitchin Committee apprised of the progress made against the management and action plans for the areas of environmental importance in and around Hitchin.

**55 INFORMATION NOTE - GREEN SPACE MANAGEMENT STRATEGY**

The Committee received an information note regarding the Green Space Management Strategy.

Members noted the attempts made by Officers to get people to take on the play areas, but expressed concern that there had been no recognition of the discussions and decisions made on 5 September 2017 (Minute 35) including that Councillors Harwood and Stears-Handscomb had investigated alternative funding methods and had made a presentation to Cabinet. They requested that Officers investigate and take forward the ideas and suggestions from this Minute and that of the relevant Cabinet meeting.

Members noted that there had been an expression of interest regarding Cadwell Lane and queried why this had not been taken forward.

The Service Manager – Grounds Maintenance advised that the group considering Cadwell Lane felt that the costs were too high and withdrew. This was also the case for the St Johns Pavilion.

**RESOLVED:** That the Parks and Countryside Development Manager be requested to investigate and take forward the ideas and suggestions made at the meeting held on 5 September 2017 (Minute 35 refers) and that of the relevant Cabinet meeting.

**REASON FOR DECISION:** To progress, wherever possible, the running of local play areas by local groups.

**56 THE BID RENEWAL PROCESS**

Prior to the item being discussed Councillor Judi Billing declared a declarable interest as she was a Director of Hitchin Initiative.

The Democratic Service Manager gave a verbal presentation regarding the BID renewal process.

He explained that the Business Improvement District was defined and mapped by the BID organisation to ensure that everyone knew what area was included within and therefore would benefit from the BID.

Once the geographical area had been determined this was submitted to the Local Authority for approval together with a business plan. The key focus for the Local Authority was to ensure that consultation regarding the process had been undertaken and that there was/would be good financial arrangements in place for management of the BID.



Once satisfied the Ballot Holder, usually the Returning Officer, undertook a ballot of the businesses in the defined area.

If approved BIDs would receive a levy, collected as an additional payment of business rates and for this had to provide additional services that benefitted the businesses. The sorts of things that the Hitchin BID had provided in the past included the Ranger Team, Christmas Lights and seasonal floral displays.

NHDC took a lot of care to identify those eligible to cast a vote in the ballot and they currently chose to absorb the costs of undertaking the ballot and collecting the business rate levy.

Members asked whether a cost benefit analysis had been undertaken regarding BIDS and the benefits they provide for the whole Community.

The Democratic Services Manager advised that the services provided by the BID must be in addition to any normally provided by the Local Authority.

In response to questions the Democratic Services Manager confirmed that Charities within the BID area were excluded and that Cabinet's role in the BID process was to agree the business plan of the BID and to decide how to vote in respect of any NHDC hereditaments.

Members acknowledged the excellent work undertaken by the BID and expressed their thanks to the BID organisation

The Chairman thanked the Democratic Services Manager for his presentation regarding the BID process.

## **57 HITCHIN TOWN CENTRE MANAGER**

Mr Keith Hoskins, Hitchin Town Centre Manager, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the issues and activities in Hitchin Town Centre and drew attention to the following:

### Renewal BID Ballot

The renewal of the BID was due in 2018 and this would be pursued.

The BID was extremely grateful to NHDC for holding the BID ballots and collecting the BID levy free of charge.

The benefits and advantages of the BID could be seen around the Town.

Members asked whether the potential increase in the levels and timing of car parking charges would have an effect on the success of the BID renewal.

Mr Hoskins advised that car parking charges would have no effect on the success of the BID.

### Parking

Mr Hoskins advised that, if the BID were responsible for car parking in the town, they would charge a flat fee, but would ensure that any revenue was ring-fenced for use in Hitchin.

It should not be necessary to beg for funding for projects, considering the level of income raised by car parking in the town.

### Shops

Paperchase and an art gallery in Hermitage Road would be opening

Sadly Hawkins would be closing its doors after 154 years in business.

Work was being undertaken to make arrangements for the retention school uniform sales in the Town Centre, two companies had expressed interest.

Work was actively being undertaken to relocate the dry-cleaning franchise currently within Hawkins.

#### Cycle Racks

Cycle racks would make reappearance in Market Square in the next financial year.

#### Christmas Lights

The connection of the Christmas Lights had been difficult with Ringway causing problems this year.

Members were concerned about the problems caused by Ringway.

#### Fountain

The fountain in the Town Centre had been paid for by a benefactor. This has not worked efficiently for some.

If problems can be solved regarding the placement of this fountain, the previous benefactor would be willing to fund a replacement fountain or an upgrade to enable it to work efficiently.

#### Filming

There had been a lot of filming in Hitchin Town Centre and it was queried how much money was made from filming in the Town and how and where this money was spent.

#### The Dell

Members asked whether there had been any progress regarding the Dell

Mr Hoskins advised that progress was extremely slow. They were currently awaiting written confirmation from the family that they agree to the proposals at the Dell.

He would start chasing this after Christmas.

#### Retirement

Members acknowledged that Mr Hoskins would be retiring from the day to day running of the BID and Town Centre. They wished to place on record the Committee's thanks for his many years hard work for the town and their good wishes for the future.

The Chairman thanked Mr Hoskins for his presentation.

#### **RESOLVED:**

- (1) That the Hitchin Committee places on record thanks to Mr Keith Hoskins, Hitchin BID and Town Centre Manager, for his many years hard work for the Town and their good wishes for the future;
- (2) That the Head of Finance, Performance and Asset Management be requested to advise this Committee how much NHDC earns from filming in Hitchin and how that money is spent;
- (3) That the Head of Finance, Performance and Asset Management be requested to give advice regarding the placement and efficiency of the fountain in Hitchin Town Centre.

**REASON FOR DECISION:** To inform the Hitchin Committee about the amount of money earned from filming in Hitchin and how that money is spent.

**58 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**

No Ward or Outside Organisation issues were discussed.

**59 ITEMS FOR DISCUSSION AT FUTURE MEETINGS**

Members expressed concern that car parking spaces in Hitchin were being used by film companies and particularly identified the use of Woodside Car Park as a problem.

Members suggested that the Industrial Link Road and the Dell be added to the subjects for discussion at future meeting of this Committee.

**RESOLVED:** That the following subjects be considered at a future meeting of this Committee:

- (i) Car Parking in Hitchin;
- (ii) Stotfold Road – Industrial Area Link Road;
- (iii) The Dell

**REASON FOR DECISION:** To enable the Hitchin Committee to discuss issues and subjects that affect the local area.

**Audio Recording of Meeting**

The meeting closed at 9.20 pm

Chairman

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<b>HITCHIN COMMITTEE</b> <b>6 MARCH 2018</b>
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<b>*PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b>  <b>7</b>
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**TITLE OF REPORT: GRANTS & COMMUNITY UPDATE**

REPORT OF THE COMMUNITIES MANAGER

EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT AND RURAL AFFAIRS

PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 To advise the Committee on the current expenditure and balances of the Area Committee budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for Area Committee Grant Funding, made by community groups and local organisations, which conform to the Authority's Grants Policy approved by Cabinet on June 14<sup>th</sup> 2016.
- 1.3 To advise the Committee of the activities and schemes with which the Community Officer has been involved.
- 1.4 To bring to the Committee's attention some important community based activities that will take place during the next few months.

**2. RECOMMENDATIONS**

- 2.1 That the Committee considers allocating funding from their discretionary community budget towards the projects below:
  - 2.1.1 £4,964 to Tilehouse Counselling Service as outlined in 8.1.1
  - 2.1.2 £2,850 to the Triangle Community Garden, as outlined in 8.1.2
  - 2.1.3 That any unspent funds from the 2017/18 financial year be allocated to Community Initiatives.
- 2.2 That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Hitchin.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To ensure the Committee is kept informed of the work of the Community Officer.
- 3.2 This report is intended to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation by assisting in the effective financial management of the Area Committee's budget. This ensures that all actions are performed in line with the Authority's Financial Regulations, the Council's Constitution, and the guidance of the existing Grants policy as agreed by Cabinet in June 2016.
- 3.3 The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims of the Corporate Plan.

### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options being proposed other than those detailed within the text of this report. However in the course of debate at committee, Members may wish to comment and offer additional views on any of the items included within this report.

### **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects
- 5.2 Consultation with the respective officers and external bodies/groups has taken place with regard to funding proposals for Area Committee Funds.

### **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

### **7. BACKGROUND**

- 7.1 Members are asked to note the information detailed in Appendix A Hitchin Area Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2017/18.
- 7.2 The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure relating to the allocated and unallocated Area Capital Visioning Budgets available to the Committee.

## **8. RELEVANT CONSIDERATIONS**

### **8.1 Grant Applications**

#### **8.1.1 Tilehouse Counselling Service**

Tilehouse Counselling is a charity that provides professional counselling in Hitchin and North Herts, working strictly within The British Association of Counselling and Psychotherapy (BACP) ethical framework. The Centre provides reduced cost services to those most in need and aims to reduce emotional suffering and enable people to make positive changes in their lives. The service costs approximately £400k per annum to run and they receive funding from the Big Lottery, Child and Adolescent Mental Health Services, funding bids from various trusts and foundations as well as contributions from clients and general fund raising events.

The centre is planning to cover costs for new Individual counselling sessions for individuals with mental health issues, by offering weekly one to one sessions. The organisation is seeking a total of £4,964 towards running these sessions.

Those Individuals receiving the weekly, professional counselling sessions will benefit as this will help them to move forward more positively in their lives. By improving the emotional health of individuals there will be a knock on effect benefitting families and the wider community, improving the emotional health of local residents enabling them to be more productive members of the community.

Tilehouse Counselling Service last received funding from Hitchin Committee in 2003 when they received £1000.

#### **8.1.2 Triangle Community Garden**

Triangle Community Garden is a registered charity that provides Social Therapeutic Horticultural activities for adults with learning disabilities, as well as supporting individuals to lead a more active healthy lifestyle through learning about nutrition, cooking, growing fruit and vegetables and exercise.

The Triangle Community Garden are requesting £2,850 towards the purchase of IT equipment, a mobile phone, internal redecoration and Wi-Fi for Ransom's Pavilion, that will cost in total £4,580. This in turn will extend the opportunities available to the service users of its learning disability projects by providing access to IT equipment.

This will improve the attractiveness to hirers and make it more compliant for visually impaired users, and extend the opportunities available to community and school groups who make educational visits to the Triangle Community Garden. The group are making in-kind contribution in terms of volunteer labour costs of £1,112.00 and they have also received funding of £618 from County Councillor Judi Billing's Locality Budget.

The group last received funding in 2010 to a value of £446.

## 8.2 Update on Community Engagement

### 8.2.1 Hitchin Stroke Group

Following their grant award by the Hitchin Committee in December, the Communities Officer set up a meeting with the Stroke Group volunteers, the North Herts Centre for Voluntary Services (NHCVS) and Hitchin Rotarians.

The NHCVS assisted with a push on recruitment for more volunteers to help with the group each week. Three good quality volunteers have come forward to hopefully work with the group.

The Hitchin Rotarians have offered in-kind contribution of professionally designed and printing of new leaflets and posters to advertise the group. They also have links in GP surgeries across the town where these materials can be displayed.

### 8.2.2 Oughton Children's Centre – Pre-school learning alliance

The Communities Officer assisted the Adult Learning co-ordinator at the Children's Centre to raise £700 from the Hitchin County Councillor's locality budgets to cover the cost of Wellbeing courses aimed at lone parents and parents from deprived families from across the town. The course helps to build self esteem and confidence through making home made natural cosmetics and chocolates. The course aims to target those most in need that generally do not access the services at the Children's Centre. Through these workshops the Children's Centre will be; supporting individuals to be part of a learning community, breaking down the barriers that stop people from achieving their full potential, making individuals feel valued as a member of their community and reducing poverty by providing individuals with wellbeing, learning and employability support.

The group originally submitted an application to the Hitchin Area Committee but following the generosity of the County Councillors that application has been deferred. This workshop will act as a pilot scheme. It has worked well in other areas of Hertfordshire and if it is successful in Hitchin they may come back to Committee later in the year to fund a follow up workshop and the course may also be extended to other areas in the District.

### 8.2.3 Clean up Hitchin

Clean up Hitchin work to raise awareness of the importance of looking after the local environment, by challenging and changing the behaviour of people who drop litter in Hitchin and by raising awareness of the issues in collaborative, innovative and colourful ways that earn the attention and support of the community. The aim is to slowly shift perspectives and behaviour over time, slowly but surely having a positive impact on the town.

Clean up Hitchin are looking to film what's in the Hiz, which will film clearing the balancing tanks at St Marys to find out what rubbish has made it to the bottom of the waterway, which will be called "For Ducks Sake". Clean up Hitchin was requesting £500 to cover some of cost for the filming and editing, also to cover the cost of the website which will pay for the domain and the hosting. Unfortunately the application was not compliant with current criteria as the group received funding last year from Hitchin Committee towards the Art Binstallation project.

At present, Clean up Hitchin are working with Hitchin Girls School to educate pupils about the environment and are looking for some funding to deliver smaller projects into the schools to continue to discuss the importance of the environment.



#### 8.2.4 Community Facilities

The Communities Team have been working with both St Michaels and Walsworth Communities Centre on grant applications for capital funding needed for renovations to both buildings. This funding has now been allocated from the Community Facilities Grant Fund on condition of lease agreements being finalised. The lease agreements are in the final stages of legal agreement between the Community centres solicitor and the NHDC legal department and the funding will be released in the immediate future.

The Communities Officer is also working with the Walsworth Community Centre's fund raising sub-committee to advise them on fundraising activities generally and potential match funding streams.

The North Herts Minority Ethnic Forum has submitted an application for a Community Facilities Capital Grant in order to extend their building on Whinbush Road. The Panel agreed to recommend the grant in principle with some conditions that will need to be met by the organisation prior to the release of any funds.

The Hitchin Education Foundation also submitted an application for Capital Funding to renovate and bring back into use the former Scout Hut adjacent to Hitchin Boys School grounds on Bancroft. The Panel requested to see a clearer business case from the organisation prior to any funding being released but agreed in principle that an additional community venue in the centre of Hitchin would be beneficial.

### 8.3 **Highways Matters**

8.3.1 This section is included within the community update report for each committee cycle to facilitate debate and enable appropriate feedback on any of the proposed or listed Highways related schemes.

8.3.2 Any new proposals or revised schemes will be forwarded to the respective Herts County Councillor for consideration who will in turn report back and advise the Committee accordingly.

## 9. **LEGAL IMPLICATIONS**

9.1 Section 9.8.2 (g) of Constitution in respect of Area Committees' Terms of Reference provides that they may: "establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities". The Area Committees also have delegated power under section 9.8.1 (a) & (b) to allocate discretionary budgets and devolved budgets within the terms determined by the Council and outlined in the current Grant Policy agreed by Cabinet in June 2016.

9.2 Section 1 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything:-

- An individual may generally do
- Anywhere in the UK or elsewhere
- For a commercial purpose or otherwise, for a charge or without a charge
- Without the need to demonstrate that it will benefit the authority, its area or person's resident or present in its area.

- 9.3 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As outlined in Appendix A Committee budget 2017/18:-  
The agreed budget for this financial year is £19,600. In addition to £17,800 carried forward from 2016/17 equates to a total amount of £34,900 for the provision of Community Development Grants. All carry over amounts have now been either spent or allocated. A total of £655 has been spent from the 2017/18 budget leaving £18,945 available to allocate.
- 10.2 Should Members be minded to provide grant funding as requested under recommendation 2.1 the total awarded will equate to £7,814. This would leave an amount of £11,131 to allocate prior to the end of the financial year.
- 10.3 The Capital Visioning funds are now all been drawn down and utilised for redevelopment projects in Bancroft Gardens.

## **11. RISK IMPLICATIONS**

- 11.1 There are no relevant risk entries that have been recorded on Pentana Performance, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and "go local" policy do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are no pertinent Human Resource implications associated with any items within this report.

## **15. APPENDICES**

- 15.1 Appendix A - 2017/18 financial year budget sheet

## **16. CONTACT OFFICERS**

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## **17. BACKGROUND PAPERS**

- 17.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 17.2 Review of Grant Policy Cabinet June 2016

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HITCHIN COMMITTEE BUDGET 2017/18

CAPITAL VISIONING	Funding		Codes	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
	£26,403			Bancroft Gardens	£26,403	15.08.06	£26,403	£0			Allocation at beginning of 11/12 £30,000 reduced by £3,597 to reallocate to other projects - agreed on 13.09.11
Total	£26,403				£26,403		£26,403	£0	£0		

	Funding			Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
Pre allocated Funds Brought Forward from 2016/17	£5,000			Revenue Contribution to Bancroft Gardens	£2,400		£2,400	£0			
				Revenue Contribution to Bancroft Gardens	£2,600		£1,197	£1,403			
Total	£5,000				£5,000		£3,597	£1,403	£0		

DEVELOPMENT BUDGETS

Central Area Grants	Funding			Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
Pre allocated Funds Brought Forward from 2016/17	£17,800			The Living Room	£2,500	07/03/17	£2,500	£0			
				Family Matters	£1,230	27/06/17	£1,230	£0			
				Small Talk - St Faith's Church	£500	27/06/17	£500	£0			
				Hitchin Senior Citizens	£3,000	27/06/17	£3,000	£0			
				Bench on Brand Street	£2,000	06/09/17	£0	£2,000			
				Herts & Essex Air Ambulance	£650	05/12/17	£650	£0			
				Hitchin Hackspace	£5,000	05/12/17	£5,000	£0			
				Hitchin Interfaith Forum	£983	05/12/17	£983	£0			
				Hitchin Stroke Group	£1,937	05/12/17	£1,937	£0			
Total	£17,800				£17,800		£15,800	£2,000	£0		

DEVELOPMENT BUDGETS

Central Area Grants	Funding			Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget		Comments
Base Budget 2017/18	£19,600			Hitchin Stroke Group	£63	11/12/17	£63	£0			
				Hitchin Hedgehog Care	£592	11/12/17	£592	£0			
Total	£19,600				£655		£655	£0	£18,945		

<b>HITCHIN COMMITTEE</b> <b>6 MARCH 2018</b>
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<b>*PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b>  <b>8</b>
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**TITLE OF INFORMATION NOTE : REGENERATION OF CHURCHGATE SHOPPING CENTRE**

INFORMATION NOTE OF THE DEPUTY CHIEF EXECUTIVE

EXECUTIVE MEMBER: LEADER OF THE COUNCIL AND EXECUTIVE MEMBER FOR FINANCE AND IT

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT

The report entitled Regeneration of Churchgate Shopping Centre that was presented to Council on 8 February 2018 has been reproduced for information purposes only.

As Members will be aware, Full Council:-

**RESOLVED:**

- (1) That the principle of a joint venture regeneration of the Churchgate Centre, with the Council as funder of the regeneration, be supported;
- (2) That the Deputy Chief Executive, in consultation with the Chief Finance Officer, the Leader of the Council and Executive Member for Finance and IT, be authorised to progress negotiations with Shearer Property Group on the terms of a potential joint venture regeneration of the Churchgate Centre, subject to Full Council's final approval of the terms of any proposal; and
- (3) That the proposal to allow the contract for the management of Hitchin Market to expire and for the market to be managed in-house, subject to Cabinet's approval, be noted.

**REASON FOR DECISION:** To progress the potential regeneration of the Churchgate Shopping Centre in Hitchin.

As stated on the Council's Forward Plan of Key Decisions, Cabinet will receive a report on the arrangements for the management of Hitchin Market at its meeting on 27 March 2018.

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**TITLE OF REPORT: REGENERATION OF CHURCHGATE SHOPPING CENTRE**

REPORT OF THE DEPUTY CHIEF EXECUTIVE

EXECUTIVE MEMBER: LEADER OF THE COUNCIL AND EXECUTIVE MEMBER FOR FINANCE AND IT

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT

**1. EXECUTIVE SUMMARY**

- 1.1 The purpose of the report is to inform Full Council of a potential joint venture opportunity with Shearer Property Group (SPG) for the regeneration of the Churchgate Centre in Hitchin and to seek approval to progress negotiations further to establish whether agreement can be reached on the terms of any potential investment by the Council.

**2. RECOMMENDATIONS**

- 2.1 That Full Council support the principle of a joint venture regeneration of the Churchgate Centre with the Council as funder of the regeneration.
- 2.2 That Full Council authorise the Deputy Chief Executive, in consultation with the Chief Finance Officer, the Leader of the Council and Executive Member for Finance and IT, to progress negotiations with Shearer Property Group on the terms of a potential joint venture regeneration of the Churchgate Centre, subject to Full Council's final approval of the terms of any proposal.
- 2.3 That Full Council notes the proposal to allow the contract for the management of Hitchin Market to expire and for the market to be managed in-house, subject to Cabinet's approval.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 The Council has been seeking to regenerate the Churchgate Centre for a number of years and a number of different proposals have been considered during that time, with none of those proposals progressing to a successful conclusion. The proposal currently being considered finds a solution to a number of the problems faced by previous proposals and would appear to be achievable in the short term. The proposals would also see significant investment in Hitchin Market and the public realm. The Council's potential investment in this regeneration opportunity is also expected to provide a reasonable financial return.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Full Council has received a number of reports on the subject of Churchgate historically (see Background section below) and those reports explored a number of different alternative options for the site. At the current time the alternative options can best be summarised as any combination of the following:-

- i) do nothing; and/or
- ii) await Local Plan adoption and subsequent town centre strategy work; and/or
- iii) allow SPG option to purchase to expire and seek to acquire on the open market; and/or
- iv) extend/ re-let the contract for the management of Hitchin Market in the short term, pending further consideration of the operation of the market.

## **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 The Leader of the Council and Executive Member for Finance and IT have been kept informed of the discussions with SPG and consulted as appropriate. The Chair of Hitchin Committee was briefed on the proposal on 9 January 2018 and an all-Member briefing was held on 31 January 2018. The Council has submitted a bid for funding for the market and public realm proposals to the Hertfordshire Local Enterprise Partnership (see section 8 below).
- 5.2 Officers met with Hitchin Market Ltd on 25 January 2018 and informed them of the proposals for the market and its management, as outlined in this report.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and therefore there is no requirement that it be referred to in the Forward Plan. Nonetheless it was added to the Forward Plan on 19 January 2018 for reasons of transparency.

## **7. BACKGROUND**

### History of the Council's aspirations and recent decisions

- 7.1 The Council has been seeking to regenerate this area of Hitchin town centre for a number of years. It was first identified as an area for development in the Council's Local Plan No.2 adopted on 20 July 1993, and again identified for development in the Local Plan No.2 with alterations adopted on 23 April 1996 and the draft (unadopted) Local Plan No.3 in December 1999. A Hitchin Town Centre Strategy adopted in November 2004 and a Churchgate Area Planning Brief adopted in November 2005 formed the basis of seeking a suitable development partner. The site identified included the Churchgate Centre, the market area and four adjacent car parks. An OJEU procurement process led to Simons Developments having a contract between 2010 and 2013 for the redevelopment opportunity, but they were unable to make sufficient progress towards a viable scheme that was acceptable in design terms and the Council ended the contract in March 2013. Subsequent discussions with the existing leaseholder as to whether a joint approach to redevelopment might achieve a viable scheme ended in February 2016 after the leaseholder accepted their proposals for their Churchgate Extension Scheme were not viable.
- 7.2 A number of challenges have defeated previous attempts to produce a viable scheme for a regeneration, including:–
  - the cost of buying, knocking down and rebuilding the existing shopping centre as part of a wider regeneration;
  - the cost of replacing car parking that would be lost with a wider regeneration;
  - the scale and massing of development required to achieve a viable wider regeneration scheme, in particular with reference to the historic buildings nearby;

- finding a suitable alternative provision for the market;
- the public response to a wider regeneration;
- the limitations of the configuration of the land available;
- achieving viability in a challenging economic market where tenants are not committing to schemes and commercial lending rates remain challenging.

7.3 Since 2008 the Council has had contact with eight different developers, all of whom have been unable to propose a viable regeneration of the wider site. It should be noted that none of these schemes failed for reasons of lack of demand from potential tenants. Hitchin remains an attractive location for retailers and advice provided by lettings agents as part of the investigations of the current proposals shows strong demand, provided the right environment is created. Additionally the previous unsuccessful attempts at regeneration followed the traditional model of being developer led, with the Council not taking a proactive role after developing the planning policy and procuring a developer to lead a scheme. It is clear a different approach is required.

7.4 A fuller history of the project can be found in the reports to NHDC Full Council on 31 January 2013 and 11 February 2016 (links below)

<http://web.north-herts.gov.uk/aksnherts/users/public/admin/kab12.pl?cmte=COU&meet=30&arc=71>  
<http://web.north-herts.gov.uk/aksnherts/users/public/admin/kab12.pl?cmte=COU&meet=93&arc=71>

The decisions in the last three years most relevant to the matters in this report are set out below at paragraphs 7.5 and 7.6.

7.5 On 27 November 2014 Full Council:-

***“RESOLVED:***

*(1) That the legal advice set out at Appendix A to the report be noted;*

*(2) That, having considered its aspirations for the future of the Churchgate site and its surrounding area, the Council discontinues the current approach based on the Churchgate Planning Brief and considers alternative approaches for a smaller scheme in the short term; and*

*(3) That Officers be instructed to investigate the Council’s preferred approach, as agreed in (2) above, and report back to Council setting out the options and points for consideration to progress the project.*

***REASON FOR DECISION:*** *To allow the Council to clearly state its current aspirations for the Churchgate area of Hitchin in the light of the history of the project to date and provide clarity on its preferred approach going forward.”*

7.6 Full Council’s most recent decision in respect of Churchgate was on 11 February 2016 where it was:-

**“RESOLVED:**

*(1) That work on the Churchgate Project cease; and*

*(2) That the possibility of acquiring the Churchgate Centre be explored, subject to further consideration of the commercial case for so doing at a future meeting of the Council.*

**REASON FOR DECISION:** *To review the Council’s strategic approach to the site, in an endeavour to find a viable and acceptable solution for the Churchgate Centre and surrounding area.”*

Involvement of Shearer Property Group

- 7.7 On 5 April 2016 the Council was approached by Shearer Property Group (SPG) (see <http://www.spglondon.com/> ) who explained that they had agreed a binding option to purchase the Churchgate Centre from the existing owner, Hammersmatch. SPG requested to meet with the Council in order to explain its aspirations for the Churchgate Centre. Since an initial meeting on 13 April 2016, a number of different options have been put forward by SPG and discussed with the Council, including developer led regeneration and joint venture opportunities with the Council. Throughout those discussions SPG have stressed the importance of investment by the Council in the public realm and market in order to complement a regenerated shopping centre.
- 7.8 After working on possible solutions for twelve months SPG concluded that a developer led regeneration of the shopping centre was not financially viable at that time. This was due to the rates that they could borrow at and the returns that they would require from an investment. However, SPG put forward that a regeneration funded by the Council could still be viable. This would be due to the wider regeneration benefits of the investment and the ability to access cheaper funding. Due to the budgetary pressures on the Council and the need to identify new investment opportunities, officers and the Leader of the Council and Executive Member for Finance and IT felt that further work should be undertaken in order to establish whether there was a sufficiently attractive proposition for the Council to invest in, that both provided much needed regeneration of the shopping centre and also provided an acceptable financial return to the Council. The outcome of those further discussions with SPG is being presented to Full Council to seek agreement in principle to the proposals, before then undertaking the further detailed work that would be needed in order to finalise and formalise a joint venture arrangement. If Council is unable to support the principle of the proposals then it would not be an effective use of Council resources to undertake that more detailed work.

**8. RELEVANT CONSIDERATIONS**

Proposals for Churchgate Centre

- 8.1 The proposal being investigated is a regeneration of the Churchgate Centre on its existing footprint. In broad terms a new frontage would replace the existing and the centre re-roofed, with some re-configuration of the existing units as required in order to make them suitable for the targeted tenants. In particular the frontage onto Market Place would be completely redesigned and reworked. This transformative “face-lift” of the Centre is intended to create a step change in the quality of the units available, thereby making them more attractive to retailers. The significant advantage of the approach being proposed is that it addresses all of the issues listed in paragraph 7.2 which have affected previous attempts to regenerate the site.

- 8.2 With regard to potential tenants, a mix of food and beverage operators and aspirational/lifestyle retailers would be targeted, with some smaller units currently remaining earmarked for existing tenants. On the proposals currently being investigated there would not be any one single large operator anchoring the centre. Feedback received from agents to SPG is that there is good demand from operators for the right type of units in Hitchin. This has also been confirmed by the Council's consultant. As with any shopping centre key elements in reaching agreement with potential tenants are the incentives they would demand as part of any lease negotiations (for example rent free periods, or contributions to fit out costs) and ensuring an attractive environment from which they operate.

#### Proposals for Hitchin Market and the Public Realm

- 8.3 Hitchin is an historic market town. The market rights are owned by the Council and it is currently managed by Hitchin Markets Limited, with the contract expiring on 31 July 2018. This arrangement started in 2008 and the management contract includes a break clause that allows the Council to terminate the arrangement (with no liability for costs) for reason of development of the Churchgate Shopping Centre, provided at least three months prior written notice is provided.
- 8.4 As stated at 8.2 above one of the key challenges in attracting retailers is ensuring the surrounding environment is attractive and a vibrant space which supports the investment being made in the shopping centre. The market has been without significant investment for a number of years and there now exists an opportunity to invest in it in order to re-invigorate it and ensure it continues to meet the needs of the community going forward. The proposals being considered include investment in the market and surrounding public realm, with a new public space being created adjacent to the shopping centre and the market broadly in its current location, but with the core of it being at the Queen Street end of the current space. The proposal would include a mix of new stalls, both permanent and demountable, which could spread across the terrace below the St Mary's car park towards Portmill Lane, and could include a covered area over the permanent stalls. Please note the indicative plan at Appendix A shows a potential layout for stalls, but should not be taken as any indication of the potential number of stalls.
- 8.5 In order to most efficiently and effectively facilitate and manage the investment in the market the current thinking is that the contract for the management of the market would be allowed to expire, with the Council managing in-house the operation of the market in the short term both before and after the regeneration of it. Consideration will be given to the future management of the market as part of the ongoing assessment of the proposals and any in-house management would not preclude an outsourced arrangement, or other alternative arrangement, at any time in the future. In-house management of the market would of course mean that any direct surplus generated would be retained by the Council. Any surplus would provide a contribution towards the management and regeneration of the market. If Full Council agrees to the principle of the regeneration investment a separate report will be taken to the March meeting of Cabinet for a decision on the Hitchin Market contract.

- 8.6 With regard to the public realm, resurfacing of the 'mall' down the middle of the Churchgate Centre, the new public space, the market area and terrace and steps in front of St Mary's car park would transform the look and feel of the area. Removal of the walls between the current market and the Church would open up the space and provide enhanced views of the Church from the new public space. Additionally consideration can be given to relocation of the electricity sub-station and refurbishment of the toilet block. The level of investment in the public realm and market is dependent on the cost and funding available.

#### Funding

- 8.7 As stated at paragraph 7.7, the proposal being put forward is that the Council fund the regeneration, with SPG providing specialist expertise and knowledge. In return the Council would receive the lion's share of the revenue generated and SPG a much smaller share, subject to agreement on that split. In light of the proposed capital programme (see elsewhere on agenda), which has allocated substantially all of the Council's current and forecast capital reserves, officers have been working on the prudent basis that the Council would need to borrow from the Public Works Loan Board (PWLB) all sums required for the regeneration of the Churchgate Centre. Local authorities are able to borrow provided that it is in accordance with the Prudential Code, as published by the Chartered Institute of Public Finance and Accountancy (CIPFA). Meeting these requirements needs to be confirmed by the Council's Chief Finance Officer. The Council's Chief Finance Officer is satisfied that the principle of borrowing to fund the regeneration of the shopping centre would meet the requirements of the Prudential Code.
- 8.8 The interest rates charged by PWLB are published twice daily and are not fixed until you draw down the loan. Additionally the rates vary according to the length of loan taken out. Where the Council borrows money to fund capital investment it is a requirement of local government finance rules to make provision for the repayment of the lump sum at the end of the loan period. This is known as the Minimum Revenue Payment (MRP). Based on the current financial projections, a potential investment in regenerating the shopping centre would cover the revenue cost of borrowing (both interest and MRP) and provide the Council with a reasonable return on its investment over and above the income currently generated from the ground rent paid by the current leaseholder to the Council.
- 8.9 The Council has also submitted a bid to the Hertfordshire Local Enterprise Partnership (LEP) for grant funding to cover the cost of the investment in the market and public realm. On 13 November 2017 the LEP launched an open call for applications from economic development projects in Hertfordshire with £12.5m of capital grant funding available. Bids were required to be submitted by Monday 18 December 2017. Due to the timing of the LEP bidding process it was necessary to submit this bid before seeking approval from Full Council for the principles of the regeneration. Within the LEP bid it was made clear that Full Council's approval had still to be obtained, but that it was being sought. It is believed that the Council's bid meets all the LEP's requirements; however it is known that there are eighteen other bids that have been submitted. Outcomes of this bidding process will be known by the end of March 2018. If this application to the LEP is successful, the level of investment in the public realm and market requested would be transformative creating a vibrant space and would support the delivery of the shopping centre regeneration. If the bid is unsuccessful, or only partially successful, further work would need to be undertaken to consider potential alternative approaches.

### Potential Community Benefits

- 8.10 As Members will be aware the Council has long held aspirations for improvement of the Churchgate Shopping Centre. A brief history is provided in paragraph 7.1 above, however the starting point for those aspirations was even earlier. On 17 November 1986 the Economic Development Sub-Committee received a report titled North Herts Town Centres and their role in the Economy. The report stated “The Churchgate shopping mall is showing its age in many respects and its bland characterless form combines with a need for refurbishment that results in it being considerably less attractive than it could or, indeed, should be.” This is therefore an issue that is still not resolved more than thirty years later.
- 8.11 The proposals being explored, if able to be successfully delivered, would finally bring a resolution to the issue of the Churchgate Centre. Additionally the surrounding public realm would be transformed, a new public space created and much needed investment made in Hitchin Market. This investment in the town centre would increase the current offer within the town centre and should provide an economic benefit to the rest of the town.
- 8.12 As noted above in paragraph 8.10, previous reports on the Churchgate Centre have found the existing building to be of a poor quality, to be of bland design and which has not aged well. The existing building does not contribute to and is at odds with the overall character of Hitchin town centre. The regeneration of the Churchgate Centre together with the proposed works to the market and the public realm would provide a welcome opportunity to significantly enhance and improve upon the character and appearance of this part of Hitchin Town Centre and which would also be to the benefit of the wider Hitchin Conservation Area.
- 8.13 In addition to the potential benefits set out above, this proposal also provides a commercial investment opportunity for the Council, which is anticipated to provide a reasonable return on investment. This increased revenue stream, which would have potential to increase over time as rents increase (as the interest costs remain fixed over the lifetime of the loan), would therefore help to support the provision of Council services generally.

### The Future of Hitchin Town Centre

- 8.14 The Council’s emerging Local Plan (currently at Examination in Public stage) identifies the potential for regeneration of the Churchgate area and the need for additional retail floorspace (paragraphs 13.130 to 13.135 refers – see <https://www.north-herts.gov.uk/files/lp1-proposed-submission-local-planpdf>). The wider site is allocated for mixed use, retail led, schemes as site HT11. The supporting retail studies which underpin that element of the proposed Local Plan (see <https://www.north-herts.gov.uk/files/e2-retail-and-town-centres-background-paperpdf>) show a need for retail space in Hitchin, which supports the information provided by lettings agents that there remains strong interest in Hitchin from potential operators. The proposed regeneration of the existing Churchgate shopping centre does not create much additional floorspace (approximately 3,350 sq ft), however there will be a step change in the quality of retail and food and beverage operators who are tenants.

- 8.15 As noted above the amount of additional floor space proposed does not meet the requirements in the emerging Local Plan (and nor is it intended to). It is important to stress that the proposals currently being explored only relate to the Churchgate Centre and market area and does not include any of the wider area identified in the Local Plan. However the proposed regeneration of the Churchgate Centre, Hitchin Market and the public realm would not preclude other incremental development in the future and would in the meantime provide solutions to issues that have previously posed problematic in unlocking the development potential of the wider site.

#### Key Challenges to Overcome

- 8.16 As stressed throughout this report Full Council is being asked whether or not it supports the principle of these proposals, prior to more detailed work being undertaken. Whilst a lot of work has been undertaken to inform the proposals there are still a number of issues that require more work prior to seeking a formal final decision from Council, including (but not limited to):-
- Negotiating and agreeing the final terms of any potential joint venture between the Council and SPG
  - Identifying the most appropriate ownership structure, with particular reference to the most tax efficient way for the Council to invest and receive its return
  - Further work on the financial viability appraisal to ensure that it reflects any changes to the design proposals and changing market conditions for both costs and potential income
  - Reviewing the financial and non-financial risks including the potential ways that they can be managed
  - Ensuring sufficient tenant demand
  - Obtaining high quality CGI images of the proposed regeneration, to support formal approaches to retailers
  - Investigating the ways in which financing costs can be minimised
  - The outcome of the LEP bid (see paragraph 8.9) and any adjustments to proposals required as a result
  - Ensuring final proposals comply with all statutory requirements
  - Consideration of appropriate exit strategies and 'Plan B' options if the Centre is purchased but the regeneration does not proceed
- 8.17 In the event that the above challenges are overcome and Full Council decides to enter into an agreement for the delivery of the regeneration it is anticipated that it would then take, from that point of final decision, approximately twelve months to conclude all issues prior to getting on site (including planning, procurement etc) and a further approximately twelve months of on site construction works.

#### Management of the Project

- 8.18 As stated in paragraph 8.16 above the ownership/investment structure is yet to be determined. From the point of view of the Council's future governance arrangements this means that it could in future be the responsibility of the Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder) or Cabinet or Council itself to deliver. Therefore it is proposed to provide further detail on the future project management arrangements in the next report, once that proposed responsibility is known. In the interim it is therefore recommended that the Deputy Chief Executive be authorised (in consultation with the Chief Finance Officer, the Leader of the Council and Executive Member for Finance and IT) to continue to progress negotiations with SPG, subject to Full Council's final approval of the terms of any proposal.



## Conclusions

- 8.19 The proposals being considered would, on the basis of the information currently available, seem to provide the best opportunity the Council has had for finding a solution to the Churchgate issue. In addition, investment in Hitchin Market and the public realm would create opportunities to transform and reinvigorate the area. This investment, if successful, would create jobs and improve this part of Hitchin town centre, whilst providing a reasonable financial return to the Council. The Council's consultant has confirmed that, in his view, *"The initial work carried out on both the value and cost side of the equation point towards a regeneration that has sufficient financial viability and benefits to the town as a whole to progress to the next level of detail"*. It is therefore recommended to Full Council that this proposal be supported in principle and that further work be undertaken on the details needed in order to report back to Full Council for a final decision on whether to proceed or not.

## **9. LEGAL IMPLICATIONS**

- 9.1 Full Council's terms of reference include at 4.4.1(v) "to authorise the acquisition of land or buildings where the purchase price, premium or initial rent (after the expiry of any rent free period) exceeds £2,500,000" and at 4.4.1(b) "approving or adopting the budget", which includes the capital programme. The responsibility for the decision on the arrangements for the management of Hitchin Market lies with Cabinet. On 8 April 2008 Cabinet made the decision to outsource the market operations, subject to negotiating suitable agreements with interested operators. The report to Cabinet will need to include the TUPE implications of the proposed change of approach to the management of the market.
- 9.2 If the Council agrees to support the principle of the proposals being delivered via a joint venture, the legal implications will need to be considered in the light of the specific proposals. The legal implications would likely include procurement, contract, governance and property considerations. If required specific external legal advice will be obtained.
- 9.3 In accordance with previous reports to Full Council, Members are advised that taking part in Council decisions on the strategy to adopt for the Churchgate Area was unlikely to create a valid perception of predetermination in relation to a Member of the Planning Committee who takes part in the decision relating to any future planning application.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 A budget of £52,500 previously allocated by Full Council for investigating alternative proposals for the Churchgate Centre has been carried forward from previous years. Up to £15,000 of this has been allocated for development consultancy support for the current proposals and it is proposed that the remainder be used for any further specialist advice required, for example legal or tax advice. At the moment, therefore, no additional budget is being sought to progress these proposals. Any underspend on this budget in 2017/18 will need to be carried forward to 2018/19. This will be reported to Cabinet in due course as part of the regular budget monitoring process.

10.2 The Council is able to fund capital projects from the follow sources:

- Capital reserves
- Grants and other contributions
- Revenue funding
- Prudential borrowing

The funding received from the housing stock transfer in 2003 has meant that for a number of years the Council has funded its capital programme from capital reserves, and any grants and contributions that have been available. The proposed capital programme (see elsewhere on agenda) shows that to fund the current capital programme there will be a need to top up capital reserves from the sale of surplus land and buildings. If taken forward it is expected that the majority of the potential investment in the Churchgate Centre will need to be funded by borrowing.

- 10.3 When borrowing for capital expenditure, the Prudential Code (published by CIPFA) determines that the Council must consider whether it is Affordable and Prudent. The consideration of affordability relates to whether the Council can meet the revenue costs of the borrowing, which will be made up of interest and Minimum Revenue Provision (MRP). The expectation is that these will be more than covered by the income from the investment, although they may need to be partly covered from the General Fund during the first few years (i.e. during construction and the early years of operation). Prudence relates to an assessment of the risk, both individually and in the context of the wider treasury position of the Council. As the Council only has a small amount of historic borrowing, this is not a significant factor. The risks in relation to this project will be assessed during the next phase (subject to agreement from Full Council to continue) and will consider variability and sustainability of returns, as well as the security and liquidity of the underlying asset.
- 10.4 When the Council borrows money to fund a capital investment, it is required to set aside an annual provision for the repayment of the debt. This is known as a Minimum Revenue Provision (MRP) and is a cost to the general fund. There is some discretion as to the phasing of when this is set aside, but it should be linked to the life of the asset it is funding and the benefits that accrue from that asset. This will be determined as part of the next phase of the project (if agreed) and will be reflected in the financial appraisal.
- 10.5 The returns from this investment are expected to be through a Joint Venture company. They will therefore be subject to Corporation Tax before they are received by the Council. Advice will be obtained on legitimate ways in which the tax liability can be minimised.

## **11. RISK IMPLICATIONS**

- 11.1 Some of the key risks to the progress of these proposals are set out in paragraph 8.16 above. As part of the LEP bidding process an initial risk log has been created, which identifies 22 potential risks, their consequences and mitigating action required. This risk log will be developed as formal project management arrangements are considered. If the proposals move forward then the project is likely to be proposed as a Top Risk which is then monitored and updated regularly as part of the Council's risk management procedures.

- 11.2 The Council's Risk and Opportunities Management Strategy refers to Contractors and Partners as follows: *"Contractors and Partners are included in the Risk & Opportunities Management Strategy for NHDC. The risk appetite for both contractors and partners should be considered prior to engaging into contracts or partnerships. Ideally a joint Risk Register should be in place for significant contracts and partnerships. In order to achieve the Council's objectives, Client Officers/relationship managers should implement an ongoing review of risks jointly with appropriate contractors and partners."*
- 11.3 In accordance with this Strategy the Churchgate Development Project with Simons Developments between 2010 and 2013 had its own Risk Register. Such a document would also be considered should the Council decide to proceed with the joint venture regeneration.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Any regeneration proposals for the site will need to consider proposals for thoroughfares, access, surface treatments etc and the needs of the users of the resulting development. These will be considered and recorded under separate equality analysis at the relevant time.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and "go local" policy do not apply to this report due to the nature of the decisions Full Council is being asked to make.
- 13.2 However, any decision Council may make in the future with regard to the regeneration of Churchgate which could, either in whole or part, constitute a public service contract would need to report on the social value implications of each/any option at the time of consideration. This would, in brief, consider how every £1 spent could best be spent to benefit the local community, which may include award of some aspects of redevelopment or management of the centre etc. by local social enterprises, a contractor offering an apprentice scheme or similar.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 The current work undertaken to this point has been met from existing resources, with additional external development consultancy expertise sought to support internal skills and knowledge. An internal team of officers including financial, legal, planning and technical expertise has been identified to support the Deputy Chief Executive. The ongoing resourcing requirements will be considered as part of the next phase of work, if Council supports the principle of the proposals, and can be factored into service plans for 2018/19. Additionally the internal resourcing will be considered in the light of any changing responsibilities as a result of the senior management restructure.

## **15. APPENDICES**

- 15.1 Appendix A – Indicative Site Plan.

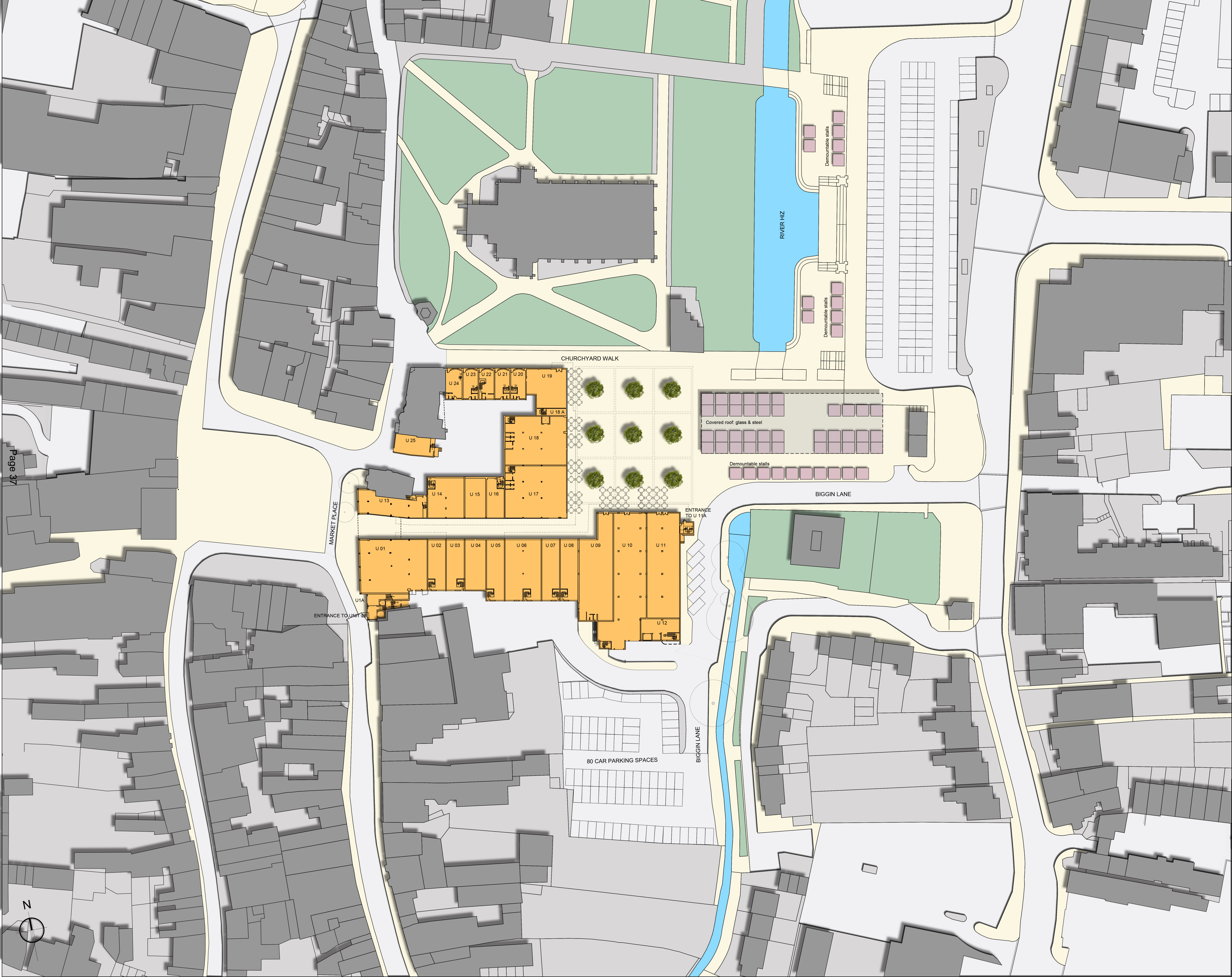
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**17. BACKGROUND PAPERS**

- 17.1 Reports on previous Churchgate proposals to Full Council dated 31 January 2013 and 11 February 2016.
- 17.2 Draft Local Plan.





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NOTES  
This drawing must not be scaled. Use figured dimensions.  
All dimensions are to be verified and checked on site. Any discrepancies that are, or become apparent should be reported to Chapman Taylor.

01	16.09.16	IBR	ISSUE FOR INFORMATION	MZ
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PROJECT  
**CHURCHGATE  
HITCHIN**

CLIENT  
**SPG**

ARCHITECT



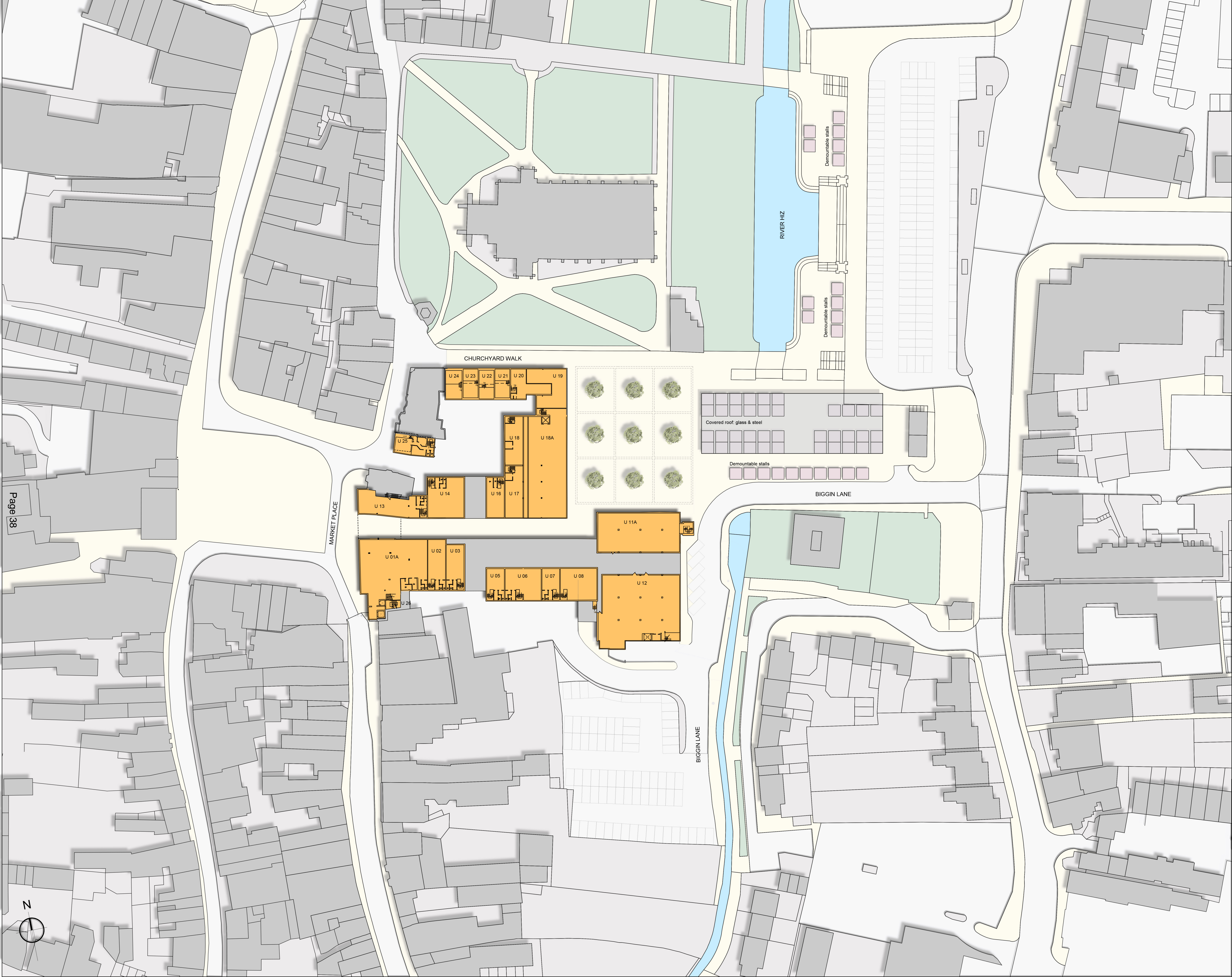
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DRAWING TITLE  
**SITE PLAN**  
**Ground Floor Plan**

JOB NUMBER	SCALE 1:500 @A1	DRAWN BY AK	FIRST ISSUE MAY 2016
PRELIMINARY			
COMPANY CODE CTL	BUILDING / ZONE XX	LEVEL / CATEGORY X (15)	DRAWING No. / REVISION 02 / 00





NOTES  
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01	16.09.16	IBR	ISSUE FOR INFORMATION	MZ
REV	DATE	INTL	DESCRIPTION	CHK

PROJECT  
**CHURCHGATE  
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DRAWING TITLE  
**SITE PLAN**  
**First Floor Plan**

JOB NUMBER	SCALE	DRAWN BY	FIRST ISSUE
	1:500 @A1	AK	MAY 2016
PRELIMINARY			
COMPANY CODE	BUILDING / ZONE	LEVEL	CATEGORY
CTL	XX	X	(15)
DRAWING No.		REVISION	
02		00	



**HITCHIN COMMITTEE  
6 MARCH 2018**

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**9**

**TITLE OF REPORT: SECTION 106 AND UNILATERAL UNDERTAKINGS**

REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER

**1. RECOMMENDATIONS**

- 1.1 That the contents of the report be noted.
- 1.2 That a report shall continue to be presented on an annual basis to each of the Area Committees.
- 1.3 That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where Section 106 or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area or from a village location to a town.

**2. REASONS FOR RECOMMENDATIONS**

- 2.1 To ensure that there is a robust system for negotiating and managing Section 106 and Unilateral Undertakings.
- 2.2 To ensure that this is kept under constant review and that the risk associated with this activity is managed in an appropriate manner.

**3. SUMMARY**

- 3.1 This report and appendix provides Members of the Area Committees with the annual update on the details of the current Section 106 agreements and Unilateral Undertakings within the wards/parishes in the area as at the 20th February 2018. It also provides an update on the relevant legislation.
- 3.2 As with previous years, this does not include the Hertfordshire County Council contributions over which this Council does not have any control.
- 3.3 The appendix shows the contributions received and where monies have been committed to specific projects i.e. the Council's capital projects and the associated timescales where possible. Comments have also been included, where appropriate, as to the justification for the receipt of certain contributions.

- 3.4 Where Section 106 obligations are negotiated for a site, contributions tend to be for a specific purpose whereas the unilateral undertakings entered into and agreed use the formula set out in the Supplementary Planning Document: - Planning Obligations adopted in November 2006.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 It is not considered that an alternative viable option is available for the Council to manage and maintain records of Section 106 and Unilateral Undertakings.

#### **5. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS**

- 5.1 This report is being presented to each Area Committee so that all Ward Members are fully aware of the progress and updated in relation to this matter. No external organisations have been consulted.

#### **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

#### **7. BACKGROUND**

- 7.1 The Council introduced a Planning Obligations supplementary planning document (SPD) in 2006 giving a formula for developers to calculate as to what their section 106 costs might be. Its introduction has led to the majority of sites within the District since 2006 contributing towards the cost of infrastructure. Unilateral undertakings are a particular type of obligation under section 106 that are only signed by the developer, instead of bilaterally by both the Council, and the developer.
- 7.2 The main objective of the SPD was to ensure that the additional demands upon infrastructure, services and facilities from new development are provided for and are put in place at the right time and contribute to the Council's priorities and capital programme.
- 7.3 The Community Infrastructure levy (CIL) regulations came into force in April 2010. It is unlikely that the Council will adopt a Community Infrastructure Charging Schedule until after 2018 following the adoption of a Local Plan. A decision whether to adopt a CIL charging schedule will also depend on regulations at that time, bearing in mind that the government has revised CIL regulations every year since their inception in 2010.
- 7.4 The implementation of the changes to the Community Infrastructure Levy Regulations introduced in April 2015 with regard to the pooling limits has meant that the 'tariff' system used to calculate contributions as set out in the SPD is now principally used only as a negotiating tool associated with a specific infrastructure project or other wise it has little or no relevance.
- 7.5 It has been agreed previously that annual reports on the status of the agreements be presented to the Area Committees so that Members are fully aware of the infrastructure projects the contributions are used towards in their particular area.



## **8. ISSUES**

### **8.1 Current legislation**

8.1.1 The Community Infrastructure Levy (CIL) regulations set out three tests which must be satisfied in order for planning obligations to be required. These tests are also set out within The National Planning Policy Framework (NPPF) which came into force on 28 March 2012. The three statutory tests are as follows:

- **Necessary to make the proposed development acceptable in planning terms;**
- **Directly related to the proposed development; and**
- **Fair and reasonably related in scale and kind to the proposed development**

8.1.2 The pooling limit introduced in April 2015 applies to any obligation which was completed after 6 April 2010. From 6 April 2015, in the determination of a planning application after this date the LPA is not allowed to request S106 funding for an 'infrastructure project' or 'types of infrastructure' if more than 5 obligations since 6 April 2010 have already been committed to that project.

A 'type of infrastructure' relates to the categories set out in the Council's SPD and is as follows:-

- community centre/halls;
- leisure facilities;
- play space;
- pitch sport;
- informal open space;
- sustainable transport; and
- waste collection facilities and recycling.

There is also provision for contributions towards public realm from non-residential development.

8.1.3 The Housing White Paper (February 2017) indicated that CIL was to be reviewed in Autumn 2017 in preparation for the Budget which was to include reform of S106 Obligations. The White Paper however did not specify what these reforms might be or whether the limitations of the 'pooling restrictions' will be reviewed. This reform was not part of the recent Budget and whilst there is indication that some reforms are in the pipeline I have no further updates from my March 2017 Area Committee report on reforms to CIL regulations.

### **8.2. Implications for the collecting of infrastructure contributions**

8.2.1 The restriction relates to the determination of planning applications after 6 April 2015 but it does not prevent:-

- i) the pooling of the contributions from more than 5 obligations which have been completed since 6 April 2010. This means that already collected S106 money from obligations after 6 April 2010 can still be pooled more than 5 times and spent after 6 April 2015. I would also confirm that this does not affect any funds that remain from prior to 2010 which to date have either not been allocated to a specific project or the implementation and spend is beyond 2015.
  - ii) payments being collected after 6<sup>th</sup> April 2015 provided the obligations were before this date and they can be allocated as at present.
- 8.2.2 I would confirm that since 6 April 2010 more than 5 obligations have already been agreed breaching the pooling limit on each of the categories in the SPD and from April 2015 no further obligations have been agreed using the 'tariff system' within the SPD.
- 8.2.3 As the agreement to contributions now relate to specific infrastructure projects and needs to have regard to pooling limits it is necessary for the Local Planning Authority to be a party to any agreement so the present and future use of Unilateral Undertakings will be limited and only used in exceptional circumstances.
- 8.2.4 Negotiations to seek contributions in accordance with the legislation and in particular the tests continue but, as reported in previous years, there have been more challenges by developers citing amongst other matters the viability of a scheme and the specific need for the contributions. Given the direction from some appeal Inspectors, without a proven justification a decision is made to determine applications either without or with a reduced level of contribution.
- 8.2.5 Over the last few months, since the changes to the regulations Officers have progressed a limited number of agreements for major developments with the emphasis being the justification in order that the authority are not open to challenge. The agreed heads of terms for any application are set out in the report to the Planning Control Committee.
- 8.2.6 Members may recall that last year I advised at the Area Committee meeting that the government had updated and modified the Planning Practice Guidance as of the 28<sup>th</sup> November 2014 and it stated that no contributions should be sought from developments of 10 or less units and in certain designated rural areas the Council may apply a lower threshold of 5 units or less where no affordable housing or tariffs should be sought. For 6-10 units the contributions are to be sought in the form of commuted cash payments.

### 8.3 Use of existing funds

- 8.3.1 The three tests set out in paragraph 8.1.1 equally apply when allocating the monies received for the defined purpose. The applicant who has entered into a section 106 agreement or a unilateral undertaking has a right to seek a refund if these monies are not used for the appropriate purposes identified in either the specific agreement or the adopted SPD. Moreover, most S106 Obligations contain a 10 year pay back clause which the Council must meet if it has been unable to spend / allocate the funds to the identified project.

The important issue in this respect is that the spending of the contributions must be to **mitigate the effect of the development** i.e. that is the only reason for seeking contributions in the first instance.

An example of this would be an increased use and pressure on any play space within the vicinity of the site which may require additional equipment. There is no restriction for drawing down contributions from both Section 106 and UUs for a specific project subject to the recent changes in legislation.

8.3.2 To summarise the overall strategy for the spending of this money is principally by way of the Council's adopted capital projects and strategies e.g. the Greenspace Management Strategy which provides the background and justification for projects.

8.3.3 For infrastructure projects in Royston and the rural parishes, outside of the control of this Council, where a commitment is shown and there is a justifiable need to improve the infrastructure, a project plan is required together with an order or receipt, before the contributions would be payable. Finally other projects have been identified and come forward through local Councillors or the Community Development Officers.

#### 8.4 Income and Expenditure

8.4.1 The financial position for the Section 106 monies for this Council from 2001/02 are set out in the table below:-

Year	Receipts in year	Allocated in year	Total interest received on all S106 balances in year to General Fund
	£	£	£
2001/02	17,729	2,000	192
2002/03	224,542	181,341	1,166
2003/04	5,000	0	3,076
2004/05	364,461	49,166	13,107
2005/06	76,900	53,919	20,957
2006/07	199,278	13,000	26,921
2007/08	164,884	22,650	42,253
2008/09	313,397	78,824	46,753
2009/10	264,798	103,544	29,839
2010/11	405,478	267,976	23,039
2011/12	477,000	59,936	32,888
2012/13	449,650	108,474	42,303
2013/14	570,022	486,347	33,027
2014/15	1,289,621	228,686	35,017
2015/16	223,166	425,862	39,704
2016/17	137,920	490,475	33,100
2017/18 to date	434,106	346,750 tbc	
	<b>5,617,951</b>	<b>2,918,950</b>	<b>423,341</b>

- 8.4.2 The sites that have benefited from the funding during the last financial year include:-

Baldock – Clothall Road Allotment Enhancement and Expansion  
£15,091.36

Various District - Waste & Recycling  
£13,164.04

Knebworth – Lytton Fields Recreation Ground enhancement  
£27,638.62

Transition Town Letchworth Cycle Initiative  
£101,542.12

St Ippolyts - External gym/exercise equipment at Recreation Ground  
£2098.31

- 8.4.3 The spend on the Council's capital projects will not be finalised until year end.
- 8.4.4 I would also confirm that no contributions received have been required to be returned this financial year. As can be seen from the attached appendix this is closely monitored through this working document.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Council requires Section 106 Agreements and Unilateral Undertakings where appropriate under the Town and Country Planning Acts where development involves matters which cannot be controlled by planning conditions. There are strict rules which govern the negotiation and implementation of matters covered by Section 106 Agreements and in essence, these need to relate to the development proposed both in scale and kind. The Section 106 SPD has been formulated with those principles in mind and the implementation of the SPD is being undertaken in a satisfactory manner.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 Interest accruing on S106 receipts is pooled corporately and included in the total income arising from investments. This is the case with all of the Council's 'reserves' and investment interest is then used to contribute towards General Fund revenue expenditure. Risk arising from interest rate fluctuations is considered in the Corporate Business Planning process and is a consideration when setting the level of balances. There may be occasions where the S106 agreement requires a refund with interest in the event that prescribed works are not acted upon.
- 10.2 The financial implications of a planning permission may be agreed but if the planning permission is not implemented the monies will not be received.
- 10.3 When negotiating monies for capital schemes there may be a delay in implementing those schemes which may result in a change of cost.

## **11. RISK IMPLICATIONS**

- 11.1 The work associated with the implementation of the requirements of the Community Infrastructure Levy Regulations and the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document has been incorporated within the work programme for the Local Plan following the resolution of Cabinet in July 2103 not to pursue a Community Infrastructure Levy for this Council for the time being.

## **12 EQUALITIES IMPLICATIONS**

- 12.1 The Equality Act 2010 came into force on the 1<sup>st</sup> October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5<sup>th</sup> April 2011. There is a General duty, described in 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give **due regard** to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.3 There are not considered to be any direct equality issues arising from this report.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 As the recommendations made in this report do not constitute a public service contract, the measurement of 'social value' as required by the Public Services (Social Value) Act 2012 need not be applied, although equalities implications and opportunities are identified in the relevant section at paragraphs 12.

## **14 HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are no new human resource implications arising from the contents of this report as the monitoring of Section106 and Unilateral Undertakings is currently undertaken using existing staff resources.

## **15. APPENDICES**

- 15.1 Appendix 1 - Monitoring report on Section 106 and Unilateral Undertakings

## **16. CONTACT OFFICERS**

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### ***Contributors***

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### **17. BACKGROUND PAPERS**

17.1 Section 106 Supplementary Planning Document adopted November 2006 and monitoring reports.

	Section 106 Agreements - All Areas		Live contribution need to be allocated and or spent							
			Agreement fulfilled							
			Payment Required							
			Agreement not requiring NHDC involvement							
TOWN/ AREA	Details of Related Application - inc ref. No. proposal/address	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Amount allocated to project	Sum/Date Paid Out	Balance remaining: to be allocated/Sp ent	Live = funds still available/nee d to be spent Archived = funds all	Comments
Hitchin	00/00983/1 - Conversion of part of 3 storey building to 24 flats and leisure club etc., at Hitchin Telephone Exchange, Queen Street, Hitchin. (Applicant: Regent Properties UK Limited)	S106	Sustainable Transport The leaseholder and applicant to pay NHDC £43,200 prior to the occupation of any residential unit in the development, towards sustainable transport infrastructure to make good a deficiency in the locality.	N/A	43,200.00	0.00		43,200.00	LIVE TO BE ALLOCATED	
Hitchin	06/00088/1 3 storey development to provide 24 flats (18 two bedroom and 6 one bedroom), ground floor retail unit, new vehicular access, 18 parking spaces, refuse and cycle store, riverside walkway following demolition of existing building Location: Crown & Sceptre House, Bridge St, Hitchin	S106	Youth Cotnribution (NHDC) Towards the Council's Hitchin Town Centre project for children and young people. To be paid prior to first occupation. To be refunded if not spent or committed to be spent within 10 years of date of payment		8,247.27	8,247.27			Allocated	Allocated to Hitchin Town Hall - awaiting journal transfer by finance (S106 Request for funding form refers)
Hitchin	06/02007/1 - 2, 3 & 4 storey buildings together with conversion of part of existing Carling Building and Building B to provide 141 residential units (23 one bedroom and 102 two bedroom flats; 1 one bedroom, 12 two bedroom and 3 three bedroom houses). Basement parking for 175 cars and cycle storage. Use of part of existing Carling Building for retail purposes (362 sq.m.). Two separate points of vehicular access via Paynes Park following closure of existing. Service access to new ground floor loading bay rear of Brookers via Market Place. Landscaping and ancillary works. (Amended by plans rec'd 22.11.06 and 04.12.06) Site: Brookers Yard and Suzuki and Peter Fish Premises off Paynes Park, Hitchin		Youth Allocated to facilities at Hitchin Town Hall. £29601.27 spent 14/15. Balance £15648.73 allocated to same project to be spent as appropriate.	10 years from receipt	45,250.00	29,601.27		15,648.73	Allocated	
Hitchin	07/00440/1 Gainsford Memorial Hall and 15 Radcliffe Road, Hitchin Change of use of Sikh Temple to residential and partial demolition and extension of existing buildings to provide 2 x two bedroom houses, 4 x one bedroom flats and 3 x two bedroom flats	UU	Pitch Sports - Allocated to new football changing pavillion, Walsworth Common	N/A	2,256.86	2,256.86			Allocated	
Hitchin	07/00440/1 Gainsford Memorial Hall and 15 Radcliffe Road, Hitchin Change of use of Sikh Temple to residential and partial demolition and extension of existing buildings to provide 2 x two bedroom houses, 4 x one bedroom flats and 3 x two bedroom flats	UU	Community Centre Spent capital project at Hitchin Town Hall	N/A	2,817.92	2,620.70	01/04/2014	197.20	Allocated	Balance of £197.20 allocated to Hitchin Town Hall
Hitchin	07/00816/1 1a Verulam Road, Hitchin Three storey studio apartment following demolition of existing workshop	UU	Community Centre Allocated to capital project at Hitchin Town Hall	N/A	231.69	231.69			Allocated	
Hitchin	07/00816/1 1a Verulam Road, Hitchin Three storey studio apartment following demolition of existing workshop	UU	Leisure	N/A	383.28			383.28	LIVE TO BE ALLOCATED	
Hitchin	07/00816/1 1a Verulam Road, Hitchin Three storey studio apartment following demolition of existing workshop	UU	Pitch Sports - Allocated to MUGA at Bancroft Recreation Ground	N/A	209.06	209.06	31/03/2016		Allocated	

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Hitchin	07/00816/1 1a Verulam Road, Hitchin Three storey studio apartment following demolition of existing workshop	UU	Play Space - spent play equipment at Walsworth Common play area. Balance of £35.73 remains which is to be reallocated	N/A	423.84	388.11	31/03/2016	35.73	Part spent - balance to be allocated	See total remaining to be reallocated Capital Project Parks & Countryside
Hitchin	07/01052/1 Benslow Music Trust, Benslow Lane, Hitchin Two storey extensions to east and west sides of existing building 'Fieldfares' to provide student accommodation comprising 16 bedrooms, kitchen, practice and ensemble room; insertion of dormer window in rear roof slope of existing building and provision of 4 additional car parking spaces	UU	Sustainable Transport	N/A	2,346.09			2,346.09	LIVE TO BE ALLOCATED	
Hitchin	07/01443/1 Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH 3 storey detached building comprising one 2 bedroom and two 1 bedroom flats together with the provision of 4 car parking spaces, landscaping, vehicular access, road way and ancillary works (as alternative to the 4 bedroom detached house granted planning permission under ref no 06/02558/1 on 09 March 2007).	UU	Community Centres Allocated to Hitchin Town Hall		231.24	231.24			Allocated	
Hitchin	07/01443/1 Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH 3 storey detached building comprising one 2 bedroom and two 1 bedroom flats together with the provision of 4 car parking spaces, landscaping, vehicular access, road way and ancillary works (as alternative to the 4 bedroom detached house granted planning permission under ref no 06/02558/1 on 09 March 2007).	UU	Pitch Sports Allocated to new football changing pavillion, Walsworth Common		179.58	179.58			Allocated	Capital Code 5314 686. Budget for spend 20/21
Hitchin	07/02060/1 Priory Cottages, 1,3 Tilehouse Street, Hitchin Change of use from 6 en-suite bedrooms associated with Hitchin Priory to 2 two bedroom dwellings with associated car parking, amenity space, bin and cycle storage and erection of 1.2m high railing fence on rear boundary.	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground	N/A	519.76	519.76			Allocated	
Hitchin	07/02240/1 35A Verulam Road Three storey building to provide three 3-bed terrace houses with integral garages and provision of 3 parking spaces following demolition of existing bungalow	UU	Pitch Sports Allocatd to MUGA at Bancroft Recreation Ground	N/A	759.98	759.98			Allocated	
Hitchin	07/02740/1 60 Old Park Road, Hitchin Part two storey and part single storey rear extension to facilitate conversion of existing dwelling into two 2-bedroom dwellings following demolition of existing single storey extension	UU	Pitch Sports Allocatd to MUGA at Bancroft Recreation Ground		275.02	275.02			Allocated	
Hitchin	07/02740/1 60 Old Park Road, Hitchin Part two storey and part single storey rear extension to facilitate conversion of existing dwelling into two 2-bedroom dwellings following demolition of existing single storey extension	UU	Sustainable Transport		825.68			825.68	LIVE TO BE ALLOCATED	
Hitchin	08/00571/1 1-1A Florence Street, Hitchin Erection of terrace of three 3-bedroom town house dwellings with integral car ports following demolition of existing commercial premises	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	1,269.02	1,269.02			Allocated	



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Hitchin	08/00571/1 1-1A Florence Street, Hitchin Erection of terrace of three 3-bedroom town house dwellings with integral car ports following demolition of existing commercial premises	UU	Sustainable Transport	N/A	1,827.07			1,827.07	LIVE TO BE ALLOCATED	
Hitchin	08/00747/1 40a Queen Street, Hitchin Change of use of ground floor from Office (B1) to residential to create a 1-bedroom flat	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	203.38	203.38			Allocated	
Hitchin	08/01086/1 Pinehill Hospital Extension to car park to provide 18 additional spaces	UU	Sustainable Transport	N/A	9,989.46			9,989.46	LIVE TO BE ALLOCATED	
Hitchin	08/01129/1 Garden House, 42 Bancroft, Hitchin Change of use and internal and external alterations of office building (Class A2) to provide 14 self-contained two bedroom flats with associated parking (variation of planning permission 07/01152/1 granted 13/08/07) (as amplified by drawing no. WD 13 B)	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	4,022.44	4,022.44			Allocated	
Hitchin	08/01260/1 Land adj to 22A Sunnyside Road, Hitchin Erection of three bedroom detached dwelling with provision of two parking spaces and formation of new vehicular access	UU	Leisure	N/A	782.25			782.25	LIVE TO BE ALLOCATED	
Hitchin	08/01260/1 Land adj to 22A Sunnyside Road, Hitchin Erection of three bedroom detached dwelling with provision of two parking spaces and formation of new vehicular access	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	413.30	413.30			Allocated	
Hitchin	08/01416/1 5-6 Bilton Road, Hitchin Erection of two 2 storey industrial buildings to provide 8 units for use classes B1c, B2 & B8 together with associated parking following demolition of existing buildings and temporary structures	UU	Sustainable Transport - non-residential	N/A	20,792.00			20,792.00	LIVE TO BE ALLOCATED	
Hitchin	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	UU	Informal Open Space Allocated to pathways at Bancroft	N/A	338.73	338.73			Allocated	
Hitchin	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	UU	Pitch Sports Allocated to new changing rooms at Walsworth Common	N/A	309.00	309.00			Allocated	
Hitchin	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	UU	Sustainable Transport	N/A	627.00			627.00	LIVE TO BE ALLOCATED	
Hitchin	08/02132/1 43 Byron Close, Hitchin Two bedroom dwelling attached to existing semi-detached dwellings; formation of vehicular access to proposed car parking providing an additional 1.5 spaces	UU	Community Centre Allocated for spend to Hitchin Town Hall	N/A	341.37	341.37			Allocated	
Hitchin	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	UU	Pitch Sports Allocated to new changing rooms at Walsworth Common	N/A	434.51	434.51			Allocated	
Hitchin	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	UU	Informal Open Space Allocated to enhancements to Bancroft Gardens including water play feature	N/A	476.17	476.17			Allocated	
Hitchin	09/00798/1 Land off St Faiths Close, Hitchin Erection of detached 3-bedroom house together with associated parking and landscaping	UU	Sustainable Transport	N/A	1,254.14			1,254.14	LIVE TO BE ALLOCATED	
Hitchin	09/01099/1 The Silver Moon, Bedford Road, Hitchin Change of use from Public House (Class A4) to residential dwelling (Class C3)	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	402.68	402.68			Allocated	
Hitchin	09/01099/1 The Silver Moon, Bedford Road, Hitchin Change of use from Public House (Class A4) to residential dwelling (Class C3)	UU	Sustainable Transport	N/A	1,163.91			1,163.91	LIVE TO BE ALLOCATED	
Hitchin	09/01434/1 Land adj to The Larches, Standhill Road, Hitchin Erection of two detached four bedroom dwellings with integral garages and associated works including new vehicular accesses from Standhill Road	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	1,034.76	1,034.76			Allocated	

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Hitchin	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	UU	Informal Open Space Allocated to King George V Recreation Ground - Main Play Area	N/A	938.12	938.12			Allocated	Capital Code not yet available - Budget for spend 19/20
Hitchin	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	856.04	846.04			Allocated	
Hitchin	09/01949/1 88 Times Close, Hitchin Erection of two 3-bed houses as semi-detached dwellings together with detached garage for each dwelling and associated parking	UU	Sustainable Transport	N/A	2,821.80			2,821.80	LIVE TO BE ALLOCATED	
Hitchin	09/02165/1 30 and 31 Tristram Road and land to r/o 25-31 Tristram Road, Hitchin Redevelopment of land to r/o 25-31 Tristram Road to facilitate residential development of affordable housing comprising one 3-storey block to provide 7 one-bedroom flats; 8 two-bedroom houses as 4 semi-detached pairs; 1 detached bungalow and 1 five-bedroom detached house; provision of detached bin and cycle store; provision of 27 car parking spaces and creation of adoptable access road following demolition of 30 and 31 Tristram Road	UU	Pitch Sports Allocated to new changing rooms at Walsworth Common	N/A	2,715.60	2,715.60			Allocated	
Hitchin	09/02165/1 30 and 31 Tristram Road and land to r/o 25-31 Tristram Road, Hitchin Redevelopment of land to r/o 25-31 Tristram Road to facilitate residential development of affordable housing comprising one 3-storey block to provide 7 one-bedroom flats; 8 two-bedroom houses as 4 semi-detached pairs; 1 detached bungalow and 1 five-bedroom detached house; provision of detached bin and cycle store; provision of 27 car parking spaces and creation of adoptable access road following demolition of 30 and 31 Tristram Road	UU	Sustainable Transport	N/A	11,500.00			11,500.00	LIVE TO BE ALLOCATED	
Hitchin	09/02171/1 34-36 Walsworth Road, Hitchin First floor rear extension and conversion of part of first floor to form two x 2-bedroom self-contained flats	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	303.54	303.54			Allocated	
Hitchin	09/02366/1 Data Centre, Units 6 and & Sharps Way, Hitchin Demolition of existing industrial units to allow residential development comprising 2 x 4-bed houses, 5 x 3 bed houses, 2 x 2 bed houses, 2 x 2 bed flats, 6 x 1 bed flats and 15 x 1 bed supported independent living flats together with associated parking, bin and cycle storage	S106	Pitch Sports Allocated to MUGA at Bancroft Gardens	01/10/2022	6,204.71	6,204.71			Allocated	
Hitchin	09/02367/1 Land to r/o 54 Wymondley Road, Hitchin Residential development comprising 3 three-bed and 1 four-bed detached dwellings together with provision of new vehicular and pedestrian access from The Aspens	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	1,968.49	1,968.49			Allocated	
Hitchin	09/02367/1 Land to r/o 54 Wymondley Road, Hitchin Residential development comprising 3 three-bed and 1 four-bed detached dwellings together with provision of new vehicular and pedestrian access from The Aspens	UU	Sustainable Transport £1000 spent - installation of dual charge points for electric vehicles at Lairage Multi Storey Car Park. £6732.33 alloated to Wymondley Road Crossing (HCC Project)	N/A	7,732.33	7,732.33	31/03/2015	6,732.33	Part spent - balance allocated	£1000 SPENT BALANCE OF £6732.33 ALLOCATED
Hitchin	10/00344/1 Land rear of 83-84, Tilehouse Street, Hitchin, SG5 Residential development comprising terrace of 3 x 2-bed dwellings together with associated parking	UU	Pitch Sports Allocated to MUGA Bancroft Recreation Ground		991.67	991.67			Allocated	
Hitchin	10/00370/1 6 Willian Road, Hitchin Provision of 2-bedroom dwelling attached to no 6 Willian Road following demolition of existing side extension	UU	Pitch Sports Allocated to new changing rooms at Walsworth Common	N/A	326.22	326.22			Allocated	
Hitchin	10/00475/1 66b Dacre Road, Hitchin Conversion and alterations to existing garage/workshop to provide 1 one-bedroom dwelling with associated parking	UU	Leisure	N/A	406.79			406.79	LIVE TO BE ALLOCATED	
Hitchin	10/00475/1 66b Dacre Road, Hitchin Conversion and alterations to existing garage/workshop to provide 1 one-bedroom dwelling with associated parking	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	241.34	241.34			Allocated	
Hitchin	10/00475/1 66b Dacre Road, Hitchin Conversion and alterations to existing garage/workshop to provide 1 one-bedroom dwelling with associated parking	UU	Sustainable Transport	N/A	644.36			644.36	LIVE TO BE ALLOCATED	
Hitchin	10/00475/1 66b Dacre Road, Hitchin Conversion and alterations to existing garage/workshop to provide 1 one-bedroom dwelling with associated parking	UU	Community Centres Allocated to Hitchin Town Hall	N/A	245.91	245.91			Allocated	

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Hitchin	10/01131/1 2 and 3-4 High Street, Hitchin, SG5 1BH Alterations and change of use of first and second floors to provide residential accommodation comprising 4 x two-bedroom flats and 2 x one-bedroom flats	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground	N/A	1,407.44	1,407.44			Allocated	
Hitchin	10/01219/1 Former Chapel, Caldicott Centre, Highbury Road, Hitchin Change of use and conversion of former chapel including insertion of 3 dormer windows in south elevation and 1 velux rooflight in north elevation roofslope together with internal alterations to provide 2 bedroom dwelling house	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground	N/A	301.99	301.99			Allocated	
Hitchin	10/01219/1 Former Chapel, Caldicott Centre, Highbury Road, Hitchin Change of use and conversion of former chapel including insertion of 3 dormer windows in south elevation and 1 velux rooflight in north elevation roofslope together with internal alterations to provide 2 bedroom dwelling house	UU	Community Centres Allocated to Hitchin Town Hall	N/A	329.32	329.32			Allocated	
Hitchin	10/01249/1 The Wishing Well, 181 Stevenage Road, Hitchin Refurbishment and restoration of existing building to facilitate sub-division and change of use from Class A4 (Drinking Establishment) to Class C3 (Residential) to provide two 3-bed dwellings with associated parking and bin storage	UU	Pitch Sports Allocated to MUGA Bancroft Recreation Ground	N/A	449.74	449.74		0.00	Allocated	
Hitchin	10/01299/1 19 Latchmore Close, Hitchin Residential development of 3 dwellings comprising one detached 3-bedroom dwelling and two 2-bedroom dwellings as semi-detached pair together with associated parking and landscaping following the demolition of existing bungalow	UU	Pitch Sports Allocated to MUGA Bancroft Recreation Ground	N/A	603.97	603.97			Allocated	
Hitchin	10/01299/1 19 Latchmore Close, Hitchin Residential development of 3 dwellings comprising one detached 3-bedroom dwelling and two 2-bedroom dwellings as semi-detached pair together with associated parking and landscaping following the demolition of existing bungalow	UU	Sustainable Transport	N/A	1,527.07			1,527.07	LIVE TO BE ALLOCATED	
Hitchin	10/01404/1 42 Walsworth Road, Hitchin Change of use of residential dwelling to temporary hostel accommodation comprising 4 self-contained flats/bedsits (comprising 1 x 2 bed flat, 1 x 1 bed flat and 2 no studio flats)	UU	Informal Open Space Allocated to pathways at Bancroft	N/A	604.80	604.80			Allocated	
Hitchin	10/01611/1 6 Grove Road, Hitchin, SG5 1SE Change of use of offices to residential to provide 2 x 2-bedroom flats	UU	Pitch Sports	N/A	595.36			595.36	LIVE TO BE ALLOCATED	
Hitchin	10/01630/1 4 Water Lane, Hitchin, SG5 1TX Residential development to provide terrace of 4 x 3 bed dwellings together with associated parking following demolition of existing property and garages	UU	Leisure Spent Hitchin Swim Centre - not all spent. Balance of £175.19 remains to be allocated and spent.	N/A	3,297.63	3,122.44		175.19	Part spent - balance to be allocated	ONLY £175.19 LEFT TO BE ALLOCATED/SPENT
Hitchin	10/01630/1 4 Water Lane, Hitchin, SG5 1TX Residential development to provide terrace of 4 x 3 bed dwellings together with associated parking following demolition of existing property and garages	UU	Informal Open Space Allocated to pathways at Bancroft	N/A	2,016.52				Allocated	
Hitchin	10/01630/1 4 Water Lane, Hitchin, SG5 1TX Residential development to provide terrace of 4 x 3 bed dwellings together with associated parking following demolition of existing property and garages	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground	N/A	1,840.08				Allocated	
Hitchin	10/01630/1 4 Water Lane, Hitchin, SG5 1TX Residential development to provide terrace of 4 x 3 bed dwellings together with associated parking following demolition of existing property and garages	UU	Sustainable Transport	N/A	2,508.27			2,508.27	LIVE TO BE ALLOCATED	
Hitchin	10/02542/1 Highover Cottages, Highover Way, Hitchin Erection of 3-bedroom detached dwelling together with provision of associated parking comprising 2 spaces for new dwelling and 1 space each for existing cottages	UU	Pitch Sports	N/A	454.04			454.04	LIVE TO BE ALLOCATED	
Hitchin	10/02542/1 Highover Cottages, Highover Way, Hitchin Erection of 3-bedroom detached dwelling together with provision of associated parking comprising 2 spaces for new dwelling and 1 space each for existing cottages	UU	Sustainable Transport	N/A	1,254.14			1,254.14	LIVE TO BE ALLOCATED	

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Hitchin	10/02796/1 85 Tilehouse Street, Hitchin, SG 5 2DY Refurbishment, internal alterations and extension to existing listed building to facilitate conversion into 3 x 2-bedroom flats and conversion of existing timber framed house to 1 x 3-bedroom dwelling following demolition of single storey rear extensions. Construction of 2 link- detached 2-bedroom houses in rear yard following demolition of existing buildings	UU	Leisure	N/A	3,144.99			3,144.99	LIVE TO BE ALLOCATED	
Hitchin	10/02796/1 85 Tilehouse Street, Hitchin, SG 5 2DY Refurbishment, internal alterations and extension to existing listed building to facilitate conversion into 3 x 2-bedroom flats and conversion of existing timber framed house to 1 x 3-bedroom dwelling following demolition of single storey rear extensions. Construction of 2 link- detached 2-bedroom houses in rear yard following demolition of existing buildings	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens	N/A	1,788.35	1,788.35			Allocated	
Hitchin	10/02796/1 85 Tilehouse Street, Hitchin, SG 5 2DY Refurbishment, internal alterations and extension to existing listed building to facilitate conversion into 3 x 2-bedroom flats and conversion of existing timber framed house to 1 x 3-bedroom dwelling following demolition of single storey rear extensions. Construction of 2 link- detached 2-bedroom houses in rear yard following demolition of existing buildings	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area	N/A	3,625.70	3,625.70			Allocated	Capital Code 5314 693
Hitchin	10/02796/1 85 Tilehouse Street, Hitchin, SG 5 2DY Refurbishment, internal alterations and extension to existing listed building to facilitate conversion into 3 x 2-bedroom flats and conversion of existing timber framed house to 1 x 3-bedroom dwelling following demolition of single storey rear extensions. Construction of 2 link- detached 2-bedroom houses in rear yard following demolition of existing buildings	UU	Community Centres Allocated to Hitchin Town Hall	N/A	1,901.15	1,901.15			Allocated	
Hitchin	10/03004/1 Land adj to 181 Stevenage Road, Hitchin SG4 9EA Erection of detached 3-bedroom dwelling	UU	Pitch Sports	N/A	454.04			454.04	LIVE TO BE ALLOCATED	
Hitchin	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	UU	Informal Open Space Allocated to King George V Rec - main play area	N/A	2,393.14	2,393.14			Allocated	Capital Code not yet available - Budget for spend 19/20
Hitchin	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	UU	Pitch Sports	N/A	2,183.74			2,183.74	LIVE TO BE ALLOCATED	
Hitchin	10/03032/1 271 Bedford Road, Hitchin, SG5 2UG Extension of time for previously approved planning permission under planning ref 07/02288/1 granted on 29 October 2007 for the erection of two storey building to provide 8 two-bedroom flats together with associated parking and cycle store and alterations to existing access following demolition of existing bungalow.	UU	Sustainable Transport	N/A	2,577.44			2,577.45	LIVE TO BE ALLOCATED	
Hitchin	11/00146/1 40 Queen Street, Hitchin SG4 9TS Change of use from theatre school (Class D1) to residential (Class C3) to provide 1 x 6 bedroom dwelling	UU	Pitch Sports	N/A	555.34			555.34	LIVE TO BE ALLOCATED	
Hitchin	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	UU	Informal Open Space	N/A	980.09			980.09	LIVE TO BE ALLOCATED	
Hitchin	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	UU	Pitch Sports	N/A	894.33			894.33	LIVE TO BE ALLOCATED	
Hitchin	11/00265/1 6 Station Terrace, Hitchin SG4 9UN Erection of 2 x 3-bedroom dwellings as semi-detached pair together with associated cycle store	UU	Sustainable Transport	N/A	1,500.00			1,500.00	LIVE TO BE ALLOCATED	



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Hitchin	11/00295/1 Churchyard, 7b Market Place, Hitchin Change of use from office (Class A2) to residential (Class C3) to provide self-contained flat	UU	Pitch Sports Allocated to MUGA Bancroft Recreation Ground		259.88	259.88				
Hitchin	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	UU	Leisure		2,119.80			2,119.80	LIVE TO BE ALLOCATED	
Hitchin	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		1,294.20	1,294.22			Allocated	
Hitchin	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area		2,408.91	2,408.91			Allocated	Capital Code 5314 693
Hitchin	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	UU	Sustainable Transport		2,577.44			2,577.44	LIVE TO BE ALLOCATED	
Hitchin	11/00382/1 104 Bedford Road, Hitchin, SG5 2UE Erection of 2 x 4-bedroom detached dwellings together with associated parking; alterations to existing vehicular access to serve proposed dwellings and existing bungalow	UU	Community Halls Allocated for spend to Hitchin Town Hall		1,281.42	1,281.42			Allocated	
Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	UU	Informal Open Space £2604.82 spent Ransoms Recreation Ground Balance £8304.00 allocated to pathways at Bancroft		10,908.82	10,908.82			Allocated	Only balance of £8304.00 to be spent on pathways at Bancroft
Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		9,954.39	9,954.39			Allocated	
Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	UU	Play Space £8694.06 Spent works to Ransoms Rec play area Balance £11487.04 allocated to Bancroft Play Area		20,181.50	20,181.50			Allocated	Only balance of £11487.04 to be spent at Bancroft Play Area
Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	UU	Public Realm		9,952.18			9,952.18	LIVE TO BE ALLOCATED	
Hitchin	11/00694/1 Lyon Court, Walsworth Road, Hitchin, SG4 9SX Change of use of offices (Use Class B1(A)) and extension to provide 423sqm of convenience store floorspace (including retail, holding and back of house areas (Use Class A1)) and 35 flats (Use Class C3) with associated landscaping, car and cycle parking	UU	Affordable Housing Obligation: To be applied towards the provision of Affordable Housing within the District of North Hertfordshire - allocated to provision of affordable housing at John Barker Place, Westmill Estate, Hitchin as part of a wider regeneration scheme including demilition of existing community centre, shops, maisonettes and games area and provision of new community centre, shops, flats and games area. Capital project for 17/18		37,357.51	37,357.51			Allocated	
Hitchin	11/01825/1 23 Bedford Road, Hitchin Installation of front bay window and steel staircase to rear first floor to facilitate change of use of existing ground floor retail unit to 1-bedroom residential accommodation and refurbishment of existing first floor residential accommodation.	UU	Informal Open Space Allocated to King George V Recreation - Main play area		256.43	256.43			Allocated	Capital Code not yet available - Budget for spend 19/20

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Hitchin	11/01825/1 23 Bedford Road, Hitchin Installation of front bay window and steel staircase to rear first floor to facilitate change of use of existing ground floor retail unit to 1-bedroom residential accommodation and refurbishment of existing first floor residential accommodation.	UU	Pitch Sports Allocated to MUGA Bancroft Recreation Ground		233.99	233.99			Allocated	
Hitchin	11/01857/1 Land at 201 Whitehill Road, Hitchin, SG4 9H Two bedroom bungalow with associated parking and amenity space	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		259.88	259.88			Allocated	
Hitchin	11/01857/1 Land at 201 Whitehill Road, Hitchin, SG4 9H Two bedroom bungalow with associated parking and amenity space	UU	Waste & Recycling		71.00			71.00	LIVE TO BE ALLOCATED	Not yet started
Hitchin	11/02331/1 22 Bancroft, Hitchin, SG5 1JW Change of use of existing offices to two self-contained dwellings together with associated parking and amenity areas	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		1,036.24	1,036.24			Allocated	
Hitchin	11/02970/1 84 Tilehouse Street, Hitchin, SG5 2DY Change of use from office (Class B1) to one two bedroom house (Class C3)	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area		337.46	337.46			Allocated	Capital Code 5314 693
Hitchin	12/00536/1 91-93A Bancroft, Hitchin, SG5 1NQ Two storey and single storey extensions following partial demolition and alterations to existing building to create one retail unit (use class A3) and 4 one bedroom flats, one studio flat and 2 two bedroom flats (variation to conditions 4 and 5 of 11/03020/1 granted permission 16/02/12 in addition to alteration to entrance to flat 6)	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens		1,835.61	1,835.61			Allocated	
Hitchin	12/00893/1 Land to r/o 22 Bancroft, Hitchin Change to courtyard and parking spaces layout ; increase depth of houses to allow full size lifts; minor elevation changes to all houses; omit basement to House A; change roof tile to blue slate to all houses; crown roof to plot A (as minor material amendment to application number 09/01158/1 granted 30 July 2009)	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens		1,417.45	1,417.45			Allocated	
Hitchin	12/01077/1 22 Bridge Street, Hitchin, SG5 2DF Erection of 3 x three bedroom semi-detached dwellings and 1 x three bedroom detached dwelling with parking spaces and associated works following demolition of existing building	UU	Leisure		3,754.36			3,754.36	LIVE TO BE ALLOCATED	
Hitchin	12/01077/1 22 Bridge Street, Hitchin, SG5 2DF Erection of 3 x three bedroom semi-detached dwellings and 1 x three bedroom detached dwelling with parking spaces and associated works following demolition of existing building	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		1,985.04	1,985.04			Allocated	
Hitchin	12/01077/1 22 Bridge Street, Hitchin, SG5 2DF Erection of 3 x three bedroom semi-detached dwellings and 1 x three bedroom detached dwelling with parking spaces and associated works following demolition of existing building	UU	Sustainable Transport		3,866.17			3,866.17	LIVE TO BE ALLOCATED	
Hitchin	12/01077/1 22 Bridge Street, Hitchin, SG5 2DF Erection of 3 x three bedroom semi-detached dwellings and 1 x three bedroom detached dwelling with parking spaces and associated works following demolition of existing building	UU	Community Centres Allocated to Hitchin Town Hall		2,269.52	2,269.52			Allocated	
Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Community Centres Allocated to Hitchin Town Hall		598.28	598.28			Allocated	
Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Leisure		989.70			989.70	LIVE TO BE ALLOCATED	
Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Informal Open Space		561.65			561.65	LIVE TO BE ALLOCATED	
Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Pitch Sports		512.39			512.39	LIVE TO BE ALLOCATED	
Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Play Space		1,038.82			1,038.80	LIVE TO BE ALLOCATED	

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Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Sustainable Transport		1,312.78			1,312.78	LIVE TO BE ALLOCATED	
Hitchin	12/01122/1 34a Woolgrove Road, Hitchin, SG4 0AT Erection of one 3 bedroom detached dwelling, detached garage and associated works following demolition of existing garage and workshop	UU	Waste & Recycling		49.77			49.77	LIVE TO BE ALLOCATED	
Hitchin	12/01271/1 St Andrews House, St Andrews Place, Hitchin, SG4 9BU Erection of 3 x 3 bed houses, 8 x 4 bed houses and 2 x 5 bed houses, associated garages and carparking; landscaping and ancillary works following demolition of existing sheltered accommodation (as amended by plans received 6.7.12, 23.7.12 & 20.8.12).	UU	Leisure Part spent - St Johns Community Cnetre (refurbishment of main hall floor)		11,904.93	472.87		11,432.06	Part spent, balance to be allocated	St Johns Community Association
Hitchin	12/01271/1 St Andrews House, St Andrews Place, Hitchin, SG4 9BU Erection of 3 x 3 bed houses, 8 x 4 bed houses and 2 x 5 bed houses, associated garages and carparking; landscaping and ancillary works following demolition of existing sheltered accommodation (as amended by plans received 6.7.12, 23.7.12 & 20.8.12).	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens		6,561.09	6,561.09			Allocated	
Hitchin	12/01988/1 43-44 Bancroft, Hitchin, SG5 1LA Change of use of offices (use class B1a) to 4 two bedroom flats and one A2 office (financial and professional services). Replace two front ground floor bay windows with one window and one double door with side lights.	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens		1,323.87	1,323.87			Allocated	
Hitchin	12/02088/1 Land rear of 36, Fishponds Road, Hitchin, SG5 1NR Erection of one 2 bedroom dwelling with 2 associated car parking spaces	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		330.97	330.97			Allocated	
Hitchin	12/02584/1 The Orchard And Anvil, 148 Nightingale Road, Hitchin, SG5 1QT Erection of 4 x 3 bedroom dwellings with 8 associated car parking spaces and ancillary works following demolition of former public house.	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		1,925.67	1,925.67			Allocated	
Hitchin	12/02584/1 The Orchard And Anvil, 148 Nightingale Road, Hitchin, SG5 1QT Erection of 4 x 3 bedroom dwellings with 8 associated car parking spaces and ancillary works following demolition of former public house.	UU	Sustainable Transport		5,154.89			5,154.89	LIVE TO BE ALLOCATED	
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	UU	Leisure		938.59			938.59	LIVE TO BE ALLOCATED	
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	UU	Pitch Sports		493.25			493.25	LIVE TO BE ALLOCATED	
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	UU	Play Space		1,006.12			1,006.12	LIVE TO BE ALLOCATED	
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	UU	Sustainable Transport		1,288.72			188.72	LIVE TO BE ALLOCATED	
Hitchin	13/00270/1 113 Cambridge Road, Hitchin, SG4 0JH Detached 4 bedroom dwelling utilising existing access to no.113.	UU	Community Halls Allocated for spend to Hitchin Town Hall		567.38	567.38			Allocated	

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Hitchin	13/00284/1 Former Petrol Station, Wratten Road West, Hitchin, SG5 2EF Residential development comprising 4 x three bedroom linked dwellings together with associated parking, revised vehicular access from Wratten Road West and brick and metal railing wall along boundary of Upper Tilehouse Street and 1.8m high brick wall along boundary of Wratten Road Wes	UU	Leisure		3,484.99			3,484.99	LIVE TO BE ALLOCATED	
Hitchin	13/00662/1 Queen Street Garage, Queen Street, Hitchin, SG4 9TS Conversion of first floor offices (B1 use) to 3 x 2 bedroom flats (C3 use), with provision of 3 parking spaces, cycle and bin store	UU	Community Centres Allocated to Hitchin Town Hall		1,268.25	1,268.25			Allocated	
Hitchin	13/00662/1 Queen Street Garage, Queen Street, Hitchin, SG4 9TS Conversion of first floor offices (B1 use) to 3 x 2 bedroom flats (C3 use), with provision of 3 parking spaces, cycle and bin store	UU	Leisure		2,066.04			1,268.25	LIVE TO BE ALLOCATED	
Hitchin	13/00662/1 Queen Street Garage, Queen Street, Hitchin, SG4 9TS Conversion of first floor offices (B1 use) to 3 x 2 bedroom flats (C3 use), with provision of 3 parking spaces, cycle and bin store	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		1,055.92	1,055.92			Allocated	
Hitchin	13/00662/1 Queen Street Garage, Queen Street, Hitchin, SG4 9TS Conversion of first floor offices (B1 use) to 3 x 2 bedroom flats (C3 use), with provision of 3 parking spaces, cycle and bin store	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area		2,140.78	2,140.78			Allocated	Capital Code 5314 693
Hitchin	13/01255/1 Land at 201 Whitehill Road, Hitchin, SG4 9HY Erection of a four bedroom chalet style bungalow with 3 associated car parking spaces and ancillary works.	UU	Pitch Sports Allocated to MUGA at Bancroft Gardens		328.94	328.94			Allocated	
Hitchin	13/01255/1 Land at 201 Whitehill Road, Hitchin, SG4 9HY Erection of a four bedroom chalet style bungalow with 3 associated car parking spaces and ancillary works.	UU	Waste & Recycling		22.27			22.27	LIVE TO BE ALLOCATED	
Hitchin	13/01998/1 79 Benslow Lane, Hitchin, SG4 9RA 2 x 4 bedroom detached dwellings together with associated parking following demolition of existing 2 bedroom bungalow	UU	Leisure		1,059.90			1,059.90	LIVE TO BE ALLOCATED	
Hitchin	13/01998/1 79 Benslow Lane, Hitchin, SG4 9RA 2 x 4 bedroom detached dwellings together with associated parking following demolition of existing 2 bedroom bungalow	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		594.09	594.09			Allocated	
Hitchin	13/01998/1 79 Benslow Lane, Hitchin, SG4 9RA 2 x 4 bedroom detached dwellings together with associated parking following demolition of existing 2 bedroom bungalow	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area		1,204.96	1,204.96			Allocated	Capital Code 5314 693
Hitchin	13/01998/1 79 Benslow Lane, Hitchin, SG4 9RA 2 x 4 bedroom detached dwellings together with associated parking following demolition of existing 2 bedroom bungalow	UU	Community Centres Allocated to Hitchin Town Hall		640.71	640.71			Allocated	
Hitchin	13/02151/1 Hitchin Delivery Office, 90 Hermitage Road, Hitchin Demolition of all existing structures at the Former Royal Mail Delivery Office and Post Office site and redevelopment of the site to provide: 20 x 2 bedroom flats; 4 x 1 bedroom flats; flexible permission for 390 sqm of Class A1/A2/A3 use along the Hermitage Road frontage; flexible permission for 111 sqm of Class A1/A3 (cafe only) use at the corner of Portmill Lane and River Hiz Walkway; 2295 sqm for Class C1 use comprising a 60-bedroom hotel incorporating a restaurant; two vehicular entrances to the site and a new loading bay along the Portmill Lane frontage; with enhancement of the River Hiz and the adjacent River Hiz Walkway	S106	Leisure To be applied to the Hitchin Swim Centre	17/10/2026	15,734.16			15,734.16	LIVE TO BE ALLOCATED	
Hitchin	13/02151/1 Hitchin Delivery Office, 90 Hermitage Road, Hitchin Demolition of all existing structures at the Former Royal Mail Delivery Office and Post Office site and redevelopment of the site to provide: 20 x 2 bedroom flats; 4 x 1 bedroom flats; flexible permission for 390 sqm of Class A1/A2/A3 use along the Hermitage Road frontage; flexible permission for 111 sqm of Class A1/A3 (cafe only) use at the corner of Portmill Lane and River Hiz Walkway; 2295 sqm for Class C1 use comprising a 60-bedroom hotel incorporating a restaurant; two vehicular entrances to the site and a new loading bay along the Portmill Lane frontage; with enhancement of the River Hiz and the adjacent River Hiz Walkway	S106	Pitch Sports Allocated towards new pavilion and sports pitches at Walsworth Common	17/10/2026	7,522.75	7,522.75			Allocated	



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Hitchin	13/02151/1 Hitchin Delivery Office, 90 Hermitage Road, Hitchin Demolition of all existing structures at the Former Royal Mail Delivery Office and Post Office site and redevelopment of the site to provide: 20 x 2 bedroom flats; 4 x 1 bedroom flats; flexible permission for 390 sqm of Class A1/A2/A3 use along the Hermitage Road frontage; flexible permission for 111 sqm of Class A1/A3 (cafe only) use at the corner of Portmill Lane and River Hiz Walkway; 2295 sqm for Class C1 use comprising a 60-bedroom hotel incorporating a restaurant; two vehicular entrances to the site and a new loading bay along the Portmill Lane frontage; with enhancement of the River Hiz and the adjacent River Hiz Walkway	S106	Play Space To be applied towards the renovation of Bancroft Park, Hitchin	17/10/2026	15,251.61			15,251.61	LIVE TO BE ALLOCATED	
Hitchin	13/02151/1 Hitchin Delivery Office, 90 Hermitage Road, Hitchin Demolition of all existing structures at the Former Royal Mail Delivery Office and Post Office site and redevelopment of the site to provide: 20 x 2 bedroom flats; 4 x 1 bedroom flats; flexible permission for 390 sqm of Class A1/A2/A3 use along the Hermitage Road frontage; flexible permission for 111 sqm of Class A1/A3 (cafe only) use at the corner of Portmill Lane and River Hiz Walkway; 2295 sqm for Class C1 use comprising a 60-bedroom hotel incorporating a restaurant; two vehicular entrances to the site and a new loading bay along the Portmill Lane frontage; with enhancement of the River Hiz and the adjacent River Hiz Walkway	S106	Community Centres Allocated to Hitchin Town Hall	17/10/2026	9,686.83	9,686.83			Allocated	
Hitchin	13/02454/1 3-5 Bancroft, Hitchin, SG5 1JQ Change of use of first floor office area into one 2 bedroom and two 1 bedroom self contained apartments.	UU	Leisure		1,604.92			1,604.92	LIVE TO BE ALLOCATED	
Hitchin	13/02454/1 3-5 Bancroft, Hitchin, SG5 1JQ Change of use of first floor office area into one 2 bedroom and two 1 bedroom self contained apartments.	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		846.86	846.86			Allocated	
Hitchin	13/02454/1 3-5 Bancroft, Hitchin, SG5 1JQ Change of use of first floor office area into one 2 bedroom and two 1 bedroom self contained apartments.	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area		1,716.93	1,716.93			Allocated	Capital Code 5314 693
Hitchin	13/02454/1 3-5 Bancroft, Hitchin, SG5 1JQ Change of use of first floor office area into one 2 bedroom and two 1 bedroom self contained apartments.	UU	Community Centres Allocated to Hitchin Town Hall		970.18	970.18			Allocated	
Hitchin	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	UU	Leisure		866.56			866.56	LIVE TO BE ALLOCATED	
Hitchin	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		485.72	485.72			Allocated	
Hitchin	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	UU	Play Space Allocated to Bancroft Recreation Ground Multi Use Games Area		1,011.26	1,011.26			Allocated	Capital Code 5314 693
Hitchin	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	UU	Sustainable Transport		1,288.72			1,288.72	LIVE TO BE ALLOCATED	
Hitchin	13/02637/1 10 Bridge Street, Hitchin, SG5 2DE 10 Bridge Street, Hitchin, SG5 2DE	UU	Community Centres Allocated to Hitchin Town Hall		523.84	523.84			Allocated	
Hitchin	13/03044/1 46-48 Bradleys Corner, Hitchin Two 3-bedroom detached houses with vehicular access from Desborough Road	UU	Community Centres Allocated to Hitchin Town Hall		1,053.34	1,053.34			Allocated	
Hitchin	13/03044/1 46-48 Bradleys Corner, Hitchin Two 3-bedroom detached houses with vehicular access from Desborough Road	UU	Leisure		1,742.50			1,742.50	LIVE TO BE ALLOCATED	
Hitchin	13/03044/1 46-48 Bradleys Corner, Hitchin Two 3-bedroom detached houses with vehicular access from Desborough Road	UU	Play Space		1,971.33			1,971.33	LIVE TO BE ALLOCATED	
Hitchin	13/03087/1 Mill Cottage, Purwell Lane, Hitchin, SG4 0NF Continued use of "Dairy" building and attached garage to independent dwelling (retrospective change of use application)	UU	Leisure		866.56			866.56	LIVE TO BE ALLOCATED	
Hitchin	13/03087/1 Mill Cottage, Purwell Lane, Hitchin, SG4 0NF Continued use of "Dairy" building and attached garage to independent dwelling (retrospective change of use application)	UU	Community Halls Allocated for spend to Hitchin Town Hall		523.84	523.84			Allocated	
Hitchin	13/03106/1 13 Bedford Road, Hitchin, SG5 2TP Change of use of ground floor from public house (A4) to residential (C3) to form 2 x 2 bedroom self-contained flats.	UU	Leisure		1,229.79			1,229.79	LIVE TO BE ALLOCATED	

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Hitchin	13/03106/1 13 Bedford Road, Hitchin, SG5 2TP Change of use of ground floor from public house (A4) to residential (C3) to form 2 x 2 bedroom self-contained flats.	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		688.91	688.91			Allocated	
Hitchin	13/03106/1 13 Bedford Road, Hitchin, SG5 2TP Change of use of ground floor from public house (A4) to residential (C3) to form 2 x 2 bedroom self-contained flats.	UU	Play Space		1,396.70	1,396.70			Allocated	Capital Code 5314 693
Hitchin	13/03106/1 13 Bedford Road, Hitchin, SG5 2TP Change of use of ground floor from public house (A4) to residential (C3) to form 2 x 2 bedroom self-contained flats.	UU	Community Centres Allocated to Hitchin Town Hall		742.98	742.98			Allocated	
Hitchin	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	UU	Leisure		961.82			961.82	LIVE TO BE ALLOCATED	
Hitchin	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	UU	Pitch Sports Allocated to MUGA at Bancroft Recreation Ground		496.26	496.60			Allocated	
Hitchin	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	UU	Play Space		1,006.12	1,006.12			Allocated	Capital Code 5314 693
Hitchin	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	UU	Sustainable Transport		1,288.72			1,288.72	LIVE TO BE ALLOCATED	
Hitchin	14/02502/1 Land at 11 Lindsay Avenue, Hitchin, SG4 9JA Detached 3-bedroom dwelling together with two parking spaces and alterations to vehicular access from Lindsay Avenue	UU	Community Centres Allocated to Hitchin Town Hall		581.42	581.42			Allocated	
Hitchin	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	S106	Information Technology £500 (index linked) towards the cost of provision of homeworking technology in each flat and a community website to encourage car sharing real time information.	28/11/2027	660.00			660.00	LIVE TO BE ALLOCATED	This obligation is for the setting up of a community website to enable homeworking equipment within the flats. When known these funds will need to be given to the community group set up to look after this (not known as at Jan 2018)
Hitchin	15/02069/1 North Hertfordshire College, Willian Road, Hitchin Residential development of 85 dwellings comprising 6 apartment blocks to accommodate 75 x 1 and 2 bedroom apartments together with two terraces of 3 x 3 bed houses and 1 terrace of 4 x 3 bed houses; provision of 120 parking spaces, associated landscaping and vehicular access from Cambridge Road, Willian Road and Hampden Road following demolition of existing college building	S106	Open Space Towards improvements at Walsworth Common	28/11/2027	33,014.52			33,014.52	LIVE TO BE ALLOCATED	
Hitchin	15/02332/1 16A The Paddock Hitchin - Erection of 1 x 5 bed detached dwelling, 7 x 4 bed detached dwellings and 6 x 3 bed semi-detached dwellings, new access road and ancillary works following demolition of existing dwelling		Waste & Recycling		1,374.48			1,374.48	LIVE TO BE ALLOCATED	1-85 Allwoods Place, Hitchin
Hitchin	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	S106	Open Space Maintenance Contribution Towards improvements at Walsworth Common, Hitchin and public access improvements	05/10/2027	6,413.13			6,413.13	LIVE TO BE ALLOCATED	
Hitchin	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	S106	Pitch Sports To be applied to changing rooms at Walsworth Common	05/10/2027	5,851.98			5,851.98	LIVE TO BE ALLOCATED	

TOWN/ AREA	Details of Related Application - inc ref. No. proposal/address	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Amount allocated to project	Sum/Date Paid Out	Balance remaining: to be allocated/Sp ent	Live = funds still available/nee d to be spent Archived = funds all	Comments
Hitchin	15/02831/1 Land East Of Cooks Way, Cambridge Road, Hitchin 3-storey residential development comprising 8 x 1-bed and 10 x 2-bed flats together with associated amenity space, parking, cycle shed and refuge store	S106	Waste & Recycling	05/10/2027	672.83			672.83	LIVE TO BE ALLOCATED	

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