

Public Document Pack

23 February 2018

Our Ref Letchworth Committee 03.18
Your Ref.
Contact. Hilary Dineen
Direct Dial. (01462) 474353
Email. hilary.dineen@north-herts.gov.uk

To: Members of the Committee: Councillor Mike Rice, Councillor Paul Marmont, Councillor Clare Billing, Councillor John Booth, Councillor Julian Cunningham, Councillor Gary Grindal, Councillor Terry Hone, Councillor Lorna Kercher, Councillor David Levett, Councillor Sandra Lunn, Councillor Ian Mantle, Councillor Lynda Needham and Councillor Deepak Sangha

You are invited to attend a

MEETING OF THE LETCHWORTH COMMITTEE

to be held in the

**FOUNDATION HOUSE, ICKNIELD WAY,
LETCWORTH GARDEN CITY**

On

WEDNESDAY, 7 MARCH, 2018 AT 7.30 PM

Yours sincerely,



David Miley
Democratic Services Manager

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 6 DECEMBER 2017 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 6 December 2017.	(Pages 1 - 6)
3. NOTIFICATION OF OTHER BUSINESS 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.	
4. CHAIRMAN'S ANNOUNCEMENTS 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.	
5. HERTFORDSHIRE CONSTABULARY To receive a presentation from Chief Inspector Julie Wheatley and Sergeant Alan Clark, Hertfordshire Constabulary.	
6. PUBLIC PARTICIPATION To receive presentations and petitions from members of the public including: 1. Groundwork Hertfordshire.	
7. GRANTS AND COMMUNITY UPDATE REPORT OF THE COMMUNITIES OFFICER 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 7 - 16)

8. LETCHWORTH BID MANAGER

To receive a verbal presentation from Patricia Saunders, Letchworth BID Manager.

**9. SECTION 106 AND UNILATERAL UNDERTAKINGS
REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER**

(Pages
17 - 30)

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

To receive any oral reports from Members regarding Ward matters and Outside Organisations.

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Public Document Pack Agenda Item 2

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LETCHWORTH COMMITTEE

MEETING HELD IN THE FOUNDATION HOUSE,
ICKNIELD WAY, LETCHWORTH GARDEN CITY
ON WEDNESDAY, 6TH DECEMBER, 2017 AT 7.30 PM

MINUTES

Present: *Councillors Councillor Mike Rice (Chairman), Councillor Paul Marment (Vice-Chairman), Clare Billing, John Booth, Julian Cunningham, Terry Hone, Ian Mantle and Lynda Needham*

In Attendance:

Claire Morgan (Communities Officer) and Hilary Dineen (Committee and Member Services Officer)

Also Present:

At the start of the meeting 5 members of the public.

24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lorna Kercher, David Levett and Sandra Lunn.

25 MINUTES - 6 SEPTEMBER 2017

RESOLVED: That the Minutes of the Meeting of the Committee held on 6 September 2017 be approved as a true record of the proceedings and be signed by the Chairman.

26 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

27 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) 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.

28 PUBLIC PARTICIPATION - LETCHWORTH PARK RUN

The Communities Officer advised that the grant application for Letchworth Park Run had been deferred.

29 PUBLIC PARTICIPATION - KINGS COMMUNITY CHURCH

Mrs Christine Wheatley, Kings Community Church, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their application for grant funding as follows:

- This was a community based church that wanted to give back to the community;
- They had been running clubs on the Jackmans estate for 10 years;
- The Holiday Club was not church based;
- The marquee was an extension to the building and allowed them to hold more events;
- The existing 12 year old marquee had been badly damaged by high winds;
- The application for grant funding was to enable the purchase of a substantial marquee.

Erin, a Holiday Club user, told Members that the club was fun and gave good experiences and that she would be sad if they did not have the club. She said that that it would be really useful to have the marquee for summer events.

Kim, a Holiday Club user, informed Members that she had relocated from another area and that the Club gave children something to do. This year she had acted as a helper.

The Club allowed children to have fun and gave children confidence, it was something that was really needed and there was now a youth group for older young people.

Kim said that the Church had helped so many people.

Members asked whether most children attending the Club came from the Jackmans area and asked for confirmation that any marquee purchased would stand up to bad weather.

Mrs Wheatley confirmed that most children were from the Jackmans area and advised that the previous marquee had stood the test of time and had lasted well.

In response to a question Mrs Wheatley advised that this was a Baptist Church that had 35 members and not a lot of money.

The Chairman thanked Mrs Wheatley for her presentation.

30 PUBLIC PARTICIPATION - GROUNDWORK HERTFORDSHIRE

Mr Chris Dungate, Groundwork Hertfordshire, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their application for grant funding.

Mr Dungate informed Members that the grant application for £2,968 was to fund delivery of Wellies in the Woods.

This was a family programme designed to train parents to play outside with their children.

Benefits included:

- Exercise
- Learning
- Improved relationships
- Improved child behaviour
- Family enjoyment of open spaces
- Parents will be able to run activities time and time again

Families would be referred to Wellies in the Woods by the Childrens Centres.

Wednesday, 6th December, 2017

Each session was limited to 14 children, although there was no limit on the number of adults.

The aim was to work with 16 – 20 families over the course of the programme by delivering one session per week.

It was possible to train the staff at the Childrens Centres to run the programme.

The types of activities included:

- Den building
- Scavenger art
- Sensory activities
- Activities linked to a book
- Mud Kitchens
- Magic potions

In response to a comment from a Member regarding the success of these courses in other places, Mr Dugate advised that the programme had been very successful in Hertsmere, where sessions were booked as soon as they were advertised.

Members queried whether January and February were the best time to hold these sessions and why they were working only with these particular childrens centres.

Mr Dugate that the Childrens Centres identified families and they generally turned up for the sessions. Running sessions at this time of year gave the opportunity to give additional information such as appropriate clothing to wear and sometimes poor weather added to the enjoyment.

CMS had been nominated for the Tesco Bags of Help Scheme and had hoped to receive £4,000, but were only successful for £1,000, this meant that they had to provide a reduced programme.

They had already worked with Chestnut Tree in Westmill and the Icknield Centre and therefore wished to continue with these,

Members asked for clarification regarding what funding would pay for.

Mr Dugate advised that funding would pay for the delivery of 12 sessions including the development of the project management plan and the production of information packs.

One person would deliver the session and in this would be supported by project management and include overheads for Groundwork

Members suggested that funding be sought from the Letchworth Garden City Heritage Foundation and that they talked to the Friends of Norton Common.

In response to a query, Mr Dugate confirmed that the programme could be held later in the year.

The Chairman thanked Mr Dugate for his presentation.

31 GRANTS AND COMMUNITY UPDATE

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

Youth Engagement

There was a temporary officer working on youth engagement who was currently micro mapping what youth activities were available in Letchworth, it may be that much of this would be faith based.

He had also organised a youth enterprise group session on 16 December 2017 between 6 and 8 p.m.

In response to a query, she clarified that in this instance, youth meant between 11 and 18 years of age.

Members expressed concern that much of the work being undertaken was in the prevue of Hertfordshire County Council and that any work undertaken should be co-ordinated.

Cycle Rack Project

Installation of cycle racks, funded by Section 106 contributions, was taking place in schools and facilities all around the town

She was working with Planning and the Letchworth Garden City Heritage Foundation to consider the placing of and style of racks in the Town Centre.

Members asked that a list of where racks were to be installed be circulated to all Members of this Committee.

Members acknowledged that the decision making process lay with the Planning Department, who worked in conjunction with the Communities Team. But expressed concern that a very large sum of money was being spent on bike racks.

They queried what other spending options had been considered for this funding and how were people made aware that this funding was available.

They questioned whether the provision of bike racks could be classed as sustainable transport and were concerned that this was not a valid use of funds. They were also concerned that other organisations should have access to these funds.

Members asked for a full report on the background to this particular decision and the process used to allocate funding to a project, this report to include details of who else was invited to ask for the money.

The Communities Officer asked Members to let her know if there are any projects that Section 106 funding could be spent on.

Grant Applications

Members felt that they did not receive sufficient information to make a decision on many grant applications and that the amount of information provided had reduced over the years.

They asked that the Communities Officer provide more details in future, including details of any previous funding awarded by NHDC.

They also expressed concern at the suggestion that monies be set aside for unspecified purposes.

RESOLVED:

- (1) That the budgetary expenditure, balances and carry forwards from the Development and Visioning Budgets be noted;

- (2) That the actions taken by the Community Development Officer to promote greater community capacity and well-being for Letchworth Garden City be endorsed;
- (3) That the Communities Officer be requested to circulate a list of where cycle racks are to be installed to all Members of the Letchworth Committee;
- (4) That the Communities Officer be requested to provide more details regarding grant applications, including details of any previous funding awarded by NHDC;
- (5) That the Development and Conservation Manager be requested to provide a report detailing the background to the decision to use Section 106 funding for the purchase of bike racks and the process used for allocating Section 106 funding to any project and present this at the next meeting of this Committee;
- (6) That the £1,000 allocated to Impact Youth Group be returned to the main Discretionary Budget.

REASON FOR DECISION: To keep Members of the Committee apprised of the latest developments in community activities in Letchworth Garden City.

32 GRANT APPLICATION - KINGS COMMUNITY CHURCH

RESOLVED: That grant funding of £450 be awarded to Kings Community Church from the 2017/18 Discretionary Budget towards the cost of purchasing a gazebo style marquee.

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

33 GRANT APPLICATION - GROUNDWORK HERTFORDSHIRE

Members supported the aims of the programme, but were concerned as to whether this represented value for money as it seemed to be a lot of money for a limited number of people over a relatively short period of time.

It was proposed and seconded that the grant application be deferred to enable the Communities Officer to gather more detailed financial information, which should then be circulated to all Members of this Committee.

RESOLVED:

- (1) That the Communities Officer be requested to make further enquiries regarding the financial detail regarding the proposed sessions for families to engage with the natural environment on Norton Common and circulate this information to all Members of the Letchworth Committee;
- (2) That the grant application for Groundwork Hertfordshire be deferred until the information requested in (1) above is received and circulated.

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

34 GRANT APPLICATION LETCHWORTH PARK RUN

The Communities Officer advised that the grant application for Letchworth Park Run had been deferred.

35 INFORMATION NOTE - GREEN SPACE MANAGEMENT STRATEGY

The Committee received an information note entitled Green Space Management Strategy.

36 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Members asked that the Letchworth Garden City BID Manager make a presentation to the next meeting of this Committee

RESOLVED: That the Committee and Member Services Officer be requested to invite the Letchworth Garden City BID Manager to make a presentation to the next meeting of this Committee.

REASON FOR DECISION: To keep the Letchworth Committee apprised of the work and activities of the Letchworth BID.

The meeting closed at 8.30 pm

Chairman

**LETCHWORTH COMMITTEE
7 MARCH 2018**

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

7

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 14th 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 endorses the actions taken by the Community Officer to promote greater community capacity and well-being for Letchworth.
- 2.2 That the Committee be recommended to consider the provision of grant funding to the organisations outlined below:-
 - 2.2.1 Groundwork Hertfordshire £2,968 to deliver informal sessions for families to engage with the natural environment on Norton Common as outlined in 8.1.1
 - 2.2.2 That any unspent or unallocated amounts in the 2017/18 budget be allocated to Community Initiatives.

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 1 Letchworth 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. These figures are outlined under Item 10.1.

8. RELEVANT CONSIDERATIONS

8.1 Grant Applications

8.1.1 Groundwork Hertfordshire

Groundwork is applying for £2,968 to deliver informal sessions on Norton Common for parents and their children aged 0-8. The supervised outdoor play sessions will help parents to gain the skills and confidence needed to use local green spaces for exercise and fun. It will help families to discover a local green space, explore its wildness, help to conserve it and share their experiences and learning with other people. The project will take place between January and March 2018 delivery will be 12 x 1.5 hour sessions, delivered over 6 weeks.

Despite evidence that being active outdoors and engaging with nature can provide substantial benefits for physical and mental health, unfortunately there is also some evidence that children are playing outdoors less than in previous generations (e.g. National Trust's Natural Childhood report 2012) and are therefore not developing the active play habits that lay the foundations for becoming active adults

This project will develop local families' capacity to provide their young children with a stimulating, enjoyable and free play actively in their local green spaces. It will also work towards tackling inactivity by getting families outdoors and being active.

They will be working with groups of families and with the networks and services that support them to develop the skills they need to promote active children's play habits. Groundwork has run similar programmes for groups of families for example in Borehamwood (Hertfordshire), Bedford and Fenland in Cambridgeshire and their project evaluation demonstrates that parents become more confident, children more active and outgoing, and that connections made between families continue outside of Groundwork-led activity.

Families who play together outside will be healthier and more resilient through increased physical activity and improved communication. Training provided to professionals and volunteers will ensure that skills are passed onto new families in future. Increased use of parks and green spaces by families will make neighbourhoods feel safer and more vibrant.

Amount requested £2968 Total project value £3968

The organisation have secured £1000 towards the project from the Tesco Bags for Life funding.

Costs include:

Planning – 17 hours of staff time

Initial meetings and communication with children centre management/staff

Site visits for H&S check

Seeking permissions from NHDC (permit application to be completed)

Design Scheme of work – unique to site

Purchase resources

Booking families on the courses - 15 hours of staff time

4 x visits to children centre(s) to promote course

Take phone calls/emails for bookings and recording information

Communications with Children Centres

Delivery – 50 hours of staff time

Delivery will be 12 x 1.5 hour sessions. Delivered over 6 weeks to two different groups. Dates of delivery can be flexible and will be agreed with the Children Centre. Time also includes: Travel, set up and take down, session evaluation time with centre staff, mileage, purchasing resources plus 6 hours contingency time.

The hourly rate Groundwork use is calculated in the following way:

Full Cost Recovery methodology		
Groundwork Hertfordshire		
Overhead costs for 2017-18 (Herts only)	£130,743.00	
Available staff hours within Trust (Herts only)	£ 20,275.00	
Project officer actual hourly rate	£ 22.50	using 80% fee earning of 1652 hours (after leave & 3 days for training & sickness removed) includes officer salary, NI, 8% pension
Contribution to overheads	£ 6.45	£130,743 divided by 20,275 hours
Contribution to senior management, admin & support costs	£ 11.25	
Total Full Cost Recover hourly rate	£ 40.20	

8.2 Update on Community Engagement

8.2.1 Jackman's Community Centre

The Jackman's Community Centre have successfully applied for the Community Facilities Capital Grant and received funding towards the cost of installing new disabled toilet facilities utilising a former cleaning cupboard. They are also renovating the existing ladies and gents facilities to the same standard in order to provide high standard of quality to enhance services to future hirers.

8.2.2 Youth Engagement Project

Following regular networking meetings with agencies providing services targeting children and young people, it has been identified that there appears to be a lack of social activities aimed at this group in Letchworth.

The Communities team have engaged a Communities Officer on a part time temporary basis to engage with both partner agencies and young people in town in order to identify this need. We will be looking to develop the youth offer to the area of Letchworth. Working with key partners from the Letchworth Youth Action Group new youth opportunities will be identified across the town.

Officers will be identifying possible social enterprise ventures with young people at the heart of the business. The project is currently in phase 1; engaging young people to ascertain what they would like to do. In partnership it is aimed to support them in forming a constituted group from which they can secure external investment.

In the longer term the desire is to make the project centrally based in the Town Centre. Outreach work will be taking place in the outlying areas such as the Grange, Wilbury and Jackmans. During the outreach consultation stage we will be supported by staff from HCC YC Herts. Additionally we are looking to re-install the active youth voice from Letchworth so that their views can be heard at decision making level within the Council.

8.2.3 Cycle Rack Project

The installation of the equipment is currently at a standstill due to winter temperatures. The remaining items requiring installation all require new concrete bases. To ensure the long term reliability of the concrete bases, they need the minimum overnight temperature to be 3 degrees or higher for a number of days after the base been installed. The contractor has advised that weather conditions are not likely to be suitable until mid/late March. All of the shelters are manufactured and ready to go as soon as the contractor is able to proceed.

The works that have been completed so far are:-

Letchworth Leisure Centre –	Rydale shelter and 2 tire racks
Garden City Academy –	new Harlan compound shelter, refurbish existing bike shelter, new scooter racks and a scooter pod from another company
Grange Junior School –	Harlan compound shelter, 2 new scooter racks, remove existing bike shed
Guide Hut, Ickniel way –	cycle stands
St Georges Church –	cycle stands
Stonehill primary school –	scooter racks and sheeting
Pixmore infant school –	a scooter pod but I will check the file when I get into the office

Outstanding jobs requiring new bases

Highfield School
Pixmore School
Hillshott infant school
Scout Hut on Rushby Mead
North Herts Homes Flats – Bittern Way, Jarden, Kirkby, Lannock and Oakhill
Letchworth Town Hall car park (this one does not require a base, but will be done on a visit with one of the other jobs)

Other Prospective locations

District Council Offices – Rowland Way
Town Centre Locations to be agreed with Letchworth Garden City Heritage Foundation and Herts County Council
Ickniel Infant School

8.3 **Highways Matters**

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.

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 An amount of £6,877 was carried forward from the 2016/17 financial year, from which grants totalling £6,098 have been allocated to date. This leaves an amount of £779 available.

As outlined in Appendix 1; the discretionary grant budget for 2017/18 is £19,500 therefore providing a total of £20,279 available to provide grant funding to eligible groups and organisations.

Grant funding allocated at this meeting will be spent from the 2016/17 carry forward in the first instance.

Following the decision by Members at Full Council meeting on Thursday 8th February on efficiency measures to Area Committee budgets for the 2018/19 financial year; the annual grant budget for Letchworth Committee will be £13,500.

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 1 - 2017/18 financial year budget sheet

16. CONTACT OFFICERS

- 16.1 Author: Claire Morgan Community Development Officer
Email: claire.morgan@north-herts.gov.uk
- 16.2 Contributors: Anne Miller, Assistant Accountant
Email: anne.miller@north-herts.gov.uk

Kerry Shorrocks, Corporate Human Resources Manager
Email: Kerry.shorrocks@north-herts.gov.uk

Tim Everitt, Performance & Risk Officer
Email: tim.everitt@north-herts.gov.uk

Reuben Ayavoo, Senior Policy Officer
Email: reuben.ayavoo@north-herts.gov.uk

Jeanette Thomson, Acting Corporate Legal Manager
Email: Jeanette.thompson@north-herts.gov.uk

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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Letchworth Budget 2017/18

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	
Funds Brought Forward from 16/17	£6,877		Councillors Surgery Leaflet	£185	03.09.14	£0	£185		Original allocation £220 less £35 spent in 2016/17
			Impact Youth Club	£1,000	08.03.17	£0	£1,000		
			The Living Room	£2,500	08.03.17	£2,500	£0		
			Armed Forces Day	£850	31.05.17	£850	£0		
			Herts MS Therapy Centre	£1,113	05.07.17	£1,113	£0		
			Kings Community Church Youth Club	£450	06.12.17	£450	£0		
Total	£6,877			£6,098		£4,913	£1,185	£779	

DISCRETIONARY BUDGETS

	<u>Funding</u>		<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Base Budget 17/18	£19,500								
Total	£19,500			£0		£0	£0	£19,500	

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**LETCHWORTH COMMITTEE
7 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 6th 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 28th 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
	5,617,951	2,918,950	423,341

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 1st October 2010, a major piece of legislation. The Act also created a new Public Sector Equality Duty, which came into force on the 5th 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 Section 106 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

Report Author

- 16.1 Simon Ellis, Development and Conservation Manager
01462 474264 simon.ellis@north-herts.gov.uk

Contributors

16.2 Stephanie Blunt, Section 106 Monitoring Officer
01462 474308 stephanie.blunt@north-herts.gov.uk

16.3 Dean Fury, Community Support Accountant
01462 474509 dean.fury@north-herts.gov.uk

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
Letchworth	05/00307/1 - Erection of 77 dwellings comprising a mix of 52 x 2 bed flats, 4 x 2 bed houses, 3 x 3 bed houses and 18 x 1 bed flats, 107 basement car parking spaces, together with cycle racks, lifts and stairs, new vehicular access onto Birds Hill following closure of existing access, new pedestrian access, play area, landscaped courtyard and ancillary works, following demolition of existing industrial building, in accordance with amended plans received on 4th May 2005. Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6. Applicant: Stephen Howard Homes S106		The landowner covenants with NHDC not to occupy or cause or permit the occupation of more than 10 open market dwellings until: b) payment of a £20850 towards play area, playing fields and associated development within the vicinity of the development	NHDC -Within 10 years of the date of payment with interest HCC - Within 10 years of date of receiving a notice of completion with interest	£13,850	£13,850	£13,850	7,000.00	Part spent and balance to be spent	£13,850 Norton Common play
Letchworth	05/00307/1 - Erection of 77 dwellings comprising a mix of 52 x 2 bed flats, 4 x 2 bed houses, 3 x 3 bed houses and 18 x 1 bed flats, 107 basement car parking spaces, together with cycle racks, lifts and stairs, new vehicular access onto Birds Hill following closure of existing access, new pedestrian access, play area, landscaped courtyard and ancillary works, following demolition of existing industrial building, in accordance with amended plans received on 4th May 2005. Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6. Applicant: Stephen Howard Homes S106		The landowner covenants with NHDC not to occupy or cause or permit the occupation of more than 10 open market dwellings until: b) payment of a £20850 towards play area, playing fields and associated development within the vicinity of the development	NHDC -Within 10 years of the date of payment with interest HCC - Within 10 years of date of receiving a notice of completion with interest	£7,000	£7,000		0.00	Allocated	£7k Howard Gardens
Letchworth	05/00307/1 - Unilateral for the above application		The developer to make a sustainable transport contribution of £38500 to NHDC towards the upgrading of public transport facilities and pedestrian improvement works. At least £5000 of this shall be applied towards the provision of a new crossing along Norton Way North, Letchworth. This will be payable on the commencement date as defined in the S106 agreement above.	No repayment clause	£38,500	£5,000		33,500.00	Live	£5k must be spent on improvement to pedestrian crossing on Norton Way North.
Letchworth	06/00283/01 - Unilateral Erection of Class B8 Distribution Warehouse and ancillary offices; 46 car parking spaces, service yard and loading bays with access of Dunhams Lane and 10m wide soft landscaping buffer strip to western boundary of site. Site: Car park rear of Skillcentre site fronting, Dunhams Lane, Letchworth Garden City, SG6. Applicant: Altro Ltd (Autoglym Division), Works Road		Sustainable Transport For the provision of off-site transport infrastructure improvements	No repayment clause	£10,000			10,000.00	LIVE TO BE ALLOCATED	
Letchworth	06/00832/1 Residential development up to a maximum of 250 no. dwellings and associated infrastructure following demolition of existing buildings. Vehicular access off Pixmore Avenue (outline application; siting, design, external appearance and the landscaping of the site reserved)		Play Space £74345 spent 2009/10 on refurbishments at Baldock Road Recreation Ground. Balance £2373) allocated to provision of Wheeled Sports facility at Baldock Road Recreation Ground	NHDC -within 5 yrs of date of payment to repay any unexpended sum together with accrued interest to applicant of it LEAP area sum paid by owner to owner	£76, 718	£74,345.00		2,373.00	Part spent and part allocated	
Letchworth	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.		Play Area Allocated to Wheeled Sports Facility at Norton Common		£17,574.80	£17,574.80			Allocated	
Letchworth	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.		Play Space Allocated to Wheeled Sports Facility at Norton Common - £1649.00 spent year end 1516. Balance £21784.06 remains allocated to facility. £11022 spent year end 1617. Balance £10762.06 remains allocated to facility		£23,433.06	£23,433.06			Allocated	BALANCE STILL ALLOCATED £10,762.06

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Letchworth	07/01291/1 7 Eastcheap, Letchworth Garden City, SG6 3DG Conversion of second floor office space into one bedroom flat.	UU	Play Space Allocated to enhancements and provision of additional play equipment at Jackmans Recreation Ground		£386.54	£386.54		0.00	Allocated	
Letchworth	08/00987/1 Former Murco Filling Station, Southfields, Letchworth, SG6 4LU Redevelopment of site for residential purposes (affordable housing) comprising a terrace of 2 x 2 bedroom, 2 x 3 bedroom and 1 x 5 bedroom houses and erection of 3 storey building to provide 12 x 1 bedroom flats, 17 parking spaces, formation of new vehicular access onto Pelican Way and Southfields, following closure of two existing vehicular accesses, bin store, landscaping and ancillary works.	S106	Play Space Allocated to enhancements at Grange Playing fields		£7,923.92	£7,923.92			Allocated	
Letchworth	08/01227/1 Land at Market Hall and 29,31 and 33 Commerce Way, Letchworth External alterations to existing Market Hall and Bingo Hall following demolition of 29, 31 and 33 Commerce Way. Change of use of first floor Bingo Hall from Use Class D2 (assembly and leisure) to Use Class A1 (retail). Two storey extension to south elevation as additional retail floor space and creation of loading bays following demolition of 29, 31 and 33 Commerce Way.	UU	Public Realm		4,200.00			4,200.00	LIVE TO BE ALLOCATED	
Letchworth	08/01289/1 Land at Former Skill Centre, Pixmore Avenue, Letchworth Development of 29 no. residential flats and associated vehicle parking and infrastructure. Consisting of the following mix: 13 no. one bedroom apartments and 16 no. two bedroom apartments (8 of which as affordable housing) by conversion and adaptation of buildings approved by planning permission no 06/00832/1 and 07/02994/1 for 250 dwellings. Conversion of 2 no. approved four bedroom dwellings to 2 no. three bedroom affordable dwellings.	S106	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings	30/11/2020	£7,649.77	£7,649.77			Allocated	
Letchworth	08/02229/1 Land off Cade Close, Letchworth Residential development of 60 units comprising of 11 x 1 bedroom flats; 31 x 2 bedroom flats; 5 x 2 bedroom houses and 13 x 3 bedroom houses (housing mix: 23% market housing; 23 % affordable for rent and 54% shared equity), 10 garage spaces and 90 associated car parking spaces, landscaping and children's play area (including play equipment); vehicular access off Talbot Way, cycle and bin storage areas and associated infrastructure	S106	Pitch Sports Allocated North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings	17/04/2022	13,847.32	13,847.32			Allocated	
Letchworth	08/02777/1 Former Post Office, Broadway, Letchworth Development A: Three storey rear extension following demolition of existing rear extension and outbuildings. Change of use of ground floor from Use Class A1 (Post Office) to Use Class B1 (offices) and ancillary works. Development B: Conversion of first and second floors to 6 x 2 bedroom apartments.	S106	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings	24/08/2020	£1,559.28	£1,559.28			Allocated	
Letchworth	08/02803/1 Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA Erection of detached single storey building with glazed link to existing nursing home to provide 10 additional bedrooms. Three additional car parking spaces (total 14 spaces), and ancillary works	UU	Sustainable Transport		£1,740.58			1,740.58	LIVE TO BE ALLOCATED	
Letchworth	08/02929/1 38-42 Leys Avenue, Letchworth Conversion and change of use of first and second floor offices to 1 x 3 bedroom and 2 x 2 bedroom flats following demolition of rear extensions. Reinstatement of and alterations to rear elevations and insertion of a dormer window in front roof slope and addition of a window in front gable. Alterations to shop front to facilitate use of ground floor as 2 shop units.	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		1,029.81	1,029.81			Allocated	
Letchworth	08/02929/1 38-42 Leys Avenue, Letchworth Conversion and change of use of first and second floor offices to 1 x 3 bedroom and 2 x 2 bedroom flats following demolition of rear extensions. Reinstatement of and alterations to rear elevations and insertion of a dormer window in front roof slope and addition of a window in front gable. Alterations to shop front to facilitate use of ground floor as 2 shop units.	UU	Play Space Allocated to enhancements and provision of additional play at Jackmans Recreation Ground		2,087.82	2,087.82			Allocated	

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Letchworth	09/00114/1 Former Neosid Site, Icknield Way, Letchworth Approval of siting, design, external appearance and landscaping details of 115 dwellings comprising the following mix 16 x 4 bed dwellings; 40 x 3 bed houses; 19 x 2 bed houses; 18 x 2 bed flats and 22 x 1 bed flats (29 affordable units); 60 associated garages; 158 associated parking spaces, bin and cycle stores; landscaping, utilising and altering two existing accesses off Icknield Way and associated infrastructure pursuant to outline planning permission ref no 05/00511/1 granted on 4 October 2007	S106	Open Space Norton Common Open Space Contribution - towards the improvement and enhancement of Norton Common Recreation Ground - £9688.31 spent on access and conservation improvements in year end 10/11. Balance £18719.47 to be allocated to works at Norton Common	16/02/2022	28,407.78	9,688.31		18,719.47	LIVE TO BE ALLOCATED	
Letchworth	09/00114/1 Former Neosid Site, Icknield Way, Letchworth Approval of siting, design, external appearance and landscaping details of 115 dwellings comprising the following mix 16 x 4 bed dwellings; 40 x 3 bed houses; 19 x 2 bed houses; 18 x 2 bed flats and 22 x 1 bed flats (29 affordable units); 60 associated garages; 158 associated parking spaces, bin and cycle stores; landscaping, utilising and altering two existing accesses off Icknield Way and associated infrastructure pursuant to outline planning permission ref no 05/00511/1 granted on 4 October 2007	S106	Play Space Play Area Scheme - allocated to improved biodiversity for Natural Play at Wilbury Recreation Ground (original requirement of S106 Agreement - sum paid in lieu of play equipment by Croudace Homes, this money is to be spent at the recreation ground opposite the site only - allocated use meets this requirement)	16/02/2022	5,000.00	5,000.00			Allocated	Capital Code not yet available - Budget 19/20
Letchworth	09/02167/1 Natwest, Station Place, Letchworth Garden City, SG6 3AQ Conversion of first floor office space into 3 one bedroom flats. External alterations at second floor involving changes to openings.	UU	Play Space Allocated to enhancements and provision of additional play equipment at Jackmans Recreation Ground		£1,404.53	£1,404.53			Allocated	
Letchworth	09/02167/1 Natwest, Station Place, Letchworth Garden City, SG6 3AQ Conversion of first floor office space into 3 one bedroom flats. External alterations at second floor involving changes to openings.	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		£692.28	£692.28			Allocated	
Letchworth	09/02218/1 1 Northfields, Letchworth Garden City, SG6 4RJ Single storey front and side extensions to facilitate conversion of existing 3 bedroom dwelling into 1 x 3 bedroom dwelling and 1 x 1 bedroom dwelling with 4 associated parking spaces and ancillary works	UU	Pitch Sports Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings	N/A	£208.18	£208.18			Allocated	
Letchworth	10/00278/1 Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City Erection of 3 x 2 bedroom dwellings, 4 x 3 bedroom dwelling, 1 x 1 bedroom flat and 2 x 2 bedroom flats (housing mix: 100% affordable housing for rent), 12 parking spaces & 9 garage spaces, bin & cycle stores and ancillary works.	S106	Informal Open Space Allocated to Howard Park	09/12/2025	£4,405.11				Allocated	Capital Code not yet available - budget in 20/21
Letchworth	10/00278/1 Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City Erection of 3 x 2 bedroom dwellings, 4 x 3 bedroom dwelling, 1 x 1 bedroom flat and 2 x 2 bedroom flats (housing mix: 100% affordable housing for rent), 12 parking spaces & 9 garage spaces, bin & cycle stores and ancillary works.	S106	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings	09/12/2025	£2,250.93	£2,250.93			Allocated	
Letchworth	10/00278/1 Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City Erection of 3 x 2 bedroom dwellings, 4 x 3 bedroom dwelling, 1 x 1 bedroom flat and 2 x 2 bedroom flats (housing mix: 100% affordable housing for rent), 12 parking spaces & 9 garage spaces, bin & cycle stores and ancillary works.	S106	Play Space Allocated to Howard Park	09/12/2025	£8,149.32	£8,149.32			Allocated	Capital Code not yet available - budget in 20/21
Letchworth	10/00472/1 Former Westbury Primary School, West View, Letchworth Garden City, SG6 3QN Residential development of 38 units comprising conversion and alterations of existing school buildings to provide 9 x 3 bedroom houses, 10 x 2 bedroom houses, 4 x 2 bedroom flats and 3 x 1 bedroom flats and erection of 4 x 3 bedroom houses and 8 x 2 bedroom houses (housing mix: 65% market housing and 35% affordable housing), 62 parking spaces, cycle and bin stores, new vehicular access onto West View and associated infrastructure following demolition of entrance building, assembly hall and detached outbuilding	S106	Informal Open Space	23/01/2023	£12,666.97			12,666.97	LIVE TO BE ALLOCATED	

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Letchworth	10/00472/1 Former Westbury Primary School, West View, Letchworth Garden City, SG6 3QN Residential development of 38 units comprising conversion and alterations of existing school buildings to provide 9 x 3 bedroom houses, 10 x 2 bedroom houses, 4 x 2 bedroom flats and 3 x 1 bedroom flats and erection of 4 x 3 bedroom houses and 8 x 2 bedroom houses (housing mix: 65% market housing and 35% affordable housing), 62 parking spaces, cycle and bin stores, new vehicular access onto West View and associated infrastructure following demolition of entrance building, assembly hall and detached outbuilding	S106	Pitch Sports Spent £5865.90 (13/14) - provision of new football changing pavillion at Baldock Road Recreation Ground. Balance - £5692.71 Allocated North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings - Final allocation and spend dependent on outcome of review of Baldock Rd Rec Pavilion scheduled for September 2016	23/01/2023	£11,558.61	£5,692.71	Year end 13/14		Allocated	
Letchworth	10/00799/1 Sollershott Hall, Sollershott East, Letchworth Garden City, SG6 3PL Three storey extension to existing 1960's building to provide 3 x 2 bedroom dwellings, provision of 4 associated parking spaces and ancillary works following demolition of 5 existing garages.	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings	N/A	£979.92	£979.92			Allocated	
Letchworth	10/00799/1 Sollershott Hall, Sollershott East, Letchworth Garden City, SG6 3PL Three storey extension to existing 1960's building to provide 3 x 2 bedroom dwellings, provision of 4 associated parking spaces and ancillary works following demolition of 5 existing garages.	UU	Play Space Allocated to enhancements and provision of additional play equipment at Jackmans Recreation Ground	N/A	£1,986.68	£1,986.68			Allocated	
Letchworth	10/01087/1 50c Station Road, Letchworth Garden City, SG6 3BE Change of use and conversion of 1st and 2nd floors of photographers studios to 1 x 1 bedroom flat and 1 x 2 bedroom flat, 2 associated parking spaces and ancillary works.	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		£443.84	£443.84			Allocated	
Letchworth	10/01087/1 50c Station Road, Letchworth Garden City, SG6 3BE Change of use and conversion of 1st and 2nd floors of photographers studios to 1 x 1 bedroom flat and 1 x 2 bedroom flat, 2 associated parking spaces and ancillary works.	UU	Play Space Allocated to enhancements and provision of additional play equipment at Jackmans Recreation Ground		£899.84	£899.84			Allocated	
Letchworth	11/00110/1 Land at 99 Northfields, Letchworth Garden City, SG6 4QX Single storey building attached to existing dwelling to provide 1 x 1 bedroom dwelling with 1 associated parking space and ancillary works following demolition of existing garage. Insertion of first floor window in front elevation of existing dwelling.	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		£221.94	£221.94			Allocated	
Letchworth	12/00708/1 St John Ambulance Brigade HQ, Birds Hill, Letchworth Garden City Erection of one three bedroom dwelling with 2 associated car parking spaces, vehicular access onto Birds Hill and ancillary works following demolition of existing single storey buildings	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		£467.28	£467.28			Allocated	
Letchworth	12/00708/1 St John Ambulance Brigade HQ, Birds Hill, Letchworth Garden City Erection of one three bedroom dwelling with 2 associated car parking spaces, vehicular access onto Birds Hill and ancillary works following demolition of existing single storey buildings	UU	Play Space Allocated to enhancements and provision of additional play equipment at Jackmans Recreation Ground		£947.36	£947.36			Allocated	
Letchworth	12/02492/1 31 Gaunts Way, Letchworth Garden City, SG6 4PJ Detached 3 bedroom dwelling with 1 associated parking space. Detached double garage following demolition of existing garage to provide a garage for existing house and proposed dwelling	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		£472.48	£472.48			Allocated	
Letchworth	13/00869/1 11 Arena Parade and 29 Eastcheap, Letchworth Garden City, SG6 3BY Change of use of 1st and 2nd floors from retail storage to 4 x 2 bedroom flats. First and second floor rear extension to provide internal staircase. Replacement rear external timber staircase with timber roof, removal of existing lift and motor tower and ancillary works.	UU	Play Space Allocated to enhancements and provision of additional play equipment at Jackmans Recreation Ground - form processed. Project is in capital programme for 17/18.		£2,768.64	£2,768.64			Allocated	Capital Code 5314 4960 836, Budget spend 17/18
Letchworth	13/00869/1 11 Arena Parade and 29 Eastcheap, Letchworth Garden City, SG6 3BY Change of use of 1st and 2nd floors from retail storage to 4 x 2 bedroom flats. First and second floor rear extension to provide internal staircase. Replacement rear external timber staircase with timber roof, removal of existing lift and motor tower and ancillary works.	UU	Pitch Sport Allocated to North Herts Leisure Centre enhancements - new sports hall floor with associated court and pitch sport markings		£1,365.61	£1,365.61			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
Letchworth	13/02277/1 20-22 Station Road, Letchworth Erection of part two and part three storey building comprising 25 one and two bedroom retirement apartments with communal facilities and associated parking, access, landscaping and ancillary works following demolition of former garage buildings.	S106	Affordable Housing Sum to be applied to provision of affordable housing within the locality of North Hertfordshire - allocated for spend at John Barker Place, Hitchin	27/04/2025	50,078.03	50,078.03			Allocated	
Letchworth	14/00219/1 Lidl Cotton Brown Park, Letchworth Single storey detached building to provide replacement retail food store (1407 sq m. sales area) following demolition of existing food store, provision of 135 car parking spaces, landscaping and ancillary works	UU	Sustainable Transport		22,335.91			22,335.91	LIVE TO BE ALLOCATED	
Letchworth	14/00733/1 Former Letchworth Power Station Site, Works Road, Letchworth Erection of four industrial units for mixed B1/B2/B8 use; provision of 119 car parking spaces; cycle storage and bin stores and ancillary works.	UU	Sustainable Transport		27,063.16			27,063.16	LIVE TO BE ALLOCATED	
Letchworth	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works.	S106	Community Centres Obligation paid but cannot be spent or allocated until commencement of development	10 years from date of commencement of development (to be confirmed when started)	18,054.24			18,054.24	LIVE TO BE ALLOCATED	
Letchworth	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works.	S106	Informal Open Space Obligation paid but cannot be spent or allocated until commencement of development	10 years from date of commencement of development (to be confirmed when started)	19,595.81			19,595.81	LIVE TO BE ALLOCATED	
Letchworth	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works.	S106	Waste & Recycling Obligation paid but cannot be spent or allocated until commencement of development	10 years from date of commencement of development (to be confirmed when started)	4,395.73			4,395.73	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
Letchworth	14/01080/1 Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Change of use, conversion and extension of Commerce House including addition of third floor to provide 21 x 2 bed apartments and 5 x 1 bedroom apartments at upper levels, following partial demolition of existing building. Demolition of 23/25 Leys Avenue and erection of three storey building comprising 275 sq m flexible Class A1-A4 floorspace at ground floor and 10 x 2 bedroom apartments and 2 x 1 bedroom apartments at upper levels. Demolition of existing outbuilding on land adjacent to 21 Leys Avenue and erection of a three storey building with accommodation in roof space comprising 224 sq m flexible Class A1-A4 floorspace at ground floor and 5 x 2 bed apartments and 4 x 1 bed apartments at upper levels. Demolition of covered entrance to Garden Square Shopping Centre, associated car parking spaces and ancillary works.	S106	Affordable Housing To be spent following first occupation of dwellings approved.	10 years from date of commencement of development (to be confirmed when started)	206,855.00			206,855.00	LIVE TO BE ALLOCATED	
Letchworth	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	S106	Community Centres	23/03/2025	£10,372.02			10,372.02	LIVE TO BE ALLOCATED	Deed of Validation - Affordable Housing (amends S106 Agreement so that units split between rent and shared ownership is slightly varied to they can be occupied). DoV dated 06/12/16
Letchworth	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	S106	Healthcare Contribution Provision of healthcare facilities serving the locality of the development	23/03/2025	£120,587.59			120,587.59	LIVE TO BE ALLOCATED	Deed of Validation - Affordable Housing (amends S106 Agreement so that units split between rent and shared ownership is slightly varied to they can be occupied). DoV dated 06/12/16 NHS PRIMARY CARE HAS BEEN ADVISED OF THIS SUM
Letchworth	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	S106	Informal Open Space Allocated to Wheeled Sports facility at Norton Common	23/03/2025	£131,357.36	£13,157.36			Allocated	Deed of Validation - Affordable Housing (amends S106 Agreement so that units split between rent and shared ownership is slightly varied to they can be occupied). DoV dated 06/12/16
Letchworth	14/01403/1 Former Factory Site, Land on the north west side, Blackhorse Road, Letchworth Garden City Residential redevelopment of site to provide 159 dwellings comprising of 12 x 1 bedroom flats; 24 x 2 bedroom flats; 12 x 2 bedroom houses; 30 x 3 bedroom houses and 81 x 4 bedroom houses. Two new vehicular accesses onto Blackhorse Road following closure of existing accesses; associated parking and internal access roads, landscaping, amenity spaces and ancillary works following demolition of existing factory building.	S106	Sustainable Transport Allocated to Transition Town Letchworth Cycle Initiative of provision of cycle racks and storage shelters across Letchworth - NHDC Community Development Team co-ordinating this project. £26,613.88 has been spent - 20/12/2017. Balance remains allocated to this project.	23/03/2025	£63,791.73	£63,791.73	26613.88 20/12/2017	37,177.85	Allocated	