

NORTH HERTFORDSHIRE DISTRICT COUNCIL



27 September 2019

Our Ref Southern Rural 1.10.19
Your Ref.
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To: Members of the Committee: Councillor Claire Strong, Councillor Faye S Frost, Councillor David Barnard, Councillor John Bishop, Councillor George Davies, Councillor Steve Deakin-Davies, Councillor Ian Moody, Councillor Lisa Nash, Councillor Sam North and Councillor Terry Tyler

You are invited to attend a

MEETING OF THE SOUTHERN RURAL COMMITTEE

to be held in the

**COUNCIL CHAMBER, COUNCIL OFFICES.
GERNON ROAD, LETCHWOTH GARDEN CITY**

On

THURSDAY, 10TH OCTOBER, 2019 AT 7.30 PM

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION
ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

Agenda

Part I

Item	Page
1. APOLOGIES FOR ABSENCE	
2. MINUTES - 7 MARCH 2019 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 7 March 2019.	(Pages 5 - 14)
3. MINUTES - 21 MAY 2019 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 21 May 2019.	(Pages 15 - 16)
4. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed at the end of either Part I or Part II 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.	
5. 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, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
6. PUBLIC PARTICIPATION To receive petitions, comments and questions from the public including: 1. Offley Village Hall – Christmas Tree Committee 2. Wymondley Baptist Church	

7. **GRANTS & COMMUNITY UPDATE** (Pages
REPORT OF THE POLICY AND COMMUNITIES ENGAGEMENT 17 - 26)
MANAGER

To advise the Committee on the current expenditure and balances of the Area Committee budgets.

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.

8. **ANNUAL UPDATE ON S106 OBLIGATIONS FOR THE SOUTHERN RURAL COMMITTEE** (Pages
REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER 27 - 66)

To give the Committee an annual update on all S106 activity.

9. **REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS** (Pages
REPORT OF THE CHIEF EXECUTIVE 67 - 124)

To outline and report on the outcome of the Review of Polling Districts, Polling Places and Polling Stations consultation following a review required by the Electoral Registration and Administration Act 2013.

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

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

11. **POSSIBLE AGENDA ITEMS FOR FUTURE MEETINGS**

The Chairman to lead a discussion regarding possible agenda items for future meetings.

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

SOUTHERN RURAL COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY
ON THURSDAY, 7TH MARCH, 2019 AT 7.30 PM

MINUTES

Present: *Councillors Claire Strong (Chairman), Steve Deakin-Davies (Vice-Chairman), John Bishop, Faye Frost, Cathryn Henry, Lisa Nash and Terry Tyler (arrived at 7.35pm).*

In Attendance: *Claire Morgan (Senior Communities Officer) and Melanie Stimpson (Democratic Services Manager)*

Also Present: *Sergeant Guy Westwood (Hertfordshire Constabulary) and 6 members of the public.*

47 APOLOGIES FOR ABSENCE

Audio Recording – Start time of Item – 17 seconds

Apologies for absence were received from Councillors Barnard and Spencer-Smith.

48 MINUTES - 6 DECEMBER 2018

Audio Recording – Start time of Item – 45 seconds

The Minutes of the previous meeting were tabled at the meeting.

RESOLVED: That the Minutes of the Meeting of the Committee held on 6 December 2018 be approved as a true record of the proceedings and be signed by the Chairman.

49 NOTIFICATION OF OTHER BUSINESS

Audio Recording – Start time of Item – 1 minute and 5 seconds

There was no notification of other business.

50 CHAIRMAN'S ANNOUNCEMENTS

Audio Recording – Start time of Item – 1 minute and 50 seconds

- (1) The Chairman welcomed those present to the meeting, especially those who had attended to deliver a presentation. Individuals were able to use a device to record the meeting or take photographs, but should ensure that the meeting was not disrupted
- (2) The Chairman advised that, in accordance with Council Policy, the meeting was being 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. Any Member that wished to exercise a 'Councillor Speaking Right' had to declare this at the same time of the interest.

- (4) In addition to the public listed within the agenda, the Committee would also receive a presentation from Sergeant Guy Westwood on behalf of Hertfordshire Constabulary and Mrs Vicky Wyer on behalf of Churchgate Resurgence PB.

51 PUBLIC PARTICIPATION

Audio Recording – Start time of Item – 2 minutes and 10 seconds

At 7.35pm Councillor Terry Tyler entered the meeting.

Sergeant Guy Westwood delivered a presentation on behalf of Hertfordshire Constabulary.

The following points were highlighted:

- Various changes had been made to the Team;
- A new computer system 'Athena' had been installed which allowed communication with 11 other forces however there were teething problems;
- It was not possible to compare Crime figures and the accuracy of the figures was unknown due to the changes to the recording system;
- The classification of burglaries had changed being split into dwellings and non-dwellings and this had made it difficult to compare with last year's figures;
- Online crime recording meant there were more ways to report crime;
- Overlap of figures across the area affected the outcomes;
- Crime figures had increased by 12% overall across the county - there had been double recording on some of the crimes so the accuracy was unknown;
- Outcome rate increased over the year as the burglars were apprehended;
- There had been a reduction in business burglaries;
- The constabulary was trying to educate the public to secure their vehicles as car crime had increased;
- An increase in domestic abuse numbers was seen as positive as it meant that more cases were being reported;
- Not all cases of domestic abuse were progressed - work was needed to bring perpetrators to justice;
- There had been 3 robberies in Hitchin compared to 53 in North Hertfordshire this year however this might be due to knife crime which was uncategorised at present;
- Assault, both verbal and physical had increased;
- There had been a reduction in criminal damage – a lot of work had been done however there was more to do;
- Antisocial behaviour had decreased taking into consideration that more incidents were being reported;
- Presentations were being made to local schools regarding knife crime;
- Rural priorities were environmental, vehicle damage, domestic burglaries and anti-social use of vehicles however if there were other areas of concern that could be discussed with the public and Councillors in future;

In response to the presentation, questions were received from the following Councillors:

- Councillor Frost
- Councillor Tyler
- Councillor Strong

The following concerns were raised:

- Residents and Councillors had reported ongoing drug related crime in Offley and Lilley. There were some school-aged children and older children who had drugs on their possession and were not discreet about the fact.
- Younger children needed to be educated regarding knife crime.

Audio Recording – Start time of Item – 30 minutes and 22 seconds

Vicky Wyer of Churchgate Resurgence PB Group thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation, the main points of which were detailed below:

- New experienced-based economy was required and one that would give a reason for people to visit the town;
- NHDC held the freehold to Churchgate development area and was in a key position to be able to realise its potential;
- A considerable amount of time and money had already been spent and more was needed to conclude the matter;
- Surveys revealed overwhelmingly positive results concerning the need for revitalising the area and its potential;
- A mixed-use development with flexible sized retail on the ground floor would give adaptability to future trends;
- Rented residential accommodation on the upper floors would help to spread the risk and address local housing needs which included social housing and low income rental;
- Community hub focussed on the arts and wellness could provide an alternative site to St Albans and Welwyn;
- Improvement to riverside terraces and creation of riverside walks would make the area more attractive to tourists;
- Increased parking would generate more revenue;
- Introduction of new bus hub and/or park and ride scheme;
- A rejuvenated market with an independently operated street food hall could be transformative;
- Low rents, short leases and attractive appearance were key to success;
- North Herts towns should be well differentiated but any change had to play to their strengths;

Chairman thanked Mrs Wyer for her presentation.

Audio Recording – Start time of Item – 39 minutes and 38 seconds

No representative from Home-Start Hertfordshire was present.

Audio Recording – Start time of Item – 39 minutes and 57 seconds

Mr Edison Jefferies, Secretary of Breachwood Green Cricket Club thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant application:

- Storage containers were sat on railway sleepers which had rotted. The containers were sinking into the ground and access to them was difficult;
- A concrete base was needed so they could be returned to their original position;
- Trying to future-proof the Social Club for future generations by having licenced facilities for those who used the club;
- Annual events were held to attract new members;

The Chairman thanked Mr Jeffries for his presentation.

Councillor Frost made a statement in support of the application.

Audio Recording – Start time of Item – 43 minutes and 15 seconds

No representative from Breachwood Green Village Hall was present.

Audio Recording – Start time of Item – 43 minutes and 30 seconds

Mr Chris White of FC Comets thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant application:

- Run solely by volunteers;
- The club sought funds to purchase two new sets of metal goals;
- Funds had been raised for paying for weekly operational costs of the teams, such as kits and training and playing equipment;
- The cost of substantial one-off equipment such as goals was very difficult.
- The cost of normal season running costs was raised through subscriptions, sponsorship and fundraising events such as Christmas team photos and football prediction competitions.
- The goals would benefit a new in-take of around 30 children every year for the next 10 years.

In response questions were received from the following Councillors:

- Councillor Bishop
- Councillor Moody
- Councillor Deakin-Davies

The Chairman thanked Mr White for his presentation.

Audio Recording – Start time of Item – 50 minutes and 37 seconds

Mr John Rowlands, Treasurer and Trustee of Kimpton Folk Festival thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant application:

- Promoted folk and music events throughout the year;
- To make folk music more inclusive to isolated and disadvantaged members of the public including tea and cake music concerts for the elderly, running music/singing and movement workshops at special needs schools;
- Funds required to help run the events on the afternoon of the folk festival including insurance, portaloos, bins, stage, signage, car park and sound engineers;
- Various workshops, stage performances and activities for adults and children;
- Events on the green and evening entertainment were self-funding;
- Fundraising events were held throughout the year;
- Promoted by social media, leaflets and posters.

In response questions were received from the following Councillors:

- Councillor Strong
- Councillor Bishop
- Councillor Frost
- Councillor Deakin-Davies
- Councillor Henry

The Chairman thanked Mr Rowlands for his presentation.

Audio Recording – Start time of Item – 1 hour and 1 minute

Julia Target and Renata Crowe of Knebworth Town Twinning thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding the grant application:

- The KTA was hosting a 4-day cultural exchange in April 2019, with 37 visitors from Chatelaillon-Plage;
- The application was for funding to cover transport costs in the form of coaches/minibuses to travel to heritage sites in the local area;
- It developed personal, cultural and sporting relationships;
- The Knebworth Town Twinning arranged social and fundraising events amongst members and the local community to support cultural exchanges;
- French lessons were supported in the local village schools and a prize was awarded to the best student in each school;

In response a question was received from the following Councillor:

- Councillor Strong

The Chairman thanked Julia Target and Renata Crowe for their presentation.

52 GRANTS & COMMUNITY UPDATE

Audio Recording – Start time of Item – 1 hour, 11 minutes and 47 seconds

The Senior Communities Officer presented a report to advise the Committee of the current expenditure and balances of the Area Committee budgets; to inform the Committee of recent requests received for Area Committee Grant Funding, made by community groups and local organisations, which conformed to the Authority's Grants Policy approved by Cabinet on June 14th 2016; and to advise the Committee of the activities and schemes with which the Community Officer had been involved.

GRANT APPLICATION: HOME START HERTS

ALTERNATIVE OPTIONS

Regarding alternative options there were none proposed other than those detailed in the report.

As no one was in attendance at the meeting for 'public participation' the Committee did not receive a presentation. However, the Senior Communities Officer noted that a good presentation had been delivered to the other area committees and had determined to award Home Start Herts a grant. There were two people on the waiting list and the grant would provide a volunteer to support a family for six months. This would provide a vast amount of support to these families and would be part funded by the County Council.

There was concern expressed by some Members of the Committee regarding how the grant accorded to the eligibility criteria:

The following Councillors took part in the debate:

- Councillor Bishop
- Councillor Henry
- Councillor Frost
- Councillor Nash
- Councillor Strong

RESOLVED:

That grant funding of £920 be awarded to Home Start Herts towards the cost supporting two families in need in the Southern Rural Area as outlined in 8.1.1 of the submitted report;

At 8.58pm the meeting was adjourned for a comfort break. The meeting resumed at 9.02pm.

Audio Recording – Start time of Item – 1 hour 26 minutes and 30 seconds

GRANT APPLICATION: FC COMETS

ALTERNATIVE OPTIONS

Regarding alternative options there were none proposed other than those detailed in the report.

Councillor Frost made a statement.

RESOLVED:

That grant funding of £998 be awarded to FC Comets Football towards the cost of purchasing additional goals posts as outlined in 8.1.4 of the submitted report;

Audio Recording – Start time of Item – 1 hour 28 minutes and 0 seconds

GRANT APPLICATION: KIMPTON FOLK FESTIVAL

ALTERNATIVE OPTIONS

Regarding alternative options there alternative funding options considered in addition to those detailed in the report.

The following Councillors took part in the debate:

- Councillor Frost
- Councillor Henry
- Councillor Bishop
- Councillor Tyler
- Councillor Nash
- Councillor Strong

It was felt by some Councillors that the application could not be justified purely to reduce the cost of the ticket prices as income generated should be able to cover costs and make a surplus even if it meant charging for some of the activities on the day.

It was proposed by Councillor Tyler and seconded by Councillor Nash to offer £1,000 which on being put to the vote was lost.

Councillor Henry stated that the activities would not be free as the grant funding was paid for by Council Tax payers.

Subsequently Councillor Bishop allocated his Ward Member Budget to Kimpton Folk Festival.

RESOLVED:

That grant funding of £390 from Councillor John Bishop's Ward Member Budget to Kimpton Folk Festival towards the cost putting on a community event as outlined in 8.1.5 of the submitted report.

Audio Recording – Start time of Item – 1 hour and 36 minute and 29 seconds

GRANT APPLICATION: KNEBWORTH TOWN TWINNING

ALTERNATIVE OPTIONS

Regarding alternative options there alternative funding options considered in addition to those detailed in the report.

Councillor Deakin-Davies stated that he had a declarable interest as he was a member of Knebworth Twinning Association.

Councillor Nash stated that she had a declarable interest as she was the District Council representative on Knebworth Twinning Association.

The following Councillors took part in the debate:

- Councillor Henry
- Councillor Frost
- Councillor Strong
- Councillor Deakin-Davies
- Councillor Nash
- Councillor Tyler
- Councillor Bishop

Councillor Nash and Councillor Deakin-Davies stated that in addition to any funding awarded, they proposed to add each of their Ward Member Budget to the award. The Committee rejected this proposal and instead agreed to award the £1125 via £390 was from Councillor Lisa Nash's and £390 was from Councillor Steve Deakin-Davies' Ward Member Budget with the remaining amount from the central budget.

RESOLVED:

That grant funding of £1,125 be granted to Knebworth Town Twinning of which £390 was from Councillor Lisa Nash's and £390 was from Councillor Steve Deakin-Davies' Ward Member Budget, for support for the incoming visit from guests of the twinned town of Chatelaillon-Plage as outlined in 8.1.3 of the submitted report;

Audio Recording – Start time of Item – 1 hour, 50 minutes and 45 seconds

GRANT APPLICATION: BREACHWOOD GREEN CRICKET CLUB

ALTERNATIVE OPTIONS

Regarding alternative options there were none proposed other than those detailed in the report.

RESOLVED:

That grant funding of £780 be granted to Breachwood Green Cricket Club towards the cost of maintenance of the Cricket Club Facilities to be split as follows: £265 from Councillor David Barnard's Ward Member Budget, £265 from Councillor Faye Frost's Ward Member Budget and £250 from the main development budget, as outlined in 8.1.6 of the submitted report.

Audio Recording – Start time of Item – 1 hour, 52 minutes and 33 seconds

GRANT APPLICATION: BREACHWOOD GREEN VILLAGE HALL

ALTERNATIVE OPTIONS

Regarding alternative options there alternative funding options considered in addition to those detailed in the report.

RESOLVED:

That grant funding of £1,248 be granted to Breachwood Green Cricket Club, of which £390 was from Councillor Claire Strong's Ward Member Budget, towards the purchasing of a defibrillator and training to use the machine as outlined in 8.1.2 of the submitted report;

Audio Recording – Start time of Item – 1 hour, 54 minutes and 43 seconds

GRANT APPLICATION: OFFLEY TENNIS CLUB

ALTERNATIVE OPTIONS

Regarding alternative options there were none proposed other than those presented.

The Senior Communities Officer noted that a grant application had been received subsequent to publication of the agenda for Offley Tennis Club who had requested £350 for a leaf blowing machine. As the amount requested was below £500 the grant could be awarded under delegated authority subject to the agreement of Chairman, Vice-Chairman and Ward Members. The Committee endorsed the application.

RESOLVED:

The Committee support the grant application of £350 to Offley Tennis Club for a leaf blowing machine, not included within the agenda, which could be determined under officer delegation.

In addition the Committee also

RESOLVED:

That the actions taken by the Community Officer to promote greater community capacity and well-being for the Southern Rural Area be endorsed

REASON FOR DECISIONS:

To ensure the Committee is kept informed of the work of the Community Officer.

To inform Members of the financial resources available to the Committee – to identify 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.

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.

53 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

Audio Recording – Start time of Item – 1 hour, 57 minutes and 27 seconds

Members gave verbal reports regarding the following:

- **East and North Herts NHS Trust**

Councillor Deakin-Davies had a meeting on 13th March with David Brewer to discuss the huge phlebotomy queues and also how there were working to improve the link between elderly hospital admissions and the County Council's support of the elderly care provision when hospital treatment was no longer required.

Councillor Deakin-Davies was to spend a day with Hertfordshire County Council within the next few weeks at the East and North Herts Trust NHS at Lister and QEII and also the Care Commissioning Group whose plans would be reviewed at that meeting.

- **Arts Council North Herts**

Thursday, 7th March, 2019

Was to be dissolved in four weeks' time as funding had ceased and the last of their money had been spent. They were not prepared to embrace new commercial ideas of how to continue to promote the arts.

- **Knebworth Parish Council**

Councillor Nash and Councillor Deakin-Davies were at a meeting with Knebworth Parish Council and the two landowners of KB1, 2 and 4 where there would be hundreds of homes built. The concept of a charitable trust was being looked at. These existed to take care of the money that was paid to some of the landowners and Section 106 money and other negotiated grants to become a trust to provide for Knebworth in the future.

Prior to concluding the meeting the Chairman expressed appreciation, on behalf of the Committee, to Councillor Henry who had decided to not stand for election in May.

The meeting closed at 9.35 pm

Chairman

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

SOUTHERN RURAL COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY
ON TUESDAY, 21ST MAY, 2019 AT 9.09 PM

MINUTES

Present: *Councillors George Davies, Steve Deakin-Davies, Ian Moody, Lisa Nash, Sam North, Claire Strong and Terry Tyler*

In Attendance: *Hilary Dineen (Committee, Member and Scrutiny Manager)*

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors David Barnard, John Bishop and Faye Frost.

2 APPOINTMENT OF A CHAIRMAN

It was proposed by Councillor Steve Deakin-Davies, seconded by Councillor Ian Moody and:

RESOLVED: That Councillor Claire Strong be appointed Chairman of the Southern Rural Committee for the 2019/20 Civic Year.

3 APPOINTMENT OF A VICE-CHAIRMAN

It was proposed by Councillor Claire Strong, seconded by Councillor Ian Moody and:

RESOLVED: That Councillor Faye Frost be appointed Vice-Chairman of the Southern Rural Committee for the 2019/20 Civic Year.

The meeting closed at 9.10 pm

Chairman

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**SOUTHERN RURAL COMMITTEE
10 OCTOBER 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: GRANTS & COMMUNITY UPDATE

REPORT OF THE POLICY & COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT

COUNCIL 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 Committee Grant budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for Committee Grant Funding, made by community groups and local organisations.
- 1.3 To advise the Committee of the activities and schemes with which the Community Engagement officers have been involved in.
- 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:
- 2.2 £389.00 to Offley Village Hall for the purchase and transport of a Christmas Tree and provision of a children's disco as outlined in 8.1.1 (Attractive and Thriving, Prosper and Protect)
- 2.3 £1,500 to Wymondley Baptist Church to convert existing toilets so that they are accessible to wheelchair users and those with mobility issues as outlined in 8.1.2 (Attractive and Thriving, Prosper and Protect, Responsive and Efficient)
- 2.4 Members discretionary budgets are currently £280 per councillor in total this amounts to £2,800. If members are minded these funds could be included within the Base budget of £5,900 as outlined under item 10 financial implications
- 2.5 That the Committee endorses the actions taken by the Community Officer to promote greater community capacity and well-being for the Southern Rural Area.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure the Committee is kept informed of the work of the Community Engagement Team.
- 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 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 With reference to the Council's Constitution, Section 9.3 Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being. Under the current grant criteria there is no upper limit outlined for the amount of grant funding to be allocated which can be decided at the Committee's discretion.

- 7.2 Members are asked to note the information detailed in Appendix 1. Southern Rural Committee Budget Spread sheet, which relates to the Area Committee budget balances for 2019/20. The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

8. RELEVANT CONSIDERATIONS

8.1 Grant Applications

8.1.1

Applicant	Offley Village Hall
Project	Christmas tree and Disco
Sum requested	£389.00
Total project cost	£555.00
Match funding	£166.00 from 50/50 from Offley Parish Council and Village Hall reserves.
6th months expenditure	£3,269
Funds held	£5000
Previous support	£300 June 2017
NHDC Policy met	Yes
Strategic objective met	Attractive & Thriving and Prosper & Protect

Offley Village Hall volunteers are requesting £389 for the purchase/delivery of a Christmas Tree and the provision of a free disco for children from the local area. The Christmas Tree will be viewed by hundreds of passers by and the villagers of Offley. It will be lit from mid December 2019 until mid January 2020. The children's disco will take place 7 days before Christmas. The village hall plan to charge £5 per adult for access to the disco/party – by doing this last year they raised £158 which they donated to NSPCC and Offley School.

8.1.2

Applicant	Wymondley Baptist Church
Project	Accessible disabled toilets
Sum requested	£1500
Total project cost	£4995
Match funding	£750
Annual expenditure	£24,917.75
Funds held	£12,529.03
Previous support	None
NHDC Policy met	Yes
Strategic objective met	Attractive and Thriving, Prosper and Protect, Responsive and Efficient.

Wymondley Baptist Church is a place of worship but also a community hub. All users of the church hall from across the community will benefit from the conversion of the toilets. This includes; members of the activity club for elderly and lonely local people, the retired men's group, community Pilates, table tennis, gardening, drama groups and also families who attend church services. It will benefit voters when the church is used as a polling station and village residents that use the church hall for private functions.

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.

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 The Area Committees 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. Section 9.8.2 (g) of the 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".
- 9.2 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything provided that it is not specifically prohibited in legislation.
- 9.3 Section 137 of the 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 1 Committee budget 2019/20

There are carry over amounts from 2018/19 are £5,421 and the allocation for 2019/20 is £5,900 in addition to £2,800 Member ward budgets.

As outlined under recommendation 2.4 officers suggest that the £2,800 assigned to ward member's budgets be added to the £5,900 Development budget in order for the budget sheets to more clearly express the funds available.

The carry over amounts from 2018/19 which include carry over from the ward member discretionary budgets equate to £5,421 in total the amount of funding available for allocation is £14,121.

The grants requested within this report equate to £1,889 if both are agreed the remaining amount will be £12,232 to be spent at the remaining two meetings this financial year.

11. RISK IMPLICATIONS

- 11.1 There are no relevant risk entries that have been recorded on Pentana Risk, 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 - 2019/20 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.

SOUTHERN RURAL COMMITTEE BUDGET 2019/20

SUMMARY/ TOTALS	Funding	Allocated	Spent	Outstanding	Unallocated Budget					
Development Budget Brought Forward from 18/19	£5,771	£350	£350	£0	£5,421					
Development Budget 19/20	£5,900	£0	£0	£0	£5,900					
Member Ward Budgets 19/20	£2,800	£0	£0	£0	£2,800					
TOTAL	£14,471	£350	£350	£0	£14,121					

DEVELOPMENT BUDGETS 18/19	Funding			Project	Allocated	Date	Spent	Outstanding	Unallocated Amount	Comments
Carry Forward Budget	£5,771		11940006826	Offley Tennis Club	£350	07/03/19	£350	£0		
								£0		
								£0		
								£0		
								£0		
	£5,771		11940006980		£350		£350	£0	£5,421	

DEVELOPMENT BUDGETS 19/20	Funding			Project	Allocated	Date	Spent	Outstanding	Unallocated Amount	Comments
Base Budget 19/20	£5,900							£0		
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
	£5,900		11940006980		£0		£0	£0	£5,900	

MEMBER WARD BUDGETS 19/20	Funding			Project	Allocated	Date	Spent	Outstanding	Unallocated Amount	Comments
Base Budget 19/20 (£280 Per Member)										
Cllr Barnard	£280	Hitchwood, Offa & Hoo						£0		
Cllr Frost	£280	Hitchwood, Offa & Hoo						£0		
Cllr Strong	£280	Hitchwood, Offa & Hoo						£0		
Cllr Deakin-Davies	£280	Knebworth						£0		
Cllr Nash	£280	Knebworth						£0		
Cllr Henry	£280	Chesfield						£0		
Cllr Tyler	£280	Chesfield						£0		
Cllr Spencer-Smith	£280	Cadwell						£0		
Cllr Moody	£280	Codicote						£0		
Cllr Bishop	£280	Kimpton						£0		
	£2,800		11940004784		£0		£0	£0	£2,800	

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**SOUTHERN RURAL COMMITTEE
10 OCTOBER 2019**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: ANNUAL UPDATE ON S106 OBLIGATIONS FOR THE SOUTHERN RURAL COMMITTEE

REPORT OF THE DEVELOPMENT AND CONSERVATION MANAGER

EXECUTIVE MEMBER: PLANNING AND TRANSPORT

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING

1. EXECUTIVE SUMMARY

- 1.1 This report provides Members of the Southern Rural Committee with an annual update on the details of progress made on all Section 106 Obligations within the Southern Rural Committee area during the financial year 2018/19.
- 1.2 Unlike previous reports the format of the information presented has been changed to more accurately reflect the diminishing role of discretionary Section 106 funds, that unilateral undertakings are very rarely received and changing restrictions around the collection and distribution of funds.
- 1.3 The information provided in the associated tables reflects this change of emphasis. Tables 1 and 1a set out the details of all new Section 106 Obligations entered into between developers and the Council during the financial year 2018/19 within the Southern Rural Committee area. Table 2 sets out details of all payments received associated with earlier agreements in the Southern Rural Committee area during the financial year 2018/19. Table 3 sets out details of money allocated from retained funds during the financial year 2018/19 (see appendix 1). Finally, table 4 sets out details of remaining funds that have yet to be allocated for Southern Rural Parishes (see appendix 2).
- 1.4 The report also sets out the current position with respect to changing legislation, how future planning policy may reflect this and outlines progress of a revised strategy to seek wider community and ward Member involvement in identifying relevant projects at the earliest possible stage in the planning process.

2. RECOMMENDATIONS

- 2.1 That Members note the content of this report.
- 2.2 That Members agree that a report shall continue to be presented on an annual basis to the Area Committee, which sets out full records of all Section 106 activity for the preceding financial year and which reflects changes in legislation and practice.

- 2.3 That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area. Members must note that the discretionary funds are rapidly diminishing and will not be replaced under current legislation and practice, for reasons that are set out in this report.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that there is a robust system for negotiating and managing Section 106 Obligations and Unilateral Undertakings, that records activity for each financial year and is placed in the public domain.
- 3.2 To ensure that the process is kept under constant review and Member scrutiny and that the risk associated with this activity is managed in an appropriate manner.

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 agreements and Unilateral Undertakings.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 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 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 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 for the foreseeable future and certainly not for strategic sites and sites which have specific local infrastructure demands. 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 giving no consistency to how a local planning authority can plan its implementation.
- 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, otherwise it has little or no relevance. Members will note that this pooling restriction has been lifted as of 1 September 2019.
- 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. RELEVANT CONSIDERATIONS

8.1 Current legislation

- 8.1.1 The Community Infrastructure Levy (CIL) regulations set out three statutory 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 and repeated in the latest version of the NPPF (February 2019). 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 applied 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 local planning authority was 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. This review was completed in September 2018 and one of its key recommendations was to abolish the 'pooling' restriction as it has the effect of preventing local planning authorities from considering the cumulative effect of developments on key services and infrastructure. The government had indicated that it would introduce legislation to remove the pooling restrictions which would represent a positive reform by providing more scope for Section 106 Obligations but also less incentive to adopt a CIL tariff as a result. The limitation was finally lifted by revisions to relevant regulations on 1 September 2019. The implication for this loosening of restrictions are being considered by officers and will be reflected in the forthcoming new Supplementary Planning Document relating to Planning Obligations. It is anticipated that draft document will be presented to Cabinet in December 2019 before being submitted for wider consultation.

8.2. Implications for the collecting of infrastructure contributions

8.2.1 The pooling restrictions related to the determination of planning applications after 6 April 2015 but it did 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 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 with or without a reduced level of contribution.

8.2.5 Over the last few years, 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 reports to the Planning Control Committee or delegated file notes associated with each planning application.

8.2.6 Some Members may recall that in 2017 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. This restriction remains in place.

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 Obligation 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 Section 106 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.

8.3.2 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.

8.3.3 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.

8.3.4 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.

8.3.5 For infrastructure projects in Hitchin, 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 SECTION 106 ACTIVITY FOR SOUTHERN RURAL COMMITTEE: From 1 April 2018

8.4.1 **Table 1:** All new Section 106 Obligations entered into for the Southern Rural Parishes during financial year 2018/19 and up to now:

Parish	Planning ref	Site Address and development	Date of Agreement
Knebworth	17/01622/1	The Station, Station Approach, Knebworth: Three storey building for 9 no. flats, one new dwelling and conversion of space above pub for to one flat	28.11.18
Pirton	17/04239/OP	Land North of Priors Hill, Pirton: Outline planning permission for 24 no. dwellings	01.08.18

8.4.2 **Table 1a:** Agreed Section 106 provisions within the Obligations referenced in table 1 (NHDC services only). Please note that these funds are only paid to the Council as development commences. If development does not go ahead these funds will not be paid.

Parish	Planning Ref	Amount and purpose	Date of Agreement
Knebworth	17/01622/1	£364(index linked) Waste collection and recycling in association with the development	28.11.18
Pirton	17/04239/OP	£11,723.68 Enhancement of community meeting room	01.08.18
Pirton	17/04239/OP	£9,104.56 Sports pavilion	01.08.18
Pirton	17/04239/OP	£18,458.56 Play equipment	01.18.18
Pirton	17/04239/OP	£9,977 Open space and SUDs and landscape buffer maintenance	01.08.18
Pirton	17/04239/OP	£2,000 Travel Plan monitoring	01.08.18

8.4.3 **Table 2:** Payments received during financial year 2018/19 in relation to NHDC services following earlier Section 106 Obligations:

Parish	Planning permission ref and details	Date of agreement	Date and amount received	Purpose
Codicote	16/02967/1: Land at Welwyn Equestrian Centre, Pottersheath: Residential development comprising 5 x 5-bed and 8 x 4-bed dwellings	25.09.17	20.12.18 £98,785.83	Affordable Housing To be applied towards the provision of off-site affordable housing within the District of North Herts.
Codicote	16/02967/1: Land at Welwyn Equestrian Centre, Pottersheath: Residential development comprising 5 x 5-bed and 8 x 4-bed dwellings	25.09.17	08.05.18 £1,306.29	Waste collection and recycling in association with the development – already allocated

Ickleford	16/02012/1: Ickleford Manor, Turnpike Lane, Ickleford Development of 19 residential dwellings	27.07.17	17.10.18 £164,478.57	Affordable Housing To be applied towards the provision of off-site affordable housing within the District of North Herts.
Ickleford	16/02012/1: Ickleford Manor, Turnpike Lane, Ickleford Development of 19 residential dwellings	27.07.17	17.10.18 £7,142.86	Community Centres To be applied towards St Katherine's Church room for all community project
Ickleford	16/02012/1: Ickleford Manor, Turnpike Lane, Ickleford Development of 19 residential dwellings	27.07.17	17.10.18 £1,927.86	Waste collection and recycling facilities associated with the development
Pirton	15/01618/1: Land Adjacent To Elm Tree Farm, Hambridge Way, Pirton Outline application (all matters reserved) for residential development of up to 82 dwellings	27.05.16	05.07.18 £173,806.66	Pavilion Contribution Sum calculated on combined total of open space, pitch sport and leisure contributions which shall be applied towards the Parish Council scheme of a new pavilion and play space equipment in Pirton Recreation Ground

Pirton	15/01618/1: Land Adjacent To Elm Tree Farm, Hambridge Way, Pirton Outline application (all matters reserved) for residential development of up to 82 dwellings	27.05.16	05.07.18 £7,139.64	Waste collection and recycling facilities associated with the development – already allocated
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8.4.4 **Table 3:** Funds allocated during financial year 2018/19 for Southern Rural Parishes – see appendix 1

Table 4: Current held funds not allocated for Southern Rural Parishes – see appendix 2.

8.4.5 For ease of reference I set out below remaining funds to be allocated for Southern Rural Parishes:

Codicote:

Affordable housing: £98,785.83 (can be spent anywhere in the District)

Community Centres: £2,283.15

Informal Open Space: £1485.59

Leisure Centres: £1,008.34

Sustainable Transport: £2,678.57

Great Ashby:

Community Centres: £17,371.99

Pavilion: £11,084.39

Ickleford:

Affordable housing: £164,478.57 (can be spent anywhere in the District)

Community Centres: £7,142.86

Informal Open Space: £4,244.92

Leisure Centres: £2,314.59

Pitch Sport Provision: £1,209.24

Sustainable Transport: £15,298.58

Kimpton:

Sustainable Transport: £544.64

Play Space: £7,800.79

Knebworth:

Community Centres: £595.47

Leisure Centres: £5,795.87

Pitch Sport Provision: £2,947.96

Lilley:

Community Centres: £945.74
Leisure Centres: £1,564.50
Informal Open Space: £985.87
Pitch Sport: £826.61
Play Space: £1,675.86

Offley:

Community Centres: £8,032.65

Pirton:

Pavilion scheme: £173,806.66
Floodlights for recreation ground: £495.49
Play Space: £2,395.01
Sustainable Transport: £2,260.35

St Ippolyts:

Informal Open Space: £534.06
Sustainable Transport: £2,324.81
Waste Collection and Recycling: £515.01

St Pauls Warden:

Community Centres: £666.67
Informal Open Space: £665.28
Play Space: £1,230.77

- 8.4.6 As can be seen from these tables, as a result of CIL regulation restrictions, the number of new S106 Obligations entered into in the last financial year is very low. Also the discretionary pot and available funds where some discretion is allowed as to what projects can be funded is diminishing rapidly and will not be replaced without a significant loosening of the CIL regulations. As a result of these realities and without an adopted CIL tariff the Council must look at other strategies to maximise the return of S106 funding for the benefit of our communities.

8.4.7 NEXT STEPS

- 8.4.8 To maximise future returns from S106 Obligations focus must turn to identifying relevant projects before the grant of planning permission and it is this area where work is on-going to improve the level of Member and community involvement
- 8.4.9 Officers are working with relevant Portfolio Holders to establish a more effective ward councillor consultation process for each qualifying planning application in their areas. A balance will need to be struck between enabling Councillors to remain neutral on the outcome of the planning application (importantly not fettering their discretion if they sit on the Planning Control Committee) whilst at the same time assisting officers in identifying local projects which may benefit from S106 funds.
- 8.4.10 For Parished areas and areas with Town Council representation this new process will also involve greater involvement with the Parish and Town Councils, again striking a balance between allowing Parish and Town Council's to express their opinion on the merits of an planning application proposal but also seeking their input both as identifiers of potential projects and the deliverers of those projects in many instances.

- 8.4.11 For the remaining but ever diminishing discretionary funds Community Development Officers will continue to work with the Development and Conservation Manager and S106 Monitoring and Compliance Officer to distribute these funds to relevant organisations who are able to deliver key infrastructure for the benefit of the wider community.

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 - Table 3:** Funds allocated during the financial year 2018/19

15.2 **Appendix 2 - Table 4:** Current funds held funds for Southern Rural parishes

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17. BACKGROUND PAPERS

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

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S106 OBLIGATIONS
SOUTHERN RURAL - OBLIGATIONS ALLOCATED YEAR 18/19

TOWN/ AREA	NHDC/ HCC/ Parish recipien t of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Amount allocated to project	Live = funds still available/n eed to be spent Archived = funds all spent	Comments
Codicote	NHDC	16/02967/1 Land at Welwyn Equestrian Centre, Pottersheath Road, Pottersheath, AL6 9SZ Residential development comprising 5 x 5-bed and 8 x 4-bed dwellings with associated garages, parking and amenity space following demolition of all buildings and structures.	25/09/2017	S106	Waste & Recycling £71.00 per dwelling (Index RPI). 13 dwellings therefore 13 x 71.00	08/05/2028	1,306.29	1,306.29	Allocated	
Ickleford	NHDC	16/02012/1 Ickleford Manor, Turnpike Lane, Ickleford Development of 19 residential dwellings together with associated vehicular access and parking (APPEARANCE RESERVED) following demolition of existing commercial buildings	27/07/2017	S106	Waste & Recycling	17/10/2028	1,927.14	1,927.14	Allocated	
Knebworth	NHDC	06/02643/1 Land adj to Station Hotel, Station Approach, Knebworth Detached 3 storey building to provide 2 two bedroom flats and 6 one bedroom flats with 8 car parking spaces and covered bike rack.	01/02/2007	UU	Pitch Sports Resurfacing block of courts at Knebworth Tennis Club to facilitate an increase in activities	N/A	£1,819.95	£1,819.95	Allocated	
Knebworth	NHDC	07/01180/1 29 Wadnall Way, Knebworth Four bedroom detached dwelling with integral garage	30/04/2007	UU	Pitch Sports Resurfacing block of courts at Knebworth Tennis Club to facilitate an increase in activities	N/A	£462.21	£462.21	Allocated	
Knebworth	NHDC	10/1343/1 Park Gate House, Park Lane, Knebworth	19/07/2010	UU	Pitch Sports Resurfacing block of courts at Knebworth Tennis Club to facilitate an increase in activities	N/A	£169.65	£169.65	Allocated	
Knebworth	NHDC	14/01228/1 15 Gun Lane, Knebworth Erection of two semi-detached chalet bungalows following demolition of existing bungalow.	20/05/2014	UU	Pitch Sports Resurfacing block of courts at Knebworth Tennis Club to facilitate an increase in activities	N/A	£496.15	£496.15	Allocated	

S106 OBLIGATIONS
SOUTHERN RURAL - OBLIGATIONS ALLOCATED YEAR 18/19

Pirton	NHDC	09/00435/1 Barns NW Burge End Farmhouse, Burge End Lane, Pirton, Hitchin, SG5 3QN Conversion and extension of former agricultural buildings to form single dwelling. Access drive and four parking spaces.	07/03/2009	UU	Informal Open Space Allocated to various enhancements to open space within village known as Toot Hill - see Countryside Management Service Toot Hill Pirton Recommendations dated 26 April 2018		543.06	543.06	Allocated	
Pirton	NHDC	09/01826/1 Elm Tree Farm Barn, Hambridge Way, Pirton, Hitchin, SG5 3QS Conversion and alteration of barn to provide one 1-bedroom dwelling together with associated parking provision and bin storage	25/09/2009	UU	Informal Open Space Allocated to various enhancements to open space within village known as Toot Hill - see Countryside Management Service Toot Hill Pirton Recommendations dated 26 April 2018		£247.41	£247.41	Allocated	
Pirton	NHDC	11/01504/1 Land adjacent to 6 Priors Hill, Pirton, Hitchin, SG5 3QA Erection of 3 bedroom detached dwelling, 2 associated parking spaces, use of existing vehicular access onto Priors Hill and landscaping following demolition of existing garage and outbuilding.	20/07/2011	UU	Informal Open Space Allocated to various enhancements to open space within village known as Toot Hill - see Countryside Management Service Toot Hill Pirton Recommendations dated 26 April 2018		504.13	504.13	Allocated	
Pirton	NHDC	15/01618/1 Land Adjacent To Elm Tree Farm, Hambridge Way, Pirton Outline application (all matters reserved) for residential development of up to 82 dwellings with associated infrastructure, public open space and planting (amended description).	27/05/2016	S106	Waste & Recycling	05/07/2028	7,139.64	7,139.64	Allocated	
St Ippolyts	NHDC	08/01117/1 Barn at Brookend Farm House, Stevenage Road, St Ippolyts, Hitchin, SG4 7NU Change of use and partial demolition of barn to provide one 4-bedroom dwelling; alterations to existing outbuildings to provide garaging for existing farmhouse and proposed dwelling	14/05/2008	UU	Community Centres Allocated to LED lighting at St Ippolyts Parish Hall		661.11	661.11	Allocated	

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Codicote Planning Obligation Type: Affordable Housing

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Codicote	NHDC	16/02967/1 Land at Welwyn Equestrian Centre, Pottersheath Road, Pottersheath, AL6 9SZ Residential development comprising 5 x 5-bed and 8 x 4-bed dwellings with associated garages, parking and amenity space following demolition of all buildings and structures.	25/09/2017	S106	Affordable Housing To be applied towards the provision of off-site affordable housing within the District of North Herts. Note: this contribution is not index linked	20/12/2028	98,785.83	98,785.83	LIVE TO BE ALLOCATED

Total 98785.83

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Codicote Planning Obligation Type: Community Centres

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Codicote	NHDC	08/00912/1 72 St Albans Road, Codicote, Hitchin, SG4 8UU Erection of 2 no. two storey semi-detached dwellings and associated infrastructure and vehicle access.	27/05/2008	UU	Community Centres	N/A	811.85	811.85	LIVE TO BE ALLOCATED
Codicote	NHDC	09/00290/1 Codicote Innovation Centre, St Albans Road, Codicote, SG4 8WH Change of use of Business Centre (B1) to four bedroom dwelling and use of garden store and garage in connection with the proposed dwelling rather than Pulmore House (renewal of Planning Permission 04/00225/1 granted 12 July 2004)	27/02/2009	UU	Community Centres	N/A	609.54	609.54	LIVE TO BE ALLOCATED
Codicote	NHDC	09/00808/1 Amberwell, Pottersheath Road, Codicote, AL6 9SY Change of use from B1 (office) to four bedroom dwelling. New access from Pottersheath Road.	Not Listed	UU	Community Centres	N/A	613.01	613.01	LIVE TO BE ALLOCATED
Codicote	NHDC	10/02847/1 Jacob Farm, Nup End, Old Knebworth, Knebworth, SG3 Conversion of existing garage, raising of roof and insertion of dormer windows in front and rear roof slopes to create one bedroom flat for stud assistant	Not Listed	UU	Community Centres	N/A	248.75	248.75	LIVE TO BE ALLOCATED

Total 2283.15

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Codicote Planning Obligation Type: Informal Open Space

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Codicote	NHDC	09/00290/1 Codicote Innovation Centre, St Albans Road, Codicote, SG4 8WH Change of use of Business Centre (B1) to four bedroom dwelling and use of garden store and garage in connection with the proposed dwelling rather than Pulmore House (renewal of Planning Permission 04/00225/1 granted 12 July 2004)	27/02/2009	UU	Informal Open Space	N/A	626.34	626.34	LIVE TO BE ALLOCATED
Codicote	NHDC	09/00808/1 Amberwell, Pottersheath Road, Codicote, AL6 9SY Change of use from B1 (office) to four bedroom dwelling. New access from Pottersheath Road.	Not Listed	UU	Informal Open Space	N/A	602.82	602.82	LIVE TO BE ALLOCATED
Codicote	NHDC	10/02847/1 Jacob Farm, Nup End, Old Knebworth, Knebworth, SG3 Conversion of existing garage, raising of roof and insertion of dormer windows in front and rear roof slopes to create one bedroom flat for stud assistant	Not Listed	UU	Informal Open Space	N/A	256.43	256.43	LIVE TO BE ALLOCATED

Total 1485.59

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Codicote Planning Obligation Type: Leisure

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spe nt</i>	<i>Status</i>
Codicote	NHDC	09/00290/1 Codicote Innovation Centre, St Albans Road, Codicote, SG4 8WH Change of use of Business Centre (B1) to four bedroom dwelling and use of garden store and garage in connection with the proposed dwelling rather than Pulmore House (renewal of Planning Permission 04/00225/1 granted 12 July 2004)	27/02/2009	UU	Leisure	N/A	1,008.34	1,008.34	LIVE TO BE ALLOCATED

Total 1008.34

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Codicote Planning Obligation Type: Sustainable Transport

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Codicote	NHDC	08/00912/1 72 St Albans Road, Codicote, Hitchin, SG4 8UU Erection of 2 no. two storey semi-detached dwellings and associated infrastructure and vehicle access.	27/05/2008	UU	Sustainable Transport	N/A	2,034.21	2,034.21	LIVE TO BE ALLOCATED
Codicote	NHDC	10/02847/1 Jacob Farm, Nup End, Old Knebworth, Knebworth, SG3 Conversion of existing garage, raising of roof and insertion of dormer windows in front and rear roof slopes to create one bedroom flat for stud assistant	Not Listed	UU	Sustainable Transport	N/A	644.36	644.36	LIVE TO BE ALLOCATED

Total 2678.57

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Gt Ashby Planning Obligation Type: Community Halls

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Great Ash	NHDC	03/01602/1 Land adj & South of Neighbourhood Centre, Great Ashby Way, Stevenage, SG1 Erection of 121 dwellings in mixture of 1, 2, 3, 4 & 5 bedroom houses (incorporating 10 units previously approved under reference 02/01766/1), garages, car parking and associated works.	04/10/2004	S106	Community Centres Towards costs of operating community hall	26/02/2018	27,271.99	17,371.99	Part spent balance live to be allocated

Total 17371.99

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Gt Ashby Planning Obligation Type: Pavilion

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Great Ash	NHDC	00/00527/1 The District Park, Serpentine Close, Great Ashby, Stevenage	Not Listed	UU	Pavilion £275,000 Contribution to build pavilion - there has been spend on this contribution that has taken place with the agreement of Croudace over various times by Community Facilities Manager and others. £112768.61 spent on Great Ashby Community Centre 2011/12 nd 2012/13. A further £125k was allocated to Andrew Mills to be spent over 5 years of which £52,845.73 has been spent (to date Jan 2019). Balance of £72154.27 is being used by Andrew Mills to support the capital project for a new play area in the District Park. Assuming this is all spent, the balance is as detailed on the spreadsheet of £11,084.39	N/A	£275,000	11,084.39	Part spent and live balance to be allocated

Total 11084.39

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Ickleford Planning Obligation Type: Affordable Housing

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Ickleford	NHDC	16/02012/1 Ickleford Manor, Turnpike Lane, Ickleford Development of 19 residential dwellings together with associated vehicular access and parking (APPEARANCE RESERVED) following demolition of existing commercial buildings	27/07/2017	S106	Affordable Housing Definition from Agreement: To be applied to the provision of off-site affordable housing in the District	17/10/2028	164,478.57	164,478.57	LIVE TO BE ALLOCATED

Total 164478.57

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Ickleford Planning Obligation Type: Community Centres

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Ickleford	NHDC	16/02012/1 Ickleford Manor, Turnpike Lane, Ickleford Development of 19 residential dwellings together with associated vehicular access and parking (APPEARANCE RESERVED) following demolition of existing commercial buildings	27/07/2017	S106	Community Centres Definition from Agreement: To be applied towards St Katherine's Church room for all community project	17/10/2028	7,142.86	7,142.86	LIVE TO BE ALLOCATED

Total 7142.86

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Ickleford Planning Obligation Type: Informal Open Space

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Ickleford	NHDC	09/00614/1 Ickleford Motor Company, Arlesey Road, Ickleford, Hitchin Development of six residential dwellings comprising two detached 4-bedroom houses and four semi-detached 3-bedroom houses together with associated parking including detached garage block for plots 1 and 2; alterations to vehicular access from Arlesey Road and new vehicular accesses from River Court to plots 5 and 6.	Not Listed	UU	Informal Open Space	N/A	2,919.72	2,919.72	LIVE TO BE ALLOCATED
Ickleford	NHDC	12/01292/1 Land at, New Ramerick Farm, Bedford Road, Holwell Demolition of redundant agricultural buildings to facilitate conversion of remaining agricultural buildings and barns to two 4-bed dwellings together with erection of attached covered parking area and other provision of associated parking and hardstanding and alterations to existing access road	11/10/2009	UU	Informal Open Space	N/A	1,325.20	1,325.20	LIVE TO BE ALLOCATED

Total 4244.92

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Ickleford Planning Obligation Type: Leisure

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Ickleford	NHDC	12/01292/1 Land at, New Ramerick Farm, Bedford Road, Holwell Demolition of redundant agricultural buildings to facilitate conversion of remaining agricultural buildings and barns to two 4-bed dwellings together with erection of attached covered parking area and other provision of associated parking and hardstanding and alterations to existing access road	11/10/2009	UU	Leisure	N/A	2,314.59	2,314.59	LIVE TO BE ALLOCATED

Total 2314.59

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Ickleford Planning Obligation Type: Pitch Sports

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Ickleford	NHDC	12/01292/1 Land at, New Ramerick Farm, Bedford Road, Holwell Demolition of redundant agricultural buildings to facilitate conversion of remaining agricultural buildings and barns to two 4-bed dwellings together with erection of attached covered parking area and other provision of associated parking and hardstanding and alterations to existing access road	11/10/2009	UU	Pitch Sports	N/A	1,209.24	1,209.24	LIVE TO BE ALLOCATED

Total 1209.24

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Ickleford Planning Obligation Type: Sustainable Transport

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Ickleford	NHDC	07/00015/1 Land adj to 26 Turnpike Lane, Ickleford Two 3 bedroom semi detached dwellings with detached building to provide two garages	29/03/2007	UU	Sustainable Transport - part spent £444.00 to fund 5 advisory notices and posts positioned along route of new Hicca Way. Balance remains available to spend	N/A	£2,211.00	1,767.00	Part spent balance to be allocated
Ickleford		12/01292/1 Land at, New Ramerick Farm, Bedford Road, Holwell Demolition of redundant agricultural buildings to facilitate conversion of remaining agricultural buildings and barns to two 4-bed dwellings together with erection of attached covered parking area and other provision of associated parking and hardstanding and alterations to existing access road	11/10/2009	UU	Sustainable Transport	N/A	5,154.89	5,154.89	LIVE TO BE ALLOCATED
Ickleford	NHDC	14/02298/1 Old Ramerick Manor, Bedford Road, Ickleford Change of Use and conversion of existing barn into two 3 bed dwellings. Erection of two semi detached 4 bed dwellings and ancillary annex building, detached 6 bay car port and detached double garage following demolition of outbuildings	10/11/2014	UU	Sustainable Transport	N/A	£8,376.69	8,376.69	LIVE TO BE ALLOCATED

Total 15298.58

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Kimpton Planning Obligation Type: All Obligation Types

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Kimpton	NHDC	07/01869/1 72a High Street, Kimpton Erection of two 3 bedroom semi-detached dwellings with integrated single garages and two associated car parking spaces with turning space following demolition of existing bungalow	Not Listed	UU	Sustainable Transport	N/A	£534.64	534.64	LIVE TO BE ALLOCATED
Kimpton	NHDC	13/00959/1 Probyn House, Lloyd Way, Kimpton, SG4 8QS Ten dwellings (consisting of one 4 bedroom dwelling with integral double garage; two 3 bedroom semi detached dwellings with integral single garages. two 3 bedroom semi detached dwellings, two 2 bedroom semi detached dwellings; two 2 bedroom semi detached bungalows and one 2 bedroom detached bungalows), following demolition of existing building. Access, parking, hard and soft landscaping and sheds	29/01/2014	S106	Play Space Definition from Agreement: Sum towards the enhancement and maintenance of play space in the vicinity of the development	29/01/2024	£7,800.79	7,800.79	LIVE TO BE ALLOCATED

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Knebworth Planning Obligation Type: Community Centres

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Knebworth	NHDC	14/01228/1 15 Gun Lane, Knebworth Erection of two semi-detached chalet bungalows following demolition of existing bungalow.	20/05/2014	UU	Community Centres	N/A	£595.47	595.47	LIVE TO BE ALLOCATED

Total 595.47

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Knebworth Planning Obligation Type: Leisure

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Knebworth	NHDC	06/02643/1 Land adj to Station Hotel, Station Approach, Knebworth Detached 3 storey building to provide 2 two bedroom flats and 6 one bedroom flats with 8 car parking spaces and covered bike rack.	01/02/2007	UU	Leisure	N/A	£3,486.34	3,486.34	LIVE TO BE ALLOCATED
Knebworth	NHDC	07/01180/1 29 Wadnall Way, Knebworth Four bedroom detached dwelling with integral garage	30/04/2007	UU	Leisure	N/A	£1,018.42	1,018.42	LIVE TO BE ALLOCATED
Knebworth	NHDC	10/1343/1 Park Gate House, Park Lane, Knebworth	19/07/2010	UU	Leisure	N/A	£306.05	306.05	LIVE TO BE ALLOCATED
Knebworth	NHDC	14/01228/1 15 Gun Lane, Knebworth Erection of two semi-detached chalet bungalows following demolition of existing bungalow.	20/05/2014	UU	Leisure	N/A	£985.06	985.06	LIVE TO BE ALLOCATED

Total 5795.87

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Knebworth Planning Obligation Type: Pitch Sports

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Knebworth	NHDC	06/02643/1 Land adj to Station Hotel, Station Approach, Knebworth Detached 3 storey building to provide 2 two bedroom flats and 6 one bedroom flats with 8 car parking spaces and covered bike rack.	01/02/2007	UU	Pitch Sports	N/A	£1,819.95	1,819.95	LIVE TO BE ALLOCATED
Knebworth	NHDC	07/01180/1 29 Wadnall Way, Knebworth Four bedroom detached dwelling with integral garage	30/04/2007	UU	Pitch Sports	N/A	£462.21	462.21	LIVE TO BE ALLOCATED
Knebworth	NHDC	10/1343/1 Park Gate House, Park Lane, Knebworth	19/07/2010	UU	Pitch Sports	N/A	£169.65	169.65	LIVE TO BE ALLOCATED
Knebworth	NHDC	14/01228/1 15 Gun Lane, Knebworth Erection of two semi-detached chalet bungalows following demolition of existing bungalow.	20/05/2014	UU	Pitch Sports	N/A	£496.15	496.15	LIVE TO BE ALLOCATED

Total 2947.96

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Knebworth Planning Obligation Type: Sustainable Transport

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Knebworth	NHDC	06/02643/1 Land adj to Station Hotel, Station Approach, Knebworth Detached 3 storey building to provide 2 two bedroom flats and 6 one bedroom flats with 8 car parking spaces and covered bike rack.	01/02/2007	UU	Sustainable transport - Schemes relating to bus shelters and footpaths being considered by Parish Council	N/A	£4,824.06	4,824.06	LIVE TO BE ALLOCATED
Knebworth	NHDC	07/01180/1 29 Wadnall Way, Knebworth Four bedroom detached dwelling with integral garage	30/04/2007	UU	Sustainable Transport	N/A	£1,574.44		LIVE TO BE ALLOCATED
Knebworth	NHDC	10/1343/1 Park Gate House, Park Lane, Knebworth	19/07/2010	UU	Sustainable Transport	N/A	£609.02	609.02	LIVE TO BE ALLOCATED
Knebworth	NHDC	14/01228/1 15 Gun Lane, Knebworth Erection of two semi-detached chalet bungalows following demolition of existing bungalow.	20/05/2014	UU	Sustainable Transport	N/A	£1,288.72	1,288.72	LIVE TO BE ALLOCATED

Total 6721.8

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Lilley Planning Obligation Type: All Obligation Types

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Lilley	NHDC	09/01071/1 Silver Lion, West Street, Lilley, Luton, LU2 8LH Change of use and conversion of public house and storage barn to 3 x three bedroom dwelling houses, involving partial demolitions, alterations and extensions with single garage, car parking, landscaping and ancillary works. Alterations to existing vehicular access.	17/07/2009	UU	Community Centres	N/A	945.74	945.74	LIVE TO BE ALLOCATED
Lilley	NHDC	09/01071/1 Silver Lion, West Street, Lilley, Luton, LU2 8LH Change of use and conversion of public house and storage barn to 3 x three bedroom dwelling houses, involving partial demolitions, alterations and extensions with single garage, car parking, landscaping and ancillary works. Alterations to existing vehicular access.	17/07/2009	UU	Leisure	N/A	1,564.50	1,564.50	LIVE TO BE ALLOCATED
Lilley	NHDC	09/01071/1 Silver Lion, West Street, Lilley, Luton, LU2 8LH Change of use and conversion of public house and storage barn to 3 x three bedroom dwelling houses, involving partial demolitions, alterations and extensions with single garage, car parking, landscaping and ancillary works. Alterations to existing vehicular access.	17/07/2009	UU	Informal Open Space	N/A	905.87	905.87	LIVE TO BE ALLOCATED
Lilley	NHDC	09/01071/1 Silver Lion, West Street, Lilley, Luton, LU2 8LH Change of use and conversion of public house and storage barn to 3 x three bedroom dwelling houses, involving partial demolitions, alterations and extensions with single garage, car parking, landscaping and ancillary works. Alterations to existing vehicular access.	17/07/2009	UU	Pitch Sports	N/A	826.61	826.61	LIVE TO BE ALLOCATED
Lilley	NHDC	09/01071/1 Silver Lion, West Street, Lilley, Luton, LU2 8LH Change of use and conversion of public house and storage barn to 3 x three bedroom dwelling houses, involving partial demolitions, alterations and extensions with single garage, car parking, landscaping and ancillary works. Alterations to existing vehicular access.	17/07/2009	UU	Play Space	N/A	1,675.86	1,675.86	LIVE TO BE ALLOCATED

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Offley Planning Obligation Type: Community Halls

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Offley	NHDC	13/02671/1 Land East Of Luton Road, Offley Erection of 63 dwellings consisting of 6 x 1 bedroom flats, 15 x 2 bedroom houses, 21 x 3 bedroom house, 15 x 4 bedroom houses and 6 x 5 bedroom houses; new vehicular access onto Luton Road, associated car parking, cycle and bin storage areas and associated infrastructure	14/05/2014	S106	Community Halls With the agreement of the developer the following funds have been allocated/spent: ORC Canopy £16,400 (Spent) Offley Village Hall £5,000 £4800 allocated to enhancements to Pavilion at Recreation Ground. Pavilion acts as a community hall as well and enhancements will facilitate greater use in this regard Balance to be allocated: £8032.65	19/01/2025	£34,232.65	8,032.65	Part spent, part allocated, part live to be allocated

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Pirton Planning Obligation Type: Pavilion

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Pirton	NHDC	15/01618/1 Land Adjacent To Elm Tree Farm, Hambridge Way, Pirton Outline application (all matters reserved) for residential development of up to 82 dwellings with associated infrastructure, public open space and planting (amended description).	27/05/2016	S106	Pavilion Contribution Sum calculated on combined total of open space, pitch sport and leisure contributions which shall be applied towards the Parish Council scheme of a new pavilion and play space equipment in Pirton Recreation Ground	05/07/2028	173,806.66	173,806.66	LIVE TO BE ALLOCATED

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Pirton Planning Obligation Type: Pitch Sport

<i>TOWN/ AREA</i>	<i>NHDC/ HCC/ Parish recipient of funds</i>	<i>Details of Related Application - inc ref. No. proposal/address</i>	<i>Date of Agreement</i>	<i>Agreement Type</i>	<i>Benefits Secured</i>	<i>Repayment Date (if part or whole of sum not spent)</i>	<i>Amount Received</i>	<i>Balance remaining: to be allocated/Spent</i>	<i>Status</i>
Pirton	NHDC	09/00435/1 Barns NW Burge End Farmhouse, Burge End Lane, Pirton, Hitchin, SG5 3QN Conversion and extension of former agricultural buildings to form single dwelling. Access drive and four parking spaces.	07/03/2009	UU	Pitch Sports Spent - Floodlighting Pirton Rec. Balance of £69.49 to be allocated	N/A	495.54	69.49	Part spent - balance to be allocated

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Pirton Planning Obligation Type: Play Space

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Pirton	NHDC	09/00435/1 Barns NW Burge End Farmhouse, Burge End Lane, Pirton, Hitchin, SG5 3QN Conversion and extension of former agricultural buildings to form single dwelling. Access drive and four parking spaces.	07/03/2009	UU	Play Space	N/A	1,004.66	1,004.66	LIVE TO BE ALLOCATED
Pirton	NHDC	09/01826/1 Elm Tree Farm Barn, Hambridge Way, Pirton, Hitchin, SG5 3QS Conversion and alteration of barn to provide one 1-bedroom dwelling together with associated parking provision and bin storage	25/09/2009	UU	Play Space	N/A	£457.71	457.71	LIVE TO BE ALLOCATED
Pirton	NHDC	11/01504/1 Land adjacent to 6 Priors Hill, Pirton, Hitchin, SG5 3QA Erection of 3 bedroom detached dwelling, 2 associated parking spaces, use of existing vehicular access onto Priors Hill and landscaping following demolition of existing garage and outbuilding.	20/07/2011	UU	Play Space	N/A	932.64	932.64	LIVE TO BE ALLOCATED

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: Pirton Planning Obligation Type: Sustainable Transport

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
Pirton	NHDC	09/01826/1 Elm Tree Farm Barn, Hambridge Way, Pirton, Hitchin, SG5 3QS Conversion and alteration of barn to provide one 1-bedroom dwelling together with associated parking provision and bin storage	25/09/2009	UU	Sustainable Transport £300.55 - spent - provision of cycle rack at village hall to promote cycle use and less vehicular trips in and around the village. Balance £971.63 to be allocated to another project	N/A	£1,272.18	971.63	Part spent - balance to be allocated
Pirton	NHDC	11/01504/1 Land adjacent to 6 Priors Hill, Pirton, Hitchin, SG5 3QA Erection of 3 bedroom detached dwelling, 2 associated parking spaces, use of existing vehicular access onto Priors Hill and landscaping following demolition of existing garage and outbuilding.	20/07/2011	UU	Sustainable Transport	N/A	1,288.72	1,288.72	LIVE TO BE ALLOCATED

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: St Ippolyts Planning Obligation Type: All Obligation Types

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
St Ippolyts	NHDC	08/01117/1 Barn at Brookend Farm House, Stevenage Road, St Ippolyts, Hitchin, SG4 7NU Change of use and partial demolition of barn to provide one 4-bedroom dwelling; alterations to existing outbuildings to provide garaging for existing farmhouse and proposed dwelling	14/05/2008	UU	Informal Open Space	N/A	543.06	543.06	LIVE TO BE ALLOCATED
St Ippolyts	NHDC	08/01117/1 Barn at Brookend Farm House, Stevenage Road, St Ippolyts, Hitchin, SG4 7NU Change of use and partial demolition of barn to provide one 4-bedroom dwelling; alterations to existing outbuildings to provide garaging for existing farmhouse and proposed dwelling	14/05/2008	UU	Sustainable Transport	N/A	2,324.81	2,324.81	LIVE TO BE ALLOCATED
St Ippolyts	NHDC	14/02200/1 The Foundry, Brookend Lane, St Ippolyts, Hitchin, SG4 7NX Redevelopment and part change of use from B2 (Industrial) to C3 (residential) to provide 2 x 3 bed detached dwellings and 3 x 4 bed detached dwellings together with associated parking following demolition of existing industrial buildings.	02/03/2016	S106	Waste & Recycling	N/A	515.07	515.07	LIVE TO BE ALLOCATED

S106 Obligations
Live Contributions - To Be Spent @ June 2019

Town: St Pauls
Walden Planning Obligation Type: All Obligation Types

TOWN/ AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Agreement Type	Benefits Secured	Repayment Date (if part or whole of sum not spent)	Amount Received	Balance remaining: to be allocated/Spent	Status
St Pauls Walden	NHDC	09/01373/1 Baptist Chapel, High Street, Whitwell, Hitchin, SG4 8AJ Conversion of Baptist Chapel into 2 x two-bed residential dwellings	07/08/2009	UU	Community Centres	N/A	666.67	666.67	LIVE TO BE ALLOCATED
St Pauls Walden	NHDC	09/01373/1 Baptist Chapel, High Street, Whitwell, Hitchin, SG4 8AJ Conversion of Baptist Chapel into 2 x two-bed residential dwellings	07/08/2009	UU	Informal Open Space	N/A	665.28	665.28	LIVE TO BE ALLOCATED
St Pauls Walden	NHDC	09/01373/1 Baptist Chapel, High Street, Whitwell, Hitchin, SG4 8AJ Conversion of Baptist Chapel into 2 x two-bed residential dwellings	07/08/2009	UU	Play Space	N/A	1,230.77	1,230.77	LIVE TO BE ALLOCATED

**SOUTHERN RURAL COMMITTEE
10 OCTOBER 2019**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

REPORT OF THE CHIEF EXECUTIVE

EXECUTIVE MEMBER: LEADER OF THE COUNCIL - COUNCILLOR STEARS-HANDSCOMBE

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

- 1.1 To outline and report on the outcome of the Review of Polling Districts, Polling Places and Polling Stations consultation following a review required by the Electoral Registration and Administration Act 2013.

2. RECOMMENDATIONS

That Southern Rural Committee:

- 2.1. designate the Polling Places as illustrated in the Returning Officer's Proposals attached as Appendix A and maps attached as Appendix C to the submitted report.

3. REASONS FOR RECOMMENDATIONS

- 3.1. The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary Polling Districts and Polling Places. The compulsory review must commence and conclude between 1 October 2018 and 31 January 2020 (inclusive).

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. Although the review is of polling districts and polling places it is accepted that polling stations are inexorably linked. Appendix A is the Polling District Schedule that identifies the polling districts, polling places and polling stations for the entire District, along with justification as to any proposed changes.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

5.1. The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts, polling places and polling stations. When conducting the review the Council must:

- Consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in North Hertfordshire;
- Seek representations from electors and other interested persons and bodies including elected representatives and such persons that have a particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

5.2 Formal notice of the review required the Council to give notice of the review by displaying the Notice on its website, which was also published in both the Royston Crow and the Comet on Thursday 15 August 2019.

5.3 Information was circulated via the Members' Information Note, publicised through the Council's Communications Team via a Press Release and social media channels, the Community Engagement Team promoted the Review via the Engage North Herts Facebook Group, and emails and letters were circulated to the over 200 contacts including the Council's Citizens Panel, MPs and MEPs.

5.4 The representations received during the consultation are summarised in Appendix B, along with the considerations given when determining whether to relocate a polling station.

5.5 Both the Acting Returning Officers for Stevenage Borough Council, and St Albans City and District Council, have responded and have no comments to make to any proposals in respect to the areas they have responsibility for in a Parliamentary election.

6. FORWARD PLAN

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

7. BACKGROUND

7.1. The Council must conduct a full review by 31 January 2020, and thereafter every five years from the 1 October 2018. The last full review was completed in January 2014.

7.2 Definitions:

Polling District - the geographical area created by sub-dividing an electoral area. All wards within North Hertfordshire are divided into polling districts, which form the basis upon which the register of electors is produced. Unless there are special circumstances, each parish must be in a separate polling district.

Polling Place - the designated area in which a polling station is located. In the absence of any legal definition, this can be regarded as widely as a polling district or as narrowly as the building in which a polling station is located.

Polling Station - the actual area where the process of voting takes place, e.g. a room in a community centre or school.

8. RELEVANT CONSIDERATIONS

8.1. Review Timetable:

Event	Date
Consultation Period	14 August – 16 September 2019
Final Recommendations to presented to the Area Committees:	
Hitchin Committee	1 October 2019
Baldock and District Committee	7 October 2019
Royston and District Committee	9 October 2019
Southern Rural Committee	10 October 2019
Letchworth Committee	16 October 2019
Republish Register of Electors	1 December 2019

9. LEGAL IMPLICATIONS

- 9.1. 9.8.1 (f) of the Terms of Reference for Area Committees states '*To designate polling places and review the boundaries of polling districts*'.
- 9.2. The Review is compulsory and must be concluded by 31 January 2020. Presenting the proposals to the October cycle of Area Committee meetings will mean changes can be incorporated into the Register prior to its publication on 1 December 2019.
- 9.3. Subsequent compulsory reviews must commence and conclude within the period of 16 months on 1 October every fifth year (i.e. the next review must commence on 1 October 2023).

10. FINANCIAL IMPLICATIONS

- 10.1 As the population of the District, and consequently the number of electors increase as new residential developments proceed, will mean new polling stations may be required and therefore have ongoing cost implications.
- 10.2 The anticipated costs of the various elections are taken into account during the annual budget setting process.

- 10.3 For a Town/Parish/County Council elections the costs are recharged to the respective authority (unless a year when a District Council election is held in which case the costs are proportioned between the respective Councils).
- 10.4 For other elections claims are made to the Cabinet Office for reimbursement of the fees incurred i.e. Parliamentary/European elections, which are not always wholly successful.

11. RISK IMPLICATIONS

- 11.1. The current practice of ensuring that Polling Places are coterminous with Polling Districts means that the (Acting) Returning Officer may act without delay to relocate a polling station where access or other issues arise unexpectedly.
- 11.2. Following conclusion of the review, certain persons have a right to make representations to the Electoral Commission. If, on receipt of such representations, the Electoral Commission finds that the Council did not:
- Meet the reasonable requirements of the electors in the constituency, or
 - Take sufficient account of the accessibility for disabled persons of a polling station within a designated polling place.

The Electoral Commission may direct the Council to make any alteration to the polling place as deemed necessary, and if the alterations are not enacted within 2 months, the Electoral Commission may make the alterations themselves.

- 11.3 The requirement to undertake the review, including the associated consultation, provides the Council with the opportunity to assess the suitability of polling arrangements, to ensure that facilities provided are accessible to all and do not present any barriers to people's participation in elections.

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. As part of the review the Council must:
- Seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances.
 - Seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. The Social Value Act and "go local" requirements do not apply to this report. However, as a Polling Place must be an area within the district (unless special circumstances make it desirable to designate an area wholly or partly outside the district) a local provider will usually be used to deliver this.

14. HUMAN RESOURCE IMPLICATIONS

- 14.1. Staffing an election can be highly resource intensive. Dependent on the type of election requirements differ, for instance, a By-election or Neighbourhood Plan Referendum would require less resource than a Parliamentary election. However, in terms of this report, other than officer time required to put together proposals and research alternative locations, there are no impacts.

15. APPENDICES

- 15.1. Appendix A Returning Officer's Proposals
- 15.2. Appendix B Consultation responses
- 15.3. Appendix C Maps (Polling District boundaries are shown in green).

16. CONTACT OFFICERS

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17. BACKGROUND PAPERS

- 17.1. When conducting the review, North Hertfordshire District Council used the guidance and resources published by the Electoral Commission:

<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/polling-place-reviews>

- 17.2 Council's Website 'Polling District Review' page:

<https://www.north-herts.gov.uk/home/elections-and-voting/polling-district-review>

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APPENDIX A

RETURNING OFFICER'S PROPOSALS

Polling Station	Polling District	Ward	Polling Place	Area Committee	Electorate	The Returning Officer's Proposals	The Returning Officer's Proposals (Following Consultation)
Baldock Community Centre, Large / Small Halls, Simpson Drive	AAA	Baldock Town	Baldock Town	Baldock	5680	No changes proposed.	No changes proposed.
Tapps Garden Centre, Wallington Road	ABA,ABB	Baldock East	Baldock East	Baldock	2283	No changes proposed	No changes proposed.
Ashwell Parish Room, Swan Street	FA	Arbury	Parish of Ashwell	Baldock	1497	No changes proposed.	No changes proposed.
Sandon Village Hall, Payne End	FAA	Weston and Sandon	Parish of Sandon	Baldock	418	No changes proposed.	No changes proposed.
Wallington Village Hall, The Street	FCC	Weston and Sandon	Paish of Wallington	Baldock	124	No changes proposed.	No changes proposed.
The Old Forge, Manor Farm, Church Lane	FD	Arbury	Parish of Bygrave	Baldock	240	No changes proposed.	No changes proposed.
Weston Village Hall, Maiden Street	FDD, FDD1, FE	Weston and Sandon	Parishes of Weston and Clothall	Baldock	916	No changes proposed.	No changes proposed.
Hinxworth Village Hall, Francis Road	FI	Arbury	Parish of Hinxworth	Baldock	258	No changes proposed.	No changes proposed.
Newnham Village Hall, Ashwell Road	FS1,FS2	Arbury	Parishes of Caldecote and Newnham	Baldock	65	No changes proposed	No changes proposed.
Radwell Village Hall, Radwell Lane	FX	Arbury	Parish of Radwell	Baldock	94	Need to supply ramp if venue accomodates.	No ramp required as alternative disabled access available.
Rushden Village Hall, Rushden	FZ	Weston and Sandon	Parish of Rushden	Baldock	201	No changes proposed.	No changes proposed.
Westmill Community Centre, Rear of John Barker Place	BAA	Hitchin Oughton	Hitchin Oughton	Hitchin	3518	No changes proposed - need to ensure the large hall used as Polling Station.	No changes proposed.
Catholic Parish Church Hall, Nightingale Road	BBA,BBD	Hitchin Bearton	Hitchin Bearton	Hitchin	3122	No changes proposed.	No changes proposed.
Hitchin Rugby Clubhouse, King Georges Recreation Ground, Old Hale Way	BBB	Hitchin Bearton	Hitchin Bearton	Hitchin	2293	No changes proposed.	No changes proposed.
Walsworth Community Centre, 88 Woolgrove Road	BBC	Hitchin Bearton	Hitchin Bearton	Hitchin	3518	No changes proposed.	No changes proposed.
Baptist Church Hall, Upper Tilehouse Street	BCA	Hitchin Priory	Hitchin Priory	Hitchin	2001	No changes proposed.	No changes proposed.
St Johns Community Centre, St Johns Road	BCB	Hitchin Priory	Hitchin Priory	Hitchin	893	No changes proposed.	No changes proposed.
Walsworth Community Centre, 88 Woolgrove Road	BDA	Hitchin Walsworth	Hitchin Walsworth	Hitchin	3041	No changes proposed.	No changes proposed.
New Testament Church of God, Hampden Road/Willian Road	BDB	Hitchin Walsworth	Hitchin Walsworth	Hitchin	1835	No changes proposed.	No changes proposed.
St Michaels Community Centre, St Michaels Road	BDC,BDD	Hitchin Walsworth	Hitchin Walsworth	Hitchin	1753	No changes proposed.	No changes proposed.
Benslow Music Trust- Fieldfares, Benslow Lane	BEA	Hitchin Highbury	Hitchin Highbury	Hitchin	1605	No changes proposed	No changes proposed.
Whitehill J.M. School, Whitehill Road	BEB	Hitchin Highbury	Hitchin Highbury	Hitchin	3311	No changes proposed.	No changes proposed.
St Ippolyts Parish Hall, Waterdell Lane	FLB	Hitchin Priory	Parish of St.Ippolyts	Hitchin	1652	No changes proposed.	No changes proposed.
Zeo Centre, Hitchin	BEC, BED	Hitchin Highbury	Hitchin Highbury	Hitchin	1176	No changes proposed.	No changes proposed.

APPENDIX A

RETURNING OFFICER'S PROPOSALS

Polling Station	Polling District	Ward	Polling Place	Area Committee	Electorate	The Returning Officer's Proposals	The Returning Officer's Proposals (Following Consultation)
Grange Youth Centre, Pelican Way	CAA,CAC	Letchworth Grange	Letchworth Grange	Letchworth	1436	No changes proposed	No changes proposed.
Grange Community Centre, Middlefields	CAB	Letchworth Grange	Letchworth Grange	Letchworth	3922	No changes proposed.	No changes proposed.
St George's Hall, Common View	CBA	Letchworth East	Letchworth East	Letchworth	2097	No changes proposed.	No changes proposed.
Central Methodist Church Hall, Norton Way South	CBB	Letchworth East	Letchworth East	Letchworth	2212	No changes proposed.	No changes proposed.
The Annex at Garden City Academy, Garden City Academy, OFF Radburn Way	CCA,CCF	Letchworth South East	Letchworth South East	Letchworth	1499	No changes proposed.	The areas known as Ivel Court and Hadleigh be moved from Polling District CCA to CCB
Jackmans Old Library, Ivel Court	CCB	Letchworth South East	Letchworth South East	Letchworth	1887	No changes proposed.	As above.
Lordship Farm JMI School, Howard Drive	CCC,CCE	Letchworth South East	Letchworth South East	Letchworth	3622	Look to change polling station location	New Polling Station identified - Cloisters Dining Hall Polling District CCE be incorporated into Polling District CCC.
Willian Village Hall, Willian	CCD,CCG	Letchworth South East	Letchworth South East	Letchworth	196	No changes proposed.	No changes proposed.
St Thomas of Canterbury, Bedford Road	CDA	Letchworth Wilbury	Letchworth Wilbury	Letchworth	3878	No changes proposed.	No changes proposed.
St Michael's Church Hall, Broadway	CEA, CEC	Letchworth South West	Letchworth South West	Letchworth	3995	No changes proposed.	No changes proposed.
Lordship Farm JMI School, Howard Drive	CEB	Letchworth Soth West	Letchworth Soth West	Letchworth	3622	No changes proposed.	New Polling Station identified - Cloisters Dining Hall
Icknield Walk First School, Poplar Drive	DAA	Royston Meridian	Royston Meridian	Royston	2685	Look to change polling station location	New Polling Station identified - Royston Leisure Centre - will become a split polling station.
Studlands Rise First School, Studlands Rise	DAB,DAB2	Royston Meridian	Royston Meridian	Royston	1413	No changes proposed.	No changes proposed.
Tanner Drift School Annex, Tannery Drift First School, Tannery Drift	DBA,DBD	Royston Heath	Royston Heath	Royston	2576	Look to change polling station location	New Polling Station identified - Royston Golf Club
Market Hill Rooms, Fish Hill	DBB,DBB2,DB C,DBE	Royston Heath	Royston Heath	Royston	1759	No changes proposed.	No changes proposed.
Coombe Community Centre, Burns Road	DCA,DCC	Royston Palace	Royston Palace	Royston	2521	No changes proposed.	No changes proposed.
Royston Town Hall, Melbourn Street	DCB	Royston Palace	Royston Palace	Royston	1762	No changes proposed.	No changes proposed.
Barkway Village Hall, 4 Cambridge Road	FB1,FB2	Ermine	Parishes of Barkway and Nuthampstead	Royston	754	No changes proposed.	No changes proposed.
Therfield Chapel, Wellhead	FBB	Ermine	Parish of Therfield	Royston	419	No changes proposed.	No changes proposed.
Barley Town House, Church End	FC	Ermine	Parish of Barley	Royston	524	No changes proposed.	No changes proposed.
Kelshall Village Hall, Village Green	FM,FM1	Ermine	Parish of Kelshall	Royston	136	No changes proposed.	No changes proposed.
Reed Village Hall, Blacksmiths Lane	FYA	Ermine	Parish of Reed	Royston	233	No changes proposed.	No changes proposed.

APPENDIX A

RETURNING OFFICER'S PROPOSALS

Polling Station	Polling District	Ward	Polling Place	Area Committee	Electorate	The Returning Officer's Proposals	The Returning Officer's Proposals (Following Consultation)
Great Wymondley Village Hall, Great Wymondley	FEEA	Chesfield	within the Parish of Wymondley	Sth Rural	132	No changes proposed.	No changes proposed.
Wymondley Baptist Church, Stevenage Road	FEED,FEEC	Chesfield	and Todds Green within the Parish of Wymondley	Sth Rural	783	No changes proposed.	No changes proposed.
Peace Memorial Hall, High Street	FFB	Knebworth	The area of Codicote East within the Parish of Codicote	Sth Rural	2761	No changes proposed.	No changes proposed.
Graveley Village Hall, High Street	FGA	Chesfield	Parish of Graveley	Sth Rural	349	Need to supply ramp if venue accomodates.	No ramp required as alternative disabled access available and ramp available.
Great Ashby Community Centre, Whitehorse Lane, Great Ashby Way	FGB	Chesfield	Parish of Great Ashby (area within North Hertfordshire)	Sth Rural	3806	No changes proposed.	No changes proposed.
St Faiths Community Centre, Barton Road	FH	Hitchwood, Offa & Hoo	Parish of Hexton	Sth Rural	96	No changes proposed.	No changes proposed.
Holwell Village Hall, Pirton Road	FJ	Cadwell	Parish of Holwell	Sth Rural	321	No changes proposed.	No changes proposed.
Ickleford Village Hall, 82 Arlesey Road	FK	Cadwell	Parish of Ickleford	Sth Rural	1457	No changes proposed.	No changes proposed.
St Ippolyts Parish Hall, Waterdell Lane	FLA	Hitchwood, Offa & Hoo	Parish of St.Ippolyts	Sth Rural	1652	No changes proposed.	No changes proposed.
Kimpton Memorial Hall, Hall Lane	FN	Kimpton	Parish of Kimpton	Sth Rural	1793	No changes proposed.	No changes proposed.
Kings Walden Village Hall, Church Road	FOA	Hitchwood, Offa & Hoo	Parish of Kings Walden	Sth Rural	191	Steep steps to main entrance not suitable for a ramp. However, side fire exit could accommodate a ramp - need to supply ramp	Supply Ramp
Breachwood Green Village Hall, Chapel Road	FOB	Hitchwood, Offa & Hoo	Green within the Parish of Kings Walden	Sth Rural	608	No changes proposed.	No changes proposed.
Knebworth Village Hall, Park Lane	FPA,FPB	Knebworth	Parish of Knebworth	Sth Rural	3471	No changes proposed	No changes proposed.
Wytham Hall, Homefield Lane	FQ	Hitchwood, Offa & Hoo	Parish of Langley	Sth Rural	137	Need to supply ramp if venue accomodates.	Private dwelling - ramp to be supplied.
Cassel Memorial Hall, West Street	FR	Hitchwood, Offa & Hoo	Parish of Lilley	Sth Rural	304	No changes proposed	No changes proposed.
Offley Village Hall, Luton Road	FTA	Hitchwood, Offa & Hoo	Parish of Offley	Sth Rural	820	No changes proposed	No changes proposed.
Cockernhoe Memorial Hall, Mangrove Road	FTB	Hitchwood, Offa & Hoo	The area of Cockernhoe within the Parish of Offley	Sth Rural	391	No changes proposed	No changes proposed.
New Fellowship Hall, Bendish lane	FU	Hitchwood, Offa & Hoo	Parish of Whitwell	Sth Rural	1021	Need to supply ramp if venue accomodates.	No ramp required as one available at venue.
Pirton Village Hall, High Street	FV	Hitchwood, Offa & Hoo	Parish of Pirton	Sth Rural	990	No changes proposed.	No changes proposed.
Preston Village Hall, School Lane	FW,FW1	Hitchwood, Offa & Hoo	Parish of Preston	Sth Rural	347	No changes proposed.	No changes proposed.

Key:

	Baldock
	Hitchin
	Letchworth
	Royston
	Southern Rural

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Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
Therfield Chapel	Therfield	Ermine	Royston	419	Barbara Scrivens, Elector	Email	I live in Kelshall and wonder why when there is an election it is necessary to have a polling station in our village hall and also one in Therfield. The two villages are so close it seems an unnecessary expense and would make sense for the two villages to combine. As Therfield is the larger village that would be the logical venue.	All Poll at Therfield Chapel	Therfield and Kelshall are two separate Villages, Kelshall is the smaller village and the proposal was to move the polling station from Kelshall to Therfield Chapel. There was no call to join the two Parish Councils - given the separate identities of the two villages and that there is a swath of agricultural land between the two.	The recommendation is to leave the two polling stations as they are.
Kelshall Village Hall	Kelshall	Ermine		136						
Benslow Music School		Hitchin Highbury	Hitchin	1605	Linda Steeples, Lettings Administrator	Email	Further to your recent letter regarding the review of polling districts, places and stations, we confirm that we would like to continue to offer our premises as a polling station, where availability allows. On previous occasions we have offered Palmer Hall as first preference, and when not available, then Fieldfares. The latter room is smaller but it was agreed as being suitable by your office. We did encounter a recent issue (which was discussed), when using Fieldfares, as we currently have building work in the vicinity. When the project is completed this will not be a problem.		The Returning Officer thanks Benslow Music School for their continued support	No Action Needed
							If you wish to make a further on site review of the facilities, please do not hesitate to make an appointment.			
		Bearton Ward	Hitchin		C.McIntosh, Elector	Email	When reviewing the districts please can you sort out Bearton Ward as we live in Benslow Lane where the lower part odd numbered houses up to number 45 are all part of Bearton Ward, whereas the opposite side of the street and all the odd numbers at the top of Benslow Lane are all Highbury Ward. Why it was ever thought appropriate to split approx. 20 houses from another 180 in the same 'dead end' street area I cannot begin to understand.		This change came about in 2007 following a Boundary Review. In the interest of electoral equality part of Hitchin Highbury was transferred into Hitchin Bearton.	No Action Needed
							On a practical level, this means we often do not get hand-delivered information relating to our own Bearton Ward because many assume it stops at Walsworth Road plus we often do not get information directly relating to relevant local issues in Benslow Lane as this is delivered by Highbury Ward.....mad!!!			
Icknield Walk First School		Royston Meridian	Royston	2685	Charlotte Gatward, Parent	Email	I am writing in response to the Polling district review.			
							My son attends Icknield walk first school in Royston. The school is used as a Polling station and is closed for this purpose whenever we have an election, of which there were 2 in May 2019.	Move to Royston Town Hall	The current Polling Station is situated within a large residential area . Further building has started to the east of the area and will be incorporated into this Polling District. Various alternatives were investigated for the new polling station. Royston Town Hall is out of the ward. Royston Football club have an open bar for patrons and would not be able to accomodate us. The Guide Hut on Garden Walk has little parking and is on double yellow lines. St James Academy does not have a building for use as the old Sixth form block houses a team dealing with vulnerable children. There would also be safeguarding issues as the pupils move from one part of the site to the other. Royston Leisure centre is within the ward and can accomodate 1 or 2 polling stations within the Sports Hall. This has seperate access and a large carpark.	Recommendation is to move the Polling station for DAA from Icknield Walk first school to Royston Leisure Centre.
							Due to the timing of the Easter Holidays, May Bank Holidays and Summer half term, this meant that there was only 1 week in the entire month of May that the children could go to school for all 5 days.			
							The ward I am in votes at Royston Town Hall, the Town Hall was practically empty for most of the election days, its a very large space. I personally feel that the hall could be divided with a temporary partition to allow constituents of Palace ward and Meridian ward to vote in the Town Hall which is fully acessible to everyone also.			
							This also means that the children do not have to miss school. I dont think it reflects well that parents face fines for taking their children out of school but the council can just close the school as and when for voting.			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals		Proposals	Recommendations
Icknield Walk First School		Royston Meridian	Royston	2685	David Paterson, Parent	Email	I wish to request consideration be made for the location of Polling District DAA (Royston Meridian) which is currently at Icknield Walk First School Poplar Drive.				
							Due to the structural arrangements of the school building, the school is closed to all students on polling days, impacting their education adversely, and causing organisational and financial difficulties for parents.	Move to 1. Youth Centre on Meridian School Site. 2. Royston Leisure Centre			
							Alternative venues could be:				
							- The old 'youth centre' on the Meridian School site - this is separate from the main building accessible directly inside the school gate				
							- A section of the main hall at the Royston Leisure Centre - this has good access and parking making it accessible to all.				
Icknield Walk School		Royston Meridian	Royston	2685	Ian Brown, Elector	Email	Please can Icknield walk primary school Royston no longer be used as a polling station on election days as the school has to close to pupils , not a good use of a school , could you please use the girl guide hut in Garden Walk instead, which is still in the same ward and has no effect on pupils education	Move to girl guide hut, Garden Walk - No Parking Yellow lines			
Icknield Walk School		Royston Meridian	Royston	2685	Lee-Ann Sapsford, Parent	Email	I would like to register my thought that voting locations in N Herts (Royston) should be changed do they do not include Icknield walk first school.	No alternative sited			
							The 2 elections this year in quick succession caused great disruption and frustration to ourselves as a 2 parent working family.				
Icknield Walk School		Royston Meridian	Royston	2685	Jane Sherwood, Head Teacher	Email	I am writing as a head teacher of a Icknield Walk First School which has to close when it is being used as a polling station, as our hall where the polling takes place is in the middle of the school building. I can understand why we are deemed to be the most appropriate place for our area, however closing the school can be disruptive to the children's learning and is not very popular with the parents! The only other places I can suggest as alternative venues are the Guide Hut on Garden Walk or the Leisure Centre, but I am aware that they are a bit of a distance from us.	1. Guide Hut - 2. Leisure Centre			
							If there is nothing that can be done we will of course continue to provide a venue.				
Icknield Walk School			Royston	2685	Philip Asher, Parent	email	I write to share views about existing polling place arrangements for Icknield Wall First School.				
							The school closes entirely for the day since the leadership deem it unsafe to open. This dislocates over 300 children from their right to a day of education. The school does not replace this lost day, citing that it is impractical to do so.				
							As a parent and resident in this area, it is hugely inconvenient to close the school and requires myself or my wife to use a day of holiday entitlement to care for our children. We'd rather use a holiday day for an actual holiday.				
							We vote by post and have not used a polling station since moving to Royston 11yrs ago.				
							There is a very suitable Guide Hut only 2minutes walk from Icknield Walk First School (located on Garden Walk). The hut has all facilities required and no doubt the Guide Association would appreciate the opportunity to receive additional income afforded a polling place, and a chance to play this role in the community. This would remove any need to use the school and thus allow the children to receive their education uninterrupted by politics.				
							I trust this comment is helpful. I look forward to the outcome in hope that this year I will not need to take a day of holiday leave in order for democracy to take place!				

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
		Hitchin Walsworth	Hitchin		Chris Parker, Elector	Email	All seems well in Walsworth.			No Action Needed
Tannery Drift School		Royston Heath	Royston	2576	Jean Green, Councillor	Email	Hello I was asked about places to hold the polling station for Heath ward Royston - Toby at The Heath Sports Club is happy to have the station sited in his club. This may be good solution with plenty of parking and very well known.	Move to Heath Sports Centre	<p>The Current polling station is located towards the east of the polling district , problems have been experienced with the security of the children during Polling days and carparking is limited. Various alternatives have been looked at . Royston Bowls Club is unavailable , the Bowling Calendar starts in May and there is a full itenarary of matches so they could not guarantee use. The Heath Sports Club does not have a seperate room for use as the serving area , coffee machine and the dishwasher would be in constant use and this area runs along the top of both dining areas. There are also large patio type windows that do not have covering and privacy could not be guaranteed. The Army Cadet Hut in Tannery Drift is of suitable size and has all facilities however, the hall is dark and cold with little natural light. Royston Golf Club can offer a seperate private room of good size with its own entrance onto the car park.</p>	It is recommended that the polling station be moved from Tannery Drift School to Royston Golf Club.
Tannery Drift		Royston Heath	Royston	2576	Hannah Cooper, Elector	Email	I want to express my views regarding the polling station at tannery drift school.			
							I understand it is in a different building to where the children are but i an shocked every year that the children are still expected to go to school whilst this is happening. The security at the school is rediculously laxed with the security chap when there is one spending most of his time standing on his phone.			
							It disrupts school drop off and pick up and i feel the station would be better placed at the army cadet hut next door.			
							Thank you for reading my email.			
Grange Youth Wing		Letchworth Grange	Letchworth	1436	Kelly Rosenwink, Pre School Manager	Email	I am the manager of Tiny Hands Pre school in Letchworth and we have just taken over the lease of the Youth wing on pelican way SG6 4NR.	No alternative sited		
Grange Comm Centre				3922	Caroline Davis, Tiny Hands		It has previously been used as a polling station and was vacant.			
							The main hall at the community centre is also used as a polling station so there are 2 polling stations in this one area.		<p>Currently two polling stations are housed within the Grange Community Centre (3922 electors) and one within the Youth Wing (1436 electors). Grange Community Centre would struggle to accommodate the 3 polling stations within the one hall. These polling stations serve the whole geographical area known as "The Grange". These facilities are owned by NHDC and have use as a polling station in the contracts. There are no other suitable facilities within the ward. It is recommended that the polling stations remain within the Grange Community Centre and Youth Wing.</p>	
							We are in the middle of a huge expensive refurbishment on the whole building to make it fit for purpose to use as a Pre school.			No Action Needed
							I am putting forward the request for the Youth Wing to no longer be used as a polling station going forward due to the following reasons:			
							1- A large amount of expensive equipment will be in the building so we would need a member of staff to be present at all times if it was used.			
							2 - The children using the setting come 5 days a week so the session would have to be closed if polling were to take place causing us a financial loss and the working parents that use our setting would have to find alternative childcare.			
							3 - Safeguarding of our children is paramount and it would not be safe for them if the public had access to the building with all their personal details on view.			
							4 - The equipment will be set out permanently so there will not be any space for the polling booths to be put up.			
							Please do not hesitate to contact me if you need any further information on this matter.			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
The Annex, LGC Academy		Letchworth South East	Letchworth	1499	Mike & Sheila Steele	Email	Our polling station is the Little Stars Nursery in Alison, off Radburn Way. We are not happy with the way this is set up, in fact we have debated whether to make an official complaint.			
							The last 2/3 times we have gone to vote, there has been a Labour party activist sitting in the vestibule area asking for our name and address. We have always refused this as we felt we were being intimidated. However on the last occasion the activist was only about 3 feet away and could hear everything that was being said. I think this is illegal. I am told they shut the door between the voting area and the vestibule, but this hasn't been happening, even then they can hear what is being said. Either the polling station should be moved into the junior school or the Labour party member should remain outside. No other political party was in attendance.		Reiterate at training that Polling station doors are to remain closed at all times during the Poll. Tellers are to remain outside the polling station	No Action needed
							I know that in other areas in the past there was always a policeman on duty inside the voting area, but I understand why this is no longer an option			
Baptist Church Hall		Hitchin Priory	Hitchin	2001	Sean Jones, Elector	Email	I am content no changes are proposed for the Hitchin Priory polling station at Baptist Church Hall, Upper Tilehouse Street, Hitchin			No Action needed
Whitehill School		Hitchin Highbury	Hitchin	3311	Suzanne Godfrey,Electro	Email	My opinion for the consultation is to keep it as it is. We've found it very convenient. Our polling station is Whitehill School, Hitchin			
Whitehill School		Hitchin Highbury	Hitchin	3311	Helen Armitage, Elector	Email	I would like to suggest that Whitehill school in Hitchin no longer be used as a polling station, this area has a perfectly adequate community centre on St John's Road that could be used instead, meaning that the school wouldn't have to close which does cause problems for working parents.	St.Johns Community Centre	The polling station is to the south of a mostly residential area there are 2 polling stations within the one building. St.Johns Community Centre already houses a polling station for a different ward. The building is not suitable for 3 polling stations, this would cause voter confusion and there is only a small carpark that would not be adequate during busy times. After discussion with Steve Mills at the School and given the lack of representations it is recommended that the Polling stations remain at Whitehill School.	No Action needed
Not Specific					Tim Scales, Elector	Email	I'd like the following feedback regarding your public consultation;	No alternative sited		
							I would humble suggest that if a school has to be closed so that it may be used as a polling station then that school is not a suitable location for a polling station. Due to the wonderful political climate we find ourselves in there are currently multiple elections per year and the burden on working parents who have to take time off when schools are shut is a significant problem			No Action needed
Not Specific		Hitchwood, Offa & Hoo	Sth Rural		David Barnard, Councillor	Email	This ward was formed as an amalgamation of three separate wards, adjoining each other. The Councillors who represented each of these wards, conjoined to represent the new area. The result has been a greater workload for all, including an enormous rural area, with many Parishes, etc., to control.			
							To date, this has been covered very effectively, and no change is desired.			
							However, it may be, that east of Luton sites could come into the emerging Local Plan, and other substantial sites will be developed across the ward, within St. Ippolyts, Pirton, Whitwell, Offley, some of which are currently under construction, or recently completed.)			
							But, at this time, I see no reason to add to your workload by suggesting any amendments.			
							I will confer with my ward colleagues, but I expect that we will agree on the Polling Stations, as present.			No Action needed
Not Specific		Hitchwood, Offa & Hoo	Sth Rural		Faye Frost, Councillor	Email	I fully support Cllr Barnards comments. Hitchwood Offa and Hoo covers by far the largest area in the District, with around 7 parish councils to attend every month. It is a massive workload to be covered by 3 elected members.			No Action needed
							At this time, I dont see any reason to amend the polling stations in this ward. They are well locates and known by residents			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
	Codicote			2761	Lorraine Ellis, Parish Clerk - Codicote	Email	The letter states that the review commenced on 14th August and will run until 16th September 2019. Unfortunately the Parish Council do not hold any meetings in August and their next meeting will not be taking place until 24th September. Could your deadline please be extended to 25th September to enable Codicote Parish Councillors to discuss the matter - you will appreciate that a week has been lost between the start of the review (14th) and your letter advising us of the review (21st).			No Action needed
	Radwell		Baldock	94	G T Kingsley	Email	The current arrangements for Radwell seem satisfactory and no changes are proposed			No Action needed
St.Georges Hall		Letchworth East	Letchworth	2097	Christine Clements, Parish Administrator	Email	Clulow Room, St George's Hall, we have no objections continuing as a polling station, we are disabled friendly and have toilet facilities.		The Returning Officer would like to thank St.George's Hall for their continued support	No Action needed
Weston Village Hall		Weston & Sandon		916	Christine Adams, Bookings Secretary	Email	As the representative of Weston Village Hall (bookings secretary), I confirm that we are happy with our current situation with NHDC. WVH has easy access, easy parking and sits centrally in the village. I myself usually liaise directly with the officer in charge, and this has proven to work well.		The Returning Officer would like to thank Weston Village Hall for their continued support	No Action needed
Kimpton Memorial Hall				1793	Carina Helm, Parish Clerk	Email	Kimpton Parish Council supports the continued use of Kimpton Memorial Hall as a polling station for the parish of Kimpton. It has a central village location with free car parking facilities and disabled access so suits the needs of all residents.		The Returning Officer would like to thank Kimpton Parish Council for their continued support	No Action needed
Rushden Village Hall				201	Kate Heath PC	Email	I am writing to you as a Parish Councillor for Wallington Ward, Rushden and Wallington PC. · Wallington has no public transport.			
Wallington Village Hall				124			· Approximately 15% of households in the village contain at least one adult who does not drive. · Approximately 25% of our residents are retired.		The Returning Officer would like to thank Rushden and Wallington Parish Council for their continued support	
Page 81							· We have a number of residents who are elderly and frail or have disabilities, including one person who is a permanent wheelchair user.			No Action needed
							For all of these reasons, I believe it is very important that we should keep our current polling station in Wallington Village Hall. The Village Hall is central to the village and is highly accessible, with completely level, step-free entry. There is also an adapted toilet for disabled visitors.			

Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals	Proposals	Recommendations
Lordship Farm School		Letchworth South East and South West	Letchworth	3622	Ben Parry, Headteacher	Email	In response to your letter of 21 st August 2019, with regards to the review of polling districts, polling places and polling stations 2019, we would like to make the following representations.			
							Lordship Farm Primary School is currently used by the local authority as a polling station. Over the last few years as the school has expanded to two form entry across all year groups, we currently have 452 children on roll, using the school as a polling station has become increasingly difficult and disruptive for the day to day running of the school and the safety of the children, for the following reasons:		The polling station serves 2 wards and is situated to the south of a residential area . Various alternatives have been researched. St Christophers do not have a separate room available and are concerned with safeguarding. Letchworth Golf Club do not have a suitable room available. Attempts to contact Letchworth Corner were unsuccessful. Cloisters Hall has a suitable room with seperate access and a large carpark. The Dining hall is bright and can accommodate the two required polling stations.	The recommendation is that the polling stations currently at Lordship Farm School be moved to the Cloisters.
							No assemblies can be held as the polling station uses the schools only hall.			
							Music lessons cannot be conducted in the designated rooms at the back of the school due to safeguarding. Music teachers are cut off from the main school and this entire area is open to the public. As there is little or no space available in the main school as an alternative place to conduct music lessons, the school has to cancel them.			
							PE lessons that are normally held in the school hall have to be cancelled.			
							All clubs before and after school have to be cancelled.			
							The rooms at the rear of the school hall are the only areas available for meetings and counselling sessions, these again have to be cancelled on polling days due to safeguarding risks.			
							If the school is used as a polling station and the weather is wet, we have no area for our reception class children to play during the lunchtime period, thus forcing us to return them to their classrooms for the duration of the lunch break.			
							The fire door in the school staff room into the main school cannot be locked for obvious reasons. This leaves the school open to the public and again poses a huge safeguarding risk. Increasingly polling station staff access the school through this door to use the staffroom kitchen facilities which is totally unacceptable and despite numerous attempts from us to ask them to not.			
							Signage to the polling station entrance is usually poor resulting in countless members of the public trying to access the polling station via the main school reception area. Staff are frequently met with rude replies from the public when it is explained that they have come to the wrong entrance.			
							We have to ensure and pay a member of our staff to unlock the school early on polling day and to again attend in the late evening to close and secure the school.			
							The school is never left in the clean and tidy state that we hand it over to the polling station staff. School staff are left to clean the area to make it safe for the children and staff to use the following day.			
							Taking into account all of the above we would like to make representations to have the school removed as a polling station for North Herts, due to the severe disruption and obvious safeguarding issues this causes the school.			
CCE/CCC/CCA/CC B			Letchworth		Martin Stears-Hanscomb,Kate Aspinwall, Adem Ruggerio-Cakir Cllrs	Email	I am emailing on behalf of my colleagues – Cllr Kate Aspinwall and Cllr Adem Ruggiero-Cakir, Councillors for Letchworth South East Ward with two proposals.			
							1. To include the Polling District CCE within CCC. This was a hangover from a previous boundary change and is in the same Ward and County Division as well as voting at the same polling station.		The polling district of CCE was created during a boundary review and sits within polling district CCC. There is currently no neccessity for this polling district to be separate from CCC.	It is proposed that the polling district CCE be incorporated into polling district CCC.
							To transfer Ivel Court from CCA to CCB and to consider also transferring Hadleigh from CCA to CCB. In both cases the polling station of CCB is adjacent to the properties in question. The CCA polling station is at some distance from the properties		The polling station at Jackmans old Library is out of area and serves CCB (1885 electors) The proposed change incorporating Hadleigh and Ivel Court will move 85 electors from CCA (1089 electors) to CCB. The road of Hadleigh seems to form a natural boundary and could be incorporated into Polling District CCB without elector confusion.	It is therefore recommended that the areas known as Ivel Court and Hadleigh be moved from Polling District CCA to CCB

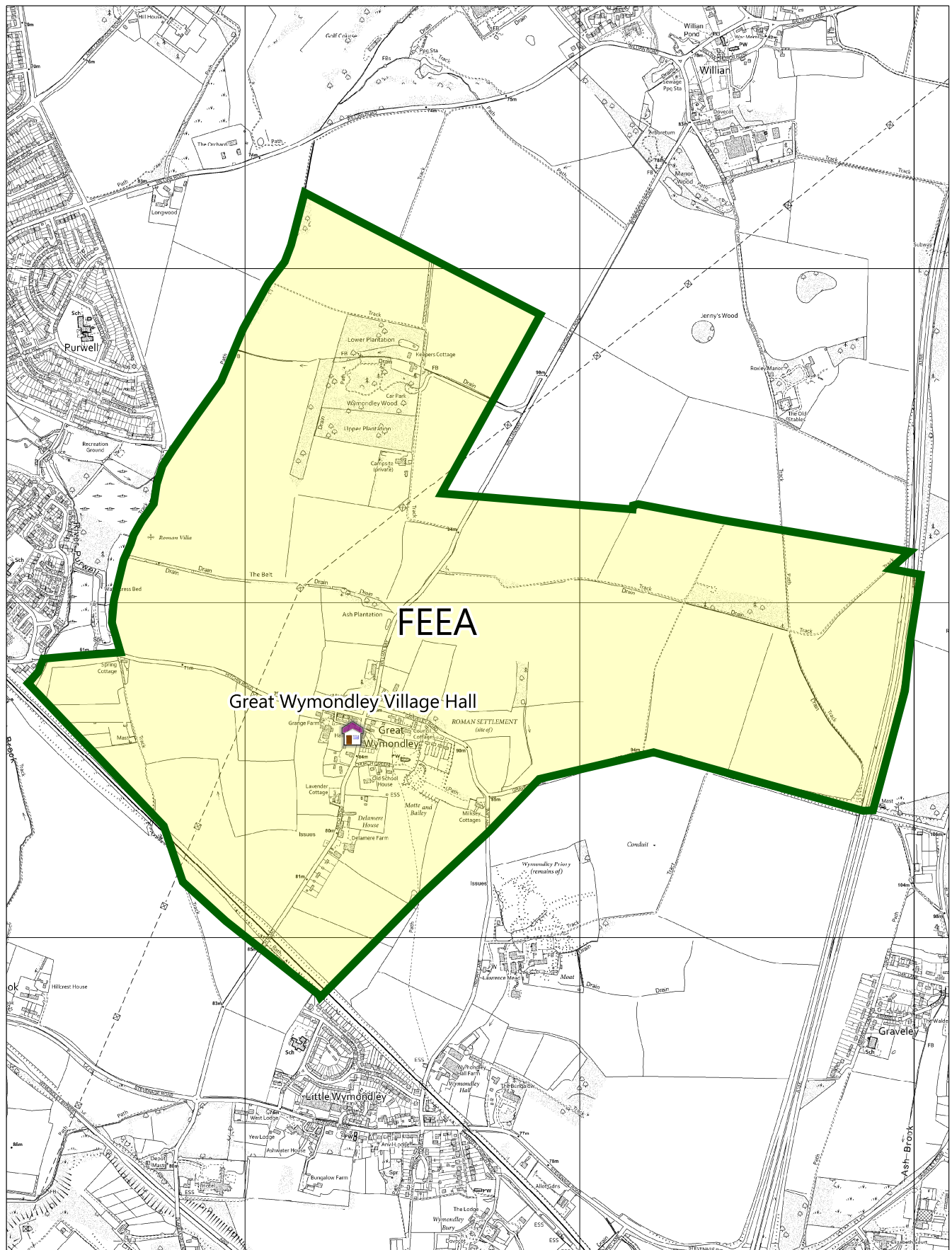
Polling Station	Parish	Ward	Area Committee	Electorate	Consultee	By	Proposal / Comment	Alternative Proposals		Proposals	Recommendations
Westmill Community Centre			Hitchin	3518	Mrs M Furr	Letter	In reply to your letter concerning polling places and stations. I spoke to three separate groups at the Community Centre at Westmill, Tuesday Friendship group, Weds Bingo and Walsworth townswomens Guild who use our centre. The Westmill groups were unanimous in their preference for the polling station to stay at the Community Centre as it is easy to find and has good parking facilities. The Walsworth group was also quite satisfied with the provision				No Action Needed
Barley Town house			Royston	524	Mel Chammings PC	Email	Thank you for your correspondence consulting on the 5 yearly review of polling arrangements.				
							Barley Parish Council considered the current arrangements of polling district boundaries, and access to and location of our polling station in Barley at their September meeting.			The Returning Officer would like to thank Barley Parish Council for their continued support	
							The councillors had no representations to make about the current arrangements which were considered to be satisfactory.				No Action Needed
							Coombes Community Centre is currently used as a polling station and until a new lease was signed about 18 months ago we were reimbursed for centre hire and our costs.				
							The current arrangement means the centre is used by NHDC for polling at no charge at all and as a result of this the centre loses income from hirers of approximately £100.				
							The centre receives no subsidy from NHDC and has to pay all it's costs from income, but as mentioned we get no income on polling days. So this means the RCA and centre which is a registered charity is subsidising the polling activity within the building. The charity incurs costs every time the centre is used for polling.			Coombes Community Centre is a NHDC owned building and has in the lease a clause that the Returning Officer can use the facility, free of charge on Polling Day . The loss of income was reflected in the lease negotiations	
							There are costs involved in consumables such as heating, lighting, water and toilet use and furniture used by the polling staff. So having the polling here at the centre is a cost to the charity and I would like to suggest it is moved elsewhere so we can continue our business uninterrupted and not be subsidising NHDC.				
							In the nearby vicinity is an Academy School, a Scout Hut and a Children's Centre and an evangelical church, all of which may be able to provide a venue for polling day.				
Coombes Community Centre			Royston	2521	Gillian Morland, Centre Manager	Email	The community centre is a perfect venue with ample car parking and toilet & kitchen facilities, with full disabled access, but I would also appeal that if this was to continue that we could at least claim £200 costs for loss of income and costs of consumable and related staff costs. This would mean NHDC are still using the centre rent free, but just reimbursing the costs.				No Action Needed
32 Representations											

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Great Wymondley Village Hall - Chesfield Ward

Great Wymondley Village Hall,
Great Wymondley, Hitchin, SG4 7ET

**NORTH HERTFORDSHIRE
DISTRICT COUNCIL**



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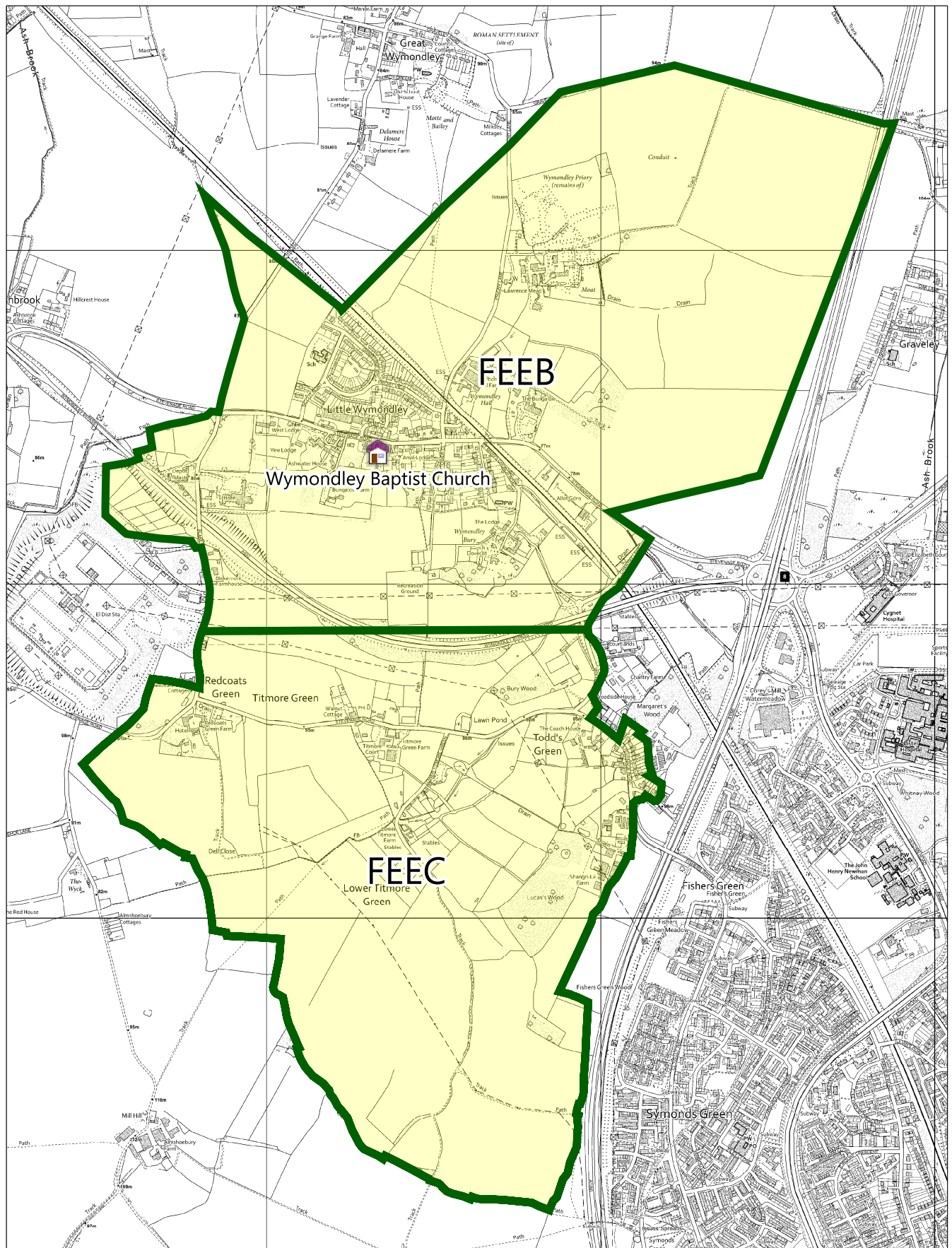


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Wymondley Baptist Church - Chesfield Ward

Wymondley Baptist Church, Stevenage Road,
Little Wymondley, Herts, SG4 7HN

NORTH HERTFORDSHIRE DISTRICT COUNCIL



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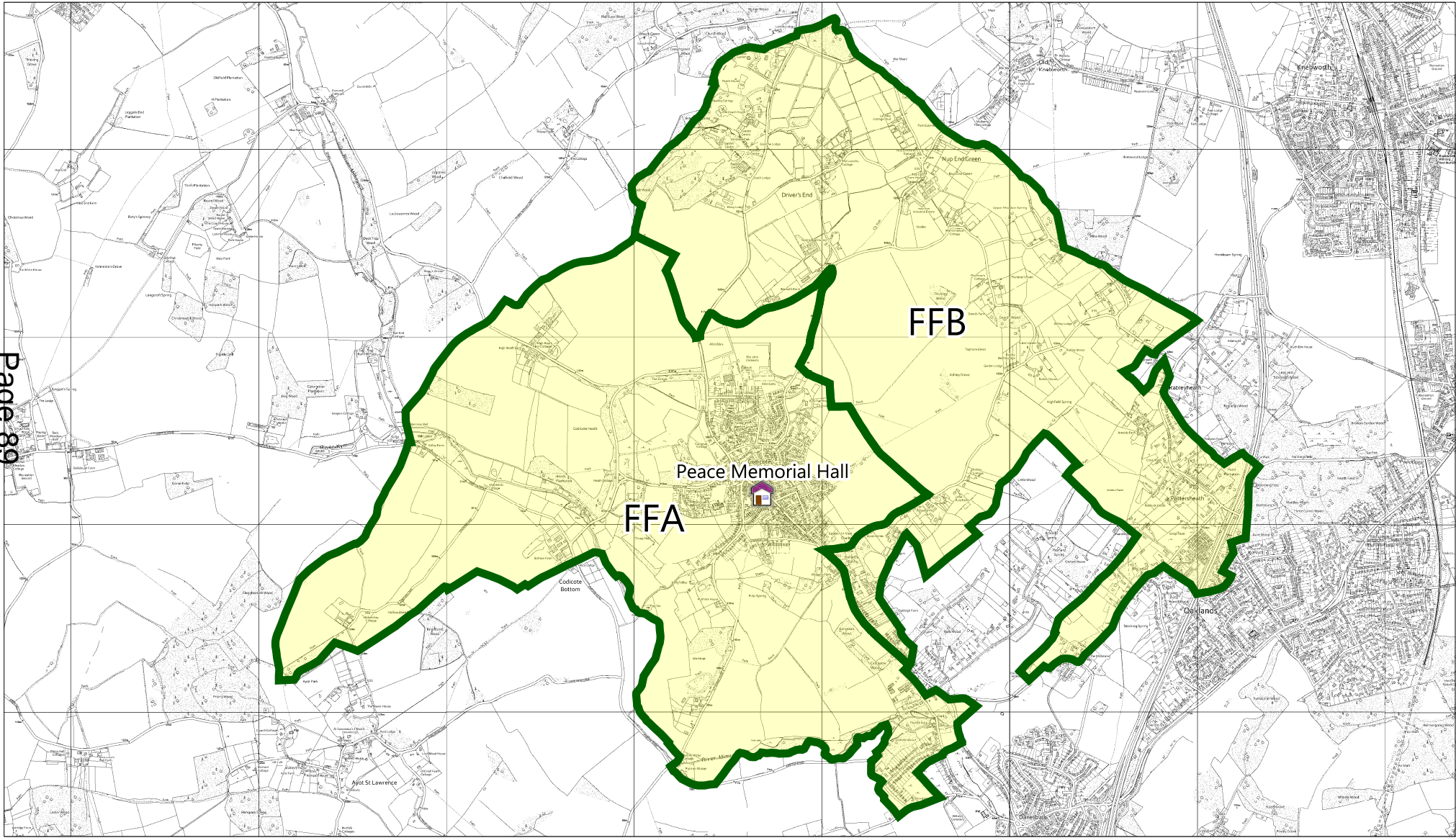
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**Peace Memorial Hall -
Codicote Ward & Knebworth Ward**

NORTH HERTFORDSHIRE DISTRICT COUNCIL



Peace Memorial Hall, High Street,
Codicote, Herts, SG4 8NX

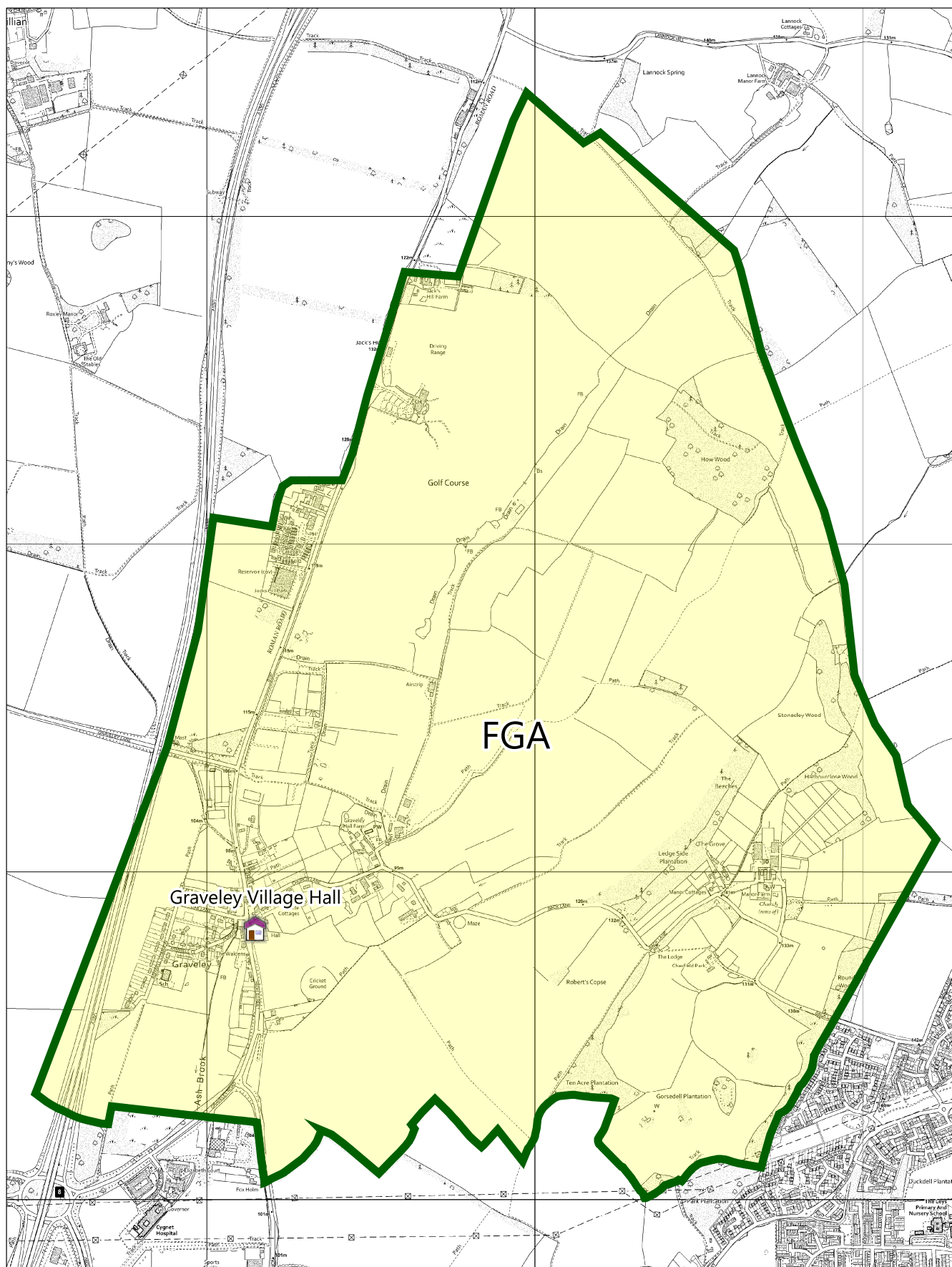


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Graveley Village Hall - Chesfield Ward

Graveley Village Hall, High Street,
Graveley, SG4 7LB

NORTH HERTFORDSHIRE DISTRICT COUNCIL



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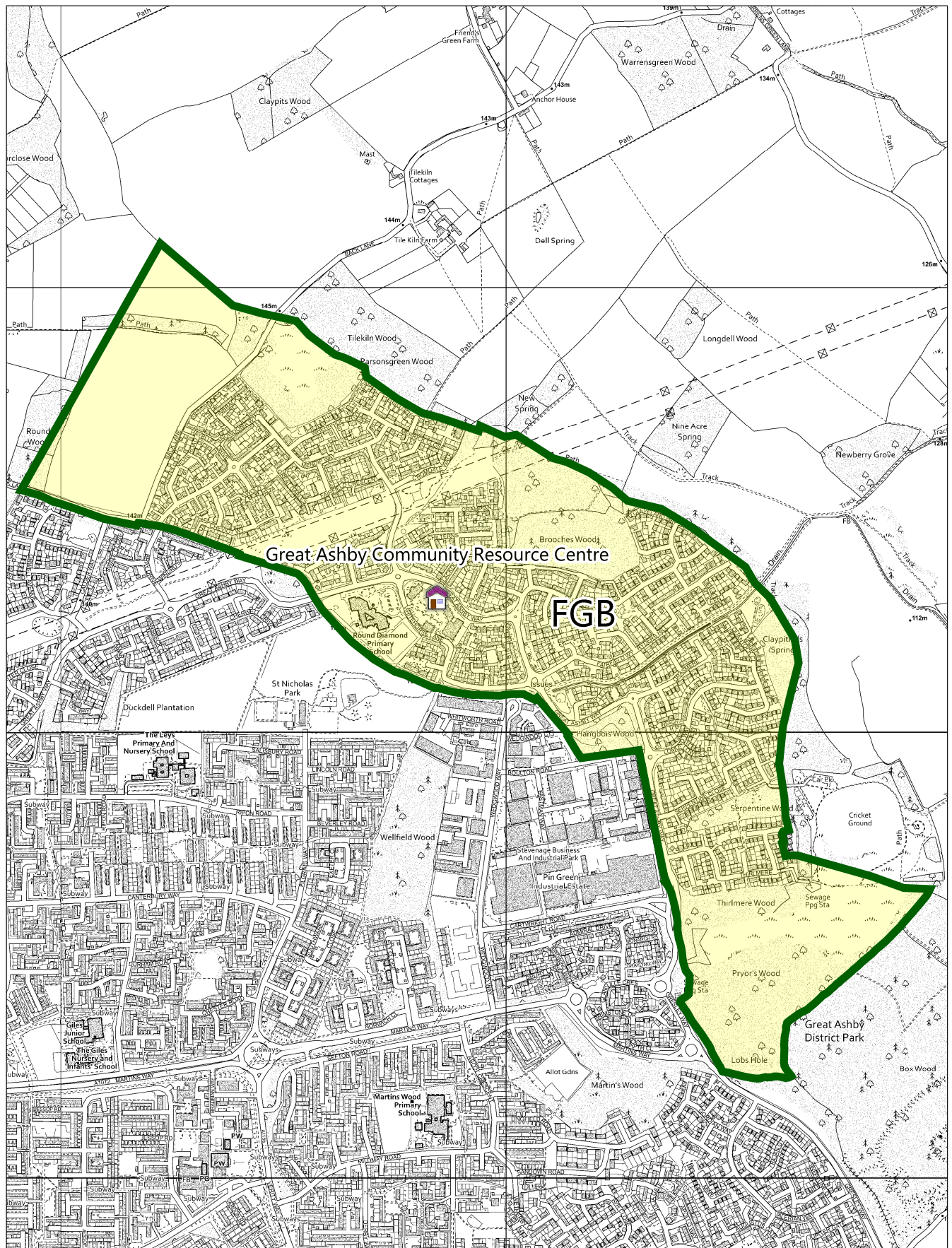


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Great Ashby Community Resource Centre - Chesfield Ward

Great Ashby Community Resource Centre,
Whitehorse Lane, Great Ashby, Stevenage, SG1 6NH

**NORTH HERTFORDSHIRE
DISTRICT COUNCIL**



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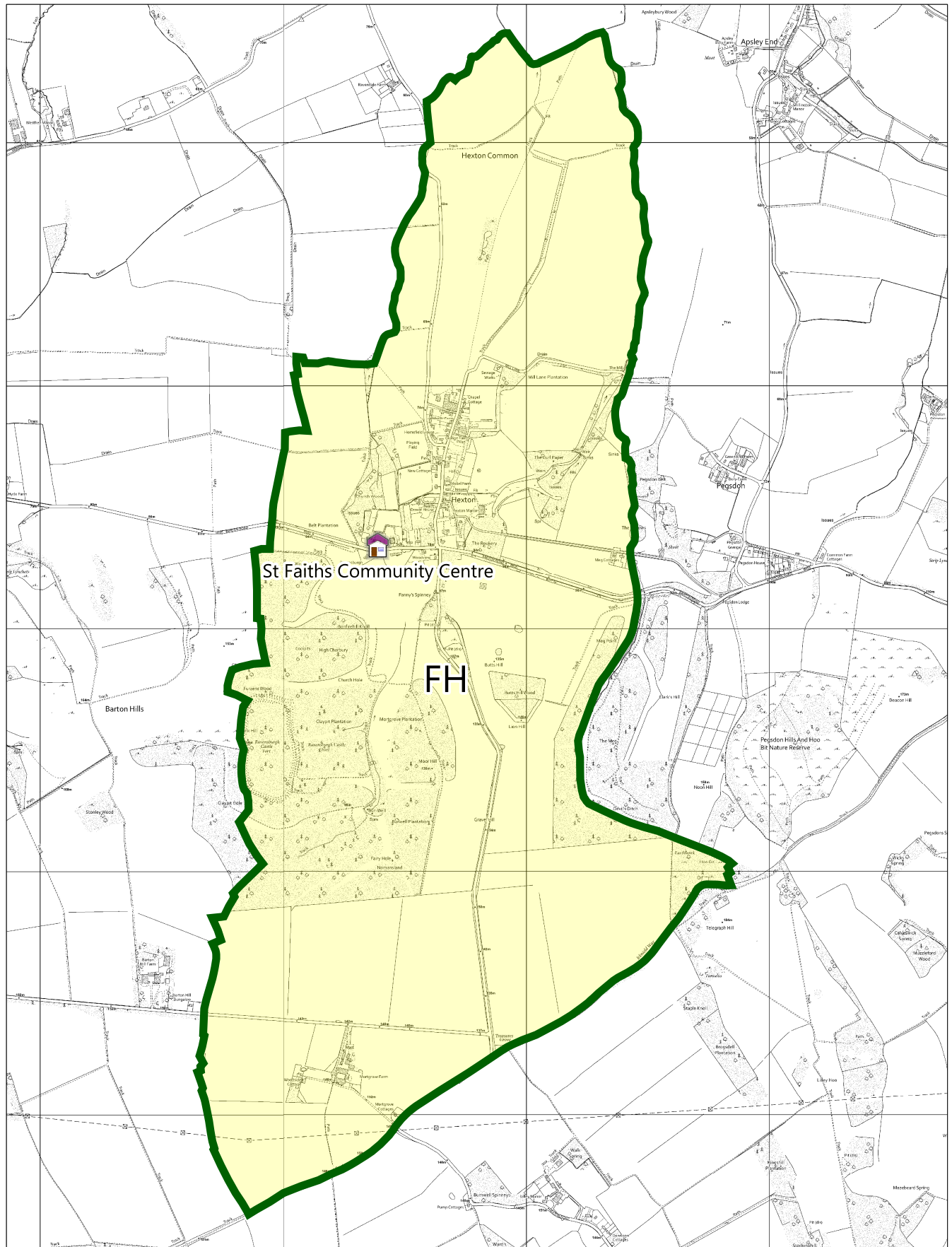


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St Faiths Community Centre - Hitchwood, Offa and Hoo Ward

St Faiths Community Centre, Barton Road,
Hexton, Herts, SG5 3JD

NORTH HERTFORDSHIRE DISTRICT COUNCIL



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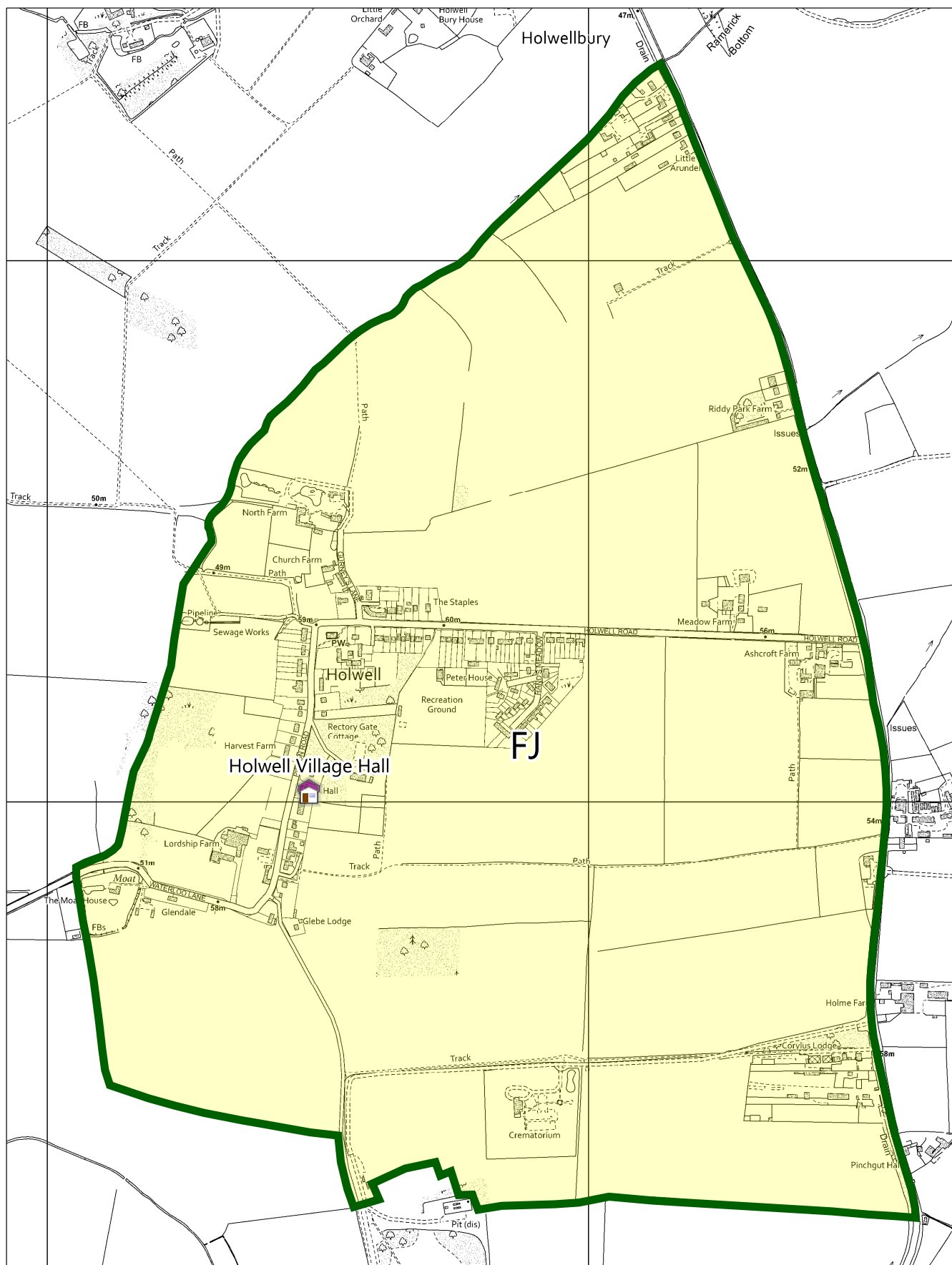


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Holwell Village Hall - Cadwell Ward

Holwell Village Hall, Pirton Road,
Holwell, SG5 3SS

NORTH HERTFORDSHIRE DISTRICT COUNCIL



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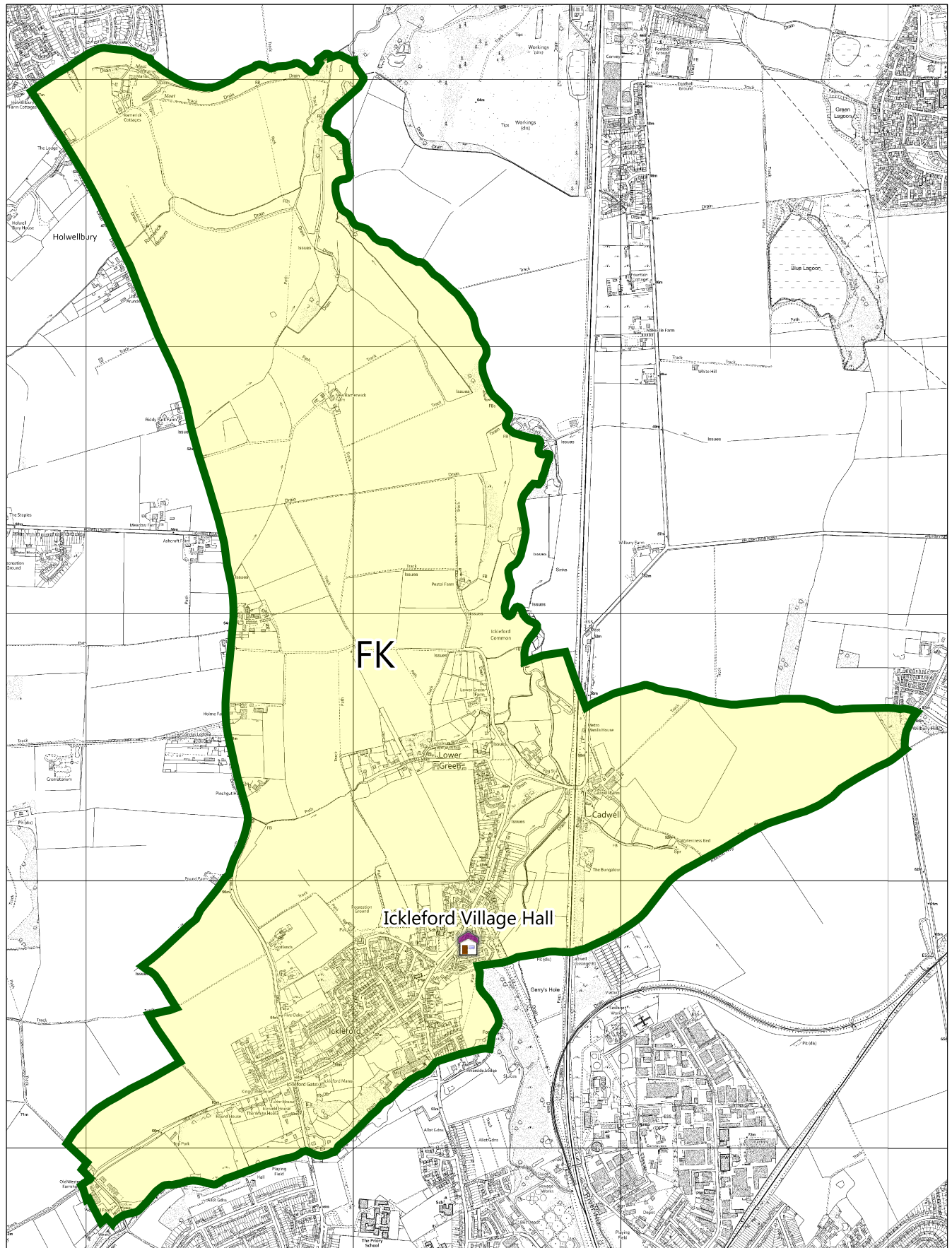


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Ickleford Village Hall - Cadwell Ward

Ickleford Village Hall, 85 Arlesey Road,
Ickleford, Hitchin, SG5 3TH

**NORTH HERTFORDSHIRE
DISTRICT COUNCIL**



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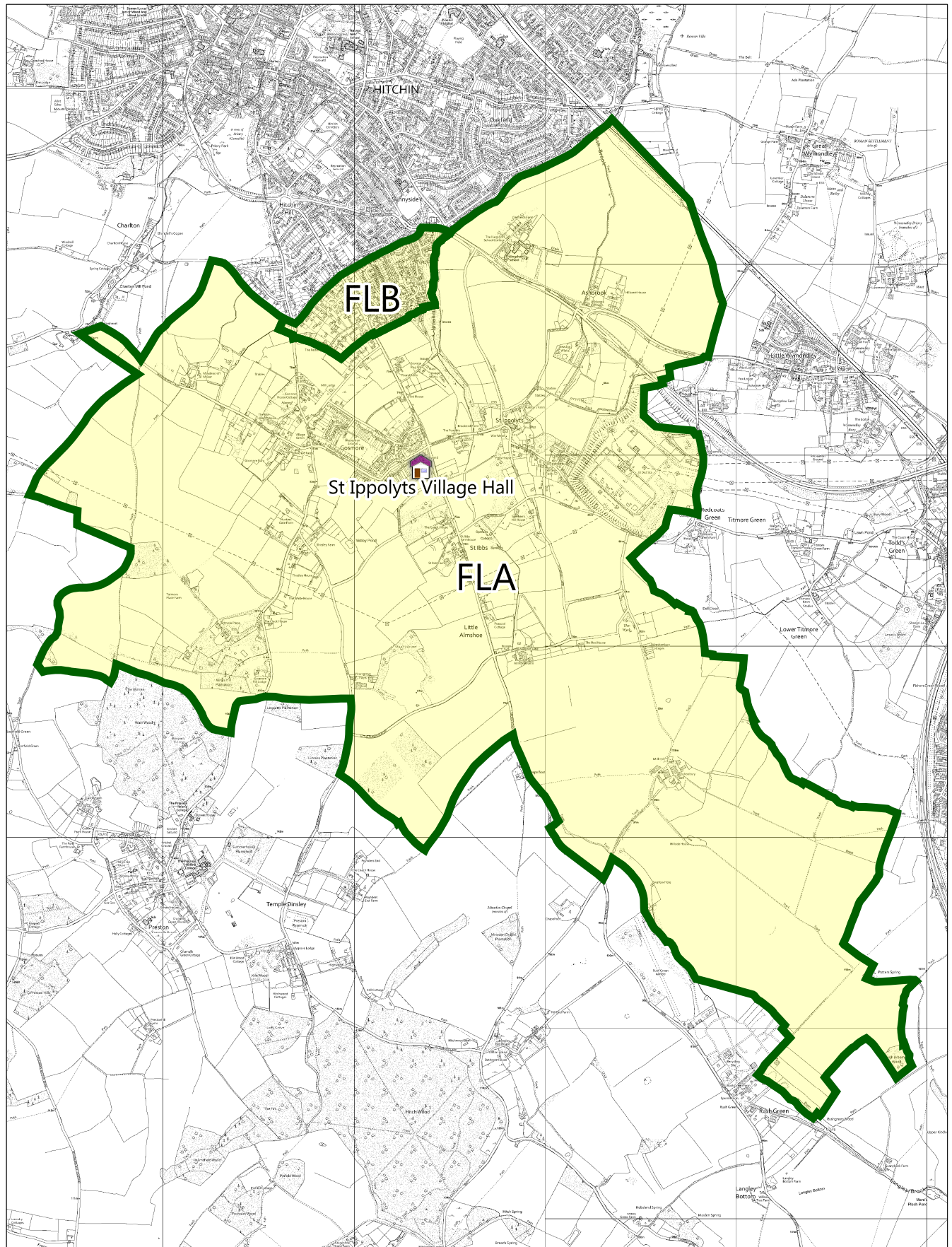


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St Ippolyts Village Hall - Hitchwood, Offa and Hoo Ward

St Ippolyts Village Hall, Waterdell Lane,
St Ippolyts, Herts, SG4 7RB

**NORTH HERTFORDSHIRE
DISTRICT COUNCIL**



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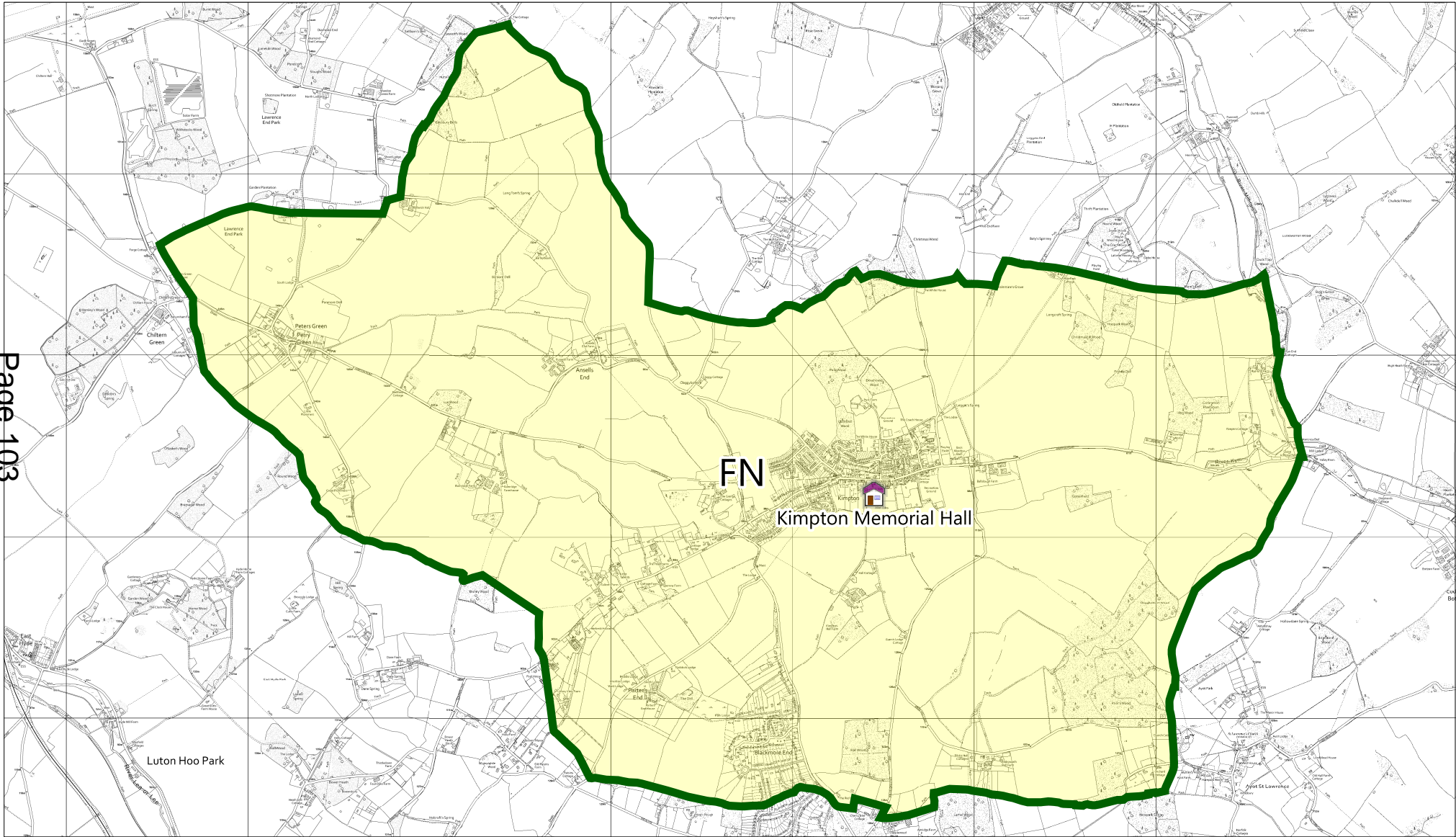


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**Kimpton Memorial Hall -
Kimpton Ward**

Kimpton Memorial Hall, Hall Lane,
Kimpton, Herts, SG4 8RD

NORTH HERTFORDSHIRE DISTRICT COUNCIL



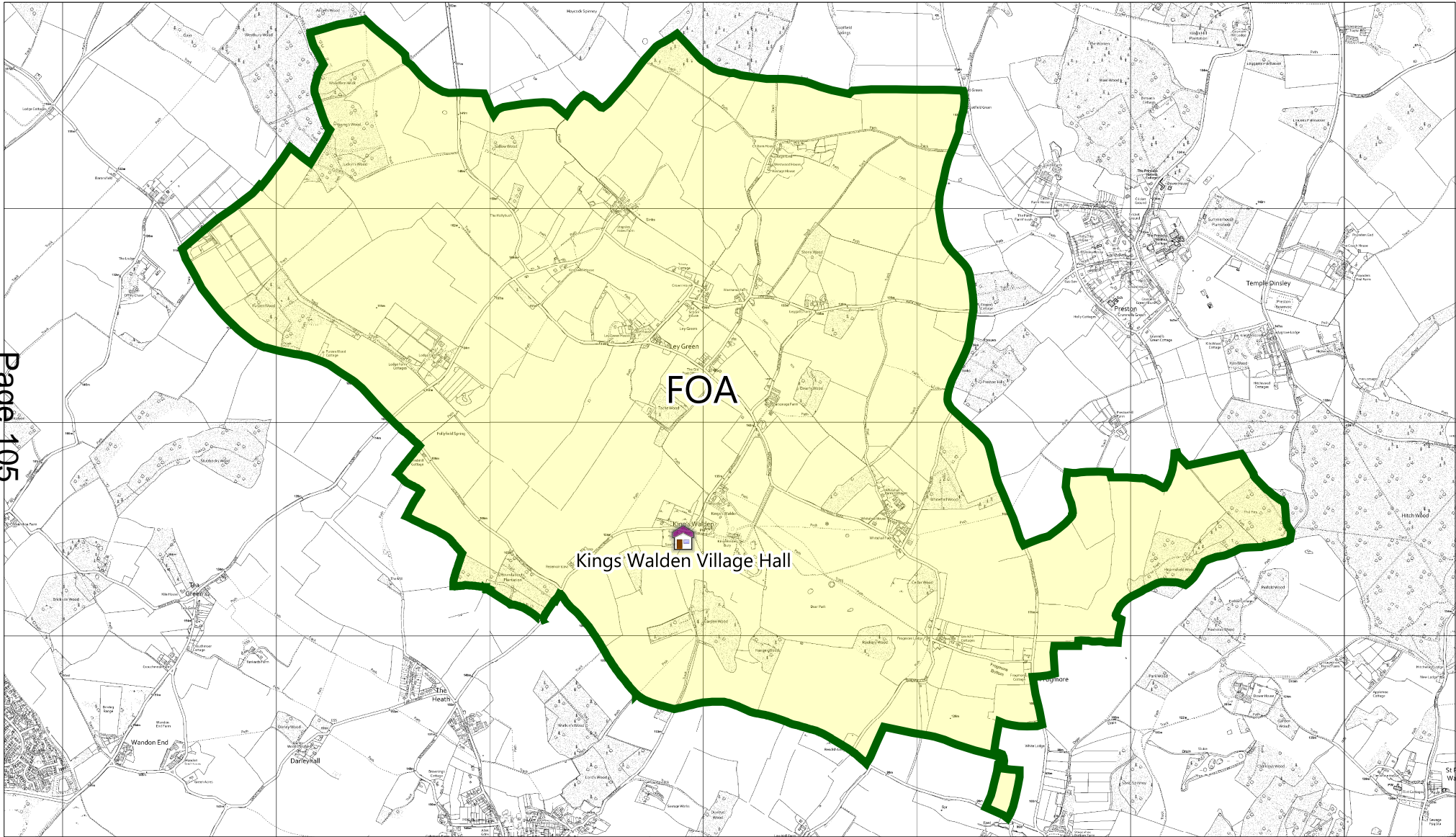
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**Kings Walden Village Hall -
Hitchwood, Offa and Hoo Ward**

NORTH HERTFORDSHIRE DISTRICT COUNCIL



Kings Walden Village Hall, Church Road,
Kings Walden, Herts, SG4 8JX

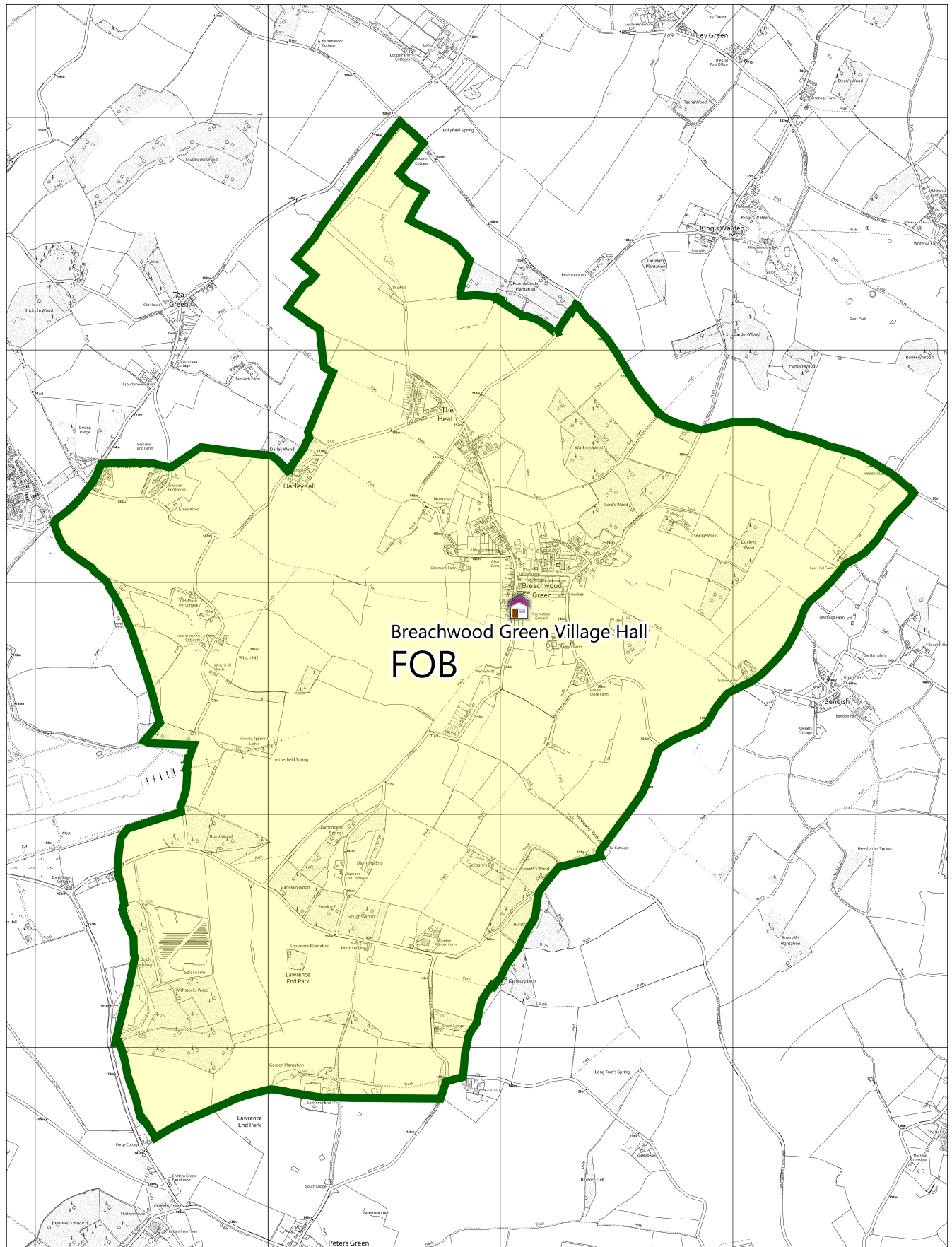


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Breachwood Green Village Hall - Kimpton Ward

Breachwood Green Village Hall, Chapel Road,
Breachwood Green, Herts, SG4 8NX

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DISTRICT COUNCIL**



Scale: 1:23000
Date: 13:08:19

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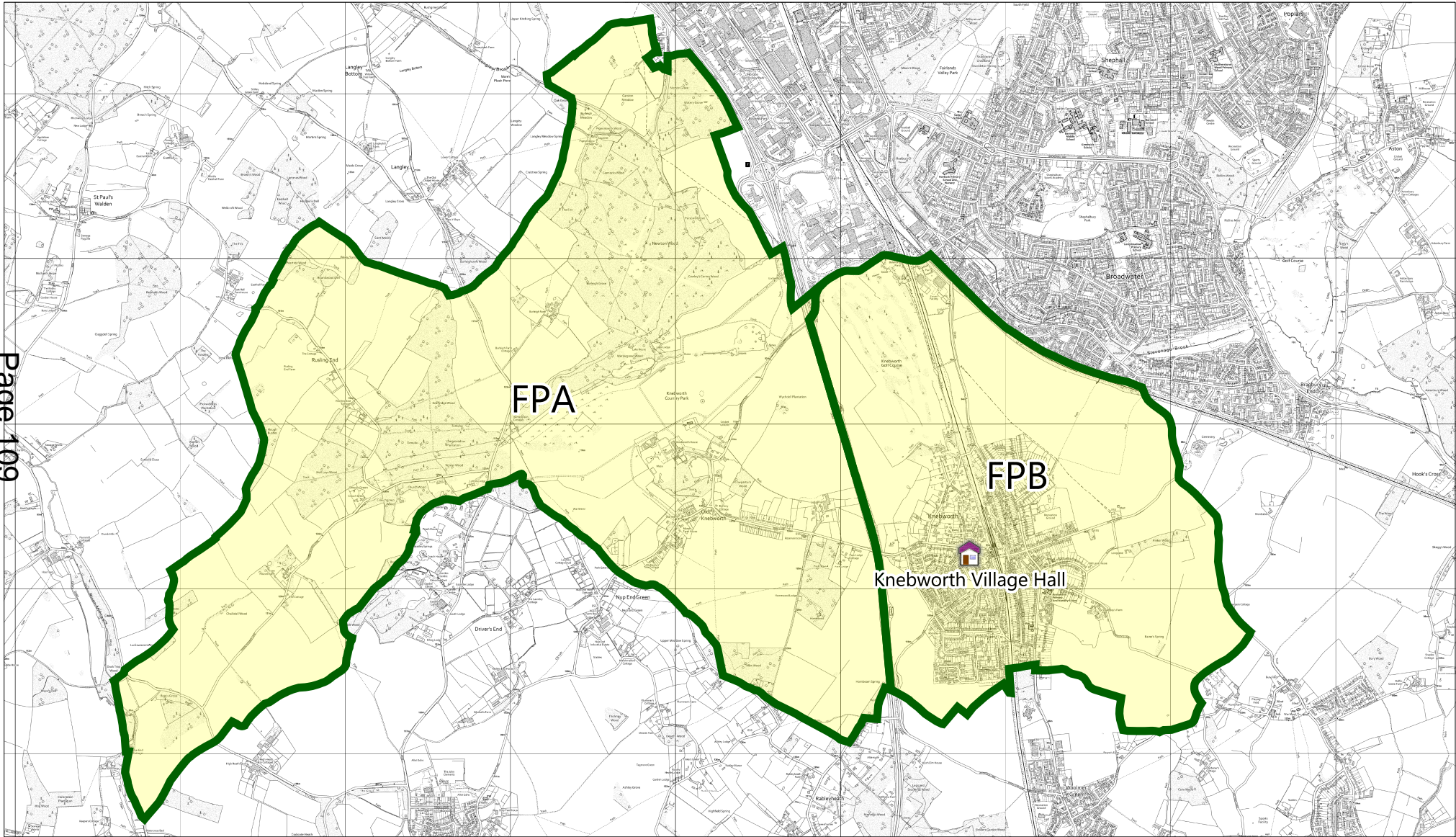


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**Knebworth Village Hall -
Knebworth Ward**

Knebworth Village Hall, Park Lane,
Knebworth, Herts, SG3 6PD

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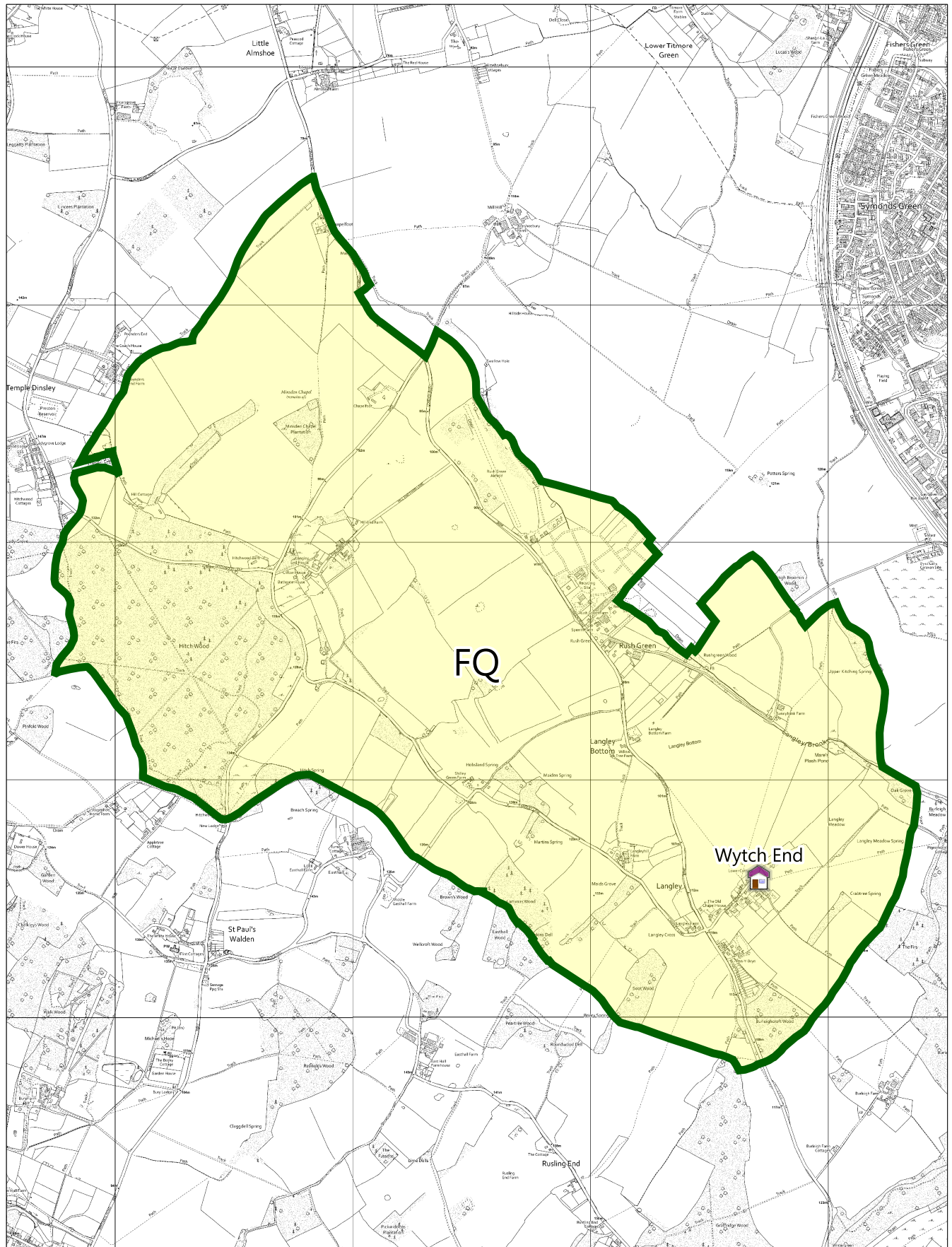


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Wytch End - Hitchwood, Offa and Hoo Ward

Wytch End, Homefield Lane,
Langley, Herts, SG4 7PP

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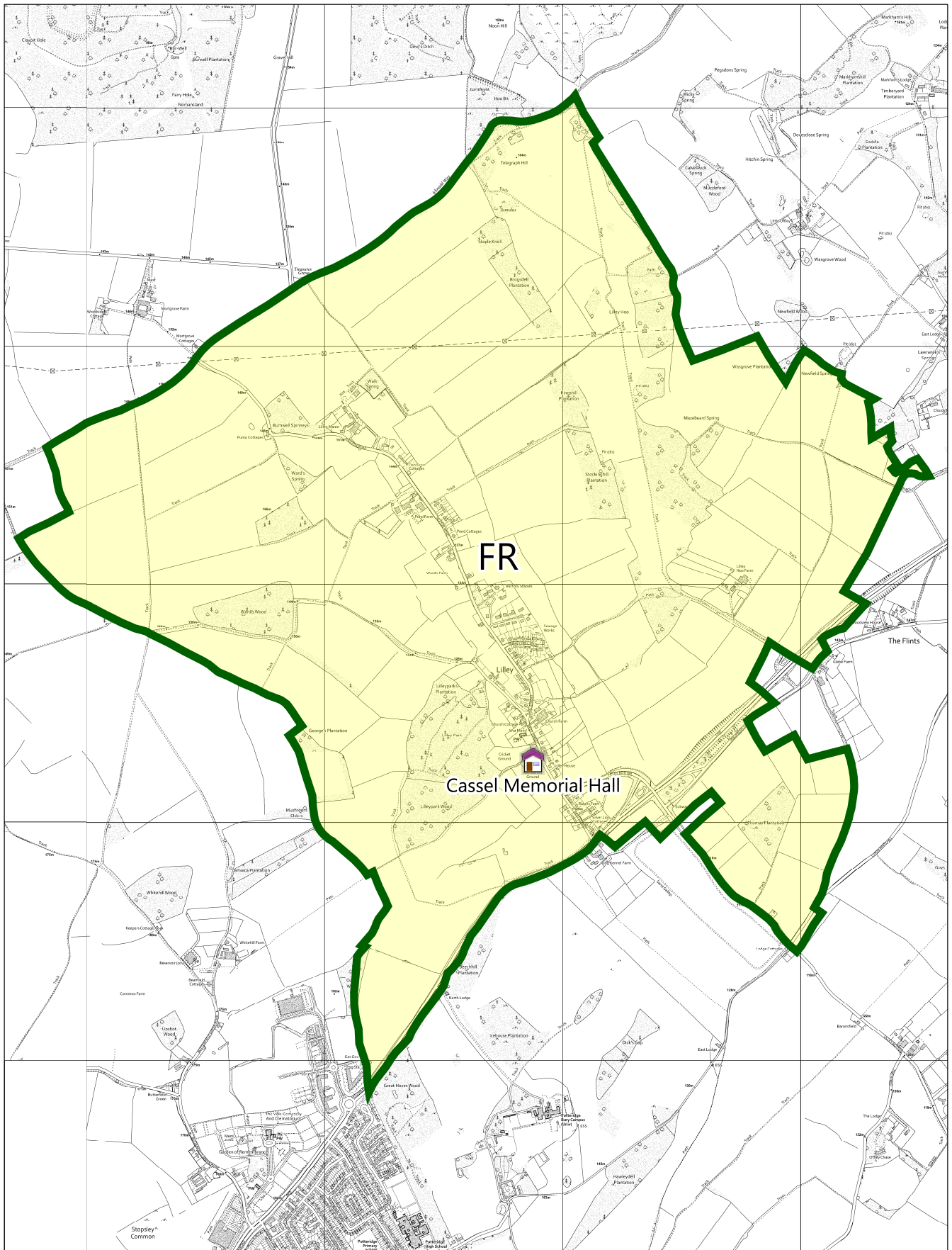


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Cassel Memorial Hall - Hitchwood, Offa and Hoo Ward

Cassel Memorial Hall, West Street,
Lilley, Beds, LU2 8LN

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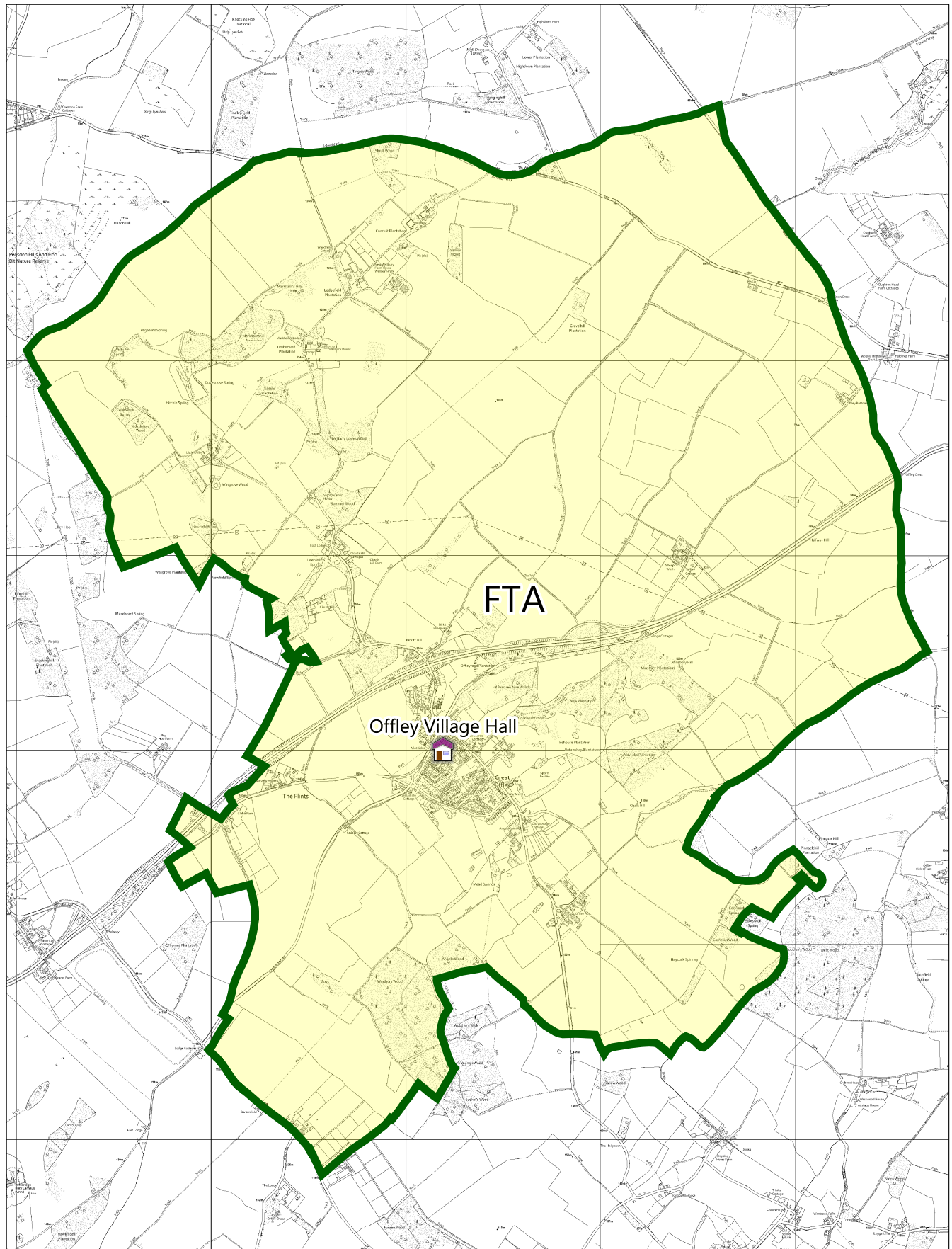


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Offley Village Hall - Hitchwood, Offa and Hoo Ward

Offley Village Hall, Luton Road,
Offley, Herts, SG5 3DG

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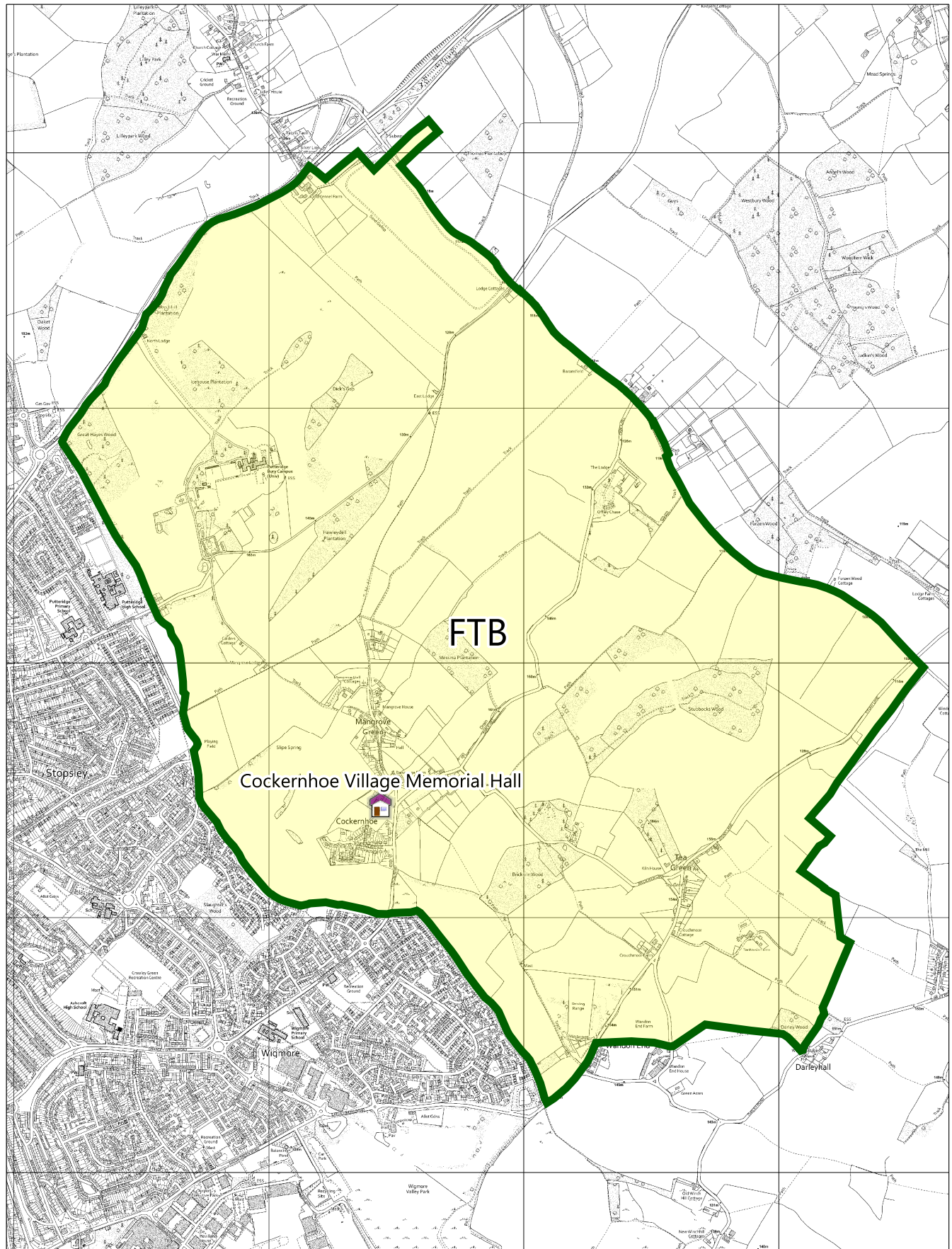


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Cockernhoe Village Memorial Hall - Hitchwood, Offa and Hoo Ward

Cockernhoe Village Memorial Hall, Mangrove Road,
Cockernhoe, Luton, LU2 8QD

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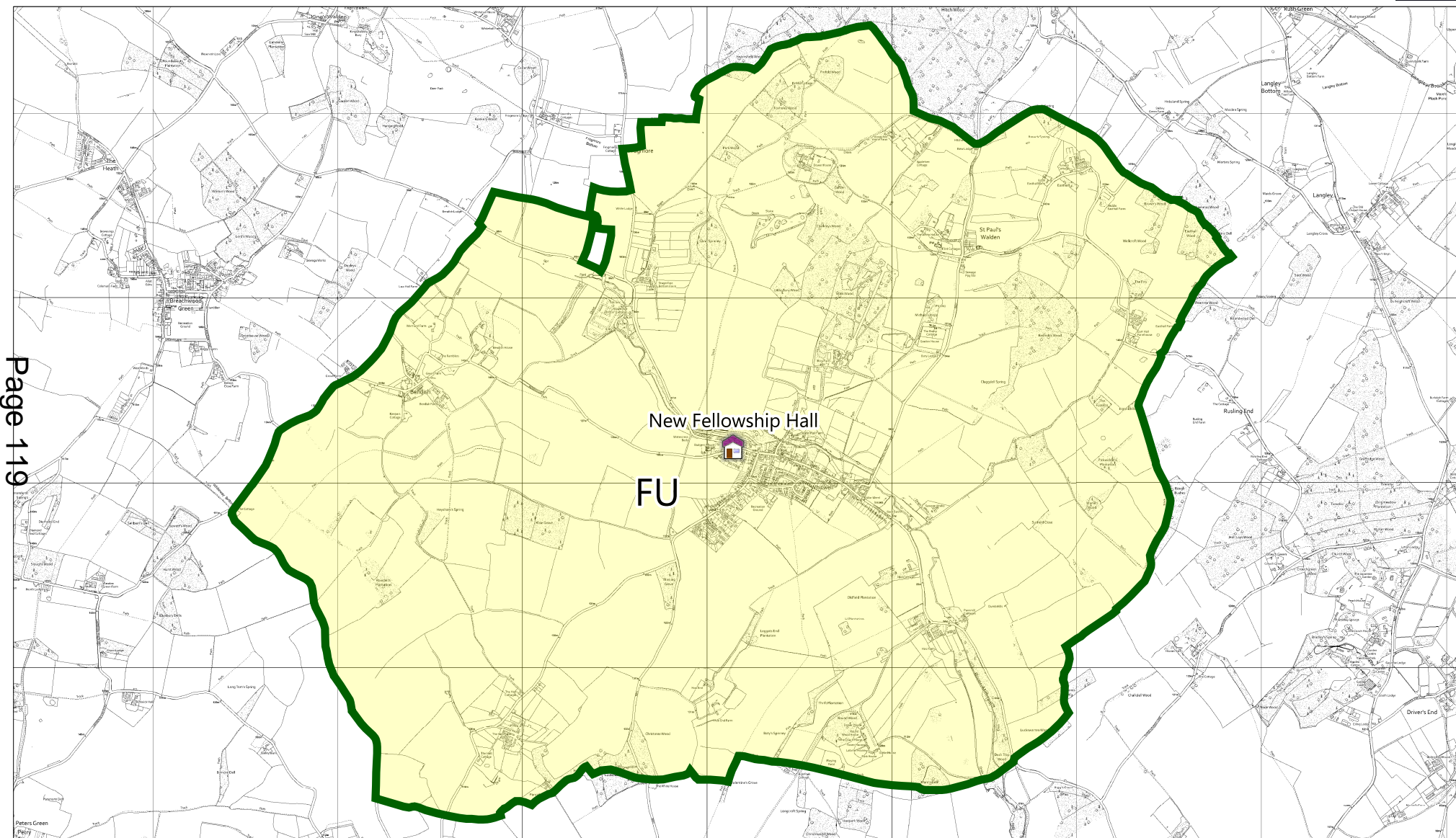


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New Fellowship Hall - Hitchwood, Offa And Hoo Ward

New Fellowship Hall, Bendish Lane,
Whitwell, Herts, SG4 8HT

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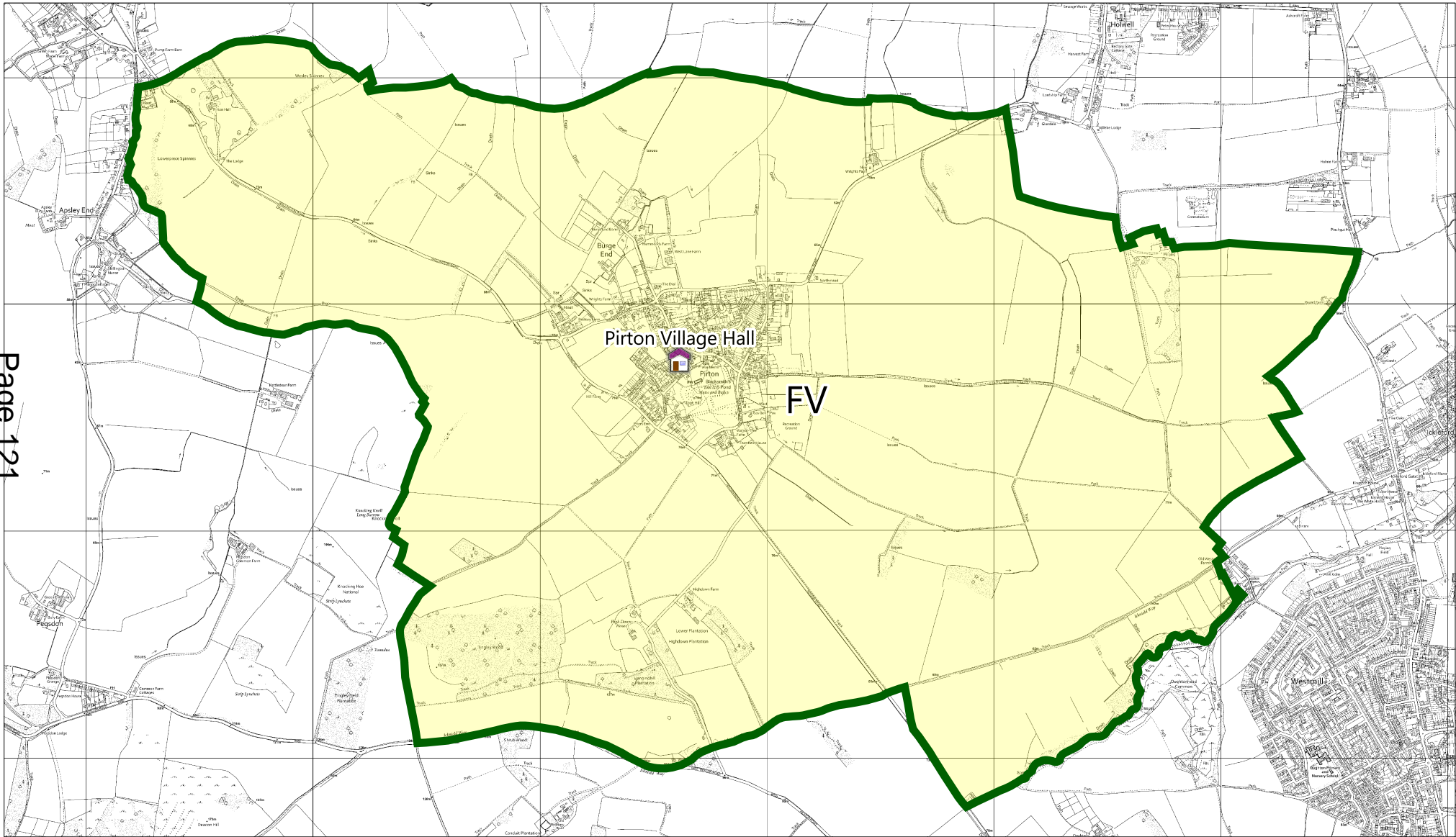


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**Pirton Village Hall -
Hitchwood, Offa and Hoo Ward**

Pirton Village Hall, High Street,
Pirton, Herts, SG5 3PS

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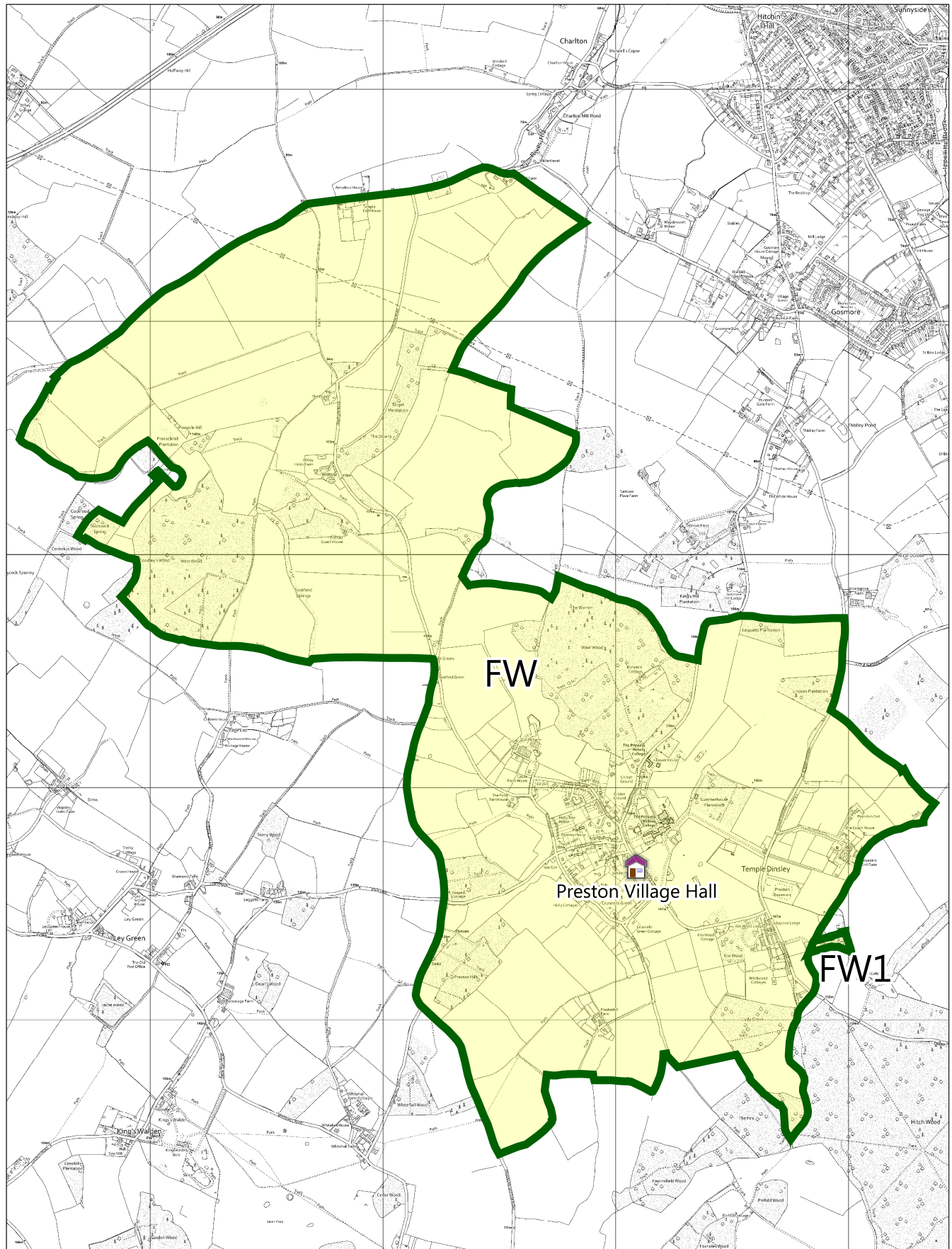


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Preston Village Hall - Hitchwood, Offa and Hoo Ward

Preston Village Hall, School Lane,
Preston, Hitchin, Herts, SG4 7UE

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