

10 November 2009

Our ref: SG/Letchworth/Nov.09
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To: Members of the Letchworth Committee of North Hertfordshire District Council (Councillors Michael Paterson (Chairman), Paul Marment (Vice-Chairman), S. Bloxham, John Booth, J.M. Cunningham, Melissa Davey, Gary Grindal, T.W Hone, David Kearns, Lorna Kercher, D. Levett, Elliot Needham and Mrs. L.A. Needham).

You are invited to attend a

MEETING OF THE LETCHWORTH COMMITTEE

to be held at

**COMMITTEE ROOM 1, DISTRICT COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY,
HERTFORDSHIRE SG6 3QA**

on

WEDNESDAY, 18 NOVEMBER 2009

at

7.30p.m.

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA
PART I

ITEM	PAGE
1. APOLOGIES FOR ABSENCE	-
2. MINUTES – 23 SEPTEMBER 2009 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 23 September 2009.	-
3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of 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.	-
4. CHAIRMAN'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a prejudicial or personal 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 prejudicial interest can speak on the item, but must leave the room before the debate and vote.	-
5. PUBLIC PARTICIPATION To receive presentations and petitions from members of the public including: <ol style="list-style-type: none">1. Rhapsode;2. Stevenage Leisure Ltd – Letchworth Swimming Pool – Extended Hours Review;3. Norton Community Archaeological Group;4. Letchworth Garden City Bowls Club;5. Guideposts Trust;6. Letchworth Arts Centre.	1
6. CHAMPION NEWS AND FINANCE REPORT REPORT OF THE ACTING HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <ol style="list-style-type: none">1. To consider area budgets, including grant applications from the following organisations:<ol style="list-style-type: none">a) Letchworth Garden City Bowls Club;b) Letchworth Arts Centre;c) Guideposts Trust;d) Norton Community Archaeological Groupe) 248 (Letchworth) Squadron Air Training corps	3

2. To advise the Committee of the activities and schemes with which the Community Development Officer has been involved since the last meeting held on 23 September 2009.

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|------------|---|-----------|
| 7. | <p>LETCHWORTH TOWN CENTRE DISPERSAL ORDER - REVIEW OF EFFECTIVENESS</p> <p>REPORT OF THE HEAD OF POLICY, PARTNERSHIPS AND COMMUNITY DEVELOPMENT</p> <p>Including a presentation by Inspector Jason Thorne, Hertfordshire Police.</p> | 21 |
| 8. | <p>CORPORATE BUSINESS PLANNING 2010 – 2011: EFFICIENCIES AND INVESTMENTS</p> <p>REPORT OF THE STRATEGIC DIRECTOR OF FINANCE. POLICY AND GOVERNANCE</p> <p><i>NOTE: PLEASE NOTE THAT FOLLOWING THE MEMBERS' BUDGET WORKSHOPS, ADDITIONAL INFORMATION MAY BE PROVIDED FOR THIS MEETING AFTER THE PUBLICATION OF THIS AGENDA.</i></p> <p><i>To allow the Area Committees to review and comment on Corporate Business Planning – Efficiencies and Investments for 2010 to 2011.</i></p> | 29 |
| 9. | <p>SECTION 106 AGREEMENTS AND UNILATERAL UNDERTAKINGS</p> <p>REPORT OF THE PLANNING CONTROL AND CONSERVATION MANAGER</p> <p>To provide the Committee with an update on the comprehensive details of the current Section 106 Agreements and Unilateral Undertakings in Letchworth as at 30 October 2009.</p> | 65 |
| 10. | <p>WARD AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS</p> <p>To receive any oral reports from Members regarding Ward matters and Outside Organisations.</p> | 67 |

The final dates for Letchworth Area Committee Meetings in the Civic Year 2009/2010 are:

13 January 2010

10 March 2010

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<p style="text-align: center;">LETCHWORTH AREA COMMITTEE 18 NOVEMBER 2009</p>

<p>*PART 1 – PUBLIC DOCUMENT</p>	<p>AGENDA ITEM No.</p> <p style="text-align: center;">5</p>
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PUBLIC PARTICIPATION

Six presentations are expected during public participation as follows:

1. Rhapsode;
2. Stevenage Leisure Ltd – Letchworth Swimming Pool (Extended Hours Review);
3. Norton Community Archaeological Group;
4. Letchworth Garden City Bowls Club;
5. Guideposts Trust;
6. Letchworth Arts Centre.

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TITLE OF REPORT: CHAMPION NEWS & FINANCE REPORT

REPORT OF THE ACTING HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To advise the Committee on the current expenditure and balances of the Area Committee delegated budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for Area Committee Development Discretionary Grant Funding made by community groups and local organisations.
- 1.3 To advise the Committee of the activities and schemes with which the Community Development Officer has been involved.
- 1.4 To bring to the Committee's attention some important community based activities that will be taking place during the next few months.

2 THE FORWARD PLAN

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

3. PROJECT/ ACTIVITY/ SCHEME DETAILS

3.1 Hillbrow Play Area

Works have started to install new play equipment at the site and scheduled to be completed in 4 or 5 weeks. A formal opening is to be planned shortly after completion and Members will be informed of the details of this event.

3.2 Letchworth Festival 2010

The Community Development Officer has been supporting a steering group to develop this event and to build on the successes of last year's Festival Fortnight.

The Festival will cover the period from Saturday June 26th to Sunday 11th July 2010 and the group is drawing up a programme of events to occur in and around the Town.

They are working in partnership with the LGC Heritage Foundation, The Town Partnership, the Letchworth Arts Council and Friends of Mrs Howard Hall.

In addition they are liaising with a number of local community groups and businesses that are planning to host events as part of the Festival Fortnight.

3.3 **Letchworth Youth Council**

The Letchworth Community Development Officer has completed a signatory mandate for the Letchworth Youth Council's bank account which currently has a balance of £1548.

In partnership with Youth Connexions the Community Development Officer has set up a meeting with the remaining members of the Youth Council to take place on Tuesday 10th November. It is hoped that a verbal update on this meeting can be made to Members at the November Area Committee Meeting.

3.4 **Westbury Action Group**

Contact has been made with the remaining members of the Westbury Action Group. It seems that the core of the committee is still keen to develop provision for Young People on the Westbury Estate. They have invited the Community Development Officer to attend their next meeting, date to be confirmed.

3.5 **LEAYP (LEtchworth Action for Young People)**

This new group is being established forming a consortium of agencies that are involved in the provision of services for Children and Young People.

The group has established a list of core objectives:

- Clarify, co-ordinate and promote information on what is available in Letchworth for children and young people
- Identify gaps in provision
- Seek engagement of Letchworth children and young people
- Draw up an action plan and identify capacity to meet the gaps
- Explore feasibility of funding and appointing an advocate for Letchworth children and young people who can assist LEAYP to meet its objectives, including by fund-raising.

The lead on this project is the Letchworth Extended Schools co-ordinator Sylvia Daintry and there are 34 representatives from local agencies that have expressed an interest of being involved.

An initial core group has been established which includes representatives from Local Schools, NHDC, LGC Heritage Foundation, Herts County Council, Children's Centres and Herts Police.

4. **FUNDING DECISIONS TO BE MADE / CONSIDERED**

4.1 A spreadsheet showing the detailed spend to date of the Area Development budget is enclosed as Appendix 1.

4.2 Four grant funding requests / schemes have been received for the Area Committee to consider:

4.2.1 Letchworth Garden City Bowls Club

The Club is seeking £1480 Grant funding as a 50% contribution to the cost of providing security shutters for the pavilion windows following persistent vandalism. The Club is to apply to the Letchworth Garden City Heritage Foundation for the remaining 50% of the cost.

4.2.2 Letchworth Arts Centre

The Arts Centre is seeking grant funding of £2000 towards the cost of modifying lighting and installing sensors that enable lights go on only when someone enters a room. This adaptation will improve energy consumption by more than 50%. This in turn will greatly reduce the running costs of the Centre.

4.2.3 Guideposts Trust

Guideposts Trust is a charity that provides training to Adults with learning disabilities. They provide NVQ qualifications by providing practical 'hands on' training and experience through the café based in the Letchworth Arts Centre. Guideposts are seeking £1000 grant funding towards the continuation of their Employment Training Scheme.

4.2.4 Norton Community Archaeology Group

Norton Community Archaeological Group are seeking £1500 funding towards a project to translate the Manorial Court Records into standard English from the original Latin text. This project is expected to take several years and the group have identified the country's leading expert in this type of translation. When complete the records will be published for community use and provide an invaluable resource to local historians, schools and societies. The group have also applied to the Heritage Lottery Fund and the LGC Heritage Foundation for £10,000 grant funding from each body.

4.2.5 Open Air Pool extended opening hours

For the committee to consider extending the opening hours for the Letchworth Outdoor Pool 2010 season. Costs have been calculated using North Hertfordshire District Council's management fee.

The following table provides a number of options that SLL wish the committee to consider: -

Options	Detail of options	Costs
Option 1 (3 Nights)	3 Nights a week for 2 hours during summer hols (7 weeks)	£5541.48
Option 2 (2 Nights and 2 Mornings)	2 Nights a week for 2 hours and 2 Mornings a week for 1 hour, during school hols (7 weeks)	£5541.48
Option 3 (2 Nights + 1 Morning)	2 Nights a week for 2 hours and 1 Morning a week for 1 hour, during school hols (7weeks)	£4617.90
Option 4 (x3 Evenings)	3 Nights a week for 1 hour for 14 weeks	£5541.48
Option 5 (2 Nights)	2 Nights a week for 2 hours during summer hols (7weeks)	£3694.32
NB	<p>One hour extended opening would be 18.00 – 19.00 and 2 hours would extend the opening time until 20.00.</p> <p>Early morning opening would be 7am instead of 8am opening.</p> <p>School holiday 19th July – 5th September 2010</p>	

Given a preference the contractor favours option 1 as this is the basis that was undertaken this year and it enables more people to use the pool, especially by adults after work during the warmer mid summer season.

Option 2 is the next preferred option as this allows the opportunity to target early morning swimmers but also allows 2 evenings per week where the pool would remain open.

5. LEGAL IMPLICATIONS

- 5.1 The Committee has delegated powers to administer funds from the budgets described.
- 5.2 There are no other legal implications pertinent to this report.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 Members are asked to note the information detailed in Appendix 1 of the report, which relates to the Area Committee budget balances for the current financial year 2009/10.
- 6.2 The spreadsheet also details the pre-allocations carried forward from the previous financial year 2008/09 to the current financial year 2009/10.
- 6.3 In addition, the spreadsheet includes the balances relating to allocated Visioning Budgets available within the Letchworth area.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 7.1 There are no human resource and equalities implications pertinent to this report.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects.
- 8.2 Consultation with the respective officers and external agencies / groups has taken place with regard to the funding proposals for Area Committee Discretionary Development Funds.

9. RECOMMENDATIONS

- 9.1 The Committee is asked to note the budgetary expenditure, balances and carry forwards from the Development Budgets and the Visioning Budgets.
- 9.2 That the Committee considers a grant £1480 as support funding for the Letchworth Garden City Bowls Club as 50% funding towards security shutters for the pavilion.
- 9.3 That the Committee considers a grant of £2000 as support funding for the Letchworth Arts centre in order to modify lighting and install sensors that will reduce the buildings energy bills.
- 9.4 That the Committee considers a grant of £1000 towards the cost of providing an Employment Training Scheme run by Guidepost Trust based in the Letchworth Arts Centre.

- 9.5 That the Committee considers a grant of £1500 towards the cost of translation of rare historical documents as part of a project coordinated by the Norton Community Archaeological Group.
- 9.6 That the Committee considers funding the extended opening hours for the Letchworth Outdoor Pool 2010 season.
- 9.7 That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well-being for Letchworth Garden City.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To ensure that the Committee are kept informed of the work of the Community Development Officer.
- 10.2 This report is intended simply to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation, assists in the effective financial management of the Area Committee's budget and ensures actions are performed within the Authority's Financial Regulations and the guidance in the Grants procedure.
- 10.3 The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims and Strategic Objectives of the Council.
- 10.4 The allocation of funds will improve the services provided by local organisations and groups that are available and accessed by members of the community.

11. APPENDICES

- 11.1 Appendix 1 – Spreadsheet of Committee Delegated Budgets 2008/09
- 11.2 Appendix 2 – Letchworth Garden City Bowls Club Grant Form
- 11.3 Appendix 3 – Letchworth Arts Centre Grant Form
- 11.4 Appendix 4 – Guideposts Trust Grant Form
- 11.5 Appendix 5 – Norton Community Archaeological Group Grant Form
- 11.6 Appendix 6 – Highways JMP Report

12. CONTACT OFFICERS

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Letchworth Budget 2009/2010

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>
<u>Revenue Visioning</u>	£8,580	£8,580	£2,750	£5,830	£0
<u>Capital Visioning</u>	£92,100	£62,100	£11,538	£50,562	£30,000
<u>Memorandum of Understanding</u>	£28,850	£28,852	£28,852	£0	£2
<u>Small Area Grants</u>	£2,400	£1,500	£1,500	£0	£900
<u>Discretionary</u>	£32,900	£23,768	£15,180	£8,588	£9,132
<u>General Town Centre</u>	£9,430	£2,000	£2,000	£0	£7,430
Total	£174,260	£126,800	£61,820	£64,980	£47,460

Letchworth Budget 2009/2010

<u>REVENUE VISIONING</u>	<u>Funding</u>	<u>Year Allocated</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Preallocated amount C/F from 2008/09	£8,580	2007/2008	Visioning	£4,830	2008/09	£0	£4,830		
		2008/2009	Wilbury Youth Diversionary Project	£3,750	19.03.08	£2,750	£1,000		
Total	£8,580			£8,580		£2,750	£5,830	£0	

<u>CAPITAL VISIONING</u>	<u>Funding</u>	<u>Year Allocated</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Capital Visioning	£92,100		Grange Community Garden Project	£45,745	13.12.06	£0	£45,745		
			Norton Common Management Plan	£16,355	19.03.08	£11,538	£4,817		
	£92,100			£62,100		£11,538	£50,562	£30,000	

<u>MEMORANDUM OF UNDERSTANDING</u>	<u>Funding</u>	<u>Year Allocated</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Base Budget 2009/10	£28,850		Letchworth Town Twinning Association	£370	20.04.09	£370	£0		
3 year agreements until March 2012			Howard Garden Social Club	£6,300	08.05.09	£6,300	£0		
			Yvonne Savage Club	£400	20.04.09	£400	£0		
			Letchworth Mind	£400	19.11.08	£400	£0		
			Wednesday Drop in Club	£650	20.04.09	£650	£0		
			Letchworth Garden City Community Group	£1,000	30.04.09	£1,000	£0		
			North Herts CVS hall hire	£4,628	07.05.09	£4,628	£0		
			Letchworth Garden City Band hall hire	£2,604	07.05.09	£2,604	£0		
			Letchworth Arts Centre	£12,500	14.01.09	£12,500	0		
Total	£28,850			£28,852		£28,852	£0	£2	

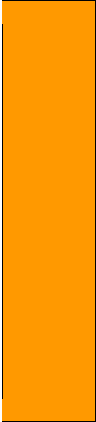
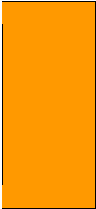
APPENDIX 1

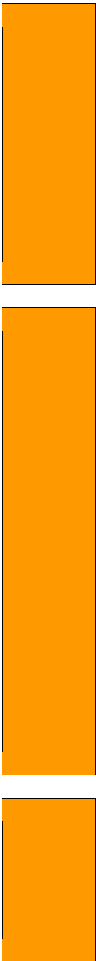
DEVELOPMENT BUDGETS

SMALL AREA GRANTS	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Preallocated Funds Brought Forward from 08/09	£1,500		Jackmans Funday	£1,000	05.05.09	£1,000	£0		
			Roundabout Improvement	£500	11.03.09	£500	£0		
Base Budget 2009/10	£900								
Total	£2,400			£1,500		£1,500	£0	£900	

Discretionary Budgets	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Preallocated Funds Brought Forward from 08/09	£9,370		Westbury Youth Provision	£5,000	23.07.08	£0	£5,000		
			Salvation Army	£4,370	11.03.09	£4,370	£0		
Base Budget 2009/10	£23,530		Extended opening Letchworth Outdoor Pool	£5,500	14.01.09	£5,535	-£35		
			Salvation Army	£1,130	11.03.09	£1,130	£0		
			Rhapsode	£1,250	10.6.09	£1,250	£0		
			Whitethorn Wanderers FC	£1,000	22.7.09	£961	£39		
			Letchworth GC Eagles Y FC	£454	22.7.09	£434	£20		
			St Georges Church Hall	£2,500	22.7.09	£0	£2,500		
			Caribbean Harmony Group	£300	29.9.09	£300	£0		
			Cheap as Chips, hall hire	£1,064	23.09.09	£0	£1,064		
			Letchworth 26 Club, hall hire	£200	23.09.09	£200	£0		
			North Herts Road Runners	£1,000	23.09.09	£1,000	£0		
Total	£32,900			£23,768		£15,180	£8,588	£9,132	

GENERAL (TOWN CENTRE)	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Base Budget 2009/10	£9,430		Letchworth Town Centre Partnership	£2,000	22.7.09	£2,000	£0		
Total	£9,430			£2,000		£2,000	£0	£7,430	





APPENDIX 6

HIGHWAYS WORK PROGRAMME							
Letchworth Area Committee							
JMP/NHDC Area Committee Match Funded Highway Schemes				Year: 2009/10			
HCC Unique Ref. No.	Project/Scheme Work Area	Lead Officer	Costs	Start Date	Finish Date	Review of Progress	
						Traffic Light	Comments
WBS HR07601	A505 / Willian Way, Letchworth – traffic signal improvements	Ron Jack	£2,000	Awaiting Confirmation	Awaiting Confirmation	Green	Discussions confirmed that the following improvements were feasible; re-siting of the stop line, a centre lane mark, anti skid surfacing and the re-cutting of the stop line loop. The aim of these changes is to make the traffic signal heads more visible to drivers waiting to emerge from Willian Way and the estimated cost is £2,000.
WBS HR07256	Spring Road, Letchworth - feasibility study to mitigate dangerous driving practises	Roger Flowerday	£6,000	Ongoing	Ongoing	Green	
WBS HR07597	Verge Protection – Highfield, Letchworth	Ron Jack	£5,200	Awaiting Confirmation	Awaiting Confirmation	Green	
WBS HR07597	Verge Protection – Green Lane, Letchworth	Ron Jack	£1,600	Awaiting Confirmation	Awaiting Confirmation	Green	
WBS HR07597	Verge Protection – Grange Road, Letchworth	Ron Jack	£4,300	Awaiting Confirmation	Awaiting Confirmation	Green	

APPENDIX 6

HIGHWAYS WORK PROGRAMME							
Letchworth Area Committee							
JMP/NHDC Area Committee Match Funded Highway Schemes				Year: 2009/10			
HCC Unique Ref. No.	Project/Scheme Work Area	Lead Officer	Costs	Start Date	Finish Date	Review of Progress	
						Traffic Light	Comments
WBS	Letchworth Ln / j/w William rd – traffic safety / management concerns regarding junction especially visibility	Ron Jack		Awaiting Confirmation	Awaiting Confirmation	Amber	HH officer to investigate to establish whether scheme is feasible

*Part 1 – PUBLIC DOCUMENT	<p style="text-align: center;">AGENDA ITEM NO.</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">7</p>
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TITLE: LETCHWORTH TOWN CENTRE DISPERSAL ORDER – REVIEW OF EFFECTIVENESS

REPORT OF THE HEAD OF POLICY, PARTNERSHIPS AND COMMUNITY DEVELOPMENT

1. SUMMARY

- 1.1 This report is intended to provide an update to the Letchworth Area Committee on the effectiveness of the Dispersal Order for Letchworth Town Centre, put into place in May 2009.
- 1.2 Based on the findings of that statistical data, this report also contains the views of officers, from both the Herts Constabulary and NHDC, regarding the extension of the Dispersal Order for another six month period.

2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan. Any decision made to renew a Dispersal Order, even as in this case across ward boundaries, is that of the Police to evidence and seek approval, not a decision for the Council itself.

3. BACKGROUND

- 3.1 The power to designate an area as subject to a dispersal order is contained in Part 4 of the Anti Social Behaviour act 2003. In order to obtain a dispersal order, it is required that the local authority provides relevant support by signature of the Chief Executive as chairman of the statutory Crime and Disorder Partnership to a completed and signed proposal with supporting evidence from the Police Superintendent.

Any decision would still need to follow the normal principles regarding local authority decision making i.e. based on sound evidence and be logical and not unreasonable etc.

- 3.2 The powers afforded to the police in the use of a Dispersal Order are discretionary, ***and can be used to disperse of two or more people where their presence will result, or is likely to result, in a member of the public being 'harassed, intimidated, alarmed or distressed', or showing a very clear intention to cause antisocial behaviour.*** This could include being under the influence of drink, or drinking in a public place or even antisocial use of a car, each of which could relate to a number of areas within the town centre.

- 3.3 Dispersal Orders have received adverse media coverage in the past due to the perception that they are only put in place to deal with 'young people' or that they are applied rigorously to any group of more than two people – *these are both misconceptions*. It should be made clear from the outset in any implementation that the application of these powers, whilst at the discretion of the police, are in no way deemed to prevent groups of young people acting within the law from gathering in an area, socialising and enjoying themselves. That was also the intention at the commencement of the Letchworth order, and to date whilst the power has been used to good effect, there is no evidence that this has had any adverse impact on those visiting the town during the day, or taking part in the night time economy, who are genuinely here to enjoy themselves, causing little problem to others.
- 3.4 The implementation of a Dispersal Order requires a request from the Police Superintendent to be passed to the Local Authority Chief Executive for approval. A map showing the area of implementation must be prepared and agreed, and once agreed, details published in the local paper; this would generally take only a matter of weeks from commencement of the process. It is true to say that in Letchworth, and more recently in Hitchin, this process has taken at most two weeks from submission of evidence to implementation, which means they are not only effective but able to react quickly.
- 3.5 A Dispersal Order is in place for up to six months and subject to review by the Police and partners regarding its effectiveness. One aspect which must be considered in the implementation of a Dispersal Order is the potential impact this could have on domestic properties immediately surrounding the town centre. The existence of an order covering the area must, for example, be included in any home purchase packs and could have an adverse effect on either the price or ability to sell homes, particularly in a difficult market – but in risk management terms that has much less impact than a potential purchaser realising that there is ASB in close proximity to their proposed home and little is being done to deal with the issue. It is also the case that the situation is reviewed six monthly and should the problem change or dissipate, then of course the order can cease or be moved slightly into another location.

4. REVIEW OF THE LETCHWORTH DISPERSAL ORDER

- 4.1 The Letchworth Dispersal Order came into force on Friday, May 29 and can remain in place until December 1, 2009.
- 4.2 The data attached at Appendix A relates to the number of interventions made by the Police, not only with regard to drink related activity. Of course, it should also be borne in mind that these interventions take place alongside a considerable amount of other incidents and community safety work. Throughout the last two years, police officers and PCSOs, working in partnership with North Herts District Council, have been using different tactics to reduce incidents of anti-social behaviour in the town centre, which include high visibility and plain clothes patrols, the use of CCTV and targeting those believed to be involved in incidents. The teams have also visited schools to educate young people of the issues around anti-social behaviour, known as 'respect agenda' to promote good behaviour. The latest was at Fearnhill in the early summer, with Highfield to take part shortly.

- 4.3 In view of the effectiveness of the dispersal order with regard to virtually stopping street drinking (the most major concern) and for reducing noise related nuisance, it is recommended by officers that the implementation should continue by seeking a renewal for another six months, from the original December completion date.
- 4.4 However, one of the areas which we must also consider in this review is that of the impact of displacement of people into other adjoining areas. For Letchworth, there is evidence of a recent rise in the number of ASB incidents surrounding Norton Common, including criminal damage to the bowls club premises and gatherings of quite large groups of youngsters in particular. The Police and NHDC officers will therefore seek approval from the superintendent of police to extend the order to include Norton Common in order that this impact can be reduced over the subsequent six month period and the effect of that action will be reviewed again regularly, and formally reported at the end of that six month period.

5 LEGAL IMPLICATIONS

- 5.1 Action to target underage drinking includes 'proof of age' schemes, alcohol education, alternative labelling of alcohol and wider use of the powers under the Confiscation of Alcohol (Young Persons) Act 1997. In addition the Licensing Act 2003 also creates offences for the sale of alcohol to or on behalf of children. Test purchases continue to be used to identify premises selling alcohol to minors, but there is also evidence that many drinking under age access alcohol by purchase by an older sibling, friend or bringing it from home. These powers remain available to the police to enforce as appropriate, alongside any Dispersal or other Order.
- 5.2 The Violent Crime Reduction Act 2006 also introduced a new power (section 27) for a police officer to issue a direction to an individual requiring him to leave a locality for up to 48 hours if he is likely to cause or contribute to alcohol related crime or disorder in the locality. In addition the police have existing powers to issue on the spot penalties for being drunk in the highway or other public place (section 12 Licensing Act 1872) and for disorderly behaviour while drunk in a public place (section 91 Criminal Justice Act 1967).
- 5.3 The power to designate an area as subject to a dispersal order is contained in Part 4 of the Anti Social Behaviour act 2003. In order to obtain a dispersal order, it is required that the local authority provides relevant support by signature of the Chief Executive as chairman of the statutory Crime and Disorder Partnership to a completed and signed proposal with supporting evidence from the Police Superintendent.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The implementation of a Dispersal Order is of relatively low cost, since it is instigated by the Police, supported by the Local Authority Chief Executive as Chairman of the CDRP, and requires only a public notice informing of its implementation, generally by use of website, neighbourhood newsletter and the local newspaper. Unlike a Designated Place of Public Order (alcohol free zone) the area does not require the additional purchase and installation of metal street signage, reducing implementation times and costs very considerably.

- 6.1.1 The risk of increased perception that 'there is a problem' by the implementation of a dispersal order required is considerably lower than that of having no order in place and antisocial activity continuing.

7. HUMAN RESOURCES AND EQUALITIES IMPLICATIONS

- 7.1 The Council recognises the changing nature of equality legislation and incorporates national legislation and regulations into its scheme and services as appropriate, as set out in the Corporate Equality Strategy. The Race Relations (Amendment) Act 2000 marked a very significant innovation in the legal framework. It placed much of what was previously only advisory and voluntary on to a statutory footing. The Act extends the provisions of the Race Relations Act 1976 to cover all the activities of all public authorities. It makes important extensions to public authority duties. Equivalent statutory duties have been created for disability by the Disability Discrimination Act 2005 and for gender by the Equality Act 2006. These duties divide into a general duty and specific duties.
- 7.2 Any activity undertaken to implement the Dispersal Order in Letchworth must therefore take full account of the Race Relations Act 1976 and subsequent amendments, the Antisocial Behaviour Act from whence the ability to raise such an order was applicable, and with full regard of the Human Rights Act.
- 7.3 The agreement to police the dispersal order zone is made with the Herts constabulary and any additional police resource or reallocation of duties is therefore subject to consideration by and agreement of the Superintendent supporting any submission.

8 RECOMMENDATIONS

- 8.1 That Letchworth Area Committee note the impact of the Dispersal Order currently in place for the town centre.
- 8.2 That Letchworth Area Committee support the officers' findings with regard to the continuation of the Order for another six month period from December 2009 and request that the Police Superintendent make another submission to this effect as soon as possible.

9 REASONS FOR RECOMMENDATIONS

- 9.1 To ensure that the Dispersal Order currently in place and seen to be working effectively can be continued for another six month period.

10 CONSULTATION

- 10.1 The implementation of a dispersal order is based on the submission of evidence from the Herts Constabulary, but the proposal to implement and extend the order has been subject to discussion with the Portfolio Holder and Chairman of the local Area Committee as well as through the Crime and Disorder Reduction Partnership.

11. APPENDICES

Appendix A – Interventions made by Hertfordshire Constabulary in the Letchworth Dispersal Order Area.

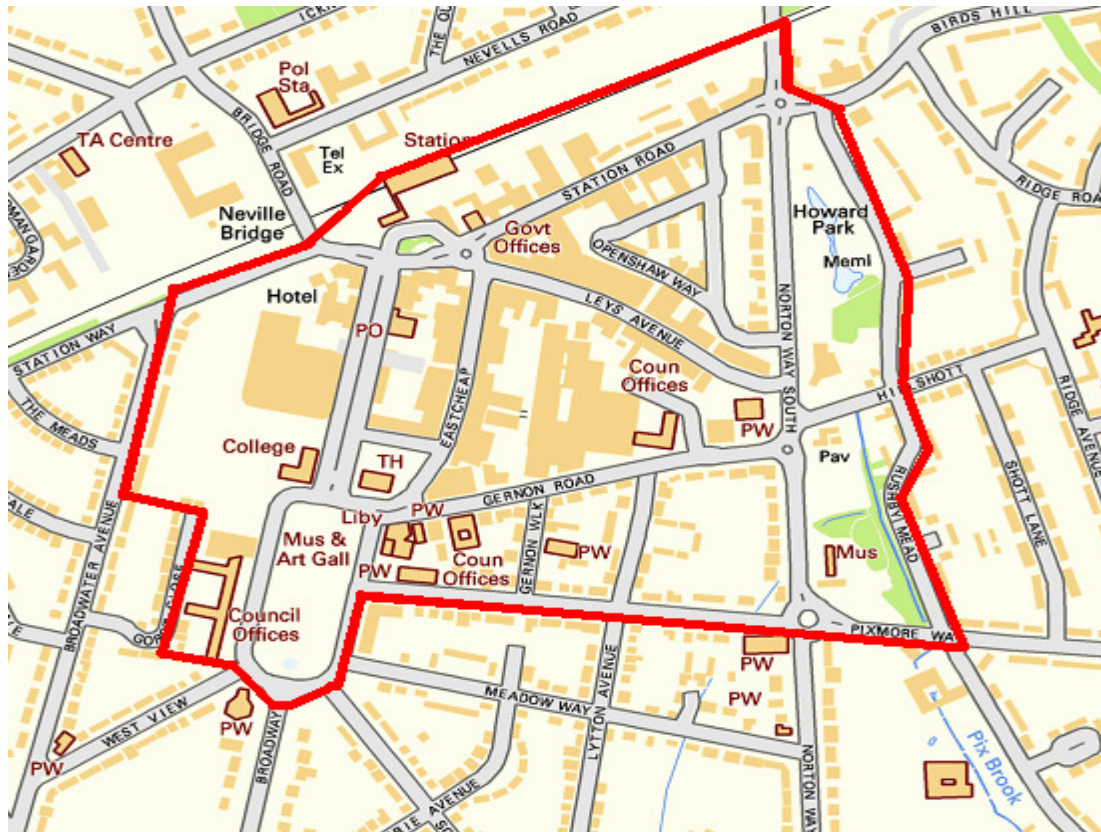
12. CONTACT OFFICERS

Liz Green,

Head of PP and CD

Chief Inspector Geoff Camp

Hertfordshire Constabulary



Crime and ASB within the dispersal area - Letchworth

Crime Analyst: Hannah Davidson

Date 3/11/2009

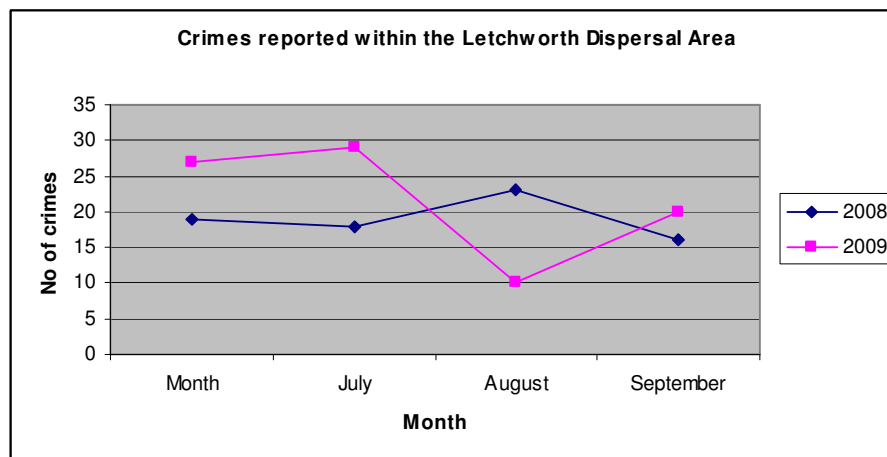
APPENDIX A

Data Collation and Limitations

All crime and ASB was extracted from NMIS which draws its information from reports on CIS and OASIS. The British Transport Police data between 1st July and 31st October 2009 could not be obtained so this is not included as comparisons could not be made.

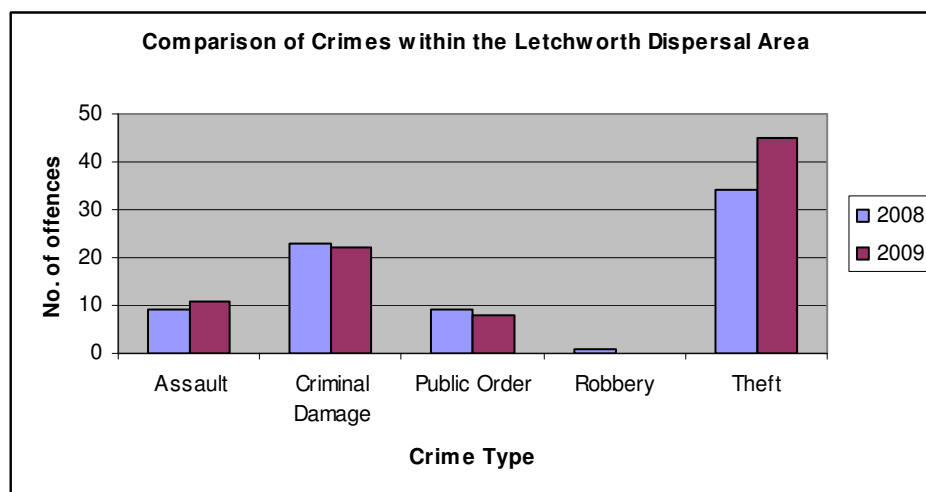
Breakdown of crimes

Overall crime has seen an increase of 11.6% (10 offences) – this is against 15% reduction in overall crime across the district, the largest in Hertfordshire. **The graph below illustrates the crimes reported within the Letchworth dispersal area between 1st July and 31st October 2008 and 2009. Although crime was higher in 2009 than 2008 most crime types have seen a decrease** (see graph below). The only crime types that have seen an increase are assaults and thefts.



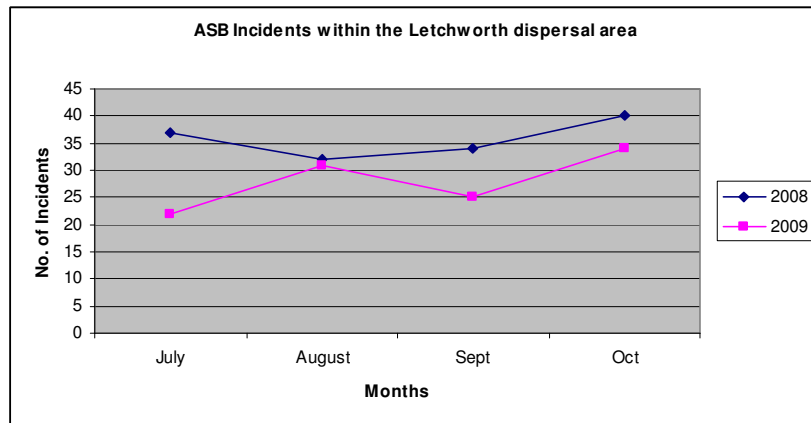
Crime by type

The graph below illustrates the number of crimes, by type, reported each year. **During 2008 there were 3 alcohol related crimes reported in the dispersal area and in 2009 this had increased to 7 offences.** In 2008 there were no racial incidents but in 2009 1 was reported. As mentioned above assault and theft have seen an increase in offences but **criminal damage, public order and robbery have all reported decreases within the dispersal area.**



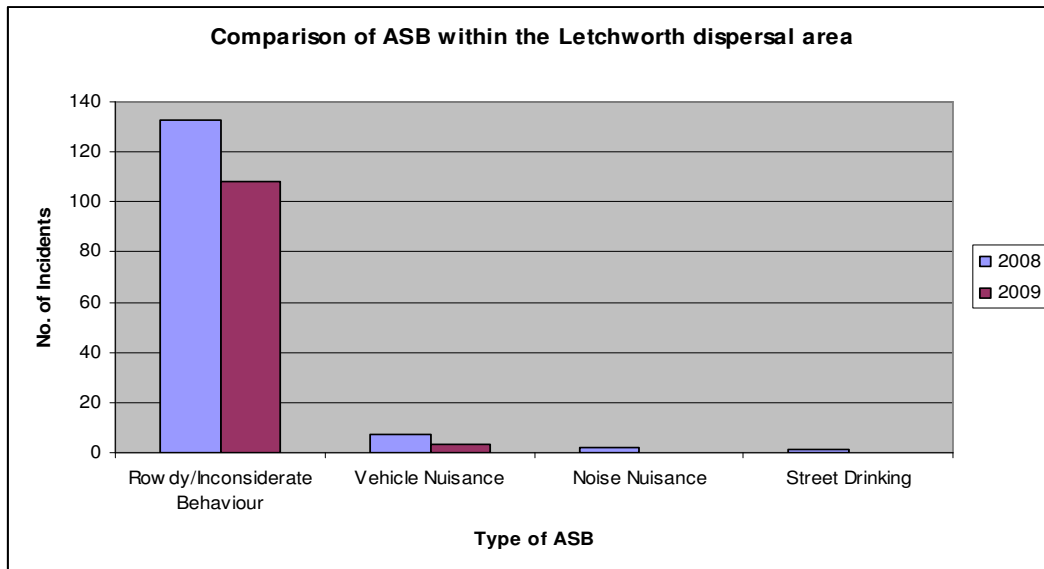
Breakdown of incidents

Overall incidents have seen a decrease of 21.7% (31 incidents). The graph below illustrates the number of incidents reported within the dispersal area between 1st July and 31st October 2008 compared to 2009. Between these dates 2009 has seen a consistent decrease in reported incidents compared to the previous year.



ASB by type

The graph below illustrates the number of incidents, by type, reported each year. All ASB has seen a decrease in 2009 when compared to the same period the previous year. Of particular note are noise nuisance and street drinking which have seen no reported incidents between 1st July and 31st October 2009 within the dispersal area. Rowdy and inconsiderate behaviour has the highest impact on the area despite seeing a decrease in offences since the dispersal order was implemented.



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TITLE OF REPORT: CORPORATE BUSINESS PLANNING 2010/11 – EFFICIENCIES AND INVESTMENTS

REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY & GOVERNANCE

1. PURPOSE OF REPORT

- 1.1 Update Cabinet on the budget pressures and required efficiencies target if the Council is to keep within the financial parameters set out in its Medium Term Financial Strategy for 2010-2011.
- 1.2 Inform Cabinet on progress of the Corporate Business Planning process.
- 1.3 Present to Cabinet the list of efficiencies and investment proposals submitted by officers for 2010/11 and onwards and seek agreement for the items to be included in the list of efficiencies and investment proposals for consultation at the member budget workshops on the 3rd and 4th November and with Scrutiny, Area Committees, Local Strategic Partnership and Business Ratepayers from November to December.

2. FORWARD PLAN

- 2.1 This report contains a recommendation on a key decision that was first notified to the public in the Forward Plan on the 1st August 2009.

3. BACKGROUND

- 3.1 The Council's Medium Term Financial Strategy (MTFS) was presented to Cabinet on the 15th July 2009 and the accompanying report outlined the following:
 - the financial background to the Corporate Business Planning (CBP) process for the period 2010 to 2015.
 - the known funding pressures which the Council will face in that period and the Council's medium term financial forecast.
 - the strategy for dealing with any funding gap.

- 3.2 In identifying the likely Council Tax requirement, the report focussed on the national economic situation and the pressures on expenditure and income streams. The strategy was based on the following assumptions:
- Year on year spend is adjusted to take account of cyclical variations in expenditure
 - Investment income falls in accordance with the cash flow/investment projections to take account of the reducing balance of capital receipts and assumptions regarding interest rates.
 - Assumed average base rate of 3.5% for 2010/11 and then 4.0% for subsequent years.
 - Any approved one-off increase in expenditure or carry-forward budgets for 2009/10 have been removed from the base figures for 2010/11 and subsequent years.
 - Known Government Support until 2011 and thereafter maintained at existing cash level.
 - Contract inflation in accordance with individual contractual terms.
 - Pay inflation at 1.5%
 - Pay increments due in 2010/11 (approximately £175k)
 - Superannuation contribution of 22.6% until 2012/13 when it is estimated contributions will need to increase by 10% to meet the liability in the pension fund. The next pension fund valuation is to be completed in 2010. The council could apply to make a capital contribution to the fund which would reduce the contribution rate in the future.
 - General inflation of 3% on expenditure and 3% on fees and charges income
 - Use of the general fund special reserve will happen on a phased basis to prevent erratic movements in Council Tax increase.
 - The Council tax base figure will rise by 0.5% per annum.
 - The minimum General Fund balance should be 5% of net expenditure, plus an allowance for identified risks.
 - Allowance for Statutory and political priority decisions of £250k per annum
 - Any investment in Area Committee budgets to reflect additional responsibilities will be offset by reductions in Directorate budgets.
 - Vacancy control target set at 4% of salary budget to yield in the region of £581k towards the efficiency target.
- 3.3 The MTFs is an integral part of the CBP process, providing the financial analysis to complement the objectives in the Corporate Plan.
- 3.4 The MTFs recommended a continuation of a phased use of balances to bring the amount held in balances and reserves back to the 5% of net General Fund expenditure plus an allowance of £440k for known risks.
- 3.5 The CBP process set a cashable savings target for 2010/11 at £1.3million in order to meet the Gershon efficiency target and enable the expenditure requirement to be managed. An allowance of £250k was made for investment for statutory and Government led and political priority decisions.
- 3.6 The CBP Process starts from the draft Corporate Plan and seeks to ensure that the identified policies and priorities of the Council drive the budget allocations. To assist in the analysis of how our budget links with the Council's three priorities each efficiency and investment proposal is linked to the priorities and discussed with the Corporate Plan as the back-drop.

- 3.7 This year, in light of the difficult financial situation, the CBP process was started early. Officer's identified a potential £905k of efficiency proposals which were discussed at Member workshops in July. These proposals are included as Appendix B and C to this report as the first round of proposals.
- 3.8 Part of the CBP process involves the Challenge Board, comprising the Chief Executive, the three Strategic Directors and the Accountancy Manager scrutinising the Council's budgets for potential areas of efficiency. As part of the Council's intention to improve the value for money of its services, Heads of Service were asked to work on value for money reviews of their services. The reviews would provide a better understanding of the cost and performance of the services and also lead to proposals for future improvement and efficiencies. Heads of Service were also asked to identify a top list of options for making efficiencies which may have an impact on services but are in effect the least worst options of those Council services that are discretionary or statutory services that are delivered above the minimum obligated standard.
- 3.9 Each Head of Service was subject to a challenge session which focused on the value for money of services. This resulted in a more robust challenge process than in previous years and has identified a list of potential efficiency and investment proposals. As a result of discussion and fact finding at this forum some of the preliminary proposals were dropped, further budget efficiencies extracted and further information was sought on other areas that could be explored.

4. ISSUES

Medium Term Financial Forecast

- 4.1 Since the meeting in July, the base budget figures have been reviewed and Appendix A1, A2 and A3 presents three versions of the current general fund projected position as at October 2009. Version A1 assumes a Council Tax increase of 0.5%, version A2 1.5% and version A3 2.5%. The 2009/10 and onwards base figures includes the items agreed as on-going investment when setting the current year's budget and known changes following the closure of 2008/09 accounts and the 1st quarter budget monitoring review. Any further changes to the anticipated 2009/10 outturn position will be reported at the December Cabinet meeting when the draft budget recommendations will be made.
- 4.2 As well as the base figures, the parameters contained with the financial management strategy have been reviewed and the revised position is also summarised in Appendix A. The following changes have been made to the forecast:
- Contract inflation assumes RPI will remain negative and RPIX will be 1.5%
 - No general inflation on other expenditure and discretionary income.
 - Pay inflation at 1%
- 4.3 The estimated income from investments has also been revised to reflect no increase in the base rate. The Bank of England have maintained the base rate at 0.5% since March 2009. The general fund estimates assume an average base rate during 2010/11 of 2.5%. This assumption will be further reviewed and estimates may change before the budget is set in February 2010.
- 4.4 There has also been a review of the level of earmarked reserves and provisions required in the future and the contributions to and from the general fund. This is incorporated into the general fund estimates in Appendix A.

4.5 The financial management strategy includes an efficiency target of £1.3million for 2009/10. A total of £905k of efficiency proposals were identified in the first round and are included as Appendix B and C. This left a further target of £400k to be identified. The revisions in the assumptions, as detailed in 4.2 to 4.4, have increased this target to £450k, assuming a Council Tax increase of 1.5% (Appendix A2). Further efficiency proposals identified in Appendix D & E total £261k. This includes various options for increasing car parking charges. Although the identified efficiencies do not meet the target Members should be aware of the following issues:

- The 2010/11 efficiencies target could be reduced if investment proposals less than £250k are agreed.
- The estimates assume a Council Tax increase of 1.5%. An increase above this level would reduce the efficiency target. 1% on Council tax equates to approximately £100k.
- Key contracts in Leisure and Environmental services are up for renewal this year and the outcome of the contracts will impact on the budget estimates. Officers consider that further efficiencies may result. This information should be available for the December budget estimates report.
- The efficiency proposals put forward are considered to have the least adverse impact on service provision out of all potential options. The Corporate Business Planning process has been conducted to look at all options which would not impact on service provision first. Members may need to consider options which do impact on service provision in December if the budget gap has not been addressed.
- Figures are based on the best available information and may be subject to further change before the final budget is set in February 2010. There are, for instance, a number of items which are still subject to negotiation such as Concessionary Bus Fares (see paragraph 4.8).
- There may be further changes to the 2009/10 General Fund budget in the 2nd quarter monitoring report to the December Cabinet.

Car Parking

4.6 There are a number of proposals for income increases in Appendix E, some of which are linked to capital investment proposals in Appendix G. Any decision on car parking needs to be linked to the longer term car parking strategy. The Transport FSR referred to the fact that on-street parking, which is supposed to run at break-even, is in fact costing the Council money and is being subsidised by the off street car parks, see table 1 below:

Table 1: Net Income / Expenditure of On street / off street parking services

Actual 2008/09	Off street Parking £	On Street Parking £	Residents Parking £
Gross Expenditure	830,654	423,392	133,147
Gross Income	(1,468,664)	(172,084)	(67,880)
Net (Income)/Expenditure	(638,010)	251,308	65,267

4.7 The proposal to increase all car parking tariffs in April 2010 (R/3) and the proposal to introduce evening and Sunday charges (R/4) do not require capital investment while proposals to introduce on street charging either within town centres or around stations (R/5 and R/7) are linked to capital investment proposals. There is also an option to introduce charging in Baldock and Knebworth (R/8).

- 4.8 There is no budgeted increase in expenditure with regards to concessionary bus fares. A claim from bus operators for a higher settlement could be expected, for increased take up and fuel price inflation and may be higher than any increase in the Government Grant received. Negotiations with the bus operators are scheduled for late October 2009.

The current economic situation

- 4.9 With the current volatility in the market, prediction of future inflation and investment interest rates over the next 15 months will be difficult. Currently RPI is negative and RPIX is at 1.4% while the base rate remains at 0.5%. There is an expectation in the budget estimates that interest rates will increase over the coming year. This position will be reviewed closely over the next few months of the budget process.

Income

- 4.10 The Financial Management Strategy (FMS) aligns all increases for discretionary fees and charges to the annual inflation rate, which is currently negative. There is, therefore, no estimated increase in discretionary income in the budget estimates. Increases above or below the RPI requires budget approval.

Council tax

- 4.11 Members are aware that the FMS maintains the policy of containing council tax increases to no higher than two percentage points above RPI or 0% plus two percentage points where RPI is a negative figure and to stay within the government's council tax capping limit. RPI currently stands at -1.3%(August) and capping still at 5%. Appendix A2 is based on a 1.5% increase for 2010/11 and a following year on year increase of 1.5%. The same calculation using an increase of 2.5% in 2010/11 would result in an additional Council precept over the 5 year period 2010/11 to 2014/15 of approximately £500k.

Investment and Efficiency Proposals

- 4.12 The efficiency proposals for discussion, including those previously discussed at the July workshops, total £950k and there are also additional income increases identified of £217k giving total efficiencies of £1,167k. Against this, investment proposals totalling £219k have been identified. Table 2 gives a summary of the proposals by year. All proposals are detailed in Appendices B to H.

Table 2: Summary of Investment & Efficiency Proposals 2010/11

	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
Revenue Investment Proposals	219	171	126	126	126
Investment Allowance in Budget Strategy	250	250	250	250	250
Allowance in Strategy not used	-31	-79	-124	-124	-124
Efficiency Proposals:					
First Round Expenditure Efficiencies	-808	-803	-503	-503	-503
First Round Income Increases	-97	-36	-57	-80	-80
New Expenditure Efficiencies	-142	-137	-137	-137	-137
New Income Increases	-120	-153	-163	-163	-163
Total Efficiency & Income Proposals	-1,167	-1,129	-860	-883	-883
Efficiency target in the Strategy	-1,300				
Additional Efficiencies required following review of budget assumptions	-55				
Total Efficiency target for 2010/11	-1,355				
Efficiencies still required to meet target	-188				
Less: Investment allowance not used	31				
Efficiencies still required	-157				
Capital Proposals					
Funded by Capital Receipts (external funding will be sought for green space strategy proposals)	<u>1,785</u>	<u>1,095</u>	<u>395</u>	<u>310</u>	<u>275</u>

Investment proposals

- 4.13 Directorates have been asked to put forward investment items which meet one or more of the following criteria;
- Assist the Council in meeting the three priorities of; Town Centres, Green Issues and Sustainable Development
 - Are an absolute statutory requirement
 - Are invest to save items
- 4.14 Members will recall that an allowance of £250K for investment is included in the MTFs. Revenue investment proposals totalling £219K are included at Appendix F and Capital investment proposals of £1,785K are included in Appendix G.
- 4.15 Investment in ongoing town centre maintenance is included in proposals I/1 to I/3. In the longer term the proposal is to fund contributions into an earmarked reserve to fund maintenance as and when it is required.
- 4.16 Proposal I/4 is for the implementation of further Traffic Regulation Orders (TROs). Members may wish to consider if further investment in parking control is a priority and is an area in which the Council should continue to invest.

- 4.17 Proposal I/6 is the revenue cost implication of additional enforcement that would be required if car parking charging was extended to Baldock and Knebworth and additional TROs were implemented and is linked to the corresponding income increase proposal R/8.

Efficiencies and Income Proposals

- 4.18 Appendices B to E list the efficiency proposals totalling £1,167k. Income increase proposals R/3 to R/5 offer Members three alternative options for increasing car parking charges. Option A (R/3) is included in this figure. If Option B or Option C were approved the total amount of efficiencies would increase by the relevant amount.
- 4.19 Proposal E1 is for a further restructure efficiency target of £400k following the adoption of the Senior Management Restructure. The Organisational Development Board has received a number of restructure reports and a total of £576k has been identified as potential full year efficiencies from proposals for restructure. While work is underway to implement restructures as soon as possible the full saving is unlikely to be achievable in 2010/11. It is estimated the target of £400k will be achieved.
- 4.20 Proposal E2 is subject to confirmation of contractual agreement with Hertfordshire County Council.

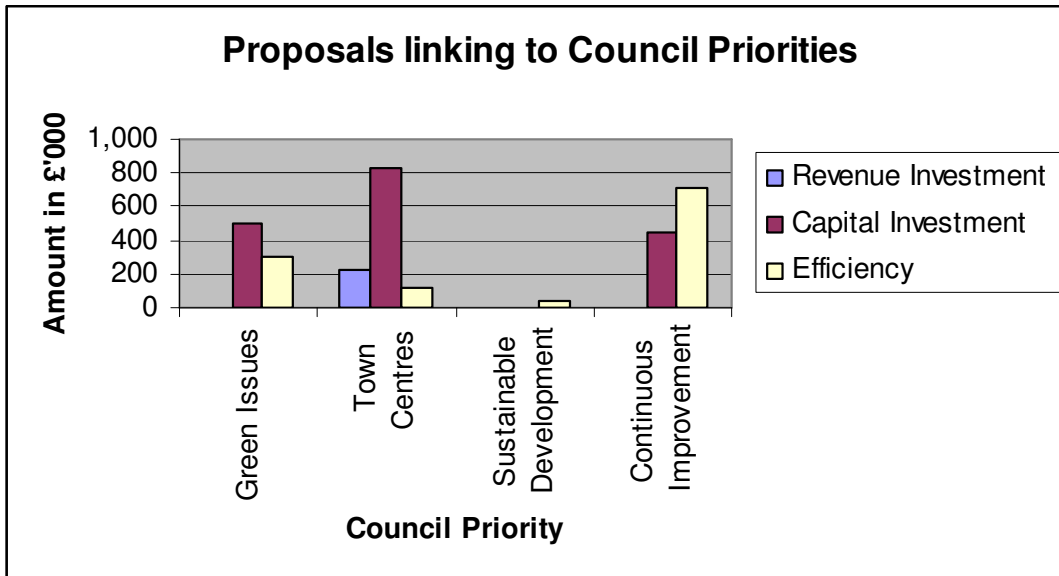
Summary of Investment and Efficiency Proposals

- 4.21 Revenue Investment proposals will add £219K to the priority of Town Centres and Capital investment will add £500k to Green Issues, £834k to Town Centres and £450k to help ensure the Council continues to improve. Table 3 and Chart 1 illustrate the spread of investment and efficiency proposals over the priorities.

Table 3: Linking of Proposals to the Council's Immediate Priorities

Immediate Priority	Revenue Investment in 2010/11 £'000	Capital Investment In 2010/11 £'000	Efficiency in 2010/11 £'000
Green Issues	0	500	300
Town Centres	219	834	120
Sustainable Development	0	0	36
Continuous Improvement	0	450	711
Grand Total	219	1,784	1,167

Chart 1: Linking of Proposals to the Council's Priorities



Scoring System for Efficiencies and Investment Proposals

- 4.22 In preparing these proposals, officers have sought to ensure the Council's priorities are driving the budget process. Both efficiencies and investment proposals are scored as the CBP Process provides a cyclical framework by which the Council determines its priorities; it aligns both resources and finances to achieve these, in line with our short, medium and long term commitments determined in the Corporate Plan.
- 4.23 The Council's Revenue & Capital Strategies require that revenue investment and efficiency options, and capital projects submitted by services are classified against ten key factors, as outlined in table 4 below. The scoring has been applied to all considerations of both revenue and capital investment in order to determine the risk and effect of growth, reduction or complete removal of a service.

Table 4: Capital & Revenue Investment Key Factors

	Capital	Revenue	Points Score
1	Strategic Priorities	Strategic Priorities	5
2	Value for Money	Value For Money	5
3	Statutory pressures	Statutory pressures	4
4	Health & Safety	Health & Safety	5
5	Contractually inescapable	Contractually inescapable	5
6	Adverse impact on service	Risk Management	4
7	Consultation/Opinion Poll survey	Consultation/Opinion Poll survey	2
8	Condition survey	Condition survey	1
9	Service Review	Service Review	3
10	Invest to save	Invest to save	3

- 4.24 Following the scoring of all efficiencies and investment proposals based on the points in the above table, the total score for each proposal has been ranked in order, highest score meeting more of the key factors. This means that when considering investment options, those with the highest scores should be supported first and conversely, when considering efficiency proposals, those with the lowest scores should be more acceptable and have less impact on priority areas.
- 4.25 Only those proposals which commence in 2010/11 are included in the appendices to this report. Officers have identified longer term efficiencies and investment proposals and are currently working on these proposals to ascertain how viable they are and when they could be implemented. Members will be updated as part of the Corporate Business Planning process.

5. LEGAL IMPLICATIONS

- 5.1 There are no specific legal implications arising from this report. Members are reminded of the duty to set a balanced budget.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The financial implications arising from this report are outlined in the main body of the report.
- 6.2 Given the pressures identified in this report, in order to balance the budget and achieve a Council Tax figure in accordance with the agreed strategy, it will be necessary to find an acceptable balance between reducing expenditure, increasing income from fees and charges, using balances and increasing the Council tax. The final decision on the District Council Tax level for 2010/2011 will be made at Council on 25th February 2010.
- 6.3 Risks relating to the achievement of efficiency targets and investment approvals are managed by a combination of implementation plans, regular monitoring reports and maintenance of adequate revenue reserves. An update on 2009/10 efficiency proposals will be given at the December Cabinet as part of the 2nd quarter monitoring report.

7. HUMAN RESOURCE AND EQUALITY IMPLICATIONS

- 7.1 Human resource and equality implications that may arise from proposed efficiencies and investment proposals are outlined in the 'anticipated impact' column of the proposal forms. A significant number of savings proposals will directly effect staff including any potential loss of a filled post as well as removal of vacant posts and changes to employees terms and conditions. It is important that all effected staff are consulted at the earliest opportunity and council policies and procedures are followed.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 As part of the Corporate Business Planning process, consultation on the efficiency and investment proposals will be carried out from November to December. As in previous years, Member workshops will be held and these are scheduled for the 3rd and 4th November. This is in addition to seeking the views of Area Committees, Scrutiny, the LSP and business ratepayers.

9. RECOMMENDATIONS

- 9.1 That Cabinet recommends any changes to the lists of efficiencies and investment proposals and seeks the views of all Members at the Member workshops and the views of Scrutiny, Area Committees, Local Strategic Partnership and Business Ratepayers from November to December.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To ensure that all relevant committees and groups are consulted on the proposed efficiency and investment proposals and afforded the opportunity to comment before Cabinet sets the draft budget in December 2009.
- 10.2 To ensure that the Council is able to adjust its base expenditure downwards to narrow the gap between our 2010/11 District Requirement figure, as adjusted for anticipated capping limits, and our service spending requirements.

11. APPENDICES

Appendix A1,A2,A3 - Medium Term General Fund 5 Year Forecast
Appendix B – Efficiencies – First round expenditure proposals
Appendix C – Efficiencies – First round income increase proposals
Appendix D – Efficiencies – Second round expenditure proposals
Appendix E – Efficiencies – Second round income increase proposals
Appendix F - Investments – Revenue proposals
Appendix G – Investments – Capital proposals
Appendix H1, H2 – Draft Car Park Tariff Options 2010

12. CONTACT OFFICERS

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13. BACKGROUND PAPERS

- 14.1 Budget working papers 2009/10
- 14.2 1st Quarter Monitoring Report 2009/10
- 14.3 Medium Term Financial Strategy

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	NOTE	Actual 2008/09 £	General Fund Estimates 2010/11 to 2014/15					
			2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £	2014/15 £
Total Net Spend		17,969,810	17,902,810	18,464,420	18,106,870	18,032,130	18,121,390	18,060,650
Add:								
Base Budget adjustments	8		543,610	-281,280				
Carry Forwards and Contributions to SPF			563,000					
Year on year superannuation increase	1		-0.50%	0.00%	0.00%	10.00%	0.00%	0.00%
Superannuation charge per year			22.60%	22.60%	22.60%	32.60%	32.60%	32.60%
Salary Estimates Superannuation increase			-205,000	0	0	1,000,000	0	0
Pay Inflation & Increments	10		439,260	339,260	389,260	389,260	389,260	389,260
NI Increase			0	0	45,000		0	0
Investment interest income decrease / (increase)	13		1,304,890	500,000	(200,000)	0	0	0
Other Inflation	2		688,300	300,000	400,000	400,000	400,000	400,000
			2,227,450	1,139,260	634,260	1,789,260	789,260	789,260
Income Increases on discretionary income	3		-180,000	0	-100,000	-100,000	-100,000	-100,000
Efficiencies:								
2009/10 Onwards Gershon Efficiencies Required	4		-951,000	-954,000	-1,015,000	-1,015,000	-1,015,000	-1,015,000
Gershon Efficiencies already achieved	9		1,155,000	1,375,560	-905,530			
Efficiencies Proposed			-1,375,560	-905,530				
Budget Scrutiny Efficiencies Identified			-119,340					
Additional Efficiencies required to maintain the GF Balance			0	-550,000	-1,000,000	-1,850,000	-1,000,000	-1,000,000
Investment Proposals:								
2009/10 Onwards Investment Proposals	5		225,400	250,000	250,000	250,000	250,000	250,000
2009/10 Onwards Contributions to Capital	6		0	0	0	0	250,000	400,000
Total Expenditure		17,969,810	19,991,370	18,116,870	17,891,130	18,121,390	18,310,650	18,399,910
Government Support	12	-7,741,901	-7,886,191	-8,069,703	-8,069,703	-8,069,703	-8,069,703	-8,069,703
Use of Balances (-) / Contribution to Balances (+)		-1,907,379	-2,525,802	-371,525	48,454	16,331	29,187	146,100
Transfer to/from Collection Fund		0	0	0	0	0	0	0
Transfer from IT Reserve			250,000					
District Precept		9,110,953	9,579,377	9,675,642	9,869,881	10,068,018	10,270,134	10,476,307
Average Band D Council Tax		186.41	193.68	194.65	197.57	200.53	203.54	206.59
Council Tax increase		4.50%	3.90%	0.50%	1.50%	1.50%	1.50%	1.50%
Tax base	11	48,876	49,461	49,708	49,957	50,207	50,458	50,710
Revised Balances at 31 March each year:								
GF Balance -cr	7	1,583,203	1,629,569	1,345,844	1,354,557	1,386,070	1,415,533	1,439,996
GF Special Reserve -cr		2,419,164	96,997	9,197	48,937	33,755	33,479	155,116
Total Balances		4,002,367	1,726,565	1,355,040	1,403,494	1,419,825	1,449,012	1,595,112
Estimate of budget risk	7		630,000	440,000	460,000	480,000	500,000	520,000
1% on Council Tax equals			92,200	96,275	97,240	99,192	101,184	103,215

Notes

- Superannuation percentages are based on the 2007 valuation with a 10 year impact from the special repayment of £1.9 million
- Inflation based on relevant indices as per contracted arrangements
- Assumed no increase in discretionary income in 2010/11
- Gershon target for three years (2009/10 to 2011/12), set at 3% of combined revenue & capital expenditure.
- The objective of Gershon efficiencies is in part to transfer investment to the Council's key objectives, hence the investment target of £250K per annum could increase if the efficiencies can be achieved.
- Contribution towards depleted capital reserves following disposal of Council assets.
- General Fund Balance & Budget Risk - Risk element calculated on key budget risks and is additional to the required working balance
- Base adjustments to reflect previously agreed changes to the budget.
- Gershon target over achieved in previous years - reducing the target for the year
- Pay inflation at 1% for 2010/11, 2% for 2011/12 onwards (1% of pay inflation is £100K)
- Tax base increase at 0.5%
- No change in Government Support after 2010/11 settlement
- Estimated average base rate during 2010/11 is 2.5%. Assume deals will be on average 1% above base.

	NOTE	Actual	General Fund Estimates 2010/11 to 2014/15					
		2008/09 £	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £	2014/15 £
Total Net Spend		17,969,810	17,902,810	18,464,420	18,206,870	18,132,130	18,221,390	18,160,650
Add:								
Base Budget adjustments	8		543,610	-281,280				
Carry Forwards and Contributions to SPF			563,000					
Year on year superannuation increase	1		-0.50%	0.00%	0.00%	10.00%	0.00%	0.00%
Superannuation charge per year			22.60%	22.60%	22.60%	32.60%	32.60%	32.60%
Salary Estimates Superannuation increase			-205,000	0	0	1,000,000	0	0
Pay Inflation & Increments	10		439,260	339,260	389,260	389,260	389,260	389,260
NI Increase			0	0	45,000		0	0
Investment interest income decrease / (increase)	13		1,304,890	500,000	(200,000)	0	0	0
Other Inflation	2		688,300	300,000	400,000	400,000	400,000	400,000
			2,227,450	1,139,260	634,260	1,789,260	789,260	789,260
Income Increases on discretionary income	3		-180,000	0	-100,000	-100,000	-100,000	-100,000
Efficiencies:								
2009/10 Onwards Gershon Efficiencies Required	4		-951,000	-954,000	-1,015,000	-1,015,000	-1,015,000	-1,015,000
Gershon Efficiencies already achieved	9		1,155,000	1,375,560	-905,530			
Efficiencies Proposed			-1,375,560	-905,530				
Budget Scrutiny Efficiencies Identified			-119,340					
Additional Efficiencies required to maintain the GF Balance			0	-450,000	-1,000,000	-1,850,000	-1,000,000	-1,000,000
Investment Proposals:								
2009/10 Onwards Investment Proposals	5		225,400	250,000	250,000	250,000	250,000	250,000
2009/10 Onwards Contributions to Capital	6		0	0	0	0	250,000	400,000
Total Expenditure		17,969,810	19,991,370	18,216,870	17,991,130	18,221,390	18,410,650	18,499,910
Government Support	12	-7,741,901	-7,886,191	-8,069,703	-8,069,703	-8,069,703	-8,069,703	-8,069,703
Use of Balances (-) / Contribution to Balances (+)		-1,907,379	-2,525,802	-375,250	46,661	16,511	31,377	150,342
Transfer to/from Collection Fund		0	0	0	0	0	0	0
Transfer from IT Reserve			250,000					
District Precept		9,110,953	9,579,377	9,771,917	9,968,088	10,168,198	10,372,324	10,580,549
Average Band D Council Tax		186.41	193.68	196.59	199.53	202.53	205.56	208.65
Council Tax increase		4.50%	3.90%	1.50%	1.50%	1.50%	1.50%	1.50%
Tax base	11	48,876	49,461	49,708	49,957	50,207	50,458	50,710
Revised Balances at 31 March each year:								
GF Balance -cr	7	1,583,203	1,629,569	1,350,844	1,359,557	1,391,070	1,420,533	1,444,996
GF Special Reserve -cr		2,419,164	96,997	472	38,420	23,418	25,332	151,211
Total Balances		4,002,367	1,726,565	1,351,315	1,397,976	1,414,487	1,445,864	1,596,206
Estimate of budget risk	7		630,000	440,000	460,000	480,000	500,000	520,000
1% on Council Tax equals			92,200	96,275	98,208	100,179	102,190	104,242

Notes

- Superannuation percentages are based on the 2007 valuation with a 10 year impact from the special repayment of £1.9 million
- Inflation based on relevant indices as per contracted arrangements
- Assumed no increase in discretionary income in 2010/11
- Gershon target for three years (2009/10 to 2011/12), set at 3% of combined revenue & capital expenditure.
- The objective of Gershon efficiencies is in part to transfer investment to the Council's key objectives, hence the investment target of £250K per annum could increase if the efficiencies can be achieved.
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- Pay inflation at 1% for 2010/11, 2% for 2011/12 onwards (1% of pay inflation is £100K)
- Tax base increase at 0.5%
- No change in Government Support after 2010/11 settlement
- Estimated average base rate during 2010/11 is 2.5%. Assume deals will be on average 1% above base.

	NOTE	Actual	General Fund Estimates 2010/11 to 2014/15					
		2008/09 £	2009/10 £	2010/11 £	2011/12 £	2012/13 £	2013/14 £	2014/15 £
Total Net Spend		17,969,810	17,902,810	18,464,420	18,296,870	18,222,130	18,311,390	18,250,650
Add:								
Base Budget adjustments	8		543,610	-281,280				
Carry Forwards and Contributions to SPF			563,000					
Year on year superannuation increase	1		-0.50%	0.00%	0.00%	10.00%	0.00%	0.00%
Superannuation charge per year			22.60%	22.60%	22.60%	32.60%	32.60%	32.60%
Salary Estimates Superannuation increase			-205,000	0	0	1,000,000	0	0
Pay Inflation & Increments	10		439,260	339,260	389,260	389,260	389,260	389,260
NI Increase			0	0	45,000		0	0
Investment interest income decrease / (increase)	13		1,304,890	500,000	(200,000)	0	0	0
Other Inflation	2		688,300	300,000	400,000	400,000	400,000	400,000
			2,227,450	1,139,260	634,260	1,789,260	789,260	789,260
Income Increases on discretionary income	3		-180,000	0	-100,000	-100,000	-100,000	-100,000
Efficiencies:								
2009/10 Onwards Gershon Efficiencies Required	4		-951,000	-954,000	-1,015,000	-1,015,000	-1,015,000	-1,015,000
Gershon Efficiencies already achieved	9		1,155,000	1,375,560	-905,530			
Efficiencies Proposed			-1,375,560	-905,530				
Budget Scrutiny Efficiencies Identified			-119,340					
Additional Efficiencies required to maintain the GF Balance			0	-360,000	-1,000,000	-1,850,000	-1,000,000	-1,000,000
Investment Proposals:								
2009/10 Onwards Investment Proposals	5		225,400	250,000	250,000	250,000	250,000	250,000
2009/10 Onwards Contributions to Capital	6		0	0	0	0	250,000	400,000
Total Expenditure		17,969,810	19,991,370	18,306,870	18,081,130	18,311,390	18,500,650	18,589,910
Government Support	12	-7,741,901	-7,886,191	-8,069,703	-8,069,703	-8,069,703	-8,069,703	-8,069,703
Use of Balances (-) / Contribution to Balances (+)		-1,907,379	-2,525,802	-368,975	54,869	26,690	43,568	164,584
Transfer to/from Collection Fund		0	0	0	0	0	0	0
Transfer from IT Reserve			250,000					
District Precept		9,110,953	9,579,377	9,868,192	10,066,296	10,268,377	10,474,515	10,684,791
Average Band D Council Tax		186.41	193.68	198.52	201.50	204.52	207.59	210.70
Council Tax increase		4.50%	3.90%	2.50%	1.50%	1.50%	1.50%	1.50%
Tax base	11	48,876	49,461	49,708	49,957	50,207	50,458	50,710
Revised Balances at 31 March each year:								
GF Balance -cr	7	1,583,203	1,629,569	1,355,344	1,364,057	1,395,570	1,425,033	1,449,496
GF Special Reserve -cr		2,419,164	96,997	2,247	48,403	43,580	57,684	197,805
Total Balances		4,002,367	1,726,565	1,357,590	1,412,459	1,439,149	1,482,717	1,647,300
Estimate of budget risk	7		630,000	440,000	460,000	480,000	500,000	520,000
1% on Council Tax equals			92,200	96,275	99,175	101,166	103,197	105,269

Notes

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- Tax base increase at 0.5%
- No change in Government Support after 2010/11 settlement
- Estimated average base rate during 2010/11 is 2.5%. Assume deals will be on average 1% above base.

EFFICIENCY PROPOSALS

Ref No	Description of Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
E1	Further restructure efficiency target following the adoption of the Senior Management Restructure	<u>Continuous Improvement</u> Score: -4 Rank: 5				400,000	400,000	400,000	400,000	400,000	Y	Y/N	In order to achieve this ongoing efficiency the Council may incur ancillary costs in the first year. A further restructure of this size is likely to impact on the level of service provision.
E2	HCC will be redirecting NHDC waste to a transfer station in Burymead rd, Hitchin instead of Ware. There is a reduction in transport subsidy (circa £100k p.a) but there is a net £299,970 saving p.a on not moving the material to Ware	<u>Green Issues</u> Score: -10 Rank: 1	0	300,000	0	300,000	300,000	0	0	0	?	Y	This arrangement is only in the medium term and is subject to final negotiation on the part of HCC. Significant reduction in the carbon footprint £100k + less fuel used per annum.
E3	Reduce the operating time for the Broadway fountain without impacting on the requirements of the HLF or the visual impact during the working day. Reduce from 18hrs to 14 hrs per day (7.30am - 9.30pm)	<u>Town Centres</u> Score: -5 Rank: 4	32,380	40,560	35,560	5,000	5,000	5,000	5,000	5,000	Y	N	The impact on customer service is the reduction in hours that the fountain is operational for.
E4	Reduction in server licence costs following reduction in the number of servers.	<u>Continuous Improvement</u> Score: -8 Rank: 3				30,000	30,000	30,000	30,000	30,000	Y	N	The intention is to implement Virtual Management Servers thus reducing the size of the server estate and saving on licence costs.
E5	A review of eligibility for essential car user allowance. A period of staff consultation is required in line with Corporate Policy.	<u>Continuous Improvement</u> Score: -3 Rank: 6				39,000	39,000	39,000	39,000	39,000	Y	N	These proposals are subject to consultation with staff. The proposed changes to the scheme will reduce the number of staff eligible.
E6	Adoption of generic adverts for posts, other than specialist or professional posts, to cut the cost of recruitment advertising. Generic adverts will direct people to the internet job page, job centre and LG jobs.	<u>Continuous Improvement</u> Score: -8 Rank: 3	47,501		0	9,500	9,500	9,500	9,500	9,500	y	n	A Business Process Improvement service review is being undertaken on recruitment at the moment and this proposal is one the recommended outcomes.
E7	More in-house delivery of training rather than employment of external trainers and some reductions in the overall amount of training provided.	<u>Continuous Improvement</u> Score: -5 Rank: 4	78,284	75,500	70,500	5,000	6,000	7,000	8,000	10,000	y	n	One of the suggested outcomes of the last lIP assessment was use of a group of accredited internal trainers. The individuals have been consulted and are willing to take on this role. Further investigation is needed into the cost of accredited training. A longer lead time for planning training activities will be required to ensure it is as timely as possible. Increased prioritisation of training will also be required.
E8	Arts Development - Cease funding for the annual district wide Schools Workshops & annual Concert held at Knights Templar School, Baldock.	<u>Continuous Improvement</u> Score: +1 Rank: 9	32,491	28,030	21,330	6,700	6,700	6,700	6,700	6,700	Y	N	Potential issues with participating schools, HCC Music Services and NH Arts as provision of the annual pupil workshops and concert with a leading Orchestra may cease. The subsidy per concert attendee was £28.82 in 2008/09 and £12.17 for the schools workshop and concert.

EFFICIENCY PROPOSALS

Ref No	Description of Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
E9	Negotiation on the contract with the Collections Agent with regard to the tracing of debtors.	<u>Continuous Improvement</u> Score: -8 Rank: 3	7,200	8,000	0	8,000	8,000	8,000	8,000	8,000	Y	N	We have negotiated with our Collection Agents for them to do this work at no cost (they will bear the risk) and therefore the budget is no longer needed
E10	Reduction in Street Name Plate Budget. The Council has a statutory duty to provide street name plates. This budget is spent each year on replacing old name plates and adding plates to new streets. Given the recession and the reduction in housing completions it is proposed that this budget can be reduced.	<u>Continuous Improvement</u> Score: -8 Rank: 3	23,972	24,000	19,000	5,000	0	0	0	0	N	Y	No significant impact in the years proposed due to the reduction in house completions and the lag time relating to an upturn in the market.
EFFICIENCY OPTIONS			221,828	476,090	146,390	808,200	804,200	505,200	506,200	508,200			

INCOME INCREASE PROPOSALS

Ref No	Description of Income Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
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REVENUE INCOME INCREASES													
R1	In order to recover the full costs (including overheads) associated with the provision of cemetery services requires an increase in charges for burials of 72%. The proposal here is to increase charges by 10% from 1st April 2010 and review again on an annual basis.	<u>Continuous Improvement</u> Score: -8 Rank: 3	124,710	128,451	145,781	17,330	17,330	17,330	17,330	17,330	y	y	The average standard adult burial cost across Hertfordshire is £743 in 2009/10. This proposal will increase the standard adult burial cost for North Herts from £831 to £914 in 2010/11. The average standard adult cremated remains burial cost across Hertfordshire is £298 in 2009/10. The proposal will increase the cost in North-Herts from £237 to £261 in 2010/11. It is likely neighbour Authorities will also be discussing increases in charges for 2010/11.
R2	Increase in funding from HCC by NHDC reducing the amount of waste sent to landfill and waste minimisation, this is determined by the HWP alternate financial model that will be reviewed in 2010. Estimated to be £80k in 09/10 50% funding in 10/11 will provide an income of £160k	<u>Continuous Improvement</u> Score: -8 Rank: 3	0	80,000	160,000	80,000	0	0	0	0	N	Y	The financial model will be reviewed in 2010 and future funding after 10/11 is unknown. This is a reward mechanism for improved performance
TOTAL INCOME OPTIONS			124,710	208,451	305,781	97,330	17,330	17,330	17,330	17,330			

EFFICIENCY PROPOSALS

Ref No	Description of Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
E/11	Reduction in grounds maintenance contingency budget	Continuous Improvement Score -1 Rank 7	127,836	86,420	46,420	40,000	40,000	40,000	40,000	40,000	Y	N	This budget can be reduced in accordance with the annual contractual commitment. There is no anticipated impact on either the contractor or the Council.
E/12	Reduction in the Council staff training budgets	Continuous Improvement Score -5 Rank 4	198,233	218,000	208,000	10,000	10,000	10,000	10,000	10,000	Y	N	This should have no impact on the level of service provided to residents. The Council restructure is expected to reduce the number of FTEs and hence training requirements. The training budget includes ongoing professional and technical training requirements.
E/13	Withdraw funding for the Anchor Handyperson Scheme	Sustainable Development Score 0 Rank 8	12,000	12,000	0	12,000	12,000	12,000	12,000	12,000	Y	N	The project covers five Local Authority districts (including North Herts) and the annual funding is provided by Herts CC Supporting People (£65,257), the PCT (£10,000) and Herts CC Crime and Drug Strategy Unit (£20,000). North Herts DC also contributes £12,000 per annum and as a result, its residents are given priority (there is currently a 5 week waiting list across other areas). Withdrawal of the funding will reduce the number of handyperson operatives (currently 1 project manager and 4 technicians covering the 5 local authority areas). Figures received from Anchor for the last 2 years have shown a 10 % increase in the work undertaken in the North Herts district.
E/14	50+ Operational Budget - supports the delivery of a programme of activities and a quarterly information newsletter.	Continuous Improvement Score 0 Rank 8		9,600	0	9,600	9,600	9,600	9,600	9,600	Y	N	Cessation of activities and projects managed and delivered by the Council and partner agencies. Potential for community groups not having the capacity or ability to take on the delivery themselves.
E/15	Revised Play Service - potential further efficiencies in the delivery of this service. Full review and report presented to Cabinet on 8th September 2009	Continuous Improvement Score -8 Rank 3		68,000	53,000	15,000	15,000	15,000	15,000	15,000	Y	N	The revised Play Rangers holiday play service is more cost efficient than the past summer Play Scheme service, allowing budget savings to be achieved whilst continuing to support partnership working within the Children's Trust Partnership structure. The revised service is more accessible & popular with customers and highly responsive to local needs within individual communities throughout the District.
E/16	Reduction in Rates payable for the former Icknield Way depot	Sustainable Development Score -9 Rank 2	24,977	24,000	-	24,000	24,000	24,000	24,000	24,000	Y	N	The proposed works will (a) allow removal of a high risk, (b) enable the premises to be removed from the rating register (and hence is linked to an efficiency revenue proposal) (c) enable early preparation of the site for re-development (d) increase the site's disposal value and e) provide scope for a short term lease

EFFICIENCY PROPOSALS

Ref No	Description of Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
E/17	Reduction in the Legal library budget by entering into a partner arrangement with other Herts Authorities - achieved through Pathfinder. If for any reason this is delayed the saving will be achieved by entering into a contract with a new supplier, or renegotiating the contract with the existing supplier.	Continuous Improvement Score -8 Rank 3	18,650	18,650	13,650	5,000	5,000	5,000	5,000	5,000	Y	Y	Legal Services relies on its knowledge sources in order to provide accurate advice. However this saving is not anticipated to have any impact on the ability of Legal Services to obtain the information it requires.
E/18	Further saving to original efficiency proposal E10. Achieved by only replacing street signs on one side of the street when they are vandalised or need replacing.	Continuous Improvement Score -8 Rank 3	23,972	24,000	14,000	5,000	5,000	5,000	5,000	5,000	Y	Y	The further reduction in the budget would allow the provision of name plates for new development and only a reactive service to replace those name plates which had been damaged and causing a hazard to pedestrians or other users. It would limit the provision to only one sign per road unless highway conditions are such to require further name plates. Responses to requests for replacement signs which are falling into disrepair ie from parish councils and residents would be restricted and need to be prioritised.
E/19	Deletion of consultancy budget for the Benefits technical team.	Continuous Improvement Score -8 Rank 3	11,837	15,000	5,000	10,000	10,000	10,000	10,000	10,000	Y	N	Consultants used to help with Benefits Subsidy Audit. Skills transfer has taken place and we are confident that our own staff can now deal fully with this.
E/20	Use 2nd Class for all post rather than 1st class that is currently used in some cases.	Continuous Improvement Score -5 Rank 4	263,493	309,540	303,540	6,000	6,000	6,000	6,000	6,000	Y	N	It may take longer for postal communications to reach their destination. Some post will continue to be sent 1st class but only where there is a legal need.
E/21	Grant aid to organisations to not be inflated from 2009/10 values.	Continuous Improvement Score -5 Rank 4		533,000	528,000	5,000	5,000	5,000	5,000	5,000	Y	N	There is provision in the Memorandum of Understanding for each of our grant funded organisations that there is an annual uplift in line with inflation, or that situation can be altered with due notice. Low inflation rates provide an opportunity to revoke the inflationary link for 2010/11 without unnecessarily impacting on the organisations. This therefore represents a situation of 'status quo' on 2009 grant levels rather than any reduction in grant per se.
EFFICIENCY OPTIONS			680,998	1,318,210	1,171,610	141,600	141,600	141,600	141,600	141,600			

INCOME INCREASE PROPOSALS

Ref No	Description of Income Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development/ Continuous Improvement	Actual 2008/9 £	Budget 2009/10 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
R/3	Car Parking Revenue Income - increase car park tariffs in April 2010. See OPTION A spreadsheet showing details across all car parks.	Town Centres Score -11 Rank 1	1,072,629	1,243,600	1,274,220	30,620	30,620	30,620	30,620	30,620	Y	N	A 10p increase across all car parks does not comply with the adopted policy in the Parking Strategy but reflects the fact that current machines can only accommodate changes in multiples of 10p. There is a potential for a drop in useage of the car parks as a result of increasing the charges. An assumption is made in the calculations that there will be a 5% drop. If the decrease were to be greater the efficiency would be deminished.
R/4	Car Parking Revenue Income - increase car park tariffs in April 2010. See attached OPTION B spreadsheet showing details across all car parks	Town Centres Score -11 Rank 1	1,072,629	1,243,600	1,321,247	77,647	77,647	77,647	77,647	77,647	Y	N	A differential charging policy complies with the Parking Strategy and was started last year. Proposed changes also reflect the fact that current machines can only accommodate changes in multiples of 10p. In Hitchin the proposed changes are still cheaper than almost all rival private car parks for up to 2 hours parking. In Letchworth proposed reductions in short stay tariffs in the Multi Storey are proposed reflecting the increased competition from private car parks nearby. There is a potential for a drop in useage of the car parks as a result of increasing charges. An assumption is made in the calculations that there will be a 5% drop. If the decrease were to be greater the efficiency would be deminished.
R/5	Car Parking Revenue Income - increase car park tariffs in April 2010. See attached OPTION C spreadsheet showing details across all car parks	Town Centres Score -11 Rank 1	1,072,629	1,243,600	1,573,988	330,388	330,388	330,388	330,388	330,388	Y	N	This options represents an increase of charges which is likely to generate significant income which itself is linked to the significant planned investment in town centre parking facilities set out the Parking Strategy Action Plan. This option means that the majority of charges will be at least £1. This would support the Pay by Phone and/or Pay on Foot payment operations. There is a larger risk that the drop of usage would be greater than 5% assumed in other options. In addition increasing off-street charges to this level would increase the differential between charged off-street and free on-street spaces. The rounded charges ware considered to offer good value when compared with nearby towns.
R/6	Car Parking Revenue Income - introduce evening/Sunday charges	Town Centres Score -11 Rank 1	-	-	-	-	-	50,000	60,000	70,000	Y	N	The Parking Strategy enables the Council to consider whether or not to include charging for evenings and Sundays. Evening and Sunday charging in off-street car parks will provide an income but is best considered as part of the Pay On Foot scheme and as part of introducing on-street charging to ensure that a balance in capacity is provided throughout the town centres. It is suggested that this is deferred until POF pilot has been carried out - i.e. consider for the 2012/2013 Corporate Business Planning Process and will be subject to the development of a full business case including any additional operating costs.

INCOME INCREASE PROPOSALS

Ref No	Description of Income Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development/ Continuous Improvement	Actual 2008/9 £	Budget 2009/10 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
R/7	Car parking revenue income - introduce on street charging in core streets within town centres. (Refer to Ref CI/15 for capital cost estimates for installing on-street machines, TRO's and associated Lines & signs)	Town Centres Score -11 Rank 1	-	-	-	-	-	100,000	150,000	200,000	Y	N	The Parking Strategy recognises the need to balance the capacity between on and off-street parking in town centres to ensure their continued viability. The introduction of on-street charging will contribute to improving this balance as well as provide an income for enforcement and on-going maintenance and will be subject to the development of a full business case including any additional operating costs. (This is based on a flat rate of 50p and no change to the duration of limited waiting and should be reviewed along with car park tariffs on an annual basis) Refer to Ref CI/15 for capital cost estimates.
R/8	Car Park Revenue Income - introduce Trial on-street charging in the following locations: (Refer to Ref CI/14 for capital cost estimates for installing on-street machines, TRO's and associated Lines & signs)	Town Centres Score -11 Rank 1											Portmill Lane and Biggin Lane in Hitchin and Gernon Road in Letchworth are possible locations for trial on-street charging. All three locations are non-core streets and have no shops fronting directly onto the intended charged areas. The estimated income is based on a flat rate charge of 50p per visit and will be subject to a full business case including any additional operating costs. The estimate is based on 2008 survey data on usage and the trial will allow assessment of usage and turnover of spaces.
	Hitchin - Portmill Lane and Biggin Lane		-	-	8,000	8,000	13,000	13,000	13,000	13,000	Y	N	
	Letchworth - Gernon Road		-	-	4,000	4,000	8,000	8,000	8,000	8,000	Y	N	
R/9	Car parking revenue income - introduce on street charging around stations (Letchworth/Hitchin/Royston/Baldock) (Refer to Ref CI/16 for capital cost estimates for installing a pay by phone system, TRO's and associated Lines & signs)	Town Centres Score -11 Rank 1	-	-	20,000	20,000	30,000	40,000	40,000	40,000	Y	N	The Parking Strategy recognises the need to balance the capacity in on-street parking between residential and commuter parking in residential and other streets surrounding railway stations. The introduction of on-street charging will contribute to improving this balance as well as provide an income for enforcement and on-going maintenance and is subject to a full business case including any additional operating costs. (This estimate is based on a rate of £3 per space and should be reviewed along with car park tariffs on an annual basis) Refer to Ref CI/16 for capital cost estimates.
R/10	Car Park Revenue Income - introduction of charging in the Twitchell Car Park, Baldock and in St.Martins Road Car Park, Knebworth. (link to capital investment CI/17)	Town Centres Score -11 Rank 1	-	-	28,000	42,000	56,000	56,000	56,000	56,000	Y	N	Short Stay on-street parking has been introduced as part of the BTC Enhancement Scheme and there is a recognised need to allow for longer duration of parking within the town centre. The introduction of a tariff for the Twitchell Car Park will balance duration of parking availability in the town centre. There is also a recognised need to allow for short-stay turnover of vehicles in St. Martins Road Car park to ensure the viability of the local businesses. A charge will contribute to the required enforcement and maintenance of the car park and will be subject to the development of a full business case including any additional operating costs. Refer to Ref CI/17 for capital cost)
R/11	Promotion of commercial opportunities for use of advertising in car parks, rear of tickets as well as other opportunities etc.	Town Centres Score -10 Rank 2	-	-	10,000	10,000	10,000	10,000	10,000	10,000	Y	N	Opportunities to offer other services within council run car parks to include advertising on tickets, promotion of marketing initiatives that would all generate an income.

INCOME INCREASE PROPOSALS

Ref No	Description of Income Proposal	Link to Priorities - Town Centres / Green Issues / Sustainable Development/ Continuous Improvement	Actual 2008/9 £	Budget 2009/10 £	Proposed Budget 2010/11 £	Efficiency in 2010/11 £	Efficiency in 2011/12 £	Efficiency in 2012/13 £	Efficiency in 2013/14 £	Efficiency in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
R/12	Increase charges for street naming by 10%.	Continuous Improvement Score -10 Rank 2	38,517	40,000	45,000	5,000	5,000	5,000	5,000	5,000	Y	Y	The fees services related to street naming and numbering have not been increased since their introduction in 2008. In setting budgets for 2009/10 it was decided that, due to a challenge being made to the charges, it would be inappropriate to rely on an increase at that time. The matter has been resolved in the Council's favour. It is proposed to apply a 10% increase to the charge levied for house numbering services on the basis that the service recovers costs.
TOTAL INCOME OPTIONS (including option A)			1,111,146	1,283,600	1,389,220	119,620	152,620	312,620	372,620	432,620			

INVESTMENT PROPOSALS

Ref No	Description of Proposal	Link to the Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Investment in 2010/11 £	Investment in 2011/12 £	Investment in 2012/13 £	Investment in 2013/14 £	Investment in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
I/1	Enhanced Town Centre Maintenance	Town Centres Score 14 Rank 2	0	0	35,000	35,000	30,000	0	0	0	Y	N	This would be additional funding for the maintenance of Hitchin and Royston town centres. Such funding would be complementary to the BIDS initiatives and would be on going maintenance of street scene furniture. Letchworth Town centre is subject of a refurbishment scheme by LGCHF where they are entering into agreements with HCC over on going maintenance and Letchworth is therefore excluded from this initiative at this stage.
I/2	Planned Maintenance of Baldock Town Centre	Town Centres Score 14 Rank 2	0	0	25,000	25,000	25,000	0	0	0	Y	N	This would enable a planned maintenance programme of the newly refurbished Baldock town centre and to deal with minor matters that arise from the new scheme. Through the formulation of the specification there are detailed asset schedules and funding would seek to maintain the scheme in good condition. There is scope in the medium term for a single Town Centre maintenance budget that is set against a clear maintenance plan (i.e. bringing investment proposals 1 and 2 together see I/3 below)
I/3	Ongoing Town Centre Maintenance Budget	Town Centres Score 14 Rank 2	0	0	0	0	0	10,000	10,000	10,000	Y	N	A reserve needs to be considered for the on-going maintenance of the town centres which will contribute to their long term vitality and viability.
I/4	Area wide parking management reviews	Town Centres Score 8 Rank 3									Y	N	The Parking Strategy and Action Plan supports a review of parking management on an area wide basis. It is proposed to review demand for and provision of parking management on a one town a year basis. It is anticipated, however, that Knebworth and Baldock could be reviewed in the first year.
	Baldock and Knebworth		18,000	18,000	65,000	83,000							
	Hitchin						65,000						
	Royston							65,000					
	Letchworth								65,000				
	Other areas as required.									65,000			
I/5	Planned maintenance - lines & signs	Town Centres Score 15 Rank 1	0	0	50,000	50,000	25,000	25,000	25,000	25,000	Y	Y	There is currently no budget for the planned maintenance of lines & signs. Work is required initially to ensure that the most heavily used areas are checked, necessary amendments are made and implemented. In the longer term there needs to be a clear maintenance plan to ensure that the lines and signs are fit for purpose to allow for enforcement which in turn will contribute to revenue and income. This budget will also cover the consolidation of TROs on a regular basis which forms part of the overall management and maintenance.

INVESTMENT PROPOSALS

Ref No	Description of Proposal	Link to the Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9 £	Budget 2010/11 £	Proposed Budget 2010/11 £	Investment in 2010/11 £	Investment in 2011/12 £	Investment in 2012/13 £	Investment in 2013/14 £	Investment in 2014/15 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
I/6	1 FTE Civil Enforcement Officer to allow additional enforcement for proposed charging in St Martins car park and associated on street TROs in Knebworth (link to R/10 and C/17 and I/4)	Town Centres Score 3 Rank 4			26,430	26,430	26,430	26,430	26,430	26,430	Y	N	An increase in the number of TROs and the number of car parks which require enforcement impacts on the ability of the enforcement team to adequately enforce parking across the District. Since 2005 30 TROs and 4 CPZs have been introduced with no additional staff. Comparisons with the private sector and other Authorities suggest the number of officers employed in the team is significantly less than the amount needed for optimal enforcement.
TOTAL REVENUE INVESTMENT OPTIONS IDENTIFIED			18,000	18,000	201,430	219,430	171,430	126,430	126,430	126,430			

CAPITAL INVESTMENT PROPOSALS

Ref No	Description of Proposal	Link to the Priorities - Town Centres / Green Issues / Sustainable Development / Continuous Improvement	Actual 2008/9	Budget 2010/11	Proposed Budget 2010/11	Investment in 2010/11	Investment in 2011/12	Investment in 2012/13	Investment in 2013/14	Investment in 2014/15	Annual Revenue Implications	Ongoing (Y/N) or No of further years available	Corporate Plan Indicator (Y/N)	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)	Budget Codes
			£	£	£	£	£	£	£	£	£					
CI/1	Replacement of flat roof finishes and substrate over the whole of the North Herts Leisure Centre, Letchworth which are beyond their serviceable life and will give rise to significant ingress of water if not replaced within the next 2 years	Green Issues Score 10 Rank 4			315,000	315,000	304,500				reduced heating costs			N	Re-roofing will ensure the building remains fit for purpose and make it possible to substantially improve the building's thermal performance through the introduction of high performance roof insulation decking. The total cost energy cost saving arising from these improvements will be in the region of £12,000 per annum. The total estimated CO2 reduction will be 58.2 Tonnes Per Annum.	
CI/2	Demolition of all semi derelict buildings on the site of the former Icknield way Council depot, pending redevelopment of the site	Continuous Improvement Score 13 Rank 1			100,000	100,000					significant rate reduction			N	The proposed works will (a) allow removal of a high risk, particularly to youths who regularly climb over the existing high fences to play in amongst the semi derelict and dangerous buildings (b) enable the premises to be removed from the rating register (see efficiency proposal E/16) (c) enable early preparation of the site for re-development (d) increase the site's disposal value and (e) open up potential for a short term lease	
CI/3	Replacement of defective asphalt flat roof to the Town Lodge offices which is leaking in a number of areas and is expected to worsen considerably over the next twelve months.	Green Issues Score 10 Rank 4			120,000	120,000					reduced heating costs			N	To ensure the building remains fit for purpose and to substantially improve its thermal performance. This proposal is linked to the office accommodation proposals but investment is urgently required to mitigate health and safety risks unless there is a plan to vacate the property quickly.	
CI/4	Re-placement of the flat roof finish and substrate over the whole of the single storey flat roof portion of the Royston Civic Offices. The existing roof finish has reached the end of its useful life and needs to be replaced within the next 18 months.	Green Issues Score 6 Rank 6			65,000	65,000					reduced heating costs			N	To ensure the building remains fit for purpose and to substantially improve the thermal performance. Current Tennants of this building are NHH, CAB and the Town Council. NHH pay an annual rent as part of an SLA, and the Town Council contribute to the running costs and pay a peppercorn rent. The net revenue position is nil cost to NHDC.	
CI/5	Redevelopment of Royston Civic Centre Site - Prepare Development Brief and Viability Assessment in partnership with key landowners	Town Centres Score 7 Rank 5	0	0	60,000	60,000						Y		N	This is a proposal that forms part of the action plan from the adopted Royston Town Centre Strategy. The anticipated impact will be the redevelopment of the civic centre site with new community facilities that will contribute to the vitality and viability of the town centre. The Development Brief is required as a tool for the Council to work in partnership with the key landowners in bringing the site forward for development. This will require future funding arrangements to be included in 2011/2012 Corporate Business Planning Process.	
CI/6	Environmental Improvement of Fish Hill Square in Royston Town Centre. Note estimate for physical works in 2011/2012	Town Centres Score 7 Rank 5	0	210,000	210,000	210,000	250,000				on-going maintenance covered by investment bid.			N	This is a proposal that forms part of the action plan from the adopted Royston Town Centre Strategy. The anticipated impact will be the environmental improvements of the square and pedestrian links to the High Street. The enhanced public square will be used for various activities and events that will contribute to the vitality and viability of the town centre	

CI/7	Redevelopment of Warren Car Park in Royston Town Centre -Viability Assessment	Town Centres Score 7 Rank 5	0	0	100,000	100,000									N	This is a proposal that forms part of the action plan from the adopted Royston Town Centre Strategy. The anticipated impact will be the potential redevelopment of the Warren car park site with improved car parking facilities and residential development that will contribute to the overall parking capacity for the town centre and the viability of the town centre. The viability assessment is required as a tool for the Council to market test the site for future development opportunities. This will require future funding arrangements to be included in 2011/2012 Corporate Business Planning Process.	
CI/8	Physical Improvements to Lairage Multi-storey Car Park in Hitchin - Upgrade sodium lighting with white lighting. Estimate Only	Town Centres Score 12 Rank 2	0	0	70,000	70,000									N	Property Services, Planning Services and Parking Services support this initiative. Physical improvements to Lairage multi-storey car park is a proposal from the Transport FSR and is included in the Revised Parking Strategy adopted by Cabinet in Sept 2009. Improved accessibility in winter, lighting and information on the availability of spaces as users descend in the car park will improve capacity, which in turn will contribute to the overall vitality and viability of the town centre and increase income. Such improvements could be considered alongside new ticketing systems in the case of a introducing a POF pilot scheme (see CI/10). CCTV is excluded as is other routine maintenance costs.	
CI/9	Physical Improvements to Lairage Multi-storey Car Park in Hitchin - Upgrade ramp heating equipment and install Bay monitoring sensors, external spaces available sign and internal level guidance information. Estimate Only	Town Centres Score 12 Rank 2	0	0	0	0	90,000								N	There is a need to improve the internal appearance and reflective quality of the multi-storey to maximise the potential capacity of the car park given its central location and should therefore contribute to the vitality and viability of the town centre and increase income. Such improvements could be considered in isolation or alongside new ticketing systems in the case of a introducing a POF pilot scheme (see CI/10). CCTV is excluded as is other routine maintenance costs.	
CI/10	Improving the internal appearance and reflective quality of the Letchworth Multi-storey Car Park - Upgrading and refreshing bay / floor direction markings and signage.	Town Centres Score 12 Rank 2	0	0	80,000	80,000									N	Property Services, Planning Services and Parking Services support this initiative. Physical improvements to Letchworth multi-storey car park is a proposal from the Transport FSR and is included in the Revised Parking Strategy adopted by Cabinet in Sept 2009.	
CI/11	Physical Improvements to Letchworth Multi-storey Car Park - Improve lighting either by: 1) Upgrade lamp fittings and install additional lamps to improve general lighting levels. OR 2) Replace sodium lighting with white lighting to improve lighting to higher levels.	Town Centres Score 12 Rank 2	0	0	1) 42,500 or 2) 90,000	1) 42,500 or 2) 90,000									N	There is a need to improve the internal appearance and reflective quality of the multi-storey to maximise the potential capacity of the car park given its central location and should therefore contribute to the vitality and viability of the town centre and increase income. Such improvements could be considered in isolation or alongside new ticketing systems in the case of a introducing a POF pilot scheme (see CI/10). CCTV is excluded as is other routine maintenance costs.	
CI/12	Physical Improvements to Letchworth Multi-storey Car Park - concrete repairs, water proofing with Resin deck coating	Town Centres Score 12 Rank 2	0	0			200,000								N	Estimates are provided by Property Services and Planning.	
CI/13	Physical Improvements to Letchworth Multi-storey Car Park - Complete refurbishment and upgrading of lift cars and outer lift landing doors.	Town Centres Score 12 Rank 2			140,000	140,000									N	Upgrading the lift cars and landings will improve the usage and accessibility of the multi-storey, thereby contributing to the vitality and viability of the town centre.	
CI/14	Installation of Trial Scheme of Pay & display machines for on-street charging in the following locations: Estimate includes installation of machines, TRO and associated implementation of Lines & signs.	Town Centres Score 11 Rank 3														N	Suggest introducing a trial on-street charging scheme in those street which are adjacent to existing car parks. The introduction of on-street charging will contribute to improving the balance between on and off street parking as well as provide an income for enforcement and on-going maintenance.
	Hitchin - Paynes Park and Biggin Lane																
	Letchworth - Arena Parade and Gernon Road				15,000	15,000											
CI/15	Installation of Pay & display Machines for on-street charging in core streets within town centres. Estimate includes installation of machines, TRO and associated implementation of Lines & signs.	Town Centres Score 11 Rank 3	0	0				235,000							N	The Parking Strategy adopted by Cabinet in Sept 2009 recognises the need to balance the capacity between on and off-street parking in town centres to ensure their continued viability. The introduction of on-street charging will contribute to improving this balance as well as provide an income for enforcement and on-going maintenance. Refer to Ref R/7 for Revenue income proposals.	

CI/16	Installation of on-street charging around railway stations (Hitchin, Letchworth/Royston/Baldock/ Knebworth) (This is an estimate for the installation of a pay by phone system, TRO and associated implementation costs of Lines & signs. More detailed work is required on this proposal)	Town Centres Score 11 Rank 3	0	0	42,000	42,000									N	The Parking Strategy adopted by Cabinet in Sept 2009 recognises the need to balance the capacity in on-street parking between residential and commuter parking in residential and other streets surrounding railway stations. The introduction of on-street charging will contribute to improving this balance as well as provide an income for enforcement and on-going maintenance. Refer to Ref R/9 for Revenue income proposals.
CI/17	Installation of Pay & Display Machines in the Twitchell Car Park, Baldock and in St. Martins Road Car Park, Knebworth, plus associated TROs (This is an estimate)	Town Centres Score 11 Rank 3	0	0	60,000	60,000									N	Short Stay on-street parking has been introduced as part of the BTC Enhancement Scheme and there is a recognised need to allow for longer duration of parking within the town centre. The introduction of a tariff for the Twitchell Car Park will balance duration of parking availability in the town centre. There is also a recognised need to allow for short-stay turn-over of vehicles in St. Martins Road Car park to ensure the viability of the local businesses. A charge will contribute to the required enforcement and maintenance of the car park. Refer to Ref R/10 for Revenue income proposals.
CI/18	Investment in Play Areas as per the action plans, agreed in principle, from the Green Space Strategy.	Continuous Improvement Score 5 Rank 7				150,000	100,000	110,000	110,000	75,000	Revenue additional cost avoidance				N	A programme of works for play areas was detailed in the action plan for play areas in the Green Space Strategy.
CI/19	Investment in Outdoor Sports Facilities as per the action plans, agreed in principle, from the Green Space Strategy.	Continuous Improvement Score 0 Rank 8				200,000	150,000	50,000	200,000	200,000					N	A programme of works for outdoor sports was detailed in the action plan for outdoor sports in the Green Space Strategy.
TOTAL STRATEGIC PRIORITIES			0	0	1,392,000	1,784,500	1,094,500	395,000	310,000	275,000	0					

Draft Car Park Tariff Options 2010

This note summarises the first draft of proposed car park tariff increase options for 2010.

Option A

This option assumes a 10p increase for all tariffs. This reflects a standard approach across all towns and car parks that takes no account of any other factors. It also reflects the limitations on the Pay and Display machines that can only accept tariff changes in multiples of 10p.

Option B

This option is a continuation of the differential charging approach introduced last year. It seeks to reflect the respective circumstances of each town centre and car parks within each town centre. In Hitchin charges increase by 10p with some limited exceptions. In general the short stay prices are still cheaper than other privately owned car parks in the town centre.

In Letchworth prices are competing with other significantly cheaper car parks, especially for short stay charges. As such charges up to 3 hours in the multi-storey are actually shown as a reduction.

In Royston the only increases are in the short stay car parks immediately adjacent to the main shopping area. More peripheral car parks are shown as no change.

Option C

This option is shown as an increase in tariffs that is likely to generate a significant increase income that will enable investment in future parking facilities. In most cases the tariffs have been rounded up to the nearest 50p or £1 which will potentially require the need for customers to need less coinage and loss of change by 'over paying'. In addition higher tariffs will also help support cashless payment by phone which is planned to be introduced in the near future.

In Letchworth regard has been had to the competing cheaper car parks in the town centre so up to 1 hours parking has been reduced to 50p in all but one car park.

In Royston the majority of tariffs remain unchanged with the 1 hour tariff remaining at 50p.

Notes

1. Hitchin Swimming Centre retains income from tariffs so no change is shown
2. Princes Mews car park will be privately operated from April 2010.

NHDC Car Park Tariffs options 2010

Please note the charges below only apply between the hours of 8am and 6pm on Monday to Saturday. NB Short = 'short stay' Long = 'long stay'

Red = increase Green = decrease Black = no change

Hitchin	Existing Charges	OPTION A - 10p increase	OPTION B - Differential	OPTION C - Investment
LAIRAGE Multi-Storey – 9 machines, 299 spaces				
Hitchin Lairage Long 1 hour	60p	70p	70p	£1.00
Hitchin Lairage Long up to 2 hrs	80p	90p	90p	£1.50
Hitchin Lairage Long up to 3 hrs	£1.80	£1.90	£2.00	£2.00
Hitchin Lairage Long over 3 hrs	£3.40	£3.50	£3.50	£3.50
CHRISTCHURCH – 1 machine, 30 spaces				
Hitchin Christchurch Short 1 hour	60p	70p	70p	£1.00
Hitchin Christchurch Short up to 2 hrs	80p	90p	90p	£1.50
Hitchin Christchurch Short up to 3 hrs	£2.30	£2.40	£2.50	£2.50
Hitchin Christchurch Short up to 4 hrs	£4.00	£4.10	£4.00	£4.00
BIGGIN LANE – 1 machine, 69 spaces				
Hitchin Biggin Lane Short 1 hour	60p	70p	70p	£1.00
Hitchin Biggin Lane Short up to 2 hrs	80p	90p	90p	£1.50
Hitchin Biggin Lane Short up to 3 hrs	£2.30	£2.30	£2.50	£2.50
Hitchin Biggin Lane Short up to 4 hrs	£4.00	£4.10	£4.00	£4.00
ST MARYS SQ – 3 machines, 130 spaces				
Hitchin St Mary's Square Short 1 hour	70p	80p	80p	£1.00
Hitchin St Mary's Square Short up to 2 hrs	90p	£1.00	£1.00	£1.50
Hitchin St Mary's Square Short up to 3 hrs	£2.40	£2.50	£2.50	£2.50
Hitchin St Mary's Square Short up to 4 hrs	£4.20	£4.30	£4.50	£4.50
PORTMILL EAST – 2 machines, 72 spaces				
Hitchin Portmill Lane East Short 1 hour	70p	80p	80p	£1.00
Hitchin Portmill Lane East Short up to 2 hrs	90p	90p	£1.00	£1.50
Hitchin Portmill Lane East Short up to 3 hrs	£2.40	£2.50	£2.50	£2.50
Hitchin Portmill Lane East Short up to 4 hrs	£4.20	£4.30	£4.50	£4.50
PORTMILL WEST – 2 machines, 68 spaces				
Hitchin Portmill Lane West Short 1 hour	70p	80p	80p	£1.00
Hitchin Portmill Lane West Short up to 2 hrs	90p	£1.00	£1.00	£1.50
Hitchin Portmill Lane West Short up to 3 hrs	£2.40	£2.50	£2.50	£2.50
Hitchin Portmill Lane West Short up to 4 hrs	£4.20	£4.30	£4.50	£4.50
WOODSIDE – 2 machines, 314 spaces				
Hitchin Woodside long 1 hour	60p	70p	60p	N/A
Hitchin Woodside long up to 2 hrs	80p	90p	80p	£1.00
Hitchin Woodside long up to 3 hrs	£2.30	£2.40	£2.50	£2.50
Hitchin Woodside long over 3 hrs	£3.40	£3.50	£3.50	£3.50
BANCROFT – 3 machines, 125 spaces				
Hitchin Bancroft long 1 hour	60p	70p	70p	£1.00
Hitchin Bancroft long up to 2 hrs	80p	90p	£90p	£2.00
Hitchin Bancroft long up to 3 hrs	£2.30	£2.40	£2.50	£2.50
Hitchin Bancroft long over 3 hrs	£3.40	£3.50	£3.50	£3.50
SWIM CENTRE – 2 machines, 93 spaces				
Hitchin Swim Centre up to 3 hrs	£1.00	£1.00	£1.00	£1.00
Hitchin Swim Centre up to 4 hrs	£2.00	£2.00	£2.00	£2.00
Hitchin Swim Centre up to 6 hrs	£3.00	£3.00	£3.00	£3.00
Hitchin Swim Centre up to 8 hrs	£4.00	£4.00	£4.00	£4.00
Hitchin Swim Centre up to 10 hrs	£5.00	£5.00	£5.00	£5.00

No change swim centre keeps income

Existing Charges	OPTION A - 10p increase	OPTION B - Differential	OPTION C - Investment
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Letchworth

MULTI-STOREY SHORT STAY – 3 machines, 113 spaces levels 1-3

Letchworth Multi Storey Short 1 hour	60p	70p	50p	50p
Letchworth Multi Storey Short up to 2 hrs	80p	90p	70p	£1.00
Letchworth Multi Storey Short up to 3 hrs	£2.30	£2.40	£2.00	£2.50
Letchworth Multi Storey Short up to 4 hrs	£3.40	£3.50	£3.50	£3.50
Letchworth Multi Storey Short over 4 hrs	N/A	N/A	£5.00	£5.00

MULTI – STOREY LONG – 6 machines, 263 spaces levels 4-9

Letchworth Multi Storey long 1 hour	60p	70p	N/A	N/A
Letchworth Multi Storey long up to 2 hrs	80p	90p	£1.00	£1.00
Letchworth Multi Storey long up to 3 hrs	£1.80	£2.00	£2.00	£2.00
Letchworth Multi Storey long over 3 hrs	£3.40	£3.50	£3.50	£3.50

HILLSHOTT – 2 machines, 97 spaces

Letchworth Hillshott long 1 hour	60p	70p	60p	50p
Letchworth Hillshott long up to 2 hrs	80p	90p	80p	£1.00
Letchworth Hillshott long up to 3 hrs	£1.80	£1.90	£2.00	£2.00
Letchworth Hillshott long over 3 hrs	£3.40	£3.50	£3.50	£3.50

BIRDSHILL – 1 machine, 40 spaces

2014 closes

Letchworth Birdshill Short 1 hour	60p	70p	60p	50p
Letchworth Birdshill Short up to 2 hrs	80p	90p	80p	£1.00
Letchworth Birdshill Short up to 3 hrs	£2.30	£2.40	£2.50	£2.50
Letchworth Birdshill Short up to 4 hrs	£3.40	£3.50	£3.50	£3.50

TOWN HALL – 2 machines, 96 spaces

Letchworth Town Hall Short 1 hour	70p	80p	70p	£1.00
Letchworth Town Hall Short up to 2 hrs	90p	£1.00	£1.00	£1.50
Letchworth Town Hall Short up to 3 hrs	£2.40	£2.50	£2.00	£2.50
Letchworth Town Hall Short up to 4 hrs	£3.70	£3.80	£4.00	£4.00

Royston

PRINCES MEWS – 3 machines, 89 spaces

2010 no longer NHDC

Royston Princes Mews Short 1 hour	50p	N/A	N/A	N/A
Royston Princes Mews Short up to 2 hrs	70p	N/A	N/A	N/A
Royston Princes Mews Short up to 3 hrs	£4.00	N/A	N/A	N/A
Royston Princes Mews Short over 3 hrs	£6.00	N/A	N/A	N/A
After 4pm	10p	N/A	N/A	N/A

CIVIC CENTRE – 3 machines, 231 spaces

Royston Civic Centre Long 1 hour	50p	60p	50p	50p
Royston Civic Centre Long up to 2 hrs	70p	80p	70p	£1.00
Royston Civic Centre Long up to 3 hrs	£1.20	£1.30	£1.20	£1.50
Royston Civic Centre Long over 3 hrs	£2.50	£2.60	£2.50	£2.50
After 4pm	10p	20p	10p	10p

THE WARREN – 2 machines, 115 spaces

Royston The Warren Long 1 hour	50p	60p	50p	50p
Royston The Warren Long up to 2 hrs	70p	80p	70p	£1.00
Royston The Warren Long up to 3 hrs	£1.20	£1.30	£1.20	£1.50
Royston The Warren Long over 3 hrs	£2.50	£2.60	£2.50	£2.50
After 4pm	10p	20p	10p	10p

PRIORY GARDENS – 1 machine, 10 spaces

Royston Priory Gardens Short 1 hour	50p	60p	60p	50p
Royston Priory Gardens Short up to 2 hrs	70p	80p	80p	£1.00
Royston Priory Gardens Short up to 3 hrs	£3.00	£3.10	£3.00	£3.00
Royston Priory Gardens Short over 3 hrs	£6.00	£6.10	£8.00	£6.00
After 4pm	10p	20p	10p	10p

JOHN STREET – 1 machine, 14 spaces

Royston John Street Short 1 hour	50p	60p	60p	50p
Royston John Street Short up to 2 hrs	70p	80p	80p	£1.00
Royston John Street Short up to 3 hrs	£3.00	£3.10	£3.00	£3.00
Royston John Street Short over 3 hrs	£6.00	£6.10	£8.00	£6.00
After 4pm	10p	20p	10p	10p

ANGEL PAVEMENT – 1 machine, 18 spaces

Royston Angel Pavement Short 1 hour	50p	60p	60p	50p
Royston Angel Pavement Short up to 2 hrs	70p	70p	80p	£1.00
Royston Angel Pavement Short up to 3 hrs	£3.00	£3.10	£3.00	£3.00
Royston Angel Pavement Short over 3 hrs	£6.00	£6.10	£8.00	£6.00
After 4pm	10p	20p	10p	10p

MARKET PLACE - 1 machine, 34 spaces

Royston Market Place Short 1 hour	50p	60p	60p	50p
Royston Market Place Short up to 2 hrs	70p	80p	80p	£1.00
Royston Market Place Short up to 3 hrs	£3.00	£3.10	£3.00	£3.00
Royston Market Place Short over 3 hrs	£6.00	£6.10	£8.00	£6.00
After 4pm	10p	20p	10p	10p

Total of 51 machines

LETCHWORTH COMMITTEE
18 November 2009

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

8

TITLE OF REPORT: CORPORATE BUSINESS PLANNING 2010-2011 – EFFICIENCIES AND INVESTMENTS

REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE

Supplementary information following the outcome of the Members Budget Workshops.

The following pages are to be read with the report issued at the first publication of the agenda:

1. Briefing note for Parking Proposals 2010 – 2011 and beyond.
2. NHDC Parking Strategy – High Level Action Plan
3. Car park Tariff Income from 2006-2007 to 2008 – 2009
4. Income and expenditure by Car Park and Area Committee for 2008-2009
5. Estimated increase in car parking income.

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**AREA COMMITTEE BRIEFING NOTE FOR PARKING PROPOSALS
CORPORATE BUSINESS PLANNING 2010/11 AND BEYOND**

1. The Council's Parking Strategy was adopted in June 2009 and an Action Plan subsequently agreed by Cabinet in October 2009.
2. The Strategy identified that tariffs should be reviewed annually and that there should be area wide reviews of parking management on a town wide basis.
3. The Action Plan is appended to this note and identifies a range of proposals for consideration in the current/next financial year and beyond.
4. There is a significant amount of work planned before a full review of the Parking Strategy (2014). The Efficiency and Investment proposals set out options A-C (Ref R/3 – R/5) relating to car parking charge increases. Option C of the proposed parking tariffs has been identified to significantly increase income from car parks to help fund the delivery of the parking strategy.
5. Works planned for next year include reviews of parking management in Knebworth and Baldock, including implementation of Pay and Display parking tariffs in off street car parks in Knebworth and Baldock (Ref R/10) alongside other on-street parking management.
6. In Knebworth charges for St Martins car park have been considered and supported by a local Parking Improvement Group and traders are also in support. The aim is for the car park to operate as a short stay parking to support local businesses. Currently the car park has significant long stay/all day parking.
7. In Baldock a review of the impact of the Town Centre Enhancements is planned with possible introduction of a tariff for the Twitchell Car Park. Survey data for the Twitchell is yet to be gathered but initial views are based on a tariff allowing up to 3 hours parking (50p) and all day parking for a fee that is considered reasonable (i.e. £1).
8. Members will be aware of the significant cost of running on-street parking. Area wide parking management reviews will consider the future of parking controls/management. In order to help off-set some of the costs of on-street parking and meet a limited amount of all day demand it is proposed to introduce a small amount of chargeable, on-street parking around stations (ref R/9).
9. On-street charging in town centres is supported by the Parking Strategy but will require detailed appraisal. Trial on-street charging is proposed in Portmill Lane, Biggin Lane (Hitchin) and Gernon Road (Letchworth) (ref R/8). These streets are considered less sensitive than 'shopping' streets and the trial will be used to help identify how well used chargeable spaces could be. Turnover of spaces will be monitored as recent survey data showed that there is a significant amount of 'over stay' in limited waiting, free on-street spaces.

10. The capital investment proposals for 2010/11 (Refs CI/8 to CI/13) identify improvements to both multi-storey car parks. Works planned for 2010/11 are considered to be 'non abortive' works whereas proposal CI/9 and CI/12 are planned for 2011/12 alongside consideration of whether Pay on Foot car park management is feasible.
11. Other investment proposals include for an additional Civil Enforcement Officer (Ref I/6), in part because of increased enforcement demand generally and potentially for Baldock and Knebworth, as well promotion of other commercial opportunities (Ref R/11) such as advertising in car parks and on tickets.
12. Investment proposal I/5 identifies the need to maintain signs and lines on an annual basis. This assists the management of parking including ensuring Penalty Charge Notices issued are valid.
13. All of the proposals would need to be subject of a full business case including any additional operational costs.
14. Following the recent budget workshops the following provides answers to some detailed questions raised:

Which streets does the proposal to introduce on-street charging in core streets within town centres (R/7) relate to specifically?

The streets are as follows:

In Letchworth: Leys Avenue, Arena Parade and Eastcheap

In Hitchin: Hermitage Road, Bancroft and Brand Street

Which streets does the proposal to introduce on-street charging around stations (R/9) relate to specifically?

No specific streets have been identified but an assumption that ten spaces could be identified in each settlement close to a station and that each space could be 'sold' at £3 per day. Only Mon-Fri charging is assumed but there would be the possibility of charging for Saturdays. Officers would appreciate feedback from Members on which streets might be appropriate.

Is the proposal for the introduction of charging in the Twitchell Car Park, Baldock and in St. Martins Road Car Park, Knebworth (R/10) for a ticketing arrangement or pay on foot arrangement?

Pay and Display is intended for both car parks as Pay on Foot is almost certainly not likely to be viable for these car parks. Pay by phone would also be applicable to both car parks.

Members requested further detail on the historical car park ticket income per car park and the total income and expenditure per car park for 2008/09. This information is shown in appendix A and B respectively. Please note that appendix B includes ticket, PCN and permit income while appendix A shows ticket income only. While the best efforts have been made to allocate expenditure to the correct car park many overheads have needed to be apportioned based on the number of car parking spaces.

The estimated change in income per car park, as a result of implementing option B or option C (proposals R/4 or R/5) is shown in appendix C.

The potential for an 'Option D' tariff increase is still being assessed. This allows for the same tariffs as option C but for parking to be free after 4pm.

Members asked a number of other questions on other issues at the budget workshops. Officer responses to these questions will be made available via the MIS before the next Cabinet meeting in December.

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ITEM 2

NHDC PARKING STRATEGY, HIGH LEVEL ACTION PLAN

Reference No.	District wide priorities	Financial Year/work type ¹	Corporate priorities	Links to Parking or other strategies
DW1	Address on-street enforce. issues related to TROs, signs and lines	2009/10 (start + annual budget) works	Sustainable Development	Policy 16
DW2	Adopt a policy and programme for Disabled parking bays	2009/10 policy + annual works via Area Cttee discretionary funding	Sustainable Development	Policy 23
DW3	Review of Parking Management Areas and CPZs (i.e. 'fit for purpose')	Bal + Kneb 2010/11 + Hit 2011/12 + Roy 2012/13 + Let 2013/14 reviews + works for each	Sustainable Development	Policies 17, 18, 22
DW4	CPZ charging & mgmt policy (charges, enforce freq etc)	Annual review	Sustainable Development	Policy 22
DW5	Implement 'Pay by Phone' trial in all chargeable car parks	2009/10 works	Town Centres	Policy 4
DW6	Review Herts CC agency agreement (i.e. 'fit for purpose')	2009/10 review	Sustainable Development	Policy 1
DW7	Review tariffs	Annual review	Town Centres	Policy 5
DW8	Implement trial on-street charging in Hitchin and Letchworth town centres	2010/11 works	Town Centres	Policy 9
DW8	Identify case for 'Pay on Foot' pilot	2010/11 (for September 2010) feasibility	Town Centres	Policy 4
DW9	Business case for replacement 'Pay & Display' machines	2010/11 (for September 2010) feasibility	Town Centres	Policy 4
DW10	Business case for on-street commuter parking	2009/10 feasibility 2010/11 works	Sustainable Development	Policies 8, 9, 18, 21

¹ All items are subject to funding being agreed

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DW11	Commercial opportunities (e.g. adverts, other services, promotions)	Annual review	Town Centres	Policy 7
DW12	Parking service operational review	Annual review	Sustainable Development	Policy 1
DW13	Ongoing maintenance in car parks	Annual programme	Town Centres	
DW14	Review Vehicle Parking at New Development Supplementary Planning Document	2009/10 into 2010/11	Sustainable Development	Loc Dev Document
Reference No	Area specific priorities	Financial Year/work type²	Corporate priorities	Links to Parking or other strategies
	Baldock			
BA1	Review TRO impact in and around TC core area	2009/10review	Town Centres	Policy 20
<i>BA2</i>	<i>TRO amendments in Baldock if needed</i>	<i>2010/11works</i>	Town Centres	Policies 8,11, 20, 21,
BA3	Feasibility for Twitchell car park tariff	2009/10 feasibility (in context of 1) works 2010/11	Town Centres	Policies 4, 5
BA4	Consider new Parking Mgmt Area(s) around TC/Station	Include in district wide priorities CPZ review	Sustainable Development	Policies 17, 18
<i>BA5</i>	<i>Implement Twitchell tariff (if required))</i>	<i>2010/11 works</i>	Town Centres	Policies 4, 5
<i>BA6</i>	<i>Implement PMA in Baldock (if needed)</i>	<i>2011/12 works</i>	Sustainable Development	Policies 17, 18
	Letchworth			
LET1	Multi storey upgrade phase 1(lights, décor, lifts)	2010/11 works	Town Centres	Policy 3
LET2	Consider new Parking Mgmt Area at Redhods Way area	Include in district wide priorities CPZ review	Sustainable Development	Policies 17, 18
LET3	Multi storey upgrade phase 2 (concrete repairs, water proofing/resin decking)	2010/11 feasibility 2011/12 (or later) works	Town Centres	Policy 3
LET4	Investigate better off-street signing via VMS	2011/12 feasibility	Town Centres	Policies 3, 4

² All items are subject to funding being agreed

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Reference No	Area priorities	Financial Year/work type ³	Corporate priorities	Links to Parking or other strategies
Hitchin				
HIT1	Investigate better off-street signing via VMS (see BID)	2010/11 feasibility	Town Centres	Policies 3, 4
HIT2	Consider new Parking Mgmt Area around TC periphery	Include in district wide priorities CPZ review	Sustainable Development	Policies 17, 18
HIT3	Lairage upgrade phase 1 (lights, décor etc)	2010/11 works	Town Centres	Policy 3
HIT4	Lairage upgrade phase 2 (bay monitoring etc)	2010/11 feasibility 2011/12 (or later) works	Town Centres	Policy 3
HIT5	Consider parking rebate proposal in BID	2010/11 works	Town Centres	Policy 7
HIT6	Investigate additional Town Centre parking capacity	2011/12 feasibility	Town Centres	Policy 2
Royston				
ROY1	Consider delivery of BID 'buy back' proposal	2009/10 works	Town Centres	Policy 7
ROY2	Progress Fish Hill Square scheme + parking related issues	2010/11 feasibility 2011/12 works	Town Centres	TC Strategy + Policies 2, 3
ROY3	Review of CPZs and TROs (specifically in and around TC)	Included in district wide priorities CPZ review	Sustainable Development	Policies 17, 18
Knebworth				
KN1	Feasibility for St Martins car park tariff	2009/10 feasibility	Town Centres	Policies 4, 5
KN2	Review High Street parking provision	2009/10 feasibility	Town Centres	Policy 8
KN3	<i>Implement St Martins tariff (if required) + High St TRO</i>	<i>2010/11 works</i>	<i>Town Centres</i>	<i>Policies 4, 5</i>

³ All items are subject to funding being agreed

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Reference No.	Priority issue	Financial Year/work type ⁴	Corporate priorities	Links to Parking or other strategies
	Beyond 2010/11			
FUT1	Consider roll out of on-street charging in town centres	2011/12 annual. feasibility	Town Centres	Policy 9
FUT2	Consider case for Sunday and evening charging	2011/12 annual. feasibility	Town Centres	Policy 6
FUT3	Assess impact of development proposals on parking	2011/12/13/14/15 review	Sustainable Development	Policies 2, 3, 4, 8, 10, 11, 12, 13, 14, 15, 16
FUT4	Consider development potential for car parks	2011/12 review	Sustainable Development	TC Strategies
FUT5	Implement findings of CPZ review	2011/12 + 2012/13 + 2013/14 works	Sustainable Development	Policies 22, 17, 18
<i>FUT6</i>	<i>Implement Pay on Foot (if feasible)</i>	<i>2011/12 works for 10 year life</i>	Town Centres	Policy 4
<i>FUT7</i>	<i>Implement replacement Pay and Display (depend on business case)</i>	<i>2011/12 works for 10 year life</i>	Town Centres	Policy 4
<i>FUT8</i>	<i>Extend Pay by Phone contract (if required)</i>	<i>2011/12 review</i>	Town Centres	Policy 4
<i>FUT9</i>	<i>Extend commuter on-street parking (ongoing)</i>	<i>2011/12 + 2012/13 + 2013/14</i>	Sustainable Development	Policies 8, 9, 18, 21
FUT10	Monitoring of exist & potential Parking Mgmt Areas	Annual	Sustainable Development	Policies 17, 18, 22
FUT11	Monitoring of TC parking demand & mgmt	Annual	Town Centres	TC Strategies
FUT12	Monitoring of New Development parking guidance	Annual & full review if nat guidance changes	Sustainable Development	Loc Development Document
FUT13	Consider other mgmt options (e.g. smartcards, technology)	From 2011/12	Sustainable Development	Policy 1
FUT14	Full Review of Parking Strategy	2014	Sustainable Development	Full review

⁴ All items are subject to funding being agreed

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Car Park Tariff income from 2006/07 to 2008/09

Off Street Car Parks	STAY	Value of Ticket	Value of Ticket	Value of Ticket
		Sales	Sales	Sales
		Mar	Apr	Apr
		2006/07	2007/08	2008/09
		£	£	£
LAIRAGE	LONG	90,518	94,700	96,902
CHRISTCHURCH	SHORT	28,644	31,036	30,896
BIGGIN LANE	SHORT	19,413	27,385	27,753
ST MARYS SQ	SHORT	122,129	128,210	127,937
PORTMILL EAST	SHORT	77,064	81,989	82,248
PORTMILL WEST	SHORT	75,514	80,021	84,867
WOODSIDE	LONG	66,922	71,437	74,942
BANCROFT	LONG	62,405	71,379	73,186
HITCHIN TOTAL		542,610	586,156	598,731
MULTI-STOREY	SHORT	78,291	62,137	63,957
MULTI-STOREY	LONG	21,096	43,946	45,066
HILLSHOTT	LONG	20,793	22,298	26,571
BIRDHILL	SHORT	24,067	25,008	24,431
TOWN HALL	SHORT	91,609	93,576	99,522
LETCHWORTH TOTAL		235,856	246,965	259,547
PRINCES MEWS	SHORT	61,160	57,948	57,135
CIVIC CENTRE	LONG	62,358	63,509	63,204
THE WARREN	LONG	38,348	37,982	36,461
PRIORY GARDENS	SHORT	8,631	7,846	8,449
JOHN STREET	SHORT	15,459	17,406	18,415
ANGEL PAVEMENT	SHORT	15,170	15,256	13,691
MARKET PLACE	SHORT	16,589	19,442	17,965
ROYSTON TOTAL		217,714	219,389	215,320
TOTALS FOR ALL CAR PARKS		996,181	1,052,510	1,073,599

Income and Expenditure by Car Park and Area Committee for 2008/09

	Total Income (inc. PCNs) £	Total Expenditure (inc. overheads) £	Surplus /(Deficit) £
Baldock			
Twitchell Car Park	0	12,193	(12,193)
	0	12,193	(12,193)
Hitchin			
Woodside Car Park	106,011	80,551	25,459
Woolgrove Road Car Park	0	7,401	(7,401)
Bancroft Car Park	111,825	39,648	72,178
Biggin Lane Car Park	32,274	23,180	9,094
Christchurch Car Park	32,844	11,408	21,436
Hitchin Multi-storey Car Park	162,910	120,093	42,817
Nightingale Road Car Park	0	5,097	(5,097)
Portmill Lane Car Park	176,189	47,200	128,989
Queen Street Car Park	136,387	44,394	91,994
	758,440	378,972	379,469
Southern Rural			
St Martins Knebworth Car Park	0	14,182	(14,182)
	0	14,182	(14,182)
Letchworth			
Hillshott Car Park	63,421	26,470	36,951
Letchworth Multi-storey	212,815	157,477	55,338
Arena Parade Car Park	105,528	30,406	75,122
Birds Hill Car Park	26,949	10,845	16,104
	408,713	225,197	183,516
Royston			
Priory Gardens	9,088	3,237	5,851
John Street	19,304	4,172	15,132
Market Hill Car Park	35,340	20,758	14,582
King James Way Car Park	93,988	82,399	11,589
Princes Mews Car park	67,639	57,907	9,731
The Warren Car Park	76,153	31,636	44,517
	301,511	200,110	101,401
Grand Total	1,468,664	830,654	638,010

Letchworth totals include £90k income from staff permits

Estimated increase in car parking income

	Option B estimated change in income £	Option C estimated change in income £
Hitchin		
Lairage	9,908	12,039
Christchurch	4,399	19,172
Biggin Lane	3,762	15,678
St Marys Sq	16,317	62,185
Portmill East	10,378	38,518
Portmill West	10,989	39,777
Woodside	4,584	6,584
Bancroft	7,297	29,120
	67,633	223,072
Letchworth		
Multi - Short	(9,488)	10,726
Multi - Long	3,008	2,348
Hillshott	1,758	2,120
Birdshill	357	5,152
Town Hall	4,965	51,036
	600	71,383
Royston		
Civic Centre	0	14,629
The Warren	0	7,574
Priory Gardens	1,123	1,879
John Street	2,416	4,779
Angel Pavement	2,691	3,310
Market Place	3,184	3,766
	9,415	35,937
Grand Total	77,647	330,392

TITLE OF REPORT : SECTION 106 AGREEMENT AND UNILATERAL UNDERTAKINGS

REPORT OF THE HEAD OF DEVELOPMENT AND BUILDING CONTROL

1. SUMMARY

- 1.1 This report provides Members of the Area Committee with an update on the comprehensive details of the current Section 106 agreements and Unilateral Undertakings in their area as at the 30th October 2009 for this Council. Information relating to the County Council in respect of highways is up to the 11th September with the remaining contributions and obligations involving the County Council the 30th June 2009.
- 1.2 Following the feed back from the Area Committees in June the format of the reports has been further refined to clearly show the following:-
1. **Appendix A** :- Section 106 agreements by ward/parish included in the area of the Committee using the planning application reference. Contributions to North Hertfordshire District Council.
 2. **Appendix B** :- Unilateral Undertakings using the same criteria Contributions to North Hertfordshire District Council
 3. **Appendix C**:- As Appendix A – contributions to County Council
 4. **Appendix D**:- As Appendix B – contributions to County Council
 5. **Appendix E**:- By obligation for each ward/parish – contributions to North Hertfordshire District Council
 6. **Appendix F**:- By unilateral undertaking for each ward/parish – contributions to North Hertfordshire District Council
 7. **Appendix G**:- As Appendix E – contributions to County Council
 8. **Appendix H**:- As Appendix F- contributions to County Council
- 1.3 The reports (Appendices A-H) have been composed in this manner to clearly show those obligations which have been negotiated for a particular site and the resultant contributions are for a specific purpose as against those, the majority of which are unilateral undertakings, that have been entered into and agreed using the formula set out in the Section 106 supplementary planning document.

2. FORWARD PLAN

- 2.1 This report does not contain a recommendation on a key decision and is not included within the Forward Plan.

3. BACKGROUND

- 3.1 As members are fully aware the Authority adopted in November 2006 a Supplementary Planning Document (SPD) which regulates the preparation of Section 106 Agreements and Unilateral Undertakings in relation to development proposals. It has been agreed that update reports on the status of the agreements be presented to the Area Committees on a regular basis.

4. CONSIDERATIONS

- 4.1 The main aim of the Section 106 SPD is to ensure that the additional demands upon infrastructure, services and facilities arising from new development are provided for and are put in place at the right time and contribute towards the Council's mission and strategic objectives as set out in the Corporate Plan.
- 4.2 The planning process in respect of obligations provides a mechanism by which some of the priorities can be addressed. The strategies and priorities of the Council form the basis for the allocation of funds which are **not** specific requirements identified in the agreement. Monies are allocated to capital and revenue schemes which are agreed by Members through the Corporate business planning process and the quarterly budget monitoring reported to Cabinet. In addition some developers may contribute commuted sums towards adopted open space.
- 4.3 Since the last update I would confirm that discussions have taken place with Financial Services concerning allocation to specific capital schemes which will be considered by Cabinet in due course. In addition to which a corporate officer working party for Section 106 contributions has been instigated.
- 4.4 The Audit Commission advice is very clear that planning obligations should only be sought if they meet the Secretary of State's policy tests, which means that funds raised through planning obligations cannot be used to support opportunistic funding bids. The use of funds raised through planning obligations is fixed when the planning agreement is signed, at the time planning permission is granted. This may be long before the developer's contribution is paid, so using planning obligations successfully means thinking ahead to adopt policies that will deliver benefits in support of community strategy over a long time period.
- 4.5 The standard charges contained within the SPD are based upon contributions to this Council towards 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. The monies are allocated in accordance with the approved strategies and policies.
- 4.5 The overall income levels associated with Section 106 monies for this Council from 2001/02 are included in the table below.

Year	Receipts in year £	Allocated in year £	Interest accruing in year to General Fund £
2001/2	17,729	2,000	192
2002/3	224,542	181,341	1,166
2003/4	5,000	0	3,076
2004/5	364,461	59,166	13,107
2005/6	76,900	62,119	20,957
2006/7	199,276	13,000	26,921
2007/8	226,016	83,782	42,253
2008/9	313,397	78,824	46,753
2009/10	118,733	0	37,879
Total	£1,546,054	£480,232	£192,304

5. LEGAL IMPLICATIONS

- 5.1 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.
- 5.2 The Planning Bill introduces the concept of a Community Infrastructure Levy which may replace in part the use of Section 106 Agreements and this may require a review of the Section 106 SPD which in turn will need to be incorporated within the Council's Local Development Scheme.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The work associated with the implementation of the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document will be need to be incorporated within the programme for the Local Development Framework Team once there is greater certainty about its future.
- 6.2 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.
- 6.3 The financial implications of a planning permission may be agreed but if the planning permission is not implemented the monies will not be received.
- 6.4 When negotiating monies for capital schemes there may be a delay in implementing those schemes which may result in a change of cost.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 7.1 There are no financial resource or equalities implications arising from this report other than those associated with the implementation of Section 106 Agreements associated with developments and in particular, the increasing number of large developments that may be forthcoming as a result of the East of England Plan.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 The Section 106 SPD was subject to external consultation through its preparation and the implementation of this new area of work has been subject to consultation with developers and agents through the Planning and Building Control Customer Panel.

9. RECOMMENDATIONS

- 9.1 It is recommended that the Area Committee
- i) Note the contents of this Report
 - ii) A S106 updating report is presented on an annual basis

10. REASONS FOR RECOMMENDATIONS

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

11. ALTERNATIVE OPTIONS CONSIDERED

- 11.1 No alternative options are considered appropriate at this stage.

12. APPENDICES

- 12.1 Appendices - as set out in paragraph 1.2

13. CONTACT OFFICERS

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14. BACKGROUND PAPERS

14.1 Section 106 Supplementary Planning Document and monitoring reports.

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Monitoring Reports - Section 106 Planning Obligation Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

00/01048/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Off, Jubilee Road, Letchworth, SG6	Sustainable Transport Cont Non Res		£14,000.00	£14,000.00	£0.00	£2,000.00	£12,000.00
01/01513/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Adj Orchard House, Orchard Way, Letchworth Garden City	Sustainable Transport Cont Non Res		£5,000.00	£5,000.00	£0.00		
02/01614/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at 178 Norton Way North, Letchworth, SG6	Open Space Contribution		£5,000.00		£5,000.00		
	Green Travel Plan		£7,000.00		£7,000.00		
	Open Space Contribution		£5,000.00		£5,000.00		
04/00926/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6	Sustainable Transport Cont Residential		£15,000.00		£15,000.00		
05/00307/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6	Sustainable Transport Cont Residential		£38,500.00	£38,500.00	£0.00		
	Play Spce Contribution		£20,850.00	£20,850.00	£0.00		



Monitoring Reports - Section 106 Planning Obligation Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

05/01258/1							
<u>Site</u>	<u>Purpose</u>	<u>Affordable Units</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Off, Paddock Close, Letchworth Garden City, SG6	Affordable Housing	10					
	Sustainable Transport Cont Residential	19/01/2019 00:00:00	£21,700.00	£23,428.32	£0.00		
06/00832/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Skill Centre, Pixmore Avenue, Letchworth Garden City	Play Spce Contribution		£36,560.60		£36,560.60		
	Affordable Housing Play Spce Contribution		£75,000.00	£76,718.00	£0.00		
06/02029/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF	Play Spce Contribution		£21,132.00	£23,433.06	£0.00		
	Open Space Contribution		£15,849.00 £10,570.00	£17,574.80	£0.00 £10,570.00		



Monitoring Reports - Section 106 Planning Obligation Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

07/02428/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City	Pitch Sports Contribution		£24,778.00		£24,778.00		
	Leisure Contribution		£52,783.00		£52,783.00		
	Affordable Housing	18					
	Traffic - Other Schemes						
	Waste Collection and Re-Cycling Cont			£2,912.00		£2,912.00	
	Leisure Contribution						
	Play Spce Contribution						
Comty Ctre & Town and Village Hall Contr			£12,000.00		£12,000.00		
08/00327/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City	Leisure Contribution		£4,015.20		£4,015.20		
	Comty Ctre & Town and Village Hall Contr		£2,481.20		£2,481.20		
	Pitch Sports Contribution		£1,927.20		£1,927.20		
	Informal Open Space		£2,112.00		£2,112.00		
	Waste Collection and Re-Cycling Cont		£568.00		£568.00		
	Play Spce Contribution			£3,907.20		£3,907.20	
	Affordable Housing	8					



Monitoring Reports - Section 106 Planning Obligation Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

08/00987/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU	Comty Ctre & Town and Village Hall Contr		£5,023.76	£5,023.76	£0.00		
	Play Spce Contribution		£7,923.92	£7,923.92	£0.00		
	Waste Collection and Re-Cycling Cont		£1,207.00	£1,207.00	£0.00		
	Affordable Housing	17					
	Leisure Contribution		£8,325.41	£8,325.41	£0.00		
08/01289/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City	Waste Collection and Re-Cycling Cont		£754.00		£754.00		
	Leisure Contribution		£13,951.46		£13,951.46		
	Comty Ctre & Town and Village Hall Contr		£8,433.68		£8,433.68		
	Pitch Sports Contribution		£6,549.56		£6,549.56		
	Affordable Housing	10					
09/00114/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Neosid Site, Icknield Way, Letchworth Garden City, SG6 4AS	Open Space Contribution		£25,000.00		£25,000.00		
			£60,640.00		£60,640.00		
	Play Spce Contribution		£11,500.00		£11,500.00		
	Affordable Housing	29					
	Open Space Contribution						
Totals for Letchworth:			£547,954.19	£241,984.27	£313,443.10	£2,000.00	£12,000.00



Monitoring Reports - Unilateral undertaking Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

06/00283/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Car park rear of Skillcentre site fronting, Dunhams Lane, Letchworth Garden City, SG6	Sustainable Transport Cont Non Res		£10,000.00	£10,000.00	£0.00		
07/01035/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Natwest, Station Place, Letchworth Garden City, SG6 3AL	Leisure Contribution		£1,175.58		£1,175.58		
	Informal Open Space		£604.80		£604.80		
	Pitch Sports Contribution		£551.88		£551.88		
	Play Spce Contribution		£1,118.88		£1,118.88		
	Comty Ctre & Town and Village Hall Contr		£710.64		£710.64		
07/01291/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
7 Eastcheap, Letchworth Garden City, SG6 3DG	Waste Collection and Re-Cycling Cont		£26.95	£26.95	£0.00		
	Play Spce Contribution		£386.54	£386.54	£0.00		
	Pitch Sports Contribution		£190.66	£190.66	£0.00		
	Informal Open Space		£208.94	£208.94	£0.00		
	Leisure Contribution		£417.98	£417.98	£0.00		
	Comty Ctre & Town and Village Hall Contr		£252.67	£252.67	£0.00		
07/01510/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
12-13 Blackhorse Road, Letchworth Garden City, SG6 1HL	Sustainable Transport Cont Non Res		£4,000.00		£4,000.00		



Monitoring Reports - Unilateral undertaking Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

08/01227/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at Market Hall and 29, 31 and 33 Commerce Way, Letchworth Garden City, SG6 3DW	Public Realm Contribution Non Res		£4,200.00		£4,200.00		
08/01635/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Wheatley House, Works Road, Letchworth Garden City, SG6 1LP	Sustainable Transport Cont Non Res		£5,500.00		£5,500.00		
08/02803/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA	Waste Collection and Re-Cycling Cont		£260.00	£288.31	£0.00		
	Sustainable Transport Cont Non Res		£1,500.00	£1,730.08	£0.00		
	Comty Ctre & Town and Village Hall Contr		£1,880.00	£2,021.47	£0.00		
08/02929/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX	Leisure Contribution		£1,887.77		£1,887.77		
	Comty Ctre & Town and Village Hall Contr		£1,141.16		£1,141.16		
	Informal Open Space		£971.20		£971.20		
	Pitch Sports Contribution		£886.22		£886.22		
	Play Spce Contribution		£1,796.72		£1,796.72		
	Waste Collection and Re-Cycling Cont		£78.00		£78.00		



Monitoring Reports - Unilateral undertaking Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

09/00186/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
61-63, Leys Avenue, Letchworth Garden City, SG6	Waste Collection and Re-Cycling Cont		£26.00		£26.00		
	Leisure Contribution		£391.86		£391.86		
	Comty Ctre & Town and Village Hall Contr		£236.88		£236.88		
	Play Spce Contribution		£372.96		£372.96		
	Informal Open Space		£201.60		£201.60		
	Pitch Sports Contribution		£183.96		£183.96		
09/00625/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6	Pitch Sports Contribution		£1,984.04		£1,984.04		
	Leisure Contribution		£2,214.32		£2,214.32		
	Waste Collection and Re-Cycling Cont		£284.00		£284.00		
	Play Spce Contribution		£1,954.06		£1,954.06		
	Comty Ctre & Town and Village Hall Contr		£2,286.08		£2,286.08		
	Informal Open Space		£3,599.36		£3,599.36		
	Public Realm Contribution Non Res		£2,610.00		£2,610.00		



Monitoring Reports - Unilateral undertaking Finances by Area: Letchworth

Area: Letchworth

Parish: Letchworth

09/01106/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
16b Leys Avenue, Letchworth Garden City, SG6 3EU	Leisure Contribution		£391.86		£391.86		
	Waste Collection and Re-Cycling Cont		£26.00		£26.00		
	Play Spce Contribution		£372.96		£372.96		
	Comty Ctre & Town and Village Hall Contr		£236.88		£236.88		
	Informal Open Space		£201.60		£201.60		
	Pitch Sports Contribution		£183.96		£183.96		
09/01338/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at The Old Grammar School, Broadway, Letchworth Garden City, SG6 3PS	Comty Ctre & Town and Village Hall Contr						
Totals for Letchworth:			£57,504.97	£15,523.60	£42,381.23		
Totals for Letchworth:			£57,504.97	£15,523.60	£42,381.23		


Monitoring Reports - Section 106 Planning Obligation Finances by Area: Letchworth - County Contributions
Area: Letchworth
Parish: Letchworth

05/00307/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6	Education						
	Library Contributions						
	Childcare Contribution						
06/00811/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Hideout Club, Norton Way North, Letchworth Garden City, SG6	Sustainable Transport Cont Non Res						
06/02029/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF	Library Contributions						
	Childcare Contribution						
	Sustainable Transport Cont Residential		£25,887.00	£29,857.64	£0.00		
07/02428/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City	Sustainable Transport Cont Residential		£66,000.00		£66,000.00		
	Library Contributions		£12,900.00		£12,900.00		
	Childcare Contribution		£2,530.00		£2,530.00		
	Youth Contribution		£671.00		£671.00		


Monitoring Reports - Section 106 Planning Obligation Finances by Area: Letchworth - County Contributions
Area: Letchworth
Parish: Letchworth

08/00327/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City	Library Contributions		£630.00		£630.00		
	Childcare Contribution		£726.00		£726.00		
	Youth Contribution		£108.00		£108.00		
08/00987/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU	Youth Contribution		£189.00		£0.00		
	Childcare Contribution		£1,063.00		£0.00		
	Library Contributions		£1,086.00		£0.00		
08/01289/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City	Childcare Contribution		£796.00		£796.00		
	Youth Contribution		£96.00		£96.00		
	Library Contributions		£2,985.00		£2,985.00		
	Education Secondary Contribution		£2,856.00		£2,856.00		
Totals for Letchworth:			£118,523.00	£29,857.64	£90,298.00		
Totals for Letchworth:			£118,523.00	£29,857.64	£90,298.00		


Monitoring Reports - Unilateral undertaking Finances by Area: Letchworth - County Contributions
Area: Letchworth
Parish: Letchworth

08/02803/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA	Library Contributions		£1,020.00	£1,096.75	£0.00		
09/00625/1							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6	Library Contributions		£516.00		£516.00		
	Youth Contribution		£44.00		£44.00		
	Childcare Contribution		£184.00		£184.00		
Totals for Letchworth:			£1,764.00	£1,096.75	£744.00		
Totals for Letchworth:			£1,764.00	£1,096.75	£744.00		



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth

Letchworth

Affordable Housing

Appn Ref	Site	Affordable Units	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
05/01258/1	Land Off, Paddock Close, Letchworth Garden City, SG6	10					
<p>Affordable Housing To provide 4 affordable housing units and 6 on shared ownership basis</p>							
06/00832/1	Former Skill Centre, Pixmore Avenue, Letchworth Garden City						
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City	18					
<p>Affordable Housing On-site 8 no 1 bedroom and 2 no 2 bedroom dwellings to be shared ownership units.</p> <p>Owner shall not occupy or cause or permit the occupation of more than 50% of the open market dwellings until</p> <p>1.2.1 the on-site affordable housing units have been constructed to such standard as would enable immediate occupation by a tenant or lessee of the on-site affordable housing units and</p> <p>1.2.2 the on-site affordable housing units have been transferred to an affordable housing provider.</p> <p>Off-site The owner shall ensure that all of the dwellings to be built on the off-site affordable housing land shall be units of affordable housing and shall provide 6 no 2 bedroom off-site social rented units and 2 no 1 bedroom off-site shared ownership units on the off-site affordable housing land. Owner shall not occupy or cause or permit the occupation of more than 50% of the open market dwellings until</p> <p>2.2.1 off-site affordable housing constructed to standard to allow immediate occupation</p> <p>2.2.2 off-site affordable housing units have been transferred to an affordable housing provider</p>							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City	8					
<p>Affordable Housing</p> <p>6 x 2 bedroom affordable houses</p> <p>2 x 1 bedroom shared ownership flats</p>							
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU	17					



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Affordable Housing

Appn Ref	Site	Affordable Units	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
	Affordable Housing Terrace of 2 x 2 bedroom, 2 x 3 bedroom and 1 x 5 bedroom houses and 3 storey building to provide 1 2 x 1 bed flats Subsidised housing that will be available to persons who cannot afford to rent or buy housing generally available on open market						
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City	10					
	Affordable Housing 10 dwellings to be Affordable Housing, 5 of which social rented units (3 one-bed flats and 2 three-bed houses). The owner/applicant shall not occupy or cause to permit occupation of: (a) more than 50% of open market dwellings until 50% of affordable housing units built standard to allow immediate occupation and affordable housing land has been transferred to affordable housing provider. (b) 80% of the open market dwellings until all affordable housing units built and transferred to AHP. See Agreement for terms of qualifying persons						
09/00114/1	Former Neosid Site, Icknield Way, Letchworth Garden City, SG6 4AS	29					
	Affordable Housing 25% of all dwellings to be affordable housing units: 35% as shared ownership and 65% as social rented units On submission of reserved matters application, developer shall provide details of mix and type which shall include following: 36% shall be 1 bedroom flats 61% shall be 2 bedroom houses 3% shall be 3 or more bed houses (or such other mix of types as may be agreed in writing with the Council) See S106 Agreement for breakdown of occupation agreements						
Totals for Affordable Housing:							



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Letchworth

Comty Ctre & Town and Village Hall Contr

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£12,000.00			£12,000.00	
Community Centre Index linked sum towards the use of community centre facilities servicing the development. Council covenants that any part of contribution not expended or committed to be spent within ten years of date of receipt of payment shall be repaid with any accrued interest.							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£2,481.20			£2,481.20	
Community Centres Payment due prior to occupation - sum to be index linked							
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£5,023.76	£5,023.76		£0.00	
Community Centre Contribution (NHDC) To be paid prior to commencement of development Index linked sum towards the provision of the Community Centre facilities serving the locality of the development							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£8,433.68			£8,433.68	
Community Centre Contribution Towards the use of community centre facilities serving the development, such sum to be index linked							
Totals for Comty Ctre & Town and Village Hall Contr:			£27,938.64	£5,023.76		£22,914.88	

Green Travel Plan

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
02/01614/1	Land at 178 Norton Way North, Letchworth, SG6		£7,000.00			£7,000.00	
Cycle Route Network Contribution Towards provision of cycle route network around Letchworth. No units to be occupied until owner has paid Council Cycle Route contribution. Owner to advise with 14 days of date of implementation of development. Council to return monies within 5 years if not spent or committed to spend (with interest)							
Totals for Green Travel Plan:			£7,000.00			£7,000.00	



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Informal Open Space

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£2,112.00			£2,112.00	
<div style="border: 1px solid black; padding: 5px;"> Informal Open Space Payment due prior to occupation - sum to be index linked </div>							
Totals for Informal Open Space:			£2,112.00			£2,112.00	



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth

Letchworth

Leisure Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£52,783.00			£52,783.00	
<p>Leisure Services Contribution</p> <p>Index linked sum towards the cost of leisure facilities serving the development. Council covenants that any part of contribution not expended or committed to be spent within ten years of date of receipt of payment shall be repaid with any accrued interest.</p> <p>If the owner wishes to offset part or all of the leisure services contribution by carrying out the Baldock Road Leisure Centre improvements it shall submit to and obtain the Council's written approval of the Baldock Road Leisure Centre improvements scheme prior to commencement of development</p> <p>carry out and complete the Baldock Road Leisure Centre improvements scheme to satisfaction of Council and prior to occupation of any dwellings or other buildings on development.</p>							
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City						
<p>Baldock Road Leisure Centre</p> <p>Means the provision of improvements to, and expansion, management and maintenance of the Baldock Road Leisure Centre and the Pitch Sports facilities</p> <p>The owner can offset part or all of the pitch sport and leisure services contributions by carrying out the Baldock Road Leisure Centre improvements. If the owner wishes to offset part or all of the pitch sport contribution by carrying out the Baldock Road Leisure Centre improvements it shall submit to and obtain the Council's written approval of the Baldock Road Leisure Centre improvements scheme prior to commencement of development</p> <p>carry out and complete the Baldock Road Leisure Centre improvements scheme to satisfaction of Council and prior to occupation of any dwellings or other buildings on development.</p> <p>The pitch sports and leisure services contributions will then be reduced pro rata</p>							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£4,015.20			£4,015.20	
<p>Leisure</p> <p>Payment due prior to occupation - sum to be index linked</p>							



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Letchworth

Leisure Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£8,325.41	£8,325.41		£0.00	
Leisure Contribution (NHDC) To be paid prior to commencement of development Index linked sum towards the cost of additional leisure services facilities serving the locality of the development							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£13,951.46			£13,951.46	
Leisure Contribution Towards leisure facilities serving the development, such sum index linked							
Totals for Leisure Contribution:			£79,075.07	£8,325.41		£70,749.66	



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Letchworth

Open Space Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
02/01614/1	Land at 178 Norton Way North, Letchworth, SG6		£5,000.00			£5,000.00	
Open Space Contribution Towards improvement of open space/play areas at Norton common together with an additional sum which shall be arrived at by index linking £5000 by ref to SPONS							
02/01614/1	Land at 178 Norton Way North, Letchworth, SG6		£5,000.00			£5,000.00	
Open Space Contribution Towards improvement of open space/play areas at Norton common together with an additional sum which shall be arrived at by index linking £5000 by ref to SPONS							
06/02029/1	West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF		£10,570.00			£10,570.00	
Open Space Commuted sum: (NHDC) £10,570 in total. £1,057 to be paid annually over 10 year period on date of transfer of open space. Clause 9.7 of the original agreement amended to reflect this.							
09/00114/1	Former Neosid Site, Icknield Way, Letchworth Garden City, SG6 4AS		£25,000.00			£25,000.00	
Norton Open Space Contribution (NHDC): Towards the improvement and enhancement of Norton Common Recreation Ground, Letchworth. Index linked B							
09/00114/1	Former Neosid Site, Icknield Way, Letchworth Garden City, SG6 4AS		£60,640.00			£60,640.00	
Wilbury Open Space Contribution (NHDC): Towards the improvement and enhancement of the Wilbury Recreation Ground, Letchworth							
09/00114/1	Former Neosid Site, Icknield Way, Letchworth Garden City, SG6 4AS						
Grass & Shrub Cont (NHDC): Within 21 days of approval of reserved matters application, Council to notify developer of amount of Grass and Shrub contribution based upon Council's ground maintenance contract current at that time.							
Totals for Open Space Contribution:			£106,210.00			£106,210.00	



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Letchworth

Pitch Sports Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£24,778.00			£24,778.00	
<p>Pitch Sport Contribution</p> <p>Index linked sum towards the enhancement and maintenance of pitch sports in the vicinity of the development. Council covenants that any part of contribution not expended or committed to be spent within ten years of date of receipt of payment shall be repaid with any accrued interest.</p> <p>If the owner wishes to offset part or all of the pitch sport contribution by carrying out the Baldock Road Leisure Centre improvements it shall submit to and obtain the Council's written approval of the Baldock Road Leisure Centre improvements scheme prior to commencement of development</p> <p>carry out and complete the Baldock Road Leisure Centre improvements scheme to satisfaction of Council and prior to occupation of any dwellings or other buildings on development.</p>							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£1,927.20			£1,927.20	
<p>Pitch Sports</p> <p>Payment due prior to occupation - sum to be index linked</p>							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£6,549.56			£6,549.56	
<p>Pitch Sport Contribution</p> <p>Towards the enhance and maintenance of pitch sports in the vicinity of the development</p>							
Totals for Pitch Sports Contribution:			£33,254.76			£33,254.76	



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Letchworth

Play Spce Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
05/00307/1	Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6		£20,850.00	£20,850.00		£0.00	
<p>Play Space Contribution</p> <p>The landowner covenants with NHDC not to occupy or cause or permit the occupation of more than 10 open market dwellings until: b) payment of a £20850 towards play area, playing fields and associated development within the vicinity of the development</p>							
06/00832/1	Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£36,560.60			£36,560.60	
06/00832/1	Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£75,000.00	£76,718.00		£0.00	
<p>Local Equipped Play Area Sum</p>							
06/02029/1	West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF		£21,132.00	£23,433.06		£0.00	
<p>Playing Field Contribution: (NHDC) £21,132 (Index linked)</p>							
06/02029/1	West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF		£15,849.00	£17,574.80		£0.00	
<p>Contributions to NHDC: Play Area Contribution: £15,849 (Index Linked)</p>							
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City						
<p>Children's Play Centre</p> <p>Means the children's play centre to be provided as part of the development pursuant to the planning permission.</p> <p>Children's Play Centre Scheme</p> <p>Means a scheme for the provision, management and maintenance of the children's play centre including a specification for the provision of the outer shell of the children's play centre and its internal fit out works and a programme for the delivery thereof</p> <p>Owner covenants to submit to and obtain the Council's written approval of the Children's Play Centre Scheme before the commencement of development</p>							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£3,907.20			£3,907.20	



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Letchworth

Play Spce Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
	Play Space						
	Payment due prior to occupation - sum to be index linked						
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£7,923.92	£7,923.92		£0.00	
	Play Space Contribution (NHDC) To be paid prior to commencement of development Index linked sum towards the cost of providing additional Play Space facilities in the locality of the development						
09/00114/1	Former Neosid Site, Icknield Way, Letchworth Garden City, SG6 4AS		£11,500.00			£11,500.00	
	Play Area Scheme (NHDC) On submission of reserved matters, shall submit PAS for approval, not commence development until written approval received Shall not permit occupation of more than 40 dwellings until laid out PA in accordance with approved PAS and given written notice to Council offering to transfer the PA to Council for £1 (prior inspection by Council required) Upon transfer of PA to Council, developer will pay index linked sum of £11,500 for future maintenance.						
Totals for Play Spce Contribution:			£192,722.72	£146,499.78		£51,967.80	



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Letchworth

Sustainable Transport Cont Non Res

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
00/01048/1	Land Off, Jubilee Road, Letchworth, SG6		£14,000.00	£14,000.00	£2,000.00	£0.00	£12,000.00
<p>Cycle network and traffic signs Within 9 months of implementing planning permission developers to pay NHDC £12,000 for cycle network within vicinity of site and £2,000 for traffic signs</p> <p>Amount now includes internal interest £37729.40. £2k spent 23.03.06 by HCC following liaison with NHDC Transport Policy Officer. Aware that rest needs to be spent</p> <p>The Agreements does not appear to contain any payback clause</p>							
01/01513/1	Land Adj Orchard House, Orchard Way, Letchworth Garden City		£5,000.00	£5,000.00		£0.00	
<p>Cycle Network and Bus Shelter Upon commencement of development HCC and Housing Association to pay NHDC £5,000 towards the provision of a local cycle network and a bus shelter in Orchard Way</p> <p>£5000 received, £3000 has been spent. Balance £2000.00</p> <p>There is no payback clause stated within the Agreement</p>							
Totals for Sustainable Transport Cont Non Res:			£19,000.00	£19,000.00	£2,000.00	£0.00	£12,000.00



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Sustainable Transport Cont Residential

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
04/00926/1	Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6		£15,000.00			£15,000.00	
<p>Sustainable Transport The Owner Covenants with NHDC to give written notice to the Council of the implementation date within 7 days On the implementation date pay £15,000 towards sustainable transport measures in the Letchworth Town Centre NHDC to pay back sustainable transport contribution if not spent within 10 years of date of payment together with any unexpected sums (including accrued interest)</p>							
05/00307/1	Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6		£38,500.00	£38,500.00		£0.00	
<p>Sustainable Transport The developer to make a sustainable transport contribution of £38500 to NHDC towards the upgrading of public transport facilities and pedestrian improvement works. At least £5000 of this shall be applied towards the provision of a new crossing along Norton Way North, Letchworth. Contribution received and allocated.</p>							
05/01258/1	Land Off, Paddock Close, Letchworth Garden City, SG6	19/01/2019 00:00:00	£21,700.00	£23,428.32		£0.00	
<p>Cycle Way To pay the Council on implementation of the development a contribution of £21,700 towards the provision of a cycleway between Broadway Gardens and South View. 10 years from the date of receipt of the completed sum for the cycle contribution, together with any interest</p>							
Totals for Sustainable Transport Cont Residential:			£75,200.00	£61,928.32		£15,000.00	

Traffic - Other Schemes

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City						
<p>Traffic Survey To submit to and obtain the Council's written approval of the proposed methodology and remit of the traffic study before the commencement of the development Not to commence or permit the commencement of the development until it has submitted to and obtained the Council's written approval of the proposed methodology and remit of the traffic study to carry out the traffic study within 1 year of the first occupation of any unit to submit the results of the traffic study carried out within 21 days of the completion of the traffic study Refer to Simon Young, NHDC Transport Officer</p>							
Totals for Traffic - Other Schemes:							



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Letchworth

Waste Collection and Re-Cycling Cont

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£2,912.00			£2,912.00	
Waste and Recycling Index linked sum to be used for vicinity of development. Council covenants that any part of contribution not expended or committed to be spent within ten years of date of receipt of payment shall be repaid with any accrued interest.							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£568.00			£568.00	
Waste and Recycling Payment due prior to occupation - sum to be index linked							
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£1,207.00	£1,207.00		£0.00	
Waste collection and recycling (NHDC) To be paid prior to commencement of development Index linked towards the cost of additional Waste Collection and Recycling facilities serving the locality of the development							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£754.00			£754.00	
Waste Collection and Recycling Towards the cost of providing waste collection and recycling facilities serving the development, such sum to be index linked							
Totals for Waste Collection and Re-Cycling Cont:			£5,441.00	£1,207.00		£4,234.00	
Totals for Letchworth:			£547,954.19	£241,984.27	£2,000.00	£313,443.10	£12,000.00



Monitoring Reports - Unilateral undertaking Finances - Letchworth

Letchworth

Play Spce Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
07/01035/1	Natwest, Station Place, Letchworth Garden City, SG6 3AL		£1,118.88			£1,118.88	
07/01291/1	7 Eastcheap, Letchworth Garden City, SG6 3DG		£386.54	£386.54		£0.00	
08/02929/1	38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX		£1,796.72			£1,796.72	
09/00186/1	61-63, Leys Avenue, Letchworth Garden City, SG6		£372.96			£372.96	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£1,954.06			£1,954.06	
09/01106/1	16b Leys Avenue, Letchworth Garden City, SG6 3EU		£372.96			£372.96	
Totals for Play Spce Contribution:			£6,002.12	£386.54		£5,615.58	

Public Realm Contribution Non Res

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/01227/1	Land at Market Hall and 29, 31 and 33 Commerce Way, Letchworth Garden City, SG6 3DW		£4,200.00			£4,200.00	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£2,610.00			£2,610.00	
Totals for Public Realm Contribution Non Res:			£6,810.00			£6,810.00	



Monitoring Reports - Unilateral undertaking Finances - Letchworth

Letchworth

Sustainable Transport Cont Non Res

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
06/00283/1	Car park rear of Skillcentre site fronting, Dunhams Lane, Letchworth Garden City, SG6		£10,000.00	£10,000.00		£0.00	
Sustainable Transport No repayment clause							
07/01510/1	12-13 Blackhorse Road, Letchworth Garden City, SG6 1HL		£4,000.00			£4,000.00	
08/01635/1	Wheatley House, Works Road, Letchworth Garden City, SG6 1LP		£5,500.00			£5,500.00	
08/02803/1	Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA		£1,500.00	£1,730.08		£0.00	
Totals for Sustainable Transport Cont Non Res:			£21,000.00	£11,730.08		£9,500.00	

Waste Collection and Re-Cycling Cont

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
07/01291/1	7 Eastcheap, Letchworth Garden City, SG6 3DG		£26.95	£26.95		£0.00	
08/02803/1	Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA		£260.00	£288.31		£0.00	
08/02929/1	38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX		£78.00			£78.00	
09/00186/1	61-63, Leys Avenue, Letchworth Garden City, SG6		£26.00			£26.00	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£284.00			£284.00	
09/01106/1	16b Leys Avenue, Letchworth Garden City, SG6 3EU		£26.00			£26.00	
Totals for Waste Collection and Re-Cycling Cont:			£700.95	£315.26		£414.00	
Totals for Letchworth:			£57,504.97	£15,523.60		£42,381.23	



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth - County Contributions

Letchworth

Childcare Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
05/00307/1	Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6						
Childcare (County) Covenants with HCC not to occupy or cause or permit occupation of any of the dwellings towards childcare and youth, £19837 secondary education. payment of £13937 towards library facilities in the locality, £27951							
06/02029/1	West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF						
Childcare & Youth (HCC) £18,648 serving the locality of the site. (Index linked BCIS 2002)							
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£2,530.00			£2,530.00	
Childcare (County) Index linked sum towards the cost of providing childcare facilities serving the locality of the development							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£726.00			£726.00	
Childcare (HCC) Payment due Prior to commencement							
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£1,063.00			£0.00	
Childcare Contribution (HCC) To be paid prior to commencement of development Index linked sum by reference to the PUBSEC Index figure of 168 to the finalised figure applicable to the quarter in which the contribution is paid to provide childcare facilities serving the locality of the development See 7.2 of agreement for clarification of indexing							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£796.00			£796.00	
Childcare Contribution (HCC) Index linked sum or if prior to commencement there is an agreed change of the mix of Affordable Housing Units in accordance with paragraph 2 of Schedule 2 Part 1 then such sum calculated in accordance with Schedule 6 Index linked towards the cost of providing childcare facilities serving the Development							



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth - County Contributions

Letchworth

Totals for Childcare Contribution:	£5,115.00	£4,052.00
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Education

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
05/00307/1	Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6						
Education (County) Covenants with HCC not to occupy or cause or permit occupation of any of the dwellings towards childcare and youth, £19837 secondary education. payment of £13937 towards library facilities in the locality, £27951							
Totals for Education:							

Education Secondary Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£2,856.00			£2,856.00	
Secondary Education (HCC) To pay direct to County Council index linked sum or if prior to commencement there is an agreed change of the mix of Affordable Housing Units in accordance with paragraph 2 of Schedule 2 Part 1 then such sum calculated in accordance with Schedule 6 index linked towards the cost of secondary educational facilities serving the locality of the development							
Totals for Education Secondary Contribution:			£2,856.00			£2,856.00	



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth - County Contributions

Letchworth

Library Contributions

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
05/00307/1	Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6						
Library (County) Covenants with HCC not to occupy or cause or permit occupation of any of the dwellings towards childcare and youth, £19837 secondary education. payment of £13937 towards library facilities in the locality, £27951							
06/02029/1	West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF						
Library: (HCC) £9,352 serving the locality of the site. (Index linked BCIS)							
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£12,900.00			£12,900.00	
Library Contribution (County) Index linked sum towards the cost of library facilities serving the locality of the development							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£630.00			£630.00	
Library (HCC) Payment due pror to commencement of development							
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£1,086.00			£0.00	
Library Contribution (HCC) To be paid prior to commencement of development Index linked sum by reference to the PUBSEC Index figure of 168 to the finalised figure applicable to the quarter in which the contribution is paid towards the cost of additional library facilities serving the locality of the development. See 7.2 of agreement for clarification of indexing							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£2,985.00			£2,985.00	
Library (HCC) To pay direct to County Council index linked sum of if prior to commencement there is an agreed change of the mix of AHU in accordance with paragraph 2 of Schedule 2 Part 1 then such sum calculated in accordance with Schedule 6 index linked towards the cost of library facilities serving the development							



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth - County Contributions

Letchworth

Totals for Library Contributions:	£17,601.00	£16,515.00
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Sustainable Transport Cont Non Res

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
06/00811/1	Former Hideout Club, Norton Way North, Letchworth Garden City, SG6						
<div style="border: 1px solid black; padding: 5px;"> Sustainable Transport (County) Towards sustainable transport provisions within the County. Measures as identified in the Hitchin Urban Transport Plan. HCC monitoring payback 25/11/13. </div>							

Totals for Sustainable Transport Cont Non Res:

Sustainable Transport Cont Residential

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
06/02029/1	West Part Of Former Norton School Site, Norton Road, Letchworth Garden City, SG6 1AF		£25,887.00	£29,857.64		£0.00	
<div style="border: 1px solid black; padding: 5px;"> Sustainable Transport: (HCC) £25,887 (Index Linked) </div>							
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£66,000.00			£66,000.00	
<div style="border: 1px solid black; padding: 5px;"> Sustainable Transport (County) Towards the cost of the County Council carrying out and complying with its obligations set out in paragraphs 2 and 3 of Schedule 4 and the balance if any towards teh costs of the design and construction of highway improvement works traffic management schemes traffic studies improvements to public transport or such other measures as will encourage users of the development to travel to and from development by means of transport other than private car. </div>							
Totals for Sustainable Transport Cont Residential:			£91,887.00	£29,857.64		£66,000.00	



Monitoring Reports - Section 106 Planning Obligation Finances - Letchworth - County Contributions

Letchworth

Youth Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
07/02428/1	Land Between Station Road And Leys Avenue Including Openshaw Way, The Wynd, Letchworth Garden City		£671.00			£671.00	
Youth (County) Index linked sum towards the cost of providing youth facilities serving the locality of the development							
08/00327/1	Land At Broadwater Dale Garages, Broadwater Dale, Letchworth Garden City		£108.00			£108.00	
Youth (HCC) Payment due prior to commencement							
08/00987/1	Former Murco Filling Station, Southfields, Letchworth Garden City, Letchworth, SG6 4LU		£189.00			£0.00	
Youth Contribution (HCC) To be paid prior to commencement of development Index linked sum by reference to the PUBSEC Index figure of 168 to the finalised figure applicable to the quarter in which the contribution is paid towards the cost of youth facilities serving the locality of the development See 7.2 of agreement for clarification of indexing							
08/01289/1	Land at Former Skill Centre, Pixmore Avenue, Letchworth Garden City		£96.00			£96.00	
Youth Contribution (HCC) To pay direct to County Council index linked sum or if prior to commencement there is an agreed change of AHU in accordance with paragraph 2 of schedule 2 part 1 then such sum calculated in accordance with Schedule 6 index linked towards the cost of providing youth facilities serving the development							
Totals for Youth Contribution:			£1,064.00			£875.00	
Totals for Letchworth:			£118,523.00	£29,857.64		£90,298.00	



Monitoring Reports - Unilateral undertaking Finances - Letchworth - County Contributions

Letchworth

Childcare Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£184.00			£184.00	
Childcare (County)							
Totals for Childcare Contribution:			£184.00			£184.00	

Library Contributions

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
08/02803/1	Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA		£1,020.00	£1,096.75		£0.00	
Library Contribution (HCC)							
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£516.00			£516.00	
Library (County)							
Totals for Library Contributions:			£1,536.00	£1,096.75		£516.00	

Youth Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£44.00			£44.00	
Youth (County)							
Totals for Youth Contribution:			£44.00			£44.00	
Totals for Letchworth:			£1,764.00	£1,096.75		£744.00	

*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No. 10
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WARD AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

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

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