

22 September 2006

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To: Members of the Letchworth Committee of North Hertfordshire District Council (Councillors M. Paterson (Chairman), Simon Bloxham (Vice-Chairman), Monica Bloxham, J.M. Cunningham, Melissa Davey, Gary Grindal, T.W Hone, David Kearns, Lorna Kercher, David Levett, Lawrence McNamara, Elliot Needham, Mrs. L.A. Needham, and Diane Proudlove)

You are invited to attend a

## **MEETING OF THE LETCHWORTH COMMITTEE**

to be held in

**COMMITTEE ROOM 1, COUNCIL OFFICES, GERONON  
ROAD, LETCHWORTH GARDEN CITY**

on

**MONDAY, 2 OCTOBER 2006**

at

**7.30 p.m.**

**[PLEASE NOTE THAT THE ABOVE MEETING WILL TAKE  
PLACE ON A MONDAY, RATHER THAN THE USUAL  
WEDNESDAY]**

Yours sincerely,



David Miley  
Democratic Services Manager

**AGENDA**  
**PART I**

<b>ITEM</b>	<b>PAGE</b>
<b>1. APOLOGIES FOR ABSENCE</b>	-
<b>2. MINUTES</b> To take as read and approve as a true record the minutes of the meetings of this Committee held on the 16 August 2006.	-
<b>3. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of 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.	-
<b>4. DECLARATIONS OF INTEREST</b> To receive from Members of the Committee any Declarations of Interest in respect of business set out in the agenda. Members should either declare a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared.  Members declaring a prejudicial interest should not seek to influence the decision and leave the room during that particular item of business.	-
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public. At the time of preparing the agenda no requests to speak had been received. Any public participation received within the agreed time scale will be notified to Members as soon as practicable.	-
<b>6. LETCHWORTH ARTS CENTRE</b>  To receive a presentation on the Letchworth Arts Centre from Maria Iredale – Arts Development Manger, Letchworth Arts Centre.	<b>1</b>
<b>7. LETCHWORTH FESTIVAL – EVALUATION REPORT</b> REPORT OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES  <i>To inform Members of the success of the “Letchworth Festival 2006”, which occurred on 22 July 2006.</i>	<b>3</b>
<b>8. LETCHWORTH ARTS CENTRE – FUTURE DEVELOPMENTS</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES  <i>To brief the Committee on developments during the past six months with regard to the Letchworth Arts Centre, to recommend that the Committee continues to support the facility through the development of a three year Service Level Agreement for the period 1 Aril 2007 – 31 March 2010.</i>	<b>7</b>

<b>9.</b>	<b>LETCHWORTH GARDEN CITY TOWN CENTRE STRATEGY – DRAFT SUPPLEMENTARY PLANNING DOCUMENT AND ASSOCIATED SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT</b> REPORT OF THE HEAD OF PLANNING & BUILDING CONTROL	<b>17</b>
	<i>To seek approval and recommend to Cabinet the Letchworth Garden City Town Centre Strategy Draft Supplementary Planning Document (SPD) and associated documents, and to agree to the proposed arrangements for public consultation.</i>	
<b>10.</b>	<b>HOWARD PARK &amp; GARDENS – LOTTERY RENOVATIONS</b> REPORT OF THE HEAD OF LEISURE & ENVIRONMENTAL SERVICES	<b>23</b>
	<i>To update Members on progress of the works, and to approve a recommendation to Cabinet for a proposed revision to the programme for the renovation of public conveniences, which best ensures that the Council is able to meet the requirements of the Heritage Lottery Fund (HLF) in the renovations of Howard Park &amp; Gardens.</i>	
<b>11.</b>	<b>NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP – JOINT MEMBER PANEL DISCRETIONARY BUDGET FOR 2006 - 2007 AND 2007 – 2008</b>	<b>29</b>
	<i>This document is under preparation and will be published as soon as possible.</i>	
<b>12.</b>	<b>CHAMPION NEWS</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES	<b>31</b>
	<i>A summary of the activities undertaken by the Community Development Officer for Letchworth Garden City since the meeting of the Committee held on 16 August 2006 and events taking place in forthcoming months.</i>	
<b>13.</b>	<b>LETCHWORTH COMMITTEE DEVELOPMENT &amp; AREA VISIONING BUDGETS 2006/2007</b> REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES	<b>33</b>
	<i>The current expenditure and balances of the Area Committee's delegated funds.</i>	
<b>14.</b>	<b>PLANNING APPLICATIONS</b> REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL	<b>41</b>
	<i>To determine the following Planning applications:</i>	
	1. 75 Broadway, Letchworth Garden City – planning application;	<b>43</b>
	2. 75 Broadway, Letchworth Garden City – Conservation Area consent;	<b>51</b>
	3. 9 Eastholm Green, Letchworth Garden City;	<b>55</b>
	4. 17 Northfields, Letchworth Garden City;	<b>59</b>
	5. 52 Lytton Avenue, Letchworth Garden City.	<b>63</b>

ORAL REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL

*An update for the Committee on any Planning Appeals that have been lodged or determined since the meeting of the Committee held on 16 August 2006.*

**Future meetings of the Committee will be held on:**

8 November 2006  
13 December 2006  
24 January 2007  
7 March 2007  
18 April 2007

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**LETCHWORTH COMMITTEE**

2 October 2006

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**6**

**TITLE OF REPORT: LETCHWORTH ARTS CENTRE**

To advise Members of the Letchworth Committee that there will be a presentation by Maria Iredale, Arts Development Manager, Letchworth Arts Centre.

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* PUBLIC DOCUMENT	<p style="text-align: center;"><b>AGENDA ITEM No.</b></p> <p style="text-align: center; font-size: 2em;"><b>7</b></p>
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**TITLE OF REPORT: LETCHWORTH FESTIVAL - EVALUATION REPORT**  
REPORT OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

**1. PURPOSE OF REPORT**

- 1.1 To inform Members of the success of 'Letchworth Festival 2006', which occurred on 22 July 2006.

**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.

**3. BACKGROUND**

- 3.1 The Letchworth Committee, at its meeting on April 19, 2006, agreed that a contribution of £12,500 be allocated to "enable a major event to take place during the summer, predominantly on Broadway Gardens".

- 3.2 A multi-agency event management team was formed with responsibilities as follows:

<b>Agency</b>	<b>Responsibilities</b>
NHDC	Overall project management, Event safety, Licensing, Road Traffic management.
LGCHF	Publicity and Promotion
RAP-AID	Management of musical artistic content, Broadway walk stalls and fairground.
Town Centre Initiative	Co-Ordination of European Market.
Letchworth Garden City Arts Partnership	Management of a number of arts events

- 3.3 NHDC officers had applied for and received a 'Premises License' for Broadway Gardens earlier in 2006. This event took place under the umbrella cover of this license.

- 3.4 The event itself comprised of a number of attractions designed to ensure that people would visit a number of sites in Letchworth Garden City as opposed to just a few locations. The scope of the 2006 event was therefore, larger than in previous years. Key aspects of the festival were:

- A main stage with musical acts playing from 11am to 8pm on Broadway Gardens.
- A smaller acoustic stage by the Hogshead pub.
- A European and North African Market along Eastcheap.

- A fairground with children's rides on Broadway Gardens, as well as other rides at town centre locations.
- Local stalls on Broadway Walk.
- Art activities including stone carving and pavement 'chalking' at a number of locations.
- Children's Entertainers.

## **4. EVENT EVALUATION**

### **4.1 Event Management.**

The event management board met on a regular basis in the months leading up to the festival, which facilitated co-ordination between groups before the event. This allowed each partner agency to work to their strengths, ensuring that all activities were successful.

### **4.2 Licensing Requirements**

In previous years events like this applied for a Public Entertainment License. Changes to licensing laws meant that the Broadway Gardens aspect of the festival took place under the auspices of a site Premises License. Although the process of applying for this license was more onerous – it is now in place for all events that may take place on the gardens as opposed to being time limited to a specific day.

The European market was held under a separate premises license held by the Town Centre Manager for Eastcheap.

A Temporary Event Notice (TEN) was used for the Hogshead stage.

No breaches of licensing conditions have been highlighted to date.

### **4.3 Site Safety**

Safety plans and procedures were submitted to the Safety Advisory Team (SAT), and were also built into the event operating schedule as part of the licensing agreement.

A professional event security team was asked to supply 14 stewards for the event, trained in crowd control and emergency evacuation procedures. Feedback from the police and the steward team highlighted no notable public order problems during the day.

First Aid support was provided by St John Ambulance. They have reported that injuries were confined to wasp stings and sunburn.

### **4.4 Traffic Management**

A road closure for part of Broadway and Eastcheap was obtained under section 16a of the Road Traffic Management Act. The closure worked well during the day, although some feedback has been received that residents on Eastcheap had difficulty accessing car parking on the Saturday night.

### **4.5 European Market**

Feedback from the Town Centre manager on the success of the market has been positive, with the market expressing an interest in returning next year

#### 4.6 Refuse and Hygiene Issues

A litter picking and bin emptying service for the day was provided by an external contractor using 20 wheelie bins supplied by NHDC's refuse contractor.

Extra cover for the town public toilets was organised, with the town centre toilets having extended opening times until 9pm.

#### 4.7 Publicity

A £5,000 promotions budget was used to deliver targeted programmes to local homes, as well as major adverts in local media. A number of large posters were also distributed around Letchworth Garden City. NHDC officers also distributed publicity at other events held in June and July (for example Rhythms of the World).

Although publicity can always be improved, an estimated 5000 people attended the festival – many of whom had seen the publicity and decided to attend as opposed to people that were planning to visit Letchworth in any case

#### 4.8 Overall Event Success

Despite some inclement weather conditions approximately five thousand people visited the event at some point during the day. Anecdotal evidence suggests that people valued the breadth of activities and events and enjoyed exploring Letchworth Garden City.

From a musical perspective, the 'Music Of Black Origin' (MOBO) award winning Kele le Roc was extremely popular as was 'Us 4/U2' – a U2 tribute band.

#### 4.9 Promotion of the Gardens

Whilst the burden of arranging traffic management for large events precludes most community organisations from organising large events on this space, it is noticeable that community groups have begun to increasingly use the space for small informal events. Anecdotal evidence suggests that larger 'flagship' events do encourage other groups to think of the gardens as an event space.

### 5. LEGAL IMPLICATIONS

5.1 There are no legal implications pertinent to this report.

### 6. FINANCIAL AND RISK IMPLICATIONS

6.1 Accounts for this event have still to be finalised, however a draft set of accounts is as follows:

Item	Cost (£)
<b>Expenditure</b>	
Traffic Management	3040
Stage, stall and equipment hire	4635
Children's entertainers	1095
Stage management	4000
First aid, safety equipment and Electrical checks	1360
Security officers	2442

Performing bands	4150
Refuse and Cleansing	510
Publicity (in kind)	5000
Miscellaneous	118
<b>Total expenditure</b>	<b>26,350</b>
<b>Income</b>	
Contribution from LGCHF	12,500
LAC Grant	12,500
Income from stallholders	680
<b>Total income</b>	<b>25,680</b>
<b>Expenditure in excess of income</b>	<b>670</b>

## **7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS**

- 7.1 A significant amount of officer time was expended on this project, although this was mitigated by utilising other agencies skills and expertise within a multi agency management group.

## **8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS (If appropriate)**

- 8.1 All agencies involved with the event have been canvassed for their opinion on the event and for future suggestions.

## **9. RECOMMENDATIONS**

- 9.1 That this committee continues, where practical, to support organisations who wish to use the gardens for public events in future.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 Continuing committee support will serve to help promote the use of Broadway Gardens as an event space.

## **11. ALTERNATIVE OPTIONS CONSIDERED**

- 11.1 No alternative options have been considered at this stage.

## **12. BACKGROUND PAPERS**

- 12.1 Programme of events for the festival.

## **13. CONTACT OFFICERS**

- 13.1 Tim Stephen, Community Development Manager (x 4386), [tim.stephen@north-herts.gov.uk](mailto:tim.stephen@north-herts.gov.uk)
- 13.2 Steve Smither, Accountant for Leisure and Community Development (x4566) [steve.smither@north-herts.gov.uk](mailto:steve.smither@north-herts.gov.uk)

**TITLE OF REPORT: LETCHWORTH ARTS CENTRE – FUTURE DEVELOPMENTS**  
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

**1. SUMMARY**

- 1.1 To brief the Committee on developments during the past six months with regard to 'Letchworth Arts Centre' (LAC), formerly known as 'The Place'.
- 1.2 To recommend that this Committee continues to support the facility through the development of a three year Service Level Agreement for the period 1.4.07 – 31.3.10.

**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 published on 1<sup>st</sup> October 2006.

**3. BACKGROUND**

- 3.1 At its meeting on May 25th 2005, this Committee agreed the following actions in response to its assessment of Business Plan submitted by 'The Place':

(1) That the sum of £15,000 be allocated from the Committee's development funds to assist The Place in progressing its Business Plan for the financial year 2005/2006, subject to the following conditions:

- a) That funding is for the purpose of engaging a senior member of staff to carry forward the Business Plan;
- b) That The Place forms an Executive Steering Group, which will include two seats for Members of the Committee as well as ex-officio representation from officers;
- c) That there is matched funding for the staffing post provided by the Letchworth Garden City Heritage Foundation;
- d) That the Committee receives a half and full year report on progress.

- 3.2 Following these decisions, The 'Letchworth Garden City Arts Partnership' (LGCAP) was formed with representation from NHDC, LGCHF and The Place. In March 2006 this body successfully recruited an Arts Development Manager (ADM).

- 3.3 The Committee will be aware that LGCHF have recently commenced a £287,000 physical improvement and refurbishment of the premises currently occupied by The Place, which has necessitated a three month closure of the premises.

- 3.4 The premises will reopen in October 2006, with the Arts Development Manager having had a significant input into the new internal design.

## **4. REVIEW OF PROGRESS TO DATE**

4.1 Following the recruitment of the Arts Development Manager, significant progress in the following areas has been made:

### 4.1.1 The Business plan

A key first role for the ADM was to review the existing plan and ensure it reflected the changing needs of the community and cultural needs of the town and key stakeholder organisations. This has been successfully completed with a new more concise plan now endorsed by the LGCAP. All Members of this Committee have recently been sent a full copy of the Business Plan.

One of the first major changes promoted by the Business Plan has been to reaffirm the new public face of the project to be the 'Letchworth Arts Centre', rather than the more colloquial 'The Place'.

### 4.1.2 LAC Management Committee

LAC Trustees (operating as 'The Place') have always recognised that there was a need to recruit new skills and experience to assist in the management of the facility. At a partnership meeting on July 10<sup>th</sup> 2006, it was agreed that the current composition of the existing LAC Board would need to change to reflect the new direction for the Centre. In particular, there would need to be appropriate representation from NHDC and the LGCHF.

It is therefore proposed that there should be one representative from the Letchworth Area Committee and one from the Board of the Heritage Foundation. These representatives would be supported in an ex-officio capacity by officers from each organisation.

It is further proposed that these changes should be implemented at the LAC AGM in November as the ADM has had significant success in attracting new people to become trustees who have skills in areas such as change management, children and young people's needs, marketing and promotion.

Once the new Board has been established, the Letchworth Garden City Arts Partnership will be dissolved.

### 4.1.3 Programming

The ADM has assessed previous programming to be somewhat 'ad hoc', and whilst many services were popular they were not always explored to their natural conclusion. The new programming policy reflects the need to ensure activities can generate much more income for the facility, whilst also allowing LAC to develop services according to its strengths and in line with its Business Plan.

### 4.1.4 Volunteers

For the past few years, The Place has been reliant on a dwindling band of volunteers. However, during the summer, the ADM has instigated a volunteer development programme which has resulted in the recruitment of 12 new volunteers, many of whom have skills in areas that LAC needs.

#### 4.1.5 Fundraising

The ADM has radically restructured the approach of the LAC towards its fundraising strategy to ensure that the facility has the best chance of self-sustainability. Targeted fundraising applications to grant aiding bodies as well as business have already yielded significant success.

The long term plan is for the LAC to be financially self-sufficient.

#### 4.1.6 Summer Activities

Although the premises formerly used by the LAC were closed for the summer, the group has held a number of Arts activities in different venues that are detailed in Appendix 1. In difficult circumstances, these activities have been successful in terms of both customer satisfaction and income generation.

LAC, through the efforts of the Arts Development Manager, has also been an integral part of the Letchworth Festival, sourcing the majority of the artistic activities at that event.

#### 4.2 Summary of Progress

In conclusion, when measured against all criteria, progress to date has exceeded expectations in terms of developing the infrastructure to ensure that LAC can provide a sustainable service supporting the enthusiasm of the arts community.

#### 4.3 The Future

It is planned that The LAC will reopen in October (exact date to be announced) with a range of activities already programmed aiming to attract interest from a broader section of the public. However a 'grand opening' is planned for early Spring 2007.

4.4 However, to capitalise on these early successes and to build on the momentum achieved, it is evident that the embryonic LAC will still require continued combined support of both NHDC and LGCHF. Whilst the ADM has highlighted in the Business Plan how the facility can prosper under a number of scenarios, the opportunity for core financial assistance gives the facility the best chance of delivering a professional community arts service which will then maximise opportunities to continue to draw down external funds for specific projects.

4.5 The optimum way in which this core funding can be continued is for the LGCHF and NHDC to extend their current level of funding for a three year period from 1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2010, based on a Service Level Agreement. This funding will pay for the post of Arts Development Manager as at present.

4.6 However, the LAC would require additional funding from the Council of £12,500 per year, matched by the LGCHF. The purpose of this extra funding would be to pay for an Arts Administrator post and support costs to ensure the day to day management and operation of the centre could flourish. Crucially, this support work should allow the ADM to continue to act in a strategic fundraising and development role for the longer term benefit of the Centre and arts in Letchworth. At its Board Meeting on 12<sup>th</sup>

September, the LGCHF made a commitment of £15,000 to commence the recruitment of the Arts Administrator post in the current financial year.

- 4.7 For the Council, there are two potential options for this additional funding. The first is a further financial commitment by the Letchworth Area Committee, but recognising that it already supports the arts in Letchworth for the summer festival (£12,500). These funds could be re-directed to the LAC with the proviso that the LAC takes on the organisation of the annual festival, and indeed, other arts activities in the community.
- 4.8 The second is through a growth item submitted through the annual service and financial planning process. This is premised on the potential for the LAC in its new, increased capacity serving a wider audience from across North Herts and that, therefore, it might be appropriate for the Council as a whole to support the LAC, and not solely the Letchworth Area Committee.
- 4.9 The possibility of the Letchworth Arts Centre becoming the North Herts Arts Centre is being considered within the context of the Arts, Museums and Heritage Strategy that is being developed during this autumn. For example, the gallery space at the LAC is the largest in Hertfordshire and between London and Cambridge. With positive promotion it could well provide an ideal exhibition space for bigger, more prestigious showings that attract a countywide or even regional audience.
- 4.10 The development of improved arts and cultural facilities is also being considered within the Letchworth Town Centre Strategy, where a rejuvenated town centre could be a significant player in helping to develop a more robust, thriving evening economy for the town.

## **5. LEGAL IMPLICATIONS**

- 5.1 The Committee has the delegated powers to award financial assistance to LAC.
- 5.2 The Committee can only allocate funds from the 2007/08 financial year and beyond 'in principle', though the practice of creating a three year Service Level Agreement is well established within the Council.

## **6. FINANCIAL AND RISK IMPLICATIONS**

- 6.1 The present commitment of the Committee to the Letchworth Arts Centre is £15,000 for the financial year that will end on 31.3.07.
- 6.2 This was awarded on the basis that the LGCHF would provide matched funding which was secured. In addition, the LGCHF provides an annual 'rental let' of a further £30,000. This funding has reduced the risk to the Council by at least 50%.
- 6.3 The Committee makes an additional award to the arts in the town by its support of the annual Summer Festival, which for 2006/7 was £12,500.
- 6.4 Since March 2006, LAC has been successful in drawing down £16,860 in grant aid from external bodies. A further 9 applications have been made with a total value of £322,487 which are still awaiting a decision. Appendix 2 details the applications made and pending.

- 6.5 The ADM has attracted assistance in kind, notably the supply of legal secretarial services for a year from a local solicitors firm.
- 6.6 The Business Plan highlights three possible financial scenarios for longer term (three year) funding. The first is based on NHDC and LGCHF financial support remaining constant ; the second, where NHDC and LGCHF support is phased out by March 2010; and the third where NHDC support for the project is increased from £15,000 to £27,500 per year. The LGCAP has indicated its endorsement of the third option.
- 6.7 The establishment of a Service Level Agreement is the means whereby the Council can provide on-going revenue support for projects.
- 6.8 A continuation of funding of £15,000 would be a change to the present commitment to support the LAC.
- 6.9 If the £12,500 currently awarded to the Letchworth Summer Festival was redirected to the LAC, the responsibility for organising the festival would transfer to the LAC, who would then be better able to apply for project funding for the Festival (generally more easier to obtain than core funding). Indeed, the LAC would be able to organise year round events for the benefit of the local community.
- 6.10 The overall base Development Budget for the Letchworth Area Committee for 2006/7 is £46,150. This excludes carry forwards from previous years.
- 6.11 Alongside the NHDC contribution there will be funding of £70,500 from the LGCHF, plus the potential income generated by the project itself, which could amount to several hundreds of thousands of pounds during the next three years.
- 6.12 An alternative option is for the Letchworth Arts Centre to take on a more district wide focus as a centre of cultural excellence. This will be considered within both the developing Arts, Museums and Heritage Strategy and the Letchworth Town Centre Strategy. In support of this scenario, a growth item within the Service and Financial Planning Process for 2007/8 is under consideration.
- 6.13 There has always been a degree of risk associated with this project. However, a reduction in financial support at this stage from either NHDC or LGCHF would increase the likelihood of the project being unable to become the organisation it aspires to be, and thence failing to attract external investment for local arts services. LGCHF have indicated that they are prepared to increase their financial support to give the project the best chance of succeeding.

## **7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS**

- 7.1 The ADM is currently managed by NHDC on behalf of the LGCAP. This approach has ensured that the postholder can concentrate on the strategic development of LAC.
- 7.2 This arrangement appears to be working well for the present, but within the context of the Business Plan is due to change in the long term future, where the ADM and any support staff would be responsible to an independent Letchworth Arts Centre, to which NHDC would have appropriate representation.

7.3 The new Business Plan and programmes have been developed with the aim of maximising access to services, especially to those in the community who may not have considered spending their leisure and recreation time at an arts centre.

7.4 The redevelopment of the premises will ensure significantly improved access for disabled persons and those who use wheelchairs/buggies.

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

8.1 A range of consultation exercises with users and non-users have been carried out to determine what services LAC should provide in the future, including a survey of event attendees at the recent Letchworth Festival.

## **9. RECOMMENDATIONS**

9.1 That the Committee commends the significant achievements and progress made by the Letchworth Arts Centre during the past six months as outlined in the report.

9.2 That the Committee commits, in principle, to establish a three year Service Level Agreement at a cost of £15,000 per year to support the development of LAC for the period 2007/08 – 2009/10.

9.3 That the Committee further agrees to redirect the funding of £12,500 previously given to the Letchworth Summer Festival to the Letchworth Arts Centre as an additional contribution to the core funding, also as part of the Service Level Agreement.

9.4 That the Committee commissions the Letchworth Arts Centre to provide an annual Summer Festival and other attractions and events for the period of the Service Level Agreement.

9.5 That, in accordance with the Scheme of Delegation to Officers, the Democratic Services Manager, in consultation with Group Leaders, be requested to appoint a Member of the Letchworth Committee to serve on the new LAC Board.

## **10. REASONS FOR RECOMMENDATIONS**

10.1 To ensure the sustainability of the Letchworth Arts Centre and improve the arts and cultural services to Letchworth and surrounding areas.

## **11. APPENDICES**

11.1 Appendix 1 – Details of Summer Activity Programme

11.2 Appendix 2 – Details of Fundraising Applications.

## **12. CONTACT OFFICERS**

12.1 Tim Stephen, Community Development Manager, x4386. [tim.stephen@north-herts.gov.uk](mailto:tim.stephen@north-herts.gov.uk)

12.2 **Contributors** – Maria Iredale, Arts Development Manager (LAC), x4281. [Maria.iredale@north-herts.gov.uk](mailto:Maria.iredale@north-herts.gov.uk)

12.3 Patrick Candler, Head of Community Development and Cultural Services, x4823. E-mail: [patrick.candler@north-herts.gov.uk](mailto:patrick.candler@north-herts.gov.uk).

**13. BACKGROUND PAPERS**

13.1 LAC Business Plan, July 2006 (previously circulated to all members of this committee)

## Appendix 1

### Details of Summer Activities

The Summer Programme comprised of 6 themes:

Pirates and Princesses  
Dragons and Mythical Beasts  
Funky Food  
T-shirt designs  
Re-useable Fashion  
Grand designs

The venues were the Library and Brotherhood Hall and more than 70 children participated in total.

The feedback from both the children and parent was excellent. Many parents asking about the possibility of course enrolment for LAC. A relatively small profit was made due to the problem of having to source art materials locally as there were none on site.

Pirates and Princesses was the most popular as it coincided with the release of Pirates of the Caribbean 2.

## Appendix 2

### Details of Fundraising Applications (referencing table in the Business Plan)

Source of Funds	Fund Name	Target purpose	Amount requested	Application to be submitted
Lottery Trust	Awards for All	Shell Step	£9,360	Successful
	Lankelly Chase	Play Scheme	£500	Unsuccessful
Local Network Fund	Local Network Fund	Children's Art Project	£3,500 + £3,200	Successful
Surestart	0-5 Celebration	Outreach workshops for young children	£800	Successful
ESF	Key Fund	Artability Project	£10,000	Unsuccessful but invited to re-apply
Trust	Sylvia Adams	PA and CCTV	£6,000	Decision Oct 06
Landfill Tax	WREN	Refurbish Attic Performance space	£50,000	Decision Oct 06
Trust	Community Champions	Inclusive Children's Disco	£1,830	Decision Nov 06

Trust	Civic Trust	Education Course Costs	£4,000	Decision Oct 06
Society	British Ecological Society	Art/Ecology project	£750	Decision Nov 06
Big Lottery	Reaching Communities	Core funding for salaried positions that support community development	£50,000 x 5 years	Submitted Pre doc
Youth Service	HCVYS	Funding for Arts Award programme	£1,917	Decision Oct 06
Police	Herts in Trust	Rock Skool Programme	£2,990	Decision Nov 06
Abbey	Charitable Trust	IT Project	£5,000	Decision Nov 06
*Big Lottery	Big Boost	A variety of Arts Projects	£15,000	May-Oct 06
Foundation	Esmee Fairburn	PT Arts programme	£20,000	May 07
Arts Council	Youth Music Make it Sound	Music Worker	£10,000	May 07
Foundation	Ragdoll Foundation	Early Years project With Homestart	£1,500	May 07
Big lottery	Playful ideas	0-5 project	£10,000	June 07
Heritage lottery	Young Roots	Working with a constituted group to carryout a history project involving art	£20,000	June 07
Garfield Weston Trust	Arts	Arts Inclusion Project	£5,000	July 07
Charitable Trust	Tesco	Children's Edu Project	£3,000	October 07
Barclays	Charitable Trust	Children's Ed Project	£7,000	September 07
PRS Foundation	New Music	New Music Festival	£3,000	Jan 07

\*Big Boost submissions are made by groups of young people external from LAC but facilitated by ADM, with or without a benefit to LAC (though always of benefit for NHDC area). Submissions currently in the pipeline below: Each bid is up to the value of £5,000.

St Christopher's School 3 possible submissions, one for Indian Music project across the district, one to support the young peoples work with children with disabilities by accessing training before their gap year in Kosovo and finally again to support the Kosovo project this time by hosting fundraising film premier at the Broadway Cinema.

Volunteers from LAC are undertaking 3 projects, one to support and market the café when it is staffed by adults with special needs. The youth volunteers are organising an event raise the profile of LAC within North Herts by organising their own under 18s event at Plinston Hall with

'special guests'. The final project is still in the discussion stage but will involve either the Grange of Jackmans estate in a large community art project.

Young People at Knights Templar School are keen to be involved and are hoping to submit a bid to work with Chastead Ltd, the local engineering firm, in order to do some large metal sculpture for the Arts Event to celebrate the opening of the arts centre in the Spring. Alongside this, the other arts disciplines within the school are hoping to be involved too.

<b>*PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b>  <b>9</b>
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**TITLE OF REPORT: LETCHWORTH GARDEN CITY TOWN CENTRE STRATEGY-  
DRAFT SUPPLEMENTARY PLANNING DOCUMENT AND ASSOCIATED  
SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT  
REPORT OF THE HEAD OF PLANNING & BUILDING CONTROL**

**1. PURPOSE OF REPORT**

- 1.1 To seek approval from Letchworth Committee and to recommend to Cabinet to issue the Letchworth Garden City Town Centre Strategy Draft Supplementary Planning Document (SPD) and associated documents, namely a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) of the draft SPD for public consultation.
- 1.2 The draft SPD forms Appendix 1 to this report and is issued as a separate document together with the agenda papers. The SA/SEA forms Appendix 2 to this report and is submitted as a separate document. Appendix 2 is available in the Members Room.
- 1.3 To seek Members' agreement to the details for public consultation as set out in section 5 of this report.

**2. FORWARD PLAN**

- 2.1 This report contains a recommendation on a key decision that was published in the Forward Plan in June 2006.

**3. BACKGROUND**

- 3.1 Members of the Letchworth Committee agreed a Scoping Report for the preparation of the Letchworth Town Centre Strategy at its meeting on 28<sup>th</sup> September 2005. This is the third town centre strategy to be prepared following Hitchin and Baldock, and the first to be prepared under the reformed statutory development planning system as a 'supplementary planning document' (SPD). The draft SPD will expand and provide further guidance on policies 42 part (i) and Policy 58 in the current adopted District Local Plan No. 2 with Alterations, which is a 'saved plan' under the new legislation. The Planning and Compulsory Planning Act (2004) has brought in Local Development Documents (LDD) to replace Local Plans. This means that any SPD produced must be focussed on providing more detail on interpretation of *existing* policy. The SPD cannot introduce new policy as this is a matter for the Development Plan Documents (DPD), but it will provide the necessary guidance to Policies 42 and 58 in the current Local Plan until such time as it is replaced by the LDD. Policy 42 seeks to support and maintain shopping as the main activity in town centres and Policy 58 requires that in Letchworth development take into account Garden City design principles.
- 3.2 The aim of the strategy is to provide a comprehensive framework to promote integrated development and enhancement of the Letchworth town centre over the next 15 years.

- 3.3 A Town Centre Stakeholder Group has been set up comprising 60+ representatives from local organisations, including the Letchworth Town Council, local businesses, key landowners as well as representatives from the local residential community and young people from Fernhill School Council and Bytes Youth Centre. The Stakeholder Group met three times with Council Officers in January, February and March 2006.
- 3.4 Various issues were discussed and considered at the stakeholder meetings/workshops in relation to land use and transport, the historic and built environment, development and enhancement opportunities plus opportunities for promoting and marketing the town centre. The stakeholders worked together with Council Officers in the interests of the town as a whole by providing proactive inputs at the workshops to be considered when drafting the strategy.
- 3.5 The draft Strategy attempts to recognise the varying interests of the town, together with the issues and needs of the local community and young people expressed through the workshops. Copies of the notes from the Stakeholder Group and young peoples' workshops will be made available as a separate background document to the draft Strategy during the consultation process.
- 3.6 A project Officer Working Group comprising key officers from other services across the Council was set up to assist with the preparation of the draft Strategy. A draft strategy has now been produced and has been the subject of internal officer comment. Initial comments have also been sought from HCC in relation to transport and access issues. Discussions and input have also taken place with the Letchworth Garden City Heritage Foundation (LGCHF) in preparing the draft Strategy.
- 3.7 In order to comply with European legislation, new SPD must also be the subject of a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). When preparing plans for the Local Development Framework, it is a statutory requirement that local authorities must undertake a Sustainability Appraisal (SA) for each of their local development documents. The aim of the SA/SEA is to ensure that plans take account of social, economic and environmental objectives and likely impacts on the environment. The first stage of the SA/SEA process is the production of a Scoping Report, which includes the basis for option testing for the draft SPD.
- 3.8 The Council prepared and a Scoping Report which was consulted on in August 2006. The format of the SA/SEA for the draft Strategy is to follow that of the SA/SEA undertaken for the Local Development Framework (LDF). Very few comments were received to the Scoping Report, 4 in total, which were mainly from statutory organisations. The comments made relate to more general and wider issues that should be taken forward as part of the SA/SEA on the LDF.
- 3.9 The second stage of the SA/SEA includes an appraisal of objectives and options of the draft SPD and an appraisal of the preferred option. This being the draft SPD, which is to produce a SPD based upon improving the character and appearance of the town centre and a moderate increase in retail provision. Amendments have been made to the objectives of the draft SPD following the appraisal of objectives and options. The draft SA/SEA seeks to ensure consistency between the draft SPD and the agreed SA/SEA for the LDF Core Strategy and Development Control Policies. This document, which forms Appendix 2 to this report, is part of the consultation papers on the Draft Strategy and can be viewed in the Members Room, or is available on request.

## 4. ISSUES

4.1 The aim of the strategy is to provide a comprehensive framework to promote integrated development and enhancement of the Letchworth town centre over the next 15 years.

4.2 The draft strategy is divided into four parts.

(i) Part I comprises a vision and aims for the centre, and a series of objectives whereby progress can be monitored. The draft strategy sets down, in terms of broad policy principles how the objectives can be met and lists a series of spatial themes. (Section 4 of the draft Strategy).

(ii) Part II provides the planning strategy for the town centre and sets out broad guidance principles on:

- the approach towards conservation management and urban design in the centre, (Section 6 of the draft Strategy);
- a retail strategy to encourage investment in the town to enable Letchworth to expand its retail offer as a small town that complements neighbouring Hitchin in the retail hierarchy, as well as guidance on change of use, (Section 7 of the draft Strategy),
- improving the public realm with pedestrian priority over the longer term in the main shopping streets (Section 8 of the draft Strategy), and
- managing and improving access and transport to the town centre in relation to traffic flows around the town centre, improving the environment for cyclists and pedestrians and the inclusion of a transport interchange at the railway station in the longer term (Section 8 of the draft Strategy).

(iii) It is to be noted that it is not the intention of the Strategy to be a fixed blueprint but a guide to action and part of a continuing process of town centre and conservation area management. Its scope is wider than that of land use planning and covers all those aspects of policy with a spatial dimension relevant to the centre. Therefore Part II also includes matters such as:

- Economic vitality including office and business uses, tourism plus the evening economy,
- community facilities including arts and cultural uses and provision for youth,
- linking in with the council's civic accommodation strategy,
- community safety (All covered in the last part of Section 7 of the draft Strategy),
- Traffic management including car parking (Section 8 of the draft Strategy)

(iv) Part III includes opportunity sites and sets down in more detail guiding principles for a number of sites where change is most likely. Reference is also made to the mix of land uses, which may be acceptable together with guidance on meeting key requirements on access and urban design. The illustrations of such sites in the strategy are diagrammatic and conceptual

and are not prescriptions of layout as there might be equally better means of meeting the urban design principles for each site.

- (v) Part IV considers the implementation and promotion of the town centre. The strategy is seen as having an 'enabling role' for partnership working between the Council, the LGCHF, Herts County Council, other landowners and organisations in delivering the projects/aims of the draft Strategy. The town centre manager through the Town Centre Partnership should be able to focus on promotion, and marketing of the town centre while addressing the needs of individual businesses.

- 4.3 The draft Strategy is informed by and will inform other strategies and approaches including those by other agencies. In particular this Strategy is seen as contributing to the District's vision and proposals in its Corporate Plan, Community Strategy and Letchworth Area Visioning Action Plan.

## **5. PUBLIC CONSULTATION PROCESS**

- 5.1 Following agreement by Letchworth Committee and Cabinet for the draft Strategy to be the subject of public consultation, it is anticipated that the consultation period will run for 6 weeks from 26<sup>th</sup> October to 8 December 2006. Copies of the draft Strategy and SA/SEA will be made available for the public to view at the central Letchworth Library, the Customer Service Centre at the main Council Offices in Gernon Road and on the Council's web site. An exhibition will also be placed in the Central Letchworth Library.

- 5.2 In order to promote awareness of the consultation draft and to encourage community involvement and comments, the Council will:

- Advertise the consultation draft in the Comet and Herts on Sunday
- place posters around the town informing people about the draft Strategy and where it can be viewed;
- write to all local businesses, residents and landowners within and immediately adjacent to the town centre;
- advise the surrounding Parish Councils, and other relevant organisations that have an interest in the town centre;
- inform and seek further input from the Town Centre Stakeholder Group and from the Fernhill School Council. It is proposed to hold a Stakeholder Group/wider public meeting during the consultation period to enable Council Officers to listen and discuss people's views and comments about the consultation draft.

- 5.3 Following the consultation process, all comments will be considered and necessary amendments will be made to the Strategy. The amended Strategy will then be presented to Members of the Letchworth Committee and the Cabinet respectively in January 2007 to recommend its adoption as SPD by Full Council in mid January 2007.

## **6. LEGAL IMPLICATIONS**

- 6.1 There will be no legal implications immediately arising from this report in terms of seeking formal public comment on the draft Strategy. However, once adopted, there will be legal issues regarding the acquisition and disposal of assets in terms of the Council's office accommodation strategy and any measures that might be

necessary such as compulsory purchase and/or to remove or vary covenants to enable the delivery of development opportunities within the town centre.

## **7. FINANCIAL AND RISK IMPLICATIONS**

- 7.1 There will be ongoing financial implications associated with the preparation of the Strategy in terms of officer time and community engagement during the public comment period. Both officer time and consultation costs will be covered within current budgets. Every effort will be made to keep the consultation costs to a minimum by making the documents available to view on the Council's web site, at its Customer Service Centre, local libraries, and copies requested will be made available on CD ROM where possible.
- 7.2 Further expenditure requirements, both capital and revenue that may emerge from the Strategy will be addressed as part of the Council's service and financial planning process. Wherever possible, officers will work in partnership with Hertfordshire County Council and identified stakeholders as a means of sharing costs for the various projects identified in the Strategy.
- 7.3 The preparation of a supplementary planning document will clearly set out the Council's expectations when providing guidance on relevant policies and development proposals in Letchworth town centre. This will help reduce the risk of inappropriate proposals being presented that may have an impact on the vitality and viability of the town centre and on its special character as the world's first Garden City.

## **8. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS**

- 8.1 The officer time involved in preparing the draft Strategy is identified as part of the Service and Financial Planning Process for Planning & Building Control Services, and other relevant Service action plans.
- 8.2 There are no equalities implications associated with the preparation of the draft Strategy. All efforts have been and will continue to be made to meet the Council's equalities plan and Statement of Community Involvement when consulting with the local community on the draft Strategy.

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

- 9.1 The draft Letchworth Town Centre Strategy has been prepared taking account of the views expressed and issues raised through the Town Centre Stakeholder Group meetings and meetings with young people. Ward Members and Members for the Letchworth Town Council were also involved in the Stakeholder group meetings.
- 9.2 Preliminary discussions have taken place with the LGCHF in identifying issues when preparing the draft Strategy. Representatives from the Foundation also took part in the Stakeholder Group meetings.
- 9.3 The draft Strategy will be part of a wider public consultation process to commence on 26 October 2006 for 6 weeks following agreement by Cabinet on 17 October 2006.

## **10. RECOMMENDATIONS**

- 10.1 That Letchworth Committee agrees and recommends that Cabinet issues the Letchworth Garden City Town Centre Strategy draft SPD as set out in Appendix 1, and the associated SA/SEA document for public consultation.
- 10.2 The Letchworth Committee agrees the public consultation process for the draft Strategy as set out in section 5 of this report.

## **11. REASONS FOR RECOMMENDATIONS**

- 11.1 To enable the Council to produce a Strategy that provides an overall framework for guiding development and enhancement opportunities within the town centre over the next 15 years, and in doing so, contributes towards achieving the Council's strategic objectives.

## **12. ALTERNATIVE OPTIONS CONSIDERED**

- 12.1 Alternative strategic options were considered in the Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA) which has been prepared as a supporting document to the draft Strategy. This sets out the implications of alternatives and concludes that the draft SPD, based upon the option of improving the character and appearance of the town centre and a moderate increase in retail provision performed best. This was in sustainability terms, producing economic development for the town, better retail choice for residents, improvements to the environment of the town centre and improvements to public transport, walking and cycling.

## **13. APPENDICES**

- 13.1 Appendix 1: Letchworth Garden City Town Centre Strategy: Draft SPD for public consultation (October 2006) – circulated separately with the agenda papers.
- 13.2 Appendix 2: SA/SEA of the Letchworth Garden City Town Centre Strategy draft SPD (October 2006) – available in the Members Room and on request.

## **14. CONTACT OFFICERS**

- 14.1 David Scholes, Head of Planning & Building Control, ext. 4836
- 14.2 Louise Symes, Projects Manager, Planning Services, ext. 4359
- 14.3 Kim Sawyer, Corporate Legal Services Manager, Legal Services, ext. 4561
- 14.4 Barrie Jones, Head of Financial Services, ext. 4243

## **15. BACKGROUND PAPERS**

- 15.1 Scoping Report for Letchworth Town Centre Strategy agreed by Members of the Letchworth Committee at the meeting of 28<sup>th</sup> September 2006.
- 15.2 Notes from the Letchworth Town Centre Stakeholder Group meetings/workshops plus notes from the meeting with Fernhill School Council and Bytes Youth Centre.
- 15.3 SA/SEA Scoping Report on the Draft Letchworth Garden City Town Centre Strategy Supplementary Planning Document (August 2006)

**TITLE OF REPORT : HOWARD PARK & GARDENS - LOTTERY RENOVATIONS**  
REPORT OF THE HEAD OF LEISURE AND ENVIRONMENTAL SERVICES**1. SUMMARY**

- 1.1 To update Members on the progress of the works.
- 1.2 To seek Members approval for a recommendation to Cabinet for a proposed revision to the programme of the renovation of public conveniences which best ensure that the Council is able to meet the requirements of the Heritage Lottery Fund (HLF) in the renovations of Howard Park & Gardens.

**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.

**3. BACKGROUND**

- 3.1 At the Cabinet meeting on the 27<sup>th</sup> June 2006 it was agreed to appoint a firm of consultants to develop a Stage One application to the HLF under their Parks for People programme for the renovation of Howard Park & Gardens. The HLF can contribute up to 75% of the project cost.
- 3.2 LDA Design (LDA) were appointed in July 2006 and will be submitting a Stage One application to the HLF in March 2007.

**4. SCHEME DEVELOPMENT**

- 4.1 To date extensive surveys of the park have taken place and a Planning for Real Workshop is scheduled for October 2006. Appendix 1. details the full proposed programme of the development of the Stage One application.
- 4.2 Initial landscape assessments have highlighted two issues that will need to be resolved as the scheme develops.

**4.3 Car Parking:**

- 4.3.1 Over the years two areas of parkland have been taken out of use and converted into car parks. Whilst parking is important for visitors to the town, Mrs Howard Hall and users of the park and gardens it is important that any provision integrates with the landscape.
- 4.3.2 To meet local need, health and safety and the requirements of the HLF, there may as the scheme develops be proposals to alter the current parking arrangements.

#### **4.4 Public Conveniences**

- 4.4.1 Public Conveniences are an important provision in this well used park. They are currently located in a shared building with the pool plant room. When viewed from the Northern and Easterly approach the current location obscures the view of the park. Appendix 2. shows the view.
- 4.4.2 As the scheme develops various options for this building will need to be considered these may include:
- ❖ Leaving and renovating the building in its current location.
  - ❖ Reducing the size of the building to a plant room only and relocating a toilet provision elsewhere in the park.
  - ❖ Reducing the size of building to toilets only and relocating the plant room.
  - ❖ Relocating the entire facility.
- 4.4.3 Until the results of consultation are known and a scheme is developed we will not know what facilities are appropriate for the park and gardens or what is acceptable to the HLF.
- 4.4.4 Independently to the HLF lottery bid the Council have a capital programme to refurbish its Public Convenience provision throughout the district. This includes Howard Park which has received a £93,500 capital budget allocation to refurbish the existing building. The first phase of the programme is shortly due to be tendered.
- 4.4.5 In order to ensure we are able to meet the requirements of the HLF it is important to maintain as greater degree of flexibility in the scheme as possible. It is feasible that the HLF may require the Northerly and Easterly views of the park to be re-established and the existing building will have to be moved or they may be satisfied with the current location.
- 4.4.6 It should be noted that until a draft design for the whole park and gardens is produced it is impracticable for the HLF to comment on individual elements of the scheme such as toilet provision.

#### **4.5 Options for Public Conveniences**

- 4.6 1. Continue with current renovation programme for public conveniences.

##### *4.6.1 Advantages:*

- ❖ Would provide the quickest route to provide updated conveniences in the park.
- ❖ The works could be funded from existing approved capital budgets.

##### *4.6.2 Disadvantages:*

- ❖ The Council would lose any degree of flexibility to meet future requirements of the HLF and potentially may have to consider the demolition of a newly renovated building in three or four years time.
- ❖ The renovations would cost the Council in the region of £93,500 and it would lose the opportunity to gain up to 75% contribution for these works if included in the larger HLF scheme for the entire park and gardens.

4.7 2. Incorporate the entire renovations of the toilet provision within the HLF lottery scheme.

4.7.1 *Advantages:*

- ❖ This would maintain the flexibility to ensure that the future toilet provision met the requirements of the HLF and site it where it best meets park customer needs.
- ❖ Potentially up to 75% of the cost would be met by the HLF. The Council would contribute £23,357 towards a £93,500 scheme.

4.7.2 *Disadvantages:*

- ❖ There would be no significant improvement to the toilet provision until the completion of the lottery scheme which could be over three years away.

4.8 3. Undertake minor remedial works with an estimated value of £10,000 to the conveniences, including time controlled entrance doors to bring them up to an acceptable standard and leave the major renovations as part of the HLF lottery scheme.

4.8.1 *Advantages:*

- ❖ This would quickly provide essential improvements to the toilet provision .
- ❖ This would maintain the flexibility to ensure that the future toilet provision met the requirements of the HLF.
- ❖ This would avoid the potential embarrassment by demolishing a newly refurbished building.
- ❖ This would enable the major refurbishment to potentially benefit from a 75% HLF contribution.

4.8.2 *Disadvantages:*

- ❖ This would delay the major refurbishment's by approximately three years.
- ❖ As the £10,000 minor remedial works are classed as revenue, budget approval will be required.

4.9 Officers preferred option is Option 3, listed at 4.8 in the report.

## 5. LEGAL IMPLICATIONS

5.1 The Council has a legal duty to secure best value, by ensuring that functions are exercised having regard to economy, efficiency and effectiveness.

5.2 The Council owes council tax payers a fiduciary duty. The Council must take into account all relevant considerations in reaching a decision.

## 6. FINANCIAL AND RISK IMPLICATIONS

6.1 It is anticipated that the resulting HLF scheme will cost in the region of £1.5 – 2.0 million. The HLF can contribute up to 75% of the project cost. Once the consultants have completed a stage one submission more detailed costs will be available and additional funding options considered.

6.2 If the renovations of the Public Conveniences in Howard Park were included as part of the HLF scheme it could attract up to a 75% contribution from the HLF, providing a saving of £70,000 towards the estimated cost of £93,500.

### **6.3 Risks**

- 6.3.1 If the Council continued with its current programme and renovated the Public Conveniences at Howard Park and it became a condition of the HLF that the North-easterly vista had to be re-established the building may have to be demolished. The Council would then have wasted the £93,500 spent on the renovations.

## **7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS**

- 7.1 None contained within the report.

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

- 8.1 In September 2004 the proposal to renovate Howard Park & Gardens was reported to the Letchworth Area Committee.
- 8.2 Letchworth Garden City Heritage Foundation have been a consultee in the development of the project planning grant application and have helped in the assessment of suitable consultancies.
- 8.3 Extensive local consultation will form an integral element of the development of the scheme. This will include the Town Council, existing users of the parks and gardens, residents and other interested parties.
- 8.4 A Planning for Real Workshop is scheduled in October 2006.

## **9. RECOMMENDATIONS**

- 9.1 Members note the issues relating to car parking as listed at 4.3 in the report.
- 9.2 Members recommend to Cabinet that the minor remedial works listed for the Public Conveniences at Howard Park estimated at £10,000 be included in the district wide renovation programme and a revenue budget approved. The major renovation works be undertaken as part of the HLF lottery scheme.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 To ensure best value for money services are provided.

## **11. APPENDICES**

- 11.1 Appendix 1. Proposed Programme  
11.2 Appendix 2. View of Public Conveniences

## **12. CONTRIBUTING OFFICERS**

- 12.1 Steve Geach: Parks & Countryside Development Manager Tel: 01462 474553  
Kim Sawyer: Corporate Legal Manager Tel: 01462 474561  
Steve Smither: Directorate Accountant Tel: 01462 474566  
Fiona Timms Risk Manager Tel: 01462 474251

## **13. BACKGROUND PAPERS**

- ❖ HLF Project Planning Grant Application
- ❖ Tender Documents



# APPENDIX 2.



<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b> <b>11</b>
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**TITLE OF REPORT: NORTH HERTFORDSHIRE HIGHWAYS PARTNERSHIP, JOINT MEMBER PANEL – DISCRETIONARY BUDGET FOR 2006-2007 AND 2007-2008**

The information requested by the Letchworth Committee at its meeting held on 16 August 2006 (Minute 33 refers) has yet to be completed and will be published as soon as possible.

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<b>*PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No</b>  <h1 style="margin: 0;">12</h1>
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**TITLE OF REPORT: CHAMPION NEWS**  
REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

**1 PURPOSE OF REPORT**

- 1.1 To advise the Committee of the activities and schemes with which the Community Development Officer has been involved during the past month.
- 1.2 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 a Forward Plan

**3. PROJECT/ACTIVITY/SCHEME DETAILS**

**3.1 Grange Youth Wing**

The Youth Wing has opened informally on a Friday night with two qualified youth workers and a team of volunteers. The CDO has been working to increase the number of volunteers and the plan is to open on a Wednesday night for 10 - 13 year olds and Friday night for older young people.

**3.2 Jackmans Youth Club**

Detailed quotes have been obtained for the refurbishment and equipping of the building on Jackmans estate identified as suitable for another youth facility. There is a request for an allocation from Capital Visioning Budget to cover these costs.

**3.3 Jackmans ASB**

The CDO has been working closely with the police and residents to deal with the problems of young people congregating at the Ivel Court shops and behaving in an anti-social manner.

To help the police enforce a dispersal order it requires a suitable area to disperse young people to. The CDO has identified the nearby basketball court and is in the process of obtaining quotes for renewing the lighting in the area. The police, Jackmans Improvement Group, Letchworth Garden City Heritage Foundation, Letchworth Town council and NHDC are working together to fund the provision of a youth shelter and a lending scheme for basketballs and footballs with the requirement that equipment supplied should only be used at the nearby basketball court.

### **3.4 Motorbike Track**

The CDO has been working with the Police and other parties to tackle the problem of illegal motorcycling around Letchworth.

The Police have been successful in siezing and destroying a number of motorbikes causing a nuisance. The second strategy is to find land suitable to establish a motorcycle track. The CDO has taken the advice of the Autocycle Union and professional motocross riders and in partnership with these bodies and the Police is now working with landowners around the district to identify a suitable site.

### **3.5 Mural Project**

Provision was made in the Visioning budget for an art project within a vandalised underpass in Southern Way on the Grange Estate. This project lapsed because a suitable muralist could not be found. The new NHDC Arts Officer has now located two muralists and the CDO would now like to request Committee to reassign funds towards this scheme which would form a two-week project for the neighbouring Stonehill School and other local young people working with the artists to design and implement the mural.

## **4 RECOMMENDATIONS**

- 4.1** That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well - being for the Letchworth Garden City community.

### **CONTACT OFFICER**

Andy Graham  
Community Development Officer (Letchworth Area)  
(01462) 474225  
07789 033211 (Mob)

**TITLE: LETCHWORTH COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS  
2006/7**

**REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES**

**1. SUMMARY**

- 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.

**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.

**3. BACKGROUND**

- 3.1 Not Applicable

**4. ISSUES – FUNDING DECISIONS TO BE MADE**

- 4.1 There is one small grant allocation for this committee which is as follows:

An application for financial assistance by The Grange Baptist Church to assist them with costs associated with refurbishment of community facilities. Officers are recommending a grant on this occasion of £1250. A short report on this application is enclosed as appendix 1.

- 4.2 The CDO requests an allocation of £30,000 for refurbishment and equipping of a youth facility for the Jackmans Estate from the Capital Visioning budget.
- 4.3 A spreadsheet detailed spend to date of the Area Development budget is enclosed as Appendix 2.

**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 2 of the report, which relates to the Area Committee budget balances for the current financial year 2005/6.

## **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 the respective Members has occurred in connection with the allocation of funds for Community Projects.

## **9. RECOMMENDATIONS**

- 9.1 The Committee is asked to note the budgetary expenditure, balances and carry forwards from the Development Budgets and the allocated Visioning Budgets.
- 9.2 That an allocation of £30,000 be made from the Capital Visioning budget for costs associated with establishing a youth facility on the Jackmans Estate.
- 9.3 That a grant be agreed to The Grange Baptist Church for £1250 on this occasion.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 The awarding of financial assistance to voluntary and community organisations, schemes and initiatives.

## **11. ALTERNATIVE OPTIONS CONSIDERED**

- 11.1 Not applicable.

## **12. APPENDICES**

- 12.1 Appendix 1 - Summary of grant applications and officer recommendations.
- 12.2 Appendix 2 – Spreadsheet of Committee Delegated Budgets 2005/6.

## **13. CONTACT OFFICERS**

- 13.1 Andy Graham  
Community Development Officer – Letchworth  
Telephone: 01462 474225  
E Mail [andrew.graham@north-herts.gov.uk](mailto:andrew.graham@north-herts.gov.uk)
- 13.2 Steven Smithers  
Directorate Accountant - Customer Services  
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## **14. BACKGROUND PAPERS**

- 14.1 None

Letchworth Budget 2006/2007

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>				
<u>Revenue Visioning</u>	£70,060	£64,730	£21,348	£43,382	£5,330				
<u>Capital Visioning</u>	£120,100	£0	£0	£0	£120,100				
<u>Jackmans Improvement</u>	£2,828	£0	£0	£0	£2,828				
<u>Other Allocated Funds</u>	£5,000	£5,000	£5,000	£0	£0				
<u>Small Area Grants</u>	£18,470	£9,680	£9,680	£0	£8,790				
<u>Discretionary</u>	£39,248	£25,640	£17,026	£8,757	£13,608				
<u>General Town Centre</u>	£24,430	£22,500	£22,500	£0	£1,930				
<b>Total</b>	<b>£280,136</b>	<b>£127,550</b>	<b>£75,554</b>	<b>£52,138</b>	<b>£152,586</b>				

<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 Funds Brought Forward from 05/06 - Main Visioning Budget	£20,730	2004/2005	5 Recycling Litter Bins	£7,030	10.03.04 & 06.07.05 & 28.09.05	£3,030	£4,000		Awaiting LGCHF Street Scene Survey
		2004/2005	Southern Way Landscaping Project	£3,200	3.11.04	£0	£3,200		
		2004/2005	Pedestrian phaseing	£5,000	22.09.04	£0	£5,000		
		2005/2006	Grange Regeneration Group	£500	09.11.05	£0	£500		
		2005/2006	Skate Board Events	£5,000	08.03.06	£5,000	£0		
Preallocated Funds Brought Forward from 05/06 - Area Visioning Budget	£39,000	2004/2005	Youth Council	£2,000	22.12.04	£50	£1,950		
		2005/2006	Course for Skateboard Tutors	£5,000	28.09.05	£0	£5,000		
		2005/2006	Tree Planting - Various Sites	£15,000	09.11.05	£7,473	£7,527		
		2005/2006	Grange Youth Wing	£10,000	14.12.05	£5,795	£4,205		
		2005/2006	Norton Road Speed Calming	£5,000	14.12.05	£0	£5,000		
		2005/2006	Jackmans Youth Shelter	£2,000	14.12.05	£0	£2,000		
Visioning Community Projects (C/F 2005/06)	£10,330	2006/2007	Street Planting	£5,000	05.07.06	£0	£5,000		
<b>Total</b>	<b>£70,060</b>			<b>£64,730</b>		<b>£21,348</b>	<b>£43,382</b>	<b>£5,330</b>	

Letchworth Budget 2006/2007

<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	£120,100								
	£120,100			£0		£0	£0	£120,100	

<u>JACKMAN'S IMPROVEMENT</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>
Brought forward	£2,828								
<b>Total</b>	<b>£2,828</b>			<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£2,828</b>	

<u>OTHER ALLOCATED FUNDS</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>
Pre allocated funds Brought Forward from 2005/06	£5,000		LGC Eagles Football Club	£5,000	10.12.03	£5,000	£0		Work in Progress
<b>Total</b>	<b>£5,000</b>			<b>£5,000</b>		<b>£5,000</b>	<b>£0</b>	<b>£0</b>	

**DEVELOPMENT BUDGETS**

<u>SMALL AREA GRANTS</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 Budgets Brought Forward from 05/06	£5,000		Rap Aid Music Festival	£5,000	13.04.05	£5,000	£0		
Base Budget 06/07	£13,470		Royal Naval Association	£750	19.04.06	£750	£0		
			Letchworth Tennis Club	£300	19.04.06	£300	£0		
			Letchworth Lions Club	£200	19.04.06	£200	£0		
			Letchworth Festival	£2,500	19.04.06	£2,500	£0		Money Tranferred to new Letchworth Festival Code (1416 014)
			Letchworth Outdoor Pool - additional opening hours	£930	24.05.06	930	£0		
<b>Total</b>	<b>£18,470</b>			<b>£9,680</b>		<b>£9,680</b>	<b>£0</b>	<b>£8,790</b>	

Letchworth Budget 2006/2007

<u>Discretionary Budgets</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 Funds Brought Forward from 05/06	£16,140		CCTV Temple Rec Ground	£5,500	25.05.05	£4,284	£1,216		
			Bench at Temple Gardens Recreation Ground	£630	14.12.05	£772	£0		Overspent by £142
			Speed Activated Sign in Willian	£1,000	08.03.06	£1,000	£0		
			Hanging Baskets/Planters	£9,010	08.03.06	£4,469	£4,541		
Base Budget 06/07	£23,250		Letchworth Festival	£2,500	19.04.06	£2,500	£0		Money Transferred to new Letchworth Festival Budget Code (1416 014)
Less Overspend - Bench at Temple Gardens	-£142		Letchworth Outdoor Pool - additional opening hours	£4,000	24.05.06	£4,000	£0		
			Tree Maintenance and additional Watering	£3,000	05.07.06	£0	£3,000		
<b>Total</b>	<b>£39,248</b>			<b>£25,640</b>		<b>£17,026</b>	<b>£8,757</b>	<b>£13,608</b>	

<u>GENERAL (TOWN CENTRE)</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 Funds Brought Forward from 05/06	£15,000		LGC Arts Partnership	£15,000	25.05.05	£15,000	£0		Money Transferred to LGC Arts Partnership Code (1416 013)
Base Budget 06/07	£9,430		Letchworth Festival	£7,500	19.04.06	£7,500	£0		Money transferred to new Letchworth Festival Budget Code (1416 014)
<b>Total</b>	<b>£24,430</b>			<b>£22,500</b>		<b>£22,500</b>	<b>£0</b>	<b>£1,930</b>	

**TITLE OF REPORT: PLANNING APPLICATIONS**

REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL

**Local Government (Access to Information) Act 1985 and Local Government Act 1972**

In respect of each of the following reports concerning individual applications for planning permission, Listed Building Consent, the whole of the application file shall be regarded as background papers for the purposes of Section 100(d) of the 1972 Act.

**AGENDA INDEX**

<b>ITEM:</b>	<b>REF NO:</b>	<b>LOCATION:DESCRIPTION</b>	<b>CONTACT OFFICER:</b>	<b>PAGE:</b>
1.	<b>06/00650/ 1</b>	75 Broadway, Letchworth Garden City, SG6 3PQ Replacement detached 5 bedroom dwelling with integral garage and 3 car parking spaces (as amended by plans received on 19 July 2006)	<b>Simon Ellis</b> 01462 474264	<b>43</b>
2.	<b>06/00679/ 1CAC</b>	75 Broadway, Letchworth Garden City, SG6 3PQ Demolition of existing house and ancillary outbuildings.	<b>Simon Ellis</b> 01462 474264	<b>51</b>
3.	<b>06/01081/ 1HH</b>	9 Eastholm Green, Letchworth Garden City, SG6 4TW Installation of 1.75m high driveway gates.	<b>James Gran</b> 01462 474443	<b>55</b>
4.	<b>06/01265/ 1HH</b>	17 Northfields, Letchworth Garden City, SG6 4RJ Single storey front and side extensions and two storey rear extension.	<b>Kate Poyser</b> 01462 474244	<b>59</b>
5.	<b>06/01328/ 1HH</b>	52 Lytton Avenue, Letchworth Garden City, SG6 3HU Single storey rear extension.	<b>Kirstie Hough</b> 01462 474311	<b>63</b>

<b>ITEM NO: 1</b>	<u>Location:</u>	<b>75 Broadway, Letchworth Garden City, SG6 3PQ</b>
	<u>Applicant:</u>	<b>Mr &amp; Mrs Painter</b>
	<u>Proposal:</u>	<b>Replacement detached 5 bedroom dwelling with integral garage and 3 car parking spaces (as amended by plans received on 19 July 2006)</b>
	<u>Ref.No:</u>	<b>06/00650/ 1</b>
	<u>Officer:</u>	<b>Simon Ellis</b> 01462 474264

**Date of expiry of statutory period :** 15 June 2006

**Reason for Delay**

Negotiations with applicant's architect to seek design improvements.

**Reason for Referral to Committee**

This application is reported to Members at the request of Councillor Mrs Needham, on the basis of the need for a wider debate on proposals for the demolition of buildings within the Letchworth Conservation Area, particularly on such a prominent site.

**1.0 Relevant History**

1.1 None relevant.

**2.0 Policies**

**2.1 Central Government Policy Guidance:**

Planning Policy Statement (PPS) 1 'Delivering Sustainable Development'  
Planning Policy Guidance note (PPG) 15 'Planning and the Historic Environment'

**2.2 Hertfordshire Structure Plan Review 1991-2011:**

Policy 6 'Settlement Pattern and Urban Concentration'  
Policy 25 'Car Parking' (and supplementary planning document 'Vehicle Parking Provision at New Development')

**2.3 North Hertfordshire District Local Plan No. 2 - with Alterations:**

Policy 1 'Pattern and Character of North Hertfordshire'  
Policy 8 'Development in Towns'  
Policy 20 'Conservation Areas'  
Policy 22 'Urban Environment'  
Policy 57 'Residential Guidelines and Standards'  
Policy 58 'Letchworth Garden City Design Principles'

**3.0 Representations**

**3.1 Hertfordshire County Council (Highways):**

No change is proposed to the existing vehicular access and car parking will be provided by a garage and at least two spaces on the driveway. This is considered

sufficient for a five bedroom dwelling, therefore the Highway Authority has no objections to the development proposal.

### 3.2 **Letchworth Town Council:**

Has no objections.

### 3.3 **Response to Statutory Site Notice, Press Notice and neighbour notifications:**

Two letters of objection have been received from the occupiers of nos. 73 and 77 Broadway. The grounds of objection are as follows:

- \* Possible loss of daylight to the adjoining garden room at no. 73 Broadway.

- \* There does not appear to be a good reason to demolish this dwelling, which although not of a unique design is still reflective of the period.

- \* The proposed replacement dwelling has an overly fussy front elevation. Clarification on what materials would be used is also needed.

- \* Increase in width of the replacement dwelling would reduce the sense of spaciousness along this part of Broadway.

- \* The two storey rear projection would be overly oppressive and dominant when viewed from the private amenity area of no. 77 Broadway.

- \* Proximity of side projection to boundary hedgerow.

## **4.0 Planning Considerations**

### 4.1 **Site & Surroundings**

4.1.1 The application site consists of a two storey, detached dwelling sited on a spacious plot (approximately 900 square metres) off the western side of Broadway, Letchworth.

4.1.2 Broadway is one of the principal avenues of Letchworth Garden City, leading to the Town Square. The site location is towards the northern end of Broadway, two plots south of St Michael's Church. The general character of Broadway is of relatively large, detached, red brick houses of varying design, on spacious, linear plots within a wooded, open environment. Broadway itself is a wide tree-lined avenue which contributes strongly to the character of the locality.

### 4.2 **Proposal**

4.2.1 Full planning permission is sought for the erection of a replacement dwelling on this plot. The proposed new dwelling would be of a design that broadly reflects the scale and form of most residential properties along Broadway. It would have a prominent hipped roof with a ridge height at approximately 9m above ground level. The width of the dwelling would be 12m and maximum depth of 15m commencing from the same position as the front elevation of the existing dwelling in relation to the road frontage (i.e. 11m from the road frontage). The building would be of simple form although with a single storey side and rear element to incorporate a larger lounge and family room. A chimney feature is also proposed on the south elevation.

4.2.2 Following discussion with the applicant's architect amended plans have been received which alter the design of the proposed dwelling. The rear elevation has been simplified with the omission of a larger first floor dormer window and the windows and detailed finish of the front elevation have been changed. The proposed integral garage has a deeper set back behind pillars, to achieve shadowing, the front door has a similar arrangement and the ground floor windows have been reduced in size to match the traditional size and appearance of the first floor windows.

### 4.3 Key Issues

4.3.1 Taking account of relevant central government guidance, development plan policies referred to above and comments received from interested parties, also referred to above, I consider the main issues to be taken into account in the determination of this planning application are as follows. What contribution the existing building makes to the character and appearance of the conservation. In light of an assessment of its contribution, whether the demolition of the building can be justified in this instance. The quality of design of the proposed replacement dwelling must be assessed in light of considering the principle of demolition. Whether the proposed dwelling would have an acceptable relationship with neighbouring residential properties in terms of amenity and whether sufficient on-site car parking would be available to serve the needs of occupiers.

#### 4.3.2 The Principle of Demolition

Planning Policy Guidance note (PPG) 15 'Planning and the Historic Environment' offers advice on proposals for the demolition of buildings in conservation areas. Indeed, it is the designation of a conservation area that enables a local planning authority to exercise control over the demolition of unlisted buildings. Paragraph 4.27 of the PPG states that *'the general presumption should be in favour of retaining buildings which make a positive contribution to the character or appearance of a conservation area.'* When it is considered that the building proposed for demolition makes such a positive contribution PPG15 advises that proposals for its demolition should be given the same scrutiny as proposals for the demolition of listed buildings. In summary it is necessary to consider the condition of the building, the cost of repair; the adequacy of efforts to retain the building in its current use and the merits of alternative proposals for the site. However, high architectural merits of any proposed replacement scheme are material but would not normally justify the demolition of a building which, in the view of a planning authority, positively contributes towards the character of the conservation area.

4.3.3 Policy 20 of the North Hertfordshire District Local Plan No. 2 - with Alterations re-emphasises this advice and states under criteria i) that Council will refuse applications for *'the demolition of buildings which are important to the visual quality and historic integrity of the Conservation Area, the loss of which would adversely effect its character'*.

4.3.4 The Council's Principal Conservation Officer has carefully considered the architectural and historic merits of the existing dwelling and concludes that *'the existing house does no demonstrable harm to the character and appearance of this part of the conservation area. Its general form and size do relate to the overall appearance of Broadway. However, it is an undistinguished building, plainer and with less attention to detail than other houses in Broadway. I do not feel that a strong case can be made to say that the existing house is so integral a part of the special character of the conservation area that it must be kept for its own sake.'* Taking account of this opinion I consider that the demolition of this building can be acceptable in the conservation area provided the proposed replacement dwelling is of a high quality design that enhances the character of the locality, therefore offering a greater contribution than the existing house.

#### 4.3.5 **The Merits of the Proposed New Dwelling**

There is no uniform character in terms of the design of dwellings along Broadway, although the scale and form of the detached properties is fairly similar and red brick is the dominant material. In the immediate vicinity of the application site many of the dwellings have prominent gable features on the front elevation. The proposed dwelling has a simpler form with no front gables. However, vertical emphasis is achieved through the use of coining details and pillar features within the front elevation. Similarly designed houses can be found along Broadway, but more towards the southern end of the street.

4.3.6 The amended plans in my view add visual interest to the building. The integral garage becomes less prominent on the front elevation, hidden behind the pillars. The window details are now more acceptable, with traditional style windows using reveals and brick details at the head of the ground floor windows to add visual interest.

4.3.7 Whilst the proposed replacement dwelling is larger than the existing, the overall spacing in relation to neighbouring properties remains acceptable in the street scene, in my view. Indeed, the position of the proposed new dwelling is actually more central on the plot than the existing. The main two storey element of the dwelling would maintain a space of 2m from each flank boundary of the site. Whilst the small single storey lean to element on the south elevation would maintain a gap of 1m from the common boundary with no. 77 Broadway.

4.3.8 The design of the rear elevation has also been simplified to maintain the prominence of the large hipped roof. The originally proposed first floor dormer on a sloping roof has been omitted from the scheme. Whilst of a fairly basic detail the rear elevation now broadly maintains the integrity of the overall design and form of the proposed dwelling.

4.3.9 The submission of amended plans followed discussion between the applicant's architect and Council officers. The revisions respond positively to these discussions and the Council's Principal Conservation Officer now supports the proposed development. To conclude on this point, I consider that the proposed replacement dwelling makes a more positive contribution to the character and appearance of the conservation than the existing building in terms of design and finish. Since the proposal therefore enhances the conservation area I consider that it complies with the requirements of PPG15 and Policy 20 of the North Hertfordshire District Local Plan No. 2 - with Alterations.

#### 4.3.10 **Relationship with Neighbouring Properties and Car Parking**

Turning to the concerns expressed by neighbouring residents detailed above, it is necessary to carefully assess the relationship between the proposed dwelling and nos. 73 and 77 Broadway.

4.3.11 To the north of the application site is no. 73 Broadway. The nearest part of this property is a single storey flat roof extension which is used as additional living space. There are however no windows on the flank elevation of this part of the house therefore daylight and sunlight levels within this living space would not be affected. The two storey part of no. 73 Broadway is positioned some 5m off the boundary of the application site. This elevation contains a first floor side facing bedroom window. However, this bedroom extends across the whole depth of the house and therefore benefits from a front and rear windows also. Whilst the main two storey element of the proposed replacement dwelling would be 2m closer to no. 73 (leaving a first floor space of 8m between the properties) I am satisfied that the nearest bedroom would not suffer from any demonstrable loss of daylight or sunlight given that it has three windows, only one of which faces the application site. The relationship with this property has also been improved by the omission of the rear first floor projection and its replacement with a single storey element therefore preventing any overshadowing effect on the rear garden area of no. 73. Moreover, the two first floor windows proposed on the north flank elevation can be fitted with obscure glass to prevent overlooking. This can be achieved via the imposition of a suitably worded planning condition.

4.3.12 Turning to the relationship with no. 77 I also consider that this is acceptable. The flank elevation of this property which contains no first floor windows is positioned over 6m from the boundary of the application site. The boundary is defined by a well established hedge and the nearest part of the proposed development to the boundary would be the single storey lean to element of the new dwelling which would be positioned 1m from the boundary. This is a sufficient distance to enable the maintenance and up keep of the hedge, in my view. First floor windows proposed on the south elevation can again be fitted with obscure glass and since the new dwelling would be directly to the north of no. 77 there would be no loss of daylight or sunlight to this property as a result of the development proposal.

4.3.13 In terms of car parking there would be three useable car parking spaces on the front driveway of the site. The proposed new dwelling would have five bedrooms. The three spaces on the driveway would accord with the Council's adopted car parking standards, contained in 'Vehicle Parking Provision at New Development' which requires three off road car parking spaces for dwellings with four or more bedrooms. The plans also indicate an integral garage which creates four off road car parking spaces. However, the amended plans indicate a garage door width of 2.1m which whilst complying with nationally recognised standards for garage widths may not be suitable for all types of private cars. However, the proposal complies with the adopted standards and there are no technical highway objections to this scheme.

#### **4.4 Conclusion**

4.4.1 Taking account of the all the above factors I am satisfied that the existing building is not the most remarkable example of good architecture along the Broadway. It makes a broadly neutral contribution to the character of the conservation area and the proposed replacement dwelling is of higher quality design and finish that would enhance the character and appearance of the conservation area in compliance with PPG15 and District Local Plan Policy 20. I am also satisfied that the proposed replacement dwelling would have an acceptable relationship with neighbouring residential properties and the scheme provides sufficient off road car parking to meet the needs of future occupiers.

4.4.2 The 8-week statutory period for this application expired on 15 June 2006. After the 8-week period an applicant has a right of appeal against non-determination. The applicant's exercised this right by lodging an appeal on 25 August 2006 against the failure of this authority to determine the planning application within 8-weeks. Under planning appeal regulations the Council cannot determine the planning application until such time as the applicant withdraws the appeal. However, the Council do have a responsibility to inform the Planning Inspectorate what the decision would have been had the Council been able to determine the application. The recommendation set out below advises Members to determine that planning permission would have been granted had the Council been able to do so. If Members agree with the recommendation it is very likely that the applicant will withdraw the appeal and the Council can then issue a planning permission in line with the Members decision. Conversely should Members be minded to refuse planning permission this resolution will be passed onto the Planning Inspectorate who will determine the appeal.

## **5.0 Legal Implications**

5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

## **6.0 Recommendation**

6.1 That were the Council able to determine this planning application that planning permission would have been **GRANTED** subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting, approved documents and plans, or with minor modifications of those details which have previously been agreed in writing by the Local Planning Authority as being not materially different from those thereby permitted.

Reason:To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

3. **Details and/or samples of materials to be used on all external elevations and the roof of the development (including windows and doors) hereby permitted shall be submitted to and approved in writing by the Local Planning Authority before the development is commenced.**

**Reason:To ensure that the development will have an acceptable appearance which does not detract from the appearance and character of the surrounding area.**

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 as amended, no development as set out in Class(es) A-E of Part 1 of Schedule 2 to the Order shall be carried out without first obtaining a specific planning permission from the Local Planning Authority.

Reason: Given the nature of this development, the Local Planning Authority considers that development which would normally be "permitted development" should be retained within planning control in the interests of the character and amenities of the area.

5. The window(s) at first floor level on each flank elevation of the development hereby permitted shall be permanently glazed with obscure glass to the satisfaction of the Local Planning Authority.

Reason: To safeguard the privacy of the occupiers of the adjacent dwellings.

### **Reason for Decision**

In the opinion of the Local Planning Authority the proposed replacement dwelling is of a sufficiently high standard of design in keeping with the character of the locality so that it makes a more positive contribution to the character and appearance of the conservation area than the existing dwelling. The proposal replacement dwelling would also have an acceptable relationship with neighbouring residential properties and there would be sufficient off-road car parking available for future occupiers. The proposal therefore complies with the provisions of the development plan as summarised below:

#### **Hertfordshire Structure Plan Review 1991-2011:**

Policy 6 'Settlement Pattern and Urban Concentration'

Policy 25 'Car Parking' (and supplementary planning document 'Vehicle Parking Provision at New Development')

#### **North Hertfordshire District Local Plan No. 2 - with Alterations:**

Policy 1 'Pattern and Character of North Hertfordshire'

Policy 8 'Development in Towns'

Policy 20 'Conservation Areas'

Policy 22 'Urban Environment'

Policy 57 'Residential Guidelines and Standards'

Policy 58 'Letchworth Garden City Design Principles'

<b>ITEM NO: 2</b>	<u>Location:</u>	<b>75 Broadway, Letchworth Garden City, SG6 3PQ</b>
	<u>Applicant:</u>	<b>Mr &amp; Mrs D Painter</b>
	<u>Proposal:</u>	<b>Demolition of existing house and ancillary outbuildings.</b>
	<u>Ref.No:</u>	<b>06/00679/ 1CAC</b>
	<u>Officer:</u>	<b>Simon Ellis</b> 01462 474264

**Date of expiry of statutory period :** 20 June 2006

**Reason for Delay**

Negotiations with applicant's architect to seek design improvements.

**Reason for Referral to Committee**

This application is reported to Members at the request of Councillor Mrs Needham, on the basis of the need for a wider debate on proposals for the demolition of buildings within the Letchworth Conservation Area, particularly on such a prominent site.

**1.0 Relevant History**

1.1 None relevant.

**2.0 Policies**

- 2.1 **Central Government Policy Guidance:**  
Planning Policy Guidance note (PPG) 15 'Planning and the Historic Environment'
- 2.2 **North Hertfordshire District Local Plan No. 2 - with Alterations:**  
Policy 20 'Conservation Areas'

**3.0 Representations**

3.1 **Letchworth Town Council:**  
Has no objections.

**4.0 Planning Considerations**

**4.1 Site & Surroundings**

- 4.1.1 The application site consists of a two storey, detached dwelling sited on a spacious plot (approximately 900 square metres) off the western side of Broadway, Letchworth.
- 4.1.2 Broadway is one of the principal avenues of Letchworth Garden City, leading to the Town Square. The site location is towards the northern end of Broadway, two plots south of St Michael's Church. The general character of Broadway is of relatively large, detached, red brick houses of varying design, on spacious, linear plots within

a wooded, open environment. Broadway itself is a wide tree-lined avenue which contributes strongly to the character of the locality.

## **4.2 Proposal**

- 4.2.1 Conservation Area Consent is sought for the demolition of the dwelling on the application site. This conservation area consent application accompanies the planning application (ref. 06/00650/1) reported as the previous agenda item.

## **4.3 Key Issues**

- 4.3.1 As with the previous agenda item, the applicant has already decided to lodge an appeal against this Council's failure to determine the conservation area consent application within the statutory 8-week period. The Council cannot therefore determine the conservation area consent application until such time as the appeal is withdrawn. However, the Council must again inform the Planning Inspectorate of the decision that it would have reached had the appeal not have been lodged.
- 4.3.2 The main issues in connection with the proposed demolition of this building are covered in the previous report. Under planning legislation a separate conservation area consent application is required for the demolition of buildings with a volume greater than 115 cubic metres. Since it is recommended to inform the Planning Inspectorate that planning permission would have been granted, had the Council been able to determine the planning application for the redevelopment of the site, it follows that the recommendation is that Members resolve that they would have granted consent for the demolition of the dwelling and inform the Planning Inspectorate of this decision also.
- 4.3.3 Taking account of the comments received from the Principal Conservation Officer, and in particular the need to prevent a prolonged and unsightly gap in the conservation area, the recommendation to grant conservation area consent for the demolition of this building can only follow if Members have decided to grant planning permission for the redevelopment of the site. If Members resolve that the Council would have refused planning permission for the redevelopment of the site (i.e. planning application no. 06/00650/1) it is recommended that Members resolve to refuse conservation area consent on the basis of preventing an unsightly gap, which would harm the character and appearance of the conservation area.

## **4.4 Conclusion**

- 4.4.1 Taking account of the above factors and all the arguments set out in the previous report, I conclude that the demolition of this building is acceptable in the conservation area provided it is clearly linked to a continuous contract for the redevelopment of the site pursuant to the scheme presented in the previous report.

## **5.0 Legal Implications**

- 5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

## **6.0 Recommendation**

6.1 That were the Council able to determine this application that conservation area consent would have been **GRANTED** subject to the following conditions:

1. The work to which this consent relates shall be begun by not later than the expiration of the period of 3 years from the date of this notice.

Reason: To comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990, as modified by Regulation 12 and Schedule 3 of the Town and Country Planning (Listed Buildings and Conservation Areas) Regulations 1990.

2. **The building to which this consent relates shall not be demolished until such time as a contract for the carrying out of the replacement building works (as detailed in planning permission no. 06/00650/1), together with a timetable for its commencement and completion has been submitted to and agreed in writing by the Local Planning Authority. The demolition of the building and the redevelopment of the site shall thereafter be carried out in complete accordance with the approved contract and timetable unless otherwise agreed in writing by the Local Planning Authority.**

**Reason: To avoid the creation of an unacceptable appearance of an unsightly gap for a prolonged period on the application site, arising from the demolition of the existing building far in advance of any redevelopment.**

### **Reason for Decision**

The demolition hereby permitted combined with the proposed redevelopment of the site set out in planning application no. 06/00650/1 would have no adverse impact on the amenities of nearby residential properties, or the visual amenities of the surrounding conservation area. As such the demolition complies with relevant provisions of the development plan as summarised below.

**North Hertfordshire District Local Plan No. 2 - with alterations:  
Policy 20 'Conservation Areas'**

<b>ITEM NO: 3</b>	<u>Location:</u>	<b>9 Eastholm Green, Letchworth Garden City, SG6 4TW</b>
	<u>Applicant:</u>	<b>Mr &amp; Mrs J Proudlove</b>
	<u>Proposal:</u>	<b>Installation of 1.75m high driveway gates.</b>
	<u>Ref.No:</u>	<b>06/01081/ 1HH</b>
	<u>Officer:</u>	<b>James Gran</b> 01462 474443

**Date of expiry of statutory period :** 04 September 2006

**Reason for Delay**

Committee cycle.

**Reason for referral to Committee**

The applicant is Councillor Proudlove

**1.0 Relevant History**

- 1.1 05/00507/1HH - Single storey side extension, rear conservatory & detached double garage - Approved

**2.0 Policies**

- 2.1 **North Hertfordshire District Local Plan No 2 with Alterations 1996:**  
Policy 20 - Conservation Areas  
Policy 28 - House Extensions  
Policy 57 - Residential Guidelines and Standards

**3.0 Representations**

- 3.1 **Site Notice** - No comments received  
**Neighbours** - No comments received  
**Letchworth Town Council** - No objection  
**Highway Authority** - No objection with the condition that the gates open inwards

**4.0 Planning Considerations**

**4.1 Site & Surroundings**

- 4.1.1 9 Eastholm Green is a semi-detached dwellinghouse, adjoining No. 8 and adjacent to No. 10, with a 40 metre long rear garden, which runs parallel with the neighbouring dwellings. These properties sited around the Green (one of the town's planned Greens), are excellent examples of early Garden City architecture, which collectively form a key part of the Conservation Area. No's 8 and 9 form a pair to one end of the group with No's 13 and 14 to the other. Planning permission was granted in 2005 for a single storey side extension, rear conservatory and detached garage.

## 4.2 Proposal

- 4.2.1 Permission is sought for 1.75 metre high driveway gates, which would serve the access to the site and the detached garage. The gates would measure 3.16 metres in length and would be made from timber to match the existing fencing along this part of Eastholm. The area of land leading from the access into the site to the rear garden of No.9 was owned until recently by No. 8. The applicant has now bought the land from No. 8 and requires an access to serve the approved detached garage at the rear of the main plot for No. 9. The crossover would need to be widened to accommodate the new access, as there exists an access already serving No. 8 Eastholm Green.

## 4.3 Key Issues

- 4.3.1 In my view, the proposed gates would have no adverse impact upon the character and appearance of the Conservation Area or on the visual amenity of the street scene. The gates are proposed to open inwards into the site but this has been conditioned accordingly. The Highway Authority have no objection to the proposal. Consent will have to be sought however, from the Highway Authority to widen the existing crossover.
- 4.3.2 At the time of writing this report, the Planning Authority are considering a similar proposal at No. 8 Eastholm Green. The scheme is for two sets of double gates, adjacent the proposed single set of double gates. It should be noted that the style of the gates proposed for the No. 8 access match the style of the gates hereby proposed.

## 4.4 Conclusion

- 4.4.1 Overall, I do not consider there to be any grounds to withhold planning permission for these gates, which are acceptable in design, size and materials, and would have no adverse affect upon the amenities of the neighbouring properties or on the character and appearance of the Conservation Area.

## 5.0 Legal Implications

- 5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

## 6.0 Recommendation

- 6.1 That planning permission be **GRANTED** subject to the following conditions:
1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting, approved documents and plans, or with minor modifications of those details which have previously been agreed in writing by the Local Planning Authority as being not materially different from those thereby permitted.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

3. Any gates provided shall open inwards into the site.

Reason: To allow a vehicle to wait clear of the carriageway or footway while the gates are being opened or closed.

### **Reason for Decision**

The entrance gates hereby permitted would have no adverse effect on the amenities of the neighbouring residential properties, the visual amenity of the locality, on highway conditions in the vicinity of the site or on the character and appearance of the Conservation Area and, as such, complies with the relevant provisions of the development plan as summarised below.

Summary of Development Plan Policies and Proposals relevant to the Decision:

#### **North Hertfordshire District Local Plan No 2 with Alterations**

NHDLP No 2 with Alterations 1996:

Policy 20 - Conservation Areas

Policy 28 - House Extensions

Policy 57 - Residential Guidelines and Standards

<b>ITEM NO: 4</b>	<u>Location:</u>	<b>17 Northfields, Letchworth Garden City, SG6 4RJ</b>
	<u>Applicant:</u>	<b>Mr &amp; Mrs Lawrence</b>
	<u>Proposal:</u>	<b>Single storey front and side extensions and two storey rear extension.</b>
	<u>Ref.No:</u>	<b>06/01265/ 1HH</b>
	<u>Officer:</u>	<b>Kate Poyser</b> 01462 474244

**Date of expiry of statutory period :** 12 September 2006

**Reason for Delay**

Committee cycle.

**Reason for Referral to Committee**

Objection received from Letchworth Garden City Town Council.

**1.0 Relevant History**

1.1 None

**2.0 Policies**

**2.1 North Hertfordshire District Local Plan No 2 with Alterations**

Policy 28 - House Extensions

Policy 55 - Car Parking Standards

Policy 57 - Residential Guidelines and Standards

**Hertfordshire Structure Plan Review 1991 - 2011**

Policy 25 - Car Parking and supplementary planning guidance: Vehicle Parking Provision at New Development.

**3.0 Representations**

3.1 **Letchworth Garden City Town Council** - "Front and side extensions - ok. Rear extension is likely to affect adversely the light to the neighbouring property. Over development of the site."

**4.0 Planning Considerations**

**4.1 Site & Surroundings**

4.1.1 17 Northfields is an end of terrace house. It adjoins No 15, which is to the east and No 19 lies to the west. It is one of a terrace of three houses and there are two rows of terraces here of similar appearance, with a painted brick finish.

## 4.2 **Proposal**

- 4.2.1 The proposal is for a two storey rear extension to provide a third and fourth bedroom. At ground floor level there would also be a side and front extension to provide a play room, study, dining room, enlarged kitchen with utility and enlarged hall. The two storey rear extension would project 4 metres to the rear and would have a hipped roof. The single storey extension would be 1.9 metres wide running along the side and 1.9 metres deep to the front. It is proposed to render the existing house and similarly render the extensions, with the exception of an area adjacent to the single storey rear extension of No 15, for maintenance reasons.

## 4.3 **Key Issues**

- 4.3.1 The key issues relate to the effect the proposal would have on neighbouring residential amenity, appearance in the street scene and any parking/highway matters.
- 4.3.2 No 15 has a single storey rear extension adjacent the boundary with No 17, with a flat roof and patio doors. It is approximately 3.3 metres deep. The proposed two storey rear extension would be only 0.7 metres deeper. As it would project only a very small amount beyond the neighbour's rear extension I consider there would be no significant loss of sunlight or daylight received by the patio doors. There is a window at first floor level serving a bedroom, which is also served by a window to the front of the house. The proposed extension would project the 4 metres beyond this window. Being at first floor level it would just be the hipped roof of the extension that would be higher than the bedroom window. The ridge would be 2.2 metres higher than the mid point of the window, at a distance of 4.2 metres to the window. The extension would, therefore have no significant effect upon the sunlight or daylight received by this first floor window.
- 4.3.3 The Letchworth Garden City Town Council have not made it clear whether their objection relates to No 15 or No 19. I have assumed No 15 as it is closer, but I shall consider its relationship with No 19 as well. The side wall of No 19 is 2.5 metres from the boundary with No 17. The two storey rear extension would be a further 2 metres from it. It would project 4 metres further to the rear. There are two windows in the side elevation of No 19, a small first floor window and a kitchen door and window. Due to the distance of the proposed two storey rear extension from No 19, I consider that any loss of sunlight or daylight to this property would not significantly harm the occupiers' residential amenity.
- 4.3.4 Following negotiations the application has been amended, so that the materials of the extension would match those of the existing house. There are other single storey front extensions in the street scene of a similar depth and I can see no sustainable planning objections to its appearance. The side and rear extensions would only be publicly visible from the gap between No 17 and 19 and would have little impact on the appearance of the street scene.
- 4.3.5 The Letchworth Garden City Town Council are concerned that this is an over development of the site. Should the extensions go ahead a rear garden 22 metres deep would remain, having an area of 198 sq m. The guideline for rear gardens in Policy 57 is for a minimum of 75 sq m. This property would clearly exceed this standard (by two and a half times). The front garden would be 9.8 to 11.5 metres deep. I can find no justification for this being an overdevelopment of the site. I do note, though, that the proposed extensions would amount to the footprint of the existing house being more than doubled. However, I can see no objection to this in principle.

4.3.6 The site plan shows sufficient space for 3 cars to park on the driveway. This would be adequate for a house of the proposed size.

#### 4.4 **Conclusion**

4.4.1 That the proposed work would not cause a significant loss of sunlight or daylight to either of the neighbouring properties and that there are no sustainable planning objections to raise to the proposal.

### **5.0 Legal Implications**

5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

### **6.0 Recommendation**

6.1 That planning permission be **GRANTED** subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting, approved documents and plans, or with minor modifications of those details which have previously been agreed in writing by the Local Planning Authority as being not materially different from those thereby permitted.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

#### **Reason for decision**

The extensions, hereby permitted, would have no adverse effect on the amenities of the neighbouring residential properties, the visual amenity of the locality or on highway conditions in the vicinity of the site and, as such, complies with the relevant provisions of the development plan, as summarised below.

North Hertfordshire District Local Plan No 2 with Alterations  
Policy 28 - House Extensions  
Policy 55 - Car Parking Standards  
Policy 57 - Residential Guidelines and Standards

Hertfordshire Structure Plan Review 1991 - 2011  
Policy 25 - Car Parking and supplementary planning guidance: Vehicle Parking Provision at New Development.

<b>ITEM NO: 5</b>	<u>Location:</u>	<b>52 Lytton Avenue, Letchworth Garden City, SG6 3HU</b>
	<u>Applicant:</u>	<b>Mr &amp; Mrs Harrison</b>
	<u>Proposal:</u>	<b>Single storey rear extension.</b>
	<u>Ref.No:</u>	<b>06/01328/ 1HH</b>
	<u>Officer:</u>	<b>Kirstie Hough</b> 01462 474311

**Date of expiry of statutory period :** 19 September 2006

**Reason for Delay**

Committee cycle (Stat date 19<sup>th</sup> September 2006)

**Reason for Referral to Committee**

The applicant is an employee of the Council

**1.0 Relevant History**

None

**2.0 Policies**

- 2.1 **North Herts District Local Plan No 2 with Alterations**  
Policy 20- Conservation Areas  
Policy 28 - House Extensions  
Policy 57 - Residential Guidelines and Standards

**3.0 Representations**

- 3.1 **Town Council** – No objection
- 3.2 **Site Notice** – No comments received
- 3.3 **Local Residents** – No comments received

**4.0 Planning Considerations**

**4.1 Site & Surroundings**

- 4.1.1 52 Lytton Avenue is a white rendered detached dwelling- house adjacent to No's 50 and 54 and located within the Letchworth Conservation Area. The easterly facing rear garden of approx. 39 metres runs parallel to the adjacent properties and abuts the flank boundary of No 103 Pixmore Way to the rear. The property is characterised by a two storey rear projection which accommodates a hipped roof tiled bay window projection at first floor level, and french doors at ground floor. The property has a detached garage sited behind the rear of the property, adjacent to the northern flank'.

## 4.2 **Proposal**

- 4.2.1 Permission is sought for a single storey rear extension, in the form of a bay window addition.
- 4.2.2 The addition would be sited on the two storey rear extension, below the existing bay window, and would project for 1.8 metres from the rear of the property. The 2.4 metre height of the addition would reach the base of the existing bay window projection, and french doors would be accommodated on the rear elevation.
- 4.2.3 Materials would be render to match the dwelling, and a lead flat roof.

## 4.3 **Key Issues**

- 4.3.1 The key issues in this application, are whether the proposal complies with relevant policies in the District Local Plan, and whether there would be any material impact upon any adjacent property.
- 4.3.2 The proposal would be sited adjacent to the flank boundary with No 54, at which there is a hedge of approximately 3 metres high. No 54 also has a fairly lengthy rear extension adjacent to this flank boundary, so I do not consider that the proposed bay window addition would have any impact upon the residential amenities of this adjacent property.
- 4.3.3 With regards to impact upon the character and appearance of the conservation area, the Conservation Team have commented that the scheme would provide an improved architectural context for the first floor bay window and its minimal scale would not have any impact within the conservation area.
- 4.3.4 The addition would not be visible from public view, and I consider that it would be an enhancement to the character and appearance of the property.

## 4.4 **Conclusion**

- 4.4.1 I do not consider that the proposed bay window addition would cause any adverse affect upon the residential amenities of the neighbouring properties and its design, and size would not be out of character with the property or the character and appearance of the conservation area.
- 4.4.2 In conclusion, it is considered that there are no material planning grounds to withhold permission for this application.

## **5.0 Legal Implications**

- 5.1 In making decisions on applications submitted under the Town and Country Planning legislation, the Council is required to have regard to the provisions of the development plan and to any other material considerations. The decision must be in accordance with the plan unless the material considerations indicate otherwise. Where the decision is to refuse or restrictive conditions are attached, the applicant has a right of appeal against the decision.

## **6.0 Recommendation**

6.1 That planning permission be **GRANTED** subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the provisions of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting, approved documents and plans, or with minor modifications of those details which have previously been agreed in writing by the Local Planning Authority as being not materially different from those thereby permitted.

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

### **Reason for Decision**

The bay window addition hereby permitted would have no adverse impact upon the neighbouring properties, the character or appearance of the conservation area or the character of the property and, as such, complies with the relevant provisions of the development plan as summarised below.

Summary of Development Plan Policies and Proposals relevant to the Decision:-

#### **North Hertfordshire District Local Plan No 2 with Alterations**

Policy 20- Conservation Areas

Policy 28 - House Extensions

Policy 57 - Residential Guidelines and Standards

**\*PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**15**

**TITLE OF REPORT: PLANNING APPEALS**

REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL SERVICES

This will be in the format of an oral presentation.

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