

11 November 2008

Our ref: HD/Letchworth/Nov.08
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To: Members of the Letchworth Committee of North Hertfordshire District Council (Councillors D. Levett (Chairman), Melissa Davey (Vice-Chairman), S. Bloxham, John Booth, J.M. Cunningham, Gary Grindal, T.W Hone, David Kearns, Lorna Kercher, Paul Marment, Elliot Needham, Mrs. L.A. Needham and Michael Paterson).

You are invited to attend a

MEETING OF THE LETCHWORTH COMMITTEE

to be held at

**WILBURY JUNIOR SCHOOL, BEDFORD ROAD
LETCWORTH GARDEN CITY, HERTFORDSHIRE.**

on

WEDNESDAY, 19 NOVEMBER 2008

at

7.30p.m.

Yours sincerely,



David Miley
Democratic Services Manager

AGENDA
PART I

ITEM	PAGE
1. APOLOGIES FOR ABSENCE	-
2. MINUTES – 24 SEPTEMBER 2008 To take as read and approve as a true record the minutes of the meeting of this Committee held on the 24 September 2008.	-
3. NOTIFICATION OF OTHER BUSINESS Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether any item(s) raised will be considered.	-
4. CHAIRMAN'S ANNOUNCEMENTS 1. The next meeting of the Letchworth Area Committee will be held at the Grange Junior School, Letchworth Garden City on 14 January 2009. 2. Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a prejudicial or personal interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a prejudicial interest can speak on the item, but must leave the room before the debate and vote.	-
5. PUBLIC PARTICIPATION <i>To receive presentations from:</i> 1. Gill Davey – Letchworth MIND 2. Bobby Singh – Letchworth Garden City Community Centre Group 3. Martin Fletcher, Letchworth Town Centre Manager – Festivals and Events for 2009.	1
6. SECTION 106 AGREEMENT AND UNILATERAL UNDERTAKINGS REPORT OF THE HEAD OF PLANNING AND BUILDING CONTROL <i>To provide comprehensive details of the current Section 106 agreements and Unilateral Undertakings in the Letchworth Garden City area</i>	3
7. CORPORATE BUSINESS PLANNING 2009 - 2014 – EFFICIENCIES AND INVESTMENTS REPORT OF THE STRATEGIC DIRECTOR OF FINANCIAL & REGULATORY SERVICES <i>To seek the Committee's views on the provisional efficiency and investment items as part of the consultation process on Corporate Business Planning (CBP) for 2009/10 onwards.</i>	21

8. **AREA COMMITTEE SERVICE LEVEL AGREEMENTS – REVIEW OF 2006 - 09 AND PROPOSALS FOR 2009 – 2012** 45
 REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES
To consider a follow up report regarding Service Level Agreements allocated by the Letchworth Area Committee
9. **CHAMPION NEWS – LETCHWORTH AREA COMMITTEE** 53
 REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES
A summary of the activities undertaken by the Community Development Officer for Letchworth Garden City since the meeting of the Committee held on 24 September 2008 and events taking place in the future.
10. **LETCHWORTH AREA COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2008/2009** 55
 REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT & CULTURAL SERVICES
The report contains the current budget balances for the Committee.
11. **WARD AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS** 63
To receive any oral reports from Members regarding Ward matters and Outside Organisations.

The dates for Letchworth Area Committee Meetings in the Civic Year 2008/2009 as follows:

- 14 January 2009** **Grange Junior School, Sparhawke,
 Letchworth Garden City, Hertfordshire. SG6 4PY**
- 11 March 2009** **District Council Offices, Gernon Road,
 Letchworth Garden City, SG6 3JF**

<p style="text-align: center;">LETCHWORTH AREA COMMITTEE 19 November 2008</p>

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

Three presentations are expected during public participation as follows:

1. Letchworth MIND – Gill Davey;
2. Letchworth Garden City Community Centre Group - Bobby Singh;
3. Letchworth Festivals and Events for 2009 – Martin Fletcher, Letchworth Town Centre Manager.

TITLE OF REPORT : SECTION 106 AGREEMENT AND UNILATERAL UNDERTAKINGS

REPORT OF THE HEAD OF PLANNING & BUILDING CONTROL

1. SUMMARY

1.1 This report provides Members of the Area Committee with comprehensive details of the current Section 106 agreements and Unilateral Undertakings in the Letchworth area and the spreadsheets, attached at Appendix A, focus upon the relevant planning permissions and provide the following details:-

- i) Yellow - Live contributions that need to be received/allocated and /or spent
- ii) Blue - Agreement fulfilled
- iii) Orange- Social housing
- iv) Green - Allocated to project –not spent
- v) Red - Contribution received from Unilateral Undertakings– not allocated
- vi) Light purple - Agreement not requiring NHDC input

The spreadsheets include non – financial contributions.

1.2 At the time of writing the report the information provided in respect of this Council is correct as of the 31st October 2008. The County Council figures are based on information supplied as of 31st March for libraries, 1st June for highways and 18th June for education, youth and childcare. It is understood that a further report is to be produced by HCC in December this year. Once this is received this Council's records will be updated.

2. FORWARD PLAN

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

3. BACKGROUND

3.1 The Authority adopted in November 2006 a Supplementary Planning Document (SPD) which regulates the preparation of Section 106 Agreements and Unilateral Undertakings in relation to development proposals.

3.2 In June this year a report was presented to PARC which provided Members with an overview of the current situation with regard to the implementation and management of the 106 Agreements and Unilateral Undertakings and included details of a recent Audit inspection, the county wide approach to agreements and the monitoring arrangements for the collection of the relevant funds.

3.3 In noting the report PARC further resolved :-

- That the Head of Planning and Building Control be requested to liaise with Hertfordshire County Council on the completion of a comprehensive list of Section 106 agreements for North Hertfordshire;
- That the Head of Planning and Building Control be requested to present a Section 106 update report to PARC at its meeting to be held on 11 December 2008 and at six monthly intervals thereafter, in respect of the details of the funds collected through Section 106 agreements and Unilateral Undertakings and on what projects/schemes were they utilised, together with details of those agreements subject to 'pay back' clauses.
- That during the November 2008 cycle of meetings, each of the Area Committees be provided with details of the amount of Section 106 monies available in their respective areas, to enable them to be proactive in advising on the utilisation of those monies.

4. CONSIDERATIONS

4.1 The main aim of the Section 106 SPD is to ensure that the additional demands upon infrastructure, services and facilities arising from new development are provided for and are put in place at the right time and contribute towards the Council's mission and strategic objectives as set out in the Corporate Plan.

4.2 The planning process in respect of obligations provides a mechanism by which some of the priorities can be addressed. The strategies and priorities of the Council form the basis for the allocation of funds which are not specific requirements identified in the agreement. Monies are allocated to capital and revenue schemes which are agreed by Members through the Corporate business planning process and the quarterly budget monitoring reported to Cabinet. In addition some developers may contribute commuted sums towards adopted open space.

- 4.3 The overall income levels associated with Section 106 monies for this Council from 2001/02 are included in the table below. The 2008/09 figure is to the 31st October 2008.

Year	Receipts in year £	Allocated in year £	Interest accruing in year to General Fund £
2001/2	17,729	2,000	192
2002/3	224,542	181,341	1,166
2003/4	5,000	0	3,076
2004/5	364,461	59,166	13,107
2005/6	76,900	62,119	20,957
2006/7	199,276	13,000	26,921
2007/8	226,016	83,782	42,253
2008/9	55,308	43,200	0
Total	£1,169,232	£444,608	£107,673

Balance of S106 and unilateral undertakings receipts £731,623.

- 4.4 In the June cycle of meetings for 2009 it is proposed to provide a comprehensive updated spreadsheet which for highway purposes will include funds available from LTP, S106 monies, Growth Area Fund and other sources of money. This would enable all transport schemes to be better co-ordinated as initiated by the Joint Members Panel and agreed with County Officers.

5. LEGAL IMPLICATIONS

- 5.1 The Council requires Section 106 Agreements and Unilateral Undertakings where appropriate under the Town and Country Planning Acts where development involves matters which cannot be controlled by planning conditions. There are strict rules which govern the negotiation and implementation of matters covered by Section 106 Agreements and in essence, these need to relate to the development proposed both in scale and kind. The Section 106 SPD has been formulated with those principles in mind and the implementation of the SPD is being undertaken in a satisfactory manner.
- 5.2 The current Planning Bill introduces the concept of a Community Infrastructure Levy which may replace in part the use of Section 106 Agreements. The Planning Bill is currently before the House and when there is greater certainty about the future of that aspect of the Bill, it will be appropriate to review the Section 106 SPD. The review of the Section 106 SPD will need to be incorporated within the Council's Local Development Scheme.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The work associated with the implementation of the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document will be need to be incorporated within the programme for the Local Development Framework Team once there is greater certainty about its future.

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

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

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

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

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

9. RECOMMENDATIONS

- 9.1 It is recommended that the Area Committee
- i) Note the contents of this Report
 - ii) Note the progress for the utilisation of the monies which will be included in the report to PARC on the 11th December
 - iii) That the Area Committee be presented with a report in the June 2009 cycle of meetings and on an annual basis thereafter.

10. REASONS FOR RECOMMENDATIONS

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

11. ALTERNATIVE OPTIONS CONSIDERED

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

12. APPENDICES

- 12.1 Appendix A - Monitoring spreadsheet for the area concerned

13. CONTACT OFFICERS

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14. BACKGROUND PAPERS

- 14.1 Section 106 Supplementary Planning Document and monitoring spreadsheets

		Section 106 Agreements - All Areas																				
																			Live contribution need to be received/ allocated and or spent			
																			Agreement fulfilled			
																			Allocated to project but not spent			
																			Contribution received but not allocated			
																			Social Housing			
																			Agreement not requiring NHDC involvement			
TOWN / AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Benefits Secured	Date Payment Received	Repayment Date (if part or whole of sum not repaid)	Amount Liabile if PP started	Amount Now Due ie PP started	Amount Received by others eg HCC	Amount Received by NHDC	Amount allocated to NHDC project	Sum/Date Paid Out	Balance remaining: to be allocated	Internal Interest applied	Balance in ledger	Live = funds still available/ spent to date	GL Code	code narrative	Type of contribution	Comments	Capital scheme	Capital code
Letchworth	NHDC	00/01048/1 - Foodstore with 102 parking spaces - Jubilee Road, Letchworth. (Applicant : Lidl UK)	01/05/2001	Within 9 months of implementing the planning permission the developers to pay NHDC £12,000 for the provision of cycle routes within the vicinity of the site and £2,000 for traffic signs.	£14,000 Jan 02	17 None Stated	£14,000	£14,000		£14,000	£2,000	£2,000	£12,000	£3,729	£15,729	Live	7127 802 0770	Letchworth Transport	Sustainable transport	Accountancy ref 9019 001 0777 Plus interest £3729.40. £2k Money spent 23.3.06 by HCC following liaison with NHDC Transport Policy Officer. Cycle scheme to be designed as part of Letchworth Urban Transport Plan		
Letchworth	NHDC	01/01513/1 - Care home comprising 22 self contained units and 20 dwellings etc., The Orchards, Orchard Way, Letchworth. (Applicants: HCC and St Pancras and Humanist Housing Association)	01/11/2002	Upon the commencement of the development H.C.C. and the Housing Association to pay NHDC £5,000 towards the provision of a local cycle network and a bus shelter in Orchard Way.	£5,000 14/5/04	None Stated	£5,000	£5,000		£5,000	£3,000	£3,000	£2,000		£2,000	Live	7125 001 0621	Letchworth Transport	Sustainable transport	See also application reference no. 03/00785/1 below. Accountancy reference no. 9019014 0770. £6,000 spent. **** HCC invoice no 1800308583 reg no. 403/1001445. Scheme to be designed as part of Letchworth Urban Transport Plan		
Letchworth	SUPERSED ED IGNORE	03/00684/1 - Outline application for 15 dwellings, car parking, access and lay-bys at Former Nursery School, Nevells Road, Letchworth (Applicant : Hertfordshire County Council)	01/10/2003	The owner to pay NHDC prior to the commencement of the development (a) £7,000 (indexed) towards the provision of a cycle route network in the District and (b) £5,000 (indexed) towards the provision and improvement of open space/play areas in the vicinity of the application site, specifically Norton Common.		5 years from the date of receipt of monies in both cases.									£0		#N/A		Transport Policy Planner, Grounds Maintenance Manager and Parks and Countryside Development Manager notified of completion of agreement on 17/11/03.			
Letchworth	NHDC	04/01305/1 - Single storey rear extension to provide enlarged kitchen and restaurant; extension to existing car park at The Fox, William (Applicant: Anglian Country Inns Ltd)	01/01/2004	Unilateral undertaking by the applicant company to pay the sum of £4,000 to NHDC as a contribution towards a speed activated warning sign in the village of William	£4,000 received January 2004	None stated	£4,000	£4,000		£4,000	£4,000	£4,000	£0		£0	Archive	7125 005 0770	#N/A	Unilateral	moved from Accountancy Code 9019023770 to 7125 005 0621. Spent 2006.		
Letchworth	Social Housing	03/00256/1 - Outline application for 33 flats and houses with 47 parking spaces, access road and ancillary works at Letchworth Tennis Club, Sollershot East, Letchworth. (Applicant: LGCHF)	01/04/2004	The owner covenants:- (a) to provide 5 affordable housing units for social rented accommodation and 3 units for occupation on shared ownership leases. (b) to provide public open space and a Local Area for Play prior to not more than 25 general market units having been occupied, together with a sum to be calculated to cover the maintenance costs and to be paid on transfer of the facilities to the Council											£0		#N/A		Completed in February 2007 with Affinity Sutton Group; 4 x 1 bed flats for rent and 2 x 1 bed flats, 4 x 2 bed houses for shared ownership			
Letchworth	NHDC	03/00256/1 - Outline application for 33 flats and houses with 47 parking spaces, access road and ancillary works at Letchworth Tennis Club, Sollershot East, Letchworth. (Applicant: LGCHF)	01/04/2004	(c) to pay the Council, on implementation of the development, a contribution of £21,700 towards the provision of a cycleway between Broadway Gardens and South View.		Not implemented as superseded by 05/01258/1 below							£0		£0	Live		#N/A	Sustainable transport			
Letchworth	NHDC	03/00785/1 30 dwellings, 46 car parking spaces and ancillary works following removal of 3 pre-fabricated bungalows, (part variation of previous planning permission ref. No. 01/01530/1) at The Orchards, Orchard Way, Letchworth. (Applicant: St Pancras and Humanist Housing Association)	01/05/2004	On the commencement of the development, the developer to pay to NHDC the sum of £3,000 as a contribution towards the provision of a local cycle network and the provision of a shelter at the nearby bus stop in Orchard Way	£3,000 15/6/2004	None stated	£3,000	£3,000		£3,000	£3,000	£3,000	£0		£0	Archive	7125 802 0621	Letchworth Transport	Sustainable transport	PAY BACK CLAUSE moved from Accountancy 90190140770 to 71250010621. part spent. Liaison with HCC required. HCC invoice no 1800308583 reg no. 403/1001445		
Letchworth	NHDC	04/00209/1 - 9 houses, 8 flats, 21 car parking spaces and access (variation of previous permission granted under 03/00684/1) at Former Nursery School, Nevells Road, Letchworth. (Applicant : Wheatley homes Ltd)	01/05/2004	The owner to pay NHDC prior to the commencement of the development (a) £7,933 (indexed) towards the provision of a cycle route network in the District and (b) £5,667 (indexed) towards the provision and improvement of open space/play areas in the vicinity of the application site, specifically Norton Common	£13,600 received 14/10/2004	5 years from the date of receipt of monies in both cases	£13,600	£13,600		£13,600	£13,600	£13,600	£0	£795	£795	Archived	7127 302 0770	Letchworth Open Space	Open Space/Play	Transport Policy Planner, Grounds Maintenance Manager and Parks and Countryside Manager notified of completion of agreement on 27/05/04 and receipt of payment on 14/10/04. All spent. HCC invoice no 1800308583 reg no. 403/1001445 This agreement supercedes the one relating to planning permission reference number 03/00684/1 referred to above. Accountancy ref 9019 019 0770	Norton Common	
Letchworth	Social Housing	05/1258/1 - Erection of 4 additional units as a part variation of previously approved development, incorporating a rearrangement of car parking and garaging, including former tennis club car park laid out to provide 14 spaces, relocated Secretary's flat, modifications to previously approved layout, relocation of exercise pool and reduced garage court in north western corner of site. Land Off, Paddock Close, Letchworth Garden City, SG6 Applicant: Beechcroft Developments	20/10/2005	The owner covenants:- (a) to provide 4 affordable housing units for social rented accommodation and 6 units for occupation on shared ownership leases	N/A		n/a								£0		#N/A		See detail in 03/00256/1 above.			

TOWN / AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Benefits Secured	Date Payment Received	Repayment Date (if part or whole of sum not repaid)	Amount Liabile if PP started	Amount Now Due ie PP started	Amount Received by others eg HCC	Amount Received by NHDC	Amount allocated to NHDC project	Sum/Date Paid Out	Balance remaining: to be allocated	Internal Interest applied	Balance in ledger	Live = funds still available/ need to	GL Code	code narrative	Type of contribution	Comments	Capital scheme	Capital code
Letchworth	NHDC	05/1258/1 - Erection of 4 additional units as a part variation of previously approved development, incorporating a rearrangement of car parking and garaging, including former tennis club car park laid out to provide 14 spaces, relocated Secretary's flat, modifications to previously approved layout, relocation of exercise pool and reduced garage court in north western corner of site. Land Off, Paddock Close, Letchworth Garden City, SG6 Applicant: Beechcroft Developments	20/10/2005	(b) to pay the Council, on implementation of the development, a contribution of £21,700 towards the provision of a cycleway between Broadway Gardens and South View.		10 years from the date of receipt of the completed sum for the cycle contribution, together with any interest	£21,700	£21,700					£21,700		£0	Live		#N/A	sustainable transport	Invoice raised for cycle route contribution. This contribution relates to cycle route 15 around Broadway area and/or works to A505. Transport Officer aware. Scheme to be designed as part of Letchworth Urban Transport Plan.		
Letchworth	NHDC	04/00926/1 - Erection of two replacement retail units on ground floor (following demolition of existing buildings at 23 and 25 Leys Avenue), with residential on first, second and third floors, linking into conversion of Commerce House into residential use, incorporating addition of third floor, to create a total of 30 dwellings, comprising 15 x 1 bedroom and 15 x 2 bedroom apartments with associated communal facilities and manager's office. Garden Square Shopping Centre, Leys Avenue, Letchworth Garden City, SG6 Applicant: Helical (Letchworth) Limited	21/12/2005	The Owner Covenants with NHDC: a) Give written notice to the Council of the implementation date within 7 days b) On the implementation date pay £15,000 towards sustainable transport measures in the Letchworth Town Centre c) Age restriction on the occupiers of the residential element of the scheme (retirement homes).		NHDC to pay back sustainable transport contribution if not spent within 10 years of date of payment together with any unexpected sums (including accrued interest)	£15,000						£0		£0	Live		#N/A	sustainable transport			
Letchworth	Social Housing	05/00307/1 - Erection of 77 dwellings comprising a mix of 52 x 2 bed flats, 4 x 2 bed houses, 3 x 3 bed houses and 18 x 1 bed flats, 107 basement car parking spaces, together with cycle racks, lifts and stairs, new vehicular access onto Birds Hill following closure of existing access, new pedestrian access, play area, landscaped courtyard and ancillary works, following demolition of existing industrial building, in accordance with amended plans received on 4th May 2005. Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6. Applicant: Stephen Howard Homes S106	09/01/2006	The landowner covenants with NHDC not to occupy or cause or permit the occupation of more than 10 open market dwellings until: a) 19 units are provided as affordable housing. Of these 15 to be social rented and 4 two bedroom units to be shared ownership.	N/A		N/A								£0			#N/A		Completed in January 2008 with Howard Cottage Housing Association. 4 x 2 bed houses, 3 x 3 bed houses, 8 x 1 bed flats for rent and 4 x 2 bed flats for shared ownership.		
Letchworth	NHDC	05/00307/1 - Erection of 77 dwellings comprising a mix of 52 x 2 bed flats, 4 x 2 bed houses, 3 x 3 bed houses and 18 x 1 bed flats, 107 basement car parking spaces, together with cycle racks, lifts and stairs, new vehicular access onto Birds Hill following closure of existing access, new pedestrian access, play area, landscaped courtyard and ancillary works, following demolition of existing industrial building, in accordance with amended plans received on 4th May 2005. Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6. Applicant: Stephen Howard Homes S106	09/01/2006	The landowner covenants with NHDC not to occupy or cause or permit the occupation of more than 10 open market dwellings until: b) payment of a £20850 towards play area, playing fields and associated development within the vicinity of the development		NHDC -Within 10 years of the date of payment with interest HCC - Within 10 years of date of receiving a notice of completion with interest		£13,850		£13,850	£13,850	£13,850				Live	7125 502 0770	Letchworth Play Space	Open Space/Play	£13,850 Norton Common play	Norton Common	5314631
Letchworth	NHDC	05/00307/1 - Erection of 77 dwellings comprising a mix of 52 x 2 bed flats, 4 x 2 bed houses, 3 x 3 bed houses and 18 x 1 bed flats, 107 basement car parking spaces, together with cycle racks, lifts and stairs, new vehicular access onto Birds Hill following closure of existing access, new pedestrian access, play area, landscaped courtyard and ancillary works, following demolition of existing industrial building, in accordance with amended plans received on 4th May 2005. Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6. Applicant: Stephen Howard Homes S106	09/01/2006	The landowner covenants with NHDC not to occupy or cause or permit the occupation of more than 10 open market dwellings until: b) payment of a £20850 towards play area, playing fields and associated development within the vicinity of the development		NHDC -Within 10 years of the date of payment with interest HCC - Within 10 years of date of receiving a notice of completion with interest		£7,000		£7,000	£7,000		£0		£7,000	Live	7125 502 0770	Letchworth Play Space	Open Space/Play	£7k Howard Gardens	Howard Gardens	5314608
Letchworth	HCC	05/00307/1 - Erection of 77 dwellings comprising a mix of 52 x 2 bed flats, 4 x 2 bed houses, 3 x 3 bed houses and 18 x 1 bed flats, 107 basement car parking spaces, together with cycle racks, lifts and stairs, new vehicular access onto Birds Hill following closure of existing access, new pedestrian access, play area, landscaped courtyard and ancillary works, following demolition of existing industrial building, in accordance with amended plans received on 4th May 2005. Former Bridger Packaging Site, Birds Hill, Letchworth Garden City, SG6. Applicant: Stephen Howard Homes S106	09/01/2006	Covenants with HCC not to occupy or cause or permit occupation of any of the dwellings until: a) payment of £13937 towards library facilities in the locality, £27951 towards childcare and youth, £19837 secondary education. b) The provision of Fire hydrants. (All figures above are index linked).	Unknown	NHDC -Within 10 years of the date of payment with interest HCC - Within 10 years of date of receiving a notice of completion with interest			£23,429.85 Secondary Educaton £33,071.08 Childcare & Youth £16,473.22 Library						£0		#N/A		HCC committed to spend secondary education for provision in locality of development. Childcare & Youth contribution - Phase 3 Children's Centre 08/10 (Childcare). Youth: contribution to creation of new provision in the town. Library Contribution towards refurbishment of library including additional IT facilities in 2008/9			

TOWN / AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Benefits Secured	Date Payment Received	Repayment Date (if part or whole of sum not repaid)	Amount Liabile if PP started	Amount Now Due ie PP started	Amount Received by others eg HCC	Amount Received by NHDC	Amount allocated to NHDC project	Sum/Date Paid Out	Balance remaining: to be allocated	Internal Interest applied	Balance in ledger	Live = funds still available/ need to	GL Code	code narrative	Type of contribution	Comments	Capital scheme	Capital code
Letchworth	NHDC	05/00307/1 - Unilateral for the above application	13/01/2006	The developer to make a sustainable transport contribution of £38500 to NHDC towards the upgrading of public transport facilities and pedestrian improvement works. At least £5000 of this shall be applied towards the provision of a new crossing along Norton Way North, Letchworth. This will be payable on the commencement date as defined in the S106 agreement above.	28/08/2007	No repayment clause		£38,500		£38,500	£5,000		£33,500		£38,500	Live	7127 802 0770	Letchworth Transport	Sustainable transport	£5k must be spent on improvement to pedestrian crossing on Norton Way North. Scheme to be designed as part of Letchworth Urban Transport Plan.		
Letchworth	NHDC	06/00283/01 - Unilateral Erection of Class B8 Distribution Warehouse and ancillary offices; 46 car parking spaces, service yard and loading bays with access of Dunhams Lane and 10m wide soft landscaping buffer strip to western boundary of site. Site: Car park rear of Skillcentre site fronting, Dunhams Lane, Letchworth Garden City, SG6. Applicant: Altro Ltd (Autoglym Division), Works Road	18/05/2006	Transport Owners to make a contribution of £10,000 towards the provision of off-site transport infrastructure improvements. Legal Costs To be paid on execution of the deed to the sum of £250. General 3% interest on the above if not paid at the agreed time	08/06/2006	No repayment clause				£10,000			£0		£10,000	Live	7127 802 0770	Letchworth Transport	Sustainable transport	Scheme to be designed as part of Letchworth Urban Transport Plan.		
Letchworth	Social Housing	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6	01/08/2006	The owner covenants with NHDC: Affordable Housing 25% of dwellings on the application site to be affordable. Of these 65% Social Rented and 35% Shared Ownership. See S106 for breakdown and restrictions on tenancies etc. Not to occupy more than 26 open market dwellings until all of the affordable housing units have been constructed.	N/A		N/A								£0		#N/A			Completed in March 2008 with Affinity Sutton Group. 5 x 2 bed houses, 4 x 1 bed flats, 1 x 3 bed house for rent and 4 x 2 bed flats for shared ownership		
Letchworth	Works provided by Developer	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6	01/08/2006	Open Space Areas The Owner to submit an approved plan, specification and programme of implementation for the layout of open space area. Complete works prior to occupation of any affordable housing units and maintain for 12 months. The Council to issue a completion certificate. See S106 for transfer of freehold details.		For play areas and playing fields, NHDC - Within 10 years of the date of payment with interest									£0		#N/A					
Letchworth	NHDC	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6 Superseded by Deed of Modification attached to 06/02029/1 (see later entry)	01/08/2006	Commuted Sum for open space A sum of £1,000 to be paid annually for 10 years following transfer. Play Area Contribution £15,000 (Index linked 4Q 2003) to be paid prior to occupation of 26 dwellings. NHDC to spend on improvements or provision of play areas, playing fields and associated facilities in the vicinity of the development. This may or may not include Norton Common.		For play areas and playing fields, NHDC - Within 10 years of the date of payment with interest	£15,000				£15,000				£0	Live	#N/A	Open Space/Play	£15k for norton common play area (Planning Officer Simon Ellis)	Norton Common	5314631	
Letchworth	NHDC	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6 Superseded by Deed of Modification attached to 06/02029/1 (see later entry)	01/08/2006	Playing Field Contribution £20,000 (Index linked 4Q 2003) to be paid prior to occupation of 26 dwellings. See NHDC spend restrictions above.		For play areas and playing fields, NHDC - Within 10 years of the date of payment with interest	£20,000	£20,000		£20,850	£20,000		£0		£20,850	Live	7125 502 0770	Letchworth Play Space	Open Space/Play	£20k allocated to grange pavillion and playing fields.(Planning Officer Simon Ellis)	Grange Pavillion	5314597

TOWN / AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Benefits Secured	Date Payment Received	Repayment Date (if part or whole of sum not repaid)	Amount Liabile if PP started	Amount Now Due ie PP started	Amount Received by others eg HCC	Amount Received by NHDC	Amount allocated to NHDC project	Sum/Date Paid Out	Balance remaining: to be allocated	Internal Interest applied	Balance in ledger	Live = funds still available/ need to	GL Code	code narrative	Type of contribution	Comments	Capital scheme	Capital code
Letchworth	NHDC	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6 Superseded by Deed of Modification attached to 06/02029/1 (see later entry)	01/08/2006	Sustainable Transport £24,500 (Index linked 4Q 2003) to be paid prior to occupation of 26 dwellings.		NHDC -Within 10 years of the date of payment with interest	£24,500						£0		£0	Live		#N/A	sustainable transport	sustainable development		
Letchworth	HCC	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6 Superseded by Deed of Modification attached to 06/02029/1 (see later entry)	01/08/2006	Following covenants with HCC: Childcare & Youth £17,649 (Index linked 1Q 2002) to serve the locality of the development to be paid prior to occupation of the development. Library Contribution £8,851 (Index linked 1Q 2002) to serve the locality of the development to be paid prior to occupation of the development. Fire Hydrants Standard clause so they are provided if required.	14-Feb-08	HCC - Within 10 years of date of payment with interest, Repayment date 14/02/2018			£23,966.92 Childcare & Youth £11,955.34 Library						£0			#N/A		Childcare & Youth allocated by HCC for facilities serving the locality of the development. Library contribution - towards refurbishment of library including additional IT facilities in 2008/9		
Letchworth	Social Housing	04/00199/1 - Residential development of a total of 53 dwellings comprising full details of the conversion of existing (original) school building into 28 units and erection of 10 x 2 bed flats, and outline application for 4 x 1 bed flats, 5 x 2 bed houses, 2 x 3 bed houses and 4 x 4 bed houses (design, external appearance and landscaping reserved), 80 car parking spaces, children's play area and ancillary works, formation of new access onto Norton Road following closure of existing accesses and demolition of remainder of school buildings. Land at Norton School, Norton Road, Letchworth Garden City, SG6	29/02/2008	Varies definition of Affordable Housing Units (see Deed of Modification for clarification)	N/A		N/A						£0		£0	Live		#N/A				
Letchworth	NHDC	02/01614/1 Three storey building comprising 12 flats, following demolition of existing commercial building. Pair of semi-detached chalet bungalows. 21 parking spaces with entry and exit via existing access off Icknield Way and new entry only off to Norton Way North beneath archway in flat block. Site: Land at 178 Norton Way North, Letchworth, SG6 Applicant: Letchworth Garden City Heritage Foundation	06/10/2006	Covenants with the Council Notification within 14 days of date of implementation of development. Implementation excludes a number of things in the definition Cycle Route Network Contribution not to erect any units until £7,000 paid (not index linked) There is an unusual actual cost clause that the owner may use to his benefit (See s106 for details)		NHDC -Within 5 years of the date of payment with interest	£7,000						£0		£0	Live		#N/A	sustainable transport	Cycle route. Scheme to be designed as part of Letchworth Urban Travel Plan		
Letchworth	NHDC	02/01614/1 Three storey building comprising 12 flats, following demolition of existing commercial building. Pair of semi-detached chalet bungalows. 21 parking spaces with entry and exit via existing access off Icknield Way and new entry only off to Norton Way North beneath archway in flat block. Site: Land at 178 Norton Way North, Letchworth, SG6 Applicant: Letchworth Garden City Heritage Foundation	06/10/2006	Covenants with the Council Notification within 14 days of date of implementation of development. Implementation excludes a number of things in the definition Open Space/play areas Contribution £5,000 (Index linked SPONS July 2003) - improvements at Norton Common There is an unusual actual cost clause that the owner may use to his benefit (See s106 for details)		NHDC -Within 5 years of the date of payment with interest	£5,000				£5,000		£0		£0	Live		#N/A	Open Space/Play	open space play area	Norton Common	5314631
Letchworth	HCC	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.	05/12/2006	Contributions to HCC: Childcare & Youth: £18,648 serving the locality of the site. (Index linked BCIS 2002) Library: £9,352 serving the locality of the site. (Index linked BCIS) Sustainable Transport: £25,887 (Index Linked)		Refer to original deed.									£0			#N/A				
Letchworth	NHDC	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.	05/12/2006	Contributions to NHDC: Play Area Contribution: £15,849 (Index Linked)			£15,849			£0			£0		£0	Live		#N/A	Open Space/Play			

TOWN / AREA	NHDC/ HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Benefits Secured	Date Payment Received	Repayment Date (if part or whole of sum not spent)	Amount Liabile if PP started	Amount Now Due ie PP started	Amount Received by others eg HCC	Amount Received by NHDC	Amount allocated to NHDC project	Sum/Date Paid Out	Balance remaining: to be allocated	Internal Interest applied	Balance in ledger	Live = funds still available/ needed to	GL Code	code narrative	Type of contribution	Comments	Capital scheme	Capital code
Letchworth	NHDC	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.	05/12/2006	Contributions to NHDC: Playing Field Contribution: £21,132 (Index linked) Open Space Commuted sum: £10,570 in total. £1,057 to be paid annually over 10 year period on date of transfer of open space. Clause 9.7 of the original agreement amended to reflect this.			£21,132			£0	£21,132				£0	Live		#N/A	Open Space/Play	Allocated to Grange pavillion refurbishment.	Grange Pavillion	5314597
Letchworth	NHDC	06/02029/1- Erection of 14 no. affordable housing units consisting of 2 no. three bedroom houses, 4 no. two bedroom houses, 4 no. two bedroom flats and 4 no. one bedroom flats and associated infrastructure. Location: West Part of Former Norton School Site, Norton Road, Letchworth. DEED OF MODIFICATION TO S106 UNDER APPLICATION 04/00199/1.	05/12/2006	Contributions to NHDC: Open Space Commuted sum: £10,570 in total. £1,057 to be paid annually over 10 year period on date of transfer of open space. Clause 9.7 of the original agreement amended to reflect this.			£10,570						£0		£0	Live		#N/A	Commuted sum			
Letchworth	NHDC	£12,000 contribution to cycle way from Hitchin Road to Letchworth Town Centre		5 years from 21 April 2005	received by NHDC 13 07 05		£12,000	£12,000		£12,000	£12,000	£12,000	£0		£0	Archive		#N/A	Sustainable transport	planning app submitted to mid bedsAccountancy ref 9019 032 0770 needs interest accrued added. Spent. HCC invoice no 1800308583 reg no. 403/1001445		
Letchworth	NHDC	07/01291/1 7 Eastcheap		Community Centres	19/07/2007					£253			£0		£253	Live	7127 102 0770	Letchworth Community Centres				
Letchworth	NHDC	07/01291/1 7 Eastcheap		Leisure	19/07/2007					£418			£0		£418	Live	7127 202 0770	Letchworth Leisure				
Letchworth	NHDC	07/01291/1 7 Eastcheap		Open Space	19/07/2007					£209			£0		£209	Live	7127 302 0770	Letchworth Open Space				
Letchworth	NHDC	07/01291/1 7 Eastcheap		Pitch Sports	19/07/2007					£191			£0		£191	Live	7127 402 0770	Letchworth Pitch Sports				
Letchworth	NHDC	07/01291/1 7 Eastcheap		Play Space	19/07/2007					£387			£0		£387	Live	7127 502 0770	Letchworth Play Space				
Letchworth	Social Housing	06/00832/1 Residential development up to a maximum of 250 no. dwellings and associated infrastructure following demolition of existing buildings. Vehicular access off Pixmore Avenue (outline application; siting, design, external appearance and the landscaping of the site reserved) Location: Former Skill Centre, Pixmore Avenue, Letchworth Garden City	13/12/2007	25% of all dwellings shall be affordable housing units - see S106 Agreement for breakdown	N/A		N/A													Houses and shared ownership flats due to complete in 2009 and the remainder of the units during 2009/10/ Units split between North Herts Homes and Aldwyk Housing Association; 15 x 1 bed flats; 20 x 2 bed houses, 8 x 3 bed houses, 3 x 4 bed houses for rent and 4 x 1 bed flats, 23 x 2 bed flats for shared ownership		
Letchworth	HCC	06/00832/1 Residential development up to a maximum of 250 no. dwellings and associated infrastructure following demolition of existing buildings. Vehicular access off Pixmore Avenue (outline application; siting, design, external appearance and the landscaping of the site reserved) Location: Former Skill Centre, Pixmore Avenue, Letchworth Garden City	01/12/2007	HCC Contributions: Education (See Schedule 5 of S106); Library and Child and Youth Care Contribution £181.00 per dwelling;																		
Letchworth	HCC	06/00832/1 Residential development up to a maximum of 250 no. dwellings and associated infrastructure following demolition of existing buildings. Vehicular access off Pixmore Avenue (outline application; siting, design, external appearance and the landscaping of the site reserved) Location: Former Skill Centre, Pixmore Avenue, Letchworth Garden City	01/12/2007	HCC Contributions: Highways £300,000 towards bus stop improvements and sustainable transport provisions																		
Letchworth	NHDC	06/00832/1 Residential development up to a maximum of 250 no. dwellings and associated infrastructure following demolition of existing buildings. Vehicular access off Pixmore Avenue (outline application; siting, design, external appearance and the landscaping of the site reserved) Location: Former Skill Centre, Pixmore Avenue, Letchworth Garden City	01/12/2007	Prior to commencement of development to pay to Council LEAP Area Sum	30/04/2008	NHDC - within 5 yrs of date of payment to repay any unexpended sum together with accrued interest to applicant of it LEAP area sum paid by owner to owner	£75,000	£75,000		£76,718			£75,000		£76,718	Live	7127 502 0770	LEAP Open space/play	Allocated to Letchworth Play Space in vicinity of land			
Letchworth	NHDC	06/00832/1 Residential development up to a maximum of 250 no. dwellings and associated infrastructure following demolition of existing buildings. Vehicular access off Pixmore Avenue (outline application; siting, design, external appearance and the landscaping of the site reserved) Location: Former Skill Centre, Pixmore Avenue, Letchworth Garden City	01/12/2007	LEAP Area Contribution - commuted sum for maintenance for previous entry above, payable over 10 years			£36,561	£36,561					£36,561		£0	Live		Letchworth Play Space in vicinity of Land	Commuted sum	Allocated to Letchworth Play Space in vicinity of land		
Letchworth	NHDC	05/00511/1 Outline application (siting, design, external appearance and landscaping reserved) for residential redevelopment of site, utilising and altering existing accesses off Icknield Way, and ancillary works. Former Neosid Site, Icknield Way, Letchworth	28/09/2007	NHDC Contributions: Open Space Contribution for Wilbury Recreation Ground £60,640; Open Space Contribution for Norton Common Rec Ground £25,000			£60,640	£60,640							£0	Live		#N/A		Allocated to Wilbury Recreation Ground and Open Space Contribution for Norton Common Recreation Ground		

TOWN / AREA	Monitoring NHDC/HCC/ Parish recipient of funds	Details of Related Application - inc ref. No. proposal/address	Date of Agreement	Benefits Secured	Date Payment Received	Repayment Date (if part or whole of sum not repaid)	Amount Liabile if PP started	Amount Now Due ie PP started	Amount Received by others eg HCC	Amount Received by NHDC	Amount allocated to NHDC project	Sum/Date Paid Out	Balance remaining: to be allocated	Internal Interest applied	Balance in ledger	Live = funds still available/ needed	GL Code	code narrative	Type of contribution	Comments	Capital scheme	Capital code
Letchworth	Social Housing	05/00511/1 Outline application (siting, design, external appearance and landscaping reserved) for residential redevelopment of site, utilising and altering existing accesses off Icknield Way, and ancillary works. Former Neosid Site, Icknield Way, Letchworth	28/09/2007	25% of all dwellings shall be affordable housing units - see S106 Agreement for breakdown																Outline application. Details would need to be considered as part of any application received for approval of details.		
Letchworth	NHDC	05/00511/1 Outline application (siting, design, external appearance and landscaping reserved) for residential redevelopment of site, utilising and altering existing accesses off Icknield Way, and ancillary works. Former Neosid Site, Icknield Way, Letchworth	04/04/2008	Relates to transfer of lessee (see Deed for clarification)	N/A		N/A						£0		£0	Live		#N/A				
Letchworth	NHDC	05/00511/1 Outline application (siting, design, external appearance and landscaping reserved) for residential redevelopment of site, utilising and altering existing accesses off Icknield Way, and ancillary works. Former Neosid Site, Icknield Way, Letchworth	28/09/2007	Play Area: Submission of approval of Play Area Scheme with reserved matters application			£11,500	£11,500					£11,500		£0	Live		#N/A		Outline application. Details would need to be considered as part of any application received for approval of details.		
Letchworth	NHDC	05/00511/1 Outline application (siting, design, external appearance and landscaping reserved) for residential redevelopment of site, utilising and altering existing accesses off Icknield Way, and ancillary works. Former Neosid Site, Icknield Way, Letchworth	28/09/2007	Grass and Shrub Contribution: Amount payable for commuted sum for maintenance of grass and shrubs at Play Area to be calculated in accordance with Council's ground maintenance contract current at the time									£0		£0	Live		#N/A		Outline application. Details would need to be considered as part of any application received for approval of details.		
Letchworth	HCC	05/00511/1 Outline application (siting, design, external appearance and landscaping reserved) for residential redevelopment of site, utilising and altering existing accesses off Icknield Way, and ancillary works. Former Neosid Site, Icknield Way, Letchworth	28/09/2007	HCC Contributions: Education - see Schedule 5 of S106 Agreement; Childcare/Youth - £363.00 per dwelling; Highways £20,000 for 2 bus stops and £500 per dwelling towards sustainable transport; Library £181.00 per dwelling																		
Letchworth	NHDC	07/01035/1 Natwest Bank Chambers, Station Place, Letchworth	31/03/2008	Community Centres - Index B from first quarter 2006			£711						£0		£0	Live		#N/A				
Letchworth	NHDC	07/01035/1 Natwest Bank Chambers, Station Place, Letchworth	31/03/2008	Informal Open Space - Index A from first quarter 2006			£605						£0		£0	Live		#N/A				
Letchworth	NHDC	07/01035/1 Natwest Bank Chambers, Station Place, Letchworth	31/03/2008	Leisure Contribution - Index B from first quarter 2006			£1,176						£0		£0	Live		#N/A				
Letchworth	NHDC	07/01035/1 Natwest Bank Chambers, Station Place, Letchworth	31/03/2008	Play Space - Index A from first quarter 2006			£1,119						£0		£0	Live		#N/A				
Letchworth	NHDC	07/01035/1 Natwest Bank Chambers, Station Place, Letchworth	31/03/2008	Pitch Sports - Index A from first quarter 2006			£552						£0		£0	Live		#N/A				
Letchworth	NHDC	07/01510/1 12-13 Blackhorse Road, Letchworth	07/08/2007	Sustainable Transport - non residential Index C from first quarter 2006			£11,500						£0		£0	Live		#N/A		Schemes to be allocated as part of relevant urban or village transport plan		
Letchworth	HCC	06/00811/1 Erection of 3 storey building for use as offices and headquarters for the Howard Cottage Association, following demolition of existing building. Alterations to existing vehicular access, 15 car parking spaces, landscaping and ancillary works Location: Former Hideout Club, Norton Way North, Letchworth	11/12/2007	Towards sustainable transport provisions within the vicinity of the land. £5000, such sum to be index linked by reference to price adjustment formula SPONS from Sept 2005 till payment.																NHDC Officer notified HCC that building well under way and HCC to approach for contribution.		
Letchworth	NHDC	08/01227/1 Land at Market Hall and 29, 31 & 33 Commerce Way, Letchworth		Public Realm Index Linked A from first quarter 2006			£4,200						£0			Live		#N/A				

TITLE OF REPORT: CORPORATE BUSINESS PLANNING 2009 - 2014 – EFFICIENCIES AND INVESTMENTS

REPORT OF THE STRATEGIC DIRECTOR OF FINANCIAL & REGULATORY SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform the Committee on the budget pressures and required efficiencies target if the Council is to keep within the financial parameters set out in its Medium Term Financial Strategy for 2009-2014.
- 1.2 To present to Committee the list of efficiency and investment items submitted by officers for 2009/10 to 2013/14 that were presented to Cabinet on the 21st October and then forwarded for consultation to Council Members at the Budget Workshops held on 4th and 6th November.
- 1.3 To seek the Committee's views on the provisional efficiency and investment items as part of the consultation process on Corporate Business Planning (CBP) for 2009/10 onwards.

2. FORWARD PLAN

- 2.1 This report contains a recommendation on a key decision that was first notified to the public in the Forward Plan on the 1st July 2008.

3. BACKGROUND

- 3.1 At the Cabinet meeting on 21st October, Members were informed that the 2009/10 efficiency target of £951K remained the same Gershon target as reported to Cabinet in June, however the budget projections incorporate changes to General Fund spend as identified as part of the quarterly budget monitoring process. The target includes an allowance of £427K for investment proposals and a Council tax level of 4.5%.
- 3.2 It was explained to Cabinet that the figures produced were based on the best available information and may be subject to further change before the final budget is set in February 2008.
- 3.3 The efficiency and investment proposals are vetted and sensitivity testing carried out before Challenge Board agree in consultation with the Finance Portfolio holder, the options to be presented to Cabinet and to Members at the Member workshops.

3.4 At the Cabinet meeting on the 21st October Members agreed that the following items be removed from the lists of Efficiencies and Investment Proposals for 2009/10:

- RI/11 – Signage – brand reinforcement (with the proviso that this item would be re-considered as part of the 2010/11 CBP process);
- RE/3 – Area Committee Development Budgets – reduction of expenditure on highways;

In addition, Cabinet agreed that the following items be retained in the lists of Efficiencies and Investment Proposals for 2009/10, but that further discussion and investigation be undertaken on these items:

- RI/2 – Works identified in the Allotment Strategy;
- RI/4 – Customer profiling – Purchase of an Experian mosaic licence;
- RE/8 – Reducing print, collation and postage costs on resourcing for RAG and LSP meetings by using e-mail to despatch Agenda and meeting papers etc.;
- CI/5 – Server Strategy (IT reserve funding);
- CI/6 – Purchase of Disk Storage Array hardware (IT reserve funding);
- CI/7 – Upgrade of Microsoft Licences (IT reserve funding);

3.5 Key dates for the remainder of the CBP process are:-

- November/December consultation with Area Committees, LSP, Business groups etc.
- 16th December 2008 Cabinet receive comments from workshops and Area Committees, partners etc. and consider the draft budget.
- 27th January 2009 – Cabinet recommend final budget.

4. FINANCIAL STRATEGY

4.1 The Council's Medium Term Financial Strategy (MTFS) was presented to Cabinet on the 24th June 2008 and the accompanying report outlined the following:

- the financial background to the CBP process for the period 2009 to 2014.
- the known funding pressures which the Council will face in that period and the Council's medium term financial forecast.
- the strategy for dealing with any funding gap.

4.2 In identifying the likely Council Tax requirement, the report focussed on the pressures on expenditure and assumed a neutral position with regard to income. The strategy was based on the following assumptions:

- Year on year spend is adjusted to take account of cyclical variations in expenditure
- Investment income falls in accordance with the cash flow/investment projections to take account of the reducing balance of capital receipts and assumptions regarding interest rates.
- Assumed average base rate of 4.875% for 2009/10 and then 4.75% for subsequent years.
- Any approved one-off increase in expenditure or carry-forward budgets for 2008/09 have been removed from the base figures in subsequent years.
- Government support will increase in real cash terms year on year by 1%.
- Contract inflation in accordance with individual contractual terms.
- Pay inflation at 2.5%
- Pay increments due in 2009/10

- Superannuation contribution of 22.6% for the next 10 years following the revaluation of the pension fund and the impact of the Capital contribution of £1.9m agreed in 2007/08 (previously contributions were estimated to peak at 34% in 2010/11 before falling back to 26.4%)
 - General inflation of 4.2% on expenditure and 4.2% on fees and charges income
 - Use of the general fund special reserve (previously the proceeds of the Housing Revenue Account) will happen on a phased basis to prevent erratic movements in Council Tax increase.
 - The Council tax base figure will rise by 1% per annum.
 - The minimum General Fund balance should be 5% of net expenditure plus an allowance for identified risks.
 - Allowance for Statutory and political priority decisions of £250k per annum
 - Any growth in Area Committee budgets to reflect additional responsibilities will be offset by reductions in Directorate budgets.
 - Vacancy control target set at 3% of salary budget to yield in the region of £440k towards the efficiency target.
- 4.3 The MTFs is an integral part of the CBP process, providing the financial analysis to complement the objectives in the Corporate Plan.
- 4.4 The MTFs recommended a continuation of a phased use of balances over this and the next three years to bring the amount held in balances and reserves back to the 5% of net General Fund expenditure plus an allowance of £400k for known risks.
- 4.5 The CBP process set a cashable savings target for 2009/10 at £0.951million in order to meet the Gershon efficiency target and enable the expenditure requirement to be managed. An allowance of £0.250million was made for investment for statutory and Government led and political priority decisions.
- 4.6 The CBP Process starts from the draft Corporate Plan and seeks to ensure that the identified policies and priorities of the Council drive the budget allocations. To assist in the analysis of how our budget links with the six Strategic Objectives and the three immediate priorities, Heads of Service were asked to complete four items in advance of individual Challenge Sessions scheduled throughout September. These were as follows:
- Review the current service and answer the question: “How do I meet the three immediate priorities (Town Centres, Green Issues and Sustainable Development) now and how could I meet them in the future?”
 - Review the Service profile value for money proforma and ensure that it contains relevant and correct information
 - Be prepared to indicate which elements of service could be de-prioritised and hence where efficiencies could be made
 - Produce a preliminary list of potential efficiencies and investments
- 4.7 Part of the CBP process involves the Challenge Board, comprising the Chief Executive, the two Strategic Directors and the Accountancy Manager scrutinising the Council’s budgets for potential areas of efficiency. The process included the Heads of Service group who peer challenged the efficiencies and investment proposals and fed back comments to Challenge Board.

- 4.8 The list of potential efficiencies and investments were subjected to challenge at individual sessions by Challenge Board. As a result of discussion and fact finding at this forum some of the preliminary proposals were dropped, further budget efficiencies extracted and further information was sought on other areas that could be explored.
- 4.9 As a result of Challenge Board scrutiny a number of proposals were accepted as efficiencies that do not have any direct impact on service provision; they are 'good housekeeping' measures reflecting the changing priorities. These are labelled as 'Challenge Board Scrutiny' and are not itemised in this document, total £301K.

5. ISSUES

Medium Term Financial Forecast

- 5.1 Since the meeting in June, the base budget figures have been reviewed in the light of known changes and Appendix 1 presents the position at September 2008. The 2008/09 and onwards base figures includes the items agreed as on-going growth when setting the current year's budget and known changes following the closure of 2007/08 accounts and the 1st quarter budget monitoring review. Any further changes to the anticipated 2008/09 outturn position will be reported at the December Cabinet meeting when the draft budget recommendations will be made.
- 5.2 As well as the base figures, the parameters contained with the financial management strategy have been reviewed and the revised position is also summarised in Appendix 1, the following changes have been made to the forecast:
- Contract inflation at an average of 5.61%
 - General inflation of 4.8% (RPI for August)
- 5.3 The financial management strategy includes an efficiency target of £951K for 2009/10. As a result of a surplus of efficiencies achieved in previous years and a reduction in employer's superannuation contributions, the balance of efficiencies required in 2009/10 is £464k. The total efficiencies identified in Appendix 3 & 4 are £702K. Although the identified efficiencies are above the target Members should be aware of the following issues:
- The 2010/11 efficiencies target of £954K could be reduced if additional efficiencies were identified in 2009/10 and likewise would need to be increased if the target in 2009/10 was not achieved.
 - The figures produced are based on the best available information and may be subject to further change before the final budget is set in February 2009. There are, for instance, a number of items which are still subject to negotiation such as Concessionary Bus Fares (see paragraph 4.4).
 - There may be further changes to the 2008/09 General Fund budget in the 2nd quarter monitoring report to the December Cabinet.

Transport

- 5.4 The budget strategy includes an inflation based increase in car parking income of £141k as a result of an increase in parking fees for 2009/10. Members will recall that the 1st quarter budget monitoring reported a downturn in income from car-parking. This may in part be linked to "learned behaviour" where fine income is reducing as motorists seek to avoid enforcement activity, compounded by the national economic situation which has seen a marked decline in turnover for town centre retailers too. The increase in the ability to travel further, to other towns, on the concessionary bus pass scheme, has been recognised by retailers to have had an additional impact, not only on those

who would have previously shopped locally, but also who would have used their car to do so. The Transport FSR refers to the fact that on-street parking which is supposed to run at break-even is in fact costing the Council money and is being subsidised by the off street car parks, see table 1 below.

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

Actual 2007/08	Off street Parking £	On Street Parking £	Residents Parking £
Gross Expenditure	921,986	422,138	121,003
Gross Income	(1,568,279)	(191,223)	(51,966)
Net (Income)/Expenditure	(646,293)	230,915	69,037

5.5 The recommendations from the Transport FSR may have further implications on car parking proposals; the plan was presented to PARC on 8th October, and it has been agreed further analysis of the potential implications of the proposals will be made and reported in due course. The draft action plan, however, does not make any proposals at this stage that would impact on the £141k income increase proposed and makes recommendations that further work is undertaken during 2009/10 with a view to inclusion of any financial impact in the 2010/11 corporate business planning process.

5.6 There is no budgeted increase in expenditure with regards to concessionary bus fares. A claim from bus operators for a higher settlement could be expected, for increased take up and fuel price inflation (21%) and is likely to be higher than the 2.8% increase in the Government Grant received. Negotiations with the bus operators are scheduled for November 2008.

The current economic situation

5.7 With the current volatility in the market, prediction of future inflation and investment interest rates over the next 15 months will be difficult. Current inflation at 4.8% could impact significantly upon pay and price over 2009/10, note the FMS is based on pay inflation of 2.5% and contract inflation is 5.61%. The recent interest rate reduction of 0.5% will have no impact upon the Council's investment interest as long as market uncertainty persists but future interest rate reductions will eventually impact significantly upon the investment interest we receive but their timing will be difficult to predict.

Income

5.8 The FMS aligns all increases for fees and charges to the annual inflation rate, currently 4.8%. Increases above or below the RPI requires budget approval. The income increases put forward for consideration relate to new charges. The Council offers concessions against the full price of a number of the services for which a charge is raised and the policy on concessions will be reviewed, not only in terms of financial implications, but also for compliance with the latest age/gender/cultural requirements, before fees and charges are set for 2009/10. It is anticipated that any revision of concessions would be cost neutral.

Council tax

5.9 Members are aware that the Financial Management Strategy (FMS) maintains the policy of containing council tax increases to no higher that two percentage points above inflation and to stay within the government's council tax capping limit. RPI currently stands at 4.8%(August) and capping still at 5%. Appendix 1 is based on a 4.5% increase year on year from 2009/10 to 2013/14. The same calculation using an annual

increase of 4.9% would result in an additional Council precept over the 5 year period of £643k.

Investment and Efficiency Proposals

- 5.10 The Revenue Budget 2009/10 efficiency proposals for discussion total £140k and there are also additional income increases identified of £261k and Challenge Board scrutiny identified a further £301k of efficiencies giving total efficiencies of £702k. Against this, investment proposals totalling £427k have been identified. Table 2 gives a summary of the proposals by year. All proposals are detailed in Appendices 2 to 5.

Table 2 Summary of Investment & Efficiency Proposals 2009/10

	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000
Revenue Investment Proposals	427	512	467	360	360
Investment Allowance in Budget Strategy	250	250	250	250	250
Investment Proposals above Allowance in Strategy	<u>+177</u>	<u>+262</u>	<u>+217</u>	<u>+110</u>	<u>+110</u>
Efficiency Proposals:					
Challenge Board	-301	-271	-271	-271	-271
Expenditure Efficiencies	-140	-140	-140	-140	-140
Income Increases	-261	-261	-261	-261	-261
Total Efficiency & Income Proposals	<u>-702</u>	<u>-672</u>	<u>-672</u>	<u>-672</u>	<u>-672</u>
Gershon Efficiencies Required	-951	-954			
Less;					
- surplus on prior year's target	229	258			
- reduction in employer superannuation contributions	258				
Revised Gershon Efficiency Target	<u>-464</u>	<u>-696</u>			
Efficiencies above (-) / below (+) target in Strategy	<u>-238</u>	<u>+24</u>			
Capital Proposals					
Funded by Capital Receipts	<u>180</u>	<u>250</u>			
Funded by IT Reserve	<u>450</u>	<u>190</u>			
Total Capital Investment Proposals	<u>630</u>	<u>440</u>			

- 5.11 Challenge Board considered a number of proposals for additional staffing and reductions in staffing with a resultant net increase in cost. These are not presented to Members at this stage as officers aim to maintain any restructure arrangements within existing budgets. Over the last five years (2004/2009) staff levels have reduced by 83 full time equivalents, (18%).

Investment proposals

- 5.12 Directorates have been asked to put forward investment items which meet one or more of the following criteria;
- Assist the Council in meeting the three immediate priorities of; Town Centres, Green Issues and Sustainable Development
 - Are an absolute statutory requirement
 - Are invest to save items
- 5.13 Members will recall that an allowance of £250K for investment is included in the MTFS. Revenue investment proposals totalling £427K were included at Appendix 2 and Capital investment proposals of £630K were included in Appendix 5.
- 5.14 An investment for an improvement in brand image and public relations was included as proposal RI /11. Cabinet was asked to consider the option to invest in signage of public facilities and on major transport routes when entering the district to improve NHDC's visibility as a major provider of services and infrastructure. This also reflects a recommendation arising from the IDeA Corporate Peer Review action plan in early 2008
- 5.15 Proposals RI / 6 & 7 relate to investment for the maintenance of street furniture. Members specifically asked that officers investigate this area. In addition proposal RI / 10 details the investment required for support of the town centre BIDs which has already received agreement in principle from Cabinet on 9th September.

Efficiencies and Income Proposals

- 5.16 Appendix 3 lists the efficiency proposals totalling £441K and Appendix 4 lists the income increase options totalling £261K giving total efficiency proposals of £702K presented to Cabinet.
- 5.17 A total of £92,330 was identified as efficiency proposals with respect to Member's expenditure but Challenge Board did not consider these appropriate for further consideration. These included items on Members allowances and Chairman's reception. In addition the option to establish whole Council elections was discussed and a potential efficiency of £92k was identified. This would be a longer term efficiency and if implemented would not achieve an efficiency until 2012/13. Early consideration of this option is, however, necessary should we wish to pursue this.
- 5.18 A proposal to reduce the Member Development budget from £19k to £14k has been accepted by Challenge Board on the basis that this budget has been consistently underspent in recent years and a £5k reduction would bring it more in line with actual spend.

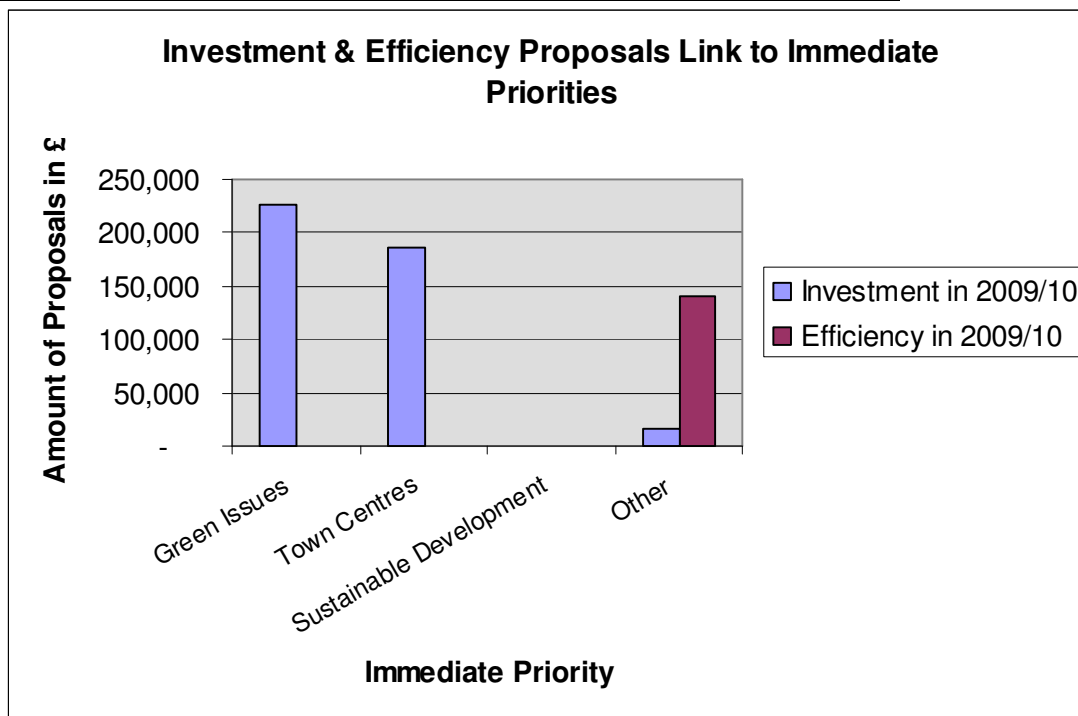
Summary of Investment and Efficiency Proposals

5.19 Revenue Investment proposals will add £226K to the immediate priority of Green Issues and £185K to the immediate priority of Town Centres. Table 3 and Chart 1 illustrate the spread of investment and efficiency proposals over the priorities with 'other' encompassing investment or efficiencies that do not fall within these categories.

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

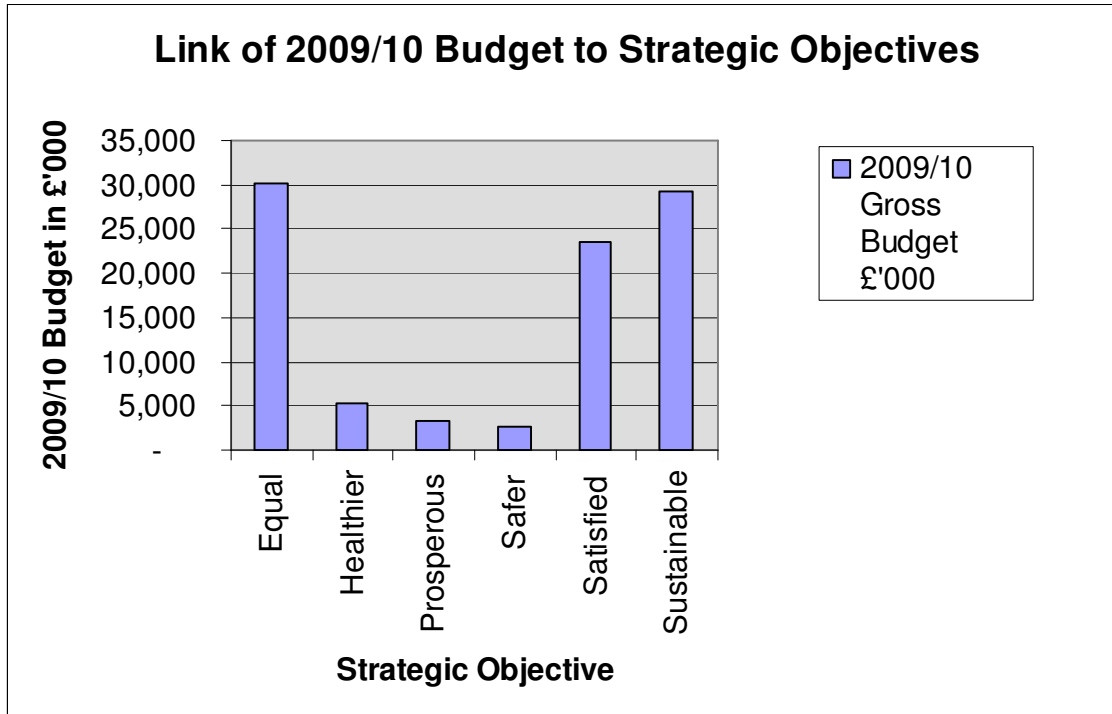
Immediate Priority	Investment in 2009/10 £	Efficiency in 2009/10 £
Green Issues	225,500	0
Town Centres	185,460	0
Sustainable Development	0	0
Other	16,330	140,070
Grand Total	427,290	140,070

Chart 1; Linking of Proposals to the Council's Immediate Priorities



5.20 Although there are no investment proposals in 2009/10 for the third priority (Sustainable Development), Members are reminded of the investment already within the base budget on this priority. Chart 2 demonstrates the spread of the gross 2009/10 base budget over the Council's six strategic objectives. The column relating to 'Equal' appears high, but includes the Council's payment of benefits.

Chart 2; Linking of 2009/10 Gross Base Budget to the Council's Strategic Objectives



5.21 The efficiency and income proposals do not relate to the Council's immediate priorities. This is because officers are constantly looking for efficiencies across the Council's budgets and the options put forward aim to reduce service cost without impacting on service outputs, i.e. demonstrating value for money.

Scoring System for Efficiencies and Investment Proposals

5.22 In preparing these proposals, officers have sought to ensure the immediate priorities are driving the budget process. Both efficiencies and investment proposals are scored as the CBP Process provides a cyclical framework by which the Council determines its priorities; it aligns both resources and finances to achieve these, in line with our short, medium and long term commitments determined in the Corporate Plan. To assist in the prioritisation process the scoring system has been developed further for 2009/10, an improvement arising from our recent Efficiency FSR..

5.23 The Council's Revenue & Capital Strategies require that revenue investment and efficiency options, and capital projects submitted by services are classified against ten key factors, as outlined in table 4 below. The scoring has been applied to all considerations of both revenue and capital investment in order to determine the risk and effect of growth, reduction or complete removal of a service.

Table 4 – Capital & Revenue Investment Key Factors

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

* Immediate priorities include the 3 priorities of green issues, sustainable development and town centres identified in the North Hertfordshire District Council Corporate Plan.

5.24 Efficiencies are scored in a similar manner, taking account of the negative impact of removal from the Corporate Programme, adverse effect on service and evidence of public opinion in the form of an existing survey. This will assist in the establishment of ranking in terms of overall impact as decisions are taken. Scoring for savings is applied against six key factors, as outlined in the table below 5 below:

Table 5 – Revenue Efficiencies Key Factors

Revenue Savings	Points Score
Strategic objectives	4
Risk Management	4
Consultation/Opinion Poll survey	2
Condition survey	1
Best Value FSR & Service review	3
Invest to save/VfM	3

5.25 Following the scoring of all efficiencies and investment proposals based on the points in the above tables, the total score for each proposal has been ranked in order, highest score meeting more of the key factors.

5.26 Only those proposals which commence in 2009/10 are included in the appendices to this report. Officers have identified longer term efficiencies and investment proposals and are currently working on these proposals to ascertain how viable they are and when they could be implemented. Members will be updated as part of the Corporate Business Planning process.

Outcomes from Budget Workshops

- 5.27 Members have had the opportunity to raise any queries on the suggestions in informal meetings held on the 4th and 6th November and to express a view on the items contained in the lists. Members' comments will help to inform Cabinet's decision on which items to maintain in the list for further consideration.

6. LEGAL IMPLICATIONS

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

7. FINANCIAL AND RISK IMPLICATIONS

- 7.1 The financial implications arising from this report are outlined in the main body of the report.
- 7.2 Given the pressures identified in this report, in order to balance the budget and achieve a Council Tax figure in accordance with the agreed strategy, it will be necessary to find an acceptable balance between reducing expenditure, increasing income from fees and charges, using balances and increasing the Council tax. The final decision on the District Council Tax level for 2009/2010 will be made at Council on 26th February 2009.
- 7.3 Risks relating to the achievement of efficiency targets and investment approvals are managed by a combination of implementation plans, regular monitoring reports and maintenance of adequate revenue reserves. An update on 2008/09 efficiency proposals will be given at the December Cabinet as part of the 2nd quarter monitoring report.

8. HUMAN RESOURCE AND EQUALITY IMPLICATIONS

- 8.1 Human resource and equality implications that may arise from proposed efficiencies and investment proposals are outlined in the 'anticipated impact' column of the proposal forms.

9. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 9.1 As part of the Corporate Business Planning process, consultation on the efficiency and investment proposals will be carried out from November to December. As in previous years, Member workshops were held on the 4th and 6th November. This is in addition to seeking the views of Area Committees, Scrutiny, the LSP and business ratepayers.

10. RECOMMENDATIONS

- 10.1 That the Committee gives its views on any changes to the efficiency and investment proposals.

11. REASONS FOR RECOMMENDATIONS

- 11.1 To ensure that all Members are consulted on the proposed savings and growth bids and afforded the opportunity to comment before Cabinet sets the draft budget on 16th December 2008.
- 11.2 To ensure that the Council is able to adjust its base expenditure downwards to narrow the gap between our 20010/11 District Requirement figure, as adjusted for anticipated capping limits, and our service spending requirements.

12. ALTERNATIVE OPTIONS CONSIDERED

- 12.1 Not applicable.

13. APPENDICES

Appendix 1 - Medium Term 5 Year Forecast (General Fund Estimates 2008/09 to 2013/14)
Appendix 2 – Investment proposals
Appendix 3 – Efficiency proposals
Appendix 4 – Income increase proposals
Appendix 5 – Capital investment proposals

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15. BACKGROUND PAPERS

Budget working papers 2009/10
1st Quarter Monitoring Report 2008/09
CSR07

	NOTE	Actual	1st Qtr Projected	Updated from Estimate Book				
		2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
Total Net Spend		16,620,625	18,772,080	17,923,810	18,789,049	18,856,691	18,930,333	18,811,975
Add:								
Base Budget adjustments from 0809 1st qtr monitoring	8			311,000			-311,000	
Year on year superannuation increase	1			-0.50%	0.00%	0.00%	0.00%	0.00%
Superannuation charge per year				22.60%	22.60%	22.60%	22.60%	22.60%
Salary Estimates Superannuation increase				-258,000	0	0	0	0
Pay Inflation				554,642	554,642	554,642	554,642	554,642
Other Inflation	2			688,307	400,000	400,000	400,000	400,000
				984,949	954,642	954,642	954,642	954,642
Income Increases on discretionary income	3			-100,000	-100,000	-100,000	-100,000	-100,000
Efficiencies:								
2009/10 Onwards Gershon Efficiencies Required	4			-951,000	-716,000	-1,015,000	-1,015,000	-1,015,000
Gershon Efficiencies already achieved	9			487,000				
Additional Efficiencies required to maintain the GF Balance					-361,000	-90,000		
Revised Gershon Efficiencies to be achieved				-464,000	-1,077,000	-1,105,000	-1,015,000	-1,015,000
2009/10 Efficiencies proposed above those required				-238,000				
Car Parking Income Increases				-141,000			-141,000	
Investment Proposals:								
2009/10 Onwards Investment Proposals	5			427,290	250,000	250,000	250,000	250,000
2009/10 Onwards Contributions to Capital	6			0	0	0	400,000	500,000
Total Expenditure		16,620,625	18,772,080	18,704,049	18,816,691	18,856,333	19,278,975	19,401,617
Government Support		-7,559,423	-7,741,901	-7,886,191	-8,069,703	-8,150,400	-8,231,904	-8,314,223
Use of Balances (-) / Contribution to Balances (+)		-438,947	-1,919,459	-1,201,915	-597,957	6,001	258,959	845,917
Transfer to/from Collection Fund		17,867	0	0	0	0	0	0
District Precept		8,640,122	9,110,720	9,615,943	10,149,031	10,711,934	11,306,030	11,933,311
Average Band D Council Tax		178.38	186.41	194.79	203.56	212.72	222.30	232.31
Council Tax increase		4.90%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Tax base		48,433	48,876	49,365	49,858	50,357	50,860	51,369
Revised Balances at 31 March each year:								
GF Balance -cr	7	2,550,158	1,358,700	1,355,202	1,380,835	1,402,817	1,443,949	1,470,081
GF Special Reserve -cr		2,569,164	1,841,164	642,746	19,157	3,175	221,002	1,040,787
Total Balances		5,119,322	3,199,864	1,997,949	1,399,992	1,405,992	1,664,951	2,510,867
				- = income/reduction in net expenditure				
Estimate of budget risk	7			420,000	440,000	460,000	480,000	500,000
1% on Council Tax equals				92,018	97,121	102,505	108,191	114,191

Notes

- 1 Superannuation percentages are based on the 2007 valuation with a 10 year impact from the special repayment of £1.9 million
- 2 Inflation based on RPI 4.8% (further updates required)
- 3 Increases in discretionary income based on August 2008 RPI of 4.8% (further updates required)
- 4 Gershon target for three years (2009/10 to 2011/12), set at 3% of combined revenue & capital expenditure.
- 5 The objective of Gershon efficiencies is in part to transfer investment to the Council's key objectives, hence the investment target of £250K per annum could increase if the efficiencies can be achieved.
- 6 Contribution towards depleted capital reserves following disposal of Council assets.
- 7 General Fund Balance & Budget Risk - Risk element calculated on key budget risks and is additional to the required working balance, e.g. 2009/10 (£914K + £420K)
- 8 Base adjustment mainly a projected down turn in land charges income £200K and car park fees £100k.
- 9 Consists of surplus achieved in 2008/09 of £229k and superannuation decrease of £258K

INVESTMENT PROPOSALS

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8 £	Budget 2008/9 £	Proposed Budget 2009/10 £	Investment in 2009/10 £	Investment in 2010/11 £	Investment in 2011/12 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
RI/1	Closure of the North Herts land fill at Ickleford and redirection to an alternative site at Ware.	Green - (Sustainable Communities) Score 14 Rank 1	3,698,266	3,839,780	4,059,780	220,000	330,000	330,000	Y	Y	Maintaining the current level of service provision. Final cost is an approximation and subject to contract negotiations with Veolia.
RI/2	Works identified in the Allotment Strategy	Green - (Healthy Communities) Score 10 Rank 5	13,133	8,050	13,550	5,500	0	0	N	Y	Completion of the following work programme, in accordance with adopted Allotment Strategy; a) A £500 sign at Prior Way, Letchworth, b) A £500 gate at Norton, Letchworth, c) £2,000 of fencing at Pirton Road, Hitchin, d) £2,500 of fencing & a gate at Burford Way, Hitchin
RI/3	Car Park resurfacing and re-lining	Town centres - (Sustainable Communities) Score 13 Rank =2	77,240	25,160	75,160	50,000	50,000	15,000	Y	N	The Council's car parks are currently in a poor state and will require a programme of resurfacing. The improved quality of the car parks should lead to a reduction in the number of challenges to Penalty Charge Notices (PCNs) and an increase in the volume of cars which can be accommodated within the car parks. This may increase income generation by the parking service and provide better quality parking facilities.
RI/4	Customer Profiling - Purchase of an Experian mosaic license	Other - (Satisfied Communities) Score 4 Rank =7	0	0	6,830	6,830	6,830	6,830	Y	N	In order to best serve an individual customer we need to know which services they use and how they prefer to contact us. An Experian licence will enable us to use the esd-toolkit which can take details of our transactions from any source and identify the profile type of the customer for any transaction. Reports and charts show us the customer profile of our services by channel and also allow us to compare service profile with that of other local authorities. The toolkit allows us to record unit costs for providing services across different channels. Analysis tools give us the capability of identifying savings which could be made if you were able to 'shift' customers to alternative channels.

INVESTMENT PROPOSALS

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8 £	Budget 2008/9 £	Proposed Budget 2009/10 £	Investment in 2009/10 £	Investment in 2010/11 £	Investment in 2011/12 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
RI/5	Second hand folding and collating equipment for the Document Centre to allow more work to be retained in house. The payback is demonstrated by an income increase (<i>IE / 1</i>) as more work is performed in house.	Other - (Satisfied Communities) Score 7 Rank 6	0	0	9,500	9,500	0	0	N	N	A payback period of 18 months on the purchase of updated equipment is expected and 99% of current work outsourced for folding and collating can be brought back in house.
RI/6	Enhanced Town Centre Maintenance - Hitchin and Royston	Town centres - (Sustainable Communities) Score 13 Rank =2	8,790	8,000	53,000	45,000	30,000	15,000	Y	N	Additional funding for the maintenance of Hitchin and Royston town centres. Such funding would be complementary to the BIDS initiatives and would be ongoing maintenance of street scene furniture. A catch up is needed following a period of low investment in maintenance and hence the higher investment in 2009/10 of £45,000. Letchworth Town centre is subject of a refurbishment scheme by LGCHF where they are entering into agreements with HCC over on going maintenance. Letchworth is, therefore, excluded from this initiative at this stage.
RI/7	Planned Maintenance Baldock town centre street scene.	Town centres - (Sustainable Communities) Score 12 Rank =3	0	0	5,000	5,000	10,000	15,000	Y	N	Enable a planned maintenance programme of the newly refurbished town centre in Baldock. Through the formulation of the specification there are detailed asset schedules and funding would seek to maintain the scheme in good condition.
RI/8	Implementation of Area Based TROs	Town centres - (Sustainable Communities) Score 12 Rank =3	4,000	0	65,000	65,000	65,000	65,000	Y	N	Currently there is no budget for the implementation of CPZ schemes or TROs to control parking. Arguably this is an HCC function and is therefore a provision of subsidy to the County. If the Council wishes to undertake this service then it needs to be funded and the emerging conclusions of the transport FSR indicate that a town area based approach will reduce the displacement affect of TROs/CPZs. CPZs are very expensive to implement and do not meet their full costs. TROs would provide a more cost effective solution although the full cost of implementation is difficult to accurately assess.

INVESTMENT PROPOSALS

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8 £	Budget 2008/9 £	Proposed Budget 2009/10 £	Investment in 2009/10 £	Investment in 2010/11 £	Investment in 2011/12 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
RI/9	Planned maintenance - lines & signs on street parking.	Town centres - (Sustainable Communities) Score 13 rank =2	25,374	0	12,000	12,000	12,000	12,000	Y	N	There is currently no budget for the planned maintenance of lines & signs. Work has been undertaken to ensure that in the most heavily used areas they are checked and maintained however in the longer term there needs to be a clear maintenance plan.
RI/10	Revenue costs to support the Hitchin & Royston BIDs including the Council's projected BID Levy charge	Town centres - (Prosperous Communities) Score 11 Rank 4	0	0	8,460	8,460	8,460	8,460	Y	Y	Annual costs of administering BIDS and the Council's own BID Levy. It supports the Council's immediate priority to promote & improve our Town Centres.
RI/11	Signage - brand reinforcement	Other - (Satisfied Communities) Score 4 rank =7	Proposal of £30,000 investment in 2009/10 only removed by Cabinet on 21 October 2008						N	One of the recommendations of the recent Peer review was a need to:- Review the brand of the council and the impact it has in the community to ensure a visible connection between the successful programmes the council delivers and how the community recognises these, creating a greater sense of place and purpose. An increase in branding used is expected to have a significant impact upon the public's understanding of where their money goes and hence their perception of the value for money NHDC delivers. This is also referred to in the Communication Strategy	

TOTAL REVENUE INVESTMENT OPTIONS IDENTIFIED	3,826,803	3,880,990	4,308,280	427,290	512,290	467,290
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EFFICIENCY PROPOSALS

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8 £	Budget 2008/9 £	Proposed Budget 2009/10 £	Efficiencies in 2009/10 £	Efficiencies in 2010/11 £	Efficiencies in 2011/12 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
CHALLENGE BOARD SCRUTINY						300,940	270,610	270,610			
RE/1	Part of the Disposal Authority's efficiency as a consequence of sending less waste to landfill.	Other - (Satisfied Communities) Score -10 Rank = 1	nil	nil	180,000	70,000	70,000	70,000	Y	N	Impact is minimal. The saving is ongoing providing NHDC continues to meet its targets for a reduction in landfill..
RE/2	Negotiate a new stationery supply contract.	Other - (Satisfied Communities) Score -10 Rank = 1	53,721	55,260	40,260	15,000	15,000	15,000	Y	N	No adverse impact on service provision.
RE/3	Area Committee Development budgets - reduction of expenditure on highways	Other - (Satisfied Communities) Score +2 Rank 4	Proposal of £20,000 ongoing efficiency removed by Cabinet on 21 October 2008							N	Highways are a County Council responsibility and it is NHDC policy not to subsidize work of other Authorities. Consequently, there no longer needs to be an allocation within the Area Committee budgets for this expenditure. The efficiency savings identified reflect the indicative allocations given by Area Committees in 2008/9 for Highways work which should be provided by HCC.
RE/4	Cease Use of 5 blackberries amongst IT maintenance officers	Other - (Satisfied Communities) Score -5 Rank = 3	£2,946 including mobile phones	£3,000 (including mobile phones)	1,670	1,330	1,330	1,330	Y	N	Rationalisation of mobile technology. Blackberries cost approximately £80 per quarter. Citrix access at home for adhoc or full time home workers negates the need for Blackberry technology. No capability of reading emails, viewing calendars or arranging meetings when out of the office.
RE/5	Take out 3 year warranty agreements on Dell equipment instead of the current 5 year agreements	Other - (Satisfied Communities) Score -7 Rank =2				20,790	20,790	20,790	Y	N	No adverse impact on service provision.
RE/6	Cease use of the Sunrise Helpdesk Pro software.	Other - (Satisfied Communities) Score -7 Rank =2	3,677	3,670	0	3,670	3,670	3,670	Y	N	The helpdesk function has been transferred to the Customer Service Centre utilising the LAGAN package. Impact is minimal.
RE/7	Cease planning advertisements in local papers.	Other - (Satisfied Communities) Score -5 Rank = 3	42,562	27,830	0	27,830	27,830	27,830	Y	Y	Proposed changes to the Planning Regulations indicate that placing advertisements in local papers will no longer be required from April 2009. There is little 'value' to the local community now from such adverts as most interested parties use the web or other communication channels to ascertain such information. On the basis that this change takes place the total budget is offered as a saving.

EFFICIENCY PROPOSALS

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8 £	Budget 2008/9 £	Proposed Budget 2009/10 £	Efficiencies in 2009/10 £	Efficiencies in 2010/11 £	Efficiencies in 2011/12 £	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
RE/8	Reducing print, collation and postage costs on resourcing for RAG and LSP partnership meetings by using email to despatch Agenda and meeting papers etc	Other - (Satisfied Communities) Score -5 Rank = 3	2,650	5,300	3,850	1,450	1,450	1,450	Y	Y (RAG)	The intention is to switch to electronic despatch of meeting papers for statutory partners in the RAG and LSP, in order to reduce not only print and paper costs, but also the collation time spent by officers in the PPP team throughout the year. The Voluntary or community sector partners could be adversely impacted by such a proposal since they are less likely to have sufficient IT/prINTER capacity. It is estimated that the cost of continuing to provide traditional hard copies in the post to the voluntary and community sector partners is £450 and as a consequence the efficiency achieved in 2009/10 would be reduced to £1,000.
EFFICIENCY OPTIONS			102,610	92,060	225,780	140,070	140,070	140,070			
TOTAL EFFICIENCY OPTIONS & SCRUTINY			102,610	92,060	225,780	441,010	410,680	410,680			

INCOME INCREASE PROPOSALS

Ref No	Description of Income Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8	Budget 2008/9	Proposed Budget 2009/10	Efficiencies in 2009/10	Efficiencies in 2010/11	Efficiencies in 2011/12	Ongoing (Y/N) or No of further years available	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
			£	£	£	£	£	£			

REVENUE INCOME INCREASES

IE/1	Linked to Investment in second hand folding and collating equipment for the document centre. 99% of this work currently out sourced can be retained if second hand machinery is purchased. Pay back period 18 months,. Equipment life expected to be minimum of 5 years. (see RI/5)	Other (Satisfied Communities) Score -7 Rank =2	0	0	6,000	6,000	6,000	6,000	Y	N	NHDC Document Centre would be able to keep more work in house . Allowing it to generate extra income to contribute to overhead recovery and better control over work loads. The purchase of quality, second hand technology in itself contributes further to our 'green' agenda.
IE/2	Introduction of charges for non statutory diversions under the Planning Acts.	Other - (Satisfied Communities) Score -5 Rank = 3	0	0	2,000	2,000	2,000	2,000	Y	N	Levy a charge to recoup costs where requests are made for non statutory diversions of rights of way.
IE/3	Provide external training to other Local Authorities on the consultation software, SNAP, and charge a consultancy fee	Other - (Satisfied Communities) Score -7 Rank =2	0	0	3,000	3,000	3,000	3,000	Y	N	A SNAP (consultation) training course was provided to staff at Hertsmere Borough in June 2008. There is potential to offer this service to other Authorities. The aspiration that authorities provide such joint working opportunities is part of new statutory guidance coming into place in 2009, and forms part of our CAA assessment from April 2009. The evidence that we can achieve additional income can be used to demonstrate VFM.
IE/4	New paper recycling contract	Other - (Satisfied Communities) Score -10 Rank = 1	256,758	270,360	520,360	250,000	250,000	250,000	Y	Y	The current contract for selling the paper that NHDC recycles is coming to an end. The new contract is part of a Hertfordshire wide consortium, supported by the Hertfordshire Waste Partnership, and as a result income will significantly increase. This also contributes further to our 'green' agenda, and provides increased evidence of joint partnership working plus the financial benefits of doing so, required from April 2009.
TOTAL INCOME OPTIONS			256,758	270,360	531,360	261,000	261,000	261,000			

CORPORATE PLANNING 2009/10
CAPITAL INVESTMENT PROPOSALS

APPENDIX 5

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8	Budget 2008/9	Proposed Budget 2009/10	Investment in 2009/10	Investment in 2010/11	Investment in 2011/12	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
			£	£	£	£	£	£		

Immediate Priorities

CI/1	Replace pay and display car parking machines	Town centres - (Sustainable Communities) Score 13 Rank 1	0	0	50,000	50,000	250,000	0	N	This is a proposal that forms part of the outcome from the Transport FSR and implementation plan. The anticipated impact of replacing machines will be to increase security and hence reduce money stolen from machines, reduce the cost of maintenance of old machines and improve the collection of good data and information for future policy decisions.
CI/2	Contribution towards Community use Artificial Turf Pitch, Meridian School, Royston	Other - (Healthy Communities) Score 7 Rank 4	0	0	50,000	50,000	0	0	N	Councils adopted a Sports Pitch Strategy which identified a need for provision in Baldock and £50,000 was contributed towards the Baldock scheme. Royston have secured £150,000 external funding and require a £50,000 contribution from NHDC.
CI/3	Refurbishment of Cadwell Lane Sports Pavilion and Pitch enhancements.	Other - (Healthy Communities) Score 8 Rank = 3	0	0	40,000	40,000	0	0	N	Councils adopted Sports Pitch Strategy has identified need for refurbishment of pavilion and works to pitches to improve safety of playing surface.
CI/4	Refurbishment of Play Area, Jackmans Playing Fields, Letchworth (next to the Pavillion)	Other - (Healthy Communities) Score 8 Rank = 3	0	0	40,000	40,000	0	0	N	The Council's adopted Play Area Strategy has identified the need for refurbishment of the play area at Jackmans Playing Fields. All play area refurbishments are being completed in line with the strategy.
CI/5	Server Strategy (IT reserve funding)	Other - (Satisfied Communities) Score 9 Rank = 2	0	0	150,000	150,000	90,000	0	N	The Council currently has 40 servers which will need replacing , a programme of replacing 25 in 2009/10 and 15 in 2010/11 has been proposed, this will allow improvements in capacity, speed and resilience and disaster recovery. A number of the servers will be more than 5 years old in 2009/10 and will be at the end of their life cycle. Consideration will be given to alternatives as part of the business case and consultation with Anite is currently ongoing to look at virtualisation. Subject to a satisfactory business case the preferred option will be funded from the IT reserve.

CORPORATE PLANNING 2009/10
CAPITAL INVESTMENT PROPOSALS

APPENDIX 5

Ref No	Description of Proposal	Link to Immediate Priorities - Town Centres / Green Issues / Sustainable Development	Actual 2007/8	Budget 2008/9	Proposed Budget 2009/10	Investment in 2009/10	Investment in 2010/11	Investment in 2011/12	Statutory Function (Y/N)	Anticipated Impact of Proposal (on Public/ Customers/ Staff/ Members/ Reputation etc)
			£	£	£	£	£	£		
CI/6	Purchase of Disk Storage Array hardware (IT reserve funding)	Other - (Satisfied Communities) Score 9 Rank = 2	0	50,000	50,000	50,000	100,000	0	N	This hardware is required to consolidate the core technology SQL/Oracle to support the infrastructure programmes. The current hardware, purchased in 2004 is now unable to cope with the volume of data and the formatting is incompatible with new systems. Subject to a satisfactory business case the preferred option will be funded from the IT reserve.
CI/7	Upgrade of Microsoft Licences. (IT reserve funding)	Other - (Satisfied Communities) Score 8 Rank = 3	0	0	250,000	250,000	0	0	N	This is the cost of upgrading from Microsoft Office 2003 to 2007 and upgrading SQL server licences. There is a need to upgrade to remain compatible with third party systems i.e. DIP/security releases. There is a risk that 2003 will become unsupported by 2009/10. The business case will cover licences for a new exchange, Citrix and the combination of how licences for home and mobile will be covered. Consideration is given to acquiring open source (free) software and is used where possible. However, open source software is restrictive, limited in capability and often incompatible with existing systems. Subject to a satisfactory business case the preferred option will be funded from the IT reserve.
TOTAL STRATEGIC PRIORITIES			0	0	630,000	630,000	440,000	0		
TOTAL OF CAPITAL INVESTMENT OPTIONS IDENTIFIED			0	0	630,000	630,000	440,000	0		

TITLE OF REPORT: AREA COMMITTEE SERVICE LEVEL AGREEMENTS – REVIEW OF 2006 - 09 AND PROPOSALS FOR 2009 – 2012

REPORT OF THE HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

1. SUMMARY

- 1.1 The report invites Area Committees to consider their preferred approach to the provision of locally focussed Service Level Agreements (SLA) for the period 2009-12.
- 1.2 Any decision taken needs to be made within the context of the strategic approach to the development of the next phase of SLA for the period April 2009 – March 2012 that was agreed by Cabinet at its meeting on October 21st 2008.

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 Cabinet approved a new three year (2009-12) strategy for financial assistance to voluntary and community organisations at its meeting on 21st October 2008.
- 3.2 The report included the following comments specifically about Area Committee SLA:

Area Committee Service Level Agreements

In addition to the main, centrally funded SLA, Area Committees have increasingly funded smaller SLA with those local organisations with whom a longer term service relationship has been deemed appropriate and beneficial.

Each Area Committee has been advised of those SLA that fall within its remit and has been asked to consider which it would wish to continue to support and at what level.

This work will be concluded later this autumn and will include the balance of funding between the Area Committee and the central SLA funds.

3.3 At its meeting on July 23, the Area Committee resolved:

- (1) That the Letchworth Area Committee notes the review of the local Service Level Agreement arrangements for 2007/8 as set out in Appendix 2 of the report;
- (2) That the Letchworth Area Committee notes that a rebalancing of funding of Service Level Agreements is proposed to better reflect the district wide/local area focus;
- (3) That the detailed negotiations with individual projects be conducted by relevant officers, in conjunction with the Portfolio Holder for Community Engagement and Rural Affairs and Committee Chairmen and Vice Chairmen;
- (4) That the Letchworth Area Committee notes the proposed timescales for implementing the Service Level Agreements;
- (5) That the Head of Community Development and Cultural Affairs bring a further report to the Letchworth Area Committee at the meeting to be held on 19 November 2008 as part of the Corporate Business Planning Process.

4. ISSUES - PROPOSALS FOR 2009-12

Strategic Objectives for the Council

- 4.1 All current SLA should be compliant with the LSP's district-wide Vision, the Council's Mission and Strategic Objectives.
 - 4.2 The Sustainable Community Strategy that has recently been drafted has also identified a number of key priorities for the District to 2021 and it is evident that funding the voluntary and community sector is an efficient and effective way of achieving a number of its ambitions and aspirations. The use of Local Area Agreement reward grant funding via the Local Strategic Partnership to fund voluntary and community projects will also require formal corporate governance, using an SLA.
 - 4.4 The Council is currently preparing the revision of its Corporate Plan 2005-2015, including three new priorities of work for 2009/10 and beyond, which are:
 - Town Centres
 - Green Issues
 - Sustainable Development
- The detail of these priorities has been incorporated into the new draft Corporate Business Planning programme for the Council which is presently under consideration.
- 4.5 The alignment and ownership of actions to be undertaken on the Council's behalf by the voluntary and community sector contributing to these priorities will be included in future SLA. All organisations will be required to demonstrate how they can contribute not only to the new priorities, but also the Council's six strategic objectives and the Sustainable Community Strategy.
 - 4.6 As part of the review of both the Major and Minor SLA (centrally funded), consideration will be given to those organisations which clearly have a local rather than a district wide focus to be administered, funded, monitored and evaluated through Area Committees.

**Future Proposals for Area Committee Service Level Agreements – April 2009
– March 2012**

4.7 The following proposals for SLA that could be awarded by this Committee for 2009-12 are:

Group	SLA 2008/9	Proposed SLA 2009/10	Activities to be Funded	Links to Council Priorities/Strategic Objectives/Sustainable Community Strategy
Letchworth Town Twinning Association	£295	£400	To assist in the functioning of the Association and the arranging of Town Twinning events.	Town Centres Strengthening communities and involving people
Howard Garden Social Club	£4,913	£5,500	Utility costs and provision of services and activities at the Centre.	Enriching the lives of our elders.
Wednesday Drop in Club	£515	£650	Hire costs associated with the provision of the Drop in Club.	Improving health and well-being
Yvonne Savage Club	£308	£400	Hire costs associated with the provision of the Drop in Club and events & activities for the visually impaired.	Improving health and well-being
Letchworth Arts Centre	£10,000 £12,500	£5,000	The current SLA time expires in March 2010 and is currently at the levels indicated. In addition an award of £12,500 has been made to support the organisation of festivals and events. A final proposal on the SLA will be made for the Committee at its January 2009 meeting.	Town Centres Improving health and well-being
Letchworth MIND	£0	£400	Hire costs associated with the provision of the Drop in Service for people suffering a mental illness.	Improving health and well-being
Letchworth Garden City Community Group	£0	£1,000	Utility costs and provision of services and activities at the Centre.	Town Centres Strengthening communities and involving people
Hall Hire assistance at the Brotherhood Hall			Costs associated with the provision of coffee mornings 4	Improving health and well-being.

- NH CVS	£4,628	£4,628	days a week. Costs associated with the provision of Band rehearsals two evenings a week @ two hours each.	Strengthening communities and involving people
- Letchworth Garden City Band	£2,604	£2,604		
The Settlement	£375	£0	The Settlement has sufficient of its own resources to carry out its work. If additional funding was needed, then an ad-hoc application could be made.	
Kiran Playscheme	£804	£0	The playscheme did not operate in 2008. If funding was needed in the future, then an ad-hoc application could be made.	
Total	£36,942	£20,582		

4.8 The proposed indicative timescale for negotiation of the new phase of SLA is:

ACTION	TIMESCALE
Approval of final report by Cabinet	21st October 2008
Start negotiation of individual SLA for 2009/12	27 th October 2008
Complete negotiation of individual SLA	31st December 2008
Write to all projects with new SLA	31 st January 2009
Start next three year tranche of SLA	1 st April 2009

5. LEGAL IMPLICATIONS

- 5.1 The Terms of Reference in relation to Area Committees confirm that they may establish and maintain relationships with outside bodies/voluntary organisations which includes discretionary grant aid/financial support. However, this does not include grants for district wide activities.
- 5.2 Within the context of the Council's Corporate Business Planning Process, any increased or new SLA for 2009 and beyond will be funded through the Area Committee Development budget. (The base budget for SLA was transferred out from the Development budget in 2002/3).
- 5.3 Section 2 Local Government Act 2000 provides that the Council has power to do anything which it considers likely to promote or improve the economic, social or environmental well-being of its area. This would apply on the basis that financial assistance to voluntary and community organisations improves the economic, social or environmental well-being of the District or part of it.

- 5.4 Section 137 Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.
- 5.5 When re-negotiating SLAs the Council will need to be mindful of its own Contract Procurement Rules and the EU procurement regime. The reason for this is that in some instances the payment of a grant could be construed as a contract for services.
- 5.6 Revised and updated SLA documentation will be introduced in the renegotiation of the SLAs for introduction in 2009/10. The negotiation of the SLA's and the re-drafting of the documentation will be targeted to emphasise that any grant and resulting SLA is not intended to be a contract and therefore does not contain the key elements of a contract, those being an offer, acceptance, consideration and an intention to create legal relations between the parties.

6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The total Area Committee Development budget for 2008/9 is £154,960 and has been allocated as set out below:

Area Committee	% Population (2001 census)	Budget 2008/9 £
Baldock	14,348 (12.27%)	18,320
Hitchin	30,851 (26.39%)	37,180
Letchworth	32,932 (28.17%)	46,150
Royston	17,002 (14.54%)	22,800
Southern Rural	21,775 (18.63%)	30,510
Total	116,908 (100%)	154,960

- 6.2 It is not possible to confirm the level of Area Committee budgets for 2009/10 at this stage of the Corporate Business Planning Process. However, for the past few years, given the significant carry forward for Area Committee Development budgets, there has been no inflationary allowance, so an assumption is made that the baseline for 2009/10 will be the same as 2008/9.
- 6.3 When the Area Committee SLA were originally set up, the expenditure was transferred from the Committee's Development budget and a small separate SLA budget heading was created. The amount for this Committee was £15,876, which is in addition to the Area Committee Development Budget.
- 6.4 Any SLA transferring into the remit of the Area Committee will do so with its present budget.
- 6.5 Each SLA will be adjusted for inflation in line with the Council's budget position for each of the three years of the agreement.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

- 7.1 The local SLA are managed by the Community Development Officer as part of their regular work programme.
- 7.2 However, a Business Process Review has been commissioned this year to review the most effective and efficient way in which SLA and the more general grant awarding arrangements can be improved.

- 7.3 The great majority of the voluntary and community projects that are funded by the Council have equality and social inclusion as a key objective of their purpose. Such projects work very closely with and for the more disadvantaged and potentially socially excluded within our communities. There is a strong argument to be made that if the Council did not provide financial support for projects to do the work that they do, then it would, itself, have to meet the needs of such people in other ways.

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 Each organisation having a Service Level Agreement with the Council had an annual review with the Community Development Officer.
- 8.2 There was in-depth consultation with the North Hertfordshire Compact prior to the final report being submitted to Cabinet for its meeting on 21st October 2008.
- 8.3 Members who represent the Council on the management committees/boards of voluntary groups and organisations will be consulted and their comments considered within the final report to Cabinet.

9. RECOMMENDATIONS

The Area Committee is asked to:

- 9.1 Consider the proposed SLA for 2009-12 as set out in Section 4.7.
- 9.2 Note that a rebalancing of the funding of SLA is proposed to reflect better the district wide/local area focus.
- 9.3 Confirm that the detailed negotiations with individual projects will be conducted by relevant officers, in consultation with the Portfolio Holder for Community Engagement and Rural Affairs (for Major and Minor funded projects) and Area Committee Chairmen.
- 9.4 Note the proposed timescale for implementing the new SLA.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To confirm the future strategic policy direction for the programme of financial assistance for the voluntary and community sector, through the negotiation of SLA.

11. APPENDICES

- 11.1 None.

12. CONTACT OFFICERS

- 12.1 Patrick Candler
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12.3 Katie White, Senior Lawyer
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13. BACKGROUND PAPERS

- 13.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 13.2 Report to Cabinet on 21st October 2008 on Service Level Agreements 2006-9 and 2009-12

TITLE OF REPORT: CHAMPION NEWS - LETCHWORTH AREA COMMITTEE

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.
- 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 the Forward Plan.

3. PROJECT/ ACTIVITY/ SCHEME DETAILS

3.1 Letchworth Youth Council

The group had a successful launch event on Saturday 27th September 2008 at Mrs Howard Memorial Hall in the presence of the chairman of the North Hertfordshire District Council Cllr. Allison Ashley. The event coincided with the Youth Services Summer Youthoria (Holiday Programme of activities) celebration and included information stalls and entertainment for young people including the Gr8 Wall and live music from local bands.

3.2 Westbury Action Group (WAG)

The CDO is supporting the WAG towards setting up a Youth Action Group, who will be encouraged to become actively involved on youth matters on the estate.

The CDO also supporting the group with external funding applications for a range of facilities for young people, including a youth shelter on Hillbrow

3.3 Grange Youth Club

Two active volunteers from the Grange Youth Club were nominated in The Comet Community Awards in recognition to their voluntary contributions towards the development of services for young people.

One of the volunteers won the Valiant Volunteer Award, while the other volunteer was finalist in the Lifetime Achievement Award category.

3.4 **MIND Yourself**

MIND Yourself is a community based organisation working mainly with people with mental and physical disabilities in Letchworth Garden City.

With support and advice from the CDO the group has received a grant of £10,000 from Awards for All, which will now enable the group to purchase equipment, develop a community food growing/ gardening project and to provide additional activities for their members, including educational activities and day trips and outings.

3.5 **Community Events**

At a recent Safety Advisory Team (SAT) meeting, it was requested that Members and Officers who perhaps knew of any possible future events in their wards should liaise with the SAT, prior to giving any initial advice to the organisers.

If event organisers require specialist advice and guidance this can be obtained from the relevant agencies.

3.6 **Hitchin Railway Curve**

Members of the Area Committee are invited to a presentation on the proposed Hitchin railway curve by Network Rail. The presentation will take place on 16th December 2008 at 6pm before the next scheduled Cabinet meeting.

The presentation will last for an hour and will include time for questions.

Refreshments will be provided. A more detailed invitation with short introduction will be sent to Members in early December.

4. **CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS**

- 4.1 Consultation has taken place with the respective agencies, organisations and ward members with regards to the activities and events mentioned in section 3 of the report.

5. **RECOMMENDATIONS**

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

6. **CONTACT OFFICERS**

- 6.1 Ashuk Ahmed, Community Development Officer, Letchworth. Tel: x4225
e-mail ashuk.ahmed@north-herts.gov.uk

TITLE OF REPORT: LETCHWORTH AREA COMMITTEE DEVELOPMENT & AREA VISIONING BUDGETS 2008/09

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. FUNDING DECISIONS TO BE MADE / CONSIDERED

- 4.1 A spreadsheet showing the detailed spend to date of the Area Development budget is enclosed as Appendix A.
- 4.2 No grant funding request has been made for the Area Committee to consider.
- 4.3 However, the Committee budget overall is showing funds that are not previously committed. Members are asked to give consideration to use allocation of these now in order that at the year end the input of any carry forwards is minimised.

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 A of the report, which relates to the Area Committee budget balances for the current financial year 2008/09.
- 6.2 The spreadsheet also details the pre-allocations carried forward from the previous financial year 2007/08 to the current financial year 2008/09.
- 6.3 In addition, the spreadsheet includes the balances relating to allocated Visioning Budgets available within the Letchworth area.

7. HUMAN RESOURCE AND EQUALITIES IMPLICATIONS

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

8. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 8.1 Consultation with Members takes place in connection with the allocation of funds for Community Projects in their respective wards.

9. RECOMMENDATIONS

- 9.1 The Committee is asked to note the budgetary expenditure, balances and carry forwards from the Development Budgets and the Visioning Budgets.
- 9.2 That the Committee notes the amounts of uncommitted Development Discretionary Funds within each respective Budget area and considers the allocation of those funds to appropriate projects and initiatives.

10. REASONS FOR RECOMMENDATIONS

- 10.1 The allocation of funds will improve the services provided by local organisations and groups that are available and accessed by members of the community.

11. APPENDICES

- 11.1 Appendix A – Spreadsheet of Committee Delegated Budgets 2008/09.

12. CONTACT OFFICERS

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Letchworth Budget 2008/2009

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>
<u>Revenue Visioning</u>	£22,888	£22,888	£13,138	£9,750	£0
<u>Capital Visioning</u>	£92,100	£92,100	£0	£92,100	£0
<u>Small Area Grants</u>	£13,470	£10,750	£10,750	£0	£2,720
<u>Discretionary</u>	£23,660	£14,450	£14,543	-£93	£9,210
<u>General Town Centre</u>	£12,970	£10,910	£8,303	£2,607	£2,060
Total	£165,088	£151,098	£46,734	£104,364	£13,990

Letchworth Budget 2008/2009

<u>REVENUE VISIONING</u>	<u>Funding</u>	<u>Year Allocated</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Preallocated amount C/F from 2007/08	£22,888	2004/2005	Youth Council	£2,000	22.12.04	£837	£1,163		
		2006/2007	Street Planting	£5,000	05.07.06	£3,589	£1,411		
		2006/2007	Toddler & Youth Groups - Jackmans Library	£6,263	07.03.07	£2,843	£3,420		
		2007/2008	3 Dog Waste Bins	£795	23.01.08	£789	£6		
		2007/2008	Wilbury Youth Diversionary Project	£8,830	19.03.08	£5,080	£3,750		
Total	£22,888			£22,888		£13,138	£9,750	£0	

<u>CAPITAL VISIONING</u>	<u>Funding</u>	<u>Year Allocated</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
Capital Visioning	£92,100		Youth Facility - Jackmans Estate	£30,000	02.10.06	£0	£30,000		
			Grange Community Garden Project	£45,745	13.12.06	£0	£45,745		
			Norton Common Management Plan	£16,355	19.03.08	£0	£16,355		
	£92,100			£92,100		£0	£92,100	£0	

DEVELOPMENT BUDGETS

SMALL AREA GRANTS	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Base Budget 2008/09	£13,470		Letchworth Arts Centre	£5,380	02.10.06	£5,380	£0		
			Extra Opening Hours - Letchworth Outdoor Pool	£5,370	04.06.08	£5,370	£0		
Total	£13,470			£10,750		£10,750	£0	£2,720	

Discretionary Budgets	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Preallocated Funds Brought Forward from 07/08	£500		Haselfoot Lighting	£500	19.09.07	£500	£0		
Base Budget 2008/09	£23,250		Letchworth Arts Centre	£11,750	02.10.06	£11,750	£0		
less overspend on Memorial Garden	-£90		Jack Wilkinson Memorial Garden	£300	04.06.08	£393	-£93		
			Letchworth Caribbean Harmony Group	£1,000	23.07.08	£1,000	£0		
			Howard Garden Social and Day Care Centre	£900	23.07.08	£900	£0		
Total	£23,660			£14,450		£14,543	-£93	£9,210	

GENERAL (TOWN CENTRE)	Funding		Project	Allocated	Date	Spent	Outstanding	Unallocated	Comments
Preallocated Funds Brought Forward from 07/08	£3,540		Hanging Baskets	£3,540	19.03.08	£2,933	£607		
Base Budget 2008/09	£9,430		Letchworth Arts Centre	£5,370	02.10.06	£5,370	£0		
			Letchworth Town Centre Partnership	£2,000	24.09.08	£0	£2,000		
Total	£12,970			£10,910		£8,303	£2,607	£2,060	

*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No. 11
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WARD AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

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

LETCHWORTH COMMITTEE
19 November 2008

ADDENDUM

*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No. A
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TITLE OF REPORT: LETCHWORTH GATE AND JUNCTION 9 OF A1(M)

Councillor Julian Cunningham to introduce a discussion regarding the report, attached at Appendix 1, which was presented to the North Hertfordshire Highways – Joint Member Panel at the meeting held on 13 October 2008.

Report as presented to North Hertfordshire Highways – Joint Member Panel, at the meeting held on 13 October 2008

TITLE OF REPORT: LETCHWORTH GATE AND JUNCTION 9 OF A1(M)

REPORT OF THE TECHNICAL STANDARDS AND PROGRAMMES MANAGER,
HERTFORDSHIRE HIGHWAYS

1. PURPOSE OF REPORT

- 1.1 To respond to resolution (3) Item 11 of the minutes of the JMP meeting held on the 23rd June 2008 that the North Herts District Manager be requested to assess the feasibility of investigations as to the viability and cost of installation of additional traffic signals at the north bound slip at Junction 9 A1(M).

2. BACKGROUND

- 2.1 At the meeting of the JMP on the 21st April 2008 a report of the TS&PM to advise the Panel on the performance of the improvement to junction 9 of the A1(M) (Letchworth Gate interchange), part of the Baldock bypass project, and to advise on current initiatives on its operation, was considered. It also advised the Panel on the operation of Letchworth Gate, its influence on routing of traffic through Baldock town centre and on possibilities for improvement. The report included sections on possible alterations to the signal layouts. Extracts from this report are reproduced below.

Para 3.1 and 3.2

Further evaluation of signal/junction layouts was commissioned...A complete report of the trial and options considered is included in Appendix 2.

Appendix2 para 2.4

As response to the trial had been mixed and from observation concerns regarding queuing and safety had been raised, a review of all options was carried out.

Option 1 Investigate a traffic signal layout for signal control of the dedicated slip lane, with secondary signals on the exit from that lane into Letchworth Gate. This would prevent left turns from the right turning lane. Also investigate closing the dedicated lane leaving a 2 lane or a 3 lane signalised approach to the roundabout.

Option 1 was evaluated using traffic data from the trial. The modelling showed that any variations to the current signal layout would increase queue lengths on the circulatory carriageway of the roundabout blocking the exit to the A1(M) south. Queues for left turning traffic into Letchworth Gate extended back down towards the Motorway to varying degrees with the possibility of rear end shunts. Adjusting the green times to avoid the circulatory queues blocking the southbound on slip road would further increase queues on the northbound off slip road and with anticipated

growth the situation would continue to deteriorate. Having a signalised three lane approach at the roundabout would again produce queues back on the slip road but would allow drivers to turn left from the centre lane. With only the circulatory and right turning traffic controlled by signals under the current layout there is reserve capacity allowing for further growth on these movements although some queuing might develop on the left turn dedicated lane. Closing the dedicated lane would result in queues back onto the motorway. It should be noted that around 55% of the traffic leaving the A1(M) northbound turns left into Letchworth Gate

Para 4.7

Options involving further signalisation are not recommended both on operational and safety grounds and that queuing back down the slip road will increase. It is likely that on this latter ground that the HA would object to any alteration to the signal arrangement

Para 5.7

Installation of additional signals at the dedicated lane. This is covered in paragraph 4.7 and Appendix 2 where a number of alterations were investigated but not recommended either on the grounds that queue lengths increased or additional safety risks were created, in some cases a combination of these problems

Background paper Letchworth Gate Improvement.

Para 4.2.4

Alternative layout for existing dedicated left turn slip lane off A1(M) n/b off-slip

The existing dedicated left turn lane off the A1(M) n/b off-slip has worked well since opening and served to reduce the queuing down the n/b off-slip. In this sense, the new n/b off-slip layout has been a success. However, a possible problem has been highlighted by the classified turning count survey undertaken at the left turn lane. From the information gathered and the evaluated of this information in Section 3.6 of this report, it would appear that there is a high percentage of left turn manoeuvres from the middle lane of the A1(M) n/b off-slip. 33% of all left turn manoeuvres occur from the middle lane of the A1(M) n/b off-slip. A possible solution to resolve this problem could be to install some form of restriction on left turn manoeuvres out of the middle lane. This could be achieved through the installation of traffic signals on the A6141 Letchworth Gate which would restrict left turns when the signals controlling the traffic off the n/b off-slip (middle and off-side lanes) are green. Figure 10 on page 28 shows the possible layout of the proposed new traffic signals. The installation of the traffic signals would serve to restrict the left turn manoeuvres out of the middle lane of the A1(M) n/b off-slip as any existing perceived time savings from using the middle lane to turn left would soon be non-existent. However, the implementation of this arrangement does have some significant safety and operational implications. The installation of traffic signals in the locations as detailed in figure 10 on page 28, will potentially cause traffic, which turned left out of the middle lane off the A1(M) n/b off-slip and traffic off the roundabout, to queue back into the roundabout and obstruct the near-side and potentially the off-side lanes of the roundabout. Queuing into the roundabout could lead to an increase in shunt-type accidents and conflict between drivers in the near-side and off-side lanes. This queuing will also lead to increased congestion on the roundabout, decreasing the roundabouts capacity. Queuing on the dedicated left turn lane will also extend further down the slip road towards the motorway. The installation of these traffic signals will also lead to an increase in inter-green time on all signalised arms of the roundabout, further reducing the capacity of the roundabout

3. REVIEW

- 3.1 The report submitted to the April JMP advised that options involving further signalisation were not recommended. The report did not include a cost for signal alterations as schemes were not considered safe or effective, however the cost of the alterations shown on Figure 10 of the technical paper referred to above is estimated at £40-50k. This excludes statutory undertaker diversion costs which could be in the region of an additional £40K. In previous discussions with the Highways Agency they have indicated that they would not support any alteration that resulted in queues extending back down the slip road towards the motorway. The results of the before and after study and report on options considered for Letchworth Gate have been forwarded to the Agency and a response is awaited.

4. LEGAL IMPLICATIONS

- 4.1 The installation of additional signals to the northbound off slip of the A1(M) at junction 9 would require the agreement of the Highways Agency..

5. FINANCIAL AND HUMAN RESOURCE IMPLICATIONS

- 5.1 An alteration to the signals of the scale indicated in the report would need to be prioritised for funding against other schemes within the JMP Discretionary Budget

6. CONSULTATION WITH EXTERNAL ORGANISATIONS AND WARD MEMBERS

- 6.1 None.

7. RECOMMENDATIONS

- 7.1 The report presented to the JMP on the 21st April 2008 included the details of investigation into the viability of additional traffic signals at the northbound slip at Junction 9 A1(M). The report concluded that additional signals would not produce a technically viable or safer arrangement.

8. REASONS FOR RECOMMENDATIONS

- 8.1 To assist the District Manager in regard to considering alterations at Letchworth Gate and in continuing investigations into the dualling of Letchworth Gate..

9. CONTACT OFFICERS

- 9.1 Steve Greenhill, District Manager (North Herts), Hertfordshire Highways.

10. BACKGROUND PAPERS

10.1 Minutes of the meeting of JMP on the 21st April 2008.

11. APPENDIX

11.1 Figure 10 - Options Report

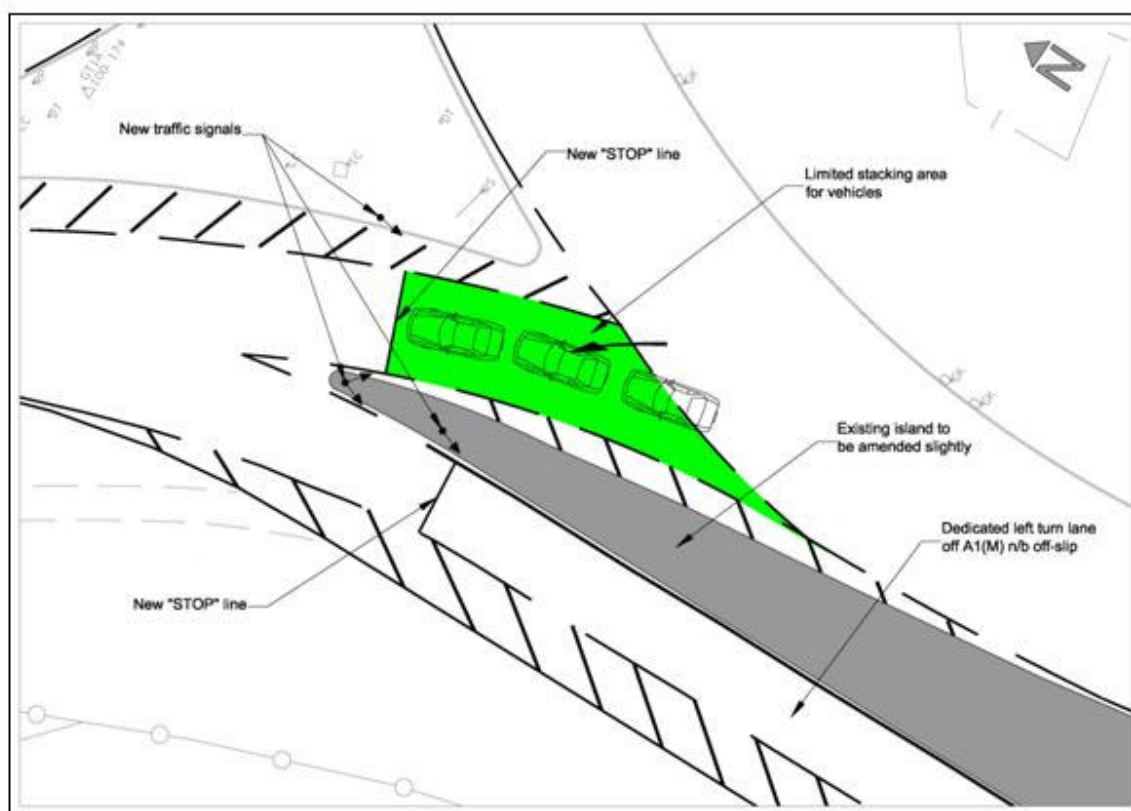


Figure 10 Possible layout of traffic signals to Letchworth Gate