

6 November 2009

Our Ref. Hitchin 11.09  
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To: The Members of the Hitchin Committee of North Hertfordshire District Council:

Councillors: Judi Billing (Chairman), Deepak Sangha (Vice-Chairman), Mrs A.G. Ashley, David Billing, Clare Body, Paul Clark, Joan Kirby, Bernard Lovewell, Alan Millard, Lawrence Oliver, R. Shakespeare – Smith, Martin Stears - Handscomb and R.A.C. Thake

You are invited to attend a meeting of the

## **HITCHIN COMMITTEE**

to be held at

**BENSLOW MUSIC TRUST  
BENSLOW LANE, HITCHIN**

on

**TUESDAY 17 NOVEMBER 2009**

at

**7.30 p.m.**

Yours sincerely,



David Miley  
Democratic Services Manager

## AGENDA - PART I

ITEM	PAGE
<b>1. APOLOGIES FOR ABSENCE</b>	-
<b>2. MINUTES</b> To take as read and approve as a true record the Minutes of the meeting of this Committee held on 22 September 2009.	-
<b>3. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether the item(s) raised will be considered.	-
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> 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.	-
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from members of the public. Public Participation: <b>Mill Media</b> <b>Remix Nightclub</b> <b>Rhythms of the World 2009</b> Public participation requests received within the agreed time will be notified to Members as soon as practicable.	1
<b>6. CHURCHGATE AND SURROUNDING AREA – INFORMATION NOTE</b> REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE <i>To provide an update on the ongoing procurement process to appoint a development partner for the re-development of the Churchgate Centre and surrounding area.</i>	3
<b>7. RHYTHMS OF THE WORLD – 2009 AND FUTURE PLANS FOR 2010</b> REPORT OF THE ACTING HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES <i>For the Hitchin Committee to note the success and challenges of the ROTW event for 2009, be advised of the preparatory work for 2010 and consider the provision of financial assistance in 2010.</i>	13

<b>ITEM</b>	<b>PAGE</b>
<p><b>8. SECTION 106 AGREEMENTS AND UNILATERAL UNDERTAKINGS</b>  <b>REPORT OF THE HEAD OF DEVELOPMENT AND BUILDING CONTROL</b>  <i>To provide an update on the current S106 Agreements and Unilateral Undertakings in Hitchin at 30 October 2009 for NHDC, at 11 September 2009 for Highways and at 30 June 2009 for HCC.</i></p>	<b>17</b>
<p><b>9. CORPORATE BUSINESS PLANNING 2010 – 2011: EFFICIENCIES AND INVESTMENTS</b>  <b>REPORT OF THE STRATEGIC DIRECTOR OF FINANCE. POLICY AND GOVERNANCE</b>  <b>NOTE: PLEASE NOTE THAT FOLLOWING MEMBERS' BUDGET WORKSHOPS ADDITIONAL INFORMATION MAY BE PROVIDED FOR THIS MEETING AFTER THE PUBLICATION OF THIS AGENDA.</b>  <i>To allow the five Area Committees review and comment on Corporate Business Planning – Efficiencies and Investments for 2010 to 2011.</i></p>	<b>19</b>
<p><b>10. HITCHIN TOWN CENTRE MANAGER</b>  This presentation will be in an oral format.</p>	<b>49</b>
<p><b>11. CHAMPION NEWS AND FINANCE REPORT</b>  <b>REPORT OF THE ACTING HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES</b>  <i>To advise the Hitchin Committee of the schemes and activities undertaken by the Community Development Officer since the meeting held on 22 September 2009.</i>  <b><i>At the time of publication of this agenda there were no grant requests.</i></b></p>	<b>51</b>

### **INFORMATION NOTE**

The following item has been prepared as an Information Note to all Members of the Hitchin Committee and is presented as a supporting paper to the main agenda.

This paper will not be published with this agenda. Copies will be deposited at Hitchin, Letchworth, Baldock and Royston Libraries for public inspection.

<b>ITEM</b>	<b>PAGE</b>
<p><b>A.1 HITCHIN COMMUNITY SURGERY – 5 SEPTEMBER 2009</b>  <b>REPORT OF THE DEMOCRATIC SERVICES MANAGER</b></p>	<b>1</b>
<p><b>A.2 HITCHIN COMMUNITY SURGERY – 3 OCTOBER 2009</b>  <b>REPORT OF THE DEMOCRATIC SERVICES MANAGER</b></p>	<b>5</b>

**The dates for the remaining meetings of the Hitchin Committee in the Civic Year 2009-2010 will be as follows:**

**12 January 2010 – The Gudwara, Wilbury Way, Hitchin**

**9 March 2010 – Roman Catholic Church Hall, Nightingale Road, Hitchin**

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<p style="text-align: center;"><b>HITCHIN COMMITTEE</b> 17 November 2009</p>
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<p><b>*PART 1 – PUBLIC DOCUMENT</b></p>	<p><b>AGENDA ITEM No.</b></p>
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**PUBLIC PARTICIPATION**

Presentations are expected as follows:

1. Mill Media
2. Remix Nightclub
3. Rhythms of the World 2009

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**INFORMATION NOTE : CHURCHGATE CENTRE AND SURROUNDING AREA  
PROCUREMENT PROCESS UPDATE**

REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND  
GOVERNANCE

**1. INTRODUCTION**

- 1.1 Further to previous updates, an information note is provided to update on the ongoing procurement process to appoint a development partner for the redevelopment of the Churchgate Centre and surrounding area.

**2. CONFIDENTIALITY ISSUES**

- 2.1 As previously explained to the Hitchin Area Committee the procurement process is highly commercially sensitive and whilst it is ongoing very little, if any, information can be provided publicly. Paragraphs 2.2 to 2.5 explain the reasons for this, as set out in the four previous information notes provided.
- 2.2 The competitive dialogue process differs from other procurement processes in that it confers on the Council a statutory obligation to ensure commercial confidentiality during the dialogue process. This means that any information relating to one candidate's proposal should not be revealed to any other candidate so that the bids are not compromised. This is to ensure that the developer's intellectual property is protected. In other words, the edge they have on their competitors generally only lies in the design (their architectural techniques) and financial modelling and this is what they are keen to protect at all costs. That is why scheme specific information is not made public until they are finally selected and why it was not possible to have community involvement in this type of procurement. We of course are keen to ensure that they remain competitive and this is why we protect their desire for confidentiality.
- 2.3 The process can be expensive for the developers as it will require each of them to invest time and money in the evolution of a scheme which may not be successful at tender. Commercial confidentiality is therefore an important aspect to the process.
- 2.4 At the very highest end of the risk, disclosure of confidential or sensitive information may open the Council up to challenge by any of the bidders and put the Council at risk. In addition any such action may bring the project to a halt.
- 2.5 The Council has to therefore carefully consider on an ongoing basis the extent to which we are able to put information into the public domain, in light of the above. The information below is what we are able to provide at this time.

### 3. UPDATE ON PROCUREMENT PROCESS

- 3.1 The Committee has previously received an explanation of the procurement process that is being followed, and an explanation of the steps which will be required after the award of contract. This section aims to provide a brief update on the ongoing procurement process since the last information note on 28 July 2009.
- 3.2 Since the Committee meeting of 28 July 2009 a number of further meetings have been held with both Crest Nicholson and Simons Developments to explore, evolve, and rigorously test, their proposed schemes. Members will be aware that on 19 October 2009 the Council released a press statement (attached at Appendix A) announcing that Crest Nicholson would not be proceeding further in the dialogue process after consideration of the criteria set out in the Council's procurement documentation. The remaining bidder continues in the process and implications of having one bidder are set out in Section four.
- 3.3 Dialogue has continued with Simons Developments and at the time of writing this note the dialogue phase of the procurement has not concluded. As previously explained dialogue meetings continue until the Council is satisfied that there is a solution capable of meeting its needs, at which point it will close the Competitive Dialogue and issue an Invitation to Tender to the remaining bidder. A verbal update will be provided as to whether dialogue has been formally closed by the time of the meeting.
- 3.4 Although there is only one bidder remaining the Council continues with the procurement process mapped out at the start. The remaining bidder will still be required to submit a final tender, which will be marked against the criteria set out at the beginning of the procurement process. As stated in the press release the ultimate decision as to whether a contract will be awarded or not falls to full Council, but a number of other committees are included in the process and are able to make recommendations. The intended programme for assessing the marking of the tender return is set out below:
- Hitchin Town Centre Working Party 22 December 2009;
  - Either Hitchin Area Committee 12 January 2010 or Scrutiny Committee 19 January 2010 depending on availability of report;
  - Cabinet 26 January 2010;
  - Council 4 February 2010.
- 3.5 It has always been reported that the close of dialogue and contract award was a movable target due to the nature of the discussions and the procurement process. The project team, whilst frustrated that the process has taken longer than anticipated (frustration which is no doubt shared by the members), considers that the most important factor is to ensure that the process achieves the right end result, even if that takes slightly more time than desired.
- 3.6 The current position relating to costs incurred to date, total £767K, is summarised as follows:
- |                                |       |
|--------------------------------|-------|
| • Consultancy support & advice | £518K |
| • Landlord functions           | £121K |
| • Planning authority functions | £128K |

This covers the period from when development was first mooted in 2001 to beginning of October 2009 and are exclusive of internal staff resources incurred by the Council. Both the Landlord and Planning Authority functions costs would have been incurred regardless of the development and £151K of the consultancy support relates to development of the Town Centre Strategy and input to the Planning Brief which predates the procurement process.

- 3.7 The total costs up to developer selection stage were previously estimated as £783K, although the longer the Dialogue process goes on, the more pressure on this figure. It is standard practice that some pre-development costs are recovered by agreement from the selected developer. Although at this stage in the selection process it cannot be predicted with any accuracy, the Council can expect to recover at least £200K of the above costs.
- 3.8 The Council is confident that Hitchin remains an attractive proposition despite the current economic climate. Members will be aware of other schemes both locally and nationally which have been put on hold or cancelled due to the economic downturn and the fact that this scheme has remained comparatively unaffected is a reflection of the relative strength of Hitchin and its ability to recover sooner than other towns.

#### **4. SINGLE BIDDER ISSUES**

- 4.1 In the information note to Hitchin Area Committee on 18 November 2008 it was stated "If at any stage in the dialogue process there are insufficient bidders to ensure the Council can be satisfied it can show value for money from the bids the process may potentially have to be restarted." The Public Contracts Regulations 2006 do not expressly require a minimum number of bidders to be maintained during a competitive dialogue process and guidance from the European Commission (Explanatory Note – Competitive Dialogue – Classic Directive) envisages that a single bidder situation under the Competitive Dialogue Process is acceptable. Additionally the OGC/HMT's Joint Guidance on using the Competitive Dialogue procedure (2008) also deals with a single bidder situation. The guidance recognises that contracting authorities may find themselves in a situation of market failure or lack of competition, where only a single bidder remains or where there are two or more bidders but only one is considered to be credible. The guidance gives three general principles that should be followed in making the decision as to whether to continue with a single bidder or halt the process, summarised as follows:
- i If the market failure occurs early on in the procurement process, the procurement should be halted unless there are systemic market failures that would equally affect any alternative; [this would have been the test in November 2008];
  - ii Where failure occurs when the process is mature (such as during the later dialogue stages or after bids have been received) the Contracting Authority should consider the strength and quality of the remaining, or any credible, bid/bidder and consider the extent to which the competition up to that stage has been able to drive out and demonstrate value for money; [this was the test applied in October 2009]; and

- iii If a Contracting Authority considers it appropriate to continue with a single bidder, it should ensure that there is transparent competition in the bidder's supply chain.

The Project Team and Working Party have considered the issue and have concluded that the procurement process should continue. It is of course recognised that safeguards are required to ensure that value for money is obtained from the remaining bid, such as that set out at point iii above.

- 4.2 When making the assessment above to continue the process a number of factors were considered. The criteria against which any bid received will be scored were set in August 2008 (at a time when there were four bidders) and have not changed. Additionally the single bidder situation has not occurred until very late in the process, indeed it will have occurred approximately one month from the end of a fourteen month dialogue phase. Therefore for the vast majority of the process the remaining bidder has been discussing their solution with the Council in a competitive environment and they are aware that any changes they consider making to their proposal after becoming the sole remaining bidder will be challenged and placed under considerable scrutiny. Additionally the remaining bidder has been reminded that if their solution is unacceptable the Council has the ability to decide whether to award the contract or not.
- 4.3 The procurement regulations and guidance require that we demonstrate value for money in a situation where there is a single bidder. The Council must also comply with various statutory requirements such as section 123 of the Local Government Act 1972 which requires the Council to get the best consideration that can reasonably be obtained for all of its assets. The section 123 requirements will not just be considered at contract award, but will need to be considered on an ongoing basis as the scheme is worked up and evolves through the public consultation and then planning process. As part of its decision making process full Council will receive a report on all the value for money considerations that must be complied with and the project team will continue to work with its advisors to ensure that this can be demonstrated from any bid submitted. For example this could be by looking at comparative schemes elsewhere, or by requiring any development partner to procure or market test for sub-contractors. The remaining bidder is very much aware that they will need to work with the Council to demonstrate that the various value for money requirements which apply to such projects are met.
- 4.4 Members will note at paragraph 3.4 above that a number of Committees will be considering reports on the project team's scoring of any bid received, and a report on value for money considerations. Any decision to award a contract or not will therefore be subject to the full weight of the Council's decision making processes, with the ultimate decision to be made by full Council. The project team acknowledges, and the point has previously been made to bidders, that any decision to award a contract or not was always going to be subject to intense scrutiny from members, the public and the press due to the nature of the project. It is further acknowledged, and has been explained to the remaining bidder, that the single bidder situation is likely to mean that any decision will be subject to extra scrutiny, including potentially by other public bodies.
- 4.5 For all of the reasons set out in this note the remaining single bidder will not be chosen simply by default of being the 'last man standing'.

## **5. OFT DECISION ON BID RIGGING IN THE CONSTRUCTION INDUSTRY**

- 5.1 Members will recall media reports at the end of September 2009 of the Office of Fair Trading (OFT) issuing significant fines to the construction industry. The OFT has fined a total of 103 firms £129.5m for colluding with competitors on building contracts. It said the firms colluded among themselves during the bidding process, leading to customers, such as local authorities, having to pay too much. Relevant to Churchgate the last two bidders remaining in the process were fined £4,369,555 (Crest Nicholson parent company) and £838,685 (Simons parent company). Members may also wish to note that the parent company of one of the other bidders in the original shortlist of four, Kier Group, was fined the largest single amount of any company, £17,894,438.
- 5.2 The OFT have produced an information note (see Appendix B) in conjunction with the OGC. They uncovered evidence that the practices were widespread and endemic in the construction industry and of wrongdoing by over 1000 companies, but they focused on the strongest evidence to fine the 103. The key point of the note is "it is the recommendation of both the OFT and the OGC that the Parties should not be excluded automatically from future tenders on the grounds that they are Parties to the Decision, or be subject of similar adverse measures making it more difficult for them to qualify for such tenders." Basically the OFT and OGC have taken a very pragmatic view that almost the entire industry was involved and if contracting authorities sought to exclude companies from tendering there would be no-one left to tender.
- 5.3 In relation to the Churchgate project anti-competitive practices are more difficult for the bidders for a number of reasons. Firstly, they are creating individual solutions which are being scored against a number of different criteria, as opposed to tendering against a solution fixed by the Council on which they are just being assessed on cost. Secondly, the Council has employed DTZ as consultants whose remit includes assessing the bidders' financial proposals against what is 'industry norm'.

## **6. CONTACT OFFICERS**

Norma Atlay, Strategic Director of Financial and Regulatory Services. Telephone: 01462 474297. E-mail address: [norma.atlay@north-herts.gov.uk](mailto:norma.atlay@north-herts.gov.uk)

Anthony Roche, Assistant Solicitor. Telephone 01462 474588. E-mail address: [anthony.roche@north-herts.gov.uk](mailto:anthony.roche@north-herts.gov.uk)

## **7. APPENDICES**

- 7.1 Appendix A – Press release dated 19 October 2009.
- 7.2 Appendix B – Information note to procuring entities in the public and private sectors regarding the OFT's decision on bid rigging in the construction industry – 22 September 2009.

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

Council Offices, Gernon Road, Letchworth, Herts. SG6 3JF

Telephone: (01462) 474000. Facsimile: (01462) 474633



# NEWS RELEASE

**PR 1698**

**19 October 2009**

## **STATEMENT ON REDEVELOPMENT OF HITCHIN TOWN CENTRE**

This statement provides an update on North Hertfordshire District Council's procurement process for the Hitchin Churchgate shopping centre and surrounding area redevelopment opportunity.

NHDC are pleased to announce that they will continue the dialogue process with Simons Developments Ltd after Crest Nicholson Regeneration Ltd advised the Council that it would not proceed further in the bidding process in accordance with the criteria set out in the procurement documentation. It is anticipated that the dialogue process will be drawn to a conclusion shortly, with Simons then required to submit a tender response to the Council. This response will be assessed against NHDC's award criteria and the ultimate decision about the project will be made by full Council on 4 February 2010.

Norma Atlay, the Council's Project Director said "These are very testing times for the industry and redevelopment projects. Throughout this process the Council has kept a very close eye on the economic situation and we have been able to take a sensible medium to long-term perspective in our dialogue with bidders. We are pleased that we are able to continue our dialogue with the remaining bidder."

Councillor F. John Smith, Leader of the Council, said "All who live and work in Hitchin can be assured that the Council is determined to press on with work to upgrade the centre of the town. I believe that progress in the next few months will show that our intentions are firm."

**Ends**

For further information contact Roger Harrison, tel 01462 474552, out of hours 07770 604094, or email [Roger.harrison@north-herts.gov.uk](mailto:Roger.harrison@north-herts.gov.uk)

## **Information note to procuring entities in the public and private sectors regarding the OFT's decision on bid rigging in the construction industry**

22 September 2009

This information note has been prepared in conjunction with the OFT's press release of 22 September 2009 announcing its decision (the Decision) that 103 construction companies (the Parties) have infringed competition law through their involvement in bid rigging activities, in particular cover pricing.

### **Introduction**

This note sets out the OFT's views on steps that procurers may be considering as a consequence of the OFT's Decision: specifically, the exclusion of the Parties from future tenders. This note has been prepared following consultation with the Office of Government Commerce (OGC).

It is, however, a matter for individual procurers to decide what action, if any, they should take in their own particular circumstances, having taken appropriate legal advice as necessary.

### **Background**

The findings in the OFT's Decision relate to the conduct of the 103 Parties named in the OFT's press release. However, the OFT's investigation suggests that cover pricing was a widespread and endemic practice in the construction industry. Indeed, the OFT uncovered evidence of cover pricing in over 4000 tenders involving over 1000 companies but had to focus its investigation on a limited number of companies and instances where the available evidence was strongest, in order to make best use of its resources and conclude its investigation within a reasonable timeframe. The OFT could not, therefore, pursue every firm suspected of involvement in cover pricing. Moreover, the endemic nature of the practice within the industry suggests that many other companies are likely to have been involved in bid rigging, even though such activity remained undetected. For this reason, it cannot be assumed that the Parties are the only companies that may have engaged in cover pricing.

### **Exclusion of the Parties from bidding for future tenders**

In light of the above, it is the recommendation of both the OFT and the OGC, that **the Parties should not be excluded automatically from future tenders on the grounds that they are Parties to the Decision, or be the subject of similar adverse measures making it more difficult for them to qualify for such tenders.** Public

authorities are advised to consider the specifics of their procurement, as well as the points outlined below, in deciding the most appropriate course of action on a case by case basis.

The OFT considers that the following factors are relevant to the above:

- The Parties have received significant financial penalties appropriate to the infringement findings in the Decision;
- It would be wrong automatically to assume that construction companies that are not named in the Decision have not also been involved in bid rigging;
- As a result of the OFT's investigation, the Parties can be expected to be particularly aware of the competition rules and the need for compliance and, if anything, are more likely to be compliant; and
- Many of the Parties have cooperated fully with the OFT's investigation and a significant proportion have taken measures to introduce or reinforce formal compliance programmes and to ensure that their staff are aware of their competition law obligations.

For the avoidance of doubt, this recommendation is only intended to apply to this case. It should not be assumed that the OFT would take a similar view in future cases.

### **Avoidance and detection of bid rigging**

Through this Decision, and previous decisions involving the roofing sector, the OFT has sent a clear message to firms both in the construction industry and more generally that bid rigging, including cover pricing, is a serious breach of competition law attracting serious penalties. However, procurers can also take steps to limit the risk of bid rigging occurring in the first place, and to increase the likelihood of detection should it occur.

To that end, the attention of procurers is drawn to the following guidelines:

- *'Making competition work for you'*, a general guide for public sector procurers prepared by the OFT and OGC, which includes guidance on the mitigation of the risks of anti-competitive behaviour and can be found at [www.ogc.gov.uk/documents/CP0144MakingCompetitionWorkForYou.pdf](http://www.ogc.gov.uk/documents/CP0144MakingCompetitionWorkForYou.pdf),
- *'Guidelines for Fighting Bid Rigging in Public Procurement'*, *'Designing tenders to reduce bid rigging'* and *'Detecting bid rigging in public procurement'*, three 'best practice' guidelines prepared by the Organisation for Economic Cooperation and Development (OECD) with input from the OFT which can be found at [www.oecd.org/dataoecd/27/19/42851044.pdf](http://www.oecd.org/dataoecd/27/19/42851044.pdf),

[www.oecd.org/dataoecd/36/40/42594504.pdf](http://www.oecd.org/dataoecd/36/40/42594504.pdf) and  
[www.oecd.org/dataoecd/36/38/42594486.pdf](http://www.oecd.org/dataoecd/36/38/42594486.pdf).

Although these guidelines were designed with public procurers in mind, the principles apply equally to private procurers.

The OFT will continue to work with the construction industry, government and others to ensure effective competition. Should you have any queries regarding this notice, these should be directed to the construction case team at the following e-mail address: [construction@oft.gsi.gov.uk](mailto:construction@oft.gsi.gov.uk).

**TITLE OF REPORT: RHYTHMS OF THE WORLD 2009 AND FUTURE PLANS FOR 2010**

REPORT OF THE ACTING HEAD OF COMMUNITY DEVELOPMENT AND CULTURAL SERVICES

**1. SUMMARY**

- 1.1 To highlight the successes and challenges of the Rhythms of the World (ROTW) festival 2009.
- 1.2 To inform this Committee of preparatory work for the 2010 event.
- 1.3 For the Committee to consider the provision of financial assistance for the 2010 event.

**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 Rhythms of the World occurred over the weekend of July 4<sup>th</sup> and 5<sup>th</sup>, 2009, and for the second year it took place in Hitchin Priory grounds.
- 3.2 The Hitchin Committee gave the festival £10,000 in funding, subject to a bond of £1,000 being held to cover any costs arising from the Festival's use of Butts Close.
- 3.3 As in previous years significant Officer support was given to ROTW in the lead up to this year's event.
- 3.4 ROTW used Butts Close for the 2009 event for a car park and in consultation with the Council and agreement from the local organisations that have an interest in this land.
- 3.5 The charges for entry to the 2009 Festival were: Adults £7, Youth £3 with under 5's free, with no re-admittance once you left the event site.
- 3.6 The 2009 Festival was once again very successful with approximately 16,000 attendees on Saturday and 10,000 attendees on Sunday.
- 3.7 There were no major issues as a result of the event and therefore the release of the £1,000 bond was agreed.

**4. RYHTYMS OF THE WORLD 2010**

- 4.1 The 2010 Festival is planned for 24<sup>th</sup> and 25<sup>th</sup> July, 2010 and again it is scheduled to take place once again in Hitchin Priory grounds although there may be slight

changes to the layout of the event site.

- 4.2 Plans are already being prepared to ensure an effective implementation of the event.

## **5. LEGAL IMPLICATIONS**

- 5.1 Section 2 of the Local Government Act 2000 empowers local authorities to do anything which they consider will improve or promote the social, economic or environmental well-being of their area.
- 5.2 The Terms of Reference for Area Committees contained in the Council Constitution state that Area Committees are empowered to allocate discretionary and devolved budgets. Area Committees are also empowered to establish and maintain relationships with outside bodies/voluntary organisations operating specifically within the area including, where appropriate, the provision of discretionary grant aid/financial support.
- 5.3 The 2010 event will take place in accordance with the licensing regime introduced by the Licensing Act 2003. Applications for premises licence will need to be supported by an operating schedule within the event plan.

The schedule must specify the steps by which the applicant proposes to promote each of the licensing objectives, namely the prevention of public nuisance, the prevention of crime and disorder, the protection of children from harm and public safety.

- 5.4 Section 136 of the Licensing Act 2003 states that the effect of a failure to comply with the Premises Licence and any of the conditions attached to the license is a criminal offence. Upon conviction this would result in a fine of up to £20,000 or up to six months in prison or both.
- 5.5 If any land owned by NHDC is used to host any part of the event (such as car Parking on Butts Close) an occupational licence will need to be entered into between NHDC and Rhythms of the World to regulate the use of the land and to protect NHDC in the event of any costs or claims arising from such use.

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

- 6.1 The Council supports the Festival both 'in kind' and in a grant to ROTW from Hitchin Area Committee. It is difficult to assess the 'in kind' support but it is substantial.
- 6.2 The Committee has supported ROTW for a number of years at an annual cost of £10,000. An award 'in principle' could be made to be funded from the Area Committee Development Budget for 2010/2011.
- 6.3 This Committee has a track record of providing financial assistance to ROTW, which has proved invaluable to the event. ROTW continues to source new avenues of fundraising to keep pace with increasing costs, but has highlighted the importance of Council funding in both direct financial input and the fact that these monies assist in leveraging in other sources of funding.

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

- 7.1 The ROTW festival is recognised as an important multi cultural event for the local population, as well as further afield.

- 7.2 ROTW has continued to benefit from direct officer involvement in the festival. A Community Development representative has ensured that all liaisons between ROTW and NHDC (as well as other external organisations) has progressed smoothly, and the SAT team has organised a range of dedicated meetings with the ROTW team.
- 7.3 ROTW is an excellent example of a multi faceted arts and music project that serves to promote good community cohesion and cultural diversity.

## **8. RECOMMENDATIONS**

The Committee is requested to:

- 8.1 Thank Rhythms of the World for running a successful event during 2009.
- 8.2 Agree the use of Butts Close by ROTW for the 2010 event, subject to consultation with other local organisations that have an interest in this land.
- 8.3 Consider a financial commitment to the 2010 festival of an 'in principle' award of £10,000 from the 2010/2011 development budget.
- 8.4 Consider the retention of a 10% damage bond to cover any issues regarding the use of Butts Close or other issues on NHDC property.

## **9. ALTERNATIVE OPTIONS CONSIDERED**

- 9.1 No alternative options have been considered. However, the process of identifying sources of funding for the festival is an ongoing project.

## **10. CONTACT OFFICERS**

- 10.1 Margaret Bracey, Community Development Officer Ext:4830  
Email: [margaret.bracey@north-herts.gov.uk](mailto:margaret.bracey@north-herts.gov.uk)
- 10.2 Peter Underwood, Community Facilities Manager Ext 4658  
Email: [peter.underwood@north-herts.gov.uk](mailto:peter.underwood@north-herts.gov.uk)
- 10.3 Rory Stracey, Solicitor Ext 4218  
Email: [rory.stracey@north-herts.gov.uk](mailto:rory.stracey@north-herts.gov.uk)
- 10.4 Lois Stewart, Group Accountant Customer Services Ext 4566  
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**TITLE OF REPORT : SECTION 106 AGREEMENT AND UNILATERAL UNDERTAKINGS**

**REPORT OF THE HEAD OF DEVELOPMENT AND BUILDING CONTROL**

**1. SUMMARY**

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

## **2. FORWARD PLAN**

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

## **3. BACKGROUND**

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

## **4. CONSIDERATIONS**

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

- 4.5 The overall income levels associated with Section 106 monies for this Council from 2001/02 are included in the table below:

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

## 5. LEGAL IMPLICATIONS

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

## 6. FINANCIAL AND RISK IMPLICATIONS

- 6.1 The work associated with the implementation of the Section 106 SPD is currently contained within the existing work plans and resources. A review of the document will be needed 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**

It is recommended that the Area Committee

- 9.1 Note the contents of this Report.  
9.2 A Section 106 updating report is presented on an annual basis.

## **10. REASONS FOR RECOMMENDATIONS**

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

## **11. ALTERNATIVE OPTIONS CONSIDERED**

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

## **12. APPENDICES**

- 12.1 Appendices - as set out in paragraph 1.2

### **13. CONTACT OFFICERS**

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### **14. BACKGROUND PAPERS**

- 14.1 Section 106 Supplementary Planning Document and monitoring reports



## Monitoring Reports - Section 106 Planning Obligation Finances by Area: Hitchin

### Area: Hitchin

### Parish: Hitchin

<b>02/00895/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land off Kershaws Hill, Hitchin, SG4	Sustainable Transport Cont Residential	31/12/2012 00:00:00	£12,000.00	£12,000.00	£0.00		
<b>03/00959/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Affordable Units</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5	Affordable Housing						
<b>03/01283/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at Starlings Bridge, Nightingale Road, Hitchin, SG5	Play Spce Contribution  Environmental Improvements		£14,000.00	£14,000.00	£0.00		
<b>03/01342/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Roma Laboratories, Cadwell Lane, Hitchin	Open Space Contribution	14/10/2010 00:00:00	£7,000.00	£7,000.00	£0.00	£0.00	£7,000.00
<b>03/01985/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Royal Quarter, 98 Ickleford Road, Hitchin, SG5 1TJ	Play Spce Contribution		£4,800.00	£4,800.00	£0.00		
<b>05/00095/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at William Ransom site, off Whinbush Road, Hitchin, SG5	Youth Contribution  Play Spce Contribution  Environmental Improvements	17/10/2015 00:00:00  17/10/2015 00:00:00	£19,500.00  £31,200.00	£19,500.00  £31,919.00	£0.00  £0.00	£8,200.00	£11,300.00


**Monitoring Reports - Section 106 Planning Obligation Finances by Area: Hitchin**
**Area: Hitchin**
**Parish: Hitchin**

<b>05/00516/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
A & B Glassworks, Cooks Way, Hitchin, SG4	Play Spce Contribution		£25,000.00		£25,000.00		
<b>05/01137/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Affordable Units</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
North Herts College, William Road, Hitchin, SG4 0UJ	Affordable Housing	18					
	Play Spce Contribution		£18,050.00		£18,050.00		
<b>06/00088/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Crown House and Sceptre House, Bridge Street, Hitchin, SG5	Community Development		£18,000.00		£18,000.00		
	Childcare Contribution	04/08/2019 00:00:00	£7,200.00	£8,247.27	£0.00		
	Affordable Housing	6					
<b>06/00786/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
20-34 Grove Road, Hitchin, SG5 1SE	Open Space Contribution		£6,000.00		£6,000.00		
	Affordable Housing	5					
<b>06/02007/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5	Youth Contribution		£45,250.00	£45,250.00	£0.00		
	Affordable Housing	37					



**Monitoring Reports - Section 106 Planning Obligation Finances by Area: Hitchin**

**Area: Hitchin**

**Parish: Hitchin**

<b>07/00347/1</b>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
<u>Site</u> Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4	Play Spce Contribution	20/11/2018 00:00:00	£29,100.00	£29,100.00	£0.00		
	Affordable Housing	27					
<b>Totals for Hitchin:</b>			<b>£237,100.00</b>	<b>£171,816.27</b>	<b>£67,050.00</b>	<b>£8,200.00</b>	<b>£18,300.00</b>
<b>Totals for Hitchin:</b>			<b>£237,100.00</b>	<b>£171,816.27</b>	<b>£67,050.00</b>	<b>£8,200.00</b>	<b>£18,300.00</b>



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>07/00440/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin	Informal Open Space		£2,230.40		£2,230.40		
	Comty Ctre & Town and Village Hall Contr		£2,620.72		£2,620.72		
	Leisure Contribution		£4,335.34		£4,335.34		
	Pitch Sports Contribution		£2,035.24		£2,035.24		
	Waste Collection and Re-Cycling Cont		£464.00		£464.00		
	Play Spce Contribution		£4,126.24		£4,126.24		
<b>07/00535/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin	Waste Collection and Re-Cycling Cont		£71.00		£71.00		
	Sustainable Transport Cont Residential		£2,000.00		£2,000.00		
	Play Spce Contribution		£908.72		£908.72		
	Pitch Sports Contribution		£448.22		£448.22		
	Informal Open Space		£491.20		£491.20		
	Leisure Contribution		£954.77		£954.77		
	Comty Ctre & Town and Village Hall Contr		£577.16		£577.16		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>07/00816/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
1a Verulam Road, Hitchin, SG5 1QA	Waste Collection and Re-Cycling Cont		£26.00		£26.00		
	Play Spce Contribution		£372.96		£372.96		
	Pitch Sports Contribution		£183.96		£183.96		
	Informal Open Space		£201.60		£201.60		
	Leisure Contribution		£391.86		£391.86		
	Comty Ctre & Town and Village Hall Contr		£236.88		£236.88		
<b>07/01052/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Benslow Music Trust, Benslow Lane, Hitchin, SG4 9RB	Sustainable Transport Cont Non Res		£2,000.00		£2,000.00		
<b>07/01443/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH	Waste Collection and Re-Cycling Cont		£7.00	£7.00	£0.00		
	Play Spce Contribution		£364.08	£364.08	£0.00		
	Pitch Sports Contribution		£179.58	£179.58	£0.00		
	Informal Open Space		£196.80	£196.80	£0.00		
	Leisure Contribution		£382.53	£382.53	£0.00		
	Comty Ctre & Town and Village Hall Contr		£231.24	£231.24	£0.00		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### Parish: Hitchin

<b>07/01536/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
9-10 Bearton Road, Hitchin, SG5 1UB	Waste Collection and Re-Cycling Cont		£104.00		£104.00		
	Sustainable Transport Cont Residential		£2,000.00		£2,000.00		
	Play Spce Contribution		£2,107.52		£2,107.52		
	Pitch Sports Contribution		£1,039.52		£1,039.52		
	Informal Open Space		£1,139.20		£1,139.20		
	Leisure Contribution		£2,214.32		£2,214.32		
	Comty Ctre & Town and Village Hall Contr		£1,338.56		£1,338.56		
<b>07/01846/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4	Sustainable Transport Cont Residential		£500.00		£500.00		
	Informal Open Space		£206.40		£206.40		
	Play Spce Contribution		£381.84		£381.84		
	Comty Ctre & Town and Village Hall Contr		£242.52		£242.52		
	Leisure Contribution		£401.19		£401.19		
	Pitch Sports Contribution		£188.34		£188.34		
<b>07/02037/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Unit 25, Cam Centre, Wilbury Way, Hitchin, SG4	Sustainable Transport Cont Non Res		£2,000.00		£2,000.00		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### Parish: Hitchin

<b>07/02060/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Priory Cottages, 1-2 Tilehouse Street, Hitchin	Play Spce Contribution		£1,053.76	£1,053.76	£0.00		
	Waste Collection and Re-Cycling Cont		£142.00	£142.00	£0.00		
	Sustainable Transport Cont Residential		£1,000.00	£1,000.00	£0.00		
	Pitch Sports Contribution		£519.76	£519.76	£0.00		
	Informal Open Space		£569.60	£569.60	£0.00		
	Leisure Contribution		£1,107.16	£1,107.16	£0.00		
	Comty Ctre & Town and Village Hall Contr		£669.28	£669.28	£0.00		
<b>07/02086/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Ashe House, Sharps Way, Hitchin, SG4	Waste Collection and Re-Cycling Cont		£364.00		£364.00		
	Informal Open Space		£3,488.00		£3,488.00		
	Leisure Contribution		£6,779.80		£6,779.80		
	Pitch Sports Contribution		£3,182.80		£3,182.80		
	Comty Ctre & Town and Village Hall Contr		£4,098.40		£4,098.40		
	Play Spce Contribution		£6,452.80		£6,452.80		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>07/02240/1</b>								
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>	
35a Verulam Road, Hitchin, SG5 1QE	Waste Collection and Re-Cycling Cont		£147.24	£147.24	£0.00			
	Sustainable Transport Cont Residential		£2,135.56	£2,135.56	£0.00			
	Play Spce Contribution		£1,540.78	£1,540.78	£0.00			
	Pitch Sports Contribution		£759.98	£759.98	£0.00			
	Informal Open Space		£832.86	£832.86	£0.00			
	Leisure Contribution		£1,712.62	£1,712.62	£0.00			
	Comty Ctre & Town and Village Hall Contr		£1,035.28	£1,035.28	£0.00			
	<b>07/02288/1</b>							
	<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
271 Bedford Road, Hitchin, SG5 2UQ	Waste Collection and Re-Cycling Cont		£137.00		£137.00			
	Sustainable Transport Cont Residential		£2,000.00		£2,000.00			
	Play Spce Contribution		£3,472.08		£3,472.08			
	Pitch Sports Contribution		£1,712.58		£1,712.58			
	Informal Open Space		£1,876.80		£1,876.80			
	Leisure Contribution		£3,648.03		£3,648.03			
	Comty Ctre & Town and Village Hall Contr		£2,204.92		£2,204.92			



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>07/02740/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
60 Old Park Road, Hitchin, SG5 2JX	Waste Collection and Re-Cycling Cont		£71.00	£75.14	£0.00		
	Play Spce Contribution		£526.88	£557.57	£0.00		
	Pitch Sports Contribution		£259.88	£275.02	£0.00		
	Informal Open Space		£284.80	£301.39	£0.00		
	Leisure Contribution		£553.58	£600.55	£0.00	£0.00	£600.55
	Comty Ctre & Town and Village Hall Contr		£334.64	£363.03	£0.00		
	Sustainable Transport Cont Residential		£750.00	£825.68	£0.00		
<b>07/02848/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
57 Nightingale Road, Hitchin, SG5 1RQ	Waste Collection and Re-Cycling Cont		£208.00		£208.00		
	Sustainable Transport Cont Residential		£4,000.00		£4,000.00		
	Play Spce Contribution		£3,291.52		£3,291.52		
	Pitch Sports Contribution		£1,623.52		£1,623.52		
	Informal Open Space		£1,779.58		£1,779.58		
	Leisure Contribution		£3,458.32		£3,458.32		
	Comty Ctre & Town and Village Hall Contr		£2,090.56		£2,090.56		
<b>08/00366/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
32 - 34 Bury Mead Road, Hitchin	Sustainable Transport Cont Non Res		£5,000.00		£5,000.00		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### Parish: Hitchin

<b>08/00505/1</b>								
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>	
Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST	Play Spce Contribution		£4,437.04		£4,437.04			
	Leisure Contribution		£4,661.89		£4,661.89			
	Informal Open Space		£2,398.40		£2,398.40			
	Waste Collection and Re-Cycling Cont		£215.00		£215.00			
	Sustainable Transport Cont Residential		£14,000.00		£14,000.00			
	Pitch Sports Contribution		£2,188.54		£2,188.54			
	Comty Ctre & Town and Village Hall Contr		£2,818.12		£2,818.12			
	Library Contributions		£1,033.00		£1,033.00			
<b>08/00571/1</b>								
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>	
1-1A Florence Street, Hitchin	Waste Collection and Re-Cycling Cont		£213.00		£213.00			
	Sustainable Transport Cont Residential		£1,500.00		£1,500.00			
	Play Spce Contribution		£2,228.88		£2,228.88			
	Pitch Sports Contribution		£1,099.38		£1,099.38			
	Informal Open Space		£1,204.80		£1,204.80			
	Leisure Contribution		£2,341.83		£2,341.83			
	Comty Ctre & Town and Village Hall Contr		£1,415.64		£1,415.64			



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### Parish: Hitchin

<b>08/00747/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
40a Queen Street, Hitchin, SG4 9TS	Waste Collection and Re-Cycling Cont		£54.00	£59.70	£0.00		
	Play Spce Contribution		£372.96	£412.34	£0.00		
	Pitch Sports Contribution		£183.96	£203.38	£0.00		
	Informal Open Space		£201.60	£222.88	£0.00		
	Leisure Contribution		£391.86	£448.86	£0.00		
	Comty Ctre & Town and Village Hall Contr		£236.88	£271.34	£0.00		
<b>08/00872/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA	Comty Ctre & Town and Village Hall Contr		£577.16		£577.16		
	Informal Open Space		£491.20		£491.20		
	Play Spce Contribution		£908.72		£908.72		
	Waste Collection and Re-Cycling Cont		£71.00		£71.00		
	Pitch Sports Contribution		£448.22		£448.22		
	Sustainable Transport Cont Residential		£1,500.00		£1,500.00		
	Leisure Contribution		£954.77		£954.77		
<b>08/01086/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Pinehill Hospital, Benslow Lane, Hitchin, SG4 9QZ	Sustainable Transport Cont Non Res		£9,989.46	£9,989.46	£0.00		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>08/01129/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Garden House, 42 Bancroft, Hitchin, SG5 1DD	Play Spce Contribution		£7,376.34	£8,155.14	£0.00		
			£7,376.34	£8,155.14	£0.00		
	Pitch Sports Contribution		£3,638.32	£4,022.44	£0.00		
			£3,638.32	£4,022.44	£0.00		
	Leisure Contribution		£7,750.12	£8,877.41	£0.00		
			£7,750.12	£8,877.41	£0.00		
	Informal Open Space		£3,987.20	£4,408.15	£0.00		
			£3,987.20	£4,408.15	£0.00		
	Waste Collection and Re-Cycling Cont		£364.00	£402.43	£0.00		
			£364.00	£402.43	£0.00		
Comty Ctre & Town and Village Hall Contr		£4,684.96	£5,366.41	£0.00			
		£4,684.96	£5,366.41	£0.00			
<b>08/01260/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Adjacent To, 22A Sunnyside Road, Hitchin	Pitch Sports Contribution		£366.46		£366.46		
	Waste Collection and Re-Cycling Cont		£71.00		£71.00		
	Comty Ctre & Town and Village Hall Contr		£471.88		£471.88		
	Informal Open Space		£742.96		£742.96		
	Sustainable Transport Cont Residential		£1,000.00		£1,000.00		
	Leisure Contribution		£780.61		£780.61		
	Play Spce Contribution		£401.60		£401.60		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### Parish: Hitchin

<b>08/01406/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
17 & 18 Bucklersbury, Hitchin, SG5 1BB	Leisure Contribution		£1,561.22		£1,561.22		
	Play Spce Contribution		£1,485.92		£1,485.92		
	Pitch Sports Contribution		£732.92		£732.92		
	Informal Open Space		£803.20		£803.20		
	Waste Collection and Re-Cycling Cont		£142.00		£142.00		
	Comty Ctre & Town and Village Hall Contr		£943.76		£943.76		
<b>08/01416/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
5-6 Bilton Road, Hitchin, SG4 0SB	Sustainable Transport Cont Non Res						
<b>08/02046/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Swiss RE office car park, Old Charlton Road, Hitchin, SG5	Pitch Sports Contribution		£1,559.28		£1,559.28		
	Sustainable Transport Cont Residential		£4,500.00		£4,500.00		
	Waste Collection and Re-Cycling Cont		£156.00		£156.00		
	Comty Ctre & Town and Village Hall Contr		£2,007.84		£2,007.84		
	Leisure Contribution		£3,321.48		£3,321.48		
	Informal Open Space		£1,708.80		£1,708.80		
	Play Spce Contribution		£3,161.28		£3,161.28		



**Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin**

**Area: Hitchin**

**Parish: Hitchin**

<b>08/02116/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
14a, 15 and 16 Bancroft, Hitchin, SG5	Pitch Sports Contribution		£1,039.52		£1,039.52		
	Informal Open Space		£1,139.20		£1,139.20		
	Waste Collection and Re-Cycling Cont		£284.00		£284.00		
	Comty Ctre & Town and Village Hall Contr		£1,338.56		£1,338.56		
	Play Spce Contribution		£2,107.52		£2,107.52		
	Leisure Contribution		£2,214.32		£2,214.32		
	Sustainable Transport Cont Residential		£3,000.00		£3,000.00		
<b>08/02210/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Rear Of, 93 Bancroft, Hitchin	Waste Collection and Re-Cycling Cont		£78.00		£78.00		
	Play Spce Contribution		£1,118.88		£1,118.88		
	Informal Open Space		£604.80		£604.80		
	Public Realm Contribution Non Res		£1,045.00		£1,045.00		
	Pitch Sports Contribution		£551.88		£551.88		
	Comty Ctre & Town and Village Hall Contr		£710.64		£710.64		
	Leisure Contribution		£1,175.58		£1,175.58		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>09/00798/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Off, St Faiths Close, Hitchin	Sustainable Transport Cont Residential		£1,125.00		£1,125.00		
	Play Spce Contribution		£742.96		£742.96		
	Waste Collection and Re-Cycling Cont		£71.00		£71.00		
	Informal Open Space		£401.60		£401.60		
	Pitch Sports Contribution		£366.46		£366.46		
	Comty Ctre & Town and Village Hall Contr		£471.88		£471.88		
	Leisure Contribution		£780.61		£780.61		
<b>09/01099/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
The Silver Moon, Bedford Road, Hitchin, SG5 2TP	Comty Ctre & Town and Village Hall Contr		£471.88	£540.52	£0.00		
	Waste Collection and Re-Cycling Cont		£71.00	£78.02	£0.00		
	Play Spce Contribution		£742.96	£816.44	£0.00		
	Sustainable Transport Cont Residential		£1,000.00	£1,163.91	£0.00		
	Pitch Sports Contribution		£366.46	£402.68	£0.00		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>09/01158/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land to r/o 22 Bancroft, Hitchin, SG5 1JW	Pitch Sports Contribution		£1,099.38		£1,099.38		
	Waste Collection and Re-Cycling Cont		£213.00		£213.00		
	Informal Open Space		£1,204.80		£1,204.80		
	Leisure Contribution		£2,341.83		£2,341.83		
	Sustainable Transport Cont Residential		£3,000.00		£3,000.00		
	Play Spce Contribution		£2,228.88		£2,228.88		
	Comty Ctre & Town and Village Hall Contr		£1,415.64		£1,415.64		
<b>09/01242/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
101A Bancroft, Hitchin	Waste Collection and Re-Cycling Cont		£26.00		£26.00		
	Leisure Contribution		£553.58		£553.58		
	Comty Ctre & Town and Village Hall Contr		£334.64		£334.64		
	Informal Open Space		£526.88		£526.88		
	Pitch Sports Contribution		£259.88		£259.88		
	Play Spce Contribution		£284.80		£284.80		



## Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin

### Area: Hitchin

### **Parish: Hitchin**

<b>09/01434/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land Adjacent To The Larches, Standhill Road, Hitchin	Pitch Sports Contribution		£896.44		£896.44		
	Waste Collection and Re-Cycling Cont		£142.00		£142.00		
	Leisure Contribution		£1,909.54		£1,909.54		
	Informal Open Space		£982.40		£982.40		
	Sustainable Transport Cont Residential		£3,000.00		£3,000.00		
	Comty Ctre & Town and Village Hall Contr		£1,154.32		£1,154.32		
	Play Spce Contribution		£1,817.44		£1,817.44		
<b>Totals for Hitchin:</b>			<b>£302,844.84</b>	<b>£94,658.98</b>	<b>£215,792.05</b>	<b>£0.00</b>	<b>£600.55</b>
<b>Totals for Hitchin:</b>			<b>£302,844.84</b>	<b>£94,658.98</b>	<b>£215,792.05</b>	<b>£0.00</b>	<b>£600.55</b>


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

<b>01/01207/1</b>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
<u>Site</u> Land north of, Hillgate, Hitchin, SG4	Sustainable Transport Cont Non Res						
<b>02/01573/1</b>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
<u>Site</u> 88, Walsworth Road, Hitchin	Youth Contribution  Library Contributions Sustainable Transport Cont Residential						
<b>03/00959/1</b>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
<u>Site</u> Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5	Sustainable Transport Cont Residential  Education Secondary Contribution Childcare Contribution Library Contributions						
<b>03/01283/1</b>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
<u>Site</u> Land at Starlings Bridge, Nightingale Road, Hitchin, SG5	Library Contributions  Education Secondary Contribution						
<b>04/00229/1</b>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
<u>Site</u> Unit 4, Bilton Road, Hitchin, SG4 0SB	Sustainable Transport Cont Non Res						



**Monitoring Reports - Section 106 Planning Obligation Finances by Area: Hitchin - County Contributions**

**Area: Hitchin**

**Parish: Hitchin**

<b>05/0095/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land at William Ransom site, off Whinbush Road, Hitchin, SG5	Education						
	Sustainable Transport Cont						
	Residential						
	Library Contributions						
	Childcare Contribution						
<b>05/00516/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
A & B Glassworks, Cooks Way, Hitchin, SG4	Sustainable Transport Cont						
	Residential						
<b>05/01137/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
North Herts College, William Road, Hitchin, SG4 0UJ	Childcare Contribution		£25,773.00		£25,773.00		
	Library Contributions		£12,851.00		£12,851.00		
	Education		£40,508.00		£40,508.00		
<b>06/00088/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Crown House and Sceptre House, Bridge Street, Hitchin, SG5	Library Contributions						
	Education Secondary Contribution						
	Youth Contribution						
	Sustainable Transport Cont						
	Residential						


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

<b>06/00786/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
20-34 Grove Road, Hitchin, SG5 1SE	Education		£3,138.00		£3,138.00		
	Traffic - Other Schemes		£10,000.00		£10,000.00		
	Library Contributions		£3,626.00		£3,626.00		
	Child and Youth Care		£7,260.00		£7,260.00		
<b>06/01350/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Former Tyre & Exhaust Centre, 18-20 Stevenage Road, Hitchin, SG4 9DL	Sustainable Transport Cont Residential						
<b>06/02007/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5	Library Contributions		£28,820.00		£0.00		
	Sustainable Transport Cont Residential		£74,000.00		£0.00		
	Play Spce Contribution		£5,000.00		£0.00		
	Childcare Contribution		£47,960.00		£0.00		
	Education		£53,786.00		£0.00		



**Monitoring Reports - Section 106 Planning Obligation Finances by Area: Hitchin - County Contributions**

**Area: Hitchin**

**Parish: Hitchin**

<b>07/00347/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4	Childcare Contribution						
	Library Contributions						
	Education Secondary Contribution						
	Sustainable Transport Cont						
	Residential						
	Youth Contribution						
<b>08/02915/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
North Hertfordshire College, Cambridge Road, Hitchin, SG4 0JD	Sustainable Transport Cont		£35,000.00		£35,000.00		
	Non Res		£95,500.00		£95,500.00		
<b>Totals for Hitchin:</b>			<b>£443,222.00</b>		<b>£233,656.00</b>		
<b>Totals for Hitchin:</b>			<b>£443,222.00</b>		<b>£233,656.00</b>		



**Monitoring Reports - Unilateral undertaking Finances by Area: Hitchin - County Contributions**

**Area: Hitchin**

**Parish: Hitchin**

<b>07/02086/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Ashe House, Sharps Way, Hitchin, SG4	Childcare Contribution		£368.00		£368.00		
	Library Contributions		£1,644.00		£1,644.00		
	Nursery Care Facilities		£896.00		£896.00		
	Education Secondary Contribution		£3,792.00		£3,792.00		
	Education Primary Contribution		£4,584.00		£4,584.00		
	Youth Contribution		£88.00		£88.00		
<b>08/01129/1</b>							
<u>Site</u>	<u>Purpose</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Outstanding</u>	<u>Spent/Committed</u>	<u>Balance</u>
Garden House, 42 Bancroft, Hitchin, SG5 1DD	Education Secondary Contribution		£6,636.00		£0.00		
	Childcare Contribution		£644.00		£0.00		
	Youth Contribution		£154.00		£0.00		
	Library Contributions		£1,806.00		£0.00		
	Nursery Care Facilities		£1,568.00		£0.00		
<b>Totals for Hitchin:</b>			<b>£22,180.00</b>		<b>£11,372.00</b>		
<b>Totals for Hitchin:</b>			<b>£22,180.00</b>		<b>£11,372.00</b>		



Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin

Hitchin

Affordable Housing

Appn Ref	Site	Affordable Units	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
03/00959/1	Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5						
05/01137/1	North Herts College, Willian Road, Hitchin, SG4 0UJ	18					
<p>Affordable Housing</p> <p>18 of all dwellings shall be Affordable Housing Units, 6 to be shared ownership and 12 social rented</p> <p>Mix to be submitted in reserved matters application</p> <p>5 1 bed flats 9 2 bed flats 4 3 bed houses or other such mix as agreed in writing by Council</p> <p>occupation of not more than 50% of open market dwellings until ahu constructed to standard to allow immediate occupation Affordable housing units have been transferred to affordable housing provider</p>							
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5	6					
<p>Affordable Housing (NHDC)</p> <p>Owner shall ensure that at least 6 of the 1-bed units are affordable housing units, two of which shall be shared ownership units and 4 shall be social rented units Prior to commencement of development, owner shall provide details of location of affordable housing units. Owner shall not allow occupation of more than 50% of open market dwellings until construction of AHU to such a standard as to allow immediate occupation and units have been transferred to Affordable Housing Provider Under Deed of Modification, the 6 affordable housing units to be provided on site opposite (agreed in accordance with provision of funding for footbridge)</p>							
06/00786/1	20-34 Grove Road, Hitchin, SG5 1SE	5					
<p>Affordable housing - 5 are affordable, of which 4 are social rented units and one is a shared ownership unit.</p>							
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5	37					
<p>Affordable Housing</p> <p>Due to complete in July 2009 with Jephson Housing Association. 9 x 2 bed houses, 3 x 3 bed houses, 12 x 1 bed flats for rent and 13 x 2 bed flats for shared ownership</p>							
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4	27					



**Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin**

**Hitchin**

**Affordable Housing**

Appn Ref	Site	Affordable Units	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
	Affordable Housing 27 of the dwellings comprised within the Development to be made available persons in need who live in the qualifying area. not to permit occupation of more than 50% of market housing units until AHU built to standard to allow immediate occupation and no more than 70% of the market housing shall be occupied until the AHU have been transferred to Registered Social Landlord						
<b>Totals for Affordable Housing:</b>							

**Childcare Contribution**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5	04/08/2019 00:00:00	£7,200.00	£8,247.27		£0.00	
	Children and Young Peoples (NHDC) Towards the Council's Hitchin town centre project for a centre for children and young people						
<b>Totals for Childcare Contribution:</b>			<b>£7,200.00</b>	<b>£8,247.27</b>		<b>£0.00</b>	

**Community Development**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5						
	Riverside Walkway (NHDC) Provide all engineering works and landscaping in accordance with specification and drawings approved by NHDC Head of Building Control within 8 weeks of receipt						
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5		£18,000.00			£18,000.00	
	New Footbridge (NHDC) Modification Deed Pedestrian footbridge over River Hiz to be constructed by the Council Bridge is off-site and obligation payment is 28 days from written request by Council within a 10 year period						
<b>Totals for Community Development:</b>			<b>£18,000.00</b>			<b>£18,000.00</b>	



**Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin**

**Hitchin**

**Environmental Improvements**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
03/01283/1	Land at Starlings Bridge, Nightingale Road, Hitchin, SG5						
River Hiz Walkway To reimburse the Council on demand the reasonable cost for constructing an additional length of walkway within Bancroft Recreational Ground to link with the River Hiz Walkway NHDC need to claim costs from developer							
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5						
River Hiz Scheme. See 106 for details							
<b>Totals for Environmental Improvements:</b>							

**Open Space Contribution**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
03/01342/1	Roma Laboratories, Cadwell Lane, Hitchin	14/10/2010 00:00:00	£7,000.00	£7,000.00	£0.00	£0.00	£7,000.00
Open space contribution (NHDC) To be used for improvements to Cadwell Playing Fields allocated to Cadwell Lane Pavillion. To be spent in 2009/10							
06/00786/1	20-34 Grove Road, Hitchin, SG5 1SE		£6,000.00			£6,000.00	
Open space contribution - with condition. Contribution towards enhancement and maintenance of Ransoms Recreation ground within the vicinity of the land. Prior to occupation of any market dwelling.							
<b>Totals for Open Space Contribution:</b>			<b>£13,000.00</b>	<b>£7,000.00</b>	<b>£0.00</b>	<b>£6,000.00</b>	<b>£7,000.00</b>



## Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin

### Hitchin

#### Play Spce Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
03/01283/1	Land at Starlings Bridge, Nightingale Road, Hitchin, SG5		£14,000.00	£14,000.00		£0.00	
<p>To pay council within one calendar month of commencement of development sum of £14000 for improvements to Bancroft Recreational Ground.</p> <p>Money received 22/02/05. Countryside Manager advice. Money not yet spent defer allocation maybe used for new pavillion.</p>							
03/01985/1	Royal Quarter, 98 Ickleford Road, Hitchin, SG5 1TJ		£4,800.00	£4,800.00		£0.00	
<p>Play Space Contribution (NHDC)</p> <p>The applicant covenants to pay NHDC, upon commencement of the development, the sum of £4,800 as a contribution towards the cost of improvements to Bancroft Recreation Ground.</p> <p>No payback clause but council covenants to remove from land charges register on written request of owner when all obligations fulfilled.</p>							
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5	17/10/2015 00:00:00	£31,200.00	£31,919.00		£0.00	
<p>Bancroft Recreation Ground</p> <p>£31,200 towards Recreation Ground. NHDC to refund with interest any portion of the contribution unspent 10 years from date of deed. Money in £50,700, has been allocated but not yet spent</p>							
05/00516/1	A & B Glassworks, Cooks Way, Hitchin, SG4		£25,000.00			£25,000.00	
<p>Play Area contribution towards the existing play area and/or the provision of a new wheeled facility at Walsworth Common. To refund contirbution if not spent within 10 years of date of payment.</p>							
05/01137/1	North Herts College, Willian Road, Hitchin, SG4 0UJ		£18,050.00			£18,050.00	
<p>LEAP Contribution</p> <p>Towards improvements and new wheeled facility both at the nearby Purwell Recreation Ground</p>							
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4	20/11/2018 00:00:00	£29,100.00	£29,100.00		£0.00	
<p>Recreational Facilities: Financial Contribution towards improvements to Ransoms Rec Ground</p>							
<b>Totals for Play Spce Contribution:</b>			<b>£122,150.00</b>	<b>£79,819.00</b>		<b>£43,050.00</b>	



**Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin**

**Hitchin**

**Sustainable Transport Cont Residential**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
02/00895/1	Land off Kershaws Hill, Hitchin, SG4	31/12/2012 00:00:00	£12,000.00	£12,000.00		£0.00	
<p>Sustainable Transport (Parking) (NHDC)                      The landowner to pay the Council, upon demand, within a period of 4 years from the first occupation of the first dwelling, the sum of £12,000 towards parking improvements in the immediate area of the application site.                       Payment required to be spent by December 2012</p>							
<b>Totals for Sustainable Transport Cont Residential:</b>			<b>£12,000.00</b>	<b>£12,000.00</b>		<b>£0.00</b>	

**Youth Contribution**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5	17/10/2015 00:00:00	£19,500.00	£19,500.00	£8,200.00	£0.00	£11,300.00
<p>Children &amp; Young People                      £19,500 towards a Town Centre Project Contribution for establishing a centre for children and young people following execution of agreement. NHDC to refund with interest any portion of contribution not spent 10 years from date of deed. Money received but not yet spent</p>							
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5		£45,250.00	£45,250.00		£0.00	
<p>Youth Contribution (NHDC)                      To be used towards the project for Hitchin Children and Young People's Centre</p>							
<b>Totals for Youth Contribution:</b>			<b>£64,750.00</b>	<b>£64,750.00</b>	<b>£8,200.00</b>	<b>£0.00</b>	<b>£11,300.00</b>
<b>Totals for Hitchin:</b>			<b>£237,100.00</b>	<b>£171,816.27</b>	<b>£8,200.00</b>	<b>£67,050.00</b>	<b>£18,300.00</b>



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Comty Ctre & Town and Village Hall Contr

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00440/1	Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin		£2,620.72			£2,620.72	
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£577.16			£577.16	
07/00816/1	1a Verulam Road, Hitchin, SG5 1QA		£236.88			£236.88	
07/01443/1	Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH		£231.24	£231.24		£0.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£1,338.56			£1,338.56	
07/01846/1	Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4		£242.52			£242.52	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£669.28	£669.28		£0.00	
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£4,098.40			£4,098.40	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£1,035.28	£1,035.28		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£2,204.92			£2,204.92	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£334.64	£363.03		£0.00	
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£2,090.56			£2,090.56	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£2,818.12			£2,818.12	
08/00571/1	1-1A Florence Street, Hitchin		£1,415.64			£1,415.64	
08/00747/1	40a Queen Street, Hitchin, SG4 9TS		£236.88	£271.34		£0.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£577.16			£577.16	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£4,684.96	£5,366.41		£0.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£4,684.96	£5,366.41		£0.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£471.88			£471.88	
08/01406/1	17 & 18 Bucklersbury, Hitchin, SG5 1BB		£943.76			£943.76	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£2,007.84			£2,007.84	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£1,338.56			£1,338.56	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Comty Ctre & Town and Village Hall Contr

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£710.64			£710.64	
09/00798/1	Land Off, St Faiths Close, Hitchin		£471.88			£471.88	
09/01099/1	The Silver Moon, Bedford Road, Hitchin, SG5 2TP		£471.88	£540.52		£0.00	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£1,415.64			£1,415.64	
09/01242/1	101A Bancroft, Hitchin		£334.64			£334.64	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£1,154.32			£1,154.32	
<b>Totals for Comty Ctre &amp; Town and Village Hall Contr:</b>			<b>£39,418.92</b>	<b>£13,843.51</b>		<b>£27,069.80</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

## Hitchin

## Informal Open Space

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00440/1	Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin		£2,230.40			£2,230.40	
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£491.20			£491.20	
07/00816/1	1a Verulam Road, Hitchin, SG5 1QA		£201.60			£201.60	
07/01443/1	Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH		£196.80	£196.80		£0.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£1,139.20			£1,139.20	
07/01846/1	Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4		£206.40			£206.40	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£569.60	£569.60		£0.00	
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£3,488.00			£3,488.00	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£832.86	£832.86		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£1,876.80			£1,876.80	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£284.80	£301.39		£0.00	
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£1,779.58			£1,779.58	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£2,398.40			£2,398.40	
08/00571/1	1-1A Florence Street, Hitchin		£1,204.80			£1,204.80	
08/00747/1	40a Queen Street, Hitchin, SG4 9TS		£201.60	£222.88		£0.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£491.20			£491.20	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£3,987.20	£4,408.15		£0.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£3,987.20	£4,408.15		£0.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£742.96			£742.96	
08/01406/1	17 & 18 Bucklersbury, Hitchin, SG5 1BB		£803.20			£803.20	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£1,708.80			£1,708.80	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£1,139.20			£1,139.20	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Informal Open Space

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£604.80			£604.80	
09/00798/1	Land Off, St Faiths Close, Hitchin		£401.60			£401.60	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£1,204.80			£1,204.80	
09/01242/1	101A Bancroft, Hitchin		£526.88			£526.88	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£982.40			£982.40	
<b>Totals for Informal Open Space:</b>			<b>£33,682.28</b>	<b>£10,939.83</b>		<b>£23,622.22</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Leisure Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00440/1	Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin		£4,335.34			£4,335.34	
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£954.77			£954.77	
07/00816/1	1a Verulam Road, Hitchin, SG5 1QA		£391.86			£391.86	
07/01443/1	Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH		£382.53	£382.53		£0.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£2,214.32			£2,214.32	
07/01846/1	Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4		£401.19			£401.19	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£1,107.16	£1,107.16		£0.00	
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£6,779.80			£6,779.80	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£1,712.62	£1,712.62		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£3,648.03			£3,648.03	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£553.58	£600.55	£0.00	£0.00	£600.55
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£3,458.32			£3,458.32	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£4,661.89			£4,661.89	
08/00571/1	1-1A Florence Street, Hitchin		£2,341.83			£2,341.83	
08/00747/1	40a Queen Street, Hitchin, SG4 9TS		£391.86	£448.86		£0.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£954.77			£954.77	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£7,750.12	£8,877.41		£0.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£7,750.12	£8,877.41		£0.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£780.61			£780.61	
08/01406/1	17 & 18 Bucklersbury, Hitchin, SG5 1BB		£1,561.22			£1,561.22	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£3,321.48			£3,321.48	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£2,214.32			£2,214.32	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Leisure Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£1,175.58			£1,175.58	
09/00798/1	Land Off, St Faiths Close, Hitchin		£780.61			£780.61	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£2,341.83			£2,341.83	
09/01242/1	101A Bancroft, Hitchin		£553.58			£553.58	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£1,909.54			£1,909.54	
<b>Totals for Leisure Contribution:</b>			<b>£64,428.88</b>	<b>£22,006.54</b>	<b>£0.00</b>	<b>£44,780.89</b>	<b>£600.55</b>

#### Library Contributions

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£1,033.00			£1,033.00	
<b>Totals for Library Contributions:</b>			<b>£1,033.00</b>			<b>£1,033.00</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

## Hitchin

## Pitch Sports Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00440/1	Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin		£2,035.24			£2,035.24	
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£448.22			£448.22	
07/00816/1	1a Verulam Road, Hitchin, SG5 1QA		£183.96			£183.96	
07/01443/1	Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH		£179.58	£179.58		£0.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£1,039.52			£1,039.52	
07/01846/1	Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4		£188.34			£188.34	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£519.76	£519.76		£0.00	
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£3,182.80			£3,182.80	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£759.98	£759.98		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£1,712.58			£1,712.58	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£259.88	£275.02		£0.00	
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£1,623.52			£1,623.52	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£2,188.54			£2,188.54	
08/00571/1	1-1A Florence Street, Hitchin		£1,099.38			£1,099.38	
08/00747/1	40a Queen Street, Hitchin, SG4 9TS		£183.96	£203.38		£0.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£448.22			£448.22	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£3,638.32	£4,022.44		£0.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£3,638.32	£4,022.44		£0.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£366.46			£366.46	
08/01406/1	17 & 18 Bucklersbury, Hitchin, SG5 1BB		£732.92			£732.92	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£1,559.28			£1,559.28	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£1,039.52			£1,039.52	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Pitch Sports Contribution

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£551.88			£551.88	
09/00798/1	Land Off, St Faiths Close, Hitchin		£366.46			£366.46	
09/01099/1	The Silver Moon, Bedford Road, Hitchin, SG5 2TP		£366.46	£402.68		£0.00	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£1,099.38			£1,099.38	
09/01242/1	101A Bancroft, Hitchin		£259.88			£259.88	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£896.44			£896.44	
<b>Totals for Pitch Sports Contribution:</b>			<b>£30,568.80</b>	<b>£10,385.28</b>		<b>£21,022.54</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Play Spce Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00440/1	Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin		£4,126.24			£4,126.24	
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£908.72			£908.72	
07/00816/1	1a Verulam Road, Hitchin, SG5 1QA		£372.96			£372.96	
07/01443/1	Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH		£364.08	£364.08		£0.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£2,107.52			£2,107.52	
07/01846/1	Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4		£381.84			£381.84	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£1,053.76	£1,053.76		£0.00	
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£6,452.80			£6,452.80	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£1,540.78	£1,540.78		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£3,472.08			£3,472.08	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£526.88	£557.57		£0.00	
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£3,291.52			£3,291.52	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£4,437.04			£4,437.04	
08/00571/1	1-1A Florence Street, Hitchin		£2,228.88			£2,228.88	
08/00747/1	40a Queen Street, Hitchin, SG4 9TS		£372.96	£412.34		£0.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£908.72			£908.72	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£7,376.34	£8,155.14		£0.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£7,376.34	£8,155.14		£0.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£401.60			£401.60	
08/01406/1	17 & 18 Bucklersbury, Hitchin, SG5 1BB		£1,485.92			£1,485.92	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£3,161.28			£3,161.28	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£2,107.52			£2,107.52	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Play Spce Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£1,118.88			£1,118.88	
09/00798/1	Land Off, St Faiths Close, Hitchin		£742.96			£742.96	
09/01099/1	The Silver Moon, Bedford Road, Hitchin, SG5 2TP		£742.96	£816.44		£0.00	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£2,228.88			£2,228.88	
09/01242/1	101A Bancroft, Hitchin		£284.80			£284.80	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£1,817.44			£1,817.44	
<b>Totals for Play Spce Contribution:</b>			<b>£61,391.70</b>	<b>£21,055.25</b>		<b>£42,037.60</b>	

#### Public Realm Contribution Non Res

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£1,045.00			£1,045.00	
<b>Totals for Public Realm Contribution Non Res:</b>			<b>£1,045.00</b>			<b>£1,045.00</b>	

#### Sustainable Transport Cont Non Res

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/01052/1	Benslow Music Trust, Benslow Lane, Hitchin, SG4 9RB		£2,000.00			£2,000.00	
07/02037/1	Unit 25, Cam Centre, Wilbury Way, Hitchin, SG4		£2,000.00			£2,000.00	
08/00366/1	32 - 34 Bury Mead Road, Hitchin		£5,000.00			£5,000.00	
08/01086/1	Pinehill Hospital, Benslow Lane, Hitchin, SG4 9QZ		£9,989.46	£9,989.46		£0.00	
08/01416/1	5-6 Bilton Road, Hitchin, SG4 0SB						
<b>Totals for Sustainable Transport Cont Non Res:</b>			<b>£18,989.46</b>	<b>£9,989.46</b>		<b>£9,000.00</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

## Hitchin

## Sustainable Transport Cont Residential

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£2,000.00			£2,000.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£2,000.00			£2,000.00	
07/01846/1	Former Chapel, Caldicott Centre, Highbury Road, Hitchin, SG4		£500.00			£500.00	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£1,000.00	£1,000.00		£0.00	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£2,135.56	£2,135.56		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£2,000.00			£2,000.00	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£750.00	£825.68		£0.00	
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£4,000.00			£4,000.00	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£14,000.00			£14,000.00	
08/00571/1	1-1A Florence Street, Hitchin		£1,500.00			£1,500.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£1,500.00			£1,500.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£1,000.00			£1,000.00	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£4,500.00			£4,500.00	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£3,000.00			£3,000.00	
09/00798/1	Land Off, St Faiths Close, Hitchin		£1,125.00			£1,125.00	
09/01099/1	The Silver Moon, Bedford Road, Hitchin, SG5 2TP		£1,000.00	£1,163.91		£0.00	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£3,000.00			£3,000.00	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£3,000.00			£3,000.00	
<b>Totals for Sustainable Transport Cont Residential:</b>			<b>£48,010.56</b>	<b>£5,125.15</b>		<b>£43,125.00</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Waste Collection and Re-Cycling Cont

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/00440/1	Gainsford Memorial Hall And, 15 Radcliffe Road, Hitchin		£464.00			£464.00	
07/00535/1	Land Between Standhill Road and St Johns Road, St Johns Road, Hitchin		£71.00			£71.00	
07/00816/1	1a Verulam Road, Hitchin, SG5 1QA		£26.00			£26.00	
07/01443/1	Plot 1, 89 Walsworth Road, Hitchin, SG4 9SH		£7.00	£7.00		£0.00	
07/01536/1	9-10 Bearton Road, Hitchin, SG5 1UB		£104.00			£104.00	
07/02060/1	Priory Cottages, 1-2 Tilehouse Street, Hitchin		£142.00	£142.00		£0.00	
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£364.00			£364.00	
07/02240/1	35a Verulam Road, Hitchin, SG5 1QE		£147.24	£147.24		£0.00	
07/02288/1	271 Bedford Road, Hitchin, SG5 2UQ		£137.00			£137.00	
07/02740/1	60 Old Park Road, Hitchin, SG5 2JX		£71.00	£75.14		£0.00	
07/02848/1	57 Nightingale Road, Hitchin, SG5 1RQ		£208.00			£208.00	
08/00505/1	Land At, 50-58 Strathmore Avenue, Hitchin, SG5 1ST		£215.00			£215.00	
08/00571/1	1-1A Florence Street, Hitchin		£213.00			£213.00	
08/00747/1	40a Queen Street, Hitchin, SG4 9TS		£54.00	£59.70		£0.00	
08/00872/1	Land adjacent to 11 Lindsay Avenue, Hitchin, SG4 9JA		£71.00			£71.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£364.00	£402.43		£0.00	
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£364.00	£402.43		£0.00	
08/01260/1	Land Adjacent To, 22A Sunnyside Road, Hitchin		£71.00			£71.00	
08/01406/1	17 & 18 Bucklersbury, Hitchin, SG5 1BB		£142.00			£142.00	
08/02046/1	Swiss RE office car park, Old Charlton Road, Hitchin, SG5		£156.00			£156.00	
08/02116/1	14a, 15 and 16 Bancroft, Hitchin, SG5		£284.00			£284.00	
08/02210/1	Rear Of, 93 Bancroft, Hitchin		£78.00			£78.00	
09/00798/1	Land Off, St Faiths Close, Hitchin		£71.00			£71.00	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin

### Hitchin

#### Waste Collection and Re-Cycling Cont

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
09/01099/1	The Silver Moon, Bedford Road, Hitchin, SG5 2TP		£71.00	£78.02		£0.00	
09/01158/1	Land to r/o 22 Bancroft, Hitchin, SG5 1JW		£213.00			£213.00	
09/01242/1	101A Bancroft, Hitchin		£26.00			£26.00	
09/01434/1	Land Adjacent To The Larches, Standhill Road, Hitchin		£142.00			£142.00	
<b>Totals for Waste Collection and Re-Cycling Cont:</b>			<b>£4,276.24</b>	<b>£1,313.96</b>		<b>£3,056.00</b>	
<b>Totals for Hitchin:</b>			<b>£302,844.84</b>	<b>£94,658.98</b>	<b>£0.00</b>	<b>£215,792.05</b>	<b>£600.55</b>



## Monitoring Reports - Unilateral undertaking Finances - Letchworth

### Letchworth

#### Comty Ctre & Town and Village Hall Contr

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/01035/1	Natwest, Station Place, Letchworth Garden City, SG6 3AL		£710.64			£710.64	
07/01291/1	7 Eastcheap, Letchworth Garden City, SG6 3DG		£252.67	£252.67		£0.00	
08/02803/1	Trembaths, Talbot Way, Letchworth Garden City, SG6 1UA		£1,880.00	£2,021.47		£0.00	
08/02929/1	38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX		£1,141.16			£1,141.16	
09/00186/1	61-63, Leys Avenue, Letchworth Garden City, SG6		£236.88			£236.88	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£2,286.08			£2,286.08	
09/01106/1	16b Leys Avenue, Letchworth Garden City, SG6 3EU		£236.88			£236.88	
09/01338/1	Land at The Old Grammar School, Broadway, Letchworth Garden City, SG6 3PS						
<b>Totals for Comty Ctre &amp; Town and Village Hall Contr:</b>			<b>£6,744.31</b>	<b>£2,274.14</b>		<b>£4,611.64</b>	

#### Informal Open Space

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/01035/1	Natwest, Station Place, Letchworth Garden City, SG6 3AL		£604.80			£604.80	
07/01291/1	7 Eastcheap, Letchworth Garden City, SG6 3DG		£208.94	£208.94		£0.00	
08/02929/1	38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX		£971.20			£971.20	
09/00186/1	61-63, Leys Avenue, Letchworth Garden City, SG6		£201.60			£201.60	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£3,599.36			£3,599.36	
09/01106/1	16b Leys Avenue, Letchworth Garden City, SG6 3EU		£201.60			£201.60	
<b>Totals for Informal Open Space:</b>			<b>£5,787.50</b>	<b>£208.94</b>		<b>£5,578.56</b>	



## Monitoring Reports - Unilateral undertaking Finances - Letchworth

### Letchworth

#### Leisure Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/01035/1	Natwest, Station Place, Letchworth Garden City, SG6 3AL		£1,175.58			£1,175.58	
07/01291/1	7 Eastcheap, Letchworth Garden City, SG6 3DG		£417.98	£417.98		£0.00	
08/02929/1	38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX		£1,887.77			£1,887.77	
09/00186/1	61-63, Leys Avenue, Letchworth Garden City, SG6		£391.86			£391.86	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£2,214.32			£2,214.32	
09/01106/1	16b Leys Avenue, Letchworth Garden City, SG6 3EU		£391.86			£391.86	
<b>Totals for Leisure Contribution:</b>			<b>£6,479.37</b>	<b>£417.98</b>		<b>£6,061.39</b>	

#### Pitch Sports Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/01035/1	Natwest, Station Place, Letchworth Garden City, SG6 3AL		£551.88			£551.88	
07/01291/1	7 Eastcheap, Letchworth Garden City, SG6 3DG		£190.66	£190.66		£0.00	
08/02929/1	38 - 42 Leys Avenue, Letchworth Garden City, SG6 3EX		£886.22			£886.22	
09/00186/1	61-63, Leys Avenue, Letchworth Garden City, SG6		£183.96			£183.96	
09/00625/1	Land Adjoining, 21 Leys Avenue, Letchworth Garden City, SG6		£1,984.04			£1,984.04	
09/01106/1	16b Leys Avenue, Letchworth Garden City, SG6 3EU		£183.96			£183.96	
<b>Totals for Pitch Sports Contribution:</b>			<b>£3,980.72</b>	<b>£190.66</b>		<b>£3,790.06</b>	



**Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin - County Contributions**

**Hitchin**

**Child and Youth Care**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
06/00786/1	20-34 Grove Road, Hitchin, SG5 1SE		£7,260.00			£7,260.00	
Child and Youth Care (County) - with condition.							
<b>Totals for Child and Youth Care:</b>			<b>£7,260.00</b>			<b>£7,260.00</b>	

**Childcare Contribution**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
03/00959/1	Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5						
Childcare & Youth (HCC) £100 for every completed 1/2 bedroom dwelling and £300 for every 3 bedroom or larger dwelling index linked in either case by reference to the Building Cost Information Service National All-In Tender Price Index multiplied by the regional factor for Hertfordshire from third quarter of 2003 until the date of payment							
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5						
Childcare & Youth (HCC) £61,265, HCC refund with interest any unspent contribution on 10th anniversary of completion of development							
05/01137/1	North Herts College, Willian Road, Hitchin, SG4 0UJ		£25,773.00			£25,773.00	
Childcare and Youth (HCC)							
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5		£47,960.00			£0.00	
Childcare and Youth (HCC) Towards cost of providing youth and childcare facilities serving the development							
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4						
Childcare (HCC) £3998 towards cost of providing childcare facilities serving development							
<b>Totals for Childcare Contribution:</b>			<b>£73,733.00</b>			<b>£25,773.00</b>	



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

**Hitchin**

**Education**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5						
Education (HCC)							
£48.426, HCC to refund with interest any portion of contribution unspent on 10th anniversary of completion of development							
05/01137/1	North Herts College, Willian Road, Hitchin, SG4 0UJ		£40,508.00			£40,508.00	
Education (HCC)							
06/00786/1	20-34 Grove Road, Hitchin, SG5 1SE		£3,138.00			£3,138.00	
Education (County)							
- with condition. To pay the education contribution to the county council prior to the occupation of any open market dwellings.							
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5		£53,786.00			£0.00	
Education (HCC)							
Towards provision of secondary education facilities							
<b>Totals for Education:</b>			<b>£97,432.00</b>			<b>£43,646.00</b>	



**Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin - County Contributions**

**Hitchin**

**Education Secondary Contribution**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
03/00959/1	Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5						
Secondary Education (HCC) Financial contribution in respect of each dwelling established by reference to the number of bedrooms and dwelling type in accordance with the table contained in the fifth schedule of deed index linked in every case by reference to the Building Cost Information Service National All-In Tender Price Index multiplied by the regional factor for Hertfordshire from the third quarter of 2003 until the date of payment							
03/01283/1	Land at Starlings Bridge, Nightingale Road, Hitchin, SG5						
Secondary Education (HCC) To pay £19274 index linked towards cost of providing secondary education facilities in locality. HCC to refund with interest any unspent contribution on 10th anniversary of completion of development.							
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5						
Education Contribution (County): Towards secondary education facilities serving locality of development							
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4						
Education (HCC) Towards cost of providing additional secondary education facilities serving development							
<b>Totals for Education Secondary Contribution:</b>							



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

**Hitchin**

**Library Contributions**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
02/01573/1	88, Walsworth Road, Hitchin						
Library Contributions (County)							
03/00959/1	Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5						
Library Contribution (HCC) Sum equal to £115 for every completed 1/2 bedroom dwelling and £200 for every 3 bedroom or larger completed dwelling index linked in either case by reference to the Building Cost Information Service All In Tender Price index multiplied by the regional factor Hertfordshire the third quarter of 2003 until date of payment							
03/01283/1	Land at Starlings Bridge, Nightingale Road, Hitchin, SG5						
Library (HCC) To pay £7590 index linked as contribution towards costs of library facilities. HCC to refund with interest any unspent contribution on 10th anniversary of completion of development							
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5						
Library (HCC) £30,362 HCC to refund with interest any unspent contribution on 10th anniversary of completion of development							
05/01137/1	North Herts College, Willian Road, Hitchin, SG4 0UJ		£12,851.00			£12,851.00	
Library (HCC)							
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5						
Library Contributions (County)							
06/00786/1	20-34 Grove Road, Hitchin, SG5 1SE		£3,626.00			£3,626.00	
Library Contributions (County) - with condition.							
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5		£28,820.00			£0.00	
Library (HCC)							
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4						



**Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin - County Contributions**

**Hitchin**

**Library Contributions**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
Library (HCC) Towards cost of library facilities serving development							
<b>Totals for Library Contributions:</b>			<b>£45,297.00</b>			<b>£16,477.00</b>	

**Play Spce Contribution**

<u>Appn Ref</u>	<u>Site</u>	<u>Spend By Date</u>	<u>Amount Due</u>	<u>Amount Rec</u>	<u>Spent/Committed</u>	<u>Outstanding</u>	<u>Balance</u>
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5		£5,000.00			£0.00	
Play Space (HCC) To be used for recreation facilities at Smithson Recreation Ground and the Reginald Hind Memorial Garden							
<b>Totals for Play Spce Contribution:</b>			<b>£5,000.00</b>			<b>£0.00</b>	



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

**Hitchin**

**Sustainable Transport Cont Non Res**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
01/01207/1	Land north of, Hillgate, Hitchin, SG4						
<p>Sustainable Transport (County)</p> <p>Towards the implementation of a traffic regulation scheme to restrict on street parking in the vicinity of the land should the County Council observe any overflow parking from the land onto the local highway.</p> <p>HCC monitoring payback dated 05/10/10.</p>							
01/01207/1	Land north of, Hillgate, Hitchin, SG4						
<p>Sustainable Transport (County)</p> <p>Towards the cost of improving access to the Wilbury Way industrial area by cyclists to and from Hitchin Town Centre.</p> <p>HCC monitoring payback date 05/10/10.</p>							
04/00229/1	Unit 4, Bilton Road, Hitchin, SG4 0SB						
<p>Sustainable Transport (County)</p> <p>Lessee covenants with NHDC and HCC to pay a sum of £22,500 upon completion of the Agreement as a contribution towards the upgrading of the Cadwell Lane/Grove Road controlled junction</p> <p>No payback stated</p>							
08/02915/1	North Hertfordshire College, Cambridge Road, Hitchin, SG4 0JD		£35,000.00			£35,000.00	
<p>Sustainable Transport (HCC)</p> <p>Second instalment subject to same indexing and limitations as first instalment</p>							
08/02915/1	North Hertfordshire College, Cambridge Road, Hitchin, SG4 0JD		£95,500.00			£95,500.00	
<p>Sustainable Transport (HCC)</p> <p>Index linked payment "SPONS" index</p> <p>Contribution towards the design and construction of highway improvement works traffic management schemes traffic studies improvements to public transport including but not limited to junction improvement works at Meadowbank roundabout or such other measures including but not limited to pedestrian access improvements to Hitchin Railway station, as will encourage users of development to travel to and from by means of transport other than private car</p>							
<b>Totals for Sustainable Transport Cont Non Res:</b>			<b>£130,500.00</b>			<b>£130,500.00</b>	



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

**Hitchin**

**Sustainable Transport Cont Residential**

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
02/01573/1	88, Walsworth Road, Hitchin						
<p>Sustainable transport (County)                      To pay the Council upon implementation of the development the sum of £10,000 for sustainable transport measures within vicinity of site</p> <p>Payback within 5 years from date of agreement any unused propotion of the sum to be repaid with interest</p> <p>Money transfered to HCC 13-03-08 (email Alan Story refers)</p>							
03/00959/1	Land off Walsworth Road (adjacent to B & Q Store and rear of 59-69, Dacre Road), Hitchin, SG5						
<p>Transport Improvement (HCC)                      £500 per dwelling constructed on the application site indexed linked by reference to the price adjustment formula for construction contracts in the monthly bulletin of indices published by HMSO as collated into a single index in accordance with the SPONS constructed civil engineering cost index from the third quarter of 2003 until the date of payment.</p>							
05/00095/1	Land at William Ransom site, off Whinbush Road, Hitchin, SG5						
<p>Sustainable Transport (HCC)                      £500 per dwelling, HCC to refund any unspent contribution after 10 years from date of deed</p>							
05/00516/1	A & B Glassworks, Cooks Way, Hitchin, SG4						
<p>Sustainable Transport (County)</p>							
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5						
<p>Sustainable Transport (County)                      Towards provision of sustainable transport measures within the locality of the Development</p>							
06/01350/1	Former Tyre & Exhaust Centre, 18-20 Stevenage Road, Hitchin, SG4 9DL						
<p>Sustainable Transport (County)                      £13000 transferred to HCC in association with Simon Young, Transport Policy Officer</p> <p>There is no payback clause on this contribution. It has been allocated by County for measures identified in the Hitchin Urban Transport Plan.</p>							
06/02007/1	Brookers Yard And Suzuki And Peter Fish Premises Off, Paynes Park, Hitchin, SG5		£74,000.00			£0.00	



## Monitoring Reports - Section 106 Planning Obligation Finances - Hitchin - County Contributions

### Hitchin

#### Sustainable Transport Cont Residential

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
	Sustainable Transport (HCC) For off-site sustainable transport measures to encourage users to travel to and from development by means other than private car (index linked SPONS Constructed Civil Engineering Cost Index from 3 October 2006 until date of payment)						
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4						
	Transport (HCC) Towards off-site sustainable transport measures to encourage users to travel to and from development by other means of transport than private car. Indexed linked Price Adjustment Formula for Construction Contracts in Monthly Bulletin Indices published by HMSO in accordance with SPONS from 03 October 2006 until date of payment.						
<b>Totals for Sustainable Transport Cont Residential:</b>			<b>£74,000.00</b>			<b>£0.00</b>	

#### Traffic - Other Schemes

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
06/00786/1	20-34 Grove Road, Hitchin, SG5 1SE		£10,000.00			£10,000.00	
	Traffic (County) - with condition.						
<b>Totals for Traffic - Other Schemes:</b>			<b>£10,000.00</b>			<b>£10,000.00</b>	

#### Youth Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
02/01573/1	88, Walsworth Road, Hitchin						
	Youth Contribution (County)						
06/00088/1	Crown House and Sceptre House, Bridge Street, Hitchin, SG5						
	Youth & Childcare (County):						
07/00347/1	Land To The Rear Of And Including 134 To 150 Evens, Grove Road, Hitchin, SG4						
	Youth (HCC) £927 towards providing youth facilities in area serving development						
<b>Totals for Youth Contribution:</b>							

**Totals for Hitchin:**

**£443,222.00**

**£233,656.00**



## Monitoring Reports - Unilateral undertaking Finances - Hitchin - County Contributions

### Hitchin

#### Childcare Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£368.00			£368.00	
	Childcare (HCC)						
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£644.00			£0.00	
	Childcare (HCC)						
<b>Totals for Childcare Contribution:</b>			<b>£1,012.00</b>			<b>£368.00</b>	

#### Education Primary Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£4,584.00			£4,584.00	
	Education Primary (HCC)						
<b>Totals for Education Primary Contribution:</b>			<b>£4,584.00</b>			<b>£4,584.00</b>	

#### Education Secondary Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£3,792.00			£3,792.00	
	Education Secondary (HCC)						
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£6,636.00			£0.00	
	Education Secondary (HCC)						
<b>Totals for Education Secondary Contribution:</b>			<b>£10,428.00</b>			<b>£3,792.00</b>	

#### Library Contributions

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£1,644.00			£1,644.00	
	Library (HCC)						
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£1,806.00			£0.00	
	Library (HCC)						
<b>Totals for Library Contributions:</b>			<b>£3,450.00</b>			<b>£1,644.00</b>	



## Monitoring Reports - Unilateral undertaking Finances - Hitchin - County Contributions

### Hitchin

#### Nursery Care Facilities

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£896.00			£896.00	
	Nursery (HCC)						
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£1,568.00			£0.00	
	Nursery (HCC)						
<b>Totals for Nursery Care Facilities:</b>			<b>£2,464.00</b>			<b>£896.00</b>	

#### Youth Contribution

Appn Ref	Site	Spend By Date	Amount Due	Amount Rec	Spent/Committed	Outstanding	Balance
07/02086/1	Ashe House, Sharps Way, Hitchin, SG4		£88.00			£88.00	
	Youth (HCC)						
08/01129/1	Garden House, 42 Bancroft, Hitchin, SG5 1DD		£154.00			£0.00	
	Youth (HCC)						
<b>Totals for Youth Contribution:</b>			<b>£242.00</b>			<b>£88.00</b>	

**Totals for Hitchin:**

**£22,180.00**

**£11,372.00**

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

REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE

**1. PURPOSE OF REPORT**

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

**2. FORWARD PLAN**

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

**3. BACKGROUND**

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

3.2 In identifying the likely Council Tax requirement, the report focussed on the national economic situation and the pressures on expenditure and income streams. The strategy was based on the following assumptions:

- Year on year spend is adjusted to take account of cyclical variations in expenditure;
- Investment income falls in accordance with the cash flow/investment projections to take account of the reducing balance of capital receipts and assumptions regarding interest rates;
- Assumed average base rate of 3.5% for 2010/11 and then 4.0% for subsequent years;
- Any approved one-off increase in expenditure or carry-forward budgets for 2009/10 have been removed from the base figures for 2010/11 and subsequent years;
- Known Government Support until 2011 and thereafter maintained at existing cash level;
- Contract inflation in accordance with individual contractual terms;
- Pay inflation at 1.5%;
- Pay increments due in 2010/11 (approximately £175k);
- Superannuation contribution of 22.6% until 2012/13 when it is estimated contributions will need to increase by 10% to meet the liability in the pension fund. The next pension fund valuation is to be completed in 2010. The Council could apply to make a capital contribution to the fund which would reduce the contribution rate in the future;
- General inflation of 3% on expenditure and 3% on fees and charges income;
- Use of the general fund special reserve will happen on a phased basis to prevent erratic movements in Council Tax increase;
- The Council tax base figure will rise by 0.5% per annum;
- The minimum General Fund balance should be 5% of net expenditure, plus an allowance for identified risks;
- Allowance for Statutory and political priority decisions of £250k per annum;
- Any investment in Area Committee budgets to reflect additional responsibilities will be offset by reductions in Directorate budgets;
- Vacancy control target set at 4% of salary budget to yield in the region of £581k towards the efficiency target.

3.3 The MTFs is an integral part of the CBP process, providing the financial analysis to complement the objectives in the Corporate Plan.

3.4 The MTFs recommended a continuation of a phased use of balances to bring the amount held in balances and reserves back to the 5% of net General Fund expenditure plus an allowance of £440k for known risks.

3.5 The CBP process set a cashable savings target for 2010/11 at £1.3million in order to meet the Gershon efficiency target and enable the expenditure requirement to be managed. An allowance of £250k was made for investment for statutory and Government led and political priority decisions.

3.6 The CBP Process starts from the draft Corporate Plan and seeks to ensure that the identified policies and priorities of the Council drive the budget allocations. To assist in the analysis of how our budget links with the Council's three priorities each efficiency and investment proposal is linked to the priorities and discussed with the Corporate Plan as the back-drop.

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

#### **4. ISSUES**

##### **Medium Term Financial Forecast**

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

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

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

#### **Car Parking**

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

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

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

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

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

#### **The current economic situation**

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

#### **Income**

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

#### **Council tax**

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

#### **Investment and Efficiency Proposals**

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

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

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

### Investment proposals

- 4.13 Directorates have been asked to put forward investment items which meet one or more of the following criteria:
- Assist the Council in meeting the three priorities of; Town Centres, Green Issues and Sustainable Development;
  - Are an absolute statutory requirement;
  - Are invest to save items.
- 4.14 Members will recall that an allowance of £250K for investment is included in the MTFs. Revenue investment proposals totalling £219K are included at Appendix F and Capital investment proposals of £1,785K are included in Appendix G.
- 4.15 Investment in ongoing town centre maintenance is included in proposals I/1 to I/3. In the longer term the proposal is to fund contributions into an earmarked reserve to fund maintenance as and when it is required.

- 4.16 Proposal I/4 is for the implementation of further Traffic Regulation Orders (TROs). Members may wish to consider if further investment in parking control is a priority and is an area in which the Council should continue to invest.
- 4.17 Proposal I/6 is the revenue cost implication of additional enforcement that would be required if car parking charging was extended to Baldock and Knebworth and additional TROs were implemented and is linked to the corresponding income increase proposal R/8.

**Efficiencies and Income Proposals**

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

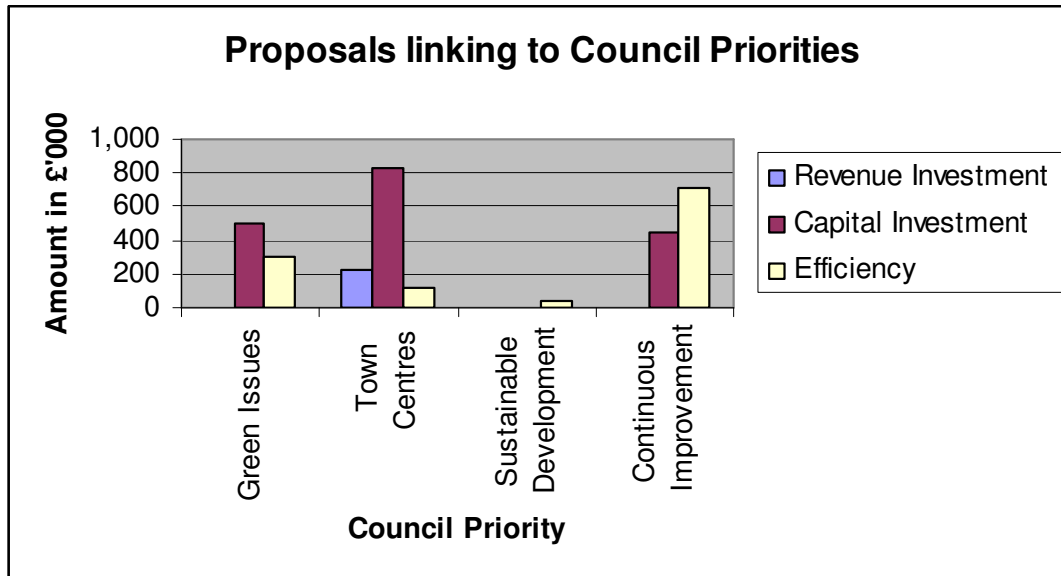
**Summary of Investment and Efficiency Proposals**

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

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

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

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



**Scoring System for Efficiencies and Investment Proposals**

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

**Table 4 – Capital & Revenue Investment Key Factors**

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

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

## **5. LEGAL IMPLICATIONS**

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

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

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

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

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

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

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

## **9. RECOMMENDATIONS**

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

## **10. REASONS FOR RECOMMENDATIONS**

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

## **11. APPENDICES**

Appendix A.1,A.2,A.3 - Medium Term General Fund 5 Year Forecast  
Appendix B – Efficiencies – First round expenditure proposals  
Appendix C – Efficiencies – First round income increase proposals  
Appendix D – Efficiencies – Second round expenditure proposals  
Appendix E – Efficiencies – Second round income increase proposals  
Appendix F - Investments – Revenue proposals  
Appendix G – Investments – Capital proposals  
Appendix H.1, H.2 – Draft Car Park Tariff Options 2010

## **12. CONTACT OFFICERS**

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### **13. BACKGROUND PAPERS**

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

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

## Notes

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

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

## Notes

- Superannuation percentages are based on the 2007 valuation with a 10 year impact from the special repayment of £1.9 million
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- Gershon target over achieved in previous years - reducing the target for the year
- Pay inflation at 1% for 2010/11, 2% for 2011/12 onwards (1% of pay inflation is £100K)
- Tax base increase at 0.5%
- No change in Government Support after 2010/11 settlement
- Estimated average base rate during 2010/11 is 2.5%. Assume deals will be on average 1% above base.

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

## Notes

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

## EFFICIENCY PROPOSALS

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

## EFFICIENCY PROPOSALS

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

## INCOME INCREASE PROPOSALS

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

## EFFICIENCY PROPOSALS

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

## EFFICIENCY PROPOSALS

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

## INCOME INCREASE PROPOSALS

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

## INCOME INCREASE PROPOSALS

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

## INCOME INCREASE PROPOSALS

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

## INVESTMENT PROPOSALS

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

## INVESTMENT PROPOSALS

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

## CAPITAL INVESTMENT PROPOSALS

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

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

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

## Draft Car Park Tariff Options 2010

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

### Option A

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

### Option B

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

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

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

### Option C

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

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

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

#### Notes

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

NHDC Car Park Tariffs options 2010

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

Red = increase Green = decrease Black = no change

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

No change swim centre keeps income

**APPENDIX H.2**

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

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

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

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

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

**HILLSHOTT – 2 machines, 97 spaces**

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

**BIRDSHILL – 1 machine, 40 spaces**

2014 closes

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

**TOWN HALL – 2 machines, 96 spaces**

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

**Royston**

**PRINCES MEWS – 3 machines, 89 spaces**

2010 no longer NHDC

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

**CIVIC CENTRE – 3 machines, 231 spaces**

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

**THE WARREN – 2 machines, 115 spaces**

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

**PRIORY GARDENS – 1 machine, 10 spaces**

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

**JOHN STREET – 1 machine, 14 spaces**

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

**ANGEL PAVEMENT – 1 machine, 18 spaces**

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

**MARKET PLACE - 1 machine, 34 spaces**

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

Total of **51 machines**

<p style="text-align: center;"><b>HITCHIN COMMITTEE</b> 17 November 2009</p>
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<p><b>*PART 1 – PUBLIC DOCUMENT</b></p>	<p><b>AGENDA ITEM No.</b></p> <p style="text-align: center;"><b>9</b></p>
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**TITLE OF REPORT: CORPORATE BUSINESS PLANNING 2010 - 2011 – EFFICIENCIES AND INVESTMENTS**

REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE

Supplementary information following the outcome of the Members Budget Workshops.

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

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

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

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

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

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

The streets are as follows:

In Letchworth: Leys Avenue, Arena Parade and Eastcheap

In Hitchin: Hermitage Road, Bancroft and Brand Street

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

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

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

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

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

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

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

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

# DRAFT

ITEM 2

## NHDC PARKING STRATEGY, HIGH LEVEL ACTION PLAN

Reference No.	District wide priorities	Financial Year/work type <sup>1</sup>	Corporate priorities	Links to Parking or other strategies
DW1	Address on-street enforce. issues related to TROs, signs and lines	2009/10 (start + annual budget) works	Sustainable Development	Policy 16
DW2	Adopt a policy and programme for Disabled parking bays	2009/10 policy + annual works via Area Cttee discretionary funding	Sustainable Development	Policy 23
DW3	Review of Parking Management Areas and CPZs (i.e. 'fit for purpose')	Bal + Kneb 2010/11 + Hit 2011/12 + Roy 2012/13 + Let 2013/14 reviews + works for each	Sustainable Development	Policies 17, 18, 22
DW4	CPZ charging & mgmt policy (charges, enforce freq etc)	Annual review	Sustainable Development	Policy 22
DW5	Implement 'Pay by Phone' trial in all chargeable car parks	2009/10 works	Town Centres	Policy 4
DW6	Review Herts CC agency agreement (i.e. 'fit for purpose')	2009/10 review	Sustainable Development	Policy 1
DW7	Review tariffs	Annual review	Town Centres	Policy 5
DW8	Implement trial on-street charging in Hitchin and Letchworth town centres	2010/11 works	Town Centres	Policy 9
DW8	Identify case for 'Pay on Foot' pilot	2010/11 (for September 2010) feasibility	Town Centres	Policy 4
DW9	Business case for replacement 'Pay & Display' machines	2010/11 (for September 2010) feasibility	Town Centres	Policy 4
DW10	Business case for on-street commuter parking	2009/10 feasibility 2010/11 works	Sustainable Development	Policies 8, 9, 18, 21
DW11	Commercial opportunities (e.g. adverts, other	Annual review	Town Centres	Policy 7

<sup>1</sup> All items are subject to funding being agreed

## DRAFT

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

<sup>2</sup> All items are subject to funding being agreed

## DRAFT

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

<sup>3</sup> All items are subject to funding being agreed

## DRAFT

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

<sup>4</sup> All items are subject to funding being agreed

**DRAFT**

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

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

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

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

Letchworth totals include £90k income from staff permits

**Estimated increase in car parking income****Appendix C**

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

**THE HITCHIN TOWN CENTRE MANAGER**

This presentation will be in an oral format.

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**TITLE OF REPORT: CHAMPION NEWS AND FINANCE REPORT**

REPORT OF THE ACTING 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.
- 1.3 To advise the Committee of the current expenditure and balances of the Area Committee's delegated funds.

**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. PROJECT/ACTIVITY/SCHEME DETAILS****3.1 Hitchin Market Place**

The works to improve the paving in the Market Place started on Monday 26<sup>th</sup> October, 2009 with completion scheduled for Friday 27<sup>th</sup> November, 2009 at 2pm in readiness for the Christmas lights switch on that evening.

**3.2 Jellitots**

A new Baby and Toddler group started in September 2009 at St Michaels Mount Community Centre every Thursday 1 – 3pm. The start up of the group was supported by Members of Walsworth Ward. The group also raised £200 with a sponsored slide. Numbers attending sessions has gradually increased and group offers a variety of activities each week such as sponge printing, autumn collages and making rockets and fireworks.

**3.3 Councillors Youth Engagement in Schools**

Dates for 2009/2010 have been set for Councillors going into schools engaging with young people. These are Autumn term Monday December 7<sup>th</sup> The Priory School, Tuesday 8<sup>th</sup> December Hitchin Boys School and Wednesday 9<sup>th</sup> December Hitchin Girls School. The sessions are scheduled to take place 12.30 – 1.30pm.

Spring term 2010 dates are Monday 22<sup>nd</sup>, Tuesday 23<sup>rd</sup> and Wednesday 24<sup>th</sup> March.

Summer term 2010 dates are Monday 21<sup>st</sup>, Tuesday 22<sup>nd</sup> and Wednesday 23<sup>rd</sup> June.

### **3.4 Town Talk**

Notes and any actions arising from the last Town Talk, held on Tuesday 22<sup>nd</sup> September 2009, are attached as Appendix B.

### **3.5 Community Conference**

The Annual Community Conference took place on Monday 12<sup>th</sup> October 2009. Six young people from The Voice of Hitchin Youth attended the conference and took part in the workshops.

### **3.6 Cadwell Lane/Hitchin Residents Alliance**

The updated Action Plan is attached as Appendix C. The next meeting will be held on Tuesday 3<sup>rd</sup> November ,2009.

### **3.7 North Herts Minority Ethnic Forum**

A meeting took place with the Community Development Officer at the Forum and possible areas of working together were discussed.

It is also planned for Councillors to have surgeries at the Forum and dates are being identified for this.

The Forum has set up a Computer Class on Friday mornings for Homeless people to access the technology. This service will be available until Christmas.

### **3.8 Westmill Steering Group**

The plans for the re-development of John Barker Place, Hitchin, including a new Community Centre with Youth facilities, were approved in October 2009. It is expected work on the first phase which includes the shops will begin in March 2010.

### **3.9 Hitchin Work Plan**

The updated Hitchin Work Plan is attached as Appendix D.

### **3.10 Democracy Week - Youth Question Time**

Youth Question Time took place this year at Knights Templar School in Baldock. Hitchin Boys and Hitchin Girls Schools attended. Some of the questions raised were the use of Subzero and the lighting on Windmill Hill.

### **3.11 Wilshere Dacre School**

During Democracy Week a visit was made to the School Council of Wilshere Dacre School who raised a number of issues regarding the alley behind their School and also the lack of suitable play equipment at King George V Playing field.

The School Council will be involved in consultation work with regard to improving the playing field at King Georges and the improvements required at the alley.

### **3.12 The Voice of Hitchin Youth**

The Voice are holding a Halloween Disco at Subzero on Friday 30<sup>th</sup> October, 2009. This is for Year 8+ and there will be live bands as well as a DJ. There will also be an optional fancy dress competition.

The Youth Council hold these discos as a result of a questionnaire previously carried out by the Voice where discos were being mentioned by young people as an activity they would like.

### **3.13 Rough Sleeping and Street Homelessness Consultation**

The Consultation day took place in the Council Offices on Thursday 29<sup>th</sup> October, 2009, and a large number of partnership agencies attended to discuss the needs of rough sleepers and street homeless to see what was locally available to perhaps start to meet the gaps.

As a result of the discussions and workshops an Action Plan will be drawn up.

### **3.14 Highways Work Programme**

The updated Highways Work Programme is attached as Appendix E.

## **4. FINANCE REPORT**

4.1 The budget sheets are attached as Appendix A.

## **5. LEGAL IMPLICATIONS**

5.1 The Committee has delegated powers to administer funds from the budgets Described

5.2 There are no legal implications pertinent to this report.

## **6. FINANCIAL AND HUMAN RESOURCE IMPLICATIONS**

6.1 There are no financial implications that have not been specified in the main body of the report.

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

7.1 Ward Members will be consulted about relevant grant applications.

7.2 Ward Members have been consulted in connection with projects that have been carried forward from previous years.

## **8. RECOMMENDATIONS**

8.1 That the Committee endorses the actions taken by the Community Development Officer to promote greater community capacity and well-being.

8.2 The Committee is asked to note the budgetary expenditure and balances carried forward from the Visioning, Development and Ward budgets.

## **9. REASONS FOR RECOMMENDATIONS**

9.1 To ensure that the Committee are kept informed of the work of the Community Development Officer.

- 9.2 This report is intended simply to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation, assists in the effective financial management of the Area Committee's budget and ensures actions are performed within the Authority's Financial Regulations and the guidance in the Grants procedure.
- 9.3 The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims and Strategic Objectives of the Council.

## **10. APPENDICES**

- 10.1 Appendix A – Annual Grant and Development Discretionary Budget Update
- 10.2 Appendix B – Town Talk Notes 22<sup>nd</sup> September 2009
- 10.3 Appendix C – Cadwell Lane/Hitchin Residents Alliance Action Plan `
- 10.4 Appendix D - Hitchin Committee Work Plan 2009 -2010
- 10.5 Appendix E – Highways Work Programme 2009/2010

## **11. CONTACT OFFICERS**

- 11.1 Margaret Bracey, Community Development Officer. Ext: 4830.  
Email. [margaret.bracey@north-herts.gov.uk](mailto:margaret.bracey@north-herts.gov.uk)
- 11.2 Lois Stewart, Group Accountant. Ext: 4566.  
Email. [lois.stewart@north-herts.gov.uk](mailto:lois.stewart@north-herts.gov.uk)

HITCHIN AREA COMMITTEE BUDGET 2008/2009

SUMMARY/ TOTALS	Funding	Allocated	Spent	Outstanding	Unallocated Budget
Revenue Visioning	£2,500	£2,500	£2,298	£202	£0
Capital Visioning	£112,600	£112,600	£0	£112,600	£0
Central Area Grants	£31,290	£29,058	£27,557	£1,501	£2,232
Discretionary - Bearton Ward	£12,000	£10,804	£1,054	£9,750	£1,196
Discretionary - Highbury Ward	£13,550	£13,205	£1,540	£11,665	£345
Discretionary - Oughton Ward	£6,920	£6,420	£0	£6,420	£500
Discretionary - Priory Ward	£1,120	£370	£250	£120	£750
Discretionary - Walsworth Ward	£1,640	£890	£760	£130	£750
<b>Total</b>	<b>£181,620</b>	<b>£175,847</b>	<b>£33,459</b>	<b>£142,388</b>	<b>£5,773</b>

HITCHIN AREA COMMITTEE BUDGET 2008/2009

1192

Codes	REVENUE VISIONING	Funding	Codes	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
	Pre allocated Funds Brought Forward from 2007/08	£2,500	1454 009 4836	BMX Dirt Bike Track	£2,500	01.03.05	£2,298	£202		Ongoing
	<b>Total</b>	<b>£2,500</b>			<b>£2,500</b>		<b>£2,298</b>	<b>£202</b>	<b>£0</b>	

5410	CAPITAL VISIONING	Funding	Codes	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
	Capital Visioning	£112,600	5410 000 0836	Bancroft Hall	£69,750	15.08.06	£0	£69,750		Ongoing
			5410 000 0836	Windmill Hill	£42,850	15.08.06	£0	£42,850		Ongoing
	<b>Total</b>	<b>£112,600</b>			<b>£112,600</b>		<b>£0</b>	<b>£112,600</b>		

**DEVELOPMENT BUDGETS**

Central Area Grants	Funding	Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2007/08	£610	000 6984	Hitchin Town Centre Initiative	£610	31.03.08	£610	£0		
Base Budget 2008/09	£30,680	000 6984	Vaisakhi 2008	£1,000	15.01.08	£1,000	£0		
		000 6984	Hitchin Bee Centre	£1,500	15.01.08	£1,500	£0		
		000 6984	Rhythms of the World 2008	£10,000	18.03.08	£10,000	£0		
		000 6983	Wyndley Football Club	£370	18.03.08	£369	£1		
		000 6983	Minotaur Amateur Boxing Club	£890	18.03.08	£890	£0		
		000 6984	The Hitchin Society	£440	18.03.08	£440	£0		
		000 6984	Sri Lanka Social & Cultural Organisation	£996	13.05.08	£996	£0		
		000 6983	ATSK Karate Club	£912	22.07.08	£912	£0		
		000 6984	Walsworth Festival	£1,000	22.07.08	£1,000	£0		
		000 6984	Hitchin Town Centre Initiative	£5,000	22.07.08	£5,000	£0		
		000 6983	Hitchin Swim Centre - extended opening hours	£590	22.07.08	£590	£0		
		000 6984	Soundbase Studios	£3,000	22.07.08	£3,000	£0		
		000 6984	North Herts Minority Ethnic Forum	£250	23.09.08	£250	£0		
		000 0319	Hitchin St Mary's Parochial Church Council	£1,000	18.11.08	£1,000	£0		
		000 6984	Vaisakhi 2009	£1,000	13.01.09	£0	£1,000		
		000 6984	Hitchin Leisure Group	£500	13.01.09	£0	£500		
<b>Total</b>	<b>£31,290</b>			<b>£29,058</b>		<b>£27,557</b>	<b>£1,501</b>	<b>£2,232</b>	Allocate to Community Projects

Bearton	Funding	Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2007/08	£10,500	116 0558	Triangle Garden	£5,000	26.07.07	£250	£4,750		Ongoing
		116 0519	Triangle Planning	£5,000	26.07.07	£0	£5,000		Ongoing
		116 0241	Bee Keepers	£500	31.03.07	£500	£0		
Member Discretionary Budget 2008/09									
Member 1	£500	116 0420	Triangle newsletter printing	£54	02.06.08	£54	£0		
Member 2	£500	116 0319	Hitchin St Mary's Parochial Church Council	£250	18.11.08	£250	£0		
Member 3	£500								
<b>Total</b>	<b>£12,000</b>			<b>£10,804</b>		<b>£1,054</b>	<b>£9,750</b>	<b>£1,196</b>	Allocate to Community Projects

116 6980

Highbury	Funding	Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2007/08	£12,050	117 0243	Trees	£1,200	15.01.08	£0	£1,200		Ongoing
		117 0243	Play Equipment	£500	19.02.08	£500	£0		
		117 0243	3 Dog Bins	£1,000	05.08.08	£0	£1,000		Completed awaiting code
		117 0243	St Johns CC - Panto	£790	05.08.08	£790	£0		
		117 0243	Parking Project	£9,465	24.2.09	£0	£9,465		Ongng
Member Discretionary Budget 2008/09									
Member 1	£500	117 0319	Hitchin St Mary's Parochial Church Council	£250	18.11.08	250	£0		
Member 2	£500								Transferred to Parking Project
Member 3	£500								Transferred to Parking Project
<b>Total</b>	<b>£13,550</b>			<b>£13,205</b>		<b>£1,540</b>	<b>£11,665</b>		

117 6980

Oughton	Funding	Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2007/08	£5,920	<b>118 0245</b>	Road Safety and Traffic Calming	£2,590	25.03.03	£0	£2,590		Ongoing
		<b>118 0245</b>	Traffic Calming Moss Way/Redhill Rd	£3,000		£0	£3,000		Ongoing
		<b>118 0259</b>	Bus Shelter	£330	31.03.08	£0	£330		No longer required reallocate to Community Projects
Member Discretionary Budgets 2008/09									
Member 1	£500	<b>118 0278</b>	Sea Cadets	£50	20.10.08	£0	£50		
Member 2	£500	<b>118 0385</b>	Dog Bin	£350	20.10.08	£0	£350		
		<b>118 0279</b>	Westmill Steering Group	£100	20.10.08	£0	£100		
<b>Total</b>	<b>£6,920</b>			<b>£6,420</b>		<b>£0</b>	<b>£6,420</b>	<b>£500</b>	Allocate to Community Projects

118 6980

Priory	Funding	Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2007/08	£120	<b>119 0296</b>	Community Projects/Soundbase(Subzero)	£120	24.2.09	£0	£120		Ongoing
Member Discretionary Budget 2008/09									
Member 1	£500	<b>119 0319</b>	Hitchin St Mary's Parochial Church Council	£250	18.11.08	£250	£0		
Member 2	£500								
<b>Total</b>	<b>£1,120</b>			<b>£370</b>		<b>£250</b>	<b>£120</b>	<b>£750</b>	Allocate to Community Projects/Soundbase(Subzero)

119 6980

Walsworth	Funding	Code	Project	Allocated	Date Allocated	Spent	Outstanding	Unallocated Budget	Comments
Pre allocated Funds Brought Forward from 2007/08	£640	<b>120 0540</b>	Purwell Playschemes	£510	06.02.08	£510	£0		
		<b>120 0296</b>	Community Projects	£130	17.06.08	£0	£130		Ongoing
Member Discretionary Budget 2008/09									
Member 1	£500	<b>120 0319</b>	Hitchin St Mary's Parochial Church Council	£250	18.11.08	£250	£0		
Member 2		<b>120 0384</b>							
Member 3	£500								
<b>Total</b>	<b>£1,640</b>			<b>£890</b>		<b>£760</b>	<b>£130</b>	<b>£1,250</b>	Allocate to Community Projects

120 6980

**Town Talk Notes– Tuesday 22<sup>nd</sup> September 2009 – 6.15 pm – 7.15pm @ Westmill Community Centre, John Barker Place, Hitchin.**

The Chair, Councillor Judi Billing, welcomed everybody to the Town Talk. She also welcomed Nicholas Moss, Chief Inspector Geoff Camp, Inspector Simon Tabert, Councillor Tricia Cowley, John Robinson, Strategic Director of Customer Services NHDC and Leigh Allen, Town Ranger. The next Town Talk, before a Hitchin Area Committee meeting, will be on Tuesday 17<sup>th</sup> November, 2009 at Benslow Music Trust, Benslow Lane, Hitchin.

**Issues raised by members of the public present**

Local Justice – Nicholas Moss  
Tree Trimming  
Town Hall/Museum  
Museum  
Police  
Difficulties of cyclist on roads  
Lorries on Ickleford Road/Bearton Road

**Local Justice**

Nicholas Moss gave a presentation about the role of the local magistracy. He explained that this was part of a national initiative to promote public confidence in the criminal justice system. The purpose of his presentation was to:

- explain to members of the public how the justice system operates;
- listen to their concerns about the effects of crime;
- encourage them to become involved by, for example, applying to become magistrates or being willing to attend court as witnesses, when necessary.
- encourage them to suggest possible sites for compulsory unpaid work for offenders (Community Payback).

It was explained that being a magistrate was a voluntary role which required court attendance for a minimum of 26 sittings in court per year. Those in paid employment were entitled by law to time off for court duties. Those in certain jobs could not become magistrates. They included police officers and traffic wardens. Once confirmed as a magistrate you are subject to 3 yearly appraisals and undergo continual training. The minimum age of entry is 18 years, with retirement at 70. There are 90-plus magistrates in North Hertfordshire.

Magistrates are there to dispense justice according to the judicial oath, which included the phrase "To do right by all manner of people". They deal with varied matters, such a theft, violence, motoring offences, family matters, and collection of fines. Stevenage Magistrates' Court alone deals with approximately 20,000 cases per year. The figure country wide is almost 2 million.

He said that magistrates dealt with around 95 per cent of the case that came before courts, with only the most serious ones going to the Crown Court.

Her answered questions, but reminded the audience that, except for youth and family cases, courts were open to the public and they could see for themselves how they worked. They could also look up magistrates at [www.direct.gov.uk/magistrates](http://www.direct.gov.uk/magistrates).

## **Museum**

A member of the public asked about the future of Hitchin Museum building. John Robinson said that he was not aware of any recent valuation but that he will check with the Council Asset Management and include an update with the notes.

**Action** – John to check with the Council Asset Management regarding valuing assets in specific the Hitchin Museum.

**Action Update** - All local authorities, including the District Council, are required to carry out period revaluations of their property assets. The last valuation was done in 2004 and the next is due for this financial year.

Another member of the public said he understood that Hitchin Museum was not fit for purpose in that it was not DDA (Disability Discrimination Act) compliant and also not large enough for the North Herts collection. There is he added a lift in the Library and wondered why the two buildings couldn't share the lift, which was suggested in a presentation to Cabinet in 2007. Also mentioned that Hitchin Museum works closely with The British Schools and could the proposal weaken the link?

It was also mentioned that there was a covenant over the Museum and why has there been no one talking to HCC (Herts County Council) re the Library.

It was said that HCC are represented on the Projects Board and there has been formal application made to HCC on three occasions asking whether they wished to collaborate.

## **Town Hall**

It was stated that there has not been a full public consultation nor a public meeting so four Hitchin organisations, Hitchin Initiative, Keep Hitchin Special, Hitchin Society and Hitchin Forum are holding a public meeting on Thursday 15<sup>th</sup> October 7pm – 8.30pm at the Town Hall, for the general public to give their views and these to be given to Cabinet on the 20<sup>th</sup> of October. It will also be the last chance for people to sign the petition.

Two questions were asked a) why was the Council charging?

b) why is the Council not doing this themselves?

**Note – The public meeting was cancelled on 5<sup>th</sup> October, 2009.**

John Robinson stated that the timescale had not afforded this but that the Facilities Working Group is open to everybody. It is not advertised as a public meeting as such but the meetings that have been held were open to the public.

It was also stated that in the Consultant's Report, Options discussed were A B C and D but before Hitchin Committee was Option E which is a mismatch (distillation) of all the Options.

The speaker was not certain whether this proposal which has been put forward was made rather hurriedly and it doesn't appear that they have listened very carefully to the Facilities Working Group.

John Robinson said that in 'Option E', decision was based on Options C and D and they have tried to accommodate all the comments made.

The speaker added that is the Council aware of the deep public dislike of the proposal?

It was also mentioned that there was a rumour that Thomas Bellamy House was being negotiated for purchase by Hitchin Christian Centre. John Robinson said that he had no knowledge of this but would check and include and update in the notes.

### **Update on Thomas Bellamy House**

NHDC have not had any discussions with the tenants of Thomas Bellamy House about selling the building. In early 2009 a local community organisation approached NHDC indicating that they would like to buy Thomas Bellamy House. NHDC has not made any decision to sell the building and no formal proposals have been made by the community organisation or anyone else to NHDC.

A speaker said that irrespective of the Museum, closing the Town Hall is appalling and it has been allowed to deteriorate and activities have moved from the Gym to Christchurch because of it's bad state. There is nowhere else for users to go. The public are deeply annoyed by the proposal and it is not good enough that there has been no public meeting. Options could have been explored further at a public meeting. Why not the Town Hall and Museum working together. A terrible mistake to lose the Town Hall. Not all of the Museum needs to be together. There is frustration that there are lots of options that haven't been explored. Advertising of public meetings very poor. Public need meetings.

Hitchin Committee will send views to Scrutiny and Cabinet.

### **Police**

Inspector Simon Tabert said that with regard to cycling on pavements, Officers have been tasked to deal with it in a robust way. If it is a child then it is explained to them why not to do it. If it is an adult then a fixed penalty ticket is given to persistent offenders.

It was also stated that the Town Rangers are also telling people in town to come off their bikes and are keeping a tally.

As regards lorries in Bearton Road he believes that the vehicles sat nav brings them onto Bearton Road. There have been two prosecutions this year. He added that it is very important that the public give clear reports with a record of registration numbers, time and date.

Officers have been out in various areas Hitchin with mobile speed signs and also number plate recognition and there have been cross border rural patrols.

There was a very successful Environmental Action Day in Highbury Ward and a clear up of The Orchard and Anvil site. Additional resources are still required for Friday/Saturday nights with anti social behaviour. He added though all crime was down.

### **Difficulties of Cyclists on roads**

It was stated that with the state of the roads cycling was dangerous. No cycle lanes to talk of or cycle paths.

Councillor David Billing said that, through the Hitchin Transport Plan, the Consultants have fed back the results and 100 priorities have been identified including improving cycle and pedestrian facilities in the Town.

He will insist that these priorities are taken seriously and that a proper plan for pedestrian/cycling be in place and that through an Action Plan will get delivered. An Action Plan is being drafted and will be consulted on by the public after a meeting in November.

It was also mentioned that the timing of the lights in Brand Street appear to have been changed so cyclists and pedestrian have longer to wait. Also at the Bedford Road pedestrian crossing, 20 to 30 vehicles pass before they lights change to red.

### **Tree Trimming**

A questioner raised the issue of tree trimming which had been brought up at the last Town Talk. It was stated that the Action Update was in the Town Talk Notes from that meeting.

**Housing & Environmental Health Service**

**1. Adopted recommendations of the Task and Finish Group - Dated 18<sup>th</sup> December 2008**

	<b>Recommendation</b>	<b>Comments</b>
S3	<p>That the Council's Housing and Environmental Health Service formally contact the Environment Agency with an offer to provide technical advice on local pollution matters (such as noise and dust control) regarding that regulator's deliberations concerning the revision of the current H Williams &amp; Sons Limited Waste Management Licence.</p>	<p>Whilst the Environment Agency did not take advantage of this offer in connection with the H Williams &amp; Sons' Waste Management Licence, dialogue has nevertheless continued between the Council and the Agency as regards the regulation of emissions from both the Wallace Way site and Hitchin railway sidings. The Council has commissioned some dust monitoring in connection with the Wallace Way site and the Environment Agency has been made aware of this project (see below); the Agency has given a commitment to undertake its own dust analysis in this area and to share this data with the Council.</p> <p><b>Update 4<sup>th</sup> February 2009</b> – The dust monitoring has been completed and it is expected that the report will be published in the next two weeks. A meeting is taking place in early March with partnership agencies to discuss results and further information will be available after this meeting.</p> <p><b>Update May 2009</b> – Dust monitoring positive and it is expected that there will be joint enforcement action being lead by the Environment Agency. Further information will be available for the next Cadwell Lane/Hitchin Residents Alliance meeting in July and the Hitchin Area Committee meeting in July.</p> <p><b>Update July 2009</b> – The Environment Agency have carried out a site audit and Williams have submitted risk Assessments in relation to environmental emissions. These are currently under review. Williams will also be making improvements to their management system.</p> <p>During three weeks in July, 2009, there was a fault on the air cyclone system within the fragmentiser and this has caused brief periods of odour. Parts have been ordered and at the same time improvements are being made to the air cyclone system. The site has a deadline of 10/8/09 to make the repairs.</p> <p>Problems with the Environment Agency's National Lab means they are unable to provide an update on the dust monitoring at this time.</p> <p>Update</p> <p><b>Update September 2009</b> – No major breaches of the permit were identified during the audit inspection and the operator will be waking improvements to their Site Management System in the near future as a result of the audit.</p> <p>An explosion occurred week beginning 7<sup>th</sup> September ,2009, and as a direct result the operator has now made it their policy to open all incoming scrap metal bales to look for gas cylinders, prior to them being put through the fragmentiser. This activity</p>

		<p>should prevent further gas cylinders going through the fragmentiser. The Environment Agency keep a log of complaints and the log is on the appeal file.</p>
S4	<p>That the Council's Housing and Environmental Health Service investigate the ownership and, if possible, the leasing of the access road off St Michaels Road to the Hitchin railway sidings and the H Williams &amp; Sons Ltd. site at Wallace Way. The information gathered to be considered as part of any investigation relating to environmental protection complaints.</p>	<p>Herts Highways has declined to pursue formal enforcement action against the owners/users of the access road in respect of debris deposited on St Michaels Road.</p> <p>However, negotiations by the Council's Environmental Protection Team have resulted in a written agreement by H Williams, CEMEX, and EWS (the head lessee of this land) to surface this access track. The works will aim to significantly reduce the noise and dust liberated by heavy goods vehicles using this access road and it will also prevent soil from being left on the public highway.</p> <p>The businesses responsible for the funding of these works are currently awaiting quotes from prospective contractors before commenting on an implementation schedule. However, it is expected that the resurfacing works will be completed in the spring of 2009.</p> <p><b>Update 4<sup>th</sup> February 2009</b> – it was requested that the date for resurfacing of the access road be notified to the group. Discussions continue with the relevant businesses to get this work done as soon as possible.</p> <p><b>Update May 2009</b> – Agreement has now been reached between all concerned parties about the split in costs of tarmacing the road and it is expected that the work will start very soon. The work will be phased.</p> <p><b>Update July 2009</b> – The work of tarmacing the access road was started on Thursday 9<sup>th</sup> July, 2009. Credit was given to Andy Godman for getting this issue achieved satisfactorily.</p> <p><b>Update September 2009</b> – Work completed and this will be monitored as to how it is working and if it is eliminating the issue.</p>
M2	<p>That the Council's Housing and Environmental Health Service expand the Council's current nitrogen dioxide (NO<sub>2</sub>) passive diffusion tube network to include four additional locations around Cadwell Lane and St Michaels Road. The exact locations for monitoring to be determined in consultation with representatives of the Cadwell Lane Residents Association and Hitchin Residents Alliance. The results from monitoring to be considered in respect of the Council's obligations regarding Local Air Quality</p>	<p>Nitrogen dioxide monitoring has taken place at the following sites since May of this year:</p> <p>NH67 Cadwell Court NH68 Bryon Close NH69 Grove Road</p> <p>Regrettably, sampling at NH70 (Meadowbank) had to be temporarily suspended as the monitoring equipment was subject to persistent damage or interruption. This</p>

<p>Management (LAQM) as defined by the Environment Act 1995.</p>	<p>equipment has been relocated to an adjacent position and is now yielding more reliable data.</p> <p>As indicated in a previous update, in order to draw reliable conclusions from this form of air quality monitoring at least 9 months of data is needed. Accordingly, it is not possible to provide an accurate commentary on the concentration of nitrogen dioxide at the above sites until the late spring of 2009. However, an <i>initial</i> review of the data collected thus far suggests that the results are not unduly concerning.</p> <p><b>Update</b> It was agreed at the meeting on 4<sup>th</sup> February that all results be available before making further decisions.</p> <p><b>Update May 2009</b> – Fusion tubes have gone for analysis but there appears to be no significant cause for concern. Further information will be available for July meetings.</p> <p><b>Update July 2009</b> – ‘Dust’ is generally described as particulate matter and considered in two categories. Particles up to 10 micron are commonly referred to as PM<sub>10</sub>dust. Coarser material is commonly described as ‘nuisance dust’. PM<sub>10</sub>dust is measured to agreed standards and forms part of the National Air Quality Standards (NAQS) and it is recognised in NAQS that exposure to high levels of PM<sub>10</sub> dust can affect public health through increased risk of respiratory and cardiovascular illness.</p> <p>There are no official standards of nuisance dust although nuisance dust is widely recognised to affect quality of life, particularly for people living in the vicinity of dusty operations such as quarries, landfill sites and waste transfer operations. PM<sub>10</sub>dust samples were taken over 7 days intervals. Two locations were chosen . Three directional samplers were used for the ‘nuisance dust’. Two were located with the PM<sub>10</sub> samplers and third was a stand alone directional monitor. Results of this monitoring show that the PM<sub>10</sub> levels during the study period were significantly below the NAQS threshold values.</p> <p>Nuisance dust levels varied considerably across the study area and some very high levels, with the potential to cause nuisance, were recorded arising from the direction of H Williams and Sons Ltd.</p> <p>It is recommended that additional dust control measures are implemented at H Williams and Sons Ltd to reduce the potential for nuisance dust to be emitted beyond the northern site boundary with Travis Perkins</p> <p><b>Update September 2009</b> – Because of problems at the Environment Agency’s National Lab the report is not yet available and it was agreed that this should be received before any decisions could be made.</p>
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3. Further actions requested at meeting on 4<sup>th</sup> February 2009

Actions	Comments
<p><b>B</b> It was agreed that the Police would put together an action plan. Building in publicity, with information about what they can do now and what can be done next.</p>	<p>An action plan has now been put in place. When operations have been carried out they will be publicised through the Corporate Communication department and results will be fed in through corporate communications with a view to having them publicised</p> <p><b>Update May 2009</b> – During March 2009 there were 30 vehicle stops with 3 seizures, April 20 stops and 1 seizure and May 19 stops 1 seizure. Speeding enforcement once a month and sometimes more. No endorsements but issued several warnings.</p> <p><b>Update July 2009</b> – During July operation gelding 12 lorries were stopped and checked with no offences. Speeding enforcement has taken place not only in Cadwell Lane but at various other locations within Hitchin with no prosecutions.</p> <p><b>Update September 2009</b> – Three lorries in total have been prosecuted for dropping metal. Speeding enforcement has resulted in a number of cautions but no prosecutions. He commended residents for their excellent information to the Police about dropping metal. In August 10 lorries stopped but no prosecutions. In September 4 lorries stopped and given a verbal warning for minor offences. October 700 ANPR (Automatic Number Plate Recognition) reads 27 stop checks 6 vehicles dipped for red diesel 2 persons dealt with by Environment Agency for not having a waste carriers licence. News Release dated February 2009 attached At the end of year (2009) Police will communicate the year’s results.</p>
<p><b>D.</b> It was requested that information and update be available for the GAF (Growth Area Fund) funding.</p>	<p>Information has been received on Growth Area Funding and initial discussions are taking place and Members will be informed</p> <p><b>Update May 2009</b> – More information is being requested for the meetings in July.</p> <p><b>Update July 2009</b> - Awaiting information</p> <p><b>Update September 2009</b>- Awaiting information</p>

<p><b>G.</b> It was said that land search is being done regarding the ownership of the triangular piece of land which has recently been fenced off and it was requested that the group get the result of this</p>	<p>The land registry shows this piece of land as not being registered and investigations are continuing.  <b>Update May 2009</b>          Investigations continue and further information will be available at the July meetings.  <b>Update July 2009</b> – Investigations continuing  <b>Update September 2009</b> – Investigations continuing</p>
<p><b>H.</b> A Community Action Day was suggested and it was said that this needs to be organised by the community but that the police would support.</p>	<p>Community Development Officer for Hitchin to discuss this with Cadwell Lane Residents  <b>Update May 2009</b> - the residents are keen on a Community Day and possible dates will be identified.  <b>Update July 2009</b> – It was agreed that with the residents having quite a bit to think about at the moment then a Community Day would be better for Spring 2010.</p>
<p><b>I.</b> It was requested that check be made on any planned improvements to the play area.</p>	<p>There are plans to improve the Pavilion in Summer 2009. There are no plans re a play area.  <b>Update July 2009</b> – The refurbishment of the pavilion is under review as part of the Green Space Strategy which will go to Cabinet in September, 2009. Discussion will take place with Parks and Open Spaces and planners re a play area with possible Section 106 money.  <b>Update September 2009</b> – Councillor Sangha is going to look into the Green Space Strategy and also get indicative costs for playground equipment (in consultation with residents) for the Cadwell Lane site.</p>

APPENDIX D

Area Committee Work Programme 2009 - 2010							
Area: Hitchin		Lead Officer: Margaret Bracey					
Codes: Theme Code: G – Green; TC – Town Centre; SD - Sustainable Development CS – Community Safety; YP – Youth provision CE - Community Engagement C/R: C – Capital; R – Revenue;							
Ward	Theme Code	Project/ Scheme	Budget	C/R	Start Date	Finish Date	Review of Progress Comment
Bearton	G	Triangle Design Statement	£5,000 Spent £3257 left £1,743	R	2004	2009	The Design Statement was adopted by the Triangle Residents Association and will come before Hitchin Area Committee at the January 2010 meeting.
Highbury	G	Tree planting	£1,200	R	2008	Autumn 2009	Planting of 8 trees at St Johns Playing Field
Hitchin	TC	Town Centre Enhancement	£40,000 approx	C/R	26 <sup>th</sup> October 2009	27 <sup>th</sup> November 2009	Work on improving the surface of the Market Place started on 26 <sup>th</sup> October 2009 and completion will be Friday 27 <sup>th</sup> November @ 2pm for Christmas lights switch on. If delayed for some reason the completion will be held over until after Christmas
Hitchin	TC	<b>Highways</b> - Improvements Churchyard access	£10,000	C/R	2009	End of November /beginning of December 2009	Highways have requested the sum of £5,000 from Hitchin Area Committee towards this project. It is anticipated that the work will start at the completion of the work in the Market Place.
Hitchin	YP	Community Choice for young people – Hitchin Youth Spend!	£20,000	C	September 2009	January 2010	Proposal that young people apply for funding for a project and the young people choose project or projects to fund. This will be launched at the TASTE Event in Hitchin Market Place on

**APPENDIX D**

							Saturday 12 <sup>th</sup> September 2009. The young people will choose the projects to be funded in January 2010.
Hitchin	TC	TRO for Hitchin Market Place	£4,000	R	June 2009	2009	Completed.
Hitchin	CE	Invite Herts Highways to Hitchin Committee meetings	N/A	N/A	N/A	N/A	To answer the questions raised at previous meetings about highways issues
Hitchin	CE	Invite NHDC Cabinet Members/Portfolio Holders to Hitchin Committee meetings	N/A	N/A	N/A	N/A	To keep Hitchin residents up to date with Cabinet decisions and Portfolio Holders work.
Hitchin	CE	Hitchin Councillors, appointed on outside bodies, be invited to advise the Committee of their activities and the value of representation of NHDC on outside bodies.	N/A	N/A	N/A	N/A	To keep Hitchin Residents and Hitchin Councillors aware of groups and their activities in their area
Hitchin	CE	Information on the planning associated with utilities works and highway disruption in Hitchin	N/A	N/A	N/A	N/A	To keep Hitchin Residents and Hitchin Councillors aware of possible disruption in Hitchin.
Hitchin	G	Information about Green Flag status for Bancroft Park and Gardens	N/A	N/A	N/A	N/A	To keep Hitchin Residents and Hitchin Councillors aware of Park improvements
Hitchin	YP	Information regarding youth provision in Hitchin for example Sub Zero and Youth Connexions	N/A	N/A	N/A	N/A	To keep Hitchin Residents and Hitchin Councillors aware of the youth activities taking place in the town.
Hitchin	SD	Information with regard to the Hitchin Urban Transport Plan Review	N/A	N/A	N/A	N/A	To keep Hitchin Residents and Hitchin Councillors aware of the Transport plans for Hitchin
Hitchin	CE	Invite local interest and voluntary groups to present to the Committee with a view to	Up to a maximum of	R	N/A	N/A	To continue Hitchin Committee's commitment to Hitchin and local interest groups

**APPENDIX D**

		grant funding	£1,200				
Highbury	G	Remedial Works to Hitchin Cemetery Gates and approach.	Not yet known	C/R	Not yet known	Not yet known	Quotations are being requested from specialist companies to replace the gates at Hitchin Cemetery
Bearton	SD	Triangle Community Garden	£5,000 Spent £2,750 left £2,000	R	2007	Not known	To improve the facility the Community Garden use at Ransoms Recreation Ground
Bearton	CE	Community Projects	£1,196	R	2009	N/A	Money available for Community Projects in the Bearton Ward.
Highbury	SD	Parking Project – Hollow Lane/Standhill road	£7,195 Spent £1,024 left £6,171	R	2008	Not known	To improve the environment for local people
Hitchin	CE	Hitchin Outdoor Pool extended hours	£3,150	R	2009	2009	To give Hitchin residents the opportunity to use the pool during extended opening hours
Oughton	CE	Community Projects	£5,920 Spent £360 Left £5,560	R	2009	Not known	Money available for community projects in Oughton Ward
Priory	CE	Community Projects	£870	R	2009	Not known	Money available for community projects in Priory Ward
Walsworth	CE	Community Projects	£1,280 Spent £1,061 Left £219	R	2009	Not known	Money available for Community Projects in Walsworth Ward

**HITCHIN AREA COMMITTEE**  
**17 November 2009**

The following document is provided as an Information Note to Members of the Hitchin Area Committee and is available for public inspection at Hitchin, Letchworth, Baldock and Royston Libraries.

<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b> <b>A.1</b>
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**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 5 SEPTEMBER 2009**

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

Page 3

<b>PART 1 – PUBLIC DOCUMENT</b>	<b>AGENDA ITEM No.</b> <b>A.2</b>
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**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 3 OCTOBER 2009**

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

Page 5

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**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 5 SEPTEMBER 2009  
INFORMATION NOTE****REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES**

District Councillors: Judi Billing, Paul Clark, Ray Shakespeare – Smith and Allison Ashley were in attendance assisted by Janette Smyth as Support Officer.

Twenty four Hitchin residents and one Ickleford resident attended the Surgery with **30** enquiries. These enquiries were passed to the Customer Services Centre for processing. The Customer Services Manager is requested to copy to Ward Councillors the responses sent to the surgery visitor.

**ENQUIRY**

- A request for a reply to enquiry on dog fouling in Walsworth Road and Woodside Car park – previous enquiry made 7 May 2009;
- Request for enforcement to stop car parking in High Street on Sundays as car parks in Hitchin are free;
- Request to stop car parking in Market Place and High Street on a Sunday;
- Objection to housing expansion west of Hitchin (East of Luton?);
- Request for enforcement of speed limits in Ninesprings Way;
- Request for on the spot fines for cigarette littering, beer cans and general litter in Ransoms Rec;
- Request to clear all rubbish in Ransoms Rec. now and on a regular basis;
- Very strong objections to Que Pasa using Market Place (3), visitor waiting for reply to letter of 27 August 2009;
- Request for enforcement of allowed noise levels in Market Place at night;
- Charity unable to park in Market place due to Que Pasa outside arrangements;
- Visitor wants Hitchin Museum to remain, does not wish to see amalgamation of Hitchin and Letchworth Museums;
- Request for telephone contact in order to stop obstruction to residential drive ( form does not indicate if daily occurrence or time of obstruction);
- Request to keep Hitchin Town Hall as a Community Asset, youth need a centre;
- Request for rubbish clearance in Grays Lane, Braunds alley;
- Request for repairs to cobbled surface in Hitchin Market Place;
- Give Hitchin Town Hall to Hitchin Initiative and keep as Town Hall;
- Visitor upset at tone of letter sent to individuals denoting single occupancy for council tax relief;
- Visitor concerned about parking in Newtons Way in front of garages and rudeness from vehicle owners;
- Request for footway repairs in Aston Rise and Manton Road, (38 and above);
- Request for pruning/cutting back of hedgerow at 40 Manton Road;
- Request for double yellow lines at end of St. Johns Road at corner with Passingham Avenue;
- Congratulations to NHH on new flats in Milestone Road BUT path is full of litter, bins not emptied, hedges need cutting, unable to walk along the path;
- An enquiry on a planning matter in Whinbush Grove, office into 3 bed dwelling, details not on NHDC Website;
- Request for repairs to footway in Grays Lane (40 to 72) Note. Repairs to footway in West Hill done! Also road surface in Grays Lane is a hindrance to mobility scooters;

- Complaint about NHH – repairs done following floods as bathroom leaking water into hallway, request for fan in kitchen declined by NHH, wrong type of floor covering in bathroom and a litany of other problems with water;
- Request for repair to highway, hole in Hollow Lane opposite Telephone Exchange entrance;
- Objection to lack of open public conveniences in Hitchin;
- Objection to lack of seating benches in Hitchin other than in the High Street;
- Concerns over property in Westmill used as a Building Merchants office, parked vans – contravention of planning legislation?
- Request for use of the 'Spanish System' traffic controls in Ickleford High Street, present proposal to Southern Rural and refer to the JMP;

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**TITLE OF REPORT: HITCHIN COMMUNITY SURGERY – 3 OCTOBER 2009  
INFORMATION NOTE****REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES**

District Councillors: Clare Body, Martin Stears- Handscomb, Ray Shakespeare – Smith, Alan Millard were in attendance assisted by Janette Smyth as Support Officer.

Ten Hitchin residents, one Pirton resident and one Royston Resident attended the Surgery with **12** enquiries. These enquiries were passed to the Customer Services Centre for processing. The Customer Services Manager is requested to copy to Ward Councillors the responses sent to the surgery visitor.

**ENQUIRY**

- A request for the town twinning organisation Hitchin Link to 'sprecken' with their counterparts in Bingen and request that the burgomeister has signs installed in Bingen announcing 'twinned with Hitchin' (presumably in German?);
- Request for parking restrictions to be extended? or implemented in Meadowbank, Hitchin as commuters are blocking entrances, parking on kerbs (petition presented, to whom?);
- Request for improved signage indicating location of Little Wymondley Church;
- Request for Woolworths in Hitchin to be used whilst lease is negotiated e.g. charity events, craft stalls;
- Hitchin Lawn Tennis Club. Request for action on granting of extension to lease. Following fire damage the club want to undertake extensive repairs but unable to rebuild without confirmation of lease;
- Request for drains and gulleys to be emptied and cleaned at corner of Highbury and Whitehill Road;
- Request for grassed amenity are to be fenced off (cf play area) and can some form of kissing gate be installed at end of footpath as a child with disabilities is resident in one of the neighbouring houses;
- Please advise the visitor of the status of the bus service between Hitchin and Stevenage in Stevenage Road, timetable of 5 minutes past and 28 minutes past is not maintained;
- Please advise visitor of who to contact at County Hall for provision of a Blue Badge, application made, follow up telephone call, still no badge;
- One of the public conveniences in West Alley has a fault. The engaged/vacancy indicator is broken;
- Request for trees overhanging from Ransoms Rec. into private gardens need cutting back, branches cut out light to residence;
- Request for information on 'High Hedges';