



# CABINET

**Monday, 7th March, 2016**

**7.00 pm**

**Town Hall Watford**

**Publication date: 26 February 2016**

**CONTACT**

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Caroline Harris Democratic Services Manager on 01923 278372 or by email – [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk) .

Welcome to this meeting. We hope you find these notes useful.

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## **CABINET MEMBERSHIP**

Mayor	D Thornhill	(Chair)
Councillor	D Scudder	(Deputy Mayor)
Councillors	S Johnson, I Sharpe, P Taylor and M Watkin	

## **AGENDA**

### **PART A - OPEN TO THE PUBLIC**

**1. APOLOGIES FOR ABSENCE**

**2. DISCLOSURE OF INTEREST (IF ANY)**

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 8 February 2016 to be submitted and signed.

Copies of the minutes of this meeting are usually available seven working days following the meeting.

*(All minutes are available on the Council's [website](#).)*

**4. CONDUCT OF MEETING**

The Cabinet may wish to consider whether there are any items on which there is general agreement which could be considered now, to enable discussion to focus on those items where the Cabinet sees a need for further debate.

**5. MANAGEMENT OF CONSERVATION AREAS TASK GROUP - FINAL REPORT AND RECOMMENDATIONS (Pages 5 - 72)**

Report of the Committee and Scrutiny Officer

**6. DEVELOPMENT OF THE COUNCIL'S CORPORATE PLAN 2016-2020 AND ON THE DEVELOPMENT OF THE COUNCIL'S VISION, PRIORITIES AND VALUES (Pages 73 - 80)**

Report of the Managing Director

**7. TO AGREE A CHANGE TO THE EXECUTIVE SCHEME OF DELEGATION (Pages 81 - 84)**

Report of the Head of Regeneration and Development regarding the Right to Build register

**8. APPROVAL OF THE SKYLINE - WATFORD'S APPROACH TO TALLER BUILDINGS SUPPLEMENTARY PLANNING DOCUMENT (Pages 85 - 178)**

Report of the Head of Regeneration and Development

- 9. LOCAL DEVELOPMENT SCHEME 2016-19** (Pages 179 - 196)  
Report of the Head of Regeneration and Development
- 10. TEMPORARY ACCOMMODATION PLACEMENT POLICY** (Pages 197 - 226)  
Report of the Housing Project Manager
- 11. RECYCLABLE MATERIAL CONSORTIUM CONTRACT** (Pages 227 - 234)  
Report of the Client Manager Waste, Recycling and Streetcare

## PART A

**Report to:** Cabinet  
**Date of meeting:** 7 March 2016  
**Report of:** Committee and Scrutiny Officer  
**Title:** Management of Conservation Areas Task Group – final report and recommendations

### 1.0 **SUMMARY**

- 1.1 This report provides Cabinet with the Management of Conservation Areas Task Group's final report and recommendations.
- 1.2 Cabinet is asked to review the report and comment on the recommendations, which is attached as Appendix A.

### 2.0 **RECOMMENDATIONS**

#### **Communication**

- 2.1 Include information about conservation areas in annual council tax and business rates notices for properties with postcodes in these areas.
- 2.2 Introduce a symbol on lamp columns or existing street furniture to show that the street or neighbourhood is in a designated conservation area.
- 2.3 Improve access to comprehensive information about conservation areas on Watford Borough Council's website, including guidance to residents about living or owning property there.
- 2.4 Encourage Councillors to play an active role in raising awareness of conservation areas, for example through public meetings, promoting local history projects, arranging for officers to speak at local meetings etc.
- 2.5 Consider alternative ways to engage with residents and businesses about the need for planning permissions for certain alterations in conservation areas. This might include utilising social media to sign post them to the Council's website for comprehensive information.

#### **Legislation, Council policy and procedures**

- 2.6 Review current Article 4 directions to reflect changes in the General Permitted Development Orders and consider whether other classes should be included.
- 2.7 Ensure that procedures remain in place to undertake regular reviews of Watford Borough Council's Article 4 directions in order to address the potential impact of

changes in technology or legislation.

- 2.8 Continue with the regular review of Watford Borough Council's toolkit of documents ensuring that these remain relevant.
- 2.9 Ensure that Watford Borough Council's development management officers continue to consult with the conservation and policy team when considering applications adjacent to conservation areas, in order to minimise the impact of new developments on properties within those areas.

### **Council resources**

- 2.10 Continue to assign conservation area management responsibility to a designated officer and commit to providing adequate council resources to continue the excellent work that has been done to manage Watford's conservation areas and protect the character of Watford's built environment and street scene, particularly within designated conservation areas.

### **Training**

- 2.11 Include conservation, design and enforcement issues in the induction and development management training for Councillors to establish a comprehensive training programme.

#### **Contact Officer:**

For further information on this report please contact: Sandra Hancock,  
Committee and Scrutiny Officer  
telephone extension: 8377  
email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

**Report approved by:** Carol Chen, Head of Democracy and Governance

## **3.0 DETAILED PROPOSAL**

- 3.1 In May 2015 Councillor Martins submitted a scrutiny proposal form requesting a review of the town's conservation areas.
- 3.2 In accordance with normal practice the proposal was submitted to the relevant Head of Service for their views. The Head of Regeneration and Development in turn forwarded the proposal to the Planning Policy Team for their comments.
- 3.3 The Senior Planner (Design and Conservation) responded and he suggested that many aspects of the original proposal were already in place.
- 3.4 It was then suggested that a meeting be arranged to discuss the suggestion and to consider whether there were any aspects that could be developed into a review.
- 3.5 A meeting was arranged for 29 June 2015, Councillor Martins, the Head of Regeneration and Development, Senior Planner (Design and Conservation) and

Committee and Scrutiny Officer attended the meeting. An updated proposal was agreed and forwarded to Overview and Scrutiny Committee for Members to consider whether a Task Group should be established.

- 3.6 Overview and Scrutiny Committee considered the suggestion at its meeting on 20 July 2015. Following a discussion it was agreed that a Task Group should be set up and all non-Executive Councillors should be invited to participate. Due to the timings of the meetings it was agreed that the Task Group's membership would be delegated to the Head of Democracy and Governance in consultation with the Chair of Overview and Scrutiny Committee.
- 3.7 Initially six Councillors expressed an interest in participating in the new Task Group, however Councillor Joynes agreed to remove her name from the list, as Task Group's were limited to a maximum of five Members. At Overview and Scrutiny Committee's meeting on 24 September, Members were informed that the Task Group would comprise Councillors Martins, Collett, Dhindsa, Haley and Topping. Prior to the Task Group's first meeting Councillor Dhindsa advised that he would no longer be able to participate. Councillor Joynes was informed and offered the opportunity to join the Task Group, which she accepted.
- 3.8 The Task Group has met on four occasions, the last of which was on Tuesday 2 February 2016. At that meeting the Members discussed their recommendations. Since then the Committee and Scrutiny Support Officer and Committee and Scrutiny Officer have worked on putting together the final report, which is attached at Appendix A. The Task Group have been kept informed about the final report and forwarded the final draft.

#### Community Engagement

- 3.9 Early on the Task Group decided it wanted to gather views from local residents about conservation areas and their understanding of any implications on them. It was agreed that a drop in session would be arranged and an online survey developed.
- 3.10 The Committee and Scrutiny Officer and Committee and Scrutiny Support Officer worked with the Communications Team on developing a poster and leaflet. The leaflet was distributed to all those residents living in a conservation area, setting out details of the drop in session at the Town Hall and the online survey. The identical poster was initially distributed to Ward Councillors with a conservation area and the Task Group Members asking them to promote the survey to their residents and displaying the posters where possible. Following a request from Councillor Dhindsa the poster was later distributed to all those Councillors who had not received a copy.
- 3.11 Eleven residents attended the drop in session on 26 January 2016. They spoke to the Task Group and provided their views about conservation areas and the impact of developments just outside the designated boundaries.
- 3.12 The online survey, which ran from 13 January until 1 February, had 131 responses. In order to increase awareness of the survey it was referenced in the Mayor's newsletter and officers paid to have a Facebook boost. On each of these occasions there was a spike in the number of responses. This has provided officers with useful ideas on how to promote events and surveys in the future and how long the preparation can take to

ensure it is carried out properly.

- 3.13 The Task Group's report will have been presented to Overview and Scrutiny Committee on Thursday 3 March for its consideration.
- 3.14 Cabinet is asked to review and comment on each of the recommendations, which will then be presented to Overview and Scrutiny Committee at its first meeting in the new Municipal Year, Thursday 23 June 2016. Councillor Martins will be attending Cabinet to answer any questions and provide reasons for recommendations if requested.

#### 4.0 **IMPLICATIONS**

##### 4.1 **Financial**

- 4.1.1 The Shared Director of Finance comments that it is anticipated that the costs can be contained within the existing budget, but if additional resources are required then these will need to be approved through the Council's budget process.

##### 4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that the legal implications are contained within the report.

##### 4.3 **Equalities**

- 4.3.1 No equality issues have been identified in the Task Group's report and recommendations.

##### 4.4 **Potential Risks**

- 4.4.1 None have been identified as a direct result of the Task Group's report and recommendations.

##### 4.5 **Staffing**

- 4.5.1 The Task Group's report and recommendations make reference to the need to retain adequate resources to ensure the current work can continue.

#### Appendices

Appendix A Management of Conservation Areas Task Groups final report and recommendations

#### Background Papers

No papers were used in the preparation of this report.

#### File Reference

None





**MANAGEMENT OF CONSERVATION AREAS TASK GROUP**

**REVIEW OF THE MANAGEMENT OF WATFORD BOROUGH  
COUNCIL'S CONSERVATION AREAS**

**FEBRUARY 2016**



## CONTENTS

<b>Committee Membership</b>	<b>Page</b>	<b>5</b>
<b>Proposed Recommendations</b>	<b>Pages</b>	<b>7 - 8</b>
<b>Background Information</b>	<b>Pages</b>	<b>9 - 10</b>
<b>Overview of the Task Group's Work</b>	<b>Page</b>	<b>11</b>
<b>Recommendations and Comments</b>	<b>Pages</b>	<b>13 - 17</b>
<b>Bibliography</b>	<b>Page</b>	<b>18</b>
<b>Appendices</b>	<b>Pages</b>	<b>19 - 64</b>
<b>1. Task Group scope</b>		<b>19 - 24</b>
<b>2. Meeting agreed actions 10 November 2015</b>		<b>25 - 27</b>
<b>3. Meeting agreed actions 02 December 2015</b>		<b>29 - 31</b>
<b>4. Meeting agreed actions 05 January 2016</b>		<b>33 - 34</b>
<b>5. Meeting agreed actions 02 February 2016</b>		<b>35 - 36</b>
<b>6. Conservation Areas Management Plan Actions Update</b>		<b>37 - 45</b>
<b>7. Management of Conservation Areas Comparative Study</b>		<b>47 - 48</b>
<b>8. Residents Survey</b>		<b>49 - 50</b>
<b>9. Residents Survey Analysis</b>		<b>51 - 62</b>
<b>10. Councillor Survey</b>		<b>63 - 64</b>



## COMMITTEE MEMBERSHIP

### Watford Borough Council

#### Members – Task Group

Councillor Rabi Martins	Chair, Councillor for Central Ward
Councillor Karen Collett	Councillor for Woodside Ward
Councillor Michael Haley	Councillor for Central Ward
Councillor Anne Joynes	Councillor for Leggatts Ward
Councillor Linda Topping	Councillor for Nascot Ward

#### Other Members attending or contributing

Councillor Iain Sharpe	Portfolio Holder for Regeneration and Development
Councillor Mark Watkin	Councillor for Nascot Ward and Heritage Champion

### Officer Support

#### Watford Borough Council

Jane Custance	Head of Regeneration and Development
Robert Della-Sala	Head of Revenue and Benefits
Fiona Dunning	Interim Development Management Section Head
Sian Finney-MacDonald	Urban Design and Conservation Manager
Sally Ann Fuller	Senior Planner (temporary)
Lisa Searle	Enforcement Officer
Stephanie Waldron	Enforcement Officer, Planning
Simon Went	Senior Planner, Conservation
Sandra Hancock	Committee and Scrutiny Officer
Ishbel Morren	Committee and Scrutiny Support Officer



## **PROPOSED RECOMMENDATIONS TO PRESENT TO OVERVIEW AND SCRUTINY COMMITTEE**

### **Proposed recommendations**

The Task Group is looking to establish a small number of core recommendations.

### **COMMUNICATION**

**The aim of these recommendations is to improve public awareness of Watford's conservation areas:**

1. Include information about conservation areas in annual council tax and business rate notices for properties with postcodes in these areas.
2. Introduce a symbol on lamp columns or existing street furniture to show that the street or neighbourhood is in a designated conservation area.
3. Improve access to comprehensive information about conservation areas on Watford Borough Council's website, including guidance to residents about living or owning property there.
4. Encourage Councillors to play an active role in raising awareness of conservation areas, for example through public meetings, promoting local history projects, arranging for officers to speak at local meetings etc.
5. Consider alternative ways to engage with residents and businesses about the need for planning permissions for certain alterations in conservation areas. This might include utilising social media to sign-post them to the Council's website for comprehensive information.

### **LEGISLATION, COUNCIL POLICY AND PROCEDURES**

**The aim of these recommendations is to ensure that local planning rules affecting conservation areas reflect new technologies and other initiatives or legislation:**

6. Review current Article 4 directions to reflect changes in the General Permitted Development Orders and consider whether other classes should be included.
7. Ensure that procedures remain in place to undertake regular reviews of Watford Borough Council's Article 4 directions in order to address the potential impact of changes in technology or legislation.
8. Continue with the regular review of Watford Borough Council's toolkit of documents to ensure that these remain relevant.

9. Ensure that Watford Borough Council's development management officers continue to consult with the conservation and policy team when considering applications adjacent to conservation areas, in order to minimise the impact of new developments on properties within those areas.

## **COUNCIL RESOURCES**

**The Task Group acknowledges the excellent work that has been undertaken by officers in Watford's conservation areas and considers that it is important to continue this good work:**

10. Continue to assign conservation area management responsibility to a designated officer and commit to providing adequate council resources to continue the excellent work that has been done to manage Watford's conservation areas and protect the character of Watford's built environment and street scene, particularly within designated conservation areas.

## **TRAINING**

**Watford Borough Council is committed to equipping its Councillors with the highest levels of knowledge and understanding about conservation and design issues:**

11. Include conservation, design and enforcement issues in the induction and development management training for Councillors to establish a comprehensive training programme.



## **BACKGROUND INFORMATION**

At the meeting of the Overview and Scrutiny Committee on 20 July 2015, Councillor Rabi Martins stated that he would like to propose a review of the town's conservation areas, and particularly to review the effectiveness of the Watford Conservation Areas Management Plan.

The proposal followed concerns raised by the Estcourt Residents Association that houses in their local conservation area had undertaken inappropriate developments and allowed front garden walls to fall into disrepair.

The Committee and Scrutiny Officer advised that she would circulate the proposal form to members interested to participate.

It was anticipated that the review would produce the following outcomes:

- to understand how the Watford Conservation Areas Management Plan was being implemented and the implications this had on the ground, including:
- recent reviews of conservation areas and targeted planning enforcement
- publicity for conservation areas i.e., how residents and other stakeholders were made aware of areas that were designated as conservation areas and the implications of that;
- identify any future work to be undertaken to ensure effective management of conservation areas in the future.

In order to obtain relevant evidence, it was proposed that:

- the Conservation Areas Management Plan should be updated to see what additional work had been undertaken and to identify where further action was required
- a comparative study should be made with two neighbouring authorities to gauge relative resource levels and the policy documents in place
- enforcement issues should be investigated to establish if additional powers were needed, particularly to counter the impact of new and emerging technologies
- the views of local residents and businesses should be sought by conducting a series of one-to-one interviews with Councillors.

The Task Group would comprise:

Councillor Rabi Martins (Proposer)  
Councillor Karen Collett  
Councillor Michael Haley  
Councillor Anne Joynes  
Councillor Linda Topping

Councillor for Central Ward  
Councillor for Woodside Ward  
Councillor for Central Ward  
Councillor for Leggatts Ward  
Councillor for Nascot Ward

This included a late change of membership, prior to the first meeting of the Task Group, with Councillor Joynes replacing Councillor Dhindsa.

## OVERVIEW OF THE TASK GROUP'S WORK

The Management of Conservation Areas Task Group has carried out its work in a little over three months, drawing on the expertise of Watford Borough Council's officers as well as the wider views of residents in order to complete its inquiry.

A first meeting was held on 10 November 2015 at which Councillor Martins was elected Chair. Setting the scene for the Task Group, he underlined the importance of reviewing the effectiveness of the Watford Conservation Areas Management Plan. In particular, he argued that although several areas across the town had been marked for conservation, the character of these was beginning to suffer through inappropriate modifications to buildings without reference to the Council.

The Task Group agreed a busy timetable of meetings with tightly focussed agendas to draw out the key issues for consideration. These were to:

- establish a status report for the Task Group by updating the action points included in the Conservation Areas Management Plan
- examine the effectiveness of Article 4 direction to see if this was sufficiently robust to tackle new threats to conservation areas, such as the siting of solar panels
- study current Council enforcement practices to understand the processes undertaken and the timescales involved
- undertake a comparative study of Watford Borough Council's management of its conservation areas with some neighbouring authorities
- gather information and views from residents living in conservation areas
- examine the rules governing shop front design to ascertain whether more needed to be done to protect their appearance.

This work was carried out in three further meetings of the Task Group on 2 December 2015, 5 January and 2 February 2016.

In addition, a public drop-in session was held at the Town Hall on 26 January 2016. Members of the public, and particularly those living in Watford's conservation areas, were encouraged to give their views directly to Task Group members in a series of informal conversations.

Further feedback from residents was encouraged using an on-line survey, which was promoted through the Council's website and social media.

In a separate survey, the Task Group also sought the views of Councillors.



## RECOMMENDATIONS AND COMMENTS

The Task Group's recommendations are intended to improve general awareness and appreciation of Watford Borough Council's conservation areas and ensure that planning rules reflect new technologies.

### COMMUNICATION

The aim of this group of recommendations is to improve public awareness of Watford's conservation areas.

#### **Recommendation 1 – Include information about conservation areas in annual council tax and business rate notices for properties with postcodes in these areas.**

The Task Group is committed to improving public awareness and engagement in Watford's conservation areas. A series of different proposals is suggested to achieve this objective.

The first of these is the introduction of information about conservation areas on the council tax and business rate notifications for the relevant properties. This could be in the form of a small dialogue box, which could sign-post the reader to further details on the Council's website.

The Task Group is mindful of the potential costs of this proposal and of the need to ensure accurate recognition and recording of the properties included in the conservation areas. As such, it is accepted that it may not be possible to introduce this information on the 2016/17 council tax and business rate notifications.

#### **Recommendation 2 – Introduce a symbol on lamp columns or existing street furniture to show that the street or neighbourhood is in a designated conservation area.**

The Task Group is keen to address the lack of awareness about conservation areas not just amongst those living and working in these areas, but also those visiting or passing through.

This could be assisted by using a standardised sign or symbol. Different approaches are currently in use, for example in Estcourt, Watford Heath and Oxhey Village, however the Task Group feels that a single, unified approach should be introduced and used in all the conservation areas.

The Task Group welcomes the work that the Council has undertaken to declutter streets in the conservation areas. This proposal is not intended to undermine this work and the Task Group recommends that the symbol should be affixed to lamp columns or existing street furniture.

It is suggested that Hertfordshire County Council's locality budgets or the Watford Ward Councillors' Neighbourhood Forum budgets might offer possible sources of funding to offset some of the costs of this proposal.

**Recommendation 3 – Improve access to comprehensive information about conservation areas on Watford Borough Council's website, including guidance to residents about living or owning property there.**

In January 2016, Watford Borough Council launched a new website.

The Task Group recommends that the new website should include easily accessible and comprehensive information about conservation areas, including links to all key documents, such as the management plan, character appraisals and shop front design guide, together with guidance for members of the public about what being in a conservation area means in practical terms.

**Recommendation 4 – Encourage Councillors to play an active role in raising awareness of conservation areas, for example through public meetings, promoting local history projects, arranging for officers to speak at local meetings etc.**

The Task Group considers that Councillors have an active part to play in raising public awareness about conservation areas in their wards. It is suggested that they use local meetings to promote the benefits as well as to draw attention to the requirements of undertaking certain alterations to properties. Meetings could involve Council officers who would be invited to speak and answer questions from members of the public.

**Recommendation 5 – Consider alternative ways to engage with residents and businesses about the need for planning permissions for certain alterations in conservation areas. This might include utilising social media to sign-post them to the Council's website for comprehensive information.**

The work of the Task Group has been informed using a survey of residents. This survey was widely promoted using social media and the subsequent level of public engagement has been encouraging.

The Task Group recognises the potential benefits of using social media and suggests its use for future Council consultation and information exercises.

In regard to conservation areas, it is suggested that the Council might use social media at key times of the year, for example when people are considering making alterations to their homes in the early Spring, to signpost them to the Council's website for advice about the planning permissions required for some alterations to properties in conservation areas.

## **LEGISLATION, COUNCIL POLICY AND PROCEDURES**

The aim of these recommendations is to ensure that local planning rules affecting conservation areas reflect new technologies and other initiatives or legislation.

### **Recommendation 6 – Review current Article 4 directions to reflect changes in the General Permitted Development Orders and consider whether other classes should be included.**

The Task Group recognises that the Council operates in an ever changing environment in terms of emerging technologies and changes in government legislation.

In the light of changes in the General Permitted Development Orders, it is recommended that current Article 4 directions are reviewed and, where necessary, revised.

### **Recommendation 7 – Ensure that procedures remain in place to undertake regular reviews of Watford Borough Council's Article 4 directions in order to address the potential impact of changes in technology or legislation.**

It was noted that a timetable of regular reviews of Watford Borough Council's Article 4 directions was in place. Welcoming this fact, the Task Group further recommended that time and resources should continue to remain in place to enable this action to continue.

### **Recommendation 8 – Continue with the regular review of Watford Borough Council's toolkit of documents ensuring that these remain relevant.**

To inform its work, the Task Group undertook a comparative study of the toolkit of documents available in Watford Borough, Dacorum Borough, St Albans City and District and Three Rivers District Councils. This revealed that Watford Borough Council had a robust toolkit of conservation documents in place.

Members of the Task Group consider that it is vital that this toolkit is reviewed regularly and updated as required to ensure that decisions could stand up to challenge at appeal.

**Recommendation 9 – Ensure that Watford Borough Council’s development management officers continue to consult with the conservation and policy team when considering applications adjacent to conservation areas, in order to minimise the impact of new developments on properties within those areas.**

The Task Group received a number of comments from residents concerned about the impact of new developments just outside their conservation areas, but impacting on them.

In addition, the Task Group recognises that some areas of Watford are undergoing periods of rapid change and development. For this reason, it is important to ensure that existing good practice, which sees the active involvement of conservation and policy officers in development management discussions impacting on conservation areas, continues.

## **COUNCIL RESOURCES**

The Task Group acknowledges the excellent work that has been undertaken by officers in Watford’s conservation areas and considers that it is important to continue this good work.

**Recommendation 10 – Continue to assign conservation area management responsibility to a designated officer and commit to providing adequate council resources to continue the excellent work that has been done to manage Watford’s conservation areas and protect the character of Watford’s built environment and street scene, particularly within designated conservation areas.**

The Task Group acknowledges that officers and the administration have a long standing record of creating and managing conservation areas in the town and considers that it is important to continue this good work and maintain the necessary high standards

In recognition of the importance of maintaining the character of the conservation areas, it is further recommended that officer resources should not be eroded over time.

## **TRAINING**

Watford Borough Council is committed to equipping its Councillors with the highest levels of knowledge and understanding about conservation and design issues.

**Recommendation 11 – Include conservation, design and enforcement issues in the induction and development management training for Councillors to establish a comprehensive training programme.**

During its investigation, the Task Group drew on expertise from a range of disciplines, including conservation, design and enforcement. The Task Group



believes that knowledge of these different areas is important for the work of Councillors, particularly those involved in development management.

The Task Group recommends that a modular approach be introduced for induction and development management training in the future. This could include the production of a succinct factsheet for new members listing, *inter alia*, key facts about conservation areas and any historic buildings in their individual wards.

## BIBLIOGRAPHY

### **WATFORD BOROUGH COUNCIL**

<https://www.watford.gov.uk>

1. A guide to living in a conservation area (taken from the Watford Borough Council's website, 2015)
2. Article 4 Directions – information from Watford Borough Council's website, 2015
3. Conservation Areas in Watford map
4. Conservation Areas Management Plan (Supplementary planning document), adopted July 2013
5. Urban Design and Conservation Strategy, adopted 2014

### **HISTORIC ENGLAND**

<https://historicengland.org.uk>

6. Living in a Conservation Area, Historic England website
7. Understanding Place: Conservation Area, Designation, Appraisal and Management
8. Valuing Places: Good practice in conservation areas

### **PLANNING PORTAL**

<http://www.planningportal.gov.uk>

9. Conserving and enhancing the historic environment
10. Glossary extracted from the National Planning Policy Framework's Glossary

### Management of Conservation Areas – evaluation table

<b>Section 1 – Scrutiny Suggestion</b>	
<b>Proposer: Councillor/Officer/Member of public Cllr Rabi Martins</b>	
<p><b>Topic recommended for scrutiny:</b></p> <p><i>Please include as much detail as is available about the specific such as;</i></p> <ul style="list-style-type: none"> <li>• <i>areas which should be <u>included</u> in the review.</i></li> <li>• <i>areas which should be <u>excluded</u> from the review.</i></li> <li>• <i>Whether the focus should be on past performance, future policy or both.</i></li> </ul>	<p>Management of Conservation Areas in the Town</p> <ul style="list-style-type: none"> <li>• Review the effectiveness of the Watford Conservation Areas Management Plan.</li> </ul>
<b>Why have you recommended this topic for scrutiny?</b>	<p>The issue has been brought to the attention of ward councillors by the Estcourt Road Residents Association because Estcourt Road is in a Conservation Area and according to them a number of houses in the area have replaced windows, allowed front garden walls to fall into disrepair, built extensions etc.</p>

**What are the specific outcomes you wish to see from the review?**

*Examples might include:*

- *To identify what is being done and what the potential barriers are;*
- *To review relevant performance indicators;*
- *To compare our policies with those of a similar authority;*
- *To assess the environmental/social impacts;*
- *To Benchmark current service provision;*
- *To find out community perceptions and experience;*
- *To identify the gap between provision and need*

1. To understand how the Watford Conservation Areas Management Plan is being implemented and the implications this has on the ground, including:
  - Recent reviews of conservation areas and targeted planning enforcement;
  - Publicity for conservation areas i.e. how residents and other stakeholders are made aware of areas that are designated as conservation areas and the implications of that;
  - Ongoing review of conservation areas.

<p><b>How do you think evidence might be obtained?</b></p> <p><i>Examples might include</i></p> <ul style="list-style-type: none"> <li>• Questionnaires/Surveys</li> <li>• Site visits</li> <li>• Interviewing witnesses</li> <li>• Research</li> <li>• Performance data</li> <li>• Public hearings</li> <li>• Comparisons with other local authorities</li> </ul>	<ul style="list-style-type: none"> <li>a. Conservation Area Character Appraisals;</li> <li>b. Conservation Areas Management Plan;</li> <li>c. Examples of enforcement action;</li> <li>d. Results of revision consultations;</li> <li>e. Additional comments relating to a Conservation Area article in About Watford;</li> <li>f. Input from Ward Councillors;</li> <li>g. Input from Residents Association's in Conservation areas.</li> </ul>
<p><b>Does the proposed item meet the following criteria?</b></p>	
<p>It must affect a group or community of people</p>	<p>Yes – those people living and working in conservation areas.</p>
<p>It must relate to a service, event or issue in which the council has a significant stake</p>	<p>The character of a town is shaped by its buildings and people.</p> <p>The council has a major role in promoting and protecting the Borough's heritage, through its planning function, property management and leisure services.</p> <p>The council recognises its responsibility to maintain its character as evidenced by its designation of selected areas as Conservation areas and a locally listed buildings register.</p>

<p>It must not have been a topic of scrutiny within the last 12 months</p> <p><i>There will be exceptions to this arising from notified changing circumstances. Scrutiny will also maintain an interest in the progress of recommendations and issues arising from past reports.</i></p>	<p>No similar topic has been considered by scrutiny in the past 5 years or more.</p>
<p>It must not be an issue, such as planning or licensing, which is dealt with by another council committee</p>	<p>It is not an issue specifically dealt with by any other council committee.</p>
<p><b>Does the topic meet the council's priorities?</b></p>	<ol style="list-style-type: none"> <li>1. Making Watford a better place to live in</li> <li>2. To provide the lead for Watford's sustainable economic growth</li> <li>3. Promoting an active, cohesive and well informed Town</li> <li>4. To operate the Council efficiently and effectively</li> </ol> <p style="text-align: center;"><i>Please confirm which ones</i> <b>Yes – 1 and 3 above</b></p>

<p><b>Are you aware of any limitations of time, other constraints or risks which need to be taken into account?</b></p> <p><i>Factors to consider are:</i></p> <ul style="list-style-type: none"> <li>• <i>forthcoming milestones, demands on the relevant service area and member availability:</i></li> <li>• <i>imminent policy changes either locally, regionally or nationally within the area under review.</i></li> </ul>	<p>YES</p> <p>The consultation on Conservation Area Appraisals won't take place until October.</p> <p>The Senior Planning (Conservation and Urban Design) is leaving the authority at the end of August. This is likely to be a post that is difficult to fill. Officer resources to service the O&amp;S review are therefore likely to be limited and this work could impact on other projects such as Local Plan 2.</p>
<p><b>Does the topic involve a Council partner or other outside body?</b></p>	<p>Not directly</p>

<p>Are there likely to be any Equality implications which will need to be considered?</p> <p><i>Protected characteristics under the Equality Act 2010 are:</i></p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• Gender reassignment</li> <li>• Pregnancy or maternity</li> <li>• Race</li> <li>• Religion or belief</li> <li>• Sex</li> <li>• Sexual orientation</li> <li>• Marriage or civil partnership (only in respect of the requirement to have due regard to the need to eliminate discrimination)</li> </ul>	N/A
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<p><b>Sign off</b>  <i>(It is expected that any Councillor proposing a topic agreed by Overview and Scrutiny Committee will participate in the Task Group)</i></p>	
<p><b>Councillor/Officer</b></p> <p><i>R Martins</i></p>	<p><b>Date</b></p> <p><b>18<sup>th</sup> May 2015</b></p>



**MANAGEMENT OF CONSERVATION AREAS TASK GROUP****Tuesday 10 November 2015****Agreed Actions**

Present: Councillor Martins (Chair)  
Councillors Collett, Haley, Joynes and Topping

Also Present: Urban Design and Conservation Manager  
Committee and Scrutiny Officer  
Committee and Scrutiny Support Officer (IM)

**1. Election of Chair/Task Group Membership**

Councillor Martins was elected chair.

The membership of the Management of Conservation Areas Task Group was confirmed. This included a permanent change in membership, with Councillor Joynes replacing Councillor Dhindsa, which had been agreed prior to the start of the review.

RESOLVED –

that Councillor Martins be elected Chair of the Task Group.

**2. Apologies for Absence**

No apologies had been received.

**3. Disclosures of Interest**

It was noted that each of the Councillors had at least one conservation area in their ward, with the exception of Councillor Joynes in Leggatts ward.

**4. Scope and Background Papers**

The Committee and Scrutiny Officer confirmed that the Task Group had a tight timetable. Work needed to be completed before the end of the Municipal Year.

The Task Group's findings would need to be concluded in the week beginning 1 February in order to allow reporting to:

- Overview and Scrutiny Committee on 3 March 2016
- Cabinet on 7 March 2016 (Chair to attend).

Councillor Martins argued that the review of the effectiveness of the Watford Conservation Areas Management Plan was an important piece of work. It might not be possible to cover all the issues within the time allocated. In that event, one of the recommendations might relate to further work that should be undertaken.

Watford was a small town but had a number of locally and nationally listed buildings. Although several areas across the town had been marked for conservation, the character of these was beginning to suffer through inappropriate modifications to buildings without reference to the Council.

The Task Group should review the current management of conservation areas in Watford and establish what more could be done to protect them in the future.

Councillor Martins invited views on what steps the Task Group might take. During discussions the following ideas were raised:

- comparisons should be made with a neighbouring authority e.g., Dacorum Borough Council or St Albans City and District Council
- residents' views should be sought on their experiences and issues about living in a conservation area. This might be undertaken in an informal drop-in session arranged at the Town Hall
- some focus should be given to shop fronts and whether more could be done to protect their appearance
- the Council might consider charging for its services after non-compliance by residents or businesses following earlier notifications
- the Task Group should invite the Council's enforcement officers to speak at one of the meetings to outline their powers and rates of success.

Members were encouraged to write in with any further thoughts to the Committee and Scrutiny Support Officer.

## 5. Next Steps

Summing up the Task Group's suggestions, the Chair proposed the following actions to be undertaken:

- update the 13 action points (G1 – G13) in the Conservation Areas Management Plan to provide a status report for the Task Group
- examine the issues around the rules governing shop fronts to establish how these might be protected better
- examine the effectiveness of Article 4 Direction (providing additional planning control in a particular location by removing "Permitted Development" rights over certain alterations e.g., new porches, replacement windows and doors) to see if it is sufficiently robust to tackle new threats to conservation areas such as the siting of solar panels
- study current Council enforcement practices to understand the processes undertaken, including examples of proactive work, formal action and the time-scales involved (to be discussed at 2 December meeting)

- gather information and views from individual residents, residents associations and other interested parties e.g., architects (Joe Kent), Mary Forsythe, Oxhey Village Environment Group. This could be by way of a drop-in session to the Town Hall which should be publicised as widely as possible. Councillors would be asked to help publicise the event to interested parties by contacting individuals and residents associations in their wards [the survey undertaken for the housing trust task group would be used as a template]
- look at Dacorum Borough Council and/or St Albans Council to see if lessons could be learned.

## 6. **Date of Next Meeting**

Three meeting dates were agreed:

- Wednesday 2 December
- Tuesday 5 January
- Tuesday 26 January

(The topics for each of the meetings to be agreed by the Chair and officers.)

Further meetings could be arranged as required.



**MANAGEMENT OF CONSERVATION AREAS TASK GROUP****Wednesday 2 December 2015****Agreed Actions**

Present: Councillor Martins (Chair)  
Councillors Collett, Haley, Joynes and Topping

Also Present: Interim Development Management Section Head  
Urban Design and Conservation Manager  
Enforcement Officers (LS, SW)  
Committee and Scrutiny Support Officer (IM)

**7. Apologies for Absence**

There were no apologies for absence.

**8. Disclosures of Interest**

There were none.

**9. Minutes of the Previous Meeting**

The minutes of the meeting held on 10 November were submitted and signed.

**10. Enforcement**

The Task Group had received a Planning Enforcement Plan for 2015. This outlined how the Council dealt with alleged breaches of planning control and how it made decisions regarding enforcement action to rectify proven breaches.

Enforcement officers were invited to discuss how the enforcement process was undertaken in conservation areas, and whether the approach taken differed to non-conservation areas.

During a wide-ranging discussion, the following points were raised:

- conservation area designation did not remove permitted development rights for properties in that area. (Permitted development rights were granted by Parliament and not by the local authority.) Buildings within conservation areas might be subject to Article 4 Directions, which would remove permitted development rights and require certain works to have planning permission
- in order to assist residents and businesses in conservation areas, local planning officers provided free advice and assistance on planning applications in those areas. They also imposed less onerous requirements on drawings and materials details
- Article 4 Directions varied between conservation areas. A full list of all the Article 4 Directions was included in the Conservation Areas Development Plan. Article

#### 4 Directions did not cover building interiors

- General Permitted Development Orders (GPDO) had changed over time. It was important for local authorities to assess their Article 4 provisions to ensure that they kept pace with change, particularly in regard to new technologies such as satellite dishes and solar panels. This might be an area of work that the Task Group could recommend
- enforcement procedures needed to be consistent, regardless of whether the case was in a conservation area or not. Alleged breaches in conservation areas were not expedited. Different consideration was given to listed building enforcement, where work carried out without the necessary consent and failing to comply with a condition attached to that consent was a criminal offence
- enforcement action was discretionary and required officers to follow five key principles (proportionality, expediency, consistency, transparency and equality). Alleged breaches of planning control within a conservation area required consideration of whether planning permission was likely to have been granted had due process been allowed to take place
- breaches of control were dealt with according to set procedures, which also attached deadlines for completion at each stage. These were set out in paragraph 4.8 of Watford Borough Council's Planning Enforcement Plan 2015 (circulated with the agenda for this meeting)
- development became immune from enforcement if no action was taken within four years of substantial completion
- the number of complaints about alleged breaches of planning control in conservation areas was relatively small. There had been none in the last year concerning replacement windows
- there were insufficient Council resources to undertake proactive enforcement work. Prior to the departure of the Senior Planner (Urban Design and Conservation), all properties in Watford Borough Council's conservation areas had been photographed. This gave a baseline of information to use in any disputes. [A new officer – shared with Three Rivers District Council – would be in post from 7 December.]
- the Interim Development Management Section Head tabled a comparative spreadsheet, detailing planning enforcement benchmark statistics in the East Hertfordshire region. This quantitative data showed that very little proactive work was being undertaken by Watford and surrounding councils, although it was known that this was not necessarily the case outside Hertfordshire
- it was important to consider the Council's objectives with the introduction of any new restrictions. Objectives in different conservation areas might vary. For example, there had been some success in removing unnecessary street clutter (signage) in residential areas as well as replacing unsightly concrete bollards. However in the civic core there were issues about advertising and shop front design that needed to be balanced with the commercial needs of the area

- there was a lack of awareness about conservation areas as well as the implications of living or running a business in a conservation area. This might be assisted by using a standardised sign or symbol on existing street signs (although there was no desire to introduce additional street clutter)
- another suggestion, which could run in parallel with the street signage proposal above, would be the introduction of a dialogue box on the annual council tax and business rate notifications. This would alert the addressee to the fact that their house or business was located in a conservation area and would signpost them to further information about development issues
- the new Council website should make more prominent reference to conservation areas and the restrictions placed on development in these areas. Whilst comprehensive information was currently available on the website, it was not always easy to locate.

## 11. **Conservation Areas Management Plan**

The Task Group had received an update of actions on the Conservation Areas Management Plan as well as a separate post completion evaluation report, which had been published in February 2015.

These reports were noted.

Any comments should be sent to the Committee and Scrutiny Support Officer.

## 12. **Next Steps**

### **Tuesday 5 January 2016**

- Comparative study with Dacorum and/or St Albans
- Shop front design guide
- Preparation for 26 January drop-in
- Draft survey for all Councillors

### **Tuesday 26 January 2016**

- Drop-in session at the Town Hall to gather views from residents, residents associations and other interested parties (5.00pm to 8.30pm?)

### **Tuesday 2 February 2016**

- Review of feedback from the drop-in session and related information
- Recommendations for the final report

## 13. **Date of Next Meeting**

- Tuesday 5 January
- Tuesday 26 January
- Tuesday 2 February (to begin at 6.00pm)





**MANAGEMENT OF CONSERVATION AREAS TASK GROUP**

Tuesday 5 January 2016

**Agreed Actions**

Present: Councillor Martins (Chair)  
Councillors Collett, Haley, Joynes and Topping

Also Present: Councillor Connal (to agenda item 6)  
Head of Regeneration and Development  
Urban Design and Conservation Manager  
Committee and Scrutiny Support Officer (IM)

**14. Apologies for Absence**

There were no apologies for absence.

**15. Disclosures of Interest**

There were none.

**16. Minutes of the Previous Meeting**

The minutes of the meeting held on 2 December were submitted and signed.

**17. Comparative Study**

The Task Group reviewed the comparative study of data regarding the management of conservation areas in Watford Borough, Dacorum, St Albans City and District and Three Rivers District Councils.

Although there was some variation in the size and scope of the various Councils, the comparative exercise highlighted the different approaches in neighbouring authorities as well as best practice.

During discussions, the following points were raised:

- there was scope to examine Watford Borough Council's Article 4 Directions, particularly in regard to new technologies. Following best practice guidance, the Council's approach was to specify classes of development rather than to pursue full scale removal of development rights. Any new provisions would be reviewed in this context and take into account advice from Historic England (replacing English Heritage) and the National Planning Policy Framework (NPPF)
- Watford Borough Council had a relatively favourable resource allocation in its conservation expertise, despite previous restructuring. Additional expertise could be brought in on an ad hoc basis as the need arise
- Watford Borough Council had a robust toolkit of conservation documents in place, which was vital to back up its position in the event of an appeal. It was noted that

much of the detailed work had been achieved when a full time conservation officer had been in place.

## 18. **Shopfronts**

The Task Group revisited the Shopfront Guidance to establish whether any changes should be made to the document.

Following a brief discussion, there were no immediate proposals for change.

The Chair invited Task Group members to submit any late comments to the Committee and Scrutiny Support Officer for consideration.

## 19. **Preparation for 26 January 2016 Drop-in Session**

During discussions on arrangements for the public drop-in session on Tuesday 26 January, the following points were agreed:

- the drop-in session would run from 5.30 pm until 7.30 pm, although discussions would continue if members of the public remained
- social media, the Council's website, leafleting to houses in the conservation areas, poster distribution around the town, and the Watford Observer would all be used to promote the drop-in session
- further public feedback would be sought using Survey Monkey, with a link on the Council's website. This would contain a slightly reworded survey to make the questions more self-explanatory
- all members would be asked to contact their residents associations, interested groups and individuals etc, to advertise the drop-in event and encourage attendance and questionnaire responses. To assist in this, posters would be distributed to Councillors to place in local shops and community spaces.

## 20. **Councillor Survey**

The following points were agreed on the Councillor Survey:

- it should be sent to all Councillors
- the survey should be altered slightly to reflect the fact that some Councillors would not either live in or represent a ward containing a conservation area
- question 7 should be reworded to encourage the development of a database of individuals who could be approached in regard to conservation issues.

## 21. **Date of Next Meetings**

- Tuesday 26 January (5.30pm to 7.30pm)
- Tuesday 2 February (to begin at 6.00pm)

**MANAGEMENT OF CONSERVATION AREAS TASK GROUP****Tuesday 2 February 2016****Agreed Actions**

Present: Councillor Martins (Chair)  
Councillors Collett, Joynes and Topping

Also Present: Urban Design and Conservation Manager  
Committee and Scrutiny Support Officer (IM)

**22. Apologies for Absence**

Apologies had been received from Councillor Haley.

**23. Disclosures of Interest**

There were none.

**24. Minutes of the Previous Meeting**

The minutes of the meeting held on 5 January were submitted and signed.

The Chair commented that this would be the final meeting of the Task Group. Future discussions would be undertaken using email.

He thanked members of the Task Group and officers for their time and contributions.

The Task Group's final report would be presented to Overview and Scrutiny on 3 March and then to Cabinet on 7 March.

**25. Survey Feedback**

The Committee and Scrutiny Support Officer had tabled a late draft report on the findings of the survey for residents. The report would be subject to further editing and required a number of appendices to be added.

She reported that the link to the survey had been taken off the Council's website on 2 February. 139 responses had been received in total. Of these, 127 had been completed on-line, 8 at the drop-in session on 26 January and 4 during door-to-door canvassing.

Two spikes in the response rate were notable. The first had followed inclusion of the survey in the Mayor's fortnightly newsletter on 22 January. The second followed a boost the survey's profile on Facebook on 29 January.

The Committee and Scrutiny Support Officer observed it was important to understand that the respondents were self-selecting and therefore not necessarily

representative of the wider views of residents living in Conservation Areas.

Despite these caveats, the survey findings were both constructive and encouraging. Residents appeared engaged in their local areas and had put forward constructive comments and suggestions.

The Committee and Scrutiny Support Officer advised that the appendices, which would provide more detailed information on the comments and concerns of residents, would be circulated to members of the Task Group separately.

Task Group members expressed disappointment at the limited number of responses to the Councillor survey – 6 in total, of which 5 were members of the Task Group. It was agreed that this did not provide sufficient data to undertake any meaningful analysis.

Councillor Collett agreed to raise the Task Group's concerns about the lack of Councillor engagement at the next meeting of the Overview and Scrutiny Committee.

## **26. Task Group Recommendations**

The Committee and Scrutiny Support Officer had tabled a sheet of draft recommendations drawn from the Task Group's discussions to date and feedback from the surveys.

These were reviewed and discussed by the Task Group. Approving the direction of the proposed recommendations, it was agreed to add more details to the current statements and circulate these to the Task Group for final approval.

During discussions on the proposed recommendations, the following points were raised:

- there should be an additional recommendation for the Council to be proactive with residents about the requirements for undertaking certain alterations to properties in conservation areas. This should use social media, which had proved an effective communication tool in the survey for residents;
- the final report should acknowledge the Task Group's understanding that there would be cost implications in some of the recommendations and it would be important to seek funding sources for any projects to enhance conservation areas;
- it would be helpful to include some information on Watford's conservation areas in the induction training for new members. This might involve producing a succinct factsheet with signposts to the Council's website for more detailed information.

**Conservation Areas Management Plan  
Actions Update**

<b>Actions</b>		<b>Update</b>
G1	<p><b>Guidance Information</b></p> <p>The Council will produce a section on Conservation Area Guidance on its website and will send out a letter annually to all residents and businesses in the conservation areas informing them of any significant changes to local planning controls.</p>	<p>Information is included on the Council's website:  <a href="#">Conservation advice :: Watford Borough Council</a>  <a href="#">A guide to living in a conservation area :: Watford Borough Council</a></p> <p>An annual letter has not been issued as there have been no significant changes within the conservation areas. Officers need to consider whether an annual reminder letter to owners would be effective.</p>
G2	<p><b>Raising the profile of conservation areas</b></p> <p>The Council will utilise opportunities for raising the profile of conservation areas by using existing communication resources, installing new street signs, working with local community groups and exploring the potential of new media/technology as appropriate.</p>	<p>The Council uses the About Watford publication to promote campaigns successes.</p> <p>Street signs – information on bands below existing street name plates.</p> <p>St Mary's – new website, signage and leaflets produced. A film was produced 'Nest of Stones', which has been featured at various events including the Edinburgh International Film Festival.</p>
G3	<p><b>Delivering effective development management</b></p> <p>The Council will utilise the full range of strategic policy and guidance documents to ensure that development in conservation areas is of a standard that enhances the amenity of the local area.</p>	<p>Character appraisals have been produced for each conservation area.</p> <p>Supplementary planning documents include: the Shopfront Design Guide (adopted February 2013).</p>

Actions		Update
G4	<p><b>Traditional materials</b></p> <p>Appropriate external materials and finishes will be expected in all new development in conservation areas. The Council will seek to encourage the use of traditional materials through pre-application advice, as well as in information in relevant planning documents and on the Council website.</p>	<p>Article 4 directions have had an impact in reversing the previous incremental deterioration of the character of conservation areas. The Council has been able to direct residents towards using 'conservation style' products.</p> <p>The Council has just sent out a guide for Estcourt residents alongside the letter regarding the consultation on the revised appraisal – this could be sent out more widely and put on the Council's website.</p>
G5	<p><b>Article 4 Directions</b></p> <p>The Council will consult on targeted Article 4 Directions for those areas identified as being appropriate in conservation areas. If Directions are confirmed, the Council will monitor the properties in question and provide adequate levels of publicity to ensure their successful application.</p>	<p>The consultation took place alongside the Conservation Areas Management Plan in Spring 2013. Explanations were given at public meetings and, as a part of the order, the Council wrote to the properties affected.</p> <p>Information about Article 4 directions are available on the Council's website – <a href="#">Article 4 directions :: Watford Borough Council</a> and in each of the Conservation Area Character Appraisals.</p> <p>See above comment regarding the two page guide sent to Estcourt residents (under G4).</p>
G6	<p><b>Highway Works</b></p> <p>Utilising national and regional best practice guidance, the Council will seek to ensure that any future highways works will bring a positive improvement to the character and appearance of the conservation areas.</p>	<p>The Council has worked with Hertfordshire County Council, particularly on replacing lamp columns and de-cluttering projects.</p>

Actions		Update
G7	<p><b>No Waiting Markings</b></p> <p>Where yellow lines are necessary within conservation areas they should preferably be 50mm wide, with a line colour of BS 381C No. 310 (primrose). Any additional signage relating to parking/loading restrictions should be kept to a minimum.</p>	<p>The introduction of 'conservation grade' double yellow lines is only practical where an entire road is being resurfaced. Removing existing no waiting markings is expensive, both financially and environmentally.</p>
G8	<p><b>Street clutter audit</b></p> <p>The Council will carry out a detailed audit of the public realm to identify the best way to minimise street clutter and better integrate street furniture in the conservation areas. An Action Plan for reducing street clutter will be prepared and taken forward in collaboration with public sector partners and elected members.</p>	<p>Work has been undertaken with Hertfordshire County Council – this resulted in the removal of 'at any time' signs, which were no longer legally required.</p> <p>The removal of guard railings is more complicated as safety audits are required.</p>
G9	<p><b>Trees and Green Spaces</b></p> <p>The Council will monitor trees in conservation areas that have notable amenity value. Where appropriate, opportunities for additional tree planting will be explored. The Council will ensure that a collaborative approach is taken to the management of green spaces within conservation areas.</p>	<p>Tree planting has already taken place in Estcourt Road Greening (see annex 1).</p> <p>Works have also taken place to enhance Watford Heath by the parks team.</p>

Actions		Update
G10	<p><b>Enhancement Schemes</b></p> <p>The Council will explore the potential for delivering the enhancement schemes detailed in Section 3 of this document, as well as other schemes as they become available in conservation areas. The Council should produce Planning Briefs for those sites detailed in Section 3 of this document as being suitable for conservation led regeneration.</p>	<p>Enhancements have included –</p> <ul style="list-style-type: none"> <li>• tree planting</li> <li>• plaque restoration</li> <li>• lamp column repainting.</li> </ul> <p>See annex 1.</p> <p>No planning briefs have been produced yet – these would require additional resources as they are not a current priority.</p>
G11	<p><b>Community Group and Heritage Champions</b></p> <p>The Council should work actively with local community groups and elected councillors to improve the management and monitoring of conservation areas.</p>	<p>Councillor Mark Watkin is the Heritage Champion for 2015/16</p> <p>OVEG was involved in conservation area designation for Oxhey and in developing ideas for Watford Heath. Other groups have not been as willing to engage collectively, but the Council is in touch with active members of the community who are willing to work with the Council and to provide comment.</p>
G12	<p><b>Conservation Area Character Appraisals</b></p> <p>The Council will aim to update conservation area character appraisals every five years to ensure that they are fit for purpose. This process should involve a reassessment of the conservation area boundaries.</p>	<p>Character appraisals are currently under review and have been published for consultation. Four have been updated and are currently out for consultation – ending 4<sup>th</sup> December 2015. The attached table at annex 2 shows the work plan for the next five years, including when reviews are scheduled.</p>



Actions		Update
G13	<p><b>Enforcement</b></p> <p>Wherever practicable the Council will take steps to deal with the effects of unauthorised development in order to protect the special character and appearance of the conservation areas. A photographic record of the conservation areas should be regularly maintained to ensure that enforcement action can be successfully taken forward.</p>	<p>Proactive planning enforcement work has been undertaken, e.g. removal of 100 unauthorised signs; removal/relocation of satellite dishes.</p> <p>Further work will be carried out in those cases where residents have not complied.</p> <p>There is a photographic record of all Article 4 properties (2013). Where proactive programmes have been undertaken, such as satellite dish removal/relocation work, the Council has also photographed all of these properties. This record should be reviewed in 2018.</p>

## Enhancement Schemes

## Annex 1

Scheme	Location	Stakeholders	Progress
Bridge Repairs	Grove Mill Lane	Canal & River Trust, WBC	Works added to C&RT maintenance programme for 2015/16.
Canal Towpath Upgrade	Grove Mill Lane	Canal & River Trust, WBC, HCC	Works complete.
Tombs Renovation	St Mary's	WBC, Heritage Lottery Fund	Works complete.
Wall Repairs	St Mary's	Landowners, WBC	Wall is responsibility of private landowner (not WBC). Repairs not urgent.
Landscape Plan for green space adjacent to car park	St Mary's	WBC	Draft plan produced. Parks Department currently looking into funding as part of wider open space enhancement programme. Target of 2015/16.
Man & Woman Sculpture Renovation	St Mary's	WBC	Plinth replaced. Sculpture cleaning scheduled for March 2015.
Footway Improvements	The Square	WBC, HCC	Works complete.
Cemetery Enhancements	The Square	WBC	Works complete.
Church Paving - St John's	Estcourt	St John's Church, WBC, HCC	Draft plan produced. Parks Department currently looking into funding (e.g. landfill tax grant). Target for works of Christmas 2015.
Estcourt Road 'Greening'	Estcourt	WBC, HCC	New street trees planted. Pocket park upgraded. Plans for additional landscaping at southern end nearing completion.

<b>Scheme</b>	<b>Location</b>	<b>Stakeholders</b>	<b>Progress</b>
Watford Heath Enhancements	Watford Heath	WBC	Final plan complete. Works to take place in Summer 2015.
Highway Works	Watford Heath	HCC	Draft plan produced. Cllr SGM may fund in 2015/16 through locality budget.
Bandstand Enhancement	Civic Core	WBC, Heritage Lottery Fund	Funding agreed. Works to take place in Summer 2015.
Dancing Woman Sculpture Renovation	Civic Core	WBC	Works complete.
Peace Memorial Renovation	Civic Core	WBC, War Memorials Trust	Works complete.
The Parade Public Realm Enhancement	Civic Core	WBC	Works complete.
Enhancement of Public Space adjacent to St Albans House	Civic Core	WBC, HCC	Works in progress. Completion in April 2015.
Enhancement of Public Space adjacent to Town Hall	Civic Core	WBC, HCC	Draft plans produced. HCC exploring funding options. Target of 2016/17.
Demolish Flyover	Civic Core	WBC, HCC	No progress.
Underpass Entrance Enhancements	High Street/King Street	WBC, HCC	New footway surface, safety mirror and coping to plant beds complete. Landscape works drawn up. Cllr SGM may fund in 2015/16 through locality budget.

<b>Scheme</b>	<b>Location</b>	<b>Stakeholders</b>	<b>Progress</b>
Pavement widening: High Street	High Street/King Street	WBC, HCC	Draft plans produced. Funding from S106 partially achieved; remainder may be collected in Spring 2015. Target of 2015/16.
Plaque Restoration	Macdonnell Gardens	Haig Homes, WBC	Works complete.
Access Road Improvements	Macdonnell Gardens	Haig Homes	Works are down to Haig Homes. Not urgent.

## Conservation and Design Team Document Review Schedule - Dec 2015

		2015/16				2016/17				2017/18				2018/19				2019/20				Comments
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Character of the Area Study	2011																					May not be necessary
Local List	2010																					Will be a few changes
BAR	2012																					Could be done externally
CA Management Plan	2013																					
RDG	2008																					Adoption of review July 2014
Free Standing Heritage Assets Management Plan	2014																					Annual work programme – liaise with facilities – external contractors
Shopfront Design Guide	2013																					
Watford Heath	2008 updated 2013																					Updated Document Adopted 2013
High Street	2007 updated 2013																					Updated Document adopted 2013
St Mary's	2009																					Consultation end 04/12/15
Civic Core	2009																					As above
Nascot	2010																					As Above
Estcourt	2010																					As above
The Square	2011																					
Macdonnell Gardens	2012																					
Grove Mill	2012																					Joint with TRDC
Oxhey Village	2013																					Adopt Q1



## COMPARATIVE STUDY WITH DACORUM, ST ALBANS AND THREE RIVERS

	<b>WATFORD BOROUGH COUNCIL</b>	<b>DACORUM BOROUGH COUNCIL</b>	<b>ST ALBANS CITY AND DISTRICT COUNCIL</b>	<b>THREE RIVERS DISTRICT COUNCIL</b>
Number of conservation areas	10	25	19	22
Number of locally listed buildings	240	around 400	around 4,000	over 250
Number of nationally listed buildings	92	over 2,000	over 800	350
Size of planning teams, including <ul style="list-style-type: none"> <li>specialist conservation officers</li> <li>design officers</li> </ul>	0.5 plus 0.8 FTE on conservation and design. Planners DM team - 8 plus 2 enforcement; policy 4 FTE but part of the 0.8 is policy as well	3 specialist conservation and design officers (2 part-time), plus 12 planners (3 enforcement officers, 4 policy)	1.5 posts – 1 x full-time conservation, 0.5 x design	0.5 conservation officer DM team - 8 plus 2 enforcement; policy 4 FTE
Suite of documents in place, including: <ul style="list-style-type: none"> <li>conservation area appraisal</li> <li>conservation area management plan</li> <li>shop front design guide</li> <li>Article 4 directions</li> </ul>	all these documents are in place	<ul style="list-style-type: none"> <li>conservation area appraisals (do not cover all areas)</li> <li>conservation area management plan in train</li> <li>around 400 Article 4 directions (do not cover all areas needed)</li> </ul>	<ul style="list-style-type: none"> <li>conservation area character statements</li> <li>Article 4 directions</li> <li>shopfront design guide (1985)</li> </ul>	<ul style="list-style-type: none"> <li>conservation area appraisals</li> <li>conservation area management plan</li> <li>Article 4 directions</li> <li>shopfront design guide</li> </ul>
Are these documents reviewed and updated regularly?	yes – conservation area character appraisals are being updated currently and the remainder are reviewed on a rolling programme approx every 5 years	no	this is part of the team's workload, but there are limited resources to complete this task	no

	<b>WATFORD BOROUGH COUNCIL</b>	<b>DACORUM BOROUGH COUNCIL</b>	<b>ST ALBANS CITY AND DISTRICT COUNCIL</b>	<b>THREE RIVERS DISTRICT COUNCIL</b>
What do the Article 4 directions cover?	enlargement, improvement and alterations. Alterations to roof facing the street, porches, painting and exterior work, garden gates fences and walls, buildings in curtilage, storage containers for domestic heating, formation of hardstanding	roofscape, including chimneys and roof lights, front façade, front gardens and garden walls, painting, materials, fenestration, front doors, hardstanding	all permitted development withdrawn in the more historically important parts of the conservation area	all permitted development withdrawn in the conservation area
Volume of planning applications to conservation team	approximately 210 per year or 4/5 per week	12-30 applications per week	38 majors, 105 listed buildings, 15 conservation area minors and demolitions per annum	35 per month, or approximately 400 per annum
Total number of planning applications to the Council	around 1,700 per annum	around 3,000 per annum	around 3,500 to 4,000 per annum	around 3,000 per annum



**MANAGEMENT OF CONSERVATION AREAS TASK GROUP  
PUBLIC SURVEY, JANUARY 2016**

The survey asked the following questions –

1. Which street do you live on?
2. How long have you lived in the area?
  - less than 12 months
  - 1-5 years
  - 5 years or longer
3. Do you know if your street is in a conservation area?
  - Yes
  - No
4. How did you find out that you lived in a conservation area? (Tick all that apply.)
 

i) informed by the solicitor when you bought the house	
ii) informed by the landlord when you rented the property	
iii) letter from Watford Borough Council	
iv) advised by your local residents association	
v) other (please give details)	
5. Are you aware of the planning restrictions on properties in conservation areas?
  - Yes
  - No
6. Do you have examples when planning restrictions have been used?
7. Do you have examples of when action has been taken to rectify inappropriate developments or alterations where you live?
8. Do you have any other comments about conservation areas?
9. Would you like the Council to contact you in the future about conservation issues?
  - Yes
  - No
10. Would you like to hear about other council news and events by email?
  - Yes
  - No

11. Please fill in your contact details below

Name  
Address  
and/or postcode  
Email address  
Phone number

**MANAGEMENT OF CONSERVATION AREAS TASK GROUP  
PUBLIC SURVEY: ANALYSIS**

## OVERVIEW

139 responses were received in total. Of these, 127 were completed on-line, 8 at the drop-in session on 26 January 2016, and 4 during door-to-door canvassing.

The survey was on the Council's website for 3 weeks: from 12 January until 2 February. It was promoted in the Mayor's fortnightly newsletter on 22 January (which is sent to around 2,000 addresses), as well as on Facebook.

On 29 January, we paid a small fee to boost the survey's profile on Facebook with a targeted, wider audience. This elicited a further 50 responses.

## QUESTION ANALYSIS

### Q1 WHICH STREET DO YOU LIVE ON?

132 people answered this question. 7 did not respond.

Of these, 73 lived in conservation areas, 55 lived outside a conservation area and 2 named streets outside the Borough. 7 provided insufficient details to assess whether their road was inside or outside the conservation area.

A comprehensive list of responses is attached at Annex A.

### Q2 HOW LONG HAVE YOU LIVED IN THE AREA?

135 people answered this question. 4 did not respond.

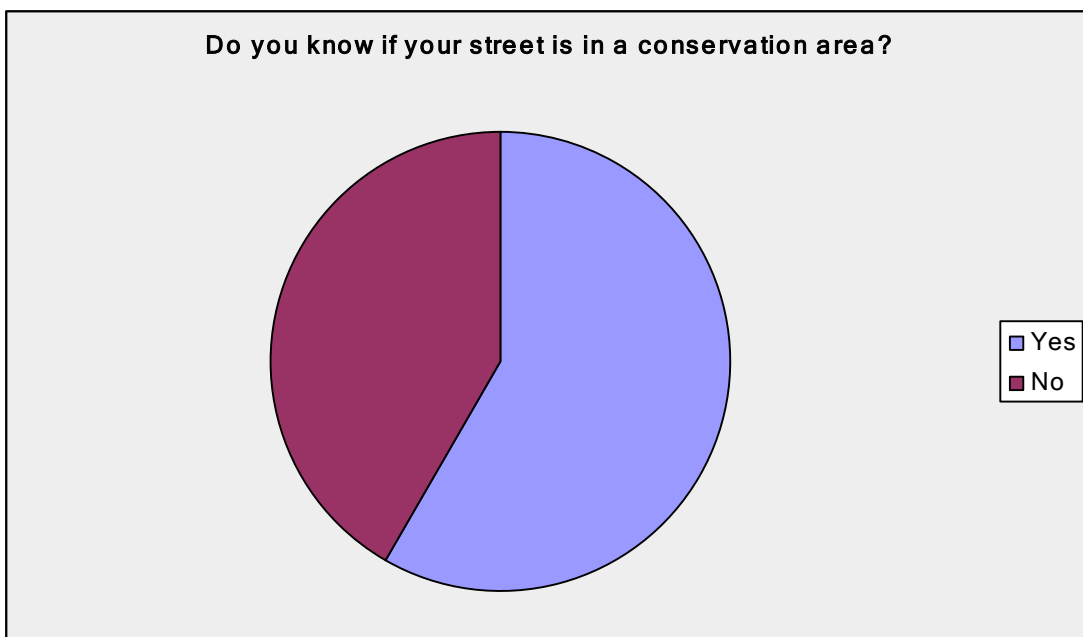
How long have you lived in the area?		
Answer Options	Response Percent	Response Count
less than 12 months	5.2%	7
1-5 years	13.3%	18
5 years or longer	81.5%	110
<i>answered question</i>		<b>135</b>
<i>skipped question</i>		<b>4</b>



**Q3 DO YOU KNOW IF YOUR STREET IS IN A CONSERVATION AREA?**

137 people answered this question. 2 people did not respond.

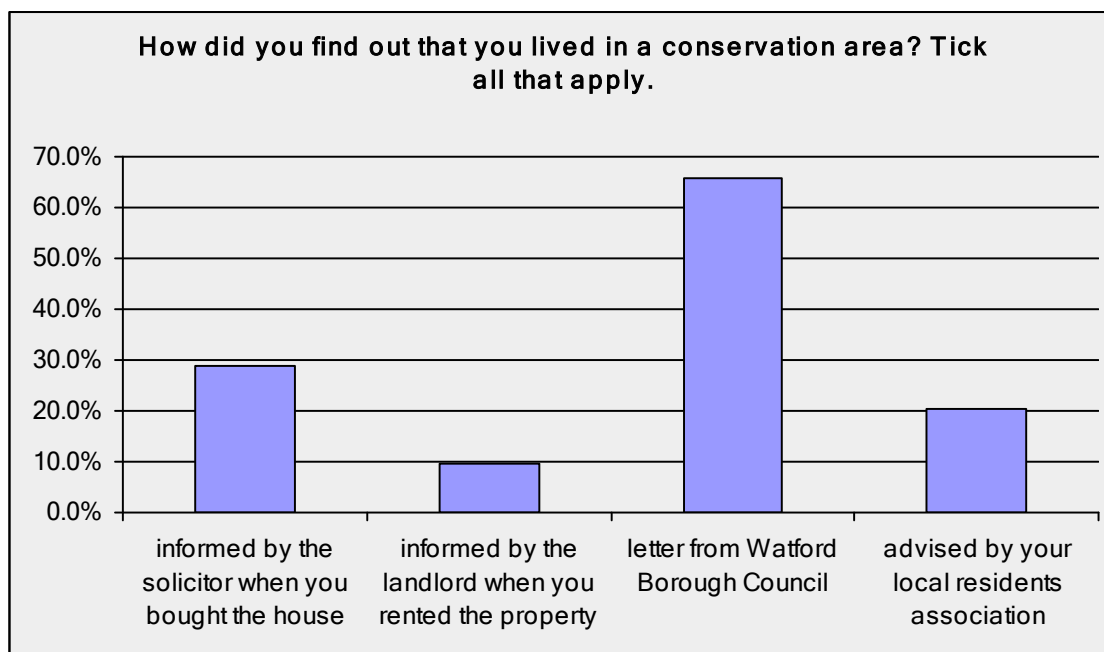
Do you know if your street is in a conservation area?		
Answer Options	Response Percent	Response Count
Yes	58.4%	80
No	41.6%	57
<i>answered question</i>		<b>137</b>
<i>skipped question</i>		<b>2</b>



**Q4 HOW DID YOU FIND OUT THAT YOU LIVED IN A CONSERVATION AREA? Tick all that apply.**

73 people answered this question. 66 did not respond.

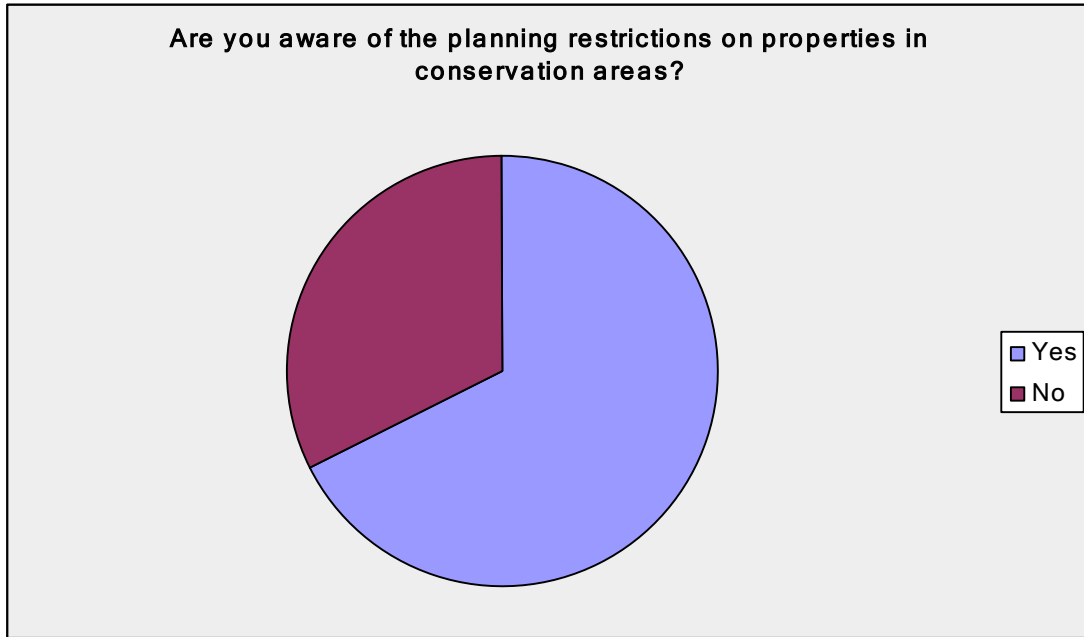
Answer Options	Response Percent	Response Count
informed by the solicitor when you bought the house	28.8%	21
informed by the landlord when you rented the property	9.6%	7
letter from Watford Borough Council	65.8%	48
advised by your local residents association	20.5%	15
Other		8
<i>answered question</i>		<b>73</b>
<i>skipped question</i>		<b>66</b>



**Q5 ARE YOU AWARE OF THE PLANNING RESTRICTIONS ON PROPERTIES IN CONSERVATION AREAS?**

120 people answered this question. 19 did not respond.

Are you aware of the planning restrictions on properties in conservation areas?		
Answer Options	Response Percent	Response Count
Yes	67.5%	81
No	32.5%	39
<i>answered question</i>		<b>120</b>
<i>skipped question</i>		<b>19</b>



**Q6 DO YOU HAVE EXAMPLES OF WHEN PLANNING RESTRICTIONS HAVE BEEN USED?**

71 people answered this question. 68 people did not respond.

Do you have examples of when planning restrictions have been used?	
Answer Options	Response Count
	71
<i>answered question</i>	<b>71</b>
<i>skipped question</i>	<b>68</b>

Examples of the types of issues cited included:

- Inappropriate developments, which were out of keeping with the area
- Height and size of extensions and new buildings
- Flat conversions
- Replacement doors and windows
- Porches
- Loft conversions, including the use of dormer windows
- Installation of solar panels
- Exterior brickwork and paintwork
- Impacts on wildlife and the Green Belt
- Siting of mobile homes.

**Q7 DO YOU HAVE EXAMPLES OF WHEN ACTION HAS BEEN TAKEN TO RECTIFY INAPPROPRIATE DEVELOPMENTS OR ALTERATIONS WHERE YOU LIVE?**

65 people answered this question, of whom 21 provided examples. 74 people did not respond.

Do you have examples of when action has been taken to rectify inappropriate developments or alterations where you live?	
Answer Options	Response Count
	65
<i>answered question</i>	65
<i>skipped question</i>	74

Examples included –

**Developments in Conservation Areas**

- community campaigned against an inappropriate proposed development which was eventually refused permission
- Council firm in refusing inappropriate developments
- series of applications refused before a suitable development was agreed

**Use of materials**

- replacement windows in sliding sash style; improvement on previous uPVC designs
- new house had to use same style bricks to existing properties
- new windows

**Enforcement**

- location of satellite dishes

**Q8 DO YOU HAVE ANY OTHER COMMENTS ABOUT CONSERVATION AREAS?**

77 people answered this question, of whom 70 provided comments. 62 did not respond.

Do you have any other comments about conservation areas?	
Answer Options	Response Count
	77
<i>answered question</i>	77
<i>skipped question</i>	62

## Comments included

### More / expansion of Conservation Areas

- Would like more of Nascot to be included in the conservation area
- More conservation areas would help maintain the character of Watford
- Oxhey conservation area should be extended to the railway

### Communication

- Unaware conservation areas existed
- Aware of restrictions in conservation areas, but surprised that there appear to be none on properties adjacent to conservation areas or overlooking them
- Make the Management Plan simpler and show the relevance to the owner of the property (advantages and restrictions)
- People moving in unaware the property is in a conservation area; leaflet could be available from estate agents
- Residents living in a conservation area should be informed regularly
- Insufficient time to study draft consultation and respond
- Provide information about how houses should be renovated, e.g. provide photos of how windows used to look to enable residents to match as closely as possible
- Unsure if road is in conservation area
- More information about designated areas would be helpful
- More information about what can and can't be done to property
- Lack of resident education

### Maintenance of properties

- Council should require people to carry out maintenance on property
- Concerned that the landlord will not maintain the property
- Some financial help or grants should be available for people who have to comply with costly rules on alterations
- Grants needed to help people put in original features
- Concerned about state of property / land / structures in conservation areas
- Trees need to be pollarded / pruned
- Should not be unreasonable additional expenditure for residents to upgrade or improve their homes
- Four bins in front of a property, solar panels and a TV aerial on the roof change appearance more than a satellite dish
- Concerned about a property in the conservation area which appears neglected since its recent sale
- More appropriate street lamps
- Pavements need to be maintained



## Developments in conservation areas

- New developments lose an area its character and sense of community
- Demolition of old large houses and replacement with flats must stop
- Inappropriate developments not in keeping with conservation area
- People should seek planning permission to put things up
- New developments should be designed to match the character of current properties
- Properties turned into multi occupancy dwellings adversely affect the character of an area
- Planning conditions not monitored for compliance nor enforced
- Restrictions on new buildings stopped a new development being built higher and less sympathetic to the surroundings
- Installation engineer ignored comments when told the conservation area did not allow the work he was doing
- Frustrating not to be allowed same dormer extension as neighbour, but builder allowed to build two houses not in keeping with neighbouring properties
- Proposed development looks too modern for the style of the conservation area
- More concerted determination needed by town planners to agree appropriate developments when proposed by large companies

## Developments next to conservation areas

- Lack of restrictions for properties / developments next to and overlooking conservation areas
- Inappropriate developments in neighbouring areas not in keeping with conservation areas
- Developments next to conservation areas have an impact on them
- New building outside conservation area will have an adverse effect on residents in the conservation area
- Area previously in conservation area now outside and planning permission sought for huge block of flats

## Against conservation areas

- Council able to control the population
- Some existing policies ridicule integrity of conservation areas
- Hard pressed to find properties with all original Victorian features and materials
- Arbitrary selection of streets to be part of conservation areas
- Emphasis is only on the look from the front
- Red tape and bureaucratic process
- Pain to get approval from Council; takes too long
- Too restrictive to home improvements; too expensive to apply for planning permission each time

## Support for conservation areas

- Place is lovely and have a friendly community
- Hope always kept a conservation area
- Lovely living in wonderful area, lovely buildings
- Important to preserve the character of these areas
- Vital in conserving areas of architectural interest and keeping the spirit and character of the area
- Important to retain conservation areas for the benefit of future generations
- They must be maintained, especially in built up areas
- Wonderful living in a conservation area
- Broadly speaking in favour of them, but in some areas brought in too late to save the character
- Like the way the character of area is protected
- Like living in a conservation area; restrictions are appropriate; they preserve the valuable character of the area
- Very positive about them
- Conservation areas important to the well-being of people
- Fantastic move, long overdue
- Essential to protect character of the area
- Helpful to try to preserve the identity of particular areas
- Like living in a conservation area and would like it to remain

### **Q9 WOULD YOU LIKE THE COUNCIL TO CONTACT YOU IN THE FUTURE ABOUT CONSERVATION ISSUES?**

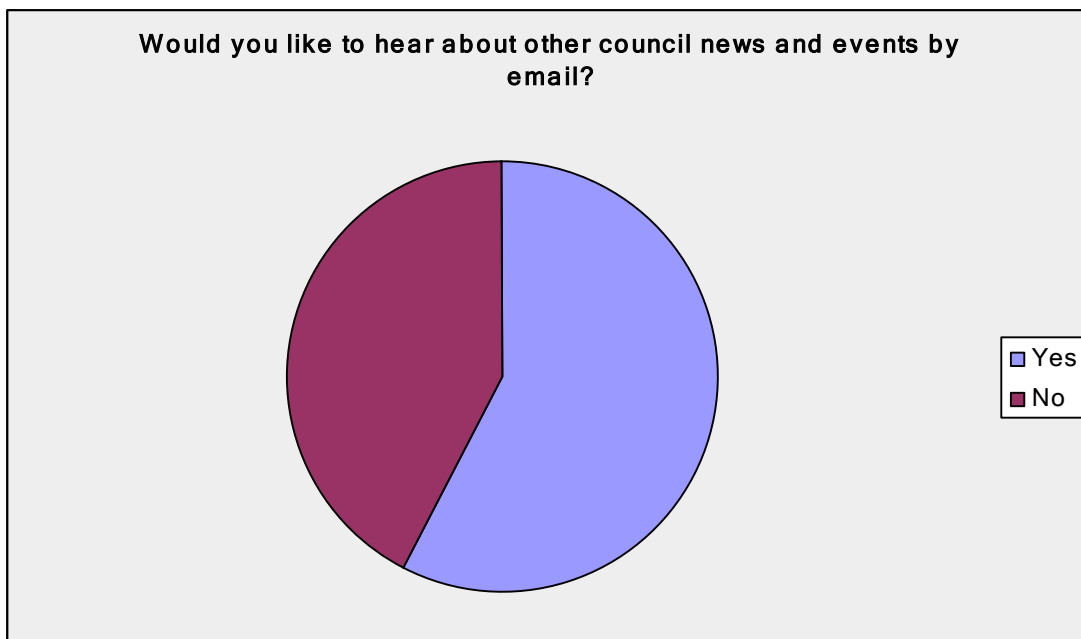
97 people answered this question. 42 people did not respond. The respondents' information will be forwarded to Planning Policy for inclusion in the service's database.

Would you like the council to contact you in the future about conservation issues?		
Answer Options	Response Percent	Response Count
Yes	71.1%	69
No	28.9%	28
<i>answered question</i>		<b>97</b>
<i>skipped question</i>		<b>42</b>

**Q10 WOULD YOU LIKE TO HEAR ABOUT OTHER COUNCIL NEWS AND EVENTS BY EMAIL?**

92 people answered this question. 47 people did not respond.

Would you like to hear about other council news and events by email?		
Answer Options	Response Percent	Response Count
Yes	57.6%	53
No	42.4%	39
<i>answered question</i>		<b>92</b>
<i>skipped question</i>		<b>47</b>



**Q11 PLEASE FILL IN YOUR CONTACT DETAILS BELOW.**

82 people answered this question. 57 people did not respond.

Answer Options	Response Percent	Response Count
Name	98.8%	81
Address	100.0%	82
ZIP/Postal Code	96.3%	79
Email Address	86.6%	71
Phone Number	64.6%	53
<i>answered question</i>		<b>82</b>
<i>skipped question</i>		<b>57</b>

**QUESTION 1  
WHICH STREET DO YOU LIVE ON?**

WARD / CONSERVATION AREA	STREET NAME	NO. OF RESPONSES
<b>Callowland (Nascot CA)</b>		0
<b>Central (Civic Core CA)</b>	Crossroads House, The Parade	1
<b>Central (Estcourt CA)</b>	Earl Street	2
	Estcourt Road	4
	Loates Lane	1
	Queens Road	2
	Sotheron Road	3
	Sutton Road	2
		14
<b>Central (High Street / King Street CA)</b>	Granville Road	1
<b>Central (St Mary's CA)</b>		1
<b>Nascot (Nascot CA)</b>		0
	Alexandra Road	1
	Church Road	6
	Cole Road	2
	Denmark Street	3
	Essex Road	4
	Langley Road	2
	Malden Road	3
	Nascot Place	2
	Nascot Road	1
	Nascot Street	6
		30
<b>Oxhey (Oxhey CA)</b>	Hillside Crescent	1
	Lower Paddock Road	5
	Upper Paddock Road	1
	Villiers Road	1
		8
<b>Oxhey (Watford Heath CA)</b>	Watford Heath	1
<b>Park (Grove Mill Lane CA)</b>		1
	Grove Mill Lane	4
<b>Vicarage (The Square CA)</b>		4
	Banbury Street	1
	Oxford Street	3
	Souldern Street	6
		10

**Woodside (Macdonnell Gardens CA)**

Macdonnell Gardens 4

**Streets outside conservation areas**

Beechwood Rise 1  
 Bradshaw Road 1  
 Bruce Grove 1  
 Bucks Avenue 1  
 Cannon Road 1  
 Cassiobury Drive 1  
 Chenies Way 1  
 Chester Road 1  
 Colnhurst Road 1  
 Croxley View 1  
 Dowry Walk 1  
 Eastbury Road 2  
 Eastfield Avenue 1  
 Ebury Road 1  
 Edward Amey Close 1  
 Field End Close 1  
 Gadswell Close 1  
 Gladstone Road 1  
 Grover Road 1  
 Harwoods Road 1  
 Hillrise Avenue 2  
 Lamb Close 1  
 Langley Road 1  
 Longspring 1  
 Lowson Grove 1  
 Market Street 1  
 Marlborough Road 1  
 Maytree Crescent 1  
 Merton Road 1  
 Moor View 1  
 North Approach 1  
 Oxhey Road 3  
 Parkside Drive 2  
 Pinner Road (not in CA) 1  
 Princes Avenue 1  
 Queenswood Crescent 1  
 Raphael Drive 1  
 Ridge Lane 1  
 The Ridgeway 1  
 Royal Court, Queen Marys Avenue 1  
 Sandringham Road 1  
 Shakespeare Street 1  
 Southwold Road 1  
 Tucker Street 1  
 Tudor Walk 1  
 Wellington Road 1  
 Wentworth Close 1  
 West Street 1

<b>Streets outside Borough</b>	Whippendell Road		1
	Wiggenhall Road		1
		55	
<b>Anonymous</b>	St George's Drive, Carpenders Park		1
	Vivian Gardens		1
		2	
	Pinner Road		1
	Church Road		1
	Anonymous		5
	In conservation area		2
			<hr/>
			139

**MANAGEMENT OF CONSERVATION AREAS TASK GROUP  
SURVEY OF COUNCILLORS' VIEWS, JANUARY 2016**

1. Is there a conservation area in your ward?
  - Yes
  - No

2. Which conservation area(s) do you represent?

Civic Core (Central, Park)	<input type="checkbox"/>
Estcourt (Central)	<input type="checkbox"/>
Grove Mill Lane (Park)	<input type="checkbox"/>
High Street/King Street (Central)	<input type="checkbox"/>
MacDonnell Gardens (Woodside)	<input type="checkbox"/>
Nascot (Nascot, Callowland)	<input type="checkbox"/>
Oxhey (Oxhey)	<input type="checkbox"/>
St Mary's (Central)	<input type="checkbox"/>
The Square (Vicarage)	<input type="checkbox"/>
Watford Heath (Oxhey)	<input type="checkbox"/>

3. How did you find out that you had a conservation area in your ward?

live in the ward	<input type="checkbox"/>
informed by residents or a residents' group	<input type="checkbox"/>
informed by Council officers	<input type="checkbox"/>
other (please give details)	<input type="checkbox"/>

4. Are you aware of the planning restrictions on properties in conservation areas?
  - Yes
  - No

5. Do you feel, or have you been notified by residents, that there have been inappropriate developments or alterations to properties in Watford's conservation areas? (please give examples and ward name)

6. Are you aware of any action taken to enforce planning restrictions or rectify inappropriate developments or alterations in Watford's conservation areas? (please give examples and ward names)

7. Do you have any other views or comments about Watford's conservation areas?

8. Do you have any residents in your ward who take a particular interest in conservation issues and would be interested in being contacted in the future?

9. Please provide the following details:

Name

Ward



## PART A

**Report to:** Cabinet  
**Date of meeting:** 7 March 2016  
**Report of:** Managing Director  
**Title:** Development of the council's Corporate Plan 2016-2020 and on the development of the council's vision, priorities and values

### 1.0 **SUMMARY**

1.1 This report presents the work undertaken to date on reviewing the council's vision, priorities and values and also to develop the Corporate Plan 2016-20.

1.2 The vision, priorities and values set the direction for corporate and service planning and should reflect the current challenges and opportunities facing the council taking into account the Mayor's political objectives, national policy drivers and the requirements of the Medium Term Financial Strategy.

1.3 The current vision, priorities and values were approved in 2012. Four years on, the national, regional and local environment in which local authorities operate has changed significantly and the substantial council programme of work established in 2012 has, in the main, been delivered. Therefore, it is timely to have tested the vision, priorities and values to ensure they:

- reflect the council's purpose and direction;
- send a clear message about the organisation including its ambitions and aspirations; and
- capture the council's future challenges and opportunities. The priorities, in particular, should demonstrate what is important to the town, and the organisation, and clearly show what needs to be achieved over the medium term.

## 2.0 **RECOMMENDATIONS**

Cabinet is asked to:

- 2.1 Note the progress in developing a corporate planning framework that reflects the council's current opportunities and challenges and its future ambitions. This framework includes a new council vision, set of priorities and corporate values and will be articulated through its Corporate Plan 2016-2020.
- 2.2 Note the proposed timescale for the development of the framework and the Corporate Plan 2016-2020 and approval by Council in May 2016.

### **Contact Officer:**

For further information on this report please contact: Kathryn Robson

telephone extension: 8077

e-mail: [kathryn.robson@watford.gov.uk](mailto:kathryn.robson@watford.gov.uk)

### **Report approved by:**

Manny Lewis, Managing Director

### 3.0 DETAILED PROPOSAL

- 3.1 As part of its business planning cycle, the council undertakes an annual review of its vision, priorities and values to underpin the development of the Corporate Plan. This review ensures the council’s corporate planning framework remains relevant to the organisation and is providing an effective framework for both planning key areas of work and the delivery of outcomes.
- 3.2 In 2012 the council approved its current vision, priorities and values as set out below. These have provided the foundation for its corporate planning framework and helped shape the council’s direction over the last four years. The framework has ensured that, at both the corporate and service level, the organisation has effectively aligned its priority areas of work and that resources have been focused on the outcomes identified as important to Watford. It has also highlighted areas for improvement, supported employee performance and contributed to staff motivation and job satisfaction (evidenced through recent staff surveys).



- 3.3 Four years on, the council is in a very different place and operating in a different national environment. It has completed a significant programme of transformation, embedded new organisational structures, delivered a substantial work programme, both internally and externally, and progressed a number of key major projects across the town.

Given this, a comprehensive review of its corporate planning framework is timely. A revised vision and set of priorities and values will support the council’s next stage of delivery and improvement. They will also be better aligned to its financial planning and the requirement to meet the challenges of the reduction in government grant by 2020.

### 3.4 **Council vision**

- 3.4.1 All successful organisations have, a clear long-term vision of what they want to achieve. This vision sets out the organisation's direction and guides its actions, whilst making sure that it is constantly striving to improve the services it provides in line with local priorities and financial constraints. Linked to this vision is a defined set of priorities (see 3.5.1 for proposals on revising the council's priorities).
- 3.4.2 The current vision focuses strongly on building pride in the town. This arose from feedback, prior to 2010, that community pride needed to be strengthened and those aspects of the town people felt were important to its identity and sense of place should be acknowledged and celebrated. Since 2012, the aspiration for Watford to weather the storm of the last recession and establish itself as a town with a strong local economy and solid plans for the future has been embedded. It is emerging as a vibrant place where people want to live, visit and do business and the council vision needs to reflect this change of emphasis and direction.

At the same time, the vision needs to acknowledge the vital role strong and cohesive communities play in the town's success.

Therefore, work will progress on refining a vision that is meaningful to Watford now, and as it looks forward, and incorporates the following themes:

- delivering a bold & prosperous future for Watford
- creating a vibrant place where everyone can thrive

### 3.5 **Corporate priorities**

- 3.5.1 The council's priorities should demonstrate what is important to the town and the organisation and clearly show what the council wants to achieve over the medium term
- 3.5.2 With the change of emphasis for the vision proposed, the priorities also need revision in order to ensure they effectively support its delivery.
- 3.5.3 Going forward, the priorities need to recognise the financial challenges the council faces, given the loss of revenue support grant by 2020 and the changes this will require in how the council funds its spending. Whilst the council will continue to focus on ensuring it is run both effectively and efficiently, it needs to consider broadening its approach and explore appropriate opportunities to allow it to operate more commercially. This will support the need for the organisation to be self sustaining and 'paying our own way'.
- 3.5.4 The council also needs to respond to the changing way people expect to access services and engage with local organisations. The new council website establishes a good platform to take forward this transformation but meeting resident and customer expectations, in both how they access services and the quality of the service delivered, needs to be more clearly defined and reflected in the revised priorities.

3.5.5 Two additional themes will support the council's ambitions for the town. The focus on economic growth over the last four years has secured the delivery of long term projects that will transform the borough and help embed its future success. However, maintaining this momentum remains a priority and one that requires effective communication with our residents so that there is shared understanding and recognition of the benefits delivered through the town's continued prosperity.

3.5.6 A final priority will concentrate on celebrating and enhancing the town's thriving and diverse, active community, recognising the role the council can play in enabling communities to flourish as part of the life of the town.

### 3.6 **Council values**

3.6.1 Values are important to an organisation as they underpin both behaviours and how services are delivered. They also reinforce the type of organisation the council aims to be and should complement what it has set out to achieve through its vision and priorities.

3.6.2 By establishing a consistent set of organisational values, the council clearly communicates to residents and customers what they can expect when they engage with the organisation across all its service areas. It also establishes a sound framework for staff by setting out how they should manage their behaviours and the approach they should take in both their internal and external relationships.

3.6.3 The 'bold' value has defined much of what the council has achieved over the last four years and has resonated strongly with staff in the work they do and how they approach change and improvements to service delivery.

3.6.4 In view of this, the current thought on developing a new set of values to support the revised vision and priorities is to retain 'bold' but other areas identified for consideration about how we want to work include:

- progressive
- responsive
- acting with integrity
- open
- welcoming
- collaborative
- effective
- caring

### 3.7 **Corporate Plan 2016-2020**

3.7.1 The Corporate Plan is the council's key improvement and planning document. From the Corporate Plan the council develops its service business plans which, in turn, inform the work programme of each team within the council and the individual objectives of each member of staff, identified through the council's annual performance review process.

3.7.2 The work programme identified in the annual Corporate Plan is considered each year as part of the overall review of the corporate planning framework. As many areas of

work have a medium or long term focus, these are carried forward so that core projects remain priorities for the council. However, the review also provides an opportunity for the inclusion of new projects. This will be particularly apposite for the Corporate Plan 2016-2020 as projects and areas of work that support the delivery of the new council vision and priorities will be included within the corporate work programme.

### **3.8 Next steps**

- 3.8.1 The vision, priorities and values will be refined by April 2016. This includes sharing with staff for their feedback and comment. The Corporate Plan 2016-2020 will then be developed to include core projects and areas of work identified for the organisation in the medium term. This work will be completed at the beginning of the new financial year, with the new Corporate Plan ready for Council approval in May 2016.
- 3.8.2 The revised vision, priorities and values will be supported by a communications plan. This will help ensure they are effectively embedded across the organisation and that our local communities understand, and are kept informed, of the council's progress in delivering the vision and priorities as set out through the Corporate Plan 2016-2020.

## **4.0 IMPLICATIONS**

### **4.1 Finance**

The proposed revisions to the council priorities recognise the need to explore ways the council can meet the challenges set by changes in government funding whilst ensuring it continues to deliver value for money services. Through the Corporate Plan 2016-2020, the council will articulate how it will deliver its vision and priorities and how achieving this will effectively link to the requirements of the Medium Term Financial Plan.

### **4.2 Legal**

The Corporate Plan is one of the policy framework documents listed in the constitution that has to be approved by full Council. The Corporate Plan 2016-2020 will be submitted to Council in May.

### **4.3 Equalities**

- 4.3.1 Developing a vision, priorities and values for the council that underpin its corporate and service planning needs to take into account the Watford context, including an understanding of the demographic make up of the borough's community and feedback from local people on the issues that are important to them. This is to ensure that all elements reflect the borough and its communities. An Equality Impact Analysis will be developed for the Corporate Plan 2016-2020.

#### 4.4 Risks

##### 4.4.1

Potential Risk	Likelihood	Impact	Overall score
The council's Corporate Plan and its Medium Term Financial Strategy work together to achieve outcomes identified within the Plan. Failure to link the two effectively might result in insufficient financial resourcing for areas of work identified or failure to meet financial targets.	1	4	4
The council has acknowledged the importance of the organisation taking ownership of its corporate planning framework to ensure there is commitment to delivery and that targets are achieved. Failure to achieve this 'buy-in' could delay projects and programmes and impact on overall deliver	2	4	8

#### 4.5 Staffing

4.5.1 The corporate plan is a key document for staff. It provides an important part of the council's performance framework and, by ensuring projects and priority areas of work cascade from the plan into service plans and team work programmes, it informs individual staff objectives and outcomes.

The council's values are important for staff as they set expectations in terms of their behaviours, attitudes and approach to their work.

##### Background papers

- Corporate Plan 2016-2020
- Medium Term Financial Plan





## PART A

**Report to:** Cabinet  
**Date of meeting:** 7 March 2016  
**Report of:** Head of Regeneration and Development  
**Title:** To agree a change to the Executive Scheme of Delegation

### 1.0 **SUMMARY**

- 1.1 From the 1<sup>st</sup> April 2016 the Council will have a new statutory duty under the Self-build and Custom Housebuilding (Register) Regulations 2016 made under the Self-build and Custom Housebuilding Act 2015 to keep and maintain a register of people or associations seeking to acquire serviced plots of land in the borough to build themselves and to have regard to it when exercising the Council's planning, housing and regeneration functions and when considering the disposal of any land.

### 2.0 **RECOMMENDATIONS**

- 2.1 To agree to amend the executive scheme of delegation so that: -  
The Principal Planner in policy is given delegated authority for compiling, determining eligibility, maintaining and publicising the register under the 2015 Act.

**Contact Officer:**

For further information on this report please contact: Principal Planner, Catriona Ramsay  
telephone extension: 8261 email: [catriona.ramsay@watford.gov.uk](mailto:catriona.ramsay@watford.gov.uk)

**Report approved by:** Head of Regeneration and Development

### 3.0 DETAILED PROPOSAL

#### 3.1 Right to Build Initiative

3.1.2 In 2014 the Government announced an initiative called the 'Right to Build'. Further weight has been added through the Self-build and Custom Housebuilding (Register) Regulations 2016 made under the Self-build and Custom Housebuilding Act 2015.

It is intended to operate in the following way:

- prospective self-build and custom builders<sup>1</sup> will be entitled to apply to the Council to have their details placed on a register held by it indicating they are interested in acquiring a suitable, serviced plot of land on which to build or commission their own home
- their details/application will be recorded on a 'Right to Build Register' for their local area
- Local Authorities must have regard to the register and use this as evidence when relating to their area when carrying out their planning, housing, land disposal and regeneration functions.

#### 3.2 Right to Build Register

3.2.1 The Self-build and Custom Housebuilding (Register) Regulations 2016 made under the 2015 Act come into force on 1 April 2016.

The Regulations place a duty on the Council to:

- keep a Register of individuals/associations of individuals who wish to acquire serviced plots of land to bring forward self-build and custom house building projects
- publicise the register and
- have regard to the demand for custom build housing as evidenced by the register when exercising certain functions relating to:
  - a) planning
  - b) housing
  - c) the disposal of any lands of the authority
  - d) regeneration.

3.2.2 In relation to a), national planning policy and guidance<sup>2</sup> already requires LPAs to identify and plan for local demand for custom and self-build housing in preparation of local plans. This legislation means that LPAs should use the Registers as part of their evidence base. It is envisaged that we would stipulate that certain allocated housing sites must provide a certain number of self-build and custom build plots which reflects the interest shown on the Register. These would then be secured through S106 agreements from the owners of the sites.

3.2.3 In regards to b) this means that housing departments should have regard to the registers when carrying out their housing functions. This includes when preparing their local

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<sup>1</sup> Custom build typically involves individuals or groups of individuals commissioning the construction of a new home or homes from a builder or contractor. Self-build is where people physically build the home themselves or work with sub-contractors.

<sup>2</sup> Paragraph 50 of the NPPF requires LPAs to have a clear understanding of housing need in their area and plan to address the need for all types of housing, including the demand from those people wishing to build their own homes.

housing strategies and in developing plans for new housing on land owned by the local housing authority.

- 3.2.4 In regards to c) this means that where the LPA owns suitable land for housing that they consider whether or not it is suitable for sale at market value for custom or self-build housing.
- 3.2.5 In regards to d) this means that when developing plans to regenerate their area, local authorities who are under the duty to have regard to registers that relate to their areas should consider the demand for self- build and custom housebuilding.
- 3.2.7 The Regulations set out in detail the information that relevant authorities must include on their register, eligibility to be put on the register, what an application to go on the register must contain and the time the council has to decide if the person or body applying meets the eligibility criteria
- 3.2.8 As this is primarily an administrative function and the Council has limited scope in rejecting applications other than non satisfaction of the detailed eligibility criteria which is a factual matter it is recommended that the management of the register be delegated to the Principal Planner in the Policy Team in Regeneration and Development
- 3.2.9 **How should relevant authorities publicise their register?**
- 3.2.10 As a minimum, relevant authorities are recommended to hold a webpage on their website that is dedicated to self-build and custom housebuilding. This should be used to set out what the authority is doing to promote opportunities for self-build and custom housebuilding in their area, explain the purpose of the register and how to apply for entry on the register. Relevant authorities are also recommended to consider additional innovative methods of publicising their register to increase awareness of it. They are not required to publish their register but are required to publicise it. It will be the council's intention to have dedicated pages on the web site to comply with these requirements.

#### 4.0 **IMPLICATIONS**

##### 4.1 **Financial**

4.1.1 There are no comments from the Shared Director of Finance.

##### 4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the requirement to keep this register and to have regard to it when exercising our planning, housing, and regeneration functions as well as when we consider the disposal of any land is a new statutory duty

##### 4.3 **Equalities**

4.3.1 None

##### 4.4 **Potential Risks**

Potential Risk	Likelihood	Impact	Overall score
High demand for Self-build plots but no land available	2	4	8

4.5 **Staffing**

4.5.1 This will require the policy team a slight addition to dealing with queries and recording individuals to the register

4.6 **Accommodation**

4.6.1 N/A

4.7 **Community Safety**

4.7.1 N/A

4.8 **Sustainability**

4.8.1 None

Background Papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

Background papers:

[Draft Planning Practice Guidance – Self-build and Custom Housebuilding. February 2016.](#)

Self Build and Custom Housebuilding Act 2015

The Self Build and Custom Housebuilding (Register) Regulations 2016

## PART A

**Report to:** Cabinet  
**Date of meeting:** 7 March 2016  
**Report of:** Head of Regeneration and Development  
**Title:** Approval of the Skyline – Watford’s approach to taller buildings SPD

### 1.0 SUMMARY

- 1.1 A new supplementary planning document (SPD) has been prepared to accompany the forthcoming Taller building policies within the Local Plan 2. This SPD identifies the particular issues to be considered when designing taller buildings. This has been prepared in light of a number of pre-application enquiries relating to proposals for taller buildings.
- 1.2 The intention is to adopt the SPD prior to adopting Local Plan 2. This is to ensure planning officers and developers have guidance on what is acceptable for designing taller buildings.

### 2.0 RECOMMENDATIONS

- 2.1 Cabinet are asked to adopt Skyline – Watford’s approach to Taller Buildings SPD.
- 2.2 Delegated authority is also requested for the Head of Regeneration and Development to approve editorial changes to layout, photos and general editing post Cabinet.

**Contact Officer:**

For further information on this report please contact: Catriona Ramsay, Principal Planner.

telephone extension: 8261 email: [Catriona.ramsay@watford.gov.uk](mailto:Catriona.ramsay@watford.gov.uk)

**Report approved by:** Jane Custance, Head of Regeneration and Development

### 3.0 **DETAILED PROPOSAL**

#### 3.1.1 **Background**

- 3.1.2 Skyline – Watford’s approach to taller building Supplementary Planning Document (SPD), Appendix A, was out for consultation, alongside the Local Plan 2 consultation, for 6 weeks ending on 4<sup>th</sup> February 2016.

The emerging Local Plan 2 Taller Building Policy seeks to ensure that taller buildings are directed to the most appropriate parts of the Borough, and that the character of Watford is protected and/or enhanced. A strategic approach to the location and design of tall buildings is necessary to create successful places, promote regeneration and lead to the economic success of Watford.

- 3.1.3 The aim of the guidance is to provide a design standard to assist both local authority planners and applicants/designers to create taller buildings of design quality which are based on more sustainable land use patterns whilst improving the community and the built environment.
- 3.1.4 The guidance sets out a clear process with which to assess tall building applications, helping to ensure consistency of approach and offering a steering focus for developers to ensure that any taller buildings are of sufficient design quality to create successful places and improve regeneration.
- 3.1.5 In advance of the Local Plan 2 being adopted it is necessary to adopt the SPD for use. This will be required for applications that come in order to assess the suitability of proposals for new or replacement taller buildings.

#### **Local Plan 2 Consultation**

Local Plan 2 – Development Management and Site Allocations has previously been out for two rounds of consultation, and a focussed round looking at a small number of new policies closed on the 4<sup>th</sup> February 2016. Alongside this consultation of the policies (that will be incorporated in Local Plan 2), the Skyline SPD was also out for consultation.

- 3.1.6 The SPD consultation has had limited responses from Cassiobury Park Residents Association (supportive), Herts Constabulary and Historic England. This can be read in more detail in Appendix B, Regulation 12 Statement.
- 3.1.7 The following comments have been received from Historic England (HE) who broadly welcome the guidance, but have some concerns regarding the content and suggested that some additional work may be necessary before adoption:
1. More explicit reference to the merits of tall buildings in terms of the opportunities for mixed use development;  
This has been done.
  2. Reference to the need for recreational and amenity space in association with the residential component of tall buildings;  
This has been done.

3. Need to make direct reference to the guidance prepared by HE which was published in December 2015;  
This has been done.
4. Greater explicit reference regarding the siting of taller buildings with regard to heritage assets; this should include the direct juxtaposition of the proposed building in relation to an asset; longer views which include assets and suggested wording included. Assets include conservation areas and consideration of the impact of taller buildings on these and on the registered park should be considered. Also, consideration should be given on the potential impact on any assets outside of the borough boundary but which may be affected in terms of view corridors.  
Suggested wording included and other issues will be covered in the evidence report to be prepared to support the new policies in Local Plan 2 (TB1 And TB2)
5. Under Criteria 1 (Visual Impact and Design Quality) suggest that reference is made to the use of independent design advice and suggestions made regarding particular images used;  
This has been done.
6. Issues with the images used to illustrate the points made under criteria 2 (Urban Scale and Setting) and 3 (Public Realm, Light, view and Privacy);  
Images and photographs have been changed and address comments made.
7. Under criteria 7 (Sustainability and Environment) reference the benefits for remodelling and recladding as an option over redevelopment;  
This has been done.
8. When selecting materials consideration of how those materials relate to light and shade should be made;  
Reference to this has been included.
9. Review how a redevelopment in Cambridge has dealt with parking issues and access to basement areas; need to add more on this issue.  
Section has been reworked to take account of comments.

Comments in relation to the policies were also received from HE and these will be considered as the policies are reviewed over the next few months.

3.1.8 As a result of the consultation the SPD has been re-structured and also photos updated and wording added to reflect comments.

#### 4.0 **IMPLICATIONS**

##### 4.1 **Financial**

4.1.1 There are no financial implications contained within this report.

##### 4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that once adopted the SPD will be a material planning consideration which can be taken into account when assessing applications for tall buildings.

### 4.3 Equalities

4.3.1 None

### 4.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
Schemes could be controversial due to height, but the intention of SPD is to minimise this impact.	2	4	8

### 4.5 Staffing

4.5.1 The Skyline – Watford’s approach to taller buildings SPD aims to help planners when assessing taller building applications. Therefore, there should be no significant staffing impacts as a result of the guidance.

### 4.6 Accommodation

4.6.1 n/a

### 4.7 Community Safety

4.7.1 n/a

### 4.8 Sustainability

4.8.1 Issues of sustainability have been considered and incorporated in the document.

## Appendices

- Appendix A – Skyline – Watford’s approach to taller building SPD
- Appendix B – Regulation 12 Statement



# Watford's Local Plan - SPD

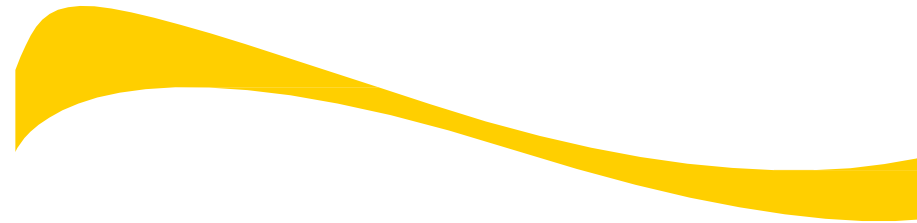


## Skyline – Watford’s Approach to Taller Buildings Supplementary Planning Document

February 2015



Planning for a Better Watford



## **Contents Page**

1. Introduction
2. Aim of the Guidance
3. Watford in Context
4. Assessment of Taller Buildings – Guidance Checklist
5. Relevant Policy Guidance
6. Submitting an Application
7. Criterion

Appendix A: Strategic Views and Urban Landmarks

## 1 Introduction

1.1 Watford is going to encounter more pressure for taller buildings over the next plan period, primarily as a result of increased housing and employment pressures in London and the surrounding environs. London is to deliver up to 270 more tall buildings in the forthcoming years in an attempt to deal with its housing crisis. Developers are starting to look towards Watford for development opportunity, with its proximity to London and strong transport links. There will be increasing pressure for increasing densification through tall buildings.

1.2 Equally, there is a growing appreciation that intensification of land uses, particularly in physically constrained boroughs like Watford can lead to more sustainable development patterns based on a more compact urban form in close proximity to large scale public transport infrastructure.

1.3 This development pattern will also aid the delivery of new homes and office space in the borough, which is required to retain a viable economy both for Watford and the South East Region. Taller buildings, if properly conceived, can go a long way in alleviating these pressures whilst reducing pressures on greenfield/ urban expansion sites, which put a greater strain on service and infrastructure provision.



The City with St. Pauls in view

1.4 Watford has seen a rise in the number of proposals for taller buildings of up to 25 storeys. This rise in proposals locally is a reflection of a wider interest in taller buildings and also a shift to a more compact urban development patterns.

1.5 Due to the scale of the recent proposals coming forward, and their potential impact on an area and local communities, together with the effect a major building could have visually on the townscape, tools are needed to assist the applicant and the decision maker in understanding the complex range of issues a proposal for a taller building would need to address before it could be realised.

- 1.6 Tall buildings have the potential to add significant value to Watford. When appropriately located and well designed, they can enhance skylines and provide recognisable landmarks that can serve to promote the town. A cluster of tall buildings can, if carefully located, also add to the legibility of the town, indicating a gateway to the town centre or a commercial hub. However, poorly sited and badly considered elevated structures can have significant adverse impacts, if poorly planned and designed
- 1.7 It is important that tall buildings contribute to the wider urban area in terms of the opportunities they bring for mixed use development providing activities which support the needs of local communities as well as providing additional homes and jobs and which make a positive contribution to urban living.

## 2.0 Aim of the guidance

- 2.1 The aim of this guidance is to give further policy provision to Policy UD1 [Delivering High Quality Design] in the Core Strategy and the proposed draft Taller Building policy (TB1 and TB2) in Development Management Policies. These new policies set out the definition of taller buildings and the strategic and development management approach in terms of location and design. The policies should be read together with this guidance.
- 2.2 Taller buildings by their nature can be dominant and assertive building forms, however they can also contribute to the character of the area, often having iconic designs, creating new landmarks and definition to a town/cityscape. If well designed and in the right locations they can make a positive contribution to urban life. The aim of this guidance is to provide a design standard to assist both local authority planners and applicants/designers to achieve taller buildings of design quality which are based on more sustainable land use patterns whilst improving the community and the built environment.



**Although large in scale, taller buildings do not have to have negative impacts, if sited and designed carefully**

- 2.3 In addition, the guidance sets out a clear process with which to assess tall building applications, helping to ensure consistency of approach and offering a steering focus for developers to ensure that any taller buildings are of sufficient high design quality to create successful places and improve regeneration and economic success.

- 2.4 Watford shares the aspirations of CABE and Historic England that any new tall building should be of first class design quality in its own right and should enhance the quality of its immediate location and wider setting. The following design guidance has been identified to supplement existing guidance contained within the local plan, and best practice guides i.e. Building for Life 12 Third Addition, Secure By Design – New Homes 2012, the Urban Design Compendium (English partnerships) and Historic England’s Tall Buildings Historic England Advice Note 4.
- 2.5 There may be occasions where there are no suitable design solutions to overcome a poorly designed tall building; this is particularly relevant where the location for the building is close to a heritage asset and may result in harm to that asset; including the setting of that asset.

### 3.0 Watford in Context

3.1 Watford is now encountering significant pressure from urban growth dynamics in London. This is evident from current transport expansion proposals, rising house prices and a demand for office space. However it is also an area that has a viable local economy in its own right with well established employment areas.



Existing Tall Buildings in Watford include St. Marys Church, Jury's Inn Hotel, Meriden Towers and the YMCA building

3.2 Watford is predominantly characterised by relatively large swathes of suburban housing, particularly to the north and west of the borough, while a general two storey profile is

present throughout the town and its environs. There are some existing taller buildings in the borough most notably in the centre i.e. YMCA building, Jury's Inn and office developments in Clarendon Road. In more recent times large scale developments have taken place in Ascot Road, while the Meriden Towers to the north of the borough are an example of post war tower block development.

3.3 The town also has 10 conservation areas and numerous listed buildings including historic landmarks such as Reeds Orphanage and St. Mary's Church. At the same time, large and important areas of green open space are present in the borough namely Cassiobury Park (also a registered park) and the Colne Valley. These are important features of Watford's urban profile and essential to positive perceptions of its townscape.

3.4 Concurrently the town is also served by established transport nodes including; Watford Junction Station, the Metropolitan Line, and Watford High Street Overground Station. These transport nodes, and potential future investments in major transport infrastructure (Metropolitan line extension) are also

essential prerequisites for ensuring that densification through taller buildings is a viable approach to development.

- 3.5 For Watford, it is considered that the majority of the borough area is unsuitable for taller buildings, with the exception of some central locations which have notable regeneration, and economic development opportunity, and high capacity public transport infrastructure i.e. Watford Junction, sections of Clarendon Road, and Ascot Road.
- 3.6 As mentioned above, the pressure for taller buildings has become more acute. At the same time benefits of a more compact urban development pattern based on densification around public transport is now established as the most viable form of urban development, one which will maximise economies of scale and lead to more sustainable methods of commuting. It is considered that the areas identified within the Taller building policy for Watford, are best suited to accommodate this development pattern.
- 3.7 However, the impact of taller buildings on landscape, townscape and the historic environment needs to be considered carefully. Their design must be one of quality and their siting must be sensitively conceived whether they form part of new townscapes, or are landmark buildings. The

following section details key criteria for the assessment of the impact of taller building proposals and is an essential resource for designers, applicants and decision makers.



## 4.0 Assessment of tall building proposals – Guidance Checklist

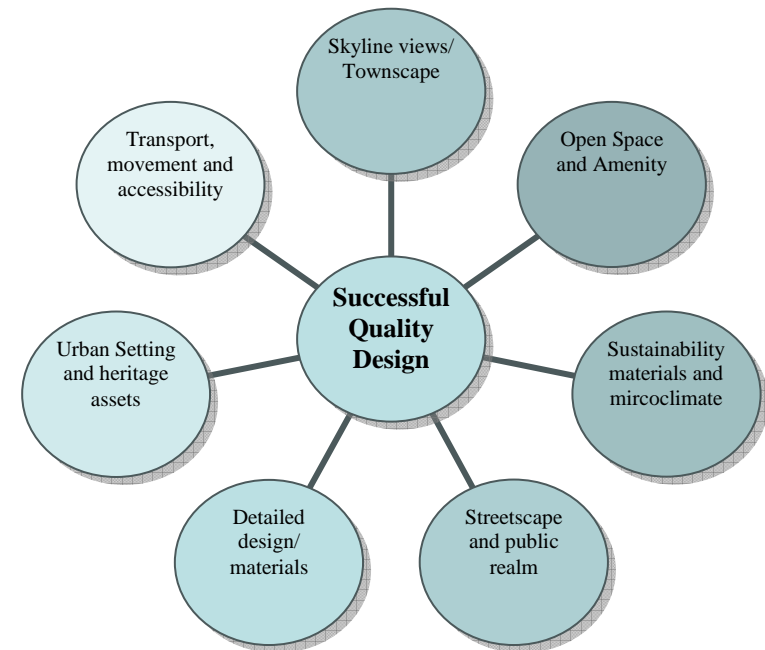
4.1 The guidance has been divided into a number of sections that articulates a variety of design considerations. These will need to be included in a taller building statement, which will detail how the proposal will meet the requirements of the following criteria assessment:

Checklist
<b>Criteria 1: Skyline, views and townscape</b>
<b>Criteria 2: Streetscape and near views</b>
<b>Criteria 3: Building Setting</b>
<b>Criteria 4: Public realm, open space and amenity</b>
<b>Criteria 5: Building scale, form and massing</b>
<b>Criteria 6: Detailed building design</b>
<b>Criteria 7: Public access</b>
<b>Criterion 8: Transport, parking and infrastructure</b>

4.2 Under each of the headings is a brief description of the issue, and is set out and further illustrated through appropriate images and diagrams.

4.3 Applicants will need to develop the scheme in sufficient detail to enable a full planning application to be considered, and this is detailed full in section 6.0

4.4 Any planning application will still need to be determined on its own merits. The aim of this guidance is to help applicants and the Local Planning Authority to get to a position where planning permissions can be granted.



4.5 Any applications which do not demonstrate in the Taller building statement that the 8 Criteria have been met, will not be considered suitable. This will be discussed at pre-

application stage to help the applicant avoid abortive application costs.

- 4.6 This guidance acts as a tool to help judge proposed development for Taller buildings within Watford. In combination with the Council’s established design review panel, these assessment criteria will form the key considerations for assessing taller buildings in the borough.

## 5.0 Relevant Policy Guidance

- 5.1 This SPD should not be considered in isolation from the range of policy and guidance documents produced locally and nationally which could be of relevance to a taller building proposal.
- 5.2 The guidance should apply to proposed new buildings, as well as extensions to existing buildings.

### Local Policy

- 5.3 The following policies in the adopted Watford Core Strategy may also be relevant to any proposals for taller buildings within the borough:

- UD1 Delivering High Quality Design
- UD2 Built Heritage Conservation
- INF1 Infrastructure Delivery and Planning Obligations
- T4 Transport Assessments
- HS1 Housing Supply and Residential Site Selection
- HS2 Housing Mix
- HS3 Affordable housing
- SD1 Sustainable Design
- SD2 Water and Wastewater

- Draft Policies TB1, TB2 Development Management Policies

NB: This list is not exhaustive and other policies will apply depending on the location and nature of development proposed.



### Community Infrastructure Levy (CIL)

- 5.4 Applicants should be aware Watford Borough Council has a CIL charge in place. CIL will be collected on the net increase of floorspace on a site with different rates for different types of use. Please see [www.watford.gov.uk/cil](http://www.watford.gov.uk/cil) for more details.

National Planning Policy Framework 2012

5.5 The NPPF actively promotes a presumption in favour of sustainable development in its provisions. There is a key appreciation for brownfield development in the NPPF, based on appropriate density to urban locations. This is needed to provide new homes and jobs. Key paragraphs in the NPPF include:

- Increased residential density
- Maximum use of brownfield land
- High quality design
- Improvements to the quality of the built environment including public open spaces
- Sustainable development
- Reduced car dependency
- Mixed use developments
- Impact on heritage assets

Additional Information

5.6 There is also further information/ guidance that has been used and should be considered alongside taller building proposals. This includes

- Guidance on Tall buildings, English Heritage Advice Note 4
- Building for life 12, third edition (Design Council
- Secure by Design, (New Homes 2014)
- Sustainable Design Tool Kit (Hertfordshire Design Panel, Building Futures)

## 6.0 Submitting a planning application

- 6.1 When considering an application for submission, it is important to discuss the proposals with the planning department in advance. Watford Borough Council provides a Pre Application Planning Service for prospective applications. It also considered best practice to discuss the application with other relative stakeholders i.e. Historic England or CABE and the local community.
- 6.2 **Pre Application Advice** is essential to identify key issues and constraints in relation to the project/proposals. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. The council recommends that applicants undertake pre application discussions with the planning authority, which is an essential part of its pro active approach to dealing with planning applications in accordance with paragraphs 188 – 195 of the NPPF 2012.
- 6.3 This will identify key considerations before submitting the required information at application stage, as well as the relevant policies (Policy TB1 and TB2) and the key

requirements identified this SPD. These consultations will provide feedback in terms of:

- Potential impacts and key considerations
- Identification of key heritage assets, landmarks etc
- The amount of illustrative material, and other assessments required
- An agreed approach and the potential need for a Planning Processing Agreement which is likely to be required for such applications.

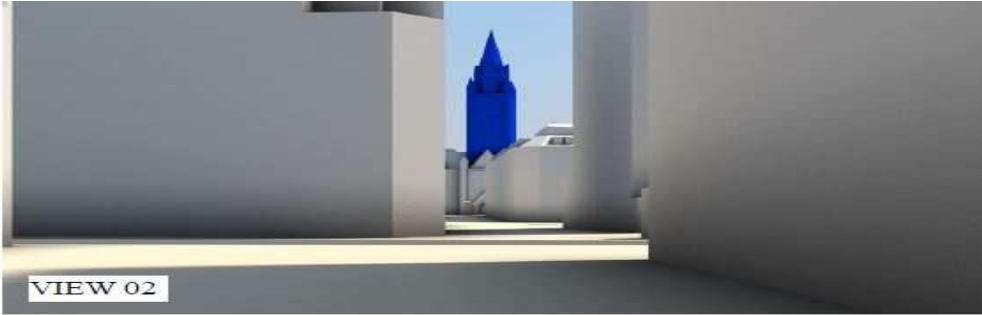
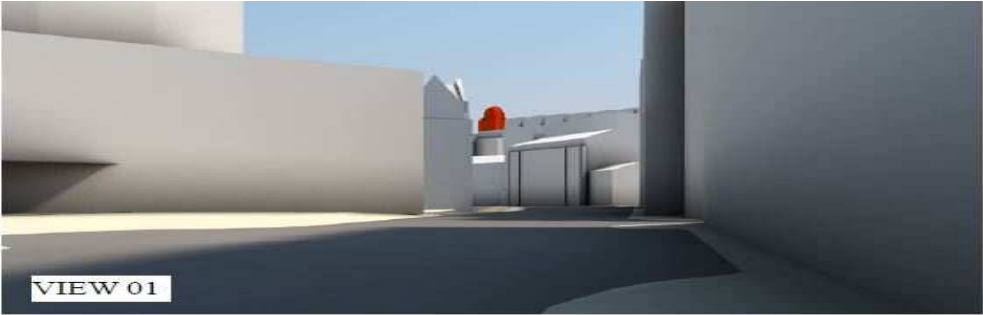
- 6.4 **Submitting a detailed application** will require the applicant to provide adequate information/ materials for the planning authority to make a full and considered opinion of the proposals. Whilst outline applications can identify the principle of development, it is unlikely that this type of application will be suitable for taller building proposals. This is particularly relevant as the mass, detail, design, access, public realm and landscaping are key considerations for such developments.
- 6.5 Applications will need to provide the **following information** when submitting:

- A Comprehensive **Design and Access Statement**, - detailing the overall design approach including a **taller buildings statement** of how the design has accounted for the criteria in this SPD in the form of an appropriate urban design analysis.
- **Accurate drawings** and views including sections, elevations as well as key topographical, landmark and historic features
- **Microclimate study** – detailing how wind, light and climatic factors have been addressed as part of the design proposals
- **Visual Impact Assessment** (Landscape and Visual Impact Assessment) to include accurate visual representations (AVRs) to account for:
  - Context (local and borough wide)
  - Significant views and landmarks (Appendix A)
  - Townscape impacts and cumulative impacts on the urban grain
- **Three Dimensional Model** - Arup, acting as external 3D model consultants, have produced a 3D model of

Watford allowing proposals in the pipeline to be superimposed and viewed from any perspective. The model is an important tool to explore the impact of a proposal on Watford’s skyline and immediate built surroundings. Applicants will be required to pay for, and use this 3D model, or provide similar Accurate Visual Representations which will illustrate the impact of the proposal from a number of ‘strategic’ viewing points. If the Council 3D model is not utilised it is essential that all illustrations provided in support of the application must be accurate, of high quality and easily understood. They must not seek to minimise any real or perceived negative impacts of the proposal, and as such must not deliberately misrepresent the height, scale, mass, form or architectural detail of the proposal.

E

**Actual Visual Representation (Arup model) – Proposed development and impact on streetscape.**



A **Transport Assessment and Travel Study** –detailing access arrangements, approach to secure cycle and large item storage provision, as well as any parking provision.

- **Sustainability Statement** – detailing materials and how the proposals meet the key principles in Building for Life 12 (Design Council and the Sustainable Design Tool Kit (Hertfordshire Design Panel, Building Futures)
- **Environmental Impact Assessment** – The Council will give an opinion on a screening assessment as to whether a Full Environmental Impact Assessment will be required in accordance with the Town and Country EIA Regulations 2011.
- Where a proposal is near to any heritage assets [listed buildings, locally listed buildings and conservation areas] a **heritage statement** will be required.

6.6 In general terms the proposal will need to demonstrate high quality urban design and architecture, as well as a solid and tangible approach to sustainability and sustainable transport.

6.7 Tall buildings by their nature are dominating and therefore they need to have exemplary design and sustainability standards.

Their interaction with their surroundings, and the existing public realm needs to be positive.



# APPENDIX A – Strategic Views and Urban Landmarks

## Criterion 1: Skyline, views and townscape

It is important to set out a structured approach for taller buildings in Watford so that the town feels the benefits which this type of development can bring rather than suffer the consequences of poorly designed and located taller buildings. The principal locations for taller buildings in Watford is set out in policy TB1 in Local Plan Part 2 and the three areas specify heights and variations. It is important to deliver variety on the skyline and not just to build to the maximum height parameters.

Visual intrusion and impact are the most common concerns about tall building proposals across the UK. Visual impact can be assessed at street level in relation to its immediate surroundings (Criterion 2) , and in relation to the skyline. This is important in terms of the role well designed tall buildings can play in place shaping and contributing to legibility both at a local and a borough wide scale.

This criterion essentially deals with the way taller buildings affect the skyline and longer views of the town. Appendix A contains the strategic views which are considered to be sensitive to the development of taller buildings within the three areas identified in TB1.



Dramatic variations and fluctuations in height across an urban node are not supported. The policies TB1 and TB2 set out in more detail how the Council expects taller buildings to be delivered within each of the principal areas identified in TB1. The preferred approach involves localised clustering of taller buildings based on the following design approach:

- Greatest height should be concentrated at the centre of a defined tall buildings precinct;
- defining the node;
- should not negatively impacting on any important views, vista or sky views

## APPENDIX A – Strategic Views and Urban Landmarks

### Clusters

Clusters of taller buildings are desirable in the right places, mainly linked to public transport interchanges. Clusters create an opportunity for businesses to work together and share resources as well as being a focus for regeneration. Groups of high buildings are less obtrusive and are in principle to be preferred to a few dispersed or lonely solutions.

### Conservation areas and listed buildings

It is important to ensure that the development of taller buildings does not cause harm to any heritage assets within and adjoining the town. The strategic views set out in Appendix A set out where heritage assets are likely to be affected by taller buildings which are developed within the preferred areas set out in TB1. The strategic views focus on the wider skyline and townscape including long views. Appendix A also includes key views in relation to key historic landmarks (Contained Urban Views). In identifying these views care was taken to survey and assess views into and out of conservation areas, registered parks and in relation to key historic buildings within the town.



## APPENDIX A – Strategic Views and Urban Landmarks

Views from listed building and registered park at The Grove which adjoins the Borough to the north were also considered. In many cases the long views from the heritage assets towards the locations for taller buildings is obscured by existing development and there will be no change to those views.



**The setting of the customs house in Dublin has been effected by the development of neighbouring taller buildings,**

There are existing situations in respect of parts of the town's conservation areas and some listed/locally listed buildings where the juxtaposition of modern taller buildings has already compromised the setting of the assets.

Moving forward with future development and redevelopment involving taller buildings care will be needed to ensure that opportunities are taken where possible to enhance the setting of an asset and minimise harm.

- The design of the new building should respect the autonomy of the heritage building by using sensitive transitions and junctions between itself and the heritage building;
- Maintain as far as feasible, the function/working character of the heritage building and avoid mere facadism, which can be understood as the reduction of the heritage building to its original exterior wall(s) and parts of the roof structure.

# APPENDIX A – Strategic Views and Urban Landmarks

## Criterion 2: Streetscape and near views

The scale and design of taller buildings can vary significantly. Their definition as ‘taller’ is based primarily on their relationship with their surroundings i.e. a building that is significantly larger than the surrounding urban area. The setting of a taller building should enhance the surrounding urban area and townscape. It is important that the buildings have architectural features which create richness and variety in the townscape and are clearly legible with strong pedestrian connectivity.

### Heritage assets

Only where exceptional design is demonstrated and wider regeneration cases explained will taller development be considered either within or adjacent to conservation areas. Proposals should refer to the Character of the Area study, relevant Conservation Area Character Appraisal and Management Plan, Residential Design Guide and relevant extract from the National listed building and Locally listed building documents to ensure that the surrounding area’s character or appearance is preserved or enhanced.

Applicants will be required to demonstrate that through the material submitted to support an application for a taller building which may affect an asset that the special character and appearance is preserved or enhanced.



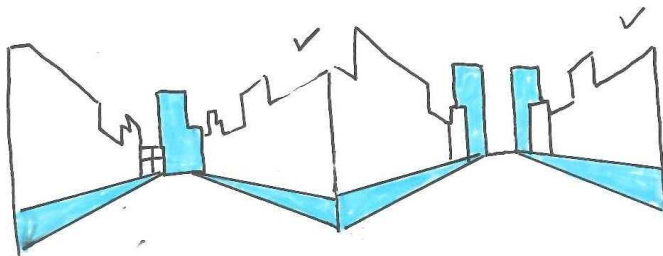
### Landmark Building at St. George’s Wharf London

The siting is important and can have a massive impact on the surrounding area, sometimes to the detriment. The examples below show the effects of different types of development, from slab block, clusters, slender or iconic.

# APPENDIX A – Strategic Views and Urban Landmarks

## Criterion 3: Building Setting

New tall buildings should contribute to the quality of the surrounding area and complement the pattern of the area. They should respond positively to surrounding building heights, depths, lines, street frontages, massing, characteristic alignments, setbacks of surrounding buildings and provide an appropriate scale compatible with their surroundings. Taller building policy TB1 sets out the preferred approach to pinnacles and clusters within the preferred areas.



**Setting of taller buildings**

## Relationship to adjoining building form

All new tall buildings should give consideration to how they sit within the existing urban rhythms, architectural language, and historic setting of the area. It is essential that they make a positive contribution to their surroundings through an appropriate form, setback, massing and responds to the prevailing urban pattern.

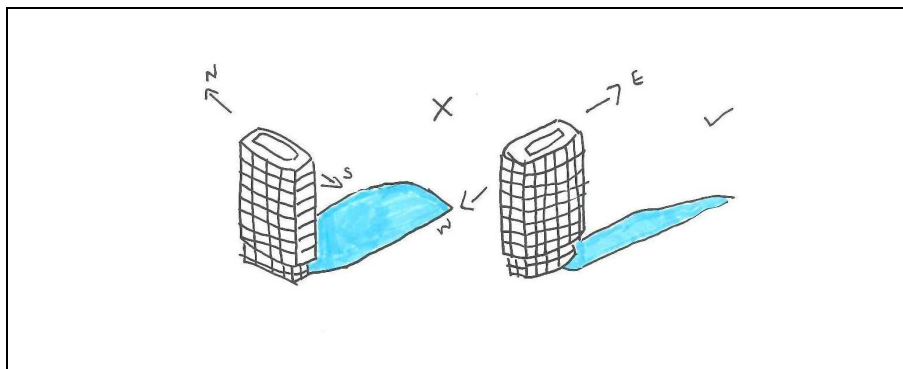


**High rise buildings can have significant impact on the existing urban grain**

One of the most important aspects of successful urban streets is a degree of enclosure and articulation of the building edge. Sheer tower faces that are uninterrupted to street level can create an oppressive and distorted sense of pedestrian scale.

## APPENDIX A – Strategic Views and Urban Landmarks

### Massing and shadowing



The orientation of the building mass can be used to mitigate the effects of overshadowing on adjacent areas of development.

The integration of the three building elements (base, middle and top) into a single whole should be prioritised to;

- To ensure that all elements of the proposed development conform to a coherent design basis that demonstrates a unity of style, rhythm and balance between all elements of the development.
- Must illustrate how the massing of the proposal creates an appropriate form, whilst avoiding boxy, slab like massing. It should aim to be more slender and contribute to the skyline, as well as present a more human scale at the street level.
- Greater detail should be given to tall buildings within densely built out blocks which will be adjoined by existing smaller buildings. In particular where there is an established

common roofline. One set back storey of roof space above the building height will be acceptable.

- Avoid free standing towers without bases.
- Design the uppermost floors to achieve a distinctive profile.
- Integrate mechanical rooftop (air conditioning/lift shafts) functions into the total design.
- Use of 3D model to examine effects of overshadowing is important not just in terms of residential amenity but also public spaces.

Alignment can be achieved through:

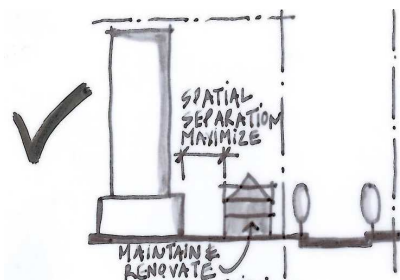
- Articulation of the lower floors to reflect the surrounding streetscape,
- Setback of the upper floors to give continuity to the height of a proposed tall building with adjacent buildings in the streetscape.
- Avoidance of single aspect north facing apartments.

In certain contexts, it may be appropriate to align a building in a manner which provides a stop to a visual axis, or frames a particular view or scene.

## APPENDIX A – Strategic Views and Urban Landmarks

Heritage assets:

Tall building sited in close proximity to a listed or locally listed building should respect that building and not result in harm to the building's significance.



Very careful consideration would need to be given to the impact on listed buildings that are designed to have a commanding presence and form features in the townscape such as church towers and in Watford's case the former Reeds Orphanage building.

Poorly sited and badly considered tall buildings can visually dominate these historic structure , resulting in harm, or even substantial harm to their significance. This harm could result from a taller building in close proximity to the heritage asset or one sited at some distance but which continues to dominate the local setting of the building.

# APPENDIX A – Strategic Views and Urban Landmarks

## Criterion 4: Public Realm, open space and amenity

Tall buildings need to provide the public realm with a strong sense of spatial definition and robust character. At a detailed level, individual proposals should seek to create well orientated, safe and lively spaces that contribute positively, day and night, to the wider public realm.

In fact a clear public realm strategy needs to be prepared, which can be guided by having a clear approach to open space in a development, whether by encourage visual enclosure or other approaches. However it is key that the public realm and the space between buildings need to be design in a fashion that interesting and active, in much to same way as the approach to the base of the taller buildings.

New spaces around tall buildings should be clearly defined and be activated by public uses with transparent facades at ground floor level. A multi floor approach can bring benefits, with different activity frontages

Examples of public realm

Poor example



Good example



Copyright- Studio Egret



## APPENDIX A – Strategic Views and Urban Landmarks

Multi floor activity, Wembley Outlet Centre



Analysis of context, day lighting studies and 3 D modelling should be used to assess the appropriate distance to the property line and neighbouring properties. Where the urban grain suggests larger spaces between buildings, proposals should reflect this. Building lines should acknowledge those that predominate within existing streets.

Good example of taller building and urban grain – inviting design that draw people to a point – legibility (LSE Student Centre) and upper floor open space at Nine Elms,

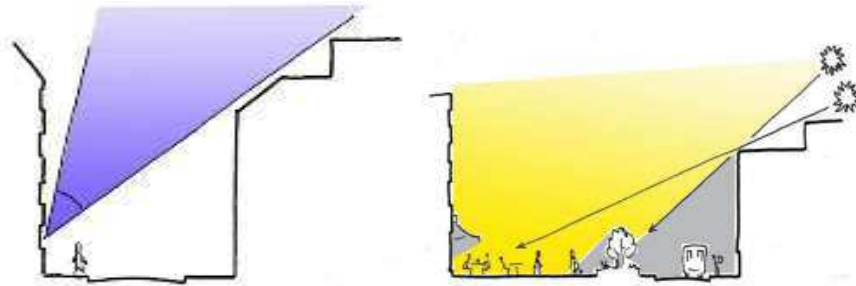


Landscaping features adjacent to a tall building soften the hard edges and help to define a pedestrian scale. Landscaping can also be used to highlight building entrances or architectural features. Tree planting is particularly encouraged. Street trees help delineate the public street and should be planted in the best possible growing situation.

The ground floor of tall and podium buildings must present continuous active uses and frontages to the surrounding public realm. Blank facades, internal refuse stores, cycle bays and undercroft parking etc must be kept to an absolute minimum to the ground floor areas that address the public realm. In addition the main entrance point should be highly prominent and clearly visible from the public realm and not set within a darkened recess. It is important that tall buildings are served by adequate external circulation space.

## APPENDIX A – Strategic Views and Urban Landmarks

Sky view is the measurable amount of sky seen from a street, park or open space above and in between the building mass. Sky view is important as it directly impacts on the character of streets and open space around a building. Adequate sky view improves the usability and quality of open spaces and the buildings that face them, even though it may not be a source of direct sunlight.



### Skyview

Access to direct sunlight is another measurable quality of space and improves the usability of the space and the quality of rooms in buildings that face that space. During the design state it is fundamental to consider how the building's massing will affect both direct access to sunlight and skyviews.



**It is important to avoid cold place with little daylight penetration**

Designing small floor plates that allow for more sun light penetration and sky views. Evaluations need to be made between the impact of taller thin buildings and lower thick buildings and;

Placing the taller part of a tall building's shaft away from the street and or affected open spaces. (This reduces the amount of shadow cast and increases the sky view. ) Balanced with the need to maintain adequate spacing between buildings on a block for light, view and privacy.

Tall buildings should not adversely overshadow key public spaces, routes or other buildings. The applicant will be required to demonstrate the impact of the building in terms of shadow patterns at different times of the year. The 3D modelling can help determine levels of shading.

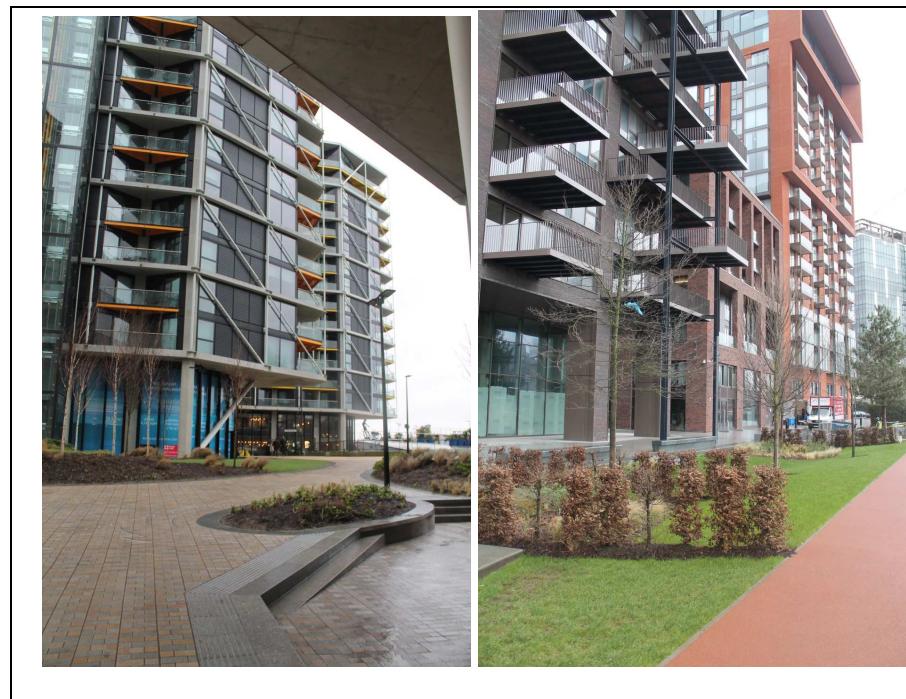
## APPENDIX A – Strategic Views and Urban Landmarks

### Open Space and Amenity

Regardless of the amount of open space that can be achieved, new tall buildings should strive to provide occupants with high quality communal open space. Such spaces provide occupants vital breathing space, and can contribute to a more human scale perception of the development. Section 106 may be required for improvement to existing public open space in Watford or routes to these spaces. Where it is not appropriate to provide private amenity open space it is expected that the residential unit sizes will be larger to compensate this.

Taller building schemes should:

- Aim to provide open space through roof terraces, balconies and internal courtyards.
- Incorporate internal private, and in mixed use schemes with a large footprint, some public open space. This public space around the building must be designed to the highest quality with consideration of adjacent uses;
- Indicate, where appropriate, ground floor uses which encourage active use of the building throughout the day;
- Provide a comprehensive scheme of quality external landscaping where appropriate; and
- Demonstrate how good quality amenity space is provided in residential development.



Good examples of amenity and open space Nine Elms London,

# APPENDIX A – Strategic Views and Urban Landmarks

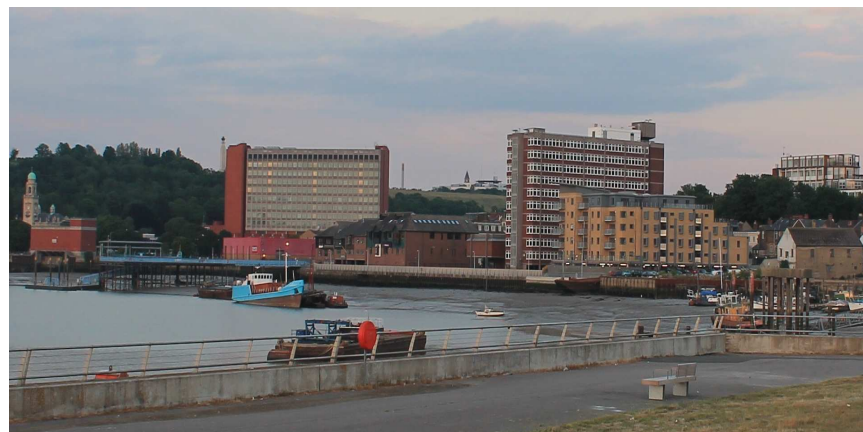
## Criteria 5: Building Scale, form and massing

Regardless of the type of taller building pursued, the design quality of the building and how its visual impact is mitigated in terms of an appropriate relationship to the surrounding context is key. The architectural quality of the building including its scale, form, massing, and proportion will all be important considerations. Opportunities for increased permeability and legibility of the townscape should be capitalised upon. The impact of the taller building needs to be fully understood in relation to key views and urban landmarks (please see appendix a for further information on this) and in terms of its impact on any heritage assets (please see Criteria 1,2, and 3 .

Although there is no established list of taller building typologies, for the purposes of this SPD the Council has sought to identify three specific types, based on previous studies:

- 1). Landmark buildings - generally tall and significantly contrasting in terms of scale and height from the majority of the buildings in the surrounding area.
- 2). Townscape buildings - arranged to create streets, squares or new places - can have a strong sense of enclosure

- 3). Slab blocks - Can be linear but while isolated like landmark buildings, their greater bulk results in a significant visual impact.



Slab Block Building with large bulk creating a significant visual impact i(Mountbatten House and Anchorage Building, Chatham Kent)

Not all taller buildings fit into these categories, and can be a combination of all. Given their impact and dominating form, taller buildings should be of excellent design quality and the design should be clear about the role of taller buildings and what they seek to achieve relative to the surrounding urban grain in Watford.

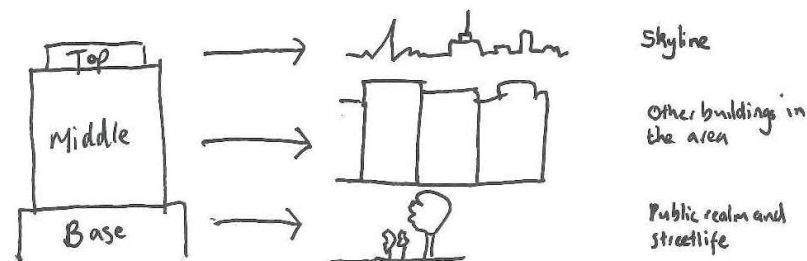
## APPENDIX A – Strategic Views and Urban Landmarks



Townscape Block, Nine Elms, Battersea

### Three elements of a tall building

There can be 3 elements to a tall building – base/ (podium), middle/ (shaft) and top/ (skyline). Whether and how this approach is applied may vary from building to building and the approach taken for a particular building should respond to the context in which that building is located. Particular attention should be paid to the base element and how this meets the ground to ensure that a high quality public realm is delivered.



The diagram above illustrates the three main elements to consider when designing a building and how they relate to the surrounding area.

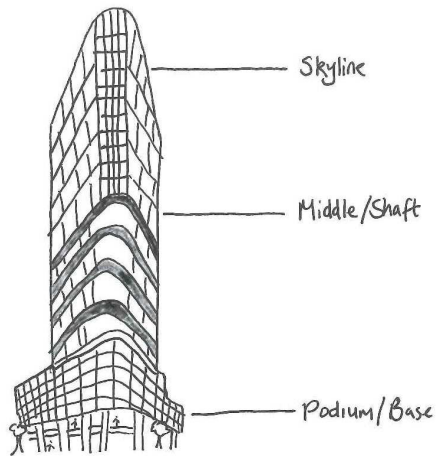


Townscape block at KingsCross Development

# APPENDIX A – Strategic Views and Urban Landmarks

## Base/ Podium

The base is the part seen and experienced from the street. It establishes the relationship with the pedestrians at the street level and is a crucial determinant of the building’s contextual quality and has a significant impact on the scale and definition of the street.



The base provides a sense of enclosure, continuity, and articulation at the pedestrian scale, creating a good proportioned pedestrian environment. It encourages diversity of uses with open space and setbacks to encourage retail, commercial or public uses.

The scale of the base should be determined from a review of existing or proposed street conditions and must be considered.



Good active street frontage



Not as open or active frontage.

Applicants should ensure that the base/podium:

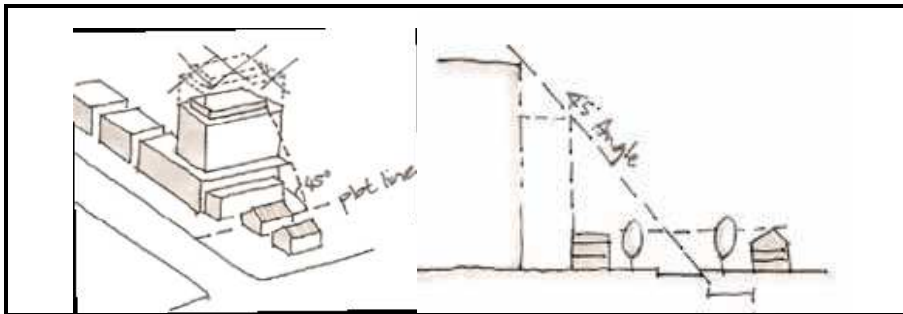
- Interact and contributes positively to the surroundings at street level providing active frontages, natural surveillance, legible entrances and views to the street for security;
- The height, width, and depth of the podium must be well balanced against the slender proportions of the taller element of the building.
- The height should be determined by the grain of the street in which the building will sit. If it is in a predominantly two storey street the podium should reference this. If it is a 4 storey street the podium may increase in height to reflect this.
- The maximum gross floor area per floor including all the built area within the building should be in proportion to the likely overall height. The 3D model will be utilised on a range of sizes to determine what is acceptable.

## APPENDIX A – Strategic Views and Urban Landmarks

The following applies in determining the base building's massing, height and setback:

A well used design principle to help determine a sensible maximum height of the base building is to take a 45 degree angular line from the kerb line on the opposite side of the street and run that to the building; building height should be restricted to the areas below that line (as shown in figure 3).

On a corner site, the base building will be massed as to respect the prevailing height of the base building and setback on both streets, but the higher height limit will provide the building's degree of prominence.

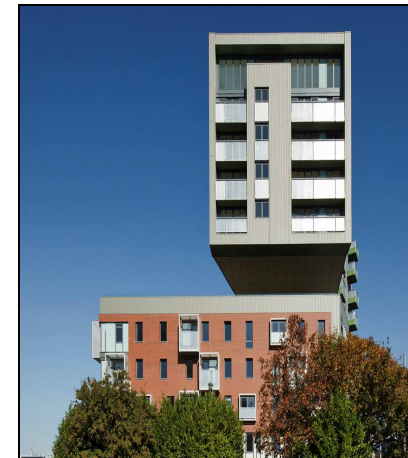


**Determining buildings' base height**

### Middle shaft

The shaft constitutes the heart and principle element of a tall building, in that it extends upwards from the base, alters air

movement patterns and ultimately determines scale perception of the building. Tall buildings must visually integrate with the streetscape, this can be achieved through setting back upper floors so they are not overly dominant, and that the lower floors reflect prevailing building heights.



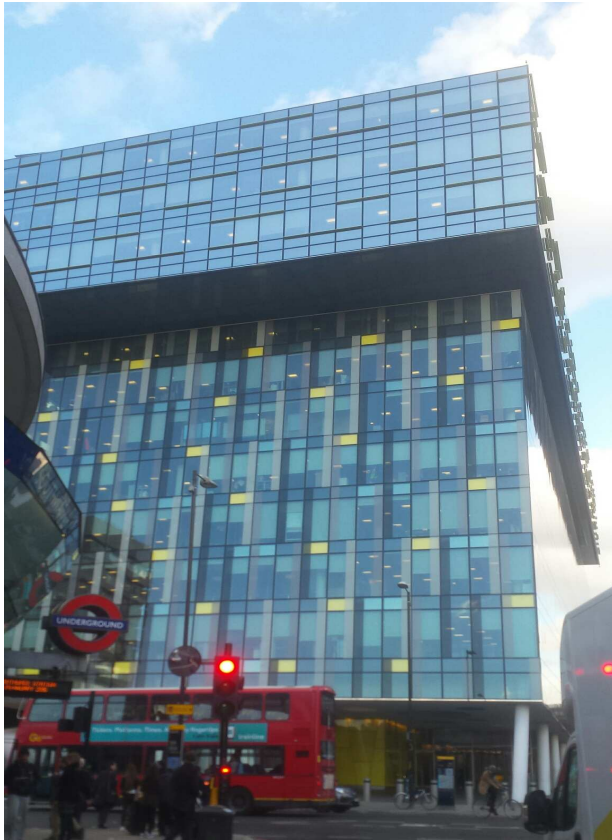
Example of a middle shaft, Letts Road copyright Proctor Matthew

- Applicants should ensure that the middle/shaft building;
- Is sensitively orientated on the site to ensure and maintain middle and long distant views;
  - Minimises shadowing and adverse micro climate issues to the local environment/ the wider town; and
  - Includes floor plate sizes and shapes that are appropriate for the site, context and use.

## APPENDIX A – Strategic Views and Urban Landmarks

### Top Element/Skyline

Tall buildings can enhance skylines and panoramas if their tops are well designed and visually striking. The intention is to develop a distinctive silhouette for Watford.



**Palestra House, Southwark**

It is felt that the present skyline could be broken dramatically with a restricted number of taller buildings which will create a new positive image and ‘sculpture’ a new skyline. Articulated top floors and subtle changes from one elevation to another enables the building to act as a landmark and can help people orientate themselves within the town as the top of the building will be seen from different distances, and from all directions.

The top element needs to:

- Work well in silhouette, colour, reflectivity and texture to respond to differing times of the day and year. ;They must integrate roof top mechanical systems into the design; and
- Articulate the uppermost floors and elevations of tall buildings to achieve a distinctive skyline profile.



## APPENDIX A – Strategic Views and Urban Landmarks

### Criterion 6: Detailed building design, Microclimate

Proposals should minimise through design, or siting, any elements of a proposal which could have a negative climatic impact on the surrounding area.

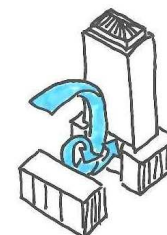
Applicants must describe how the design has considered the local climate, issues to be considered include:

#### Wind

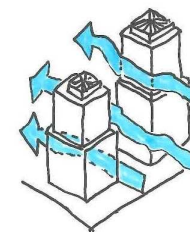
The impact of weather, particularly the diversion/funnelling of high speed winds to ground level microclimate must be fully tested and assessed.

Consideration should be given to the orientation to the prevailing wind. Creation of inappropriate open space between isolated buildings generally promotes windiness. Conversely, a highly integrated street pattern encourages wind to move over the tops of densely built up areas hence resulting in a more pleasant microclimate.

#### Wind effects

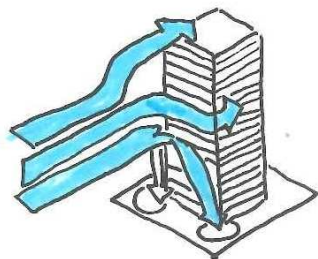


A low building upwind from a tall building increases the downward flow of wind. This causes the wind to accelerate near the windward corners of the tall building.



Accelerated winds (wind canyon effect) is caused when wind is funnelled between two buildings. The height, spacing and orientation of the buildings in a specific area effects intensity of the wind acceleration.

## APPENDIX A – Strategic Views and Urban Landmarks



Wind power increases as the height increases, consideration should be given not just to the effects but also gaining energy from wind power. Tall and wide facades that face the prevailing wind are often undesirable.

The careful siting and design of tall buildings can reduce the impacts of high level winds at ground level.

The following design measures can be used to mitigate wind impacts at street level;

- wind diffusers, resilient trees, podium buildings, large horizontal canopies, parapet walls, façade set backs, roof areas of base buildings, terraces and awnings, and appropriate building massing should be considered to prevent excessive wind speeds. In principle buildings with sharp corners are not as aerodynamically efficient as those with rounded corners or round footprints.

### Use of terraces and awnings to prevent wind impacts.



The planning authority will be particularly keen that wind speeds are assessed around the entrances into proposed and adjacent buildings, along key pedestrian routes and in spaces designed for passive recreation, and will scope out key locations in the early stages of project development. Where the assessment indicates high wind speeds are likely at any given location for prolonged periods such as to restrict the space, the applicant will be expected to demonstrate how modifications to the siting of the building or modifications to the design could reduce the impact.

## APPENDIX A – Strategic Views and Urban Landmarks

Design for wind mitigation is a specialist area and advice should be sought for experienced practitioners and a report submitted with the planning application.

**Heat - Thermal effect of taller buildings.**



UHI-3 ©Twinn.jpg

Applicants should consider extensive greening of buildings, natural ventilation and building orientation to avoid heat islands and the effect of taller buildings on thermal heat.

A **green roof** or living roof is a roof of a building that is partially or completely covered with vegetation and a growing medium, planted over a waterproofing membrane. It may also include additional layers such as a root barrier and drainage and irrigation systems.

A **blue roof** is a roof design that is explicitly intended to store water, typically rainfall, while also putting the rainwater to other good uses such as cooling of solar panels and irrigation of a green roof.

### Light pollution

Applicants should refer to The Institute of Lighting engineers (ILE) guidance notes for the reduction of light pollution defines levels.

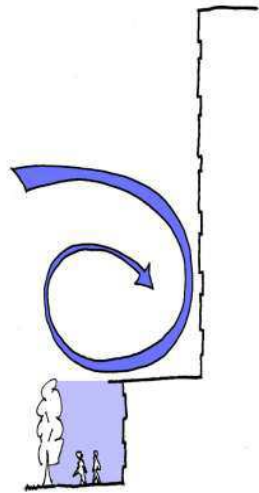
### Architectural lighting

Where appropriate the applicant must give consideration to the incorporation of architectural lighting effects into any proposal for a tall building, ensuring it does not negatively impact on the amenity of nearby residents.

### Street pollution and taller buildings.

The effect of having tall buildings lining a street can also create what is called a street canyon. Depending on the wind conditions, the canyon can confine air flow, reducing the dispersal of pollutants and actually increase the pollution concentrations inside the street canyon. In urban environments, vehicle exhausts emissions are usually the major source of many air pollutants.

## APPENDIX A – Strategic Views and Urban Landmarks

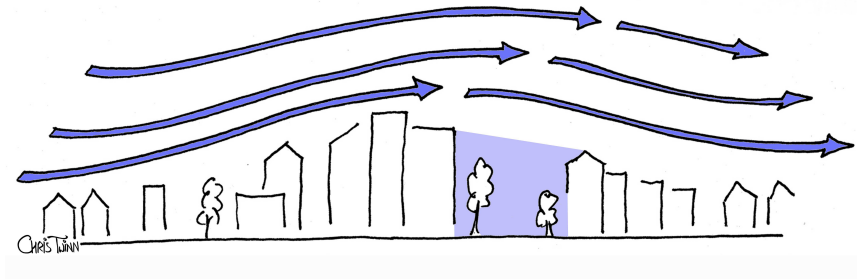


### Wind diffusion on taller buildings, using indentation

Tall buildings require greater effort to incorporating suitable technologies and detailed design stages.

Developers should be aware of relevant guidance derived specifically for tall buildings currently in place.

<http://www.designcouncil.org.uk/resources/guide/guidance-tall-buildings>



Applications should;

- Pay attention to and apply policies SD1, SD5, SD6 and SD 7 and achieve BREEAM excellent; and
- Provide a statement outlining how the proposal will achieve best practise in sustainability.

### Energy

Particular consideration should be given to energy management (consumption, efficiency, generation and CO2 issues) within taller buildings.

This can be done by;

- Adoption of appropriate building form and fabric e.g. through passive means such as increasing the availability of thermal mass.

## APPENDIX A – Strategic Views and Urban Landmarks

- Specification of an energy efficient services solution e.g. through double facades which allow natural ventilation of spaces and access to openable windows;
- Use of vertical transportation solutions e.g. energy recovery from lifts;
- Use of renewable energy e.g. daylight integrated lighting systems, BIPV (building integrated photovoltaics), wind power and CHP.

### Resource conservation

Applicants should seek to minimise water consumption through:

- Specification of low-flow appliances
- Reduction of run-off through e.g. living roofs
- Sustainable drainage
- Use of recycled aggregates

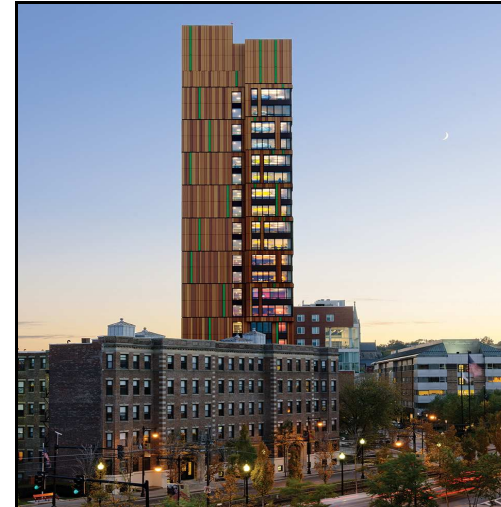
### Flexibility

Applicants should seek to create internal spaces, which are easy to adapt to different ways of working and uses to ensure spaces do not become redundant over time, and can more easily adapt to changing social, technological and economic conditions. Building design should maximise structural efficiency of the building with

particular attention given to floor plate solutions, service cores and ability to sub-divide floors.

### Recladding and/or demolition

Due to the limited available development space, developers need to consider if the refurbishment and re-cladding of an existing tall building could be advantageous. It may possible to add additional floors to improve viability which can result in a higher quality building which contributes more to the townscape. i.e.: Re-enveloping – materials, colours, jointing, pattern of cladding, re-silhouetting distinctive form to top of building.

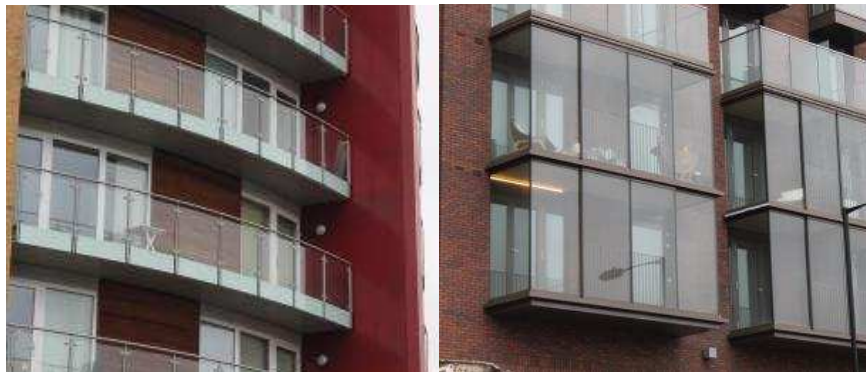


**Good examples of different materials and cladding.**

## APPENDIX A – Strategic Views and Urban Landmarks

### Materials

The materials selected should be of the highest quality, and should show sensitivity to their surroundings either by reference to surrounding buildings using sympathetic materials, or by positive contrast.



Materials need careful consideration

A colour pattern and coarseness of materials should be developed for the tall building which will manage the visual perception of the height of the building I.e. darker colour to the bottom with lighter colours to the top which will create the effect of floating form. The specification of material must limit reflectivity and the possibility of day-time glare.

Applicants should seek to reduce the environmental impact of building materials by:

- providing an outline of the palette of materials they intend to use; and
- a justification of the appropriateness of the materials in relation to the character of the surrounding area and in terms of their durability and sustainability.

The applicant is strongly encouraged to utilise local and/or recycled materials.

# APPENDIX A – Strategic Views and Urban Landmarks

## Waste management, including recycling

The aim is to minimise waste vehicle movement and for larger schemes or clusters of buildings to consider incorporating automated waste collection mechanisms.



Poor waste management provision, Source: Design for Homes

Applicants are required to provide a waste management statement at pre-application stage, showing how waste and recycling is managed from within the dwelling to disposal.



Waste management systems Source; ENVAC Source: Envac UK

- Applicants will need to provide a statement outlining how the proposal will apply best sustainable practices. Particular consideration should be given to:
- Energy management, including on-site production from renewable resources;
  - The use of local or recycled materials, and/or materials from renewable resources is encouraged;
  - Describe the palette of materials, and its association to the local character;
  - Describe the appropriateness of the materials used, in terms of their sustainability;
  - Provide supporting information (if applicable) on the method used to measure the materials' performance in sustainability terms, initially and through out the building's life cycle;
  - Waste management, including recycling; and
  - Ongoing management and operation of the building and its performance.

## APPENDIX A – Strategic Views and Urban Landmarks

### Criterion 7: Public Access

Public access to new tall buildings can promote their use at different times of the day, giving a more positive perception of the building and allowing the community and visitors to make effective use of it, in particular mixed use or commercial buildings. Movement of people is important.

Applications should demonstrate how the proposal meets or exceeds accessibility requirements, ensuring equal access for all through the provision of ramps, lifts, gentle rising steps with landings, clear signage and branding, sensitive and appropriate lighting schemes, non slip surfaces, contrasting colour and texture schemes, automatic doors, appropriately placed seating, and clear and legible internal layouts.;

The proposals should encourage public access, not only at ground floor level, but also where appropriate at a height that would allow users a panoramic view or vista of the city and surrounding areas.

Attention should be paid to means of evacuating people with physical mobility and sensory impairments from the building in emergencies, and providing alternative means of access if a lift fails.



Applications should:

- Submit a Design and Access Statement;
- Demonstrate that the proposal will provide equal access for all;
- Explain how any taller building proposed, which comprises mixed or commercial uses, will encourage public access.
- Consider how the entrance to the building will integrate with public realm and the street scape.



# APPENDIX A – Strategic Views and Urban Landmarks

## Criterion 8: Transport, Parking and infrastructure

All new tall building proposals should assess the current capacity of local public/social infrastructure and facilities, and their ability to absorb the impacts related to increases in urban density brought about by tall buildings.

Of particular importance is how transport solutions are considered. One of the key benefits of increased densification through taller buildings in close proximity to transport infrastructure is the potential to capitalise on opportunities for more sustainable transport patronage i.e. public transport (rail/light rail and bus), cycling and walking. This results in opportunities for more ‘car lite’ development through densification, resulting in increased land use efficiencies and greater sustainability.

Another aim of quality design in terms of transport provision is to ensure that car parking is not provided on the primary frontage of the building, which often can result in a deadening or harsh frontage, while surface parking is not only space hungry, it can have negative consequences for the quality of the development’s public realm. Access to parking must not compromise active frontage or large swathes of the ground floor frontage. A good case study of this includes the CB1 scheme in Cambridge, which illustrates a good approach to dealing with such issues.

Screening parking structures in the base building by providing commercial or retail activities along the street frontage on all levels can also be used as an approach.



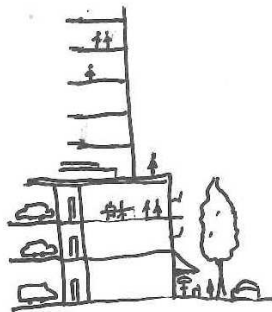
Car Parking provision can lead to dead and inactive frontages



Entrance/exist should only account for a minimum amount of frontage

## APPENDIX A – Strategic Views and Urban Landmarks

In addition, designing in solutions for more cycle and pedestrian activity is essential for taller buildings to provide the benefits, for which they are capable of providing. Cycle provision should ideally be in the form of secure individual large item storage where appropriate, with appropriately wide corridors for access/egress and turning.



**Screening methods of car parking structures can be appropriate**

Where parking provision is included (in line with council's adopted standards) innovative approaches to dealing with parking are encouraged in order to avoid a negative impact to the streetscape. The preferred approach would be to ensure that car and cycle parking are located in below ground secure car parks

The external appearance of the parking floors should be sensitively designed to either, blend with, or complement the design of the overall building. Minimizing the impact of access points on the public pavement is essential, by allowing new kerb cuts if there are no alternate means of access.



**Taller buildings and dense development can lead to greater use of sustainable transport**

Equally, the proposal should have fully appraised the required infrastructure and utility capacity to meet the demands of the development. Early engagement with utility providers should be undertaken before an application is submitted. The impact of development and the anticipated demand/requirements in terms of infrastructure provision should be included in the application for planning permission.

## APPENDIX A – Strategic Views and Urban Landmarks

Applicants should:

- Submit a detailed transport assessment/statement showing the effect the development on surrounding traffic flows referencing vehicular access points to the development
- Demonstrate sustainable approaches to transport issues including in a cycling and pedestrian strategy (accounting for secure cycle storage) as part of Travel Plan/Design and Access Statement;
- Provide an assessment of the current capacity of location, local public infrastructure and facilities and identify what additional infrastructure and facilities are required as a result of the proposed development;
- Submit a car and cycle parking strategy/approach showing how the development can accommodate demand and how any reduction in provision will have impact on adjacent public car parks and cycle hubs.

## APPENDIX A – Strategic Views and Urban Landmarks

### Key Conclusions

Tall buildings should not prejudice, intrude or obstruct strategic views within or across the Borough. Taller buildings should also have regard to existing local views.

All new taller buildings should be of a high quality design, such that they can make a positive contribution to the Borough's urban form and skyline, and support urban regeneration in its widest sense.

It is important for applicants to recognise that taller buildings, will be by their very nature, form prominent elements within the skyline that will be viewed from all angles.

Applicants will need to ensure that all the criteria including the strategic and urban views identified in Appendix A are fully considered in any application.

# APPENDIX A – Strategic Views and Urban Landmarks

## INTRODUCTION

### **Protection of strategic views and landmark features in Watford**

This appendix details the Strategic Views (SV) and Contained Urban Views (CUV) as well as key features within that view. These views are important considerations which are an essential source when designing taller buildings in Watford. This is particularly true in relation to permeability and legibility of the wider townscape and the overall design of the building(s) in relation to it/their context and the local historic environment.

In this section, an analysis of the key views/ approaches to Watford have been identified. However the exercise was not an exhaustive one and developers/applicants will need to fully demonstrate that a sufficient visual representation and an appraisal of impacts (including the views detailed in this appendix) are included in any application submitted. This appendix provides a guide to developers and officers when considering taller building proposals in terms of protecting key views and the setting of landmark/historic buildings.

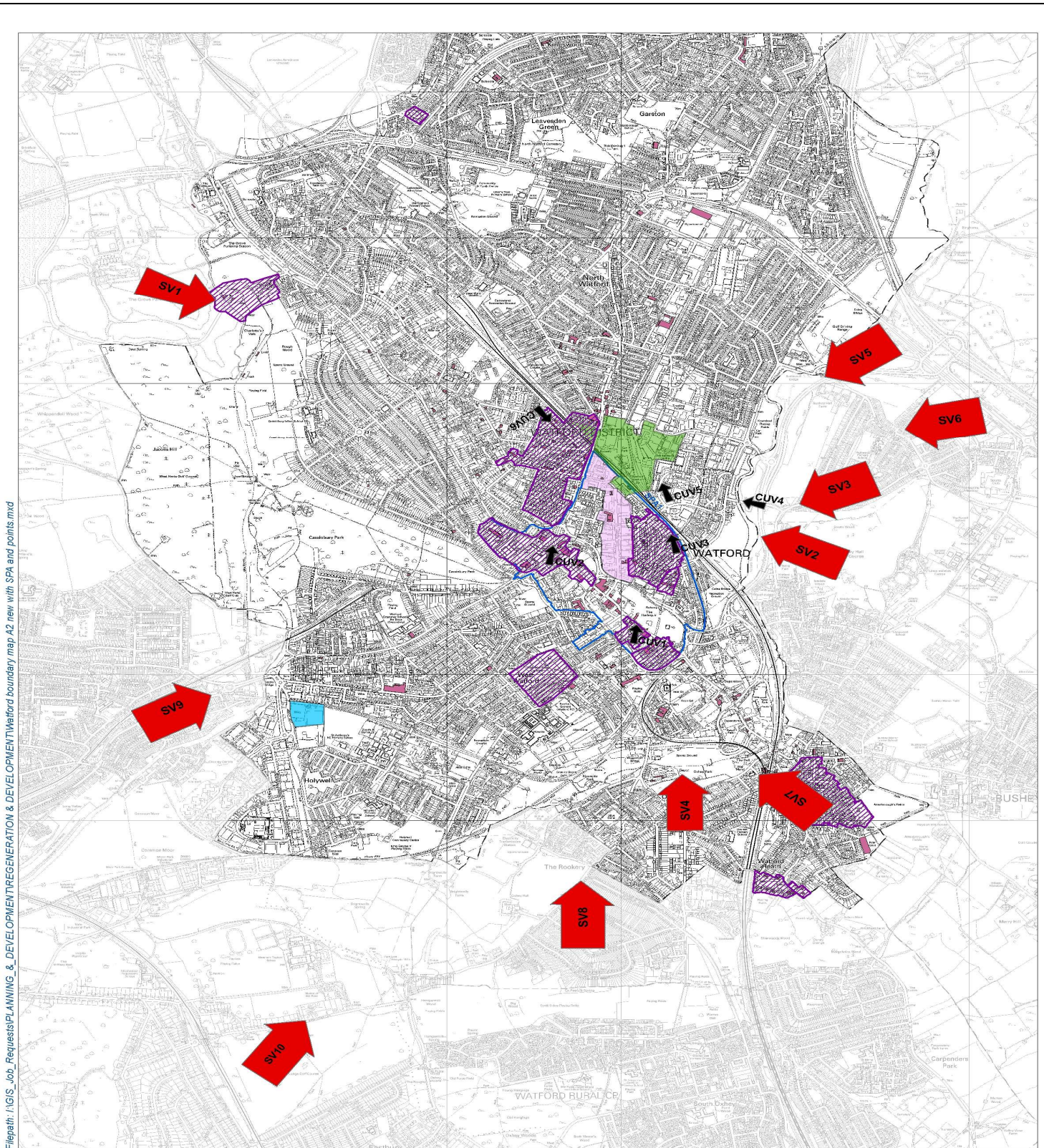
Watford has a number of important views and landmark buildings that need consideration when proposals for taller buildings are submitted. Such proposals will need to take account of the setting of historic buildings, landscapes and skylines to ensure that taller buildings are sensitively sited and appropriately designed resulting in a sympathetic integration with their immediate and surrounding areas.

### **The use of this appendix**


Developers/ applicants will need to demonstrate that this appendix has been fully considered by:

- Taking into account key landmarks and other features in each view either locally contained or strategic. This should be included in a design statement submitted with any planning application.
- Using the information included to carry out accurate visual representations or to guide any associated landscape and visual impact assessment, as requested by officers. Designers should refer to the section Criteria 1 in the main body of the guidance

# APPENDIX A – Strategic Views and Urban Landmarks




Filepath: I:\GIS\_Job\_Requests\PLANNING\_&\_DEVELOPMENT\Watford boundary map A2 new with SPA and points.mxd



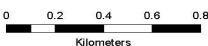
**Watford Borough Council**  
Town Hall,  
Watford,  
Hertfordshire WD17 3EX  
Visit the Watford Borough Council website  
www.watford.gov.uk

**Strategic Views**

- Conservation Areas
- Locally Listed Buildings
- SPA 1 Town Centre
- SPA 2 Watford Junction
- EMP6 Clarendon Road, Station Road and Bridle Path
- Ascot Road



**Scale 1:15,000**



0 0.2 0.4 0.6 0.8  
Kilometers

**ORDNANCE SURVEY LICENCE AGREEMENT**  
© Crown copyright and database rights 2013  
Ordnance Survey 100018689

**AERIAL PHOTOGRAPHY**  
Copyright Geo Perspectives

**STRATEGIC VIEWS**

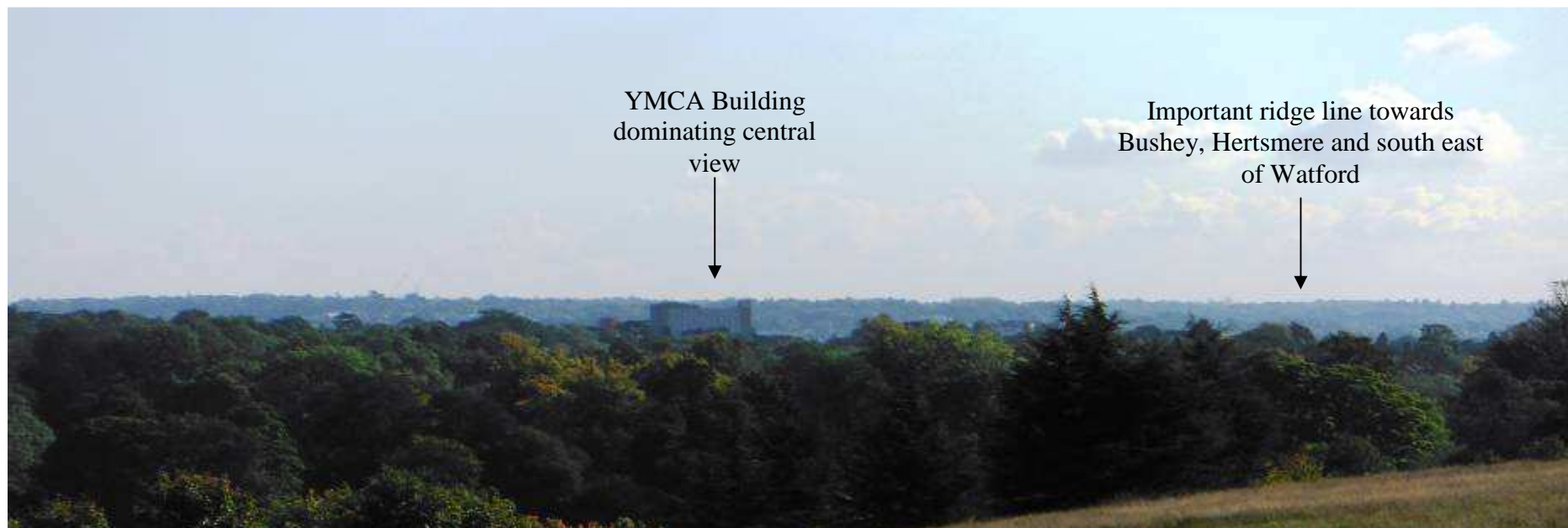
- SV1: Grove Park
- SV2: Bushey Hall Golf Club
- SV3: Mead Way Housing Estates
- SV4: Oxhey Park
- SV5: Bushey Mill Lane (A4008)
- SV6: Bushey Mill Lane (Highwood Avenue)
- SV7: Bushey Railway Station
- SV8 : Hampermill Lane

SV9: Watford Road  
SV10: Sandy Lodge Lane  
**CONTAINED URBAN VIEWS**

- CUV1: St. Mary's Church
- CUV2: Civic Core
- CUV3: Radletts Road/ Queens Road
- CUV4: Link Flyover (A4008)
- CUV5: Reeds Orphanage
- CUV6: Church Road, Nascot

## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEW POINT 1: Grove Park Golf Club



#### VIEW DESCRIPTION:

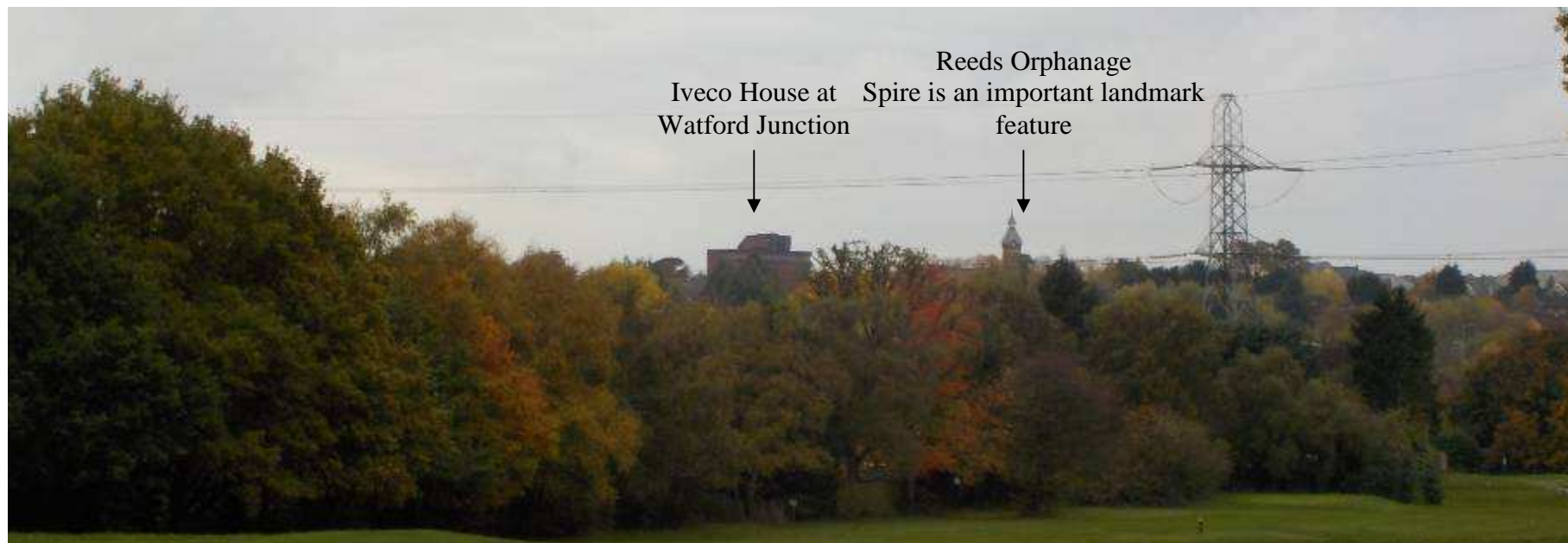
Grove Park Golf Club panoramic view looking southeast towards central Watford and Hertsmere/ Bushey. The slab block of the YMCA building is clearly seen in the centre of the picture. An important feature to consider is the ridge line towards Hertsmere and Bushey. Watford junction/ Clarendon Road is in a location approximately left of the YMCA building.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Consider the ridge line to the east and south of the borough boundary – a break in this landscape feature needs to be carefully considered
- Skyline of Watford would be changed should taller buildings be viewed from here – a clear and coherent relationship is required between taller buildings

## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEWPOINT 2: Bushey Park Golf Club



#### VIEW DESCRIPTION:

From Bushey Golf Club looking in a westward direction towards Watford Junction. Ivecos House [7/8 storeys] is clearly seen in the centre of the photograph with the Spire of Reeds Orphanage building also easily viewed. This is an important heritage asset [Grade II Listed] and such views are essential to positive perceptions of its setting.

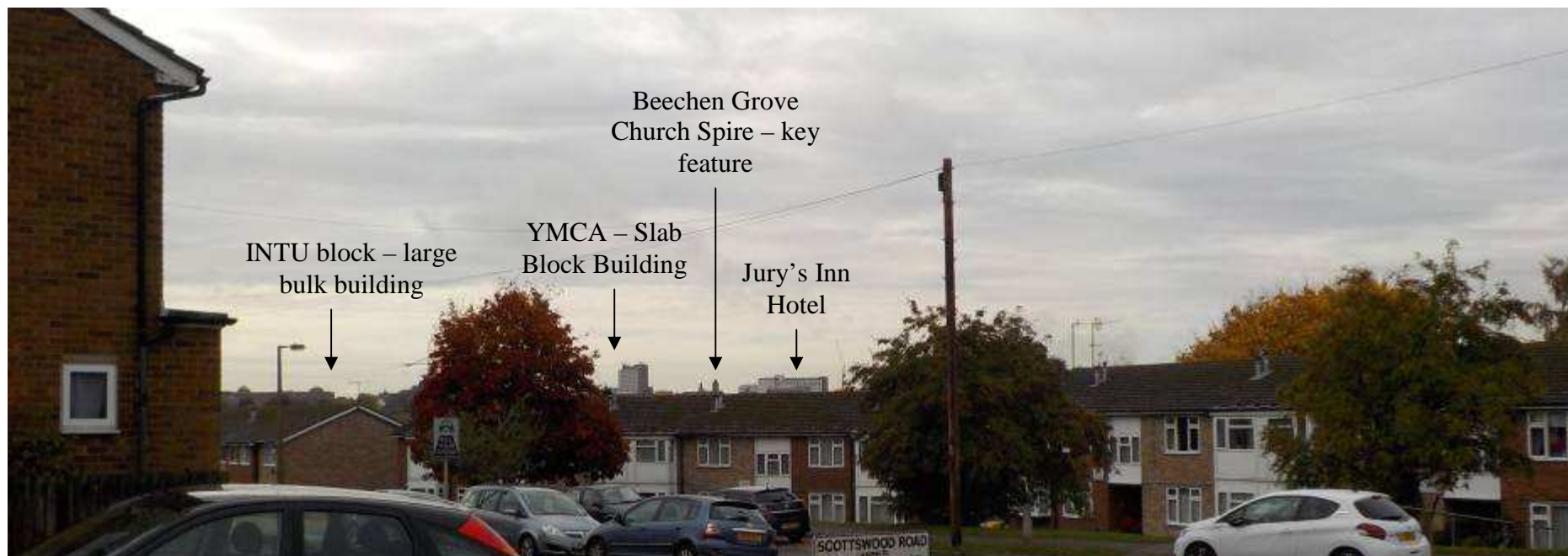
#### DEVELOPMENT MANAGEMENT STRATEGY:

- A design must appreciate the setting of Reeds Orphanage Building in terms of siting and design
- Clustering effect of taller buildings need to form a clear relationship in terms of changes to the skyline



## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEWPOINT 3: Mead Way Housing Estates



#### VIEW DESCRIPTION:

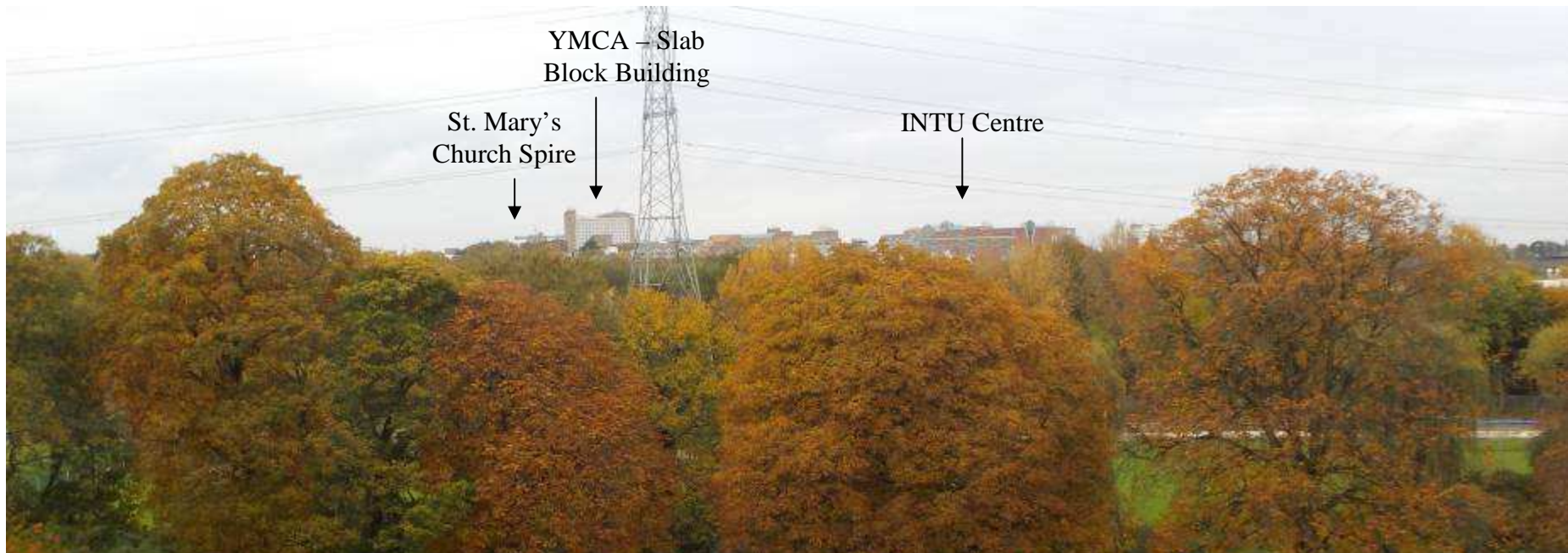
This view is from Mead Way facing in a westward direction towards Watford Town Centre with the junction area located to the right of Jury's Inn Hotel. Key features here include Beechen Grove Church Spire with existing tall buildings also present i.e. INTU, Jury's Inn and YMCA. This view is not as sensitive as other views in relation to landmark historic buildings however the skyline of Watford when viewed from this location is an important consideration.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Development should not impact on the setting of Beechen Grove Church
- An appreciation of the existing skyline should be demonstrated in any application in terms of cumulative impacts of taller buildings

## APPENDIX A – Strategic Views and Urban Landmarks

STRATEGIC VIEWPOINT 4: Oxhey Park



### VIEW DESCRIPTION:

Looking in a northward direction towards the town centre. YMCA building is prominent, with St. Marys Church Spire also seen to the left of the YMCA building, this is a key historic landmark feature. The skyline of Watford would be significantly altered when viewed from this location, should taller buildings be constructed.

### DEVELOPMENT MANAGEMENT STRATEGY:

- A design must appreciate the historic landmarks, in this case St. Mary's Church Spire
- An appreciation of the existing skyline should be demonstrated in any application

## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEWPOINT 5: Bushey Mill Lane [A4008]



#### VIEW DESCRIPTION:

Looking in a southwest direction from the flyover bridge [A4008] on Bushey Mill Lane. Reeds Orphanage Building is seen to the left of the picture whereas Watford Junction is located approximately in the centre of the photograph. Ascot Road would be located in the area behind the Reeds Orphanage area, albeit it at a greater distance.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Design and siting needs to appreciate the setting of the spire at Reeds Orphanage
- Form a sensitive design (cluster/landmark) which is appropriate

## APPENDIX A – Strategic Views and Urban Landmarks

STRATEGIC VIEWPOINT 6: Bushey Mill Lane junction with Highwood Avenue



### VIEW DESCRIPTION:

View looking in a southwest direction from Bushey Mill Lane (junction with Highwood Avenue). Similarly Iveco House is seen here as is the spire at Reeds Orphanage, with Jury's Inn hotel block behind. Watford Junction is located to the right of the photograph. Tall buildings at Ascot Road may be viewed from this location also. This view is relatively panoramic in nature accounting the majority of Watford's skyline.

### DEVELOPMENT MANAGEMENT STRATEGY:

- Design and siting needs to appreciate the setting of the spire at Reeds Orphanage
- A coherent relationship with relatively taller buildings existing should be considered
- Carefully consider the design of taller buildings at Ascot Road in terms of relationship with general skyline

## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEWPOINT 7: Bushey Train Station Platform



#### VIEW DESCRIPTION:

View looking in a southwest direction from Bushey Train Station (Platform). Although there is rail and communication infrastructure prominent in the picture, this photo gives an example of how the railway approaches to Watford will view tall buildings. Watford Junction is very visible on this approach on the High Street Line and the direct Junction Line. In this photograph Iveco House is easily seen, as is existing larger buildings including the YMCA building.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Consider clustering effect of taller buildings from both approaches (Watford High Street Overground Line and Watford Junction)

## APPENDIX A – Strategic Views and Urban Landmarks

STRATEGIC VIEWPOINT 8: Hampermill Lane



### VIEW DESCRIPTION:

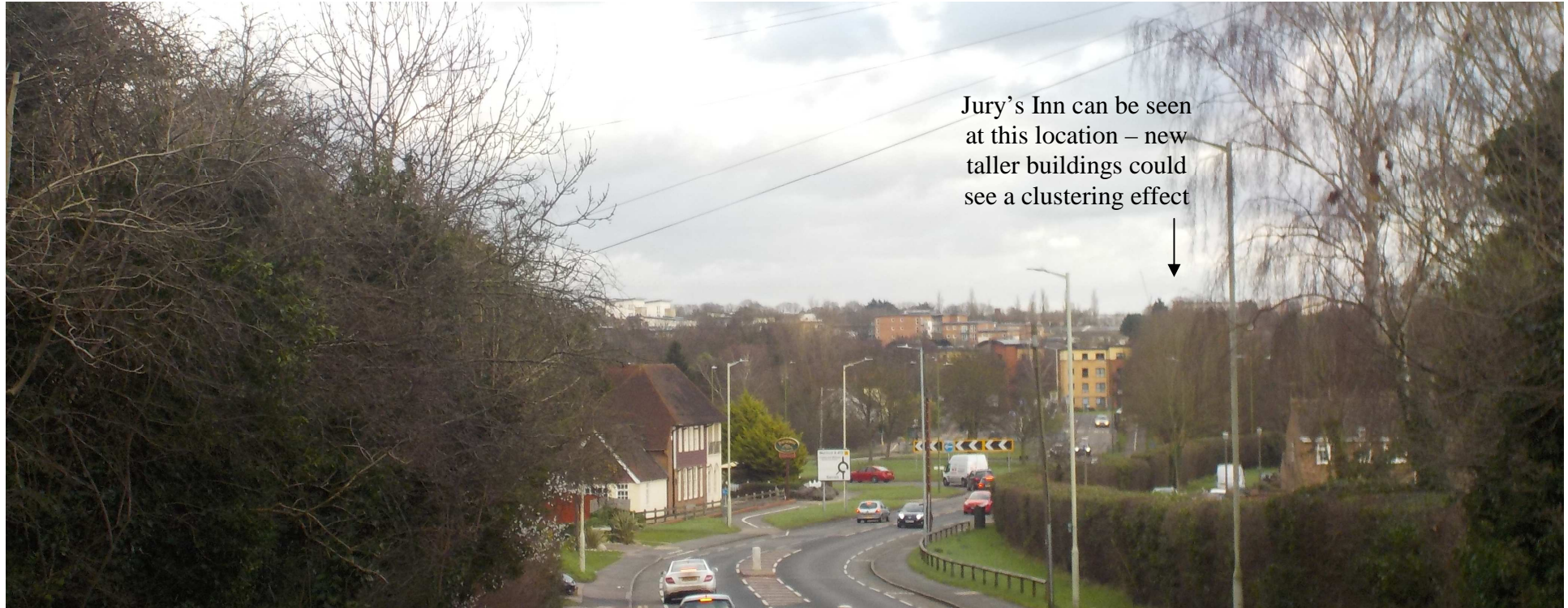
Looking in the a northward direction towards Watford Town Centre. Existing taller buildings can be easily viewed from this location i.e. Jury's Inn and the YMCA building. The Origin Housing development is very prominent to the foreground, although not particularly tall, its bulk is significant. Ascot Road is not viewed from this location, however the general area of Watford Junction is viewed.

### DEVELOPMENT MANAGEMENT STRATEGY:

- Considering cluster effect of taller buildings from this view on the skyline
- Protect Beechen Grove Church as a landmark feature

## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEWPOINT 9: Watford Road



#### VIEW DESCRIPTION:

This viewpoint is from Watford Road approaching Rickmansworth Road. The tree line to the centre of the photograph is Cassiobury Park with existing taller buildings (Jury's Inn) in the centre of the photograph. Buildings at Watford Junction may be particularly prominent when viewed from this location. Ascot Road is not viewed here.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Carefully consider cluster effect with other taller buildings on the skyline

## APPENDIX A – Strategic Views and Urban Landmarks

### STRATEGIC VIEWPOINT 10: Sandy Lodge Lane



#### VIEW DESCRIPTION:

This picture is taken from Sand Lodge Lane, in relative close vicinity to the Moor Park Conservation Area in Three Rivers Council. Hampermill Lake is located to the centre of the photograph with the lands surrounding it in a Greenbelt designation. Ascot Road approximate location is in the centre of the photograph, with existing large buildings at the business parks, seen to the centre of the photograph.

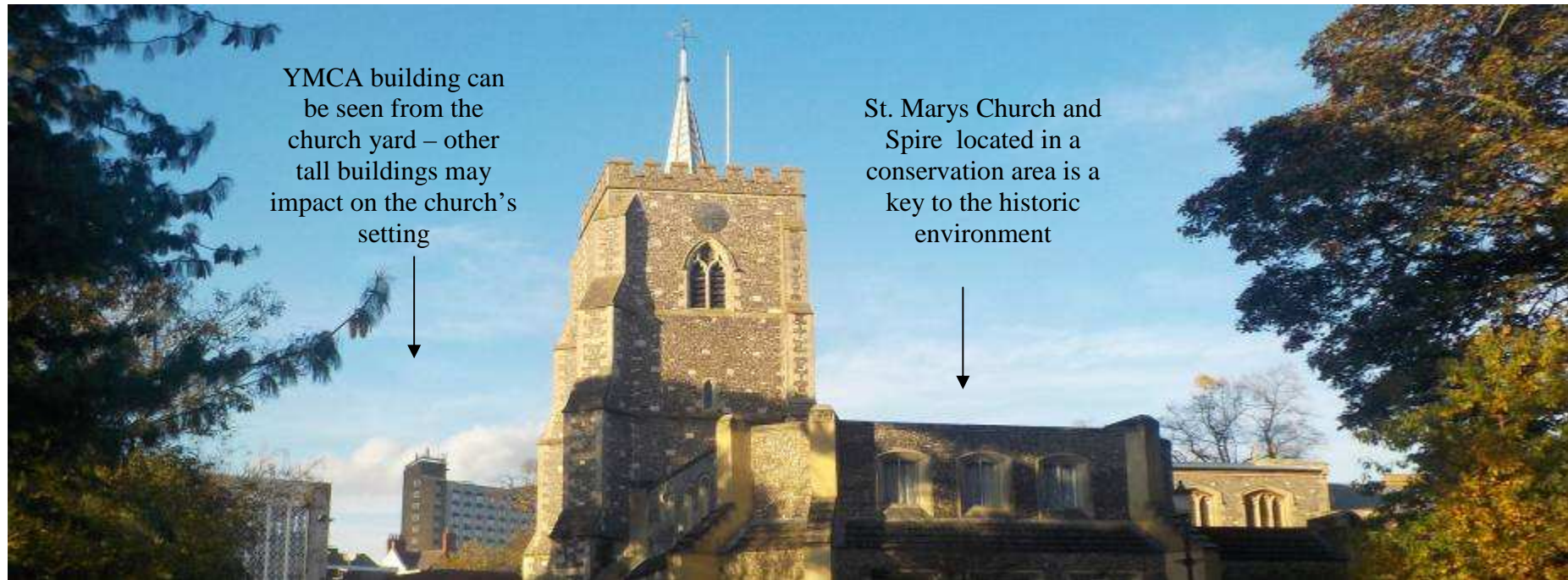
#### DEVELOPMENT MANAGEMENT STRATEGY:

- Individual taller buildings may result in a significant impact on the skyline at this location and the tree/ridge line should be considered here



## APPENDIX A – Strategic Views and Urban Landmarks

### CONTAINED URBAN VIEW 1: St. Mary's Church Yard



#### VIEW DESCRIPTION:

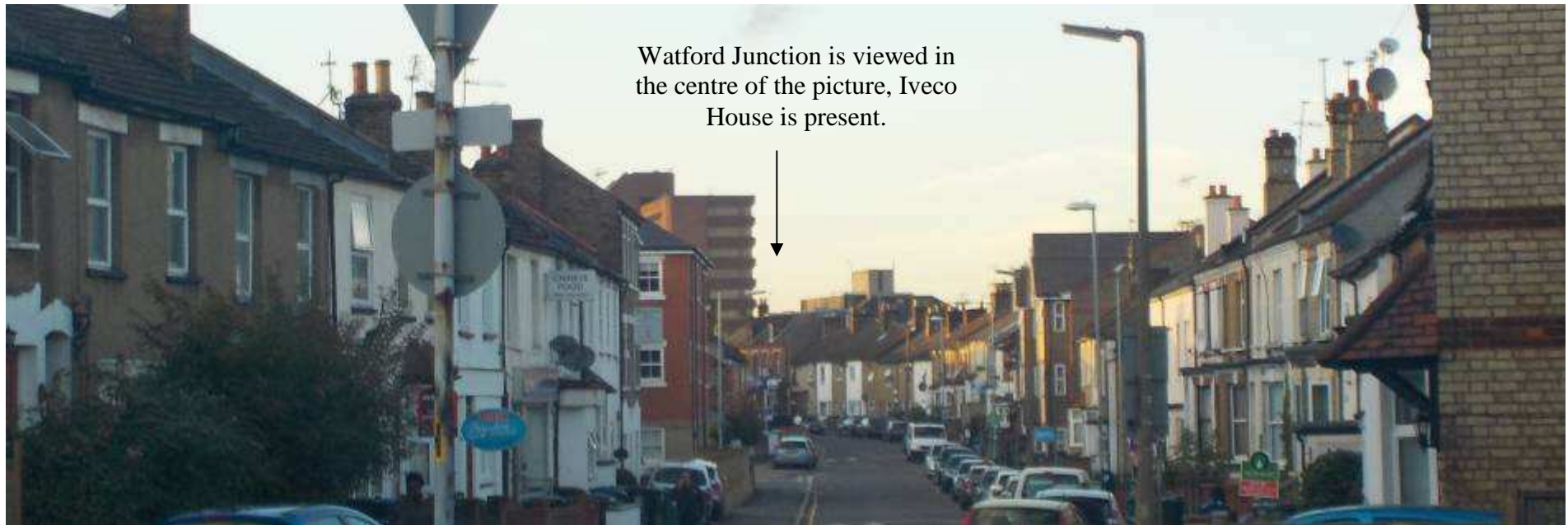
From the rear of St. Mary's Church, in the green area, looking in a northward direction towards the town centre from the Church yard. YMCA building is prominent and is an example of how tall buildings can impact on the setting of historic assets when viewed from contained urban viewpoints.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- A design must appreciate the historic landmarks, in this case St. Mary's Church and the conservation area that envelops it
- Any taller buildings should not dominate this view and by association the setting of the church

## APPENDIX A – Strategic Views and Urban Landmarks

### CONTAINED URBAN VIEW 2: Radletts Road and Queens Road Junction



#### VIEW DESCRIPTION:

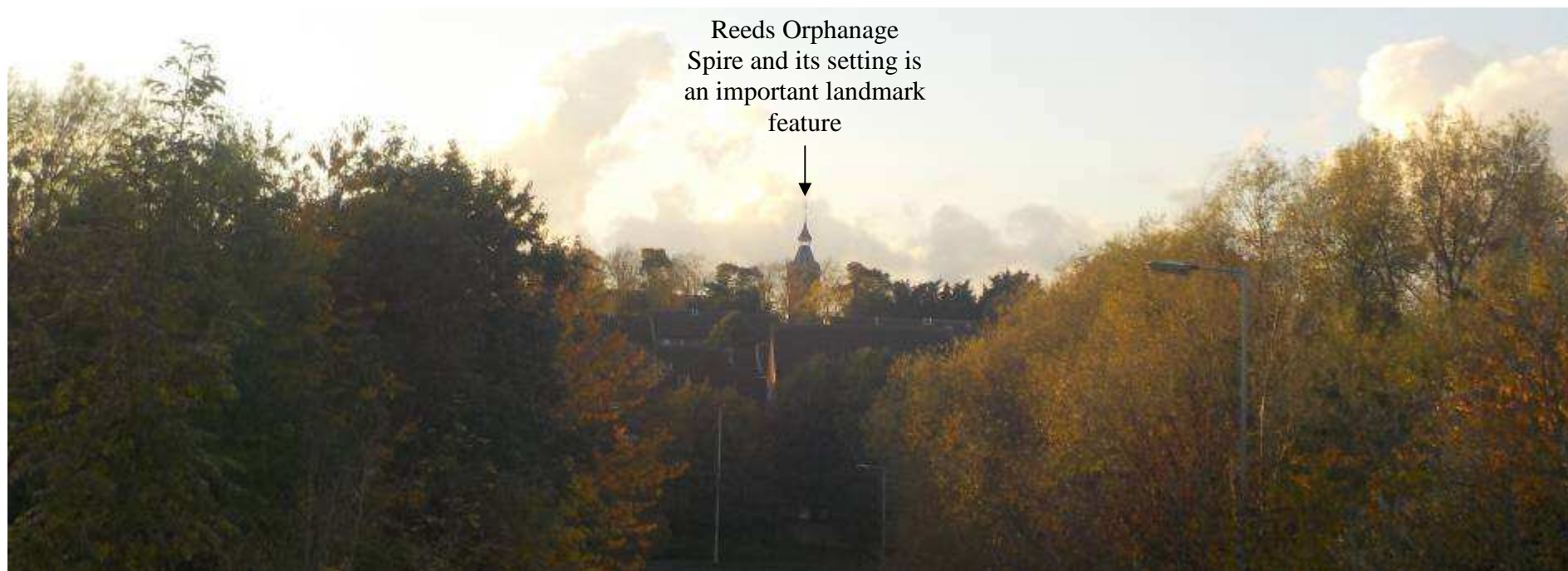
Radletts Road and Queens Road Junction looking in a north west direction towards Watford Junction from street level. Iveco House is prominent in this view. This is a conservation area, part of the historic environment in Watford. Tall buildings in Watford junction will be extremely prominent in this location generally.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Key considerations will include the heritage assets of Estcourt Conservation Area
- Buildings should not overly dominate the existing two storey profile in nearby residential streets

## APPENDIX A – Strategic Views and Urban Landmarks

### CONTAINED URBAN VIEW 3: Link Flyover (Colne Valley)



#### VIEW DESCRIPTION:

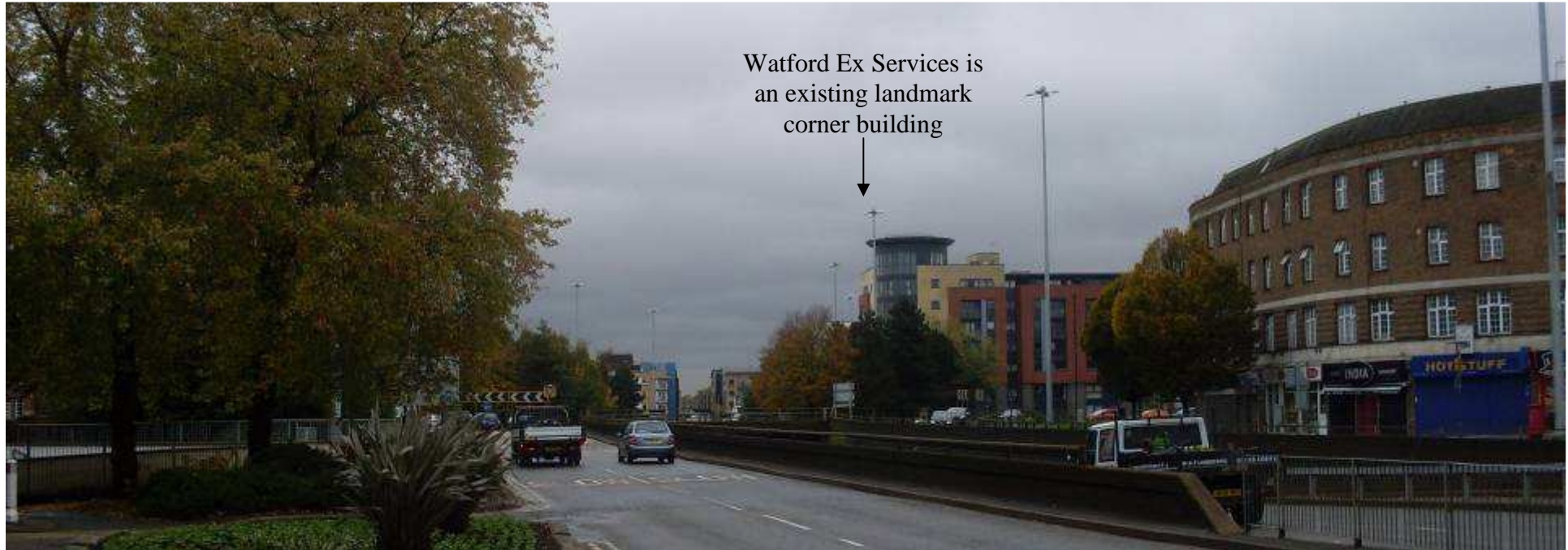
This view is from Link Flyer over the A4008 (Colne Valley) looking in a west direction in the general area of Watford Junction with Reeds Orphanage Spire present in the centre of the photograph (in summertime trees obscure other buildings). Watford Junction is located in this general view direction and taller building will need to consider the setting of the spire of the orphanage building and the associated historic outbuildings.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- The setting of the listed orphanage at Reeds Crescent should be protected
- Location and siting of the taller buildings should not interrupt views or form an insensitive backdrop

## APPENDIX A – Strategic Views and Urban Landmarks

### CONTAINED URBAN VIEW 4: Civic Centre



#### VIEW DESCRIPTION:

This view faces a northeast direction in the direction of Watford Junction. Taller buildings, depending on design, may be viewed in this view. Although there are limited historic buildings, there is an existing landmark building in the form of the Watford Ex Services Building (7/8 storey building).

#### DEVELOPMENT MANAGEMENT STRATEGY:

- Form a coherent relationship with existing taller buildings
- Active street level frontages important
- Connections with St. Albans Road considered.

## APPENDIX A – Strategic Views and Urban Landmarks

### CONTAINED URBAN VIEW 5: Reeds Crescent Orphanage



#### VIEW DESCRIPTION:

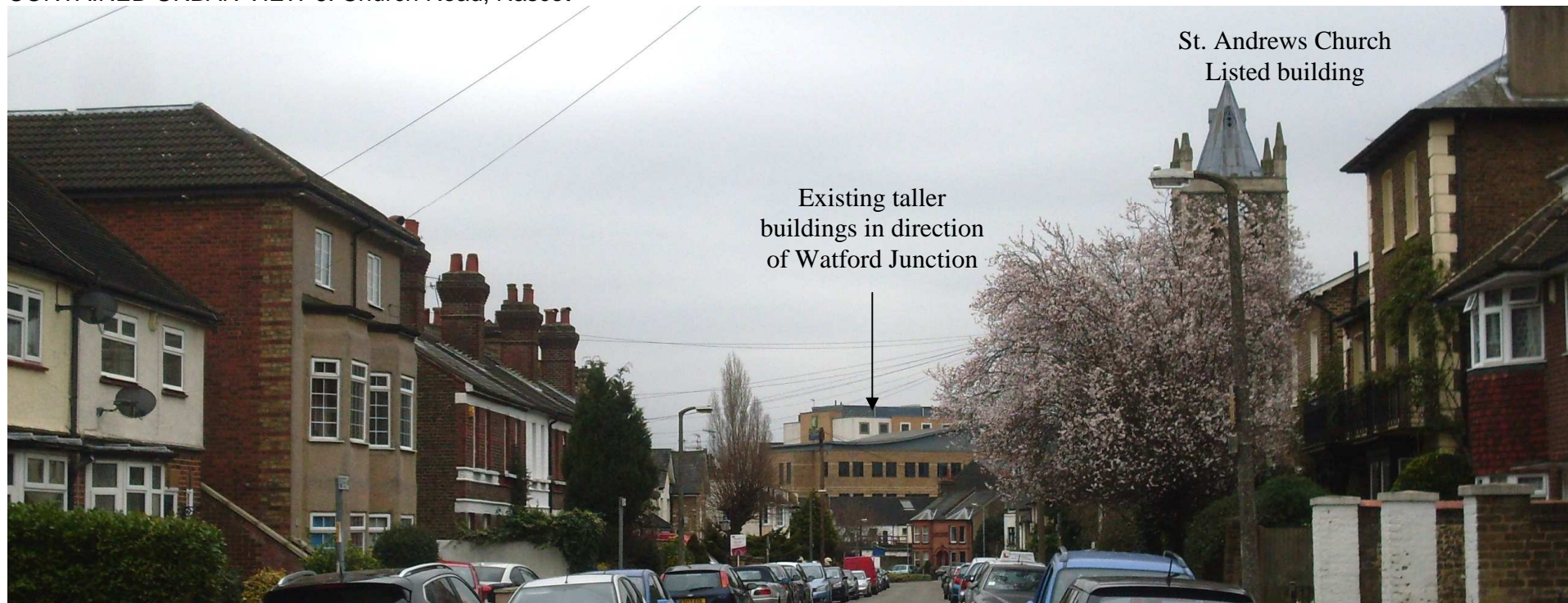
This is a contained urban view and is an example of the historic assets associated with the Reeds Orphanage Crescent area. This view is in a north northwest direction in the approximate area of Watford Junction. However a number of views at street level are important considerations at this location and will need to be fully appraised in terms of impacts on the historic fabric of the orphanage area generally.

#### DEVELOPMENT MANAGEMENT STRATEGY:

- The setting of the listed orphanage at Reeds Crescent needs to be protected
- Landmark buildings include the Chapel and the Spire - taller buildings to appreciate to setting of the ensemble of historic buildings
- Fully assess other views from the Orphanage grounds

## APPENDIX A – Strategic Views and Urban Landmarks

CONTAINED URBAN VIEW 6: Church Road, Nascot



### VIEW DESCRIPTION:

This is a contained urban view and is taken from Church Road looking in a southeast direction towards Watford Junction. Existing large scale office buildings on St. Albans Road are located to the centre of the photograph. St. Andrews Church is located to the right of the view. This view is taken from the Nascot Conservation Area.

### DEVELOPMENT MANAGEMENT STRATEGY:

- Consider the setting of St. Andrews Church
- Appraise any impacts on the conservation area from taller buildings.

## Skyline: Watford's Approach to Taller Buildings, Supplementary Planning Guidance (SPG)

### Statement in accordance with Regulation 12(a) of the Town and Country (Local Planning)(England) Regulations 2012

- 1.1 The Town and Country (Local Planning)(England) Regulations 2012 under Regulation 12(a) requires local planning authorities to prepare a statement, setting out:
  - i the persons the local planning authority consulted when preparing the supplementary planning document;
  - ii a summary of the main issues raised by those persons;
  - iii how those issues have been addressed in the supplementary planning document;
- 1.2 In accordance with this part, and Regulation 13 of the named regulations, the persons and organisations consulted as part of the process for preparing the SPG are identified in Appendix A.
- 1.3 Public Consultation on the Draft SPG took place between the 16<sup>th</sup> December 2015 and the 4<sup>th</sup> February 2016 in conjunction with consultation on the new policies and key changes of the Local Plan Part 2 [Development Management Policies and Site Allocations document].
- 1.4 Copies of the draft SPG were provided in Watford Library, North Watford Library and Watford Council Buildings. A press notice was issued in the Watford Observer on the 11 December 2015. Facebook and Twitter were also used to raise awareness of the draft SPG consultation. Details of the consultation can be found here:  
  
<https://watford.jdi-consult.net/localplan/>
- 1.5 Appendix B identifies the responses received, the key issues identified by the named consultees and how the council addressed these issues.

## Appendix A – Persons/Organisations Consulted

Name	Organisation
Janet Pearce [2669]	Abbots Langley Parish Council [2668]
Mr Tim Perkins [2234]	Abbots Langley Parish Council [321]
Mr Abraham [863]	
Ms Anna Addison [896]	
Mr Neil McCall [2235]	Affinity Sutton Homes [322]
Miss Katie Finn [2236]	Affinity Water [323]
Mick Barnett [2237]	Age UK Hertfordshire [325]
Mr Mohammed Rafiuddin [2238]	Ahmadiyya Muslim Association [326]
Mr Richard Ahrens [1011]	
Mr Bukki Akindude [2578]	
Mrs Rachel Kirk [2239]	Alban Wood Infant and Nursery [327]
Mr Peter Evans [2240]	Aldenham Parish Council [328]
Mr Jonathan Alexander [870]	
Mr Jonathan Rowlatt [2535]	Alliance Planning [2534]
Mr Julian Austin [2586]	AMEC Environmental & Infrastructure UK [280]
Mr Robert Deanwood [2671]	AMEC Environmental & Infrastructure UK [280]
Mr Damien Holdstock [2190]	AMEC Environmental & Infrastructure UK [280]
Ms Laura Kelly [2587]	AMEC Environmental & Infrastructure UK [280]
Mr Robert Bolt [2241]	Association of British Drivers [329]
MRS DAWN AYRES [917]	
Mr John Baker [868]	
Mr Paul Baker [990]	
Mr Peter Baker [1020]	



Ms Shirley Barlow [888]	
Mrs Karen Barnes [8]	
Gemma Foster [2561]	Barrat Homes [2560]
Mr C Barry [910]	
Nichola Traverse-Healey [2242]	Barton Willmore LLP [330]
Tina Batten [1042]	
ms Belinda bean [2556]	
Miss Stephanie Beardsworth [1032]	
Mr Matt Penny [2243]	Beechen Grove Baptist Church [331]
Ms Lisa Roberts [2244]	Beechfield School [332]
John W Cornwell [2191]	Bell Cornwell Partnership [281]
James McConnell [2245]	Bellway Homes [333]
Mrs Christine Betts [880]	
Mr David Bainbridge [2246]	Bidwells [335]
Mr Richard Butler [2610]	Bidwells [335]
Mallory Clifford [2247]	Blackfriars Investment Ltd [336]
Mr John Blundell [949]	
Sacha Winfield-Ferreira [2192]	BNP Paribas Real Estate [282]
Mrs M Boon [883]	
Mr Sakib Pogoric [2248]	Bosnia and Herzegovina Community Association [337]
Ms Colette Bickham [2249]	Boundary Way Residents Association [338]
Ellen Boyle [853]	
Mr Tim Bracey [1038]	
Mr & Mrs D Brackfield [912]	
Cllr Ian Brandon [909]	

Estate Office [2193]	Brasier Freeth LLP [283]
Mr Peter Brown [2593]	Brasier Freeth [2592]
Mrs Caroline Braxton [879]	
Mrs L Breach [882]	
Mr Robin Bretherick [967]	
Mr John Britten [950]	
Mrs Y Graves [2251]	Bromet Primary [340]
Mr Gary Brook [928]	
Mr Tim Brooks [1039]	
Mr David Bryett [914]	
Mr Ian Buckley [1037]	
T Harkness [2252]	Bucks Meadow Riding School [341]
Mr Tom Hyde [2253]	Building Research Establishment [342]
Mr D K Burch [866]	
Mrs Janet Burch [881]	
Miss Beryl Burford [902]	
Helen Burt [2523]	
Mr Mark Buxton [969]	
Neil Levy [2254]	c/o Herts County Council Youth Service [343]
Mike Benner [2255]	Campaign for Real Ale [344]
Claire Cain [2256]	CAMRA [345]
Mr Andrew Vaughn [2257]	CAMRA [345]
Mrs Jane Hennell [2258]	Canal and River Trust [347]
Mr Stephen Cane [1034]	
Miss Carole Whittle [2259]	Carers in Herts (SW Herts) [348]

Mr Thomas Carlisle [875]	
MR GRAHAM CARTER [2597]	
Mrs C Daniels [2260]	Cassiobury Infant and Nursery School [349]
Mrs Allison Campbell [2261]	Cassiobury JM School [350]
Paul Embleton [2262]	Cassiobury Residents' Association [351]
Mr John Castle [951]	
Mr Robert Caton [872]	
Nicola Cattle [986]	
Mr Ian Anderson [2552]	CB Richard Ellis [284]
Ms Hannah Blunstone [2601]	CB Richard Ellis [284]
Mr Nick Diment [2195]	CB Richard Ellis [284]
Mr Richard Lemon [2553]	CB Richard Ellis [284]
Miss Jill McGregor [2194]	CB Richard Ellis [284]
Ms Abby Millar [2554]	CB Richard Ellis [284]
Mr Jonathan Stoddart@cbre.com [2602]	CB Richard Ellis [284]
Mr John Mynott [2263]	Central Primary School [352]
Mr Peter Stephens [2264]	Central Town Residents' Association [354]
Mr Peter Young [2265]	Central Town Residents' Association [354]
Chris Hicks [2267]	CGMS Consulting [356]
Alun Evans [2608]	CGMS [355]
Mr John Smith [2266]	CGMS [355]
Ms Joanna Chambers [946]	
Miss Joanna Chambers [2696]	
Mrs Meena Modi [2268]	Chater Infant School [357]
Mr P McEntee [2269]	Chater Junior School [358]

Mr Amarjit Hundal [2270]	Chemsitree Pharmacy [359]
Ms Jessie Bruce [2271]	Cherry Tree Primary School [360]
Mrs Sue Howe [2272]	Chessbrook School ESC [361]
Richard Chewter [1009]	
Mr Phil Chown [997]	
Mr Chris Thomas [2273]	Chris Thomas Ltd [362]
Mrs Caron Williams [2274]	Citizens' Advice Bureau [363]
Civil Aviation [2540]	Civil Aviation [2539]
Mrs Fran Clark [927]	
Mr John M Perry [2275]	Classic Concerts Trust [364]
Tony Clements [1043]	
Planning Co-ordinator [1001]	
Mr Steven Wells [2276]	Coates Way JMI & Nursery School [365]
Mr Adam Murray [2673]	Coda Planning Ltd [2672]
Mr Adam Pyrke [2277]	Colliers CRE [366]
Mr William Collins [2629]	Collins Solicitors [2628]
Mr Innes Gray [2278]	Consensus Planning Ltd [367]
Ms Sara Cook [1023]	
Mr Steve Baker [2279]	CPRE Herts [368]
Robert Cramp [1013]	
Mr Bryan Cross [1049]	
Mr David Allison [2280]	Croxley Green Parish Council [369]
Mr Andrew Currey [1048]	
Phil Gough [2281]	Cyclists' Touring Club [370]
Tola Dabiri [2674]	

Ms Chloe Thomson [2591]	Dacorum Borough Council [2516]
Laura Wood [963]	Dacorum Borough Council [2516]
Tony Lodeiro [2282]	Dalton Warner Davis [371]
Mr David Ames [2284]	David Ames Associates [373]
Mr Joe Davies [948]	
Mrs Alice de la Rue [918]	
Mr Alex Abbott [2285]	Decathlon UK Ltd [374]
MRS LOUISE DALE [2565]	DEFENCE INFRASTRUCTURE ORGANISATION [2564]
Rt Hon Patrick McLoughlin MP [2286]	Department Of Transport [376]
Ms Sian Derbyshire [1024]	
Sir/Madam DGLG AGENT [2196]	Derbyshire Gypsy Liaison Group [286]
Mr Derek Horne [2197]	Derek Horne & Associates Ltd [287]
Miss Sandra Desnica [1022]	
Ms Sasha Gosine [2287]	DLA Town Planning [377]
Mr Matthew Turnbull [2288]	DLP Consultants Ltd [378]
Ms Kathleen Urbahn [2656]	DLP Consultants Ltd [378]
Mr Matthew Lard [2289]	DLP LTD [379]
Katina Brum [2498]	Dollshouse on the Hill [2497]
Diane Bowyer [2290]	DPDS Consulting Group [380]
Mr M A Parker [2291]	Draughtsman [381]
Mrs Claire Davies [2292]	DTZ [382]
Ms Angela Duce [895]	
Mr Daren Nathan [2293]	Durkan [383]
Mrs Ann Edwards [877]	
Mr Alex Jackman [2645]	EE [2644]

Ms Katharine Fletcher [2294]	English Heritage [384]
David Bryett [2295]	English Welsh & Scottish Railways Ltd [385]
Mr Clark Gordon [2297]	Environment Agency [386]
Sarah James [2298]	Environmental Health [388]
Mr Stephen Horne [2299]	Estcourt Road Residents Association [389]
Ian Turner [2300]	Evergreen [390]
Mrs PM Fabb [885]	
Amit Malhotra [2301]	Fairview Homes [391]
Rocci Farringia [1017]	
Mrs E Griffiths [2302]	Field Infant & Nursery School [392]
Mrs Julie Henley-Washford [2303]	Field Junior School [393]
Mr Sam Harper [2201]	Firstplan [288]
Ms Kate Matthews [2304]	Firstplan [288]
Vilna Walsh [2199]	Firstplan [288]
Tim Williams [2198]	Firstplan [288]
Mr Mike Woolner [2200]	Firstplan [288]
Mrs Carol Fiskin [878]	
Mr James Ford [941]	
Mr Gary Forster [929]	
Mary Forsyth [855]	
Ms Emma Foster [2605]	
Mr Simon Fowle [1026]	
Joseph Fowler [2691]	
Mr & Mrs Brian Fox [899]	
Mr Brian Kemp [2305]	Foxhill Tenants & Residents' Association [395]

Ms Warwick [2306]	Francis Combe Academy [396]
Ms Joyce Bonnick [2307]	Friends of Alban Wood [397]
John Cox [2308]	Friends of Cassiobury Park [398]
Mr Brian Chisholm [2309]	Friends of Garston Park [399]
Mr Steve Harvey [2310]	Friends of Harebreaks Wood [400]
Mr Graham Everett [2311]	Friends of the Earth [401]
Mr Owen Frith [987]	
Mr Mike Musk [2312]	Fullerians Rugby Football Club [402]
Mr Stephen Fulton [1033]	
Mr Sean Wildman [2313]	Fusion Online Ltd [403]
Mr Paul Game [913]	
Ms Julie Lowman [2314]	Garston Manor School [404]
Ms Ania Gasiorek [2581]	
Janet Gillan [1018]	
Katherine Hill [2563]	GL Hearn Limited [2562]
Jessica Sparkes [2315]	GL Hearn [291]
Mr Ben Wrighton [2202]	GL Hearn [291]
Mr Godfrey Lane [2316]	GLTP Development Consultancy [406]
Kate Gordon [2502]	
Sue Gordon [930]	
Mr David Gough [2317]	Gough Commercial Property Consultants [407]
mr k griffiths [2685]	
V Gurney [859]	
Sarah Rainey [2318]	GVA Grimley [408]
D Hailey [852]	

Mr Paul Hanson [2319]	Hanson's The Caterers Ltd [409]
Mr Richard Harrington [1008]	
Caroline Harris [905]	
Miss Alison Haywood [893]	
Mr Spencer Warren [2320]	Heaton Planning Ltd [410]
mr joe marsh [2700]	heronslea group [2699]
Nigel Agar [2321]	Hertfordshire & N. Middx Ramblers Association [411]
Mr J Koroma [2322]	Hertfordshire African Association [412]
Mr Martin Hicks [2323]	Hertfordshire Biological Records Centre (HBRC) [413]
Mr Mark Bilsdon [2547]	Hertfordshire Constabulary [414]
Mr Mike Clare [976]	Hertfordshire Constabulary [414]
Mr Alan Deacon [2324]	Hertfordshire Constabulary [414]
Andrea Gilmour [2327]	Hertfordshire County Council - Hertfordshire Property [418]
Paul Donovan [3]	Hertfordshire County Council SLU [2]
Odette Carter [2654]	Hertfordshire County Council [2653]
Mr Nick Gough [2326]	Hertfordshire County Council [415]
Mr Andrew Instone [2611]	Hertfordshire County Council [415]
Ms Anita Parry [2609]	Hertfordshire County Council [415]
Mr Andrew Turner [2325]	Hertfordshire County Council [415]
Ms Sophie Williamson [2633]	Hertfordshire County Council [415]
Ms Joan Hancox [2328]	Hertfordshire LEP [419]
Mr Ian Potter [2330]	Hertfordshire Police Authority [421]
Inspector David Wheatley [2329]	Hertfordshire Police [420]
Jacqueline Nixon [2331]	Hertfordshire Property [422]
Mr Matthew Dodd [2332]	Herts & Middlesex Wildlife Trust [423]



Mr Adam Wood [2333]	Herts Prosperity [424]
Mr Sarah Barker [2334]	Hertsmere Borough Council [426]
Mr D Bogle [2335]	Hightown Praetorian & Churches HA [427]
Mr David Bowie [2588]	Highways Agency [428]
Mr Stephen Hall [2336]	Highways Agency [428]
Mr Stephen Hall [2621]	Highways England [2619]
Mr Martin McMahon [2620]	Highways England [2619]
Miss Emma Hines-Randall [923]	
Mr Tom Gilbert-Woolridge [2659]	Historic England [2658]
Mr Michael Stubbs [2682]	Historic England [2681]
Mr Henry Holland-Hibbert [934]	
Mr James Holmes [942]	
Mr David Holmes [2390]	
Mrs M T Woodcock [2337]	Holyrood RC Infant School [429]
Mr Stephen Wheatley [2338]	Holyrood RC Primary School [430]
Mr John Fowler [2339]	Holywell Primary School [431]
Mr Dan Myers [2340]	Homes and Communities Agency [432]
Mr Norman Tyrwhitt [2341]	Honary Freeman of the Borough [433]
Mr Michael Hooles [978]	
Mr David Hordle [919]	
Mr & Mrs Dennis & Pam Cook [2342]	Horns Public House [434]
Mr Ian Hughes [936]	
Mr Richard Hunt [871]	
Chris Key [2204]	Indigo Planning Limited [293]
Ms Helen McManus [2205]	Indigo Planning Limited [293]

Mr Sean McGrath [2203]	Indigo Planning [292]
Mr Kevin Watson [2343]	Indigo Planning [292]
ted maddex [2559]	integrated accommodation team [2558]
Mr Howard Oldstein [2525]	INTU [2524]
Brett Harbutt [2344]	Intu Properties plc [437]
Mr Malcolm Dall [2345]	Ivy House Residents Association [438]
Mr Mark Jeffery [979]	
Mr Peter Jeffree [994]	
Mr Kevin Fontaine - Waldron [2346]	Jehovah's Witnesses [439]
Mr Kevin Andre Fontaine-Waldron [2347]	Jehovah's Witnesses [439]
Mr Paul Boothby [2207]	John Cooper Associates [295]
Jonathan Field [2349]	John Lewis [441]
Mr Marcus Adams [2350]	John Thompson and Partners [443]
mr johnson [955]	
Mr Michael Lea [2209]	Jones Lang LaSalle Ltd [297]
Planning [2208]	Jones Lang LaSalle [296]
Ms Sheila Jordan [887]	
Mr N Joyce [924]	
Mr Richard Kavan [1010]	
Mr Nigel Kavanagh Brown [985]	
Mr Geoffrey Simm [2351]	Keay Homes Limited [444]
S Kellie [2697]	
Francis Kershaw [926]	
Inty Khan [938]	

Mr Moiz Khanbhai [980]	
Mr Chris King [903]	
Ms Judith Kingsley [886]	
Mrs Caroline Tristram-Walmsley [2352]	Kingsway Infant School [445]
Mrs Bernice Jackson [2404]	Kingswood Nursery School [446]
Mr Ken Emmons [2405]	Kingswood Residents Association [447]
Mr Michael Kirkwells [975]	
Ms Jennifer Kitson [939]	
Mrs Cathy Cox [2406]	Knutsford School [448]
Mr Vipul kothiyal [1047]	
R Kowalewski [965]	
Mr Mark Dodds [2555]	Lambert Smith Hampton (for National Offender Management Service) [449]
Mr Kevin Gleeson [2407]	Lambert Smith Hampton (for National Offender Management Service) [449]
Mr Matthew Wood [2584]	Lambert Smith Hampton [2583]
Miss Colleen Larabie [860]	
Mr James Roach [2408]	Laurance Haines School [450]
Mr Mark Lawson [2643]	
Mrs J Pocock [2409]	Leavesden Green Primary School [451]
Mr Chris Taylor [2410]	Leavesden Green Residents' Association [452]
Miss Sophie Lee [1028]	
Mr Greg Westover [2411]	Legal & General Property [453]
Mr Mark Evans [2680]	Lemarie Centre Ltd [2679]
Ms Di Lewis [921]	
Mr Roger Lewis [901]	

Kelly Lie [962]	
Sophie Linington [1030]	
Ros Womack [2412]	Littlebury Residents' Association [454]
Mr Sebastian Hanley [2413]	Local Dialogue [455]
Mr Derek Casey [2414]	London Concrete Ltd [456]
Miss Ilinca Diaconescu [2415]	London Gypsy and Traveller Unit [457]
Mrs M Lopez [974]	
Mr John Lucken [947]	
Mr Alan Luto [890]	
J Malcolm [945]	
Mr Tony Manfredini [1044]	
Mrs Toni Davis [2416]	Market Traders Federation, Watford Branch [458]
Mr Neal Bodell [2417]	Marks & Spencers [459]
Mr Roy Marshall [1019]	
Ms Phillippa Martin-Moran [998]	
Mr & Mrs Mayhew [964]	
Mr Boris Johnson [2538]	Mayor of London [2537]
Mr Alex McDougall [892]	
Marion McFarlane [968]	
Mr Mark McGovern [970]	
Mr Malcolm Meerabux [966]	
Mr Renato Messere [1006]	
Mr Simon Milliken [1027]	
Mr David Payne [2418]	Mineral Products Association [460]
Mr John Cooke [2420]	Mobile Operators Association [461]

Ms Ginny Hall [2585]	Mono Consultants Ltd [298]
Mr Will Edmonds [2213]	Montagu Evans LLP [299]
Tim Miles [2212]	Montagu Evans LLP [299]
Corrine Smith [2211]	Montagu Evans LLP [299]
Polly Mason [2421]	Montagu Evans [463]
Dr Timur Tatlioglu [2684]	Montagu Evans [2683]
Judith Moores [956]	
Sylvia Moring [1036]	
Mrs Claire Morison [908]	
MR PHIL MOSS [996]	
Ms Zoe Mowbray [1051]	
Mr Martin Austin [2657]	N/A [464]
Ms Hayley Carlton [2626]	N/A [464]
Tola Dabiri-Hughes [2650]	N/A [464]
Mr Mark Jeffrey [2618]	N/A [464]
Ms Kerri Kew [2631]	N/A [464]
Mr Rowland Marshall [2422]	N/A [464]
Mr Tom O'Toole [2630]	N/A [464]
Mr Keneal Patel [2627]	N/A [464]
Mr Kevin Ambrose [2424]	Nascot Residents Association [466]
Nick Garibaldi [2423]	Nascot Residents Association [466]
Mrs Pamela Scragg [2425]	Nascot Wood Infant & Nursery [467]
Mrs Christina Singh [2426]	Nascot Wood Junior School [468]
Mr Daniel Palman [2217]	Nathaniel Lichfield & Partners Ltd [303]
Miss Hannah Fortune [2214]	Nathaniel Lichfield & Partners [301]

Mr Matt Pochin-Hawkes [2215]	Nathaniel Lichfield & Partners [301]
Mr Matthew Williams [2577]	Nathaniel Lichfield & Partners [2576]
Mr Oliver Yeats [2216]	Nathaniel Lichfield & Partners [301]
Ms Jenny Hill [2427]	Nathaniel Lichfield and Partners [469]
Mrs S SPENCER [2687]	National Federation of Gypsy Liaison Groups [2686]
Scott Lewis [2428]	National Grid [470]
Mrs Kate Ginn [2693]	Natural England [2692]
Janet Nuttall [2429]	Natural England [472]
Mr Phil Sturges [2607]	Natural England [472]
Miss Catherine Whitehead [2430]	Natural England [472]
R Navon [857]	
Michelle Joyce [2522]	Network Rail [474]
Steven Mills [2431]	Network Rail [474]
unknown [2526]	Network Rail [474]
Mr Stuart Denham [2432]	NHS East of England [475]
Laura Griggs [2433]	NHS England [476]
Mr Robert Nicols [1015]	
unknown [2434]	North Watford Church of the Nazarene [478]
Mr Kevin O'Callaghan [957]	
Eamon O'Connor [925]	
Mr Alex O'Reilly [2528]	Oceana/Woohoo Night Club [2527]
unknown [2529]	Office of Rail Regulation [2511]
Mr Paul Sutton [2435]	Orchard Primary School [479]
Mrs Cathy Gunning [2436]	Oxhey Early Years Centre [480]
Mrs S McGregor [2437]	Oxhey Infants [481]

Mr Andrew Filer [2438]	Oxhey Village Environment Group (OVEG) [482]
Ms A E Laurence [2439]	Parkgate Infants and Nursery School [483]
Mrs Sarah Pipe [2440]	Parkgate Junior School [484]
Mrs M Patterson [884]	
Mrs Sue Plummer [2441]	Peace Hospice [485]
Planning [2218]	Peacock & Smith [304]
Mr Malcolm Walker [2442]	Peacock and Smith [486]
Peak [991]	
Mrs Audrey Peattie [898]	
Clare Fairweather [2443]	Pegasus Planning Group [487]
Mr Anish Jadav [2617]	Pendimo Land and Property Consultants [2616]
Mr Craige Burden [2570]	Persimmon Homes [2569]
mr James Matcham [2444]	Persimmon Homes [488]
Mrs Emma Walker [2219]	Phase 2 Planning and Development Ltd [305]
Hannah Philp [932]	
Mr & Mrs David and Anna Pike [999]	
Mrs Zoe Stiles [2220]	Pioneer Property Services Ltd [306]
Dhiraj Pitamber [922]	
Mr Ben Fox [2445]	Planware Ltd [489]
Ms Adriana Pomella [889]	
Mr Arthur Pott [865]	
Ms Mary Power [981]	
Mrs Kim Price [960]	
Peter Prosser [992]	
Sue Matthews [2446]	Public Health [490]

Ann Davis [2447]	QCAG [492]
Beau Quigley [920]	
Sophia Waugh [2448]	Quod [493]
Ms Janine Gordon [2449]	Radlett Road Community Association [494]
Mr Nick Raine [2450]	Raine & Co. [495]
Denise Randall [1045]	
Mr Anthony Pharoah [2221]	Rapleys LLP [307]
Jackie Ford [2451]	Rapleys [496]
Mr Rob Reed [1014]	
Mr Patrick Reedman [988]	
Mr David Rees [916]	
Corrin Reeves [911]	
Mr John Reid [954]	
Mr & Mrs David Rolfe [2452]	Religious Society of Friends (Quakers) [497]
Dr Richard Reubin [1012]	
Mr Alan Hardwick [2652]	rg+p Ltd. [2651]
Mr Andrew Ward [2453]	RG+P [498]
K.A. Richardson [854]	
Mr Stuart Richardson [1021]	
Ms Anne Rindl [2557]	
Mr Jed Griffiths [2222]	RNOH [308]
The Robsons [1016]	
Mr Ricardo Rodriguez [982]	
Mr Peter Keenan [2223]	Roger Tym & Partners [309]
Councillor Tony Rogers [2655]	



mr kevin rolfe [958]	
Mr Peter Rowland [1002]	
Mr Alistair Macdonald [2224]	RPS Planning and Development [310]
H Rundell [935]	
Mr Neil Rowley [2225]	Savills Plc [311]
Mr Martin Searle [973]	
J A Sharp [1029]	
John Sharpe [952]	
Mr Peter Shipp [993]	
Paul Bloomfield [2455]	Shire Consulting [501]
Mr Michael Fearn [2456]	Shire Consulting [501]
Mrs Caroline Bagley [2457]	Shopmobility Watford [503]
Mr John Short [953]	
Mr Hemam Mistry [2458]	Shree Prajapati Association [504]
Mr Mark Silverman [971]	
Mrs Simmonds [876]	
Mr Simon Arbon [1025]	
Mrs Jane Slatter [1000]	
Mr David Smith [915]	
Kerri Smith [972]	
Ms Fawzia Nazir [2459]	Smith Street Residents Group [505]
Dr Kevin Somerville [959]	
Gemma Gosling [2460]	Soul Survivor [506]
Ms Susanna Hendy [2545]	Soul Survivor [506]
Ms Ruth Yule [2546]	Soul Survivor [506]

Mr Stephen Moore [2353]	South West Herts Archaeological & Historical Society [507]
Mr Andrew Spanner [906]	
Connie Speer [1031]	
Mr Neil Spicer [983]	
Mr Roy Warren [2354]	Sport England [508]
Mrs Pauline Wilson [2355]	St Anthony RC Primary School [510]
Rev Dave Middlebrook [2356]	St Lukes Church [512]
unknown [2357]	St Martins Church [513]
Mrs Kay Rees [2359]	St Mary's Church [515]
Rev John Aldis [2358]	St Marys Church [514]
Mr Edward Conway [2360]	St Michaels Catholic High School [516]
Mrs Pienaar [2361]	St Stephen's Parish Council [517]
Mr David Lawrence [2362]	St Thomas United Reform Church [518]
Mr Jamie Folliard [2615]	St William [2614]
Mr Chris Briggs [2363]	St. Albans City & District Council [519]
Mrs Barbara Staples [900]	
Mr Nigel Smith [2364]	Stevenage Borough Council [520]
Mr Ransford Stewart [2226]	Stewart M&PS Ltd [313]
Laura Ross [2365]	Stewart Ross Associates [521]
Mr Antony Stivala [897]	
Mr Martin Stockford [940]	
Dorothy Thornhill [2366]	Strategic Services [522]
Strategy [1035]	
Mr Stroud [864]	
Mr James Firth [2367]	Strutt and Parker [523]

Mr Jon Jennings [2368]	Strutt and Parker [523]
Mr Jeremy Sawtell [2670]	Strutt and Parker [523]
Mr Peter Bate [2370]	Sustrans [525]
Andy Knight [2369]	Sustrans [525]
Mrs Barbara Mott [2371]	Suthergrey House Medical Centre [527]
Mr A Morrell [2372]	SW Herts Community Transport Scheme [528]
Mr John Sweeney [869]	
Mr Leigh Hutchings [2373]	Talking Newspaper [529]
Mr Logan Rasiah [2374]	Tamil Union of Herts [530]
Sherafae Taylor [858]	
Mr Stuart James Taylor [1007]	
Mr Jonathan Smart [2376]	Taylor Wimpey North Thames [532]
Mr Ben R Coles [2375]	Taylor Wimpey [531]
Mr Matt Girling [2377]	Teesland iDG [533]
Mrs Rosie Baker [2230]	Terence O'Rourke Ltd [317]
Miss Sarah Pullen [2590]	Terence O'Rourke [2589]
Rosie Farquhar [2228]	Terence O'Rourke [314]
Nick Guildford [2227]	Terence O'Rourke [314]
Mr Paul Rogers [2229]	Terence O'Rourke [314]
Mr testy test [2519]	test org [2518]
Mr Ian Gilbert [2378]	TfL Group Property & Facilities - Operational Property [535]
Unknown [2542]	TfL Group Property & Facilities - Operational Property [535]
Mr Andrew Hiley [2702]	TFL [2701]
Mr Andrew Dorian [2623]	TFL Property Team [2530]
Mr Andrew Dorian [2625]	TFL Property Team [2530]

Mr Andrew Dorrian [2606]	TFL Property Team [2530]
Mr Mark Matthews [2379]	Thames Water Utilities Ltd [536]
Leslie Gili-Ross [2380]	The Architects Corporation [537]
Mr Justin Kenworthy [2231]	The Barton Willmore Planning Partnership [318]
Mr Mark Harrison [2381]	The Coal Authority - Planning and Local Authority Liaison Department [538]
Dr Bharat Thacker [2382]	The Consulting Rooms [539]
Trevor Brawn [2383]	The Environment Agency [541]
Mr Michael Stevens [2385]	The Harlequin Centre [542]
Mr Mark Jarman [2386]	The Lawn Tennis Association [544]
Mr David Williams [2387]	The Planning Bureau Limited (on behalf of McCarthy & Stone) [545]
Ziyad Thomas [2232]	The Planning Bureau Limited [319]
Mr Ross Anthony [2388]	The Theatres Trust [546]
Ms Jennie Thomas [1004]	
Ms Jennifer Thomas [943]	
Ms Jenny Thomas [944]	
Jennie Thomas [2622]	
Ms Jane Evants [2649]	Three mobile [2648]
Ms Claire May [2389]	Three Rivers District Council [548]
Mr P Smith [2391]	Trustee CRA/Personal [551]
Mr Paul Tuffin [989]	
Nick Tunley [856]	
Dr Richard Tunwell [1003]	
Ms Mandy Evans [2549]	Turley [2548]
Mr David Rees [2392]	Vicarage Village Residents Assoc [552]

Unknown [2647]	Vodafone and O2 [2646]
Mr Stuart Waggett [1046]	
MISS JANE WAKELIN [2233]	WAKELIN ASSOCIATES [553]
Mr Dan Dark [2541]	Warner Bros. [554]
Mr Felix Augustin [2394]	Waterfield Residents Association [555]
Ms Clare Watters [2395]	Waterwise [556]
Mr Ken Haslar [2566]	Watford & Bushey Art Society [557]
Mrs Rosemarie Whitwam [2396]	Watford & Bushey Art Society [557]
Ms Sarah Hill [2397]	Watford & Three Rivers Locality of Herts Valleys CCG [558]
Mr Bob Jones [2398]	Watford & Three Rivers Trust [559]
Mrs Ademola Adenji [2399]	Watford African Caribbean Association [560]
Mrs Perline McFarlane [2400]	Watford African Caribbean Association [560]
Dr A G Saleh [2401]	Watford Arabic School [562]
Mr J Bhimji [2402]	Watford Area Arts Forum [563]
Mr Manny Lewis [2461]	Watford Borough Council [564]
Mr Ian Welland [2462]	Watford Chamber of Commerce [566]
Mr Euan Barr [2464]	Watford Community Housing Trust [568]
Mrs Laura Payne [2465]	Watford Council - Housing Service [569]
Ms Jackie Sheppard [2466]	Watford Football Club [570]
Ms Lesley Lopez [2467]	Watford General Hospital [571]
Mr Martin Post [2468]	Watford Grammar School for Boys [572]
Mrs H Hyde [2469]	Watford Grammar School for Girls [573]
Mr Sachdev S Seyan [2470]	Watford Indian Association [575]
Mrs Judith Bruni [2471]	Watford Interfaith Association (WIFA) [576]
Miss Jane Pattinson [2676]	Watford Mencap [2675]

Mr Haji M Yaqoob [2472]	Watford Mosque [577]
Mrs Sharifa Choudhry [2473]	Watford Multi-Racial Community Centre [578]
Mrs Sarah Priestley [2474]	Watford Museum [579]
Mr Mohammed Aslam Khan [2475]	Watford Muslim Elders Association [580]
Mr Matthew Heasman [2476]	Watford New Hope Trust [581]
Mathew Russell [2477]	Watford Palace Theatre [582]
Mrs Gill Williams [2478]	Watford Premier [583]
Mr John Burke [2480]	Watford Rail Users' Group [585]
Mr Henry Pryer [2479]	Watford Rail Users' Group [585]
Steve Kiely [2481]	Watford Rugby Club [586]
Mrs Michele Fundrey [2482]	Watford Rural Parish Council [587]
Mrs S Harper [2483]	Watford Social Centre for the Blind [588]
Mr M J Harvey [2613]	Watford Town and Country Club [2612]
Maria Manion [2510]	Watford Town Centre Partnership [2509]
Mrs Tracey Burke [2484]	Watford Women's Centre [589]
unknown [2544]	Watford YMCA [2543]
L Cathro [2533]	WCHT [2532]
Patrick McGeough [2678]	WDSA (UK) [2677]
Sue Tiley [2485]	Welwyn Hatfield Borough Council [590]
Chris Pichon [2486]	WENTA [591]
Mrs Karen Chase [2487]	West Herts College [592]
Mr Neil Richardson [2488]	West Herts Hospitals NHS Trust [593]
Mrs Mary Reid [2489]	West Watford and Oxhey Garden & Allotment Society [594]
Ms Vanessa Levy [2490]	West Watford Community Association [595]
Mr Timothy Body [2491]	Westfield Community Technology College [596]

Mr Ivan Toscani [2492]	Westfields Construction Limited [597]
Miss K Wetherell [861]	
Mr Steven Wiffen [874]	
Barbara Wilcox [904]	
Mr Ian Williams [937]	
Mr Tim Williams [1040]	
Andrew Winstone [894]	
Mr Michael Wood [977]	
Miss S M Wood [862]	
Mr Richard Barnes [2493]	Woodland Trust [598]
Mr George Woodroofe [867]	
Mr Douglas Bond [2603]	Woolf Bond Planning [599]
Mr Steven Brown [2494]	Woolf Bond Planning [599]
Mr S Woollatt [873]	
Mr Keith Woulgar [961]	
Ms Yasmin Batliwala [2495]	WRAG/Hertfordshire Policy Authority [600]
Helen Wright [933]	
Mr David Nicholls [2496]	Wu Shu Kwan [601]
Mr Dany Yamen [2604]	

## Appendix B – Summary of issues raised and how addressed

Rep	Name	Organisation	Date of Response	Nature of Rep	Summary	How addressed
1	Michael Stubbs	Historic England	01/02/16	Commenting	<ol style="list-style-type: none"> <li>1. Broadly welcome the guidance, but have some concerns regarding the content and suggested that some additional work may be necessary before adoption;</li> <li>2. More explicit reference to the merits of tall buildings in terms of the opportunities for mixed use development;</li> <li>3. Reference to the need for recreational and amenity space in association with residential component of tall buildings;</li> <li>4. Need to make direct reference to the guidance prepared by HE which was published in December 2015;</li> <li>5. Greater explicit reference regarding the siting of taller buildings with regard to heritage assets; this should include the direct juxtaposition of the proposed building in relation to an asset; longer views which include assets and suggested wording included. Assets include conservation areas and consideration of the impact of taller buildings on these and on the registered park should be considered. Also, consideration should be given on the potential impact on any assets outside of the borough boundary but which may be affected in terms of view corridors.</li> <li>6. Under Criteria 1 (Visual Impact and Design Quality) suggest that reference is made to the use of independent design advice and suggestions made regarding particular images used;</li> <li>7. Issues with the images used to illustrate the points made under criteria 2 (Urban Scale and Setting) and 3 (Public Realm, Light, view and Privacy);</li> <li>8. Under criteria 7 (Sustainability and Environment) reference the benefits for remodelling and recladding as an option over redevelopment;</li> <li>9. When selecting materials consideration of how those</li> </ol>	<ul style="list-style-type: none"> <li>▪ In general terms, as a result of the consultation the SPD has been re-structured and also photos updated and wording added to reflect comments.</li> <li>▪ More explicit reference to merits of mixed use made</li> <li>▪ Reference to recreational and amenity space of taller buildings has been made</li> <li>▪ Reference to HE guidance now included</li> <li>▪ Suggested wording included regarding siting of taller buildings and heritage assets identified in point 4. Issues will also be covered in the evidence report to be prepared to support the proposed new policies in Local Plan 2 (TB1 And TB2)</li> <li>▪ Reference to independent design advice made</li> <li>▪ Where required, Images and photographs have been changed and comments made have been addressed.</li> <li>▪ Reference to benefits for remodelling and recladding made regarding sustainability and the</li> </ul>



					<p>materials relate to light and shade should be made;</p> <p>10. Review how a redevelopment in Cambridge has dealt with parking issues and access to basement areas; need to add more on this issue.</p>	<p>environment criteria.</p> <ul style="list-style-type: none"> <li>▪ Reference to the importance of materials and how they relate to light and shade has been included</li> <li>▪ Reviewed Cambridge redevelopment and more analysis included in transport section to take account of comments</li> </ul>
2	Paul Embleton	Cassiobury Park Residents Association	05/02/16	Support	<p>1. General support of the criteria identified in the policy and by association the guidance</p>	<ul style="list-style-type: none"> <li>▪ support for criteria noted</li> </ul>
3	Mike Claire	Hertfordshire Constabulary	08/01/16	Commenting	<p>1 Designing out crime is an important issue for taller buildings.</p> <p>2 Would like to see reference to designing out crime and for Secure by Design Standards to be referenced in the SPG</p>	<ul style="list-style-type: none"> <li>▪ Reference to Secure by Design Standards has been included as part of key guidance documents and designing out crime will be identified in the guidance</li> </ul>
4	Adam Murray	Code Planning	03/02/16	Commenting	<p>1 Considers that the guidance positively contributes to the goal of good design of taller buildings and acknowledges that it reflects the ethos of NPPF regarding sustainable development patterns.</p> <p>2 Considers that some aspects of the principle of taller buildings in the document are portrayed in a negative way and that the content of the document should be more impartial in manner that ensures that proposals achieve good design quality</p> <p>3 Some of the criteria are overly restrictive which is not appropriate for a guidance document, particularly regarding building typologies which fails to appreciate that typologies are site dependent based on specific case/site constraints. It is considered that these restrictions inappropriate and unrealistic for the document's objective.</p> <p>4 It is also considered that the guidance should not restrict</p>	<ul style="list-style-type: none"> <li>▪ Positive observations noted</li> <li>▪ The guidance has been reviewed and amendments made to ensure that an impartial approach to guiding design quality is the key mantra of the SPG</li> <li>▪ The criteria have been reviewed and assessed in terms of appropriate guidance advice; amendments have been made to the document where necessary</li> <li>▪ It is not the duty of SPG to define areas where taller buildings are encouraged/</li> </ul>

					taller buildings to specific areas but rather see these areas to be 'particularly encouraged' for taller buildings. It is believed that the SPD must not use the potential strength and sustainability of the identified areas to restrict taller buildings in other locations	appropriate. This is the purview of the proposed policies. Reference to areas in the SPG merely reflect the proposed taller buildings policies and any mentioned areas are as potential examples only
5	Timur Tatioglu	Montagu Evans on behalf of St. William	05/02/2016	Commenting	<ol style="list-style-type: none"> <li>1 Concern that there has been no definition or explanation of a taller building</li> <li>2 Considers that criteria 10 is not sound and is, on occasion, in conflict with the NPPF 2012 (paras 132-134) including the supporting text's definition of setting</li> <li>3 Generally against the presumption of taller buildings adjacent to conservation areas or listed buildings and rewording has been recommended to the text</li> </ol>	<ul style="list-style-type: none"> <li>▪ Criteria 2 referred to a similar definition proposed and this will be retained, presumed oversight by consultee</li> <li>▪ The SPG has been reviewed for consistency with the NPPF 2012, and appropriate changes have been made</li> <li>▪ The SPG will be line with the NPPF and this will account for impacts on conservation areas and listed buildings</li> <li>▪ Rewording has been considered and included where appropriate</li> </ul>
6	Claire May	Three Rivers District Council	04/02/16	Supporting	<ol style="list-style-type: none"> <li>1 Welcomes the policy and the established criteria within the guidance for assessing taller buildings, which is important for ensuring no negative impacts on neighbouring land uses.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Support noted</li> </ul>

## PART A

**Report to:** Cabinet  
**Date of meeting:** 7<sup>th</sup> March 2016  
**Report of:** Head of Regeneration and Development  
**Title:** Local Development Scheme 2016-19

### 1.0 **SUMMARY**

- 1.1 The Local Development Scheme (LDS) sets out the subject, scope and timetable for the preparation of Local Plan Documents. Each LDS covers a 3 year period – the last one ran from April 2013 so a new one is needed to cover the period 2016-19.
- 1.2 During this 3 year period we expect to complete and adopt Local Plan Part 2 and commence work on a review of the Local Plan Strategy to take account of the most up to date evidence and to advance the end date to 2036.
- 1.3 It is important to have an up to date Local Development Scheme. As well as providing useful information for the local community and stakeholders who will be involved in the plan preparation process, compliance with the published scheme is one of the soundness tests when Local Plans are examined.
- 1.4 During this period we also expect to undertake a review of the Community Infrastructure Levy (CIL) Charging Schedule and to prepare a number of Supplementary Planning Documents (SPD) and Development Briefs, some of which are already underway. These include:

**Skyline – Watford’s Approach to taller buildings (SPD)**  
**Watford Junction Development Brief**  
**S106 Planning Obligations Supplementary Planning Document**

The timetable for these does not need to be included in the Local Development Scheme.

### 2.0 **RECOMMENDATIONS**

- 2.1 That Cabinet supports the timetable set out in the Local Development Scheme.
- 2.2 That the Local Development Scheme is recommended for approval to Council on 16<sup>th</sup> March– with a commencement date of 1<sup>st</sup> April 2016.

- 2.3 That, it is also recommended to Council that, updates to the Local Development Scheme can be made by the Head of Regeneration and Development in consultation with the Portfolio Holder for Regeneration and Development

**Contact Officer:**

For further information on this report please contact: Vicky Owen, Spatial Planning Manager  
telephone extension: 8281 email: vicky.owen@watford.gov.uk

**Report approved by:** Jane Custance, Head of Regeneration and Development.

### 3.0 **DETAILED PROPOSAL**

- 3.1 The Local Development Scheme (LDS) sets out what the Local Plan will cover and the timetable for its preparation. It is a public document and one that is referred to in the examination process. The proposed LDS is at Appendix A to this report.
- 3.2 At examination, the inspector will consider whether the local plan document being examined has been prepared in accordance with the latest LDS. This forms part of the assessment of soundness. It is therefore important that the scope and preparation timetable are both accurate and achievable, given available resources, and potential changes to those resources. A detailed risk assessment has therefore been prepared, which highlights potential risks of slippage and measures that may need to be taken to minimise the likelihood and impact of those risks. This is at Appendix B to the report.
- 3.3 The main risks to achieving the timetable are identified as staff budget pressures; the mechanisms of joint working on strategic issues with other authorities and partners working to different timetables. Further national changes to the planning system are also a likely risk.
- 3.4 The proposed LDS sets out a timetable for completing the Local Plan Part 2. Along with the Local Plan Part 1 Core Strategy adopted in 2013, this would replace any remaining “saved” policies from the Watford District Plan 2000.
- 3.5 Alongside this, work has already begun on the evidence to inform a plan review. The National Planning Policy Framework (NPPF) is clear that plans must be kept up to date and be based on joint working and co-operation to address larger than local issues. Thus much of this evidence will be prepared together with surrounding authorities and progress on plan reviews will therefore be linked. The LDS sets out a timetable for a review of the Local Plan Strategy to ensure it remains up to date.

### 4.0 **IMPLICATIONS**

#### 4.1 **Financial**

- 4.1.1 There is an annual budget of approximately £100,000 to support Local Plan

preparation. It is estimated that around £100,000 per year will be required for the evidence studies and sustainability appraisal and engagement programme . It is also anticipated that a further £60,000 will be required for examination costs (including legal support); any budget shortfall will be met from the Examination in Public – LDF Reserve.

#### 4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the LDS has to be approved by Council

#### 4.3 **Equalities**

4.3.1 No equalities impact has been identified in relation to the scope and preparation timetable of the Local Plan. The Local Plan documents will be subject to equalities impact assessment as they are prepared.

#### 4.4 **Potential Risks**

Potential risks are identified in Appendix B.

#### 4.5 **Sustainability**

4.5.1 Progressing with the Local Plan will help the council to make sustainable decisions on planning applications. The Local Plan documents themselves will be subject to separate sustainability appraisal.

### Appendices

- Appendix A: Local Development Scheme 2016-19
- Appendix B: Risk Assessment

### Background Papers

- No papers were used in the preparation of this report.

### File Reference

- SP 2.3.2



# **Local Development Scheme**

A work programme for Watford's Local Plan  
2016-2019

1<sup>st</sup> April 2016

**This document can be made available in alternative formats including large print. The council also has staff who can verbally translate the document into a range of other languages.**

**Please contact us on telephone: 01923 226400 for more information.**



## **Contents**

- 1. What Is the Local Development Scheme?**
- 2. Why is a new LDS needed?**
- 3. What Is a Local Plan?**
- 4. Monitoring and Review.**
- 5. Local Plan Documents Scope and Timetable**
- 6. Resources and Risk Management.**

## **1. What is the Local Development Scheme?**

- 1.1. The Local Development Scheme (LDS) is a public statement of Watford Borough Council's three year programme for the preparation of the Local Plan. The programme is agreed by council resolution and comes into effect on 1<sup>st</sup> April 2016.
- 1.2. The LDS contains:
  - A brief description of the Local Plan documents the council will prepare in the next 3 years.
  - A preparation timetable.
  - Information on how the council will monitor progress against the timetable.

## **2. Why is a new LDS needed?**

- 2.1. The council's last LDS was published in April 2013 and covers the 3 year period to March 2016. During the last period Local Plan Part 1 Core Strategy and the CIL charging schedule were adopted (2013 and 2015 respectively).
- 2.2. This LDS covers the period from 2016 to 2019. During this period we intend to complete the Watford Local Plan with the adoption of Local Plan part 2 and to commence a plan review to take account of more recent evidence.
- 2.3. Although we expect that the Local Plan documents will be prepared by and for Watford Borough Council, and that their coverage will be borough-wide, their preparation will be based on effective cooperation with neighbouring authorities, public, voluntary and private sector organisations. In particular, in line with good planning practice, and the Duty to Cooperate specifically set out in the National Planning Policy Framework, we will work with other organisations to identify and address issues which cross administrative boundaries and relate to strategic priorities.
- 2.4. For more information about the Watford Local Plan you can look at the council website [www.watford.gov.uk](http://www.watford.gov.uk) or contact us as below.

Planning Policy Team  
Watford Borough Council  
Town Hall  
Watford  
Herts  
WD17 3EX

Tel: 01923 278263    email: [strategy@watford.gov.uk](mailto:strategy@watford.gov.uk)

### 3. What is the Local Plan?

3.1. The Local Plan sets out planning policy. It sets out the strategic priorities and development considerations for the area and is used in determining planning applications.

3.2. The development plan for Watford consists of:

- The remaining saved policies of the Watford District Plan 2000, until replaced (which will happen on the adoption of Local Plan Part 2)
- Local Plan documents prepared by the council and subject to independent examination (currently the Local Plan Core Strategy, adopted in 2013); and
- The Minerals and Waste Local Plan, prepared by Hertfordshire County Council.

The National Planning Policy Framework, originally published by the Government in 2012, and accompanying National Planning Policy Guidance (NPPG) are also of material consideration but do not form part of the statutory development plan.

3.3. Local Plan documents forming part of the development plan are subject to Sustainability Appraisal and to a formal examination in public (EIP). For Watford, these will comprise:

- **Local Plan Part 1 - Core Strategy** (adopted Jan 2013)
- **Local Plan Part 2 – Development Management and Site Allocation Policies**

Any policies making a change to a land use allocation will be illustrated on the **Adopted Policies Map**.

We will also be working on reviewing the Local Plan Strategy to cover the period to 2036.

3.4. The Local Plan also contains other supporting documents, available on the council's website:

- **Supplementary Planning Documents (SPDs)**
- **Statement of Community Involvement (SCI) (2010)**
- **Authority's Monitoring Report** (produced annually)
- **Local Development Scheme** (this document)
- **The CIL Charging Schedule (2015)**

3.5. New supplementary planning documents proposed include:

- **Skyline – Watford's Approach to taller buildings**
- **S106 Planning Obligations**

3.6. Development briefs are also to be prepared, including for the Watford Junction Special Policy Area.

#### **4. Monitoring and Review**

- 4.1. Each year the council publishes a monitoring report (AMR), covering the year from the start of April of the preceding year to the end of March. The AMR compares the progress of Local Plan preparation to the timetable in the LDS. It also assesses the effectiveness of Local Plan policies, and the significant effects, and reports monitoring data for the borough.
- 4.2. The AMR will therefore act to flag up both policy changes which may be required, and whether a review of the preparation timetable is necessary.
- 4.3. Due to the increase in population and demand for new homes and employment space, a review of the Local Plan Strategy is proposed taking account of emerging technical work on housing and employment growth.

## **5. Local Plan documents scope and timetable.**

5.1. The tables below describe the scope and content of the Local Plan and a timetable for the main stages in production. The adopted proposals map will be revised when any document is adopted which makes changes to the map in order to illustrate geographically the application of the policies.

5.2. The main formal stages in plan preparation are as follows:

- **Notification (Reg 18)**

This stage involves notifying those bodies or persons specified in the Regulations (The Town and Country Planning (Local Planning) (England) Regulations 2012 that we intend to prepare a Local Plan document; the subject of that document, and inviting representations on what such a document should contain.

In practice there will be consultation stages between this and publication to allow for the development and sustainability appraisal of reasonable alternatives, and for public participation in plan preparation. Indicative times for these are given in the table below for information – the number of stages of informal consultation required will depend on the outcome of earlier consultation and sustainability appraisal.

- **Publication (Reg 19)**

The Local Plan Document, as intended for submission to the Secretary of State, will be published for formal consultation.

- **Submission (Reg 22)**

The Local Plan Document is submitted for independent examination by a planning inspector, along with all comments received at the publication stage.

- **Examination (Reg 24)**

An independent inspector is appointed by the planning inspectorate to assess the soundness of the submitted plan. The inspector will take all comments received into account.

- **Adoption (Reg 26)**

The stage at which the council formally adopts the Local Plan document as part of the development plan.

## The Watford Local Plan 2006-2031 – Part 2

<b>Title</b>	<b>Local Plan Part 2</b>
Subject Matter	Site allocations and development management policies, to deliver the adopted Local Plan Part 1 Core Strategy.
Status	Local Plan Document:
Geographic coverage	Watford Borough
<b>Timetable</b>	
Notification	November 2012
<i>Informal consultation</i>	Autumn 2013 – March 2016
Publication (for consultation)	August 2016
Submission	February 2017
Examination	March – November 2017
Adoption	January 2018

## The Watford Local Plan Strategy 2016-2036

Whilst completing work on Local Plan Part 2, we are already looking ahead to reviewing the Local Plan to cover the period to 2036. This plan will take account of the most up to date information on development needs in the area.

<b>Title</b>	<b>Local Plan Strategy 2016-2036</b>
Subject Matter	The Local Plan Strategy document will set out the overall strategy and broad locations for development in Watford to 2036.
Status	Local Plan Document:
Geographic coverage	Watford Borough
<b>Timetable</b>	
Notification	March/April 2016
<i>Informal consultation</i>	December 2017 and July 2018
Publication (for consultation)	December 2018
Submission	July 2019
Examination	Aug 2019-Dec 2019
Adoption	February 2019

## **6. Resources and Risk Management**

### **Resources**

- 6.1. The Local Plan is prepared by the council's Planning Policy Group. Allowing for other work responsibilities, and planned absences such as leave and training, the Group is currently able to dedicate around 14 person days per week to Local Plan preparation.
- 6.2. The need for an external consultant to fulfil our Sustainability Appraisal and Strategic Environmental Assessment requirements is ongoing. External consultants are also used to prepare background evidence base studies, and they are appointed on an as needed basis.
- 6.3. The policy team has an annual budget for the production of supporting studies for local plan preparation, which is £98K per annum from 2016-2017.

### **Risks**

- 6.4. A separate risk assessment has been undertaken of risks which may affect our ability to prepare documents in line with the planned timetable. A key risk relates to staffing levels, given the likely continuation of cuts in local government funding and pressure on resources. This may affect both staffing levels within the team, and the contribution other relevant staff within the council are able to make to our work. Increased use of outside consultants or temporary staff may be required to keep plan preparation on time. Alternatively, if the budget does not allow this, the timetable may have to slip, and if so, will need to be revised.
- 6.5. Another significant risk to the timetable is the process of working closely with neighbouring authorities and other agencies through the Duty to Co operate, particularly in relation to the need to agree the distribution of housing, employment and other uses across a wider area. This means that both evidence and discussions on how that evidence should be translated into local policies and targets will need to be coordinated at both officer and political level which is likely to have timing implications. Any failure to fulfil this duty properly would mean the plan being found unsound.
- 6.6. Further changes to the national planning system pose a high risk that may introduce additional delay and uncertainty.
- 6.7. Another potential risk is the emergence of neighbourhood planning. Currently there are no neighbourhood plans being produced in Watford. However should a group wish to prepare such a plan, resources will need to be diverted from the Planning Policy team to assist in the production of a neighbourhood plan.





## Risk Assessment to accompany the Local Development Scheme 2016-19

There are a number of potential risks that could affect the council's ability to achieve key milestones. Whilst it is difficult to say if and when such risks may occur, the following factors could have a significant impact and may result in a need to review the LDS:

<b>Risk</b>	<b>Impact on timetable</b>	<b>Likelihood (assuming no mitigation)</b>	<b>Impact and likelihood without mitigation</b>	<b>Mitigation</b>	<b>Impact, and likelihood, with mitigation</b>
<b>Staffing</b>					
Budget pressures constraining level of staff resources, vacancies or other absence.	3	3	9	Seek to fill vacancies and cover planned long term absence. Could use agency staff at peak times or use consultants for additional elements of work but this would depend on budget.	6
Limited availability of other relevant council staff.	3	3	9	Seek input from other teams as early as possible and ensure Heads of service briefed through LT.	6
Insufficient wider engagement/ corporate buy-in	3	2	6	Ensure Planning Policy team is represented on relevant forums and engages with LT/ELT at key stages	4
<b>External input/influence</b>					

<b>Risk</b>	<b>Impact on timetable</b>	<b>Likelihood (assuming no mitigation)</b>	<b>Impact and likelihood without mitigation</b>	<b>Mitigation</b>	<b>Impact, and likelihood, with mitigation</b>
Other organisations timetables and resources affecting ability to comply with Duty to Cooperate on strategic issues. Several agencies have already told us they no longer have the resources to comment on individual plans and instead offer guidance notes or checklists on what they expect Local Plans should contain.	3	3	9	Use checklists where provided and liaise directly with relevant organisations where specific input is required.	6
<b>Political Issues</b>					
Political decisions across the wider area resulting in failure to reach agreement on wider than local issues through Duty to Cooperate.	4	3	12	Raising key issues at the earliest opportunity and maintaining an ongoing dialogue.	10
Changing political priorities within the council	3	2	6	No mitigation required.	6
Political timetable and lead in times to decision making process. Risk of decision being called in.	2	2	4	No mitigation required	4
Further changes to the planning	3	4	12	Not within our control, but we	10

<b>Risk</b>	<b>Impact on timetable</b>	<b>Likelihood (assuming no mitigation)</b>	<b>Impact and likelihood without mitigation</b>	<b>Mitigation</b>	<b>Impact, and likelihood, with mitigation</b>
system.				can keep up to date with changes.	
<b>Procedural Risks</b>					
Failure of soundness tests	4	2	8	Self assess compliance and take note of other examinations – particularly within the local area.	6
Procedural omissions	Minor 2	3	6	Always check requirements	4
	Significant 2	2	8		4
<b>Other risks</b>					
IT problems/failure	2	4	8	Being addressed at corporate level	8
Emergencies affecting Town Hall/staff	2	1	2	Council has an emergency plan.  Documents are stored electronically and staff are set up for home working.	2

Impact on Timetable Key:

- 4 Potential need to start again
- 3 Delay of over a year
- 2 Delay of up to a year
- 1 Minor delay



## PART A

**Report to:** Cabinet  
**Date of meeting:** 7 March 2016  
**Report of:** Housing Project Manager  
**Title:** Temporary Accommodation Placement Policy

### 1.0 **SUMMARY**

- 1.1 Legislation and statutory guidance set out by the government requires that Councils should place homeless households in their own district wherever possible. The guidance states that the circumstances of the whole family must be considered, especially where a placement is made out-of-district. The Guidance also sets out the factors that Councils should take into account when considering out-of-district placements, such as: distance from employment, caring responsibilities; social care, welfare, and medical requirements
- 1.2 The Council's draft Temporary Accommodation Placement Policy attached at Appendix 1 sets out how the Council will assess, prioritise and manage the placement of eligible Watford homeless applicants into temporary accommodation.
- 1.3 The recent Supreme Court Judgment in the case of Westminster City Council vs Nzolameso has established a legal precedent which re-emphasises the importance of an appropriate policy.

### 2.0 **RECOMMENDATIONS**

- 2.1 That Cabinet approves the Temporary Accommodation Placement Policy set out in Appendix A
- 2.2 Cabinet delegates to the Head of Community and Customer Services in consultation with the Portfolio Holder for Housing authority for agreeing the detailed implementation plan and precise implementation date.
- 2.3 That Cabinet notes that minor changes to the Policy may be deemed necessary during implementation and that the Council's Constitution delegates authority for these to be made by the Head of Community and Customer Services in consultation with the Portfolio Holder for Housing

**Contact Officer:**

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**Report approved by:** Alan Gough  
Head of Community & Customer Services  
Watford Borough Council

### 3.0 DETAILED PROPOSAL

- 3.1 Clear legislative and statutory guidance has been set out by central government which requires that councils have in place a policy which sets out how they assess, manage and prioritise temporary accommodation placement for homeless applicants. The Temporary Accommodation Placement Policy attached at Appendix 1 represents Watford's proposed policy
- 3.2 The starting point for the Statutory Guidance and the legislation is that accommodation should be sought to accommodate homeless persons to whom a duty is owed to house temporarily within their own local authority area. It is however recognised that this is not always going to be possible, the Statutory guidance therefore sets out the factors and criteria that councils should take into account when considering out-of-district placements-

*Where it is not possible to secure accommodation within district and an authority has secured accommodation outside their district, the authority is required to take into account the distance of that accommodation from the district of the authority.*

*Where accommodation which is otherwise suitable and affordable is available nearer to the authority's district than the accommodation which it has secured, the accommodation which it has secured is not likely to be suitable unless the authority has a justifiable reason or the applicant has specified a preference.*

*Generally, where possible, authorities should try to secure accommodation that is as close as possible to where an applicant was previously living. Securing accommodation for an applicant in a different location can cause difficulties for some applicants. Local authorities are required to take into account the significance of any disruption with specific regard to employment, caring responsibilities or education of the applicant or members of their household. Where possible the authority should seek to retain established links with schools, doctors, social workers and other key services and support. Authorities should also take into account the need to minimise disruption to the education of young people, particularly at critical points in time such as leading up to taking GCSE (or their equivalent) examinations. DCLG, 2012<sup>1</sup>*

- 3.3 The recent Supreme Court judgment on the case of *Nzolameso v City of Westminster*<sup>2</sup> has now established a legal precedent which requires that councils develop and maintain a policy for procuring sufficient units of temporary accommodation to meet

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<sup>1</sup>[https://www.Supplementary\\_Guidance\\_on\\_the\\_Homelessness\\_changes\\_in\\_the\\_Localism\\_Act\\_2011and\\_on\\_the\\_Homelessness\\_Order\\_2012](https://www.Supplementary_Guidance_on_the_Homelessness_changes_in_the_Localism_Act_2011and_on_the_Homelessness_Order_2012)

<sup>2</sup> <https://www.supremecourt.uk/cases/uksc-2014-0275.html>

the anticipated demand in the coming year and how applicants are prioritised for accommodation. This should reflect statutory responsibilities in terms of the Housing Act 1996 and the Children Act 2004 where applicable.

- 3.4 This implies that the Council is required to carry out searches over an increasing radius, or in terms of travel time, to source accommodation. The emphasis is securing accommodation that is suitable and affordable and affordability applies both to the homeless applicant and to the placing Council.
- 3.5 Local authorities are increasingly placing households out-of-district due to pressures of increasing homelessness and inadequate supply of suitable accommodation in the local area. This was highlighted in the Supreme Court judgment of *Nzolameso v City of Westminster*<sup>2</sup>. Westminster had offered temporary accommodation to Ms Nzolameso and her 4 children in Bletchley, near Milton Keynes. Ms Nzolameso refused the accommodation. Westminster's decision was upheld through a statutory review, at the County Court and the Court of Appeal. However it was overturned by the Supreme Court unanimously hence creating a legal precedent.
- 3.6 Some of the defects that the Supreme Court highlighted in Westminster's decision were:
- The decision letter failed to indicate that proper consideration had been given to finding accommodation locally or in neighbouring boroughs; instead it referenced the general shortage of accommodation;
  - Adequate consideration was not given to the welfare of the children; and
  - The decision letter did not evidence or explain in sufficient detail the reasons of the Council.
- 3.7 Councils seeking to place homeless applicants out of district will need to properly evidence their decision, taking account of the circumstances of the whole family. This requires gathering more detailed information on the whole family.
- 3.8 The Supreme Court acknowledged that there will almost always be children affected by decisions about where to accommodate households to which the main homelessness duty is owed, and individual choices between them must sometimes be made, this points towards the need to explain the choices made, preferably by reference to published policies.
- 3.9 There was guidance on how local authorities were to explain their decisions as to the location of properties offered. The common ground established is that councils are entitled to take account of the resources available to them, the difficulties of procuring sufficient units of temporary accommodation at affordable prices in their area, and the practicalities of procuring accommodation in nearby authorities.
- 3.10 The guidance in developing an approach to placing households as set out by the referenced judgment has been incorporated into this policy. These involve-
1. Developing and maintaining a policy for procuring sufficient units of temporary accommodation to meet the anticipated demand in the coming year and this should be approved by Cabinet.

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<sup>2</sup> <https://www.supremecourt.uk/cases/uksc-2014-0275.html>

2. Developing and maintaining a policy for determining priority for units in borough and near by, again, subject to approval by Cabinet. The recommended policy is attached at Appendix 1.

3.11 The judgment acknowledges there is an established principle that local authorities can take in to account their available resources when procuring temporary accommodation. In terms of developing a policy for procuring a supply of temporary accommodation it is reasonable to assume that this will determine the number of properties to be procured locally and the numbers to be procured in more affordable areas.

3.12 Officers continue to focus on methods for preventing homelessness and finding alternative accommodation for homeless households in the private sector. The table below shows the numbers of households housed in temporary accommodation at the end of the last three financial years. Numbers have been extrapolated to the next two years. Given national policy changes that have been announced it is expected numbers of applicants requiring temporary accommodation will increase. The table below sets out our estimate of in-borough provision, and an estimate of provision we will need to secure in other districts.

**Temporary Accommodation Placements for Watford**

<b>Year</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16*</b>	<b>2016/17*</b>
<b>Out of Area</b>	3	2	58	75	97
<b>In Area</b>	95	107	148	152	152
<b>% Out of Area</b>	3%	2%	28%	32%	39%
<b>Total</b>	<b>98</b>	<b>109</b>	<b>206</b>	<b>227</b>	<b>249</b>
<b>* Projection</b>					

3.13 In keeping with legislation and guidance the table above does not show the minimum we estimate we will need to accommodate in the district. It is an estimate of the maximum numbers of temporary accommodation we expect to be able to procure based on recent experience of the market. It is an estimate and will be kept under review.

3.14 We are also progressing innovative approaches to increase the supply of affordable temporary accommodation within the Borough, additional affordable homes and move on accommodation. These are all key in tackling the challenge. The Housing Company being established will play a key role.

#### 4.0 **IMPLICATIONS**

##### 4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there is a risk that some homeless households may remain in temporary accommodation for longer while alternative properties are sourced. This will imply that there may be an increase in operational costs.



## 4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that, in the light of the Supreme Court decision the Council will face increased legal challenge unless it implements a policy as set out in appendix 1.  
Whilst legal challenge is still likely regardless of the policy in individual cases the council will have a more robust response with the policy in place.

## 4.3 **Equalities**

- 4.3.1 An equality impact assessment has been carried out during the development of the Policy. Assessment carried out during development of the Policy indicated that there were no significant adverse impacts on clients with a particular protected characteristic which could not be mitigated or justified

## 4.4 **Potential Risks**

<b>Potential Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall score</b>
Lack of private sector properties for homeless applicants in the borough, more time in temporary accommodation and more supply needed.	4	4	16
Legal challenges	3	2	6
Complaints	3	2	6
Increase in aggression towards staff	4	2	8
In order to mitigate these risks, the approach to securing private sector properties is being reviewed and will help address this.			

## **Appendices**

Appendix A

Temporary Accommodation Placement Policy- Draft

Appendix B

Equality Impact Assessment Report

## **Background Papers**

- The following background papers were used in the preparation of this report:

The Homelessness (Suitability of Accommodation) (England) Order 2012

Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order 2012

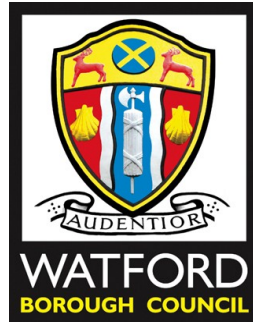
Nzolameso v City of Westminster, Supreme Court, 2 April 2015

- If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

## **File Reference**

- *None*

## Appendix A



## Watford Borough Council

# Temporary Accommodation Placement Policy

## **1 Introduction**

1.1 This document sets out Watford Council's policy for the placement of households in temporary accommodation, both inside and outside the Borough. It covers both interim placements made under Section 188 Housing Act 1996 ("HA96"), while homelessness enquiries are undertaken, and longer term temporary accommodation placements for households accepted as homeless under Section 193 HA96.

1.2 The policy takes into account the statutory requirements on local authorities in respect of suitability of accommodation, including Suitability Orders, and the Homelessness Code of Guidance 2006.

1.3 As per section 208 HA96, and paragraph 16.7 of the Homelessness Code of Guidance, so far as reasonably practicable, the Council seeks to accommodate homeless households in Watford and always considers the suitability of the accommodation offered, taking into account the circumstances of the individual household. However, due to an acute shortage of affordable housing locally, and rising rental costs, an increasing number of households are likely to be placed outside the borough, as it will not be reasonably practicable to provide accommodation within Watford. The application of housing benefit caps, and introduction of the overall benefit cap from April 2013, has further restricted the number of properties that will be affordable to homeless households in Watford, and particularly larger families.

1.4 When determining whether it is reasonably practicable to secure accommodation in Watford, as opposed to simply what is reasonable, the cost of the accommodation is a relevant and proper consideration.

1.5 The Local Housing Allowance (LHA) is used to work out how much Housing Benefit a tenant will receive to pay their rent. LHA rates depend on who lives in the household, and the area they are making their claim in. These areas are called Broad Rental Market Areas (BRMA) and Watford is part of the South West Herts. BRMA.

1.6 The Welfare Reform (low levels of Local Housing Allowance against increasing local market rent) continues to impact negatively on our supply of 2 bedroom accommodation, the main accommodation size required for households in TA. We have seen a decrease in the overall number of social lettings by 20% in the previous 24 months to date. TA occupation has more than doubled since March 2013 with over 200 families now occupying TA and 32% of TA residents are currently placed out of borough.

1.7 According to the Office of National Statistics (ONS) records, Watford is the most densely populated district area in England and Wales with an area of 21 sq km (8 sq mi) and a population density of approximately 4,300 people per square km. The growing population has contributed to the increasing short

supply of suitable accommodation. Due to this, it is likely that increasing proportions of households will be placed out of borough in future.

1.8 The Council endeavours to place most affected applicants in the neighbouring boroughs, with access to services and reasonable travelling distance, 90 minutes, by public transport to Watford. However there may be cases where applicants may have to be placed further away due to lack of suitable properties. This policy therefore details how applicants will be prioritised for housing in Watford, and outside of Watford.

## **2 Temporary Accommodation Offers and Refusals**

2.1 Due to the shortage of suitable accommodation in Watford, homeless applicants who are housed under the Council's interim duty to accommodate pursuant to Section 188 HA96 may initially be placed in emergency accommodation, including bed and breakfast and short-term self-contained accommodation, such as annexes, while enquiries are carried out. This accommodation may be outside of the borough. If the Council decides it has a duty to house the household, they will be moved to longer-term accommodation as soon as a suitable property becomes available.

2.2 Wherever possible, the Council will avoid placing: families with dependent children; pregnant women; and, young people aged 16/17 in bed and breakfast accommodation. Where no other suitable accommodation exists and such placements are necessary, the Council will endeavour to move these households to more suitable self-contained accommodation within six weeks.

2.3 Where the Council decides that applicants housed under Section 188 HA96 are not owed the main homelessness duty, they will be asked to leave, usually within 14 days for single households and 28 days for families, of receiving a homelessness decision letter.

2.4 Applicants will be given one offer of suitable interim or longer term temporary accommodation and they will be asked to accept it straight away. There is no obligation upon the Council to enable applicants to view the accommodation prior to acceptance. In making the offer, the household's individual circumstances will be considered, taking into account the factors set out in section 3 of this policy and Council's criteria on out of borough placements.

2.5 If an applicant rejects an offer, they will be asked to provide their reasons for refusal. This applies to new applicants to whom the Council has an interim duty to accommodate under Section 188 HA96, as well as those seeking a transfer from existing Temporary Accommodation (TA) or those in TA who are required to move by the Council whom the Council has accepted a rehousing duty towards under Section 193 HA96. The Council will consider the reasons given and undertake further enquiries as necessary. If the Council accepts the

reasons for refusal and agree the offer is unsuitable, the offer will be withdrawn and a further offer will be made.

2.6 Where applicants refuse suitable interim accommodation (which may include out of borough placements) and the Council does not accept their reasons for refusal, and considers that the offer is suitable, applicants will not be offered further accommodation and will be required to make their own arrangements. There is no right of appeal against the suitability of accommodation offered to applicants under Section 188 HA96 (although they can apply for judicial review through the courts). For applicants where the Council has accepted a rehousing duty under Section 193 HA96, (s193 duty) there is a right to request a review of the suitability decision, pursuant to Section 202 HA96.

2.7 In cases where the applicant is entitled to and exercises their right to a review of the Council's decision, they will only continue to be accommodated during the review period in exceptional circumstances. Each case will be considered on an individual basis, taking into account the overall merits of the review request, any new information or evidence that may affect the original decision, and the personal circumstances of the applicant and the potential impact of the loss of accommodation. Should the outcome of the review determine that the original offer was suitable and the applicant still refuses that suitable offer of accommodation, the homelessness duty will be discharged. If the applicant is resident in emergency accommodation, they will usually be asked to vacate the property. This will be within 14 days for single households and 28 days for families, of receiving the decision letter and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation, the current housing provider should be advised that the duty has been discharged.

2.8 In cases where the applicant has no right to a review, the homelessness duty will be discharged. If the applicant is resident in emergency accommodation, they will usually be asked to vacate the property. This will be within 14 days for single households and 28 days for families, of receiving the decision letter and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation, the current housing provider should be advised that the duty has been discharged.

### **3. Suitability of accommodation – factors to consider**

3.1 In offering temporary accommodation, the Council will consider the suitability of the offer, taking into account the following factors:

3.1.1 **The temporary accommodation available in the borough-** if suitable accommodation is available in the borough, applicants will be housed in Watford, allowing them to maintain any established links with services and social/support networks. However, when there is a lack of suitable accommodation or there are higher priority households awaiting accommodation in the borough, out of borough placements will be used to

meet the Council's housing duty. Given the shortage of accommodation locally, bed and breakfast in/outside of the borough may be considered suitable for short-term interim placements.

**3.1.2 Size and location of the property and the availability of support networks in the area** – accommodation must provide adequate space and room standards for the household and be fit to inhabit. In deciding on the fitness of the property, consideration will be given to the length of time needed to complete any necessary repairs and whether it is reasonable to complete these while the property is occupied. The quality of the decoration/furniture, the layout/type of accommodation, provision of parking and lack of access to a garden are not in themselves acceptable reasons for a refusal.

**3.1.3 Health factors** – the Council will consider health factors, such as ability to get up the stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in Watford. If the applicant or a member of the resident household is citing medical grounds that were not identified during the initial assessment, the applicant must submit a medical form with 24 hours. The key test in determining the impact of medical issues is whether the condition itself makes the housing offered unsuitable. Problems such as depression, asthma, diabetes or back pain would not normally make a property unsuitable, as the problems would persist in any sort of accommodation.

**3.1.4 Education** - attendance at local schools will not be considered a reason to refuse accommodation, though some priority will be given to special educational needs and students who are close to taking public examinations in determining priority for in-borough placements.

**3.1.5 Employment** – the Council will consider the need of applicants who are in paid employment to reach their normal workplace from the accommodation that is secured.

**3.1.6 Proximity to schools and Services** - The council will consider the proximity to schools, public transport, primary care services, and local services in the area in which the accommodation is located.

**3.1.7 Any special circumstance** - The Council will consider any other reasons for refusal put forward by the applicant and come to an overall view about whether the offer is suitable.

#### **4. Criteria for prioritising placements inside/outside of Watford**

4.1 As the borough faces pressure to house applicants outside the area, it will increasingly be necessary to make decisions about the suitability of out of Watford/ in Watford placements for individual households and balance these against the type and location of temporary accommodation that can be offered. In many cases housing outside of the borough will be more sustainable for the household in the long-term, with lower rents allowing them to better meet their subsistence and household costs and avoid rent arrears.

4.2 In placing households in temporary accommodation, there will be a general presumption that placements outside of Watford will be used to discharge housing duties where suitable, affordable accommodation is not available locally. However, priority for in-borough accommodation will be given to certain households whose circumstances indicate that they would best be housed locally. These include:

4.2.1 Applicants with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available in Watford.

4.2.2 Applicants who are in receipt of a significant package and range of health care options that cannot be easily transferred.

4.2.3 Applicants with a severe and enduring mental health problem who are receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network where a transfer of care would severely impact on their well being.

4.2.4 Households with children registered on the Child Protection register in Hertfordshire, or families who have high social needs who are linked into local health services and where it is confirmed that a transfer to another area would impact on their welfare.

4.2.5 Households containing a child with special educational needs who is receiving education or educational support in Watford, where change would be detrimental to their well-being.

4.2.6 Applicants who have a longstanding arrangement to provide care and support to another family member in Watford who is not part of the resident household and would be likely to require statutory health and social support if the care ceased.

4.2.7 Any other special circumstance will also be taken into account

### **4.3 Priority for placements in Watford will be given to:**

4.3.1 Applicants who have as part of their household, a child or children over the age of 14 who are enrolled in public examination courses in Watford, with exams to be taken within a year, wherever practicable we will seek to place such households within reasonable travelling distance of their school or college.

4.3.2 Wherever practicable, any applicant who works in paid and settled employment, minimum of 16 hrs /week for a single person or lone parent and 20 hrs/ week for a couple. Maternity leave will be taken into account, where the requisite hours were routinely worked prior to maternity leave and there is an intention to return to work. The applicant/s would have been employed continuously for more than six months and the Council will



endeavour to place such household within reasonable travelling distance, 90 minutes, by public transport from their place of employment.

4.3.3 Applicants who meet none of the above criteria will be offered properties out of Watford when no suitable property in Watford is available.

## **5.0            Reviewing the Policy**

5.1.0 The Policy will be monitored and reviewed formally in line with the development of a new Homelessness Strategy to ensure effectiveness. If changes are required, these will be made as and when necessary. The Policy may also be reviewed at any time, in line with any relevant changes in legislation or Guidance issued by relevant Government Departments.



## **Appendix B**

### **WATFORD BOROUGH COUNCIL TEMPORARY ACCOMMODATION PLACEMENT POLICY: EQUALITY IMPACT ANALYSIS**

#### **1. Introduction**

This report presents the findings of an assessment of the potential impacts of the Watford Temporary Accommodation (TA) Placement Policy. The assessment aims to ensure that the policy takes into account the needs and aspirations of a wide range of groups and does not lead to the unlawful discrimination upon any individual or group.

#### **2. Report methodology**

The methodology to be used in the production of the Temporary Accommodation Placement Policy Equality Impact Assessment is based on guidance published by Watford Borough Council. In line with this guidance, this report will assess the positive and negative impact of the proposals included within the Temporary Accommodation Placement Policy in respect of the “protected characteristics” set out in the Equality Act 2010.

These are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and belief
- Sex (gender)
- Sexual orientation
- Marriage and civil partnership

The assessment considers the impact of the Temporary Accommodation Placement Policy in order to:

- Identify the needs of equality groups
- Identify the positive impacts of the proposed policy
- Identify the adverse impacts of the proposed policy
- Identify proportionate and reasonable mitigation measures that need to be incorporated into the policy to reduce or eradicate significant adverse impacts.

This will be established by:

- Awareness of the relevant national, regional and local legislation and policy with regard to equality issues.
- Consultation with a wide range of individuals and groups who are stakeholders in the placement of existing and potential applicants in temporary accommodation by Watford Borough Council.

Impacts have been compiled into tables in section 6 of the report, as per Watford Borough Council’s guidelines, with impacts noted per group and classified as positive, neutral or negative. There is then a description of the reason for that classification and a description of the proposed mitigation of the impact, if necessary.

### **3. Local and National policies**

A variety of national legislation underpins the requirement and need to carry out an equality impact assessment for the proposed Watford Temporary Accommodation Placement Policy. This legislation highlights how equality is increasingly recognised as a fundamental part of the policy-making process, while also requiring organisations to adopt a more proactive approach to promoting equality of opportunity across a variety of projects including those to the built environment.

The Equality Act brings together all the existing strands of equality and discrimination legislation and provides a much clearer picture of existing law, extending it to cover some anomalies in existing discrimination law, and creating a stronger set of obligations on public bodies to promote equality. National legislation underpins Watford Borough Council's local policy which is set out in the Single Equality Scheme 2010-2013.

The primary aspiration of this policy is to create and maintain a borough in which each person has an equal entitlement and access to quality services and employment opportunities, irrespective of their race, religion or belief, disability, age, gender, gender reassignment, sexual orientation, family circumstances, marital status or financial status. The policy sets out its commitment to:

- Promote the principles and practices of equality throughout the council and the borough, as well as with appropriate multi-agency partnerships.
- Implement clear internal policies and procedures to address inequality and ensure that all employees and service users are not discriminated against on the basis of race, gender, disability, age, religion and belief, gender reassignment or sexual orientation.
- Challenge when unfair discrimination and harassment is seen.
- Promote good relations between people of different races.
- Promote equality of opportunity for disabled people, and between men and women.
- Promote equality of opportunity for people of all ages, sexual orientation, religions or belief.
- Undertake effective and meaningful consultation and encourage active community participation and involvement in decisions.
- Ensure that recruitment procedures provide equality of access for all staff and local communities.
- Assess, monitor and evaluate the implementation of access for all policies through Equality Impact Assessments, making appropriate adjustments where necessary.

Consultation and this Equalities Impact Assessment are required stages of the process to ensure Watford Borough Council meets its duties under The Equality Act 2010.

### **4. Background and Description**

The Council has a duty to provide suitable temporary accommodation (TA) Under Part VII Housing Act 1996 to households who are eligible, homeless and have a priority need until a decision has been reached on their application as to what duty if any is owed.

If the council decides that it owes a 'full housing duty', an applicant will continue to be provided with TA until they find their own accommodation or are offered permanent housing (either social housing; or from November 2012, a local authority's homelessness duty can be discharged through the use of a suitable private rented property).

The council takes into account the circumstances of each household when allocating TA or a private rented property to ensure that it is suitable. Watford Borough Council's Placement Policy outlines the approach that will be taken in making placements into temporary accommodation. The same principles already apply to discharge into the private rented sector. This policy has been in operation informally for a number of years for TA placements and there has been a yearly increase in placements outside of the borough. 32% of TA residents are currently placed out of borough. As at 31<sup>st</sup> January 2016, 72 out of a total of 227 applicants in TA were placed out of the borough.

The Council would prefer for all placements to be made within borough boundaries. This is in line with the legislation and statutory guidance set out by the government which requires that Councils should place homeless households in their own district wherever possible. The guidance states that the circumstances of the whole family must be considered, and where a placement is made out-of-district the following will apply:

*Where it is not possible to secure accommodation within district and an authority has secured accommodation outside their district, the authority is required to take into account the distance of that accommodation from the district of the authority. Where accommodation which is otherwise suitable and affordable is available nearer to the authority's district than the accommodation which it has secured, the accommodation which it has secured is not likely to be suitable unless the authority has a justifiable reason or the applicant has specified a preference. DCLG, 2012<sup>1</sup>*

It is important to note that of those placed out of borough, most are placed in the boroughs of Dacorum, Hertsmere, Harrow, Luton and Central Bedfordshire. However, in borough placements are becoming in increasingly short supply due to rising costs and benefit restrictions and it is likely that an increased proportion of households will be placed out of borough in future.

Welfare Reform ( low levels of local housing allowance against increasing local market rent) is negatively impacting on our supply of 2 bedroom accommodation the main size required for households in TA. We have seen a decrease in the overall number of social lettings by 20% in the previous 24 months to date. TA occupation has more than doubled since March 2013 with over 200 families now occupying TA. The council needs to avoid the use of unsuitable TA that is either of the wrong type (i.e. B+B accommodation for families) or too expensive accommodation.

Given the dwindling supplies of local affordable accommodation used for TA the Council require a formalised policy to safeguard the interests of those requiring TA (or a suitable place in private rented accommodation). The Temporary Accommodation Placement Policy's aim is to prioritise the constrained supply of suitable temporary / affordable private rented in-borough housing to those that need it the most; make the council's position consistent and clear; and reduce any risk of legal challenge. Depending on their individual circumstances, households could be placed in one of two groups in line with the DCLG guide which states:

*Generally, where possible, authorities should try to secure accommodation that is as close as possible to where an applicant was previously living. Securing accommodation for an applicant in a different location can cause difficulties for some applicants.*

*Local authorities are required to take into account the significance of any disruption with specific regard to employment, caring responsibilities or education of the applicant or members of their household.*

*Where possible the authority should seek to retain established links with schools, doctors, social workers and other key services and support. Authorities should also take into account the need to minimise disruption to the education of young people, particularly at critical points in time such as leading up to taking GCSE (or their equivalent) examinations. DCLG, 2012<sup>1</sup>*

GROUP A –Households that have an assessed need to be placed in the local area / adjacent boroughs / 90 minutes travel time on public transport). This group includes but is not limited to households with children in key stages of education e.g. sitting their GCSEs, those in settled employment, those with exceptional medical and social welfare requirements.

GROUP B – All other households. This includes those who would otherwise be in Group A but do not have an exceptional need to be in Watford or the local area.

This implies that the Council is required to carry out searches in an increasing radius, or in terms of travel time, to source accommodation. The emphasis is on securing accommodation that is suitable and affordable. In this respect, affordability applies to both to the client and to the placing council. All placements are subject to a thorough suitability assessment to determine the type and location of accommodation that should be offered. There is legislative guidance and extensive case law on this and the placement policy provides guidelines for officers to follow.

The following questions form part of the suitability assessment:-

#### Medical

1. Do you or anyone in your household have any diagnosed medical requirements which mean that you have to live close to a medical centre? I.e. Doctor surgery, hospital
2. Do you or anyone in your household have a carer that either lives with you or comes in to provide care?
3. Do you or anyone in your household provide significant amount of care to someone else, e.g. a relative you don't live with?

#### Special Needs

4. Do you have any support services that you or anyone in your household works with?
5. Are you at risk in any area/s?

#### Education

6. Do you have any children attending school?
7. What school does your child attend and what years are your children currently in?
8. Do any of your children have a Statement of Special Educational Needs?

#### Employment

9. Are you or anyone in your household currently employed? If so, when did you start working for your current employer and where is your job mainly based?

#### Other Factors

10. Are there any other key factors that think should be considered regarding any affect the location you are placed in may have on you and your family?

## **5. Consultation Methods and Headline Findings**

The draft copy of the policy has been made available to stakeholders and service providers operating within the Watford Borough Council area. A questionnaire was then compiled which was made available for the wider public, online through the Council's website and letters with questionnaires attached were sent to 220+ housing applicants residing in temporary accommodation.

### **Headline findings**

- The responses from existing TA applicants' were based on their individual circumstances
- Recognition and acceptance that the social housing sector can no longer meet the totality of housing need of people in Watford
- Limited number of available properties in the private rented sector in the Watford area
- The need to source properties in areas outside of Watford could not be avoided
- Desire from support services to be involved in the process of placing potential applicants outside of Watford particularly the vulnerable client group
- Request for further support with quicker access and processing of housing benefit applications to avoid applicants with support needs losing offers of accommodation.

### **Comparative Analysis**

These involve a comparative analysis of the recent information obtained from the Office of National Statistics (ONS), records on Locata Housing Management System and responses received during the consultation process from the public and applicants in Watford TA

## 6. Impact Assessments

### 6.1 Watford population (ONS Data)

Watford is an extremely diverse borough. Understanding our population helps ensure the needs of local people and communities are taken into account. Outlined below are some of the key Office of National Statistics (ONS) data and information that supports our understanding of the Watford community and assessing our housing needs

Watford	Total Resident Population	Males	Females
All Ages	90,300	44,800	45,500
0-4	6,700	3,400	3,300
5-9	5,400	2,800	2,600
10-14	5,300	2,700	2,600
15-19	5,300	2,700	2,600
20-24	5,700	2,800	2,900
25-29	8,000	3,900	4,200
30-34	8,100	4,100	4,000
35-39	7,300	3,700	3,600
40-44	7,000	3,600	3,500
45-49	6,400	3,300	3,100
50-54	5,400	2,700	2,600
55-59	4,400	2,200	2,100
60-64	4,000	1,900	2,100
65-69	3,100	1,500	1,600
70-74	2,600	1,200	1,400
75-79	2,200	1,000	1,200
80-84	1,700	700	1,000
85-89	1,000	400	700
90 and over	600	100	400

Source: Office for National Statistics 2011 Census

49.6% of Watford's resident population in 2011 were male, as compared to 49.2% in 2001 and 50.4% were female, as compared to 50.8% in 2001. Further analysis of the population is below.

<b>Population</b>	<p>The size of Watford's population at the time of the census in 2011 was <b>90,300</b>. This is around a 13% increase in population since the last census in 2001 when the population was 79,726.</p> <p>The current mid-year estimate (2014 revised) puts the population at <b>95,500</b>.</p> <p>Watford's numerical population growth of 1,769 persons between mid 2013 and mid 2014 was made up of the following:-</p> <ul style="list-style-type: none"> <li>• Excess births over deaths +862 persons</li> <li>• Net internal in-migration persons +318</li> <li>• Net international in-migration +590 persons</li> <li>• Other person -1</li> </ul>
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	<ul style="list-style-type: none"> <li>• <i>Total persons</i> +1,769</li> </ul> <p>This marks a major change from mid 2012 to mid 2013 population growth in which net internal in-migration was the biggest component in Watford's population growth. What it means for the borough is that its attraction for a diverse range of the population continues to be a big draw and, ultimately, adds to town's overall diversity.</p>
<b>Population density</b>	<p>The population density for Watford is around 4,300 people per square kilometre. This makes it the most densely populated district area in England and Wales being 21 sq km (8 sq mi). However, in comparison with some metropolitan boroughs, particularly those in and around the outskirts of London, the density is relatively low.</p> <p>Since 2013, Watford's popularity as a place to live has increased. All indications are that its appeal continues to extend beyond the borough and it attracts new residents because of its excellent transport links, proximity to London and high levels of employment opportunities. The town also benefits from a good range of facilities, entertainment and leisure venues and a strong social fabric – including its range of voluntary and community groups and organisations.</p>
<b>Age</b>	<p>Watford continues to have a relatively young population - particularly in comparison to the rest of Hertfordshire.</p> <p>The largest populations by age band in Watford are:</p> <ul style="list-style-type: none"> <li>• 25-29 (8,000); 30-34 (8,100); 35-39 (7,300); 40-44 (7,000)</li> <li>• the numbers in each successive age-band fall progressively until there are estimated to be 1,600 who are 85+.</li> </ul> <p>The <b>median age</b> in Watford is <b>35</b> - no change since 2001. This is the lowest median age in Hertfordshire and is the fifth lowest median age in the Eastern region (47 local authority areas in total). The median age for the UK is 39.</p> <p>Watford has the fourth highest percentage population of 0-4 year olds in the Eastern region and the sixth highest 0-14 year olds. In comparison, Watford has the third lowest percentage population of 65+ in the region.</p>
<b>Households</b>	<p>The average household size in Watford is <b>2.4</b>. This is average for the region.</p> <p><b>Number of households</b></p> <p>The ONS data, based on the census, says that there were <b>36,681</b> households in Watford at the time of the Census; as of March 31 2015 is the figure was <b>38,482</b>.</p> <p>Watford had the fourth highest percentage change in households - <b>+14.6%</b> - in the Eastern region from 2001 to 2011.</p> <p><b>Household Composition</b></p> <ul style="list-style-type: none"> <li>• <b>Most frequent household</b> = single people aged under pensionable age. <ul style="list-style-type: none"> <li>• Grown from 17.5% in 2001 to <b>21.1%</b> in 2011 (overtaken</li> </ul> </li> </ul>

	<p>married couples with children)</p> <ul style="list-style-type: none"> <li>• <b>Lone parents</b> - significant rise in the number and % of lone parents (from 4.9% in 2001 to <b>7.2%</b> in 2011)</li> <li>• <b>One person pensioner households</b> – declined in both numbers and percentage (from 12.2% 2001 to <b>10.0%</b> in 2011)</li> </ul> <p><b>Household tenure</b></p> <ul style="list-style-type: none"> <li>• <b>Privately rented housing:</b> <ul style="list-style-type: none"> <li>• increased from 3,170 homes in 2001 to 7,371 homes in 2011, from 9.8% to 20.1% of the housing stock</li> </ul> </li> <li>• <b>Homes owned outright:</b> <ul style="list-style-type: none"> <li>• decreased from 26.1% to 24.4%</li> </ul> </li> <li>• <b>Homes being purchased with a mortgage:</b> <ul style="list-style-type: none"> <li>• decreased from 46.1% to 37.2%</li> </ul> </li> <li>• <b>Social housing</b> remained static as % of the total housing stock (16.3% in both 2001 and 2011) yet it has increased in number from 5,266 in 2001 to 5,987 in 2011</li> </ul>
<b>Projections</b>	The ONS interim 2012-based sub national population projections are an indication of the future trends in population over the next 10 years. Watford's population is projected to be <b>103,000</b> by 2021
<b>Sex</b>	Watford has a balanced male / female population.
<b>Ethnicity</b>	The White British population has decreased from 2001 to 2011 and is now 62% of the Watford population. All ethnic categories except for White British and White Irish have increased over the time period, with notable percentage increase in White Other, Indian, Pakistani and Black African. Other white is the largest non-White British ethnic group in Watford (7.7%) followed by South Asian(11%) and Black African(3.5%). Recent data indicates that this trend continues.
<b>Religion</b>	54% of the Watford population identified themselves as Christian in the 2011 Census, 21% stated they had 'no religion, and just under 10% identified themselves as Muslim.

## 6.2 Housing records on Locata

This is the analysis of the records of applicants who have been placed in temporary accommodation by Watford Borough Council is below. Over 100 responses were received which

represented a mix of online responses and responses many of which were past and present TA applicants.

<b>AGE</b>																			
	<table border="1" data-bbox="632 383 1002 689"> <thead> <tr> <th>Age band</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>18-25</td> <td>11</td> <td>5%</td> </tr> <tr> <td>25-40</td> <td>127</td> <td>56%</td> </tr> <tr> <td>41-59</td> <td>73</td> <td>32%</td> </tr> <tr> <td>60-80</td> <td>16</td> <td>7%</td> </tr> <tr> <td>Total (Main Applicants)</td> <td>227</td> <td></td> </tr> </tbody> </table> <p data-bbox="632 730 1414 801">The larger majority of current TA occupants range from the ages of 25 to 59 years. This is comparatively similar to the census figures</p> <p data-bbox="632 837 1414 1003"><b>Positive:</b> for the reasons of transparency and clarity as above. As priority for housing is generally through having dependent children, younger households are over represented in temporary accommodation .The placement policy means that children at key stages of their education are less likely to be placed out of the borough.</p> <p data-bbox="632 1039 1414 1137"><b>Negative:</b> There is a negative impact on school children not at a key stage of their education. Some may have to change their schools due to increased travel time.</p>	Age band	No	%	18-25	11	5%	25-40	127	56%	41-59	73	32%	60-80	16	7%	Total (Main Applicants)	227	
Age band	No	%																	
18-25	11	5%																	
25-40	127	56%																	
41-59	73	32%																	
60-80	16	7%																	
Total (Main Applicants)	227																		
<b>DISABILITY</b>																			
	<p data-bbox="632 1200 1366 1308">The ONS maintains records for areas with lowest and highest activity limitations and Watford does not fall into either of these groups.</p> <p data-bbox="632 1344 1414 1487">Elements of limited activity was indicated by 30% of TA applicants but was accepted in 5% of applications following medical assessment. This indicates that there is very limited number of affected applicants currently in TA</p> <p data-bbox="632 1523 1414 1765"><b>Positive:</b> Households with significant disabilities or medical needs, including mental health, where their health or welfare may be significantly adversely affect by moving out of the local area, as assessed by the Council's medical advisor would be prioritised to remain in the local area. 10% of households in TA are currently due to their possible priority from physical or mental illness, though this does not include families with disabilities as having dependent children grants them priority.</p> <p data-bbox="632 1800 1334 1863"><b>Negative:</b> Applicants with this characteristic may require specially adapted properties which are quite limited in supply in the area</p>																		
<b>GENDER REASSIGNMENT</b>																			
	<p data-bbox="632 1984 1031 2047">Records unavailable with the ONS We also do not report on this characteristic</p> <p data-bbox="632 2047 1382 2078"><b>Positive:</b> although we do not report on gender re-assignment, a</p>																		

	clearer more transparent process based on individual assessment is likely to be beneficial to all groups. If gender reassignment presented any impact on the placement it would be considered as part of the suitability assessment under 'Other factors'.															
<b>PREGNANCY AND MATERNITY</b>																
	<p>ONS generally retains records for the areas of high rates of occurrence for the characteristic. Watford is not recognised as an area of high rate of pregnancy and maternity.</p> <p>Pregnant applicants and those with young children in TA</p> <table border="1"> <thead> <tr> <th>Household Type</th> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Couples with children</td> <td>71</td> <td>31%</td> </tr> <tr> <td>Lone parent female</td> <td>114</td> <td>50%</td> </tr> <tr> <td>Lone parent male</td> <td>9</td> <td>4%</td> </tr> <tr> <td>Total No of Households in TA (includes single male and female households)</td> <td>227</td> <td></td> </tr> </tbody> </table> <p><b>Positive:</b> for the general reasons of clarity and transparency, 85% of residents fall into this group and many of who are prioritised for accommodation in the local area.</p> <p><b>Negative:</b> Some families may be placed out of area due to lack of suitable accommodation however they are prioritised for move back into the local area. Delays often arise when applicants refuse offers of suitable accommodation.</p>	Household Type	No	%	Couples with children	71	31%	Lone parent female	114	50%	Lone parent male	9	4%	Total No of Households in TA (includes single male and female households)	227	
Household Type	No	%														
Couples with children	71	31%														
Lone parent female	114	50%														
Lone parent male	9	4%														
Total No of Households in TA (includes single male and female households)	227															
<b>RACE</b>																
	<p>According to the ONS, Watford population comprises of 75%(White British, Irish and other), 18% (Asian, Asian British, Indian, Pakistani) and 7% (Black, Black British, African and Caribbean) All ethnic categories except for White British and White Irish have increased over the time period, with notable percentage increase in White Other, Indian, Pakistani and Black African.</p> <p>There is significant difference with the TA population. Black and minority ethnic groups make up more than 60% of the existing applicants while the remaining 40% comprise of White (British, Irish and Other).</p> <p><b>Positive:</b> Overall, the change is positive as it formalises existing practises whilst at the same time making them more transparent, consistent and clearly defined. There is no adverse impact due to race.</p>															
<b>RELIGION AND BELIEF</b>																
	<p>According to the ONS, Watford population consists of 54% Christian, 21% had 'no religion', and under 10% as Muslim.'</p> <p>Most of the TA applicants do not indicate their preference.</p>															

	<p><b>Positive</b> – although we have much limited data on religion and belief, a clearer, more transparent process based on individual assessment is likely to be beneficial to all groups. If religion and belief, presented any impact on the placement it would be considered as part of the suitability assessment under ‘Other factors’.</p>
<b>SEX (GENDER)</b>	
	<p>According to the ONS, men form 49.6% and women 50.4% of the Watford population indicating a balance.</p> <p>There is significant difference with the TA population as women represent 74% and men 26%</p> <p>Women are disproportionately affected as they represent 74% of households in TA, compared to 26% as men. Women are over represented is because the main reason for a local authority to have a duty to provide accommodation is dependent children. Overall it is positive as this group is prioritised for local area placements and also for the reasons of transparency and clarity as above.</p>
<b>SEXUAL ORIENTATION</b>	
	<p>The ONS do not maintain records for this characteristic.</p> <p>We do not record this characteristic for TA applicants.</p> <p><b>Positive</b> – although we do not record the characteristic, clearer and more transparent process based on individual assessment is likely to be beneficial to all groups. If sexual orientation, presented any impact on the placement it would be considered as part of the suitability assessment under ‘Other factors’.</p>
<b>MARRIAGE AND CIVIL PARTNERSHIP</b>	
	<p>According to the ONS, 38% of the population are either married or in a civil partnership</p> <p>This is represented in TA as 31% of applicants in TA have indicated to be in a form of relationship.</p> <p><b>Positive:</b> for the general reasons already given. We do not report on marital status, though the majority are single / single parent households, suggesting a relatively lower % of married / civil partnerships in this group</p>
<b>SOCIO-ECONOMIC FACTORS</b>	
	<p>The ONS reports Watford as a thriving town benefiting from growing young population of professionals and increased property prices.</p> <p>There is significant difference with the TA population most of who will require welfare support.</p>

	<p><b>Positive.</b> Most TA households are in receipt of household benefit. The affordability of accommodation is a significant factor in determining suitability. The policy allows for consideration to be given as to whether the applicant can afford housing without being deprived of basics such as food, clothing, heating, transport and other essentials; and in doing so will take account of costs resulting from the location of accommodation. The policy also allows for those in full time employment in Watford to be prioritised for the available local supply, of particular benefit to those in lower paid jobs</p>
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### 6.3 Consultation Findings

Consultation on the policy was conducted through questionnaire which was made available to the general public via online survey and also sent directly to the residents in Watford TA by post. The questions and analysis of the responses are below.

#### 6.31 Demography

Race	Percentage
White British, Irish, Other	55%
Black British, African, Caribbean	15%
Asian British, Pakistani, Indian, Bangladeshi	20%
Did not say	10%

#### 6.32 Survey Questions and Responses

Question	Response
<i>Do you agree that, in order to meet the current high level of demand for urgent, temporary accommodation, the council</i>	50% disagreed; 30% agreed; 20% did not comment

Question	Response
<p><i>should look for suitable properties outside of Watford?</i></p>	<p>We accept that applicants and their households would prefer to be placed in the local area and this is what we would want to achieve.</p> <p><b>Mitigation:</b> The Council will prioritise the transfer of affected applicants back into the area as soon as suitable accommodation become available. There is increased efforts to source and build more TA in the area</p>
Question	Responses
<p><i>Thinking about each one, do you agree that they are important factors when the council is making a decision?</i></p>	<p><i>a. People with a severe and ongoing health problem that requires treatment in Watford</i></p> <p>80% agreed; 10% disagreed; 10% did not comment</p> <p>We accept that applicants and their households would prefer to be placed in the local area and this is what we would want to achieve.</p> <p><b>Mitigation:</b> The Council will prioritise the transfer of affected applicants back into the area as soon as suitable accommodation become available. There is increased efforts to source and build more TA in the area</p> <p><i>b. Families with a child with special educational needs who is being educated in Watford</i></p> <p>70% agreed; 20% disagreed; 10% did not comment</p> <p>We accept that applicants and their households would prefer to be placed in the local area and this is what we would want to achieve.</p> <p><b>Mitigation:</b> The Council will prioritise the transfer of affected applicants back into the area as soon as suitable accommodation become available. There is increased efforts to source and build more TA in the area</p> <p><i>c. People who are providing care and support to a family member who lives in Watford</i></p> <p>70% agreed; 20% disagreed;</p>

Question	Response
	<p>10% did not comment</p> <p>We accept that applicants and their households would prefer to be placed in the local area and this is what we would want to achieve.</p> <p><b>Mitigation:</b> The Council will prioritise the transfer of affected applicants back into the area as soon as suitable accommodation become available. There is increased efforts to source and build more TA in the area</p>
Question	Responses
<p><i>The council is also looking to prioritise finding accommodation within reasonable travelling time [this is 90 minutes by public transport] for people in the categories</i></p>	<p><i>a. Families who have a child, or children, over the age of 14 who are enrolled in public examination courses (e.g GCSEs or A' levels) in Watford</i></p> <p>30% agreed; 60% disagreed; 10% did not know</p> <p>We accept that applicants and their households would prefer to be placed in the local area and this is what we would want to achieve.</p> <p><b>Mitigation:</b> The Council will prioritise the transfer of affected applicants back into the area as soon as suitable accommodation become available. There is increased efforts to source and build more TA in the area</p> <p><i>b. People who have worked in Watford for more than six months (16 hrs /week for a single person or lone parent and 20 hrs/ week for a couple</i></p> <p>30% agreed; 60% disagreed; 10% did not know</p> <p>We accept that applicants and their households would prefer to be placed in the local area and this is what we would want to achieve.</p> <p><b>Mitigation:</b> The Council will prioritise the transfer of affected applicants back into the area as soon as suitable accommodation become available. There is increased efforts to source and build more TA in the area</p>



## -6.4 Conclusions and justification

Conclusions	Justification
<p><i>The main conclusions of this EIA?</i></p> <p><i>What, if any, disproportionate negative or positive equality impacts identified?</i></p> <p><i>Grounds for justifying them and how will they be mitigated?</i></p>	<p>As with any policy which allocates housing in Watford, with demand far exceeding supply, there will be positive and negative impacts. The policy aims to make this a fair process as much as possible. By formalising existing practises in a clear, transparent and equitable way, the introduction of this policy is positive from an equalities perspective.</p> <p>Overall the impact on any particular equalities group is limited. Each case is assessed on its merits. Statistical analysis of the current use of out of area placements indicates that there is no indirect discrimination taking place.</p>
Equality Issues	Mitigation
<p>Increased use of out of borough placements may incur unforeseen outcomes</p>	<p>Regular review of equality impacts of this policy.</p>



**Report to:** Cabinet  
**Date of meeting:** 7<sup>th</sup> March 2016  
**Report of:** Client Manager, Waste, Recycling & Streetcare  
**Title:** Recyclable Material Consortium Contract

## 1.0 SUMMARY

- 1.1 Watford's current contract for the reprocessing of its kerbside collected recyclable material is due to end in January 2017. This dictates that a tendering exercise for the future reprocessing of the authority's commingled dry recycling needs to be carried out in 2016 for a start date of February 2017.
- 1.2 After careful examination of options to provide the most attractive package to market, it is suggested that entering a consortium arrangement with selected neighbouring authorities will provide best value to the council, and its potential future partners ,for reasons detailed in this report.
- 1.3 Subject to individual council committee/Cabinet/ Executive decisions the partner authorities are currently proposed to be: Three Rivers, Welwyn Hatfield and Dacorum councils.

## 2.0 RECOMMENDATIONS

- 2.1 That Cabinet agree to the Council being part of a consortium contract to be tendered in 2016 and commencing in February 2017 for the future reprocessing of its commingled dry recycling material.
- 2.2 That Cabinet agree to the associated bulk haulage requirement forming part of another tendering exercise alongside the reprocessing contract.

### **Contact Officer:**

For further information on this report please contact: Jamie Sells, Client Manager, Waste, Recycling & Streetcare  
telephone extension: 8496 mail: [jamie.sells@watford.gov.uk](mailto:jamie.sells@watford.gov.uk)

**Report approved by:** Lesley Palumbo, Head of Corporate Strategy and Client Services

### **3.0 DETAILED PROPOSAL**

3.1 The provision of the kerbside recycling services for mixed dry recyclables is a key part of the authority's strategy to achieve targets detailed in Hertfordshire's Joint Municipal Waste Management Strategy as well as current targets in the national strategy and the EU's revised Waste Framework Directive, all of which require 50% of household waste to be recycled by 2020.

3.2 The provision of such services is also now a legal requirement as a result of the separate collection requirements detailed in revised Waste Framework Directive and the Waste England and Wales Regulations 2011.

3.3 The Council's current contract runs out in January 2017. This means a new procurement process to secure arrangements from February 2017 onwards needs to commence in early to mid-2016; especially if, as suggested, the Council is to enter into consortium arrangements with Three Rivers, Welwyn Hatfield and Dacorum councils.

3.4 As part of the Hertfordshire Waste Partnership (HWP), Watford has been participating in a special MRF (Material Reclamation Facility) sub group set up to look at different options for dealing with mixed dry recyclables collected by the Partner Authorities.

3.5 As part of the sub group's deliberations, 4 different procurement options were considered including:

- a service contract – where the HWP simply seeks a price for the processing of bulk dry recyclables with the relevant councils responsible for selling to end markets;
- a design, build and operate contract – all 11 HWP authorities working together;
- sub county contracts involving between 2-4 Partner Authorities;
- a South West Herts Partnership formed out of those authorities keen to work together for a joint solution.

3.6 The arguments for and against each option were previously considered by the HWP's Directors Group. Following discussion it was agreed that the service contract; design, build and operate; and the South West Herts Partnership options would be dropped in favour of concentrating on sub county level contracts.

3.7 It is envisaged that sub level county contracts should consist of between 2 and 4 authorities joining together to secure medium term contracts for the processing of commingled dry recyclables in existing facilities.

3.8 However, long term, the Directors Group agreed that once the new procurement process had been completed the issue of a longer term design, build and operate option could be re-visited.

### **4.0 CURRENT REPROCESSING ARRANGEMENTS – Watford**

4.1 The Council's current contract is with Pearce Recycling who are based in St Albans and involves the transport from Waterdale transfer station, bulk receipt and processing of approximately 7500 tonnes of commingled dry recyclable material per annum.

4.2 The contract commenced on 1<sup>st</sup> February 2014 for an initial term of one year with two optional extensions of one year to 31<sup>st</sup> January 2017. This leaves Watford in the final year of the contract's extension period.

#### 4.3 **OTHER LOCAL AUTHORITY CURRENT REPROCESSING ARRANGEMENTS**

4.4 Three Rivers Council's contractual arrangements mirror those of Watford including contract end date. Three Rivers currently generate 8500 tonnes of mixed dry recyclables per annum

4.5 Welwyn Hatfield Council also currently use Pearce Recycling. Due to the location of the Pearce facility in Welwyn Hatfield they are able to direct deliver 6300 tonnes per annum without the need for bulk transfer. Their current contract ends on the 31<sup>st</sup> January 2017.

4.6 Dacorum Borough Council currently has a contract with Viridor Waste Management in Crayford, East London, which involves the bulk receipt and processing of 16,000 tonnes per annum. The location of Viridor's plant dictates that the material is bulked from Dacorum to Crayford.

#### 5.0 **JOINT PROCUREMENT**

5.1 Historically in Hertfordshire, the Partnership and individual authorities have either let short term contracts or entered into alternative informal arrangements for the receipt and processing of mixed dry recyclables collected at the kerbside.

5.2 Because of this approach, the market is not able to respond with longer term contracts to extract better value from the material as there is not a sufficient contractual infrastructure on which to build. In other words the current approach means contracts are either too short and / or cover insufficient tonnage to support investment in new technology.

5.3 Currently there are a range of different contracts throughout the county with different terms and conditions and end dates none of which have a critical mass of tonnage sufficient to positively influence the market. Consequently there is no strategic direction and no additional value being achieved.

5.4 In turn, if you consider that most modern MRFs now look to handle 100,000+ tonnes per annum the councils need to create contracts that will deliver the following:

5.5 **Critical mass:** At any one time there are a number of local authorities either tendering, or about to tender, for the receipt and processing of mixed dry recyclables. Therefore, new contracts have to stand out to potential bidders. One way to achieve this is to offer contracts with critical mass tonnages, i.e. significantly larger than the normal. In other words would a potential bidder rather tender for 3 separate contracts of 10,000 tonnes or spend a third of the resource bidding for 1 contract of 30,000 tonnes. Clearly the larger contract makes it easier for MRF providers to 'fill' their facilities.

- 5.6 **Contract length / investment opportunities:** Typically Hertfordshire authorities have let short term contracts of up to 4 years. However, a 4 year contract is not long enough to support on going investment in new technology to improve a MRF's sorting capabilities with a view to enhancing the value of the material once separated. Therefore, to compliment a consortium with approximately 35-40,000 tonnes per annum, the Partner Authorities should look to agree a longer term contract, resulting in lower perceived risk as a result of providing more tonnage over a longer period. Such contracts would also significantly reduce a bidder's on going resource requirements when it comes to bidding for new contracts.
- 5.7 **Joint working:** One of the main objectives agreed through the Herts Waste Partnership, and recorded as such in the HWP Agreement, is the pursuit of opportunities to work together to develop waste and recycling services. The creation of a new consortium for dealing with a significant proportion of the mixed dry recyclables collected in Hertfordshire is a logical extension of the consortium approach successfully used for newspapers and magazines as well as textiles. These contracts have delivered income levels consistently above what the market demonstrates.
- 5.8 **Contractual landscape:** Based on the sub county approach approved by the HWP Directors Group it is anticipated that the consortium contract being recommended in this report will be the first of 3 or 4 similar arrangements adopted across the County. Such a change will greatly simplify current arrangements making further long term integration in pursuit of greater added value easier.
- 5.9 **TIMESCALES FOR PROCUREMENT AND NEW ARRANGEMENTS**
- 5.10 Taking into account current arrangements, and subject to Member approval, the intention is to let a joint contract covering the requirements of Dacorum, Three Rivers, Watford and Welwyn Hatfield councils. The contract would commence in February 2017 with Three Rivers and Watford and Welwyn Hatfield joining from the start but would specify a November start date for Dacorum to allow for their existing contact arrangements.
- 5.11 Officers are recommending that following a competitive, OJEU compliant procurement process in collaboration with other local authorities; that the contract be let for a period of 7 years with an option, by mutual agreement, to extend for 3 years subject to market testing at the time.
- 5.12 As noted above the phased approach being recommended has previously been used successfully by the HWP in a number of consortium contracts designed to accommodate transition from single authority arrangements and contracts with different end dates to joint contracts for a range of materials including newspapers, magazines and textiles.
- 5.13 The anticipated timeline for the procurement of the new contract is noted below and has been structured to allow maximum time for tender submission, tender evaluation and internal reporting. This could be subject to minor amends;

5.14

<b>STAGE</b>	<b>DATE</b>
Tender (OJEU) advert	April 2016
Date/Time for questions relating to the tender	TBC
Tender Return	Mid July 2016
Assessment and agreement by Partner Authorities	End of August 2016
Partner Authority Approvals Process	End of September 2016
Lead Authority Cabinet – Tender Decision	Early November 2016
Standstill Period	Mid November 2016
Contract Award	End November 2016
Intended Contract Start	1 <sup>st</sup> February 2017

6.0

## **FINANCIAL CONSIDERATIONS**

6.1

### **CURRENT COSTS**

6.2

Through Watford’s current arrangements, we pay a charge (gate fee) of £16.37 per tonne to Pearce Recycling for reprocessing of our recyclable material. This cost includes haulage from Waterdale transfer station.

6.3

The haulage element of the £16.37 equates to around £8.00 per tonne. However, this can fluctuate and affect the overall gate fee depending on material content. If our material contains heavier products i.e. glass this would positively affect the amount of tonnes Pearce can haul from Waterdale to their site. Should lighter materials be present i.e. plastics, hauled loads would automatically become lighter in weight and higher in volume resulting in more vehicle movements.

6.4

### **FUTURE CONSIDERATIONS**

6.5

When assessing the likely financial implications of a tender for the bulk receipt and processing of mixed dry recyclables 3 key elements need to be considered. These include:

- the ‘basket value’ of a commingled tonne of mixed dry recyclables (i.e. the income obtained from selling the sorted material);
- the processing cost per tonne – often referred to as the ‘gate fee’;
- for those authorities that cannot direct deliver the cost of any bulk haulage arrangements.

6.6

### **Basket Value**

6.7

The basket value of a commingled tonne is the total value of each recycled material that makes up “the basket”. The value is measured using an agreed index and multiplied by the percentage of the material that makes up the tonne.

6.8

For example should a more valuable material make up the basket i.e. paper or aluminium cans, this would have a positive effect on the overall basket price as the re-processors would achieve more value when selling the material onwards.

6.9 The market for commingled dry recyclables has become volatile and presently shows no real significant sign of an upturn in material values, therefore affecting the “basket price” that all councils can expect to receive.

6.10 A broad explanation for the down turn in recyclable material values is the lowering of oil prices which has been seen world wide. This lowering in oil price has enabled more goods to be manufactured using virgin (non-recycled) materials. However, over the lifetime of a longer contract this position could revert back to higher levels of income.

#### 6.11 **Gate Fees**

6.12 The processing fees charged by a MRF relates to costs associated with processing 1 tonne of mixed dry recyclables and covers both fixed and variable costs including, labour, power, maintenance, capital financing costs etc. Such fees are commonly referred to as “gate fees”.

6.13 Gate fees can vary significantly over time and can be related to a number of factors including:

- contract length and commencement date;
- the level of tonnage - this can have a very significant impact on the level of cost incurred or associated income;
- different levels of sophistication and cost associated with the MRF technologies being employed – more modern MRF’s are capable of sorting more materials creating better income streams but inevitably such capability also costs more;
- linked to the ability to sort - different prices for sale of materials; i.e. mixed plastics from a MRF with lesser sorting capabilities will earn less than better sorted plastics available from a more technologically advanced facility;
- composition of incoming material – mixed dry recyclables with higher value contents and lower contamination levels will be worth more than mixes with more lower value materials and higher contamination levels.
- different ways of apportioning materials revenue risk between the MRF operator and the local authority – in other words how much risk are the client authorities asking potential bidders to assume based on the specification detailed in the contract.

6.14 These issues combine to create significant risks which need to be understood both by potential bidders as well as the client authorities who need to structure the tender and bidding process in such in a way as to minimise the level of risk that all parties are exposed to.

#### 6.15 **MATERIAL TRANSPORTATION COSTS**

6.16 The final cost element to consider is the cost of delivering bulk recyclables from Waterdale Transfer Station depot to the successful bidders MRF.

6.17 Previous procurements run through the HWP have looked to include this element as part of the contract with prices sought for both delivered and collected material. However, the 2014 investigation conducted by the HWP identified a strong preference for keeping bulk transport needs separate to the main processing contract.



- 6.18 However, at the same time we need to be careful how this issue is handled at the tender evaluation stage as financially advantageous bids could be received from MRFs located at considerable distance with any such gains negated by excessive transportation costs.
- 6.19 Therefore following discussion among the client authorities it has been agreed to deal with bulk transport needs separately to the main processing contract. As such the specification will include a note for bidders highlighting that whole service costs will be taken into account as part the evaluation process with costs related to bulk transportation specifically highlighted.
- 6.20 It is anticipated that such a statement in combination with any queries during the tender submission stage should prevent bids from MRF's that may be able to offer a good combination of gate fee / basket value for the material but are in a location that requires additional transport costs and negative carbon impact.

## 7.0 **FINANCIAL MODEL PROPOSED**

- 7.1 Taking into account the contents of this report it is recommended that in order to achieve the best value for the councils kerbside collected commingled recycling material that the following model is used;
- 7.2 A consortium contract with partnering authorities providing the re-processor with a "critical mass" of material tonnage over a long term contract (7-10 years). An agreed gate fee is paid and covers a re-processors operating costs. This minimises associated risks to a re-processor and makes the contract attractive in a current tough financial climate for recyclable material.
- 7.3 To offset the gate fee paid by the council(s) an income is received for part or full value of the tonnage delivered. i.e. A "gate fee" of £45 per ton is offset against a "basket value" of £25 per ton would reduce the gate fee to £20 per ton of material. Income received would fluctuate according to market conditions although it is hoped over time that markets will recover sufficiently enough to see an upturn in related income.
- 7.4 By operating a separate haulage contract that bulk delivers material to a site the consortium is in control of haulage operations. At the same time it de-risks an otherwise unattractive addition to a re-processing contract whilst achieving best value haulage costs.

## 8.0 **IMPLICATIONS**

### 8.1 **Financial**

- 8.1.1 The Shared Director of Finance comments that the financial implications are not known at this stage but will become clear as the procurement progresses.

### 8.2 **Legal Issues** (Monitoring Officer)

- 8.2.1 The Head of Democracy and Governance comments that the procurement officer has been involved in the discussions with partner authorities. The contract is of sufficient value that the EU procurement rules will apply.

### 8.3 Equalities

8.3.1 There are no equalities implications identified in relation to this report

### 8.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
That costs for the reprocessing contract negatively exceed expectations	3	3	9
That costs for a separate haulage contract negatively exceed expectations	2	3	6
That all partner authorities do not get agreement to enter a consortium contract	2	3	6
<b>Risk Mitigation</b>			
The purpose of the joint procurement is to mitigate the associated risks around future costs.			

### 8.5 Staffing

8.5.1 None identified

### 8.6 Accommodation

8.6.1 None identified

### 8.7 Community Safety

8.7.1 None identified

### 8.8 Sustainability

8.8.1 Diverting waste away from landfill and incineration remains ethically and financially important a local and national level. By continuing to provide quality recycling services, Watford is ensuring that services continue to provide best value to residents