



**WATFORD
BOROUGH
COUNCIL**

CABINET

11 February 2019

7.00 pm

Town Hall Watford

Contact

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Cabinet Membership

Mayor	P Taylor	(Chair)
Councillor	K Collett	(Deputy Mayor)
Councillors	S Bolton, S Johnson, I Sharpe, M Watkin and T Williams	

Agenda

Part A – Open to the Public

1. **Apologies for absence**
2. **Disclosure of interests (if any)**
3. **Minutes of previous meeting**

The [minutes](#) of the meeting held on 21 January 2019 to be submitted and signed.

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. **Corporate Plan 2019/2020 including revised corporate priorities (Pages 4 - 46)**

A report of the Managing Director to ask Cabinet to recommend the draft Corporate Plan 2019/20 to Council.

6. **Review and Adoption of Proposed Changes to the List of Locally Important Buildings (Pages 47 - 116)**

A report of the Urban Design and Conservation Officer seeks Cabinet approval for the proposed changes to the local list.

7. Council Tax - Changes to long term empty homes premium (Pages 117 - 119)

A report of the Revenues Manager to ask Cabinet to approve changes to the Authority's treatment of a property empty over two years, due to recent changes in council tax legislation.

8. Ombudsman Decisions (Pages 120 - 129)

A report of the Head of Democracy and Governance to ask Cabinet to note two Ombudsman's decisions.

9. Contract Exemptions Flooring and Basement Electrical Works (Pages 130 - 139)

Report of the Head of Democracy and Governance to ask Cabinet to note two contract exemptions.

10. Rogue Landlord Procurement Exemption (Pages 140 - 148)

Report of the Head of Community and Environmental Services to ask Cabinet to note a procurement exemption

Agenda Item 5

PART A

Report to:	Cabinet
Date of meeting:	11 February 2019
Report of:	Managing Director
Title:	Corporate Plan 2019/2020 including revised corporate priorities

1.0 **Summary**

- 1.1 The council's Corporate Plan sets out the direction for the council and how it will achieve its ambitions, vision and priorities. From the areas of work identified in the Corporate Plan, the organisation develops its service plans, work programmes for service teams and individual staff objectives (as currently identified within PDRs).
- 1.2 The council's current vision and priorities were approved in 2016. Three years on, and with the election of a new Mayor, it is timely to have tested both the vision and priorities. This is to ensure they still reflect the council's purpose and direction and provide a clear statement about the organisation's ambitions and aspirations. 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. This review has resulted in a revised set of corporate priorities for 2019/20 (see 4.3.1)
- 1.3 The council's corporate work programme as set out in the Corporate Plan is underpinned by a number of considerations. These comprise:
- The Elected Mayor's manifesto and ambitions
 - The council's vision, priorities, values and supporting themes
 - The town and the council's challenges and opportunities
 - The council's budget and Medium Term Financial Strategy

For 2019/20, a number of new areas for inclusion in the corporate work programme have been identified and are reflected in the draft Corporate Plan 2019/20 – attached at Appendix 1.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Failure to agree the Corporate Plan	Lack of clear direction for the organisation and staff and failure to set clear expectations for delivery	Clear timetable and sign off processes	Treat	4 (severity) x 1 (likelihood) = 4
Failure to identify key areas of work in Corporate Plan	As above. Resources not allocated / risk to delivery Ongoing review of plan through the year	Sufficient discussions and opportunities for feedback	Treat	3 (severity) x 1 (likelihood) = 3
Failure to link the Corporate Plan and the council's Medium Term Financial Strategy effectively.	Might result in insufficient financial resourcing for areas of work identified or failure to meet financial targets	Early engagement and discussions so the linkages are established and agreed	Treat	3 (severity) x 1 (likelihood) = 3
Failure to identify dependencies effectively	Risk to delivery / slippage	Sufficient discussions and opportunities for feedback	Treat	3 (severity) x 2 (likelihood) = 6
Slippage and failure to deliver commitments in the Corporate Plan without robust project and programme management.	Risk to delivery	robust project and programme management Ongoing monitoring	Treat	3 (severity) x 2 (likelihood) = 6

3.0 **Recommendations**

Cabinet is asked to:

- 3.1 To note and approve the proposals for new Watford Borough Council priorities for 2019/20 and going forward – see 4.3.1
- 3.2 To note the revised draft Corporate Plan 2019/20 (Appendix 1) and propose any amendments.
- 3.3 To note that an Equality Impact Analysis has been developed to support the Corporate Plan (Appendix 2).
- 3.4 To note that the work programme within the plan will underpin service plans and staff's individual work programmes as set out in their annual performance development reviews.
- 3.5 To recommend the draft Corporate Plan 2019/20 (subject to any amendments) to Council

Contact Officer:

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Report approved by:

Manny Lewis, Managing Director

4.0 Detailed Proposal

4.1 As part of its business planning cycle, the council undertakes an annual review of its corporate planning framework (its vision, priorities and values) and the Corporate Plan. Through this process the organisation reviews and agrees what is important for the town and the council over the medium term and where it should focus resources to deliver good quality services to our community and real improvements to the borough.

4.2 The Corporate Plan is, therefore, the council's key planning document, which underpins its programme of work and by which it can measure its achievements. From the plan the council develops its service 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 our annual performance development review process.

4.3 Corporate Plan – reviewed for 2019/20

4.3.1 Vision, values and priorities

A revised council vision, priorities and values were agreed in 2016. Each year, as part of the annual review of the Corporate Plan, the council tests this vision and the priorities and values to ensure they still effectively reflect its ambitions and future direction.

For 2019/20, the review concluded that, whilst the vision and values (see below) remain relevant to the council's current agenda, the five priorities were less reflective of the council's ambitions and the areas of delivery it has identified as critical for success.

The table below outlines proposed changes to the priorities:

	Current	Proposal
Vision	<i>To create a bold and progressive future for Watford</i>	No change
Values	<i>Bold</i> <i>Progressive</i>	No change
Priorities	<ol style="list-style-type: none">1. <i>Identify ways to manage the borough's housing needs</i>2. <i>Champion smart growth and economic prosperity</i>3. <i>Provide for our vulnerable and disadvantaged communities</i>4. <i>Deliver a digital Watford to empower our community</i>5. <i>Secure our own financial future</i>	<ol style="list-style-type: none">1. Manage the borough's housing needs2. Enable a thriving local economy3. Enable a sustainable town and council4. Celebrate and support our communities

4.3.2 **Changes to the priorities**

Priorities 1 and 2 remain focused on housing and the local economy respectively but have been refined to more clearly reflect the ambitions they are delivering.

A new priority 3 has been developed, with both an external and internal focus. It sets out the Elected Mayor's ambitions relating to sustainability including areas such as transport and the need to ensure that the borough's new homes are matched by the infrastructure that contribute to making somewhere a successful places to live. The priority also incorporates the work we are doing to secure the council's future, which goes beyond sound and well-managed finances, includes our Watford 2020 programme and the importance of a motivated, well skilled workforce.

Priority 4 has expanded on the previous priority relating to our community by broadening the council's commitment to encompass all our communities. Whilst this may well still retain a focus on those identified as vulnerable or disadvantaged, it does allow for the council to celebrate and support all of our residents who add so much to the vibrancy and success of our town.

4.4 **Corporate work programme**

4.4.1 The draft corporate work programme is included within the plan and has been developed to reflect the proposed new priorities and through consideration of:

- what has been achieved over the last year / what will be achieved by 31 March 2019 (and can, therefore, be removed from the corporate work programme)
- work that is still in progress and needs to be carried forward (with appropriate updates to reflect the milestones achieved during the past 12 months)
- new areas of work, based on the emerging challenges and opportunities

4.4.2 Each service area is responsible for ensuring its service plan incorporates the areas of work within the Corporate Plan where they are identified as the lead service area. They are then accountable for delivery and for meeting any performance measures associated with their work areas.

5.0 **Implications**

5.1 **Financial**

5.1.1 The importance of securing the council's financial future is a priority within the Corporate Plan and work to achieve this is outlined under the 'enable a sustainable town and council' priority, including the council's drive to develop a more commercial approach and to maximise returns on its property investments. The council has developed a Medium Term Financial Strategy, which supports the synergy between its financial and corporate planning and identifies how the council will make sure it links its financial decisions to the delivery of the Corporate Plan.

5.2 **Legal Issues** (Monitoring Officer)

- 5.2.1 The Head of Democracy and Governance comments that the Corporate Plan is one of the policy framework documents listed in the constitution that has to be approved by Council. The current plan will be presented to Council in March.

5.3 **Equalities**

- 5.3.1 The Corporate Plan is informed by 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. An overall equality impact analysis has been undertaken on the corporate plan (Appendix 2) and impact analyses will be undertaken on specific projects/programmes where relevant.

5.4 **Staffing**

- 5.5.1 The Corporate Plan is a key document for staff and provides an important part of the council's performance framework that supports services to develop their own delivery plans, which in turn inform individual staff objectives and outcomes. The corporate values, which form part of the corporate planning framework, provide staff with clear expectations on the way we work and the behaviours we expect. A communications campaign will be undertaken with staff to highlight the new corporate priorities and the plan itself.

5.5 **Community Safety/Crime and Disorder**

- 5.5.1 Section 17 of the Crime and Disorder Act 1998 requires the council to give due regard to the likely effect of the exercise of its functions on crime and disorder in its area and to do all it reasonably can to prevent these. Priority 4: Celebrate and support our communities underpins the work the council does in partnership to ensure the town is safe for residents, businesses and visitors. Within the corporate work programme a project has been identified with particular regard to the town centre.

5.6 **Sustainability**

- 5.6.1 A new priority – priority 3: Enable a sustainable town and council – has been proposed for the council to reflect the commitment to delivering a suite of projects relating to this area both externally and internally.

6.0 **Appendices**

Appendix 1: Draft Corporate Plan 2019/20

Appendix 2: Corporate Plan 2019/20 – Equality Impact Analysis

7.0 **Background papers**

Watford Borough Council: [Corporate Plan 2018/20](#)

Watford Borough Council: [Budget papers / financial planning 2019/20 – 2021/22](#)



CHAMPIONING WATFORD
- a great town for everyone

Watford Borough Council's Corporate Plan 2019/2020

Foreword

I would like to take the opportunity to welcome you to my first Corporate Plan for Watford Borough Council as Elected Mayor. It is an incredible honour to have been elected Mayor of a forward thinking, bold and progressive council. Watford Borough Council has a proud reputation of delivering first class services and strives for the best for our residents. I hope that you will agree with me that this is reflected in this plan. In the coming years, I want to continue to build on that record whilst helping to guide this council through new challenges and opportunities.

It is an exciting year ahead for Watford Borough Council but also a challenging one. We have been asked by central government to triple the rate at which we build new homes. Although we welcome the fact that more and more people are choosing to make Watford their home, this clearly comes with its challenges. We need to make sure we manage that growth. That means getting the right homes in the right places for those who need them the most. I am really pleased that we are due to be delivering new council homes via Hart Homes, our joint venture with Watford Community Housing. These new homes will be for people currently living in temporary accommodation and will mean that some of the most vulnerable people in Watford will have a permanent roof over their heads.

I am also keen to make sure that Watford is a more sustainable town. The increase in growth in Watford will inevitably put strain on our town's infrastructure and it is important that we improve our transport infrastructure. In 2019 I will be delivering new rapid transport schemes in Watford, including a new cycle hire scheme and on demand bus services. Not only that, we will be working on the new Watford Junction Masterplan, which will help to improve the entrance to the town and provide better station facilities for the 9 million people who pass through this station every year.

It is so important the Watford Borough Council continues to support and listen to our community. That means regularly engaging with residents, listening to their views and celebrating the diverse and welcoming place that Watford is. I am really pleased that in my first few months of being Mayor we are already working to make Watford a more Dementia Friendly Town. We have held a Forum and set up a new Action Group and over the coming year we will be working with organisations and individuals across the town to see how we can support people living with Dementia and their carers.

If you have any comments on the Corporate Plan, our plans, major projects or the council, then email me on themayor@watford.gov.uk or call 01923 226400 and ask for the Mayor's office.



A handwritten signature in black ink that reads "P. Taylor". The signature is written in a cursive, slightly stylized font.

Peter Taylor – Elected Mayor of Watford

Shaping our Corporate Plan

Background

Our Corporate Plan sets out our ambitions for Watford and how we will deliver these commitments by 2020. It is underpinned by the elected Mayor's priorities for the town as well as our corporate vision, values and objectives.

For 2019/20 we have agreed an overall direction for the council based on our corporate vision and our drive to be a 'bold' and 'progressive organisation that delivers outstanding services and positive outcomes for our residents and town. This Plan has been developed through:

- Reviewing the commitments we made in last year's Plan – including our achievements and those areas of work still to be completed
- Identifying new and emerging projects and areas of work that support our ambitions including those set out by our elected Mayor
- Considering feedback from our local community about what is important to them and the town
- Reflecting on what we know about Watford and its population so that we can feel confident that our Plan is forward thinking and working towards a successful and sustainable future for the borough

Through our planning across the organisation we remain committed to some key principles in shaping what we do. These are important as they ensure we effectively manage our challenges and maximise opportunities as they arise. We need to:

- focus on ensuring our residents and customers are at the heart of what we do
- improve access to our services by delivering more digitally and online
- be more commercial and entrepreneurial to meet our financial challenges and opportunities
- retain our ambitious approach as we cannot afford to allow the town's success to recede.
- be more creative, innovative and resilient if we want to continue to be successful as we go forward
- retain the drive and commitment of our staff and members

The council's vision, priorities and values

OUR VISION: To create a bold and progressive future for Watford

Our vision reflects our approach to the current challenges and opportunities facing the council and the town as a place to live, work, visit and study. We want to champion our town so that it is a place where all our communities thrive and prosper, benefitting from strong economic growth and good quality local services and facilities. This will require the council to be innovative, explore new ways of working and champion initiatives that will transform the town and the organisation.

More of the same isn't going to secure the future we want for Watford, which is why **bold** and **progressive** lie at the heart of our ambitions.

OUR FOUR PRIORITIES:

Over the last year, we have reviewed our four priorities, which will ensure we remain focused on what is important to our town and residents and where we know we need to direct our resources such as staff time and budgets.

In 2018, Watford elected a new mayor, Peter Taylor, and so this review included making sure our priorities aligned with the commitments within his manifesto.

Our priorities are, therefore, to:

Manage the borough's housing needs

Enable a thriving local economy

Enable a sustainable town and council

Celebrate and support our communities

In addition, our core, day to day business underpins everything we do and all of our work and effort contribute to our success. In particular, we recognise the importance of two core objectives which at all times makes us a more effective organisation, in touch with our residents and delivering in the areas and in a way that they expect. These are:

Effective two-way engagement and communication

Sound management and high performance

OUR VALUES

Our corporate values reflect the behaviour we expect our staff to demonstrate in their work and clearly establish how they contribute to delivering our vision and new priorities.

1. **BOLD:** We work as a team and we make things happen
2. **PROGRESSIVE:** We are ambitious, we are innovative and we are welcoming

OUR CULTURE

We strive towards a **DYNAMIC CULTURE**, that is :

Ambitious - having a “can-do” attitude to making things happen. Challenging ourselves to deliver excellent services and inspiring others to deliver results in a business-like way

Innovative – embracing creative and entrepreneurial approaches and championing new ways of working that will transform Watford and deliver our ambitions

Welcoming – engaging our residents and partners and providing an excellent customer experience

Empowering - enabling our staff to take ownership and be accountable for their own performance, actions and decisions. Valuing diversity and listening to and understanding the views of others

and

Open to Change - being adaptable and agile in order to support the needs of the business – working collaboratively and supporting colleagues

How our vision, priorities, values and culture work together, along with the Elected Mayor's priorities, to achieve our ambition.

OUR VISION

To create a bold and progressive future for Watford

OUR PRIORITIES

Manage the borough's housing needs

Enable a thriving local economy

Enable a sustainable town and council

Celebrate and support our communities

OUR DAY TO DAY BUSINESS

Effective two-way engagement and communication

Sound management and high performance

OUR VALUES

BOLD

We work as a team and make things happen

PROGRESSIVE

We are ambitious, we are innovative and we are welcoming

OUR CULTURE

Ambitious

Innovative

Welcoming

Empowering

Open to change

Watford today

Watford is a successful town, and as a council, we plan to keep it that way. We value our clean streets, well-kept parks, and places for children to play, the vibrant high street and diverse range of activities and facilities across our borough. We have a diverse and cohesive community who add to the vibrancy of our town and our residents are generally satisfied with the council and their local services. Understanding our town and our community helps us to identify what shapes Watford and the challenges and opportunities we face as a council to champion our town.



Population: 96,700 over an area of **8.5 sq. miles**
 Young population: average age **36.46** years
 Diverse population: **38%** BME

39,793 households

Average household size: **2.48** people
 High proportion of single person households: **31%**
 High number of households in rental accommodation: **37%**



High growth in house prices and demand:
 Most in demand place to live on the tube map (2015)

12 Green Flag award winning parks – the highest in Hertfordshire with one new award in 2018



Career Builders: Singles and couples in their 20s and 30s progressing in their field of work from commutable properties. Watford's most common MOSAIC group: **12%**



5th best connected borough in UK - M1, M25, West Coast Mainline, Overground, Underground

Direct services to London Euston in **16** mins



5,840 active businesses **99,000** jobs

Low unemployment / high level of qualifications

9% self-employment rate

£640 resident full-time weekly wage

£580 workplace weekly wage

77% of residents are satisfied with the way Watford BC runs things & **74%** of residents are satisfied with Watford as a place to live (Community Survey 2017)

The council today

Our finances

We need our finances to not only support our day to day activities and provide our services (through our revenue budget) but also to deliver the major, transformational projects that make such a difference to our town and local neighbourhoods (through our capital budget).

Our **Medium Term Financial Strategy 2019/20** includes a three year forecast that sets out our budget and looks at factors likely to impact on our expenditure.

For 2019/20 our budget is:

Gross budget: **£74.3 million**

Net budget: **£12.696 million**

Our Cabinet

The Cabinet makes decisions which are in line with the Council's overall policies and Budget. It is chaired by the Mayor and includes the Portfolio Holders appointed by him

Our staff

229 members of staff

January 2019



Our councillors

37 councillors

**Liberal Democrat – 26 councillors +
Directly Elected Mayor**

Labour – 10 councillors

Elected Mayor of Watford, Peter Taylor



Provides political direction for the council.

Responsibilities include:

- strategic partnerships
- external relationships

Deputy Mayor, Councillor Karen Collett



Portfolio Holder for Community

Councillor Stephen Bolton



Councillor Stephen Johnson

Portfolio Holder for Housing & Property



Councillor Iain Sharpe

Portfolio Holder for Regeneration & Development



Councillor Mark Watkin

Portfolio Holder for Resources & Customer Service



Councillor Tim Williams

Portfolio Holder for Client Services



How we will deliver our priorities

PRIORITY 1: Manage the borough's housing needs

Why housing is a priority

Watford is a popular place to live. Its location close to London, great road and rail links, good schools and employment opportunities have seen demand for homes in the town increase significantly over recent years. However, it has also meant rising house prices and rental costs, which has put strain on affordability for local people. It can also mean issues in the rental sector as some landlords can charge higher and higher rents without necessarily maintaining or improving the standards of these homes.

At the same time, the country is experiencing a national housing crisis because other areas have not been building new homes at the rate that is needed. As part of its approach to tackling the crisis, government has set housing targets for every local authority in the country. Watford is being asked to deliver a greater number of new homes over the next decade than many areas that have a lot more space that is suitable for new homes. Through our Local Plan we are working to understand what these targets mean for Watford and how we can deliver the new homes Watford needs in a way that is best for the town. We want new housing to be supported by good quality infrastructure such as better transport links, schools, doctors' surgeries and neighbourhood shops and facilities. These are areas where we have to work closely with partners such as Hertfordshire County Council and health providers.

What we are doing to achieve this priority

We have already started innovative work to tackle the supply of housing available, particularly both affordable housing and additional temporary accommodation for those in urgent need. This includes:

- setting up a joint venture with Watford Community Housing (called Hart Homes) to deliver new affordable homes. This has already delivered 76 temporary homes for local people and 17 social rented family homes are planned on Radlett Road
- working with developers on our major projects to shape how new homes are delivered within the schemes, including affordable housing (Watford Riverwell's first residential zone will deliver 29 affordable homes in 2019, Watford Junction will deliver 3,000 new homes overall, with a target of 35% affordable)
- negotiating with developers on other key sites to ensure either the delivery of affordable homes or a sufficient commuted sum. These commuted sums will allow us to deliver appropriate affordable homes on other sites
- being robust with developers to also ensure schemes are high quality and create vibrant and successful communities
- working with neighbouring authorities to identify where we can work co-operate to build new homes to meet housing demand

Manage the borough's housing needs:

OUR PLANS FOR 2019/20

CP1	Set the strategic direction for housing in the borough by developing and delivering a new Housing & Homelessness Strategy
CP2	Develop a Housing Growth Strategy to meet growing needs through a positive managed, sustainable approach
CP3	Develop a revised Affordable Housing Policy for Watford
CP4	Manage <u>our</u> assets to deliver new homes including: <ul style="list-style-type: none">• Social rented homes on identified sites• Watford Riverwell• Hart Homes• Ascot Road• Watford Junction• Garage sites• Commuted sums

PRIORITY 2: Enable a thriving local economy

Why the economy is a priority

Watford has been extremely successful in building a strong local economy, which is vital for local jobs and for keeping the town vibrant. .

A successful local economy is critical to all our plans for Watford. It underpins our ambitions for Watford and is vital for local jobs and keeping the town vibrant. Over the last ten years, the council has been an important catalyst for economic growth, which has attracted new businesses, built the right environment for our current businesses to thrive and secured job opportunities. We recognise that we cannot take this success for granted and so need to plan for future prosperity, continuing to make sure that Watford is 'open for 'business'.

What we are doing to achieve this priority

- secured new employment space across our major project areas including Trade City at Watford Riverwell, new industrial units in Watford Business Park, new office accommodation at Watford Junction
- supported the transformation of Clarendon Road which will deliver:
 - A new international HQ building for TJX Europe which will provide a landmark building for the Watford Junction end of Clarendon Road – 12 storey office block, high level footbridge to link offices and public realm improvements plus securing 3,000 jobs in Watford – work on site started in 2018
 - The redevelopment of Gresham House which will provide B1 office accommodation, coffee bar and 59 homes, around 20 of which will be affordable
 - A new primary school (St John's) with roof top play area – opened 2018
 - A further landmark building comprising mixed office and residential in an iconic 23-storey building at the town centre end of Clarendon Road creating 11.180 square metres of Class B1 office space for around 1,000 jobs, 154 new homes, café, gym and rooftop café plus providing a minimum of £1.4 million commuted sum for affordable homes in the borough – work on site will start in 2019
- delivered an outstanding refurbishment of the High Street to complement the redevelopment of the intu centre, which opened in 2018. This has created a more attractive, pedestrian friendly town centre and supported a range of new shops and restaurants for residents and visitors to enjoy

- Developed and agreed a new Cultural Strategy for Watford
- Invested in a new approach to marketing Watford to raise people’s awareness of its outstanding offer for business and for visitors

Enable a thriving economy:

OUR PLANS FOR 2019/20

CP5	Take forward commercial development to enhance the quality and range of business premises within the borough
CP6	Progress the development and transformation of Watford Junction
CP7	Develop a new vision for Watford town centre to ensure it remains attractive and welcoming to all
CP8	Deliver Clarendon Road improvements Phase 2 & 3
CP9	Take forward the recommendations of the Cultural Strategy for Watford with our partners to enhance the town’s cultural offer and boost its impact on our economy and on the vibrancy of the town
CP10	Take forward the recommendations of the Destination Management Plan for Watford, including establishing a Destination Management Service
CP11	Take forward the Inward investment Strategy for Watford to retain and attract business to the town
CP12	Undertake effective networking to drive business to business growth
CP13	Support a digital community so that our businesses and residents can make the most of new technologies and opportunities

PRIORITY 3: Enable a sustainable town and council

Why the sustainability is a priority

We want to ensure that we put in place the right foundations to ensure both our town and the council can continue to flourish in the future.

For our town, this means exploring ways we can protect and enhance our local environment, reducing our environmental impact through practical measures. These include: offering alternatives to the car to get around the borough, increasing recycling and reducing waste and enhancing our parks and open spaces.

For the council it means securing our financial future so that we can protect services and deliver on our promises to our residents. This has never been more challenging with the council facing the loss of around £2.5 million revenue support grant by 2020 and a total saving requirement of £3 million. However, this also brings the drive to innovate and look for ways to do things differently that will deliver savings or generate additional income. It also provides the council with the opportunity to establish a sound financial basis into the future, which is not dependent on changes in government priorities or policy.

We are also committed to making sure we equip our staff with the skills and resources they need to perform to a high standard and to play their part in delivering this plan and our ambitions.

What we are doing to achieve this priority

In our town

We are exploring an exciting range of new transport options for Watford. These will lessen people's reliance on the car, reduce traffic congestion and improve the health and well-being of our local communities. This includes an 'on-demand bus' and a bike hire scheme – similar to the ones found in London and other towns around the country. Our plans include an innovative transport app, which will let people find the best choice for their journey quickly and simply.

We are continuing to deliver outstanding leisure facilities in our parks and open spaces. Our plans for Oxhey Activity Park, an exciting skateboarding, cycling and BMX facility, have been approved and work will start on site this year, with an opening date set for spring 2020. We have also started planning significant improvements to Woodside Recreation Ground, which has great potential as a great venue for a range of leisure activities and facilities for people of all ages and interests.

What we are doing to achieve this priority

In the council

We recognise that, in order to achieve on our ambitions for Watford and deliver on our promises, we need to make sure that the council remains a high performing organisation that has a sound grip on its budgets, is planning effectively for the future and has a committed and motivated workforce that is making the most of technological advancements to enhance our customer experience.

We have tackled our financial challenges through a considered but bold approach, looking to reduce the cost of our services through improved use of technology, exploring commercial opportunities and ensuring we are making the most of our property portfolio so that we are achieving the best returns possible.

Our **Property Investment Board (PIB)** champions our approach to property investment and applies the appropriate scrutiny and due diligence to opportunities as they arise.

The success of PIB in diversifying the council's portfolio and responding quickly to opportunities was a factor behind the council's recent acquisition of Croxley Park. This was a major property deal which not only secures the council an annual income of circa £1.5 million but also enables us to secure local jobs and encourage greater investment to the area.

Our Watford 2020 transformation programme



*Watford in 2020 will be a **customer-focussed, digitally-enabled, commercially-minded** council*

The Watford 2020 programme is driving the transformation we know we need to meet the challenges, and opportunities, of the future. It recognises that we cannot be the 'bold and progressive', forward looking organisation we want to be without fundamental change and that this needs to cut across everything we do. Whilst we are looking to transform as a council, we remain committed to keeping our residents and customers at the heart of what we do and to continue to deliver the high quality services they value. However, we recognise their needs and expectations are changing, which is why a major part of the programme has been our 'Service Innovations'. These have looked at how we do things from a customer perspective to see where we could improve and work in a smarter, more joined up way. Through the findings from the 'Service Innovations', we will be able to develop a new operating model that will deliver a customer focussed, digitally enabled and more commercial council.

Watford 2020 will enable delivery of all of the corporate priorities but will particularly help to achieve:

- **Enable a sustainable town and council** - the programme has a £1 million savings target by 2020 and key commercial income targets, particularly through property investment)

During 2017/18 we laid the groundwork for the programme, achieving a number of key milestones that have set us up for delivery by 2020.

Enable a sustainable town and council:

OUR PLANS FOR 2019/20

CP14	<p>Deliver the Sustainable Transport programme to offer alternative and innovative ways for people to get into and around Watford</p> <ul style="list-style-type: none">• Bike share• Demand responsive transport: including on demand bus service• Electric charging points network: extending the town's network• Post MLX transport solutions: safeguarding the route for alternative transport uses• Cycle hub refurbishment• Review of 20 mph zones; extension of zones across the town• Parking sensors• Transport app
CP15	<p>Improve the sustainable transport links across the town</p> <ul style="list-style-type: none">• Promoting car clubs town wide• Improving walking routes• Improving cycle lanes and cycle networks
CP16	<p>Review environmental services delivery model with Veolia</p>
CP17	<p>Deliver the next phase of the Sports Facilities Strategy</p> <ul style="list-style-type: none">• Oxhey Activity Park and community hub: completion and opening• Woodside: masterplan approved• Cassiobury Croquet Club improvements
CP18	<p>Develop a River Colne improvement strategy to enhance the river and its surrounds as a green asset for Watford</p>
CP19	<p>Ensure our Watford 2020 programme delivers the identified £1 million saving / income generation</p>
CP20	<p>Take forward the council's Commercial Strategy and commercial proposals</p>

Enable a sustainable town and council:

OUR PLANS FOR 2019/20

CP21	Manage our property portfolio to stimulate growth, generate returns and meet changing service needs
CP22	Develop an Investment Strategy to support the council secure its financial future
CP23	Deliver our People Strategy so that our staff development meets our ambitions

PRIORITY 4: Celebrate and support our communities

Why our communities are a priority

Our communities are what makes Watford the vibrant and welcoming place it is. We are fortunate that, whether they are made up of residents, businesses, schools or local organisations and groups, Watford's communities work together to really make a difference in the town. This is not something that we take for granted and so recognise that the council has a role to play in doing what we can to support what our communities are trying to achieve.

We are fortunate in Watford that the majority of our population enjoy a high standard of wellbeing and healthy lives and are able to access help when they may need it. We recognise that this is not the case for everyone and people's circumstances can change. We need to understand where these pressure points are for our town, and for individuals, and ensure that we are working with our partners to minimise the issues vulnerability can bring.

What we are doing to achieve this priority

Since coming into office in May 2018, Elected Mayor, Peter Taylor, has championed a number of community-related initiatives. He has launched the town's commitment to becoming more dementia friendly; this will be taken forward by the key partners working in this area, with the support of the council and leadership of the Mayor. He has also set up a Town Centre Task Group, which will focus on how all key partners can join forces to tackle issues and build the town centre's reputation as a great place to visit and enjoy.

We are also committed to working with our sports community to build on the exceptional range of sports and leisure facilities we have in Watford and that play such an important part in local people's health and wellbeing. Our revised Sports Development Framework sets out how we will do this.

We will continue to support our more vulnerable residents by taking steps to ensure they claim the benefits they are entitled to and are exploring options for new cemetery provision, which we know is an important facility for many of our communities.

Celebrate and support our communities:

OUR PLANS FOR 2019/20

CP24	Make our town centre safer and even more welcoming for those who live, work and visit
CP25	Undertake a review of the role of the third sector
CP26	Work with partners and our communities to make Watford more dementia friendly
CP27	Explore options to meet the needs of our residents for cemetery provision
CP28	Deliver the Sports Development Framework action plan to engage local people in healthy sports and leisure activities
CP29	Review and refresh the Big Events programme to ensure it remains vibrant and appealing
CP30	Make it easier for our communities to access and claim benefits to which they are entitled
CP31	Consider proposals for the council tax scheme and the impact of Universal Credit

Monitoring the Plan

Ensuring we deliver our Corporate Plan is critical to our success as an organisation and builds our residents confidence that we keep our promises.

We ensure delivery is on track through:

- Making sure all our Corporate Plan areas of work are reflected in service plans, work programmes and individual performance development review objectives, building the 'golden thread' through the organisation
- Identifying the key milestones for our work and holding ourselves to account for delivery – this will include regular updates to our Cabinet, Programme Management Board and Leadership Team
- Establishing a robust set of performance measures that are regularly monitored by Leadership Team, Portfolio Holders and our Scrutiny Committees. These measures extend to our outsourced services
- Providing challenge and assurance through robust governance including: Programme Management Board for our major projects, Property Investment Board for our property related work, Finance Review Board for our finances and Digital Watford Board for our 2020 transformation agenda



How do I find out more?

www.watford.gov.uk/councilplan



Equality Impact Analysis

Title of policy, function or service	Corporate Plan 2019/ 20
Lead officer	Manny Lewis – Managing Director
Person completing the EIA	Kathryn Robson
Type of policy, function or service:	Existing (reviewed) <input checked="" type="checkbox"/> New/Proposed
Version	v.01- 28 January 2019

1. Background

Corporate Plan 2020: update 2018/19

Each year, the council undertakes a corporate planning process in order to review and agree the organisation's strategic direction in the medium-term and to detail how it hopes to achieve its vision and priorities over the next four to five years. This is then articulated through the council's Corporate Plan and through service plans, which in turn help inform team work programmes and individual objectives for each staff member, identified through their annual performance development reviews. In line with good practice, the council adopts a medium-term perspective to corporate planning and ensures that the process is informed and influenced by a number of key drivers. These include: resident and community consultation and feedback, an analysis and understanding of the local area, external issues (such as government requirements and legislation) and financial resources, including capital investment. The ultimate aim of effective corporate planning is to make sure the organisation is clear about what it has promised to deliver, has a shared understanding of what work needs to be completed in the short and medium-term, the milestones that will measure progress and the outcomes that will measure its success.

The council's Corporate Plan, therefore, sets out the direction for the council to 2020. It is our key improvement and planning document, which identifies where we are focusing our efforts and resources both over the next year and for the medium term. The Corporate Plan is the highest level document that covers the whole of the council's work.

It links with other council strategies and plans, such as the Local Plan, Sports Facilities Strategy, Cultural Strategy as well as our transformational Watford 2020 programme. It is reviewed and updated annually to reflect any changes to the national, regional or local environment as well as the council's opportunities and challenges.

As our key strategic planning document, the plan's impact on the town and community is fundamental to ensuring it also provides effective linkage to the council's commitment to equalities and diversity and that it meets its duties under the Equality Act 2010.

2. Focus of the Equality Impact Analysis

This EIA, therefore, considers the potential equality related impacts, both positive and negative of the Corporate Plan 2019/20 - on the people in the groups or with the characteristics protected in the Equalities Act 2010, should Council approve the plan in March 2019.

These are:

1. Age
2. Disability
3. Gender Reassignment
4. Pregnancy and maternity
5. Race
6. Religion or belief
7. Sex (gender)
8. Sexual Orientation
9. Marriage and Civil Partnership.

3. What we know about the Watford population

Population

The current population of Watford is 96,700 (mid 2017 estimate) and is estimated to grow by 16% by 2026. Population growth estimates stated that they expected Watford to reach 100,000 by the end of 2017.

In terms of gender breakdown, there are estimated to be fractionally more female than male residents but the difference is not significant.

The population density for Watford is circa 4,500 people per square kilometre. This makes it the most densely populated district area in England and Wales. However, in comparison with some metropolitan boroughs, particularly those in and around the outskirts of London, the density is relatively low.

Ward level populations

Mid 2017 year population estimates show Central has the highest population of any ward in Watford and Tudor the lowest at 6,059.

	2016
Callowland	8,075
Central	9,201
Holywell	8,542
Leggatts	7,864
Meriden	7,944
Nascot	8,779
Oxhey	6,734
Park	8,731
St anborough	7,488
Tudor	6,894
Vicarage	8,777
Woodside	7,646

This is ONS experimental data (Ward Level Mid-Year Population Estimates (experimental), Mid-2017)

Population projections

The ONS interim 2014-based subnational population projections are an indication of the future trends in population to 2024.

- Watford's population is projected to be 109,600 by 2022 with the population reaching 100,000 in 2017 (we will know if this was accurate with the release of 2017 population estimates)
- The bulk of the estimated 14.8% increase for Watford over the ten years from 2014 to 2024 is expected to stem from natural change of 8.8% (more births than deaths), net migration within the UK of 5.2% and net international migration of 0.7%. The level of natural change can be attributed to the relatively young age structure of the current population, with a high proportion of child bearing age.

Households

The average household size in Watford is currently 2.45. This is average for the region.

Number of households

The ONS data, based on the census, says that there were 36,681 households in Watford at the time of the Census; as of 31 January 2019 the figure was **39,052**.

Household size

The 2014 projections estimate that, between 2014 and 2039:

- Watford's average household size will decrease from 2.45 to 2.33
- Hertfordshire's average household size will decrease from 2.42 to 2.29
- England's average household size will decrease from 2.35 to 2.21

Household Composition

From the 2011 projections, one person households see the biggest increase in household growth in Watford, representing 44% of the total household growth.

However, households with dependent children see the next biggest rise, with 35% of household growth; couples with other adults make up 9%; other (multi-person adult) households make up 7% and couple households (without children or other adults) make up the remaining 6% of all estimated growth.

Ethnicity

Watford has a very diverse population, more so than the rest of Hertfordshire.

For Watford, the Census 2011 shows the following breakdown in terms of ethnicity: White British (61.9%), White other (7.7%), Pakistani (6.7%), British Indian (5.5%) and British other Asian 4.4%).

Census information is now nearly 10 years old and it is likely that the ethnic profile of the borough has changed during this time. For example, it would not have captured the more recent EU arrivals to the borough (EU2 countries – Romania and Bulgaria, who were given residency rights in 2014).

National insurance registration: Census information is now nearly 10 years old and it is likely that the ethnic profile of the borough has changed during this time. For example, it would not have captured the more recent EU arrivals to the borough (EU2 countries – Romania and Bulgaria, who were given residency rights in 2014). We know from other data such as National Insurance Registration that Watford has experienced a relatively high increase in nationals from the EU2 countries applying for National Insurance registrations as Watford residents. This follows a period of a high number from EU8 countries (including Poland, Latvia, Lithuania) who were given freedom of movement to the UK from 2004. Throughout the period the arrival of new residents from south Asia (e.g. Pakistan / India) has remained relatively constant.

Language spoken at home: Other data sources, including school language survey on the languages spoken by Watford school children at home, endorse the National Insurance findings with English still the predominant language (at around 60%) followed by (in order of selection): Urdu, Polish, Tamil,

Romanian, Gujarati, Pahari, Gujarati and Hindi.

Births and origin of parents: In 2017, nearly 60% (59.6%) of children born to Watford based parents, had one or both parents born outside of the UK, with 41.7% having both parents born outside of the UK. 52.2% of new mothers in Watford were born outside of the UK (1439 births in total, with 688 to mothers born in the UK and 751 born outside of the UK. Of these 267 mothers had been born in the Middle East and Asia and 247 in the 'new' EU countries – those that had joined since 2004).

Electorate: The electorate on the electoral register (as published on 1 December 2018 was 70,544, with a further 3,642 identified as potential electors. The main ethnicity groups have been identified as:

Ethnicity	2018/19
British	58,329
Romanian	1,842
Polish	1,560
Rep of Ireland	1,289
Indian	1,062
Italian	805
Portuguese	703
Pakistani	652
Sri Lankan	418
Spanish	364
French	337
Bulgarian	215

Numerous other nationalities with electorates totalling 1 or more but less than 200.

Age

The largest populations by age band in Watford are:

- 25-44 (31,700)
- 45-59 (18,100)

The numbers in each successive age-band fall progressively until there are estimated to be 6,000 who are 75+. We know that around 74,000 residents are of voting age in Watford and that the borough has a younger profile than the rest of England and Wales.

WATFORD

96,675 people in 2017

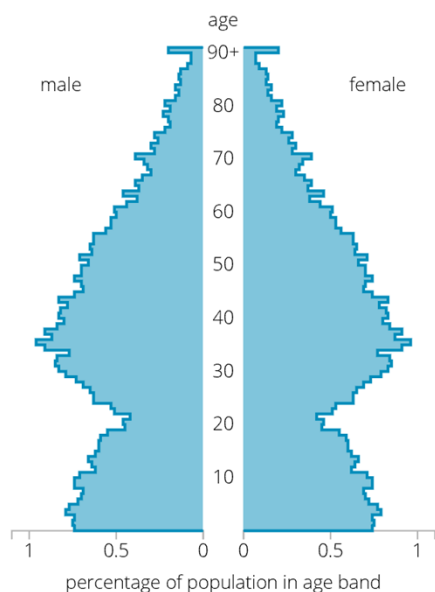
All ages

47,894 males

48,781 females

49.5%

50.5%



ENGLAND & WALES

58,744,595 people in 2017

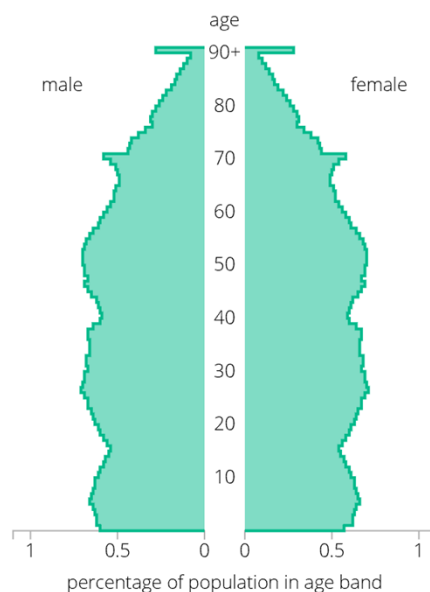
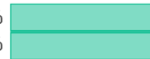
All ages

29,021,253 males

29,723,342 females

49.4%

50.6%



Disability / Health

Around 85% of the population of Watford state that they have 'good health' and just under 14% record a disability. We do not have details as to what these disabilities are but they will include a wide range of physical and mental health disabilities or impairment.

The 2018 NHS Health Profile's summary conclusion is that the health of people in Watford is 'varied' compared with the England average. About 12% (2,300) of children live in low income families – this is an improvement on 2016 (14% / 2,700). Life expectancy for both men and women is similar to the England average, although life expectancy is 6.6 years lower for men and 3.4 years lower for women in the most deprived areas of Watford than in the least deprived areas.

The profile also shows that physically active adults (19 years +) is 68% for Watford compared to the England average of 66%. There has been a decrease from the 2017 profile in the percentage of adults classified as overweight / having excess weight from 60% to 55%, which is better than the England average of 61%. The percentage of obese children in Year 6 (aged 10-11) at 21% is significantly worse than in the 2017 Health Profile; the England average is 20%. This is an area that the borough will need to track over the next year.

Religion / belief

The religious breakdown in the Census 2011 of the main religions in Watford was: Christian (54.1%), Muslim (9.8%), Hindu (4.8%), with no religion stated at 21.4%.

Sexual orientation / Transgender

Watford has no specific data on the transgender community within the borough

Education and skills

A skilled workforce supports the economic development and employment aspirations for Watford. There has been a mostly increasing trend in educational attainment in Watford over the last few years. Watford's working age population has the fifth highest percentage (42.1%) in Hertfordshire of those with qualifications at NVQ 4 and above (St. Albans is the highest with 57%, Three Rivers the second highest at 52%, East Herts third highest with 51% and North Hertfordshire the fourth at 44%); this is close to the Hertfordshire average of 42% average but higher than the Great Britain average of 38%.

63.6% of Watford young people achieved 5 A*-C including English & Maths at the end of key stage 4. This is the better than the England average of 57.8% (2016-17)

Homelessness

Whilst this is not a protected characteristic under the Equality Act 2010, the council recognises that the particular circumstances of people without their own home might be a factor in their taking an active role in our community. We currently have 25 statutory homeless (September 2018) and 129 households in temporary accommodation (January 2019).

Deprivation

The English Indices of Deprivation 2015 was published by the Government in September 2015, and updates the previous 2010 Indices, published in March 2011.

The Indices of Multiple Deprivation (IMD) 2015 uses 37 separate indicators, grouped into seven domains (three of which contain sub-domains); the domains are Income; Employment; Health and Disability; Education, Skills and Training; Crime; Barriers to Housing and Services; and Living Environment. In addition to the domains and their sub-domains there are two supplementary income deprivation Indices: Income Deprivation Affecting Children Index (IDACI) and Income Deprivation Affecting Older People Index (IDAOPI).

In the IMD 2015, Watford is ranked 189 out of 326 authorities, putting it in the 6th decile nationally. This means that, overall, Watford is less deprived than half the authorities in England.

Watford is the third most deprived authority in Hertfordshire. (Stevenage and Broxbourne are the most deprived.) However, three Hertfordshire authorities are among the 10% least deprived authorities in England (Three Rivers, East Herts and St Albans).

Overall, Watford is not an area with significant deprivation issues and the majority of the LSOAs within the town are in the bottom 50% of LSOAs nationally for deprivation; the borough's position has improved relative to that of 2010.

The combined deprivation index, which weights income and employment more heavily than the other domains, obscures the more deprived areas in Watford, which are affected by crime, living environment deprivation and education, skills and training deprivation in particular. This is, at least in part, because income and employment deprivation are less of an issue for Watford.

The ten most deprived LSOAs in Watford, as ranked in the IMD 2010, are as follows:

Watford rank	Ward	LSOA code	Hertfordshire		England	
			Rank	Decile in Herts (1st = most deprived)	Rank	Decile (1st = most deprived)
1 (2)	Central	E01023860	5 (5)	1st (1st)	5005 (7683)	2nd (3rd)
2 (1)	Meriden	E01023876	19 (7)	1st (1st)	7590 (7539)	3rd (3rd)
3 (5)	Holywell	E01023865	22 (32)	1st (1st)	7800 (9818)	3rd (4th)
4 (7)	Holywell	E01023866	30 (40)	1st (1st)	9203 (10445)	3rd (4th)
5 (4)	Stanborough	E01023891	31 (21)	1st (1st)	9377 (9075)	3rd (3rd)
6 (11)	Meriden	E01023873	33 (57)	1st (1st)	9628 (11634)	3rd (4th)
7 (9)	Woodside	E01023906	41 (46)	1st (1st)	10062 (10768)	4th (4th)
8 (3)	Central	E01023861	45 (15)	1st (1st)	10469 (8354)	4th (3rd)
9 (8)	Central	E01023859	47 (45)	1st (1st)	10609 (10705)	4th (4th)
10 (6)	Oxhey	E01023883	49 (34)	1st (1st)	10710 (10014)	4th (4th)

MOSAIC profile

Our MOSAIC profiling of the borough enhances our understanding of our population and provides valuable context for our decision-making as well as underpinning our communications and engagement.

	Mosaic Code	Name	Description	Number of Household	2017 Watford %	2016 Watford %	Difference	Trend	Rank (last year)
1	J40	Career Builders	Singles and couples in their 20s and 30s progressing in their field of work from commutable properties	4,045	12.5%	11.9%	0.6%	▲	1
2	I36	Cultural Comfort	Thriving families with good incomes in multi-cultural urban communities	3,321	10.3%	8.7%	1.6%	▲	2
3	D14	Cafes and Catchments	Affluent families with growing children living in upmarket housing in city environs	2,499	7.7%	8.0%	-0.3%	▼	3
4	D17	Thriving Independence	Well-qualified older singles with incomes from successful professional careers living in good quality housing	2,422	7.5%	5.4%	2.1%	▲	7
5	M56	Solid Economy	Stable families with children renting better quality homes from social landlords	2,172	6.7%	6.4%	0.3%	▲	6
6	J44	Flexible Workforce	Young renters ready to move to follow worthwhile incomes from service sector jobs	1,954	6.0%	7.0%	-1.0%	▼	4
7	H35	Primary Ambitions	Forward-thinking younger families who sought affordable homes in good suburbs which they may now be out-growing	1,550	4.8%	6.8%	-2.0%	▼	5
8	B08	Premium Fortunes	Influential families with substantial income established in large, distinctive homes in wealthy enclaves	1,237	3.8%	3.2%	0.6%	▲	10
9	I37	Community Elders	Established older households owning city homes in diverse neighbourhoods	1,128	3.5%	4.1%	-0.6%	▼	8
10	I39	Ageing Access	Older residents owning small inner suburban properties with good access to amenities	1,099	3.4%	3.4%	0.0%	◊	9

4. What local people have said is important to them

Our regular Community Survey is one way we test what we are doing and our future plans. The Community Survey 2017 received over 1,100 responses, which indicates the level of interest our residents have in the town and its future.

COMMUNITY SURVEY 2017: HEADLINE RESULTS

Views on the council

- 77% of respondents are satisfied with the way the council runs things
- 80% agree the council is working to make Watford a better place to live
- 82% think we provide value for money and the same percentage are satisfied with the way we spend our proportion of your council tax
- 85% agree we are working to make Watford economically successful

Top council services

These are the services that local residents think we do really well:

- Waste and recycling
- Parks and open spaces
- Sports and leisure facilities

Views on Watford

- 74% of respondents are satisfied with Watford as a place to live
- 80% are proud to be a Watford resident
- 84% think that where they live people from different backgrounds get on well together
- 91% agree Watford is a safe town

Top five things that respondents said make somewhere a good place to live

- Feeling safe in my home and the local area
- Good quality hospital and health services
- Cleanliness and tidiness of the town
- Good access to public transport
- Rubbish collected on a regular and reliable basis

Where we need to do even better

- Ensuring that new homes are supported by good infrastructure such as school places, GP surgeries, better transport links
- Keep local people informed about decisions
- Provide more opportunities for people to find out what is going on and share their views
- Explaining why well-planned growth is important to the town
- Explaining housing targets and the need for new homes

Priorities for the borough

The survey also asked people about their priorities for the borough.

The top choices were:

Ensuring a vibrant and prosperous local economy that offers a range of jobs and opportunities for local people	48.5%
Keeping the town clean and our streets free from litter	38.6%
Working with community safety partners to tackle issues and make Watford even safer for our communities	38.0%
Creating a well-connected borough with good infrastructure such as better transport links	37.4%
Supporting our more vulnerable residents so that they can live independent lives	35.5%
Protecting and enhancing our parks and open spaces	31.5%
Helping to provide a range of new homes that meet local needs, including more affordable homes	30.2%

Total responses: 1,095

Residents were also able to provide their views on other priority areas for Watford not identified within the answer choices. Of the comments received, the most commonly cited issues were parking and congestion.

5. How will the council ensure equality is promoted through the Corporate Plan 2019/20

Under the Equality Act 2010, three areas need to be considered when analysing the equality impact of the Corporate Plan:

1. **eliminate** discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
2. **advance** equality of opportunity between people who share a relevant protected characteristic and people who do not share it
3. **foster** good relations between people who share a relevant protected characteristic and people who do not

Watford's vision is: **To create a bold and progressive future for Watford**

To deliver this vision, the council has reviewed its priorities for 2019/20 and developed four new ones, which reflect its ambitions as well as the elected mayor's manifesto.



These are then underpinned by areas which we believe are well embedded in Watford and which we would want to see maintained: high performance and sound management and effective two-way communications and engagement.

Through the Corporate Plan, specific projects and areas of work are identified that set the corporate work programme and demonstrate how we will deliver against the four priority areas and the vision to 2020.

All of the priorities, and the work set out to deliver them, impact on our communities to some extent. Indeed, the underlying driver for the plan is to ensure we are working in a way that benefits all our communities; we seek to identify where the council can contribute to improving the borough and its own services and make a difference to issues that matter to local people.

EIA commitment

As part of its commitment to the Equality Act 2010, Watford BC expects EIAs to be undertaken on all new strategies and policies and where a strategy or policy has been reviewed and significantly revised. Therefore, there are a number of areas of work identified in the Corporate Plan programme where separate EIAs will be carried out. The councils Corporate Equalities Working Group oversees this area of activity to ensure EIAs are undertaken and equalities impacts considered.

How our priorities will support our public sector equalities duties under the Equality Act 2010 is described below, with some of the individual projects /areas of work identified:

1. Manage the borough's housing needs

This priority looks to address the significant issues arising from the growing demand for homes in Watford, including affordable homes. Many of those needing permanent accommodation are young people and people with families and so we need to understand the impact of our housing policies in terms of the age profile of both people presenting themselves in housing need and, more generally, on the types of home needed in the borough to meet the requirements of its population – particularly given that we know that we have a younger population than many areas and high numbers of children under 5. However, we also know that our population is aging, with people living longer and this also impacts on housing requirements.

Another area where we understand that our profile means we require focus is private rented accommodation, where an extremely high proportion of our residents live. Whilst this is the right solution for many local people we know that the role of the private landlord in the town is critical to our communities and population. A significant amount of the rental sector is accessed by those aged 20 -35 years and so the work we do with the town's landlords has an important impact on this age group.

Therefore, through our Corporate Plan we seek to address both the supply and demand for housing within our borough, including affordable housing. Through our major projects we have already achieved significant progress towards meeting housing targets – indeed in 2017 we have facilitated the delivery of Watford's first purpose built retirement community through Watford Riverwell.

2. Enable a thriving local economy

Ensuring the town remains prosperous is a key priority for the council. A prosperous economy provides jobs for those of working age across a range of occupations.

Our Local Plan provides the spatial planning for the borough and identifies how land is used, determining what will be built where. It provides the framework for development in the borough and has to be underpinned by a sound evidence base, including an understanding of our local communities and its various needs. A separate EIA is undertaken on the Local Plan to ensure it is meeting the council's equality duties and our own equality objectives. Other key strategies will also be expected to undertake robust EIAs to be presented to our members

2. Enable a sustainable town and council

Planning for smart growth means that issues such as transport and other infrastructure (e.g. schools) are considered as plans take shape for the borough. Areas like good public transport links are important to all the community but particularly for those too young to drive or with a disability or age-related impairment that means driving is not an option.

This priority also focuses on making sure the council has well-thought and tested financial plans in place to ensure it has a secure future financially following the ending of government funding by 2020, it also challenges us to make sure our services can meet increasing demand and to be more innovative in the way we do things. We need to ensure that as we take this forward, we keep in mind the impact of our financial decisions on our communities.

3. Celebrate and support our communities

This priority recognises that whilst most people who live in the borough enjoy a good quality of life and are able to make the most of what the town offers, we do need to understand where others might need some extra help or support. As a district council not responsible for some of the major 'support' service areas such as adult social care and children's services, we work with our partners to ensure these services are meeting the needs of our residents and we ensure those services we are responsible for are responsive to our communities. This covers areas such as our public health work, providing health and fitness opportunities across the town and free activities for our children and young people.

A. Positive impacts

Potential positive effects

The work programme articulated in the council's Corporate Plan 2019/2020 is designed to improve the town and the quality of life of our residents. Through all the priorities identified for the council, there are areas of work and projects that will require additional consideration in terms of the council's equality duty and this will be delivered through a programme of equality impact analyses.

Some of the positive impacts include:

- All equality groups should benefit from activities to strengthen the local economy through attracting and supporting local businesses, which supports job opportunities and ensures local businesses thrive
- The work to deliver new homes will have a positive impact on young adults and families. Work to increase the number of affordable homes will have a positive impact on many BME groups in the town as there is a higher rate of people in social housing from a BME background compared to the Watford population overall
- The Green Spaces Strategy and related projects, including Oxhey Activity Park and Woodside, will provide a positive impact for families in particular, although not exclusively as other protected characteristics benefit from the town's green spaces
- The council is currently reviewing its community assets to ascertain usage and determine a strategy for the future. It is anticipated that this review will highlight how the council can work more effectively with the community to make best use of its assets which should deliver an overall positive effect on communities
- The review of how we address mental health issues and the commitment to a dementia friendly town will impact positively on those with either mental health issues or age-related issues such as dementia
- Fostering good relations within the community will be achieved through a number of our areas of work including the Green Spaces Strategy, the Cultural Strategy and the Sports Development Framework action plan.

The plan highlights the importance of equalities to the organisation (see priority 4). This commitment will ensure that, where appropriate, the equalities impact of new policies and strategies and changes to service provision are considered in advance of decision making through the equality impact analysis

process. This is monitored through the Corporate Equalities Working Group.

Recommendation 1: Ensure EIAs are undertaken on all relevant Corporate Plan areas of work (to both ensure the delivery of positive benefits and to mitigate potential negative impacts – see below).

Recommendation 2: Continue to build a comprehensive picture of the Watford community through feedback from consultations and updating the Watford context on a regular basis.

Recommendation 3: Ensure consultation and engagement continues to collect relevant equalities data so that there is an understanding of who is accessing facilities and services and understanding is built in relation to the views of our communities

B. Negative impacts

Potential negative effects

These would arise if equalities and the requirements of the Equality Act 2010 are not considered through the delivery of the corporate work programme.

The main ways of mitigating these potential negative effects:

- Training and communication – an online training programme is offered to all staff; this addresses both the requirements of the Equality Act 2010 and the council’s own commitment to equalities and diversity. Face to face training is provided for staff who have regular interactions with the public and for councillors.
- Corporate Equalities Working Group – provides critical friend support for EIAs and advice on equalities overall
- Leadership Team to receives reports on equalities to inform of progress and any issues
- Committee reports – the guidance to members has been revised to ensure members are fully informed of any equalities implications of any decisions they are required to make
- Our website has a Browsealoud facility which translates information into a range of languages and provides audio services too

Recommendation 4: Ensure staff undertake the mandatory online equalities training and appropriate staff undertake face to face training

Recommendation 5: The need to conduct EIAs has been outlined in Recommendation 1 above – the council needs to ensure staff are confident to undertake robust EIAs and it is recommended that additional training be undertaken to support staff in this area

Recommendation 6: Ensure the council’s project and programme management frameworks identify equalities as an area for consideration to highlight where necessary

Recommendation 7: Develop an ‘at a glance’ guide to the Corporate Plan to make the messages clear and the commitments in terms of what will be delivered

Recommendation 8: Promote the council’s website Browsealoud facility both internally and externally

6. Overall conclusion

Meeting the Public Sector Equality Duty

This EIA has taken into account the council’s public sector equality duty under s149 of the Equality Act 2010 and is intended to assist the council in meeting its duty.

The information within this report and an assessment of both the positive and negative impacts together indicate that the Corporate Plan will, overall, deliver positive impacts for the Watford community.

This is because, through the corporate work programme, it seeks to improve the town and services and facilities available to local people. The council’s commitment to equalities is identified within this corporate work programme and, through this commitment, it demonstrates its expectation that equalities is considered and addressed as part of its delivery.

EIAs are expected on individual projects and areas of work where equality issues will be considered and impacts identified.

Summary of potential positive impacts and ways in which they can be ensured

Positive Impact	Protected characteristics	Ways to ensure the positive impact
<p>Delivery of the corporate work programme will deliver a range of benefits across all equality groups.</p>	<p>All</p>	<ul style="list-style-type: none"> • Continue to build a comprehensive picture of the Watford community through feedback from consultations and updating the Watford context on a regular basis • Embed understanding of equalities and impact on those with protected characteristics of new policies, plans and changes to service delivery • Ensure EIAs are carried out and are effective and support decision making • Work with outsourced service providers to ensure equalities duty is understood, embedded and reflected in service delivery (including equality monitoring where appropriate) • Continue to identify equality issues within committee reports and highlight where EIAs have been completed
<p>Through consultation and engagement encourage feedback from our communities to understand take up of facilities and services and overall satisfaction with the town and council</p>	<p>All</p>	<ul style="list-style-type: none"> • Ensure consultations seek feedback from our communities in terms of their demographics and protected characteristics, where relevant • Ensure feedback is considered in decision making where relevant and appropriate

Summary of potential negative impacts and ways in which they can be removed or mitigated

Negative Impact	Protected characteristics	Ways to mitigate the negative impact
Potential if individual areas of work do not fully consider equality impacts as part of planning and delivery	All	<ul style="list-style-type: none"> • Effective training • Corporate Equality Working Group to provide leadership and direction
Potential negative impacts for some equality groups from the work programme – as yet not identified	All (potentially)	<ul style="list-style-type: none"> • Continue to build a comprehensive picture of the Watford community through feedback from consultations and updating the Watford context on a regular basis • Embed understanding of equalities and impact on those with protected characteristics of new policies, plans and changes to service delivery • Ensure EIAs are carried out and are effective and support decision making • Work with outsourced service providers to ensure equalities duty is understood, embedded and reflected in service delivery (including equality monitoring where appropriate)

This EIA has been developed by:

Kathryn Robson

..... **Date22.02.18**

Part A

Report to: Cabinet

Date of meeting: 11 February 2019

Report author: Urban Design and Conservation Manager

Title: Review and Adoption of Proposed Changes to the List of Locally Important Buildings

1.0 Summary

- 1.1 Watford Borough contains a number of buildings that do not merit statutory listing under the Planning (Listed Buildings and Conservation Areas) Act 1990, but are of architectural and/or historic value. As part of the Council's Urban Design and Conservation Strategy (adopted 2014), the Council considers that these buildings make a valued contribution to the history, character, streetscape and identity of Watford and as such are worthy of protection. For this reason, Buildings of Local Interest were identified and listed in the 2010 Register of Buildings of Local Interest (Adopted by Cabinet in December 2010).
- 1.2 The Urban Design and Conservation team has recently reviewed the Register of Locally Listed Buildings. The review involved correcting factual errors which had been identified since 2010, assessing a number of buildings for inclusion on the list (28) and removing any buildings which have either been added to the National list (1 entry, Sugden House) or demolished following planning permission (4 entries). During the consultation it became apparent that there were further buildings which we should assess and that the area known as Cassiobury Triangle is of sufficient value to consider designation as a conservation area.
- 1.3 This report seeks Cabinet approval for the proposed changes to the local list; for approval to consult on a new conservation area and to consult on further additions to the local list which have come to light during the consultation, but have not yet been consulted on.
- 1.4 Most of the buildings on the 2010 list have Article 4 Directions affecting them which remove some of the permitted development rights pertaining to the properties. The PD rights removed mostly concern householder development which, if not managed through the use of Article 4 Directions, could result in the erosion of the character of the building which contributes to its value. It is proposed to make Article 4 Directions in relation to all the additions to the local

list and to make these effective from the time the buildings are added to the local list.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Changing Government Legislation	New National Policy could require additional considerations	Update list in accordance with changes to national requirements	Treat	4
Less Resourcing	Reduce Council capacity to manage the local list	Manage expectations and seek out alternative approaches to managing the list	Treat	4
Legal Challenges to article 4 designation	Potential financial implication	Robust management of the article 4 process	Treat	2
Payment of compensation as a result of imposing an Article 4 Direction	In certain circumstances if PD rights are removed by an Article 4 and then planning permission is then refused for something that would otherwise have been permitted under PD then compensation is payable by the LPA	Robust management	Treat	8

3.0 **Recommendations**

- 3.1 That Cabinet agree the list of proposed additions to the local list set out at section 4.26 of the main report and deletions as set out in 4.30.
- 3.2 That Cabinet agree officers should prepare a consultation document for a new conservation area as shown on map a.
- 3.3 That Cabinet agree to officers assessing the properties that were suggested for inclusion during the consultation and that properties which meet the local list requirements are subject to public consultation.
- 3.4 That Cabinet notes that officers intend to make Article 4 Directions for those properties it is proposed to add to the local list.

Further information:

For Further information please contact: Sian Finney MacDonald

E Mail: Sian.finney-macdonald@watford.gov.uk

Tel: 01923 278278

Report approved by: Nick Fenwick Deputy Managing Director

4.0 **Detailed proposal Context**

- 4.1 A local list of buildings identifies individual buildings and structures which are of local value in terms of the historic environment. Assets will normally contribute to the local distinctiveness of a place. Occasionally assets which are identified at a local level will be of high significance and may be put forward for national listing. There are examples in Watford where this has happened; Sugden House and the Metropolitan Station were both locally listed before being added to the national list following a review by Historic England.
- 4.2 The existing list was adopted in 2010 following extensive public consultation. All the buildings on the list were considered against rigorous criteria and the published document contains a sheet for each building which sets out what the significant features are and why it has been included on the list. This approach is in line with Historic England's guidance on preparing local lists which was updated in 2016 and can be found at: <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/> .
- 4.3 The Historic England guidance recommends regular reviews of the list to ensure that it remains up to date and helpful. This reduces the potential for challenges at appeal due to the list being out of date. The review undertaken in 2018 is the first major

review of the 2010 list and seeks to deal with any factual errors, typing errors, any new additions which meet the criteria and deletions which may be necessary.

Method

- 4.4 Watford's Local List was adopted in 2010; since then there have been some approved demolitions of locally listed buildings which need to be removed from the List. In addition there are a number of minor updates that need to be made to the current descriptions to address typing errors and some inaccurate information (These can be found on the attached table at Appendix 3). The revised guidance from Historic England stresses the benefits of engaging with the community regarding assets of local value and encourages a broad approach in order to capture a "collective memory" of place.
- 4.5 In July, officers brought a provisional list of properties to be added to the local list to the PPAG for consideration and asked for any other properties which should be considered. The report also identified a number of other updates and minor changes PPAG agreed that the proposed additions should be taken forwards for public consultation.
- 4.6 Some further properties were suggested for potential inclusion by members. These were reviewed along with the existing proposed additions; those which were considered to meet the criteria were included in the consultation document.

Consultation

- 4.7 At the start of the consultation a letter and a copy of the relevant entry was posted to each property included on the list of new additions (copy of the letter is attached). Resident groups were informed of the consultation and copies of the document was made available in the libraries and the CSC. The consultation started on the 19th October 2018 and finished on 30th November.
- 4.8 The council has received several representations, most are from householders but both the Cassiobury residents groups have responded. A summary table is attached to this report. Objections have been received in respect of Nos 44 and 94 Cassiobury Drive, 5, 11, 24 and 36 Cassiobury Park Avenue; 7 Shepherds Road and 42 The Gardens. Letters of support have been received in respect of 3 Cassiobury Park Avenue and 23 Shepherds Road. A letter received from Cassiobury Triangle Residents Group indicates support in terms of preserving the character of the area but some concerns regarding the consistency of the quality of buildings to be added and regarding future measures which may be used to manage change. The Cassiobury Residents group are generally supportive of the proposals.
- 4.9 Some further properties have been suggested for consideration in Cassiobury Park Avenue and Garden Close. In Central ward the following have been suggested, some of which are already on the local list; 67 Queens Road (on the list), the water trough at the corner of Sutton Road and Queens Road (already on the list) , Central Hall

Loates Lane (already on the list) , cottages on Loates Lane next to Central Hall (Nos 75-79 were originally included in the 2000 list but were removed as part of the 2010 and corner of St Albans Rd and Lowestoft Rd No 187 (already on the list).

- 4.10 Six key themes have emerged from the comments received as a result of the consultation:
- a. The local listing is seen as having a negative impact on value of the property;
 - b. Restriction of future changes to the exterior of properties is seen as unfair
 - c. There are inaccuracies in the descriptions
 - d. Implications of the local listing is not clear
 - e. Property has been altered significantly and should not be taken forwards
 - f. Property was built at a later date than suggested and evidence provided.
- 4.11 **Negative value:** this is not a valid consideration in terms of determining whether a building is suitable to add to the local list. Research has generally shown that heritage designations (the research cited focuses on Conservation Areas which have been in existence for longer than local lists and can therefore provide a more robust testing sample) actually improve value and ensure that an area retains its character which buyers will pay a premium for (Historic England and LSE study An Assessment of the effects of conservation areas on value <https://content.historicengland.org.uk/content/docs/research/assessment-ca-value.pdf>).
- 4.12 **Restriction of future changes:** the local list designation per se does not alter the permitted development rights which a property enjoys; the local listing designation would become a material consideration when determining any planning applications. The Council has used its powers to make Article 4 Directions in respect of the existing buildings on the local list and the conservation areas. This means that planning permission is required for the development where rights are withdrawn and any changes proposed should take the local listing into account.
- 4.13 **Inaccurate descriptions:** all the descriptions will be reviewed and fact checked against the records and the photographs.
- 4.14 **Implications of the local list are not clear:** the introduction to the consultation document sets out the potential use of Article 4 Directions; the local list designation without the article 4 only allows the designation to be considered as a material planning consideration in relation to a planning application. The cabinet report will set out the proposal to introduce Article 4 Directions and then these will be prepared and taken forwards. They can lapse if not confirmed and home owners have the right to object.
- 4.15 **Property has been significantly altered:** where alterations are deemed to impact on the significance, it is recommended that such properties are not added to the local list. This will be reviewed on a case by case basis.

- 4.16 **Property built at a later date after the main build period for the estate.** There is one example of this, the property was constructed in the 1950s and is not of sufficient quality to add to the list and will not be taken forward.
- 4.17 Two letters of objection have been received from a consultant, in respect of No 24 Cassiobury Park Avenue and 42 The Gardens. These specifically address the criteria used to assess the buildings proposed for the addition to the list.
- 4.18 **24 Cassiobury Park Avenue:**
- a. **Architectural:** claim that the quality is not as good as the description suggests; that the building is more significantly altered than the entry suggests and that this diminishes the property and makes it difficult to discern the original plan form. The architect mentioned in the entry is not notable as suggested when compared to other architects for buildings of local interest (of the ones cited the house designed by the Smithsons is now nationally listed and will be removed from the local list and this is referred to in Appendix 2 of the consultation document).
 - b. **Historic:** No 24 cannot be said to form a significant part of the development of the town or locality; it is an innocuous house which does not stand out and lacks significance.
 - c. **Streetscape:** streetscape has changed considerably in late 20th and 21st centuries; significant number of buildings which have a modern construction date; lack of design consistency along the road; not designed by a single architect.
 - d. Does not meet the criteria for local listing.

The Council's response to this is set out below:

- a. The house was designed by a Watford born local architect (VF Knowles A IAA) practising in the area; he was responsible for other buildings in the town and designed and constructed the property at 93 Hempstead Road which he lived in until his death in 1958. The property has good quality architectural features and brickwork which is typical of this period and a key feature which this architect used on other buildings: sprocketed (kicked out) eaves, patterned and textures brick panels between timbers on projecting gable, feature porch with timber brackets and hipped roof . The external features are little altered apart from small single storey rear extensions.



- b. The property is contemporary with the main building period for this street (1910- 1930); the character is one of individually designed detached houses with a consistent building line and frontage line. The land was part of the first land sale of the Cassiobury Estate in 1908 (to Messrs Ashby and Brightman) with plots being sold on in stages from 1908 -1918. The sale date of 1908 is contemporary with the point at which the Council bought the land which is now the Cassiobury Park. Therefore, it is part of a key moment in the history of Watford and demise of the Cassiobury Estate. Development is contemporary with the extension of the Metropolitan Line and is typical of the Metroland style developments around London
- c. The property does make a positive contribution to the street scape of this attractive part of the town; its character is not one of consistency in terms of a single architect but one of a coherent approach to development where there is evidence of a proscribed building line and requirement for an enclosed frontage (evidence from some of the original plans showing the required building lines). The properties are generally 2 storey and a consistent palette and design influence is present.
- d. It is considered to meet the criteria for adding to the local list.

4.19 **42 The Gardens:**

- a. Building is altered – replacement windows and dormers
- b. Building does not contribute to the streetscape other than by its size and presence in the street;
- c. Architects are not a significant firm and do not provide the building with historic interest.

The Council's response is set out below:

- a. The dormers referred to were shown on the 1934 alterations and designed by the architect for the original building and are only 7 years after the date of the plans for this building. As such this alteration can be regarded as contemporary with the original design. Other alterations are minimal and do not detract from the original concept.
- b. It is considered that the building has a strong presence in the street scene of the area and makes a positive contribution to the character of this area.
- c. The architects firm involved is of note (Stimpson Lock and Vince) and Max Lock does have connections to Watford (he lived in the property at 80 Langley Road from around 1938 until 1950 when it was sold to Mr FH Vince)); the house is shown as being designed for a Mrs Lock. Max Lock also designed the Elm Court buildings on Albert Road South dated 1935 and which he used as an office for a while.

On this basis it is considered that the building should be added to the local list.



4.20 A table showing the full responses is attached to the report at Appendix 2.

4.21 **47 Cassiobury Park Avenue**

Following a refusal of planning permission on 10th January 2019 for a very large extension and removal of outbuildings which were contemporary with the house, the owner contacted the policy team by phone and by E-mail to register his concern regarding the proposed local listing of the property. His initial concerns arose from the fact that he stated he had not received the consultation letter and that the first instance he was aware of the proposal was reference to it in the decision notice and in the officer's report. Following the refusal he had undertaken works using permitted development rights to demolish the outbuildings and to replace the windows and the front door. The Council has now made an Article 4 Direction restricting other permitted development rights which is allowed to proceed would

harm the character of the property and the area. We have replied to the points made in his email as follows:

- a. **Local Search:** the property was recently purchased with a view to extending it to make a large family home. A Local Search was carried out in September and there was no mention in the search of a proposal to locally list the property.
- b. **Refusal of planning permission:** the owner's architect was notified of the decision to refuse planning permission on 11th January 2019 and this is how the owner found out about the proposed local listing.
- c. Property is not being lived in so the consultation letter was not received.
- d. Building works have commenced on the site, the outbuildings have been removed, the windows and door replaced and the porch canopy over the door removed. On this basis we think the building should be removed from the local list.
- e. Can you advise on how we can get the property removed from the local list?

The Council's response to this is set out below:

- a. The earliest point at which information regarding designations which are proposed would appear on a search is at the point the proposals are made available for consultation – this usually follows an internal sign off procedure. In this instance the final decisions were made at the beginning of October following 3-4 months of internal discussions and research. Your search was made prior to the information regarding the proposed designations reaching the point where it could be shared with other sections of the Council.
- b. The Development Management team did consult with the Conservation Team as they were informed of the proposal to add further properties to the local list and that a consultation was taking place.
- c. As part of the consultation process the Council sends letters to all addresses affected. The consultation lasted for 6 weeks and the letters sent out 19th/20th October. As the owner we would expect you, or for you to have arrangements in place for someone else, to check the property regularly for mail if you were not occupying it. We are not required to consult prior to designation but it is good practice to do so and this is the method we have used in the past. Information was also available on the council's website and through social media.
- d. Work has indeed taken place which has removed some of the architectural features which were referenced in the proposed entry for the building. It is considered that despite these alterations the building still has sufficient value to add to the local list. An Article 4 Direction has

now been made in respect of other works which would be allowed under permitted development rights so that this work would now require planning permission. This was done to prevent further alterations which may impact on the value of the building as a heritage asset.

- e. The process for reviewing the proposed local listing is to comment during the consultation period and demonstrate why the proposed building does not meet the criteria identified. This has not been done. All the properties were reviewed following the consultation period to ensure that there was a consistency and robustness to the approach. No 47 is still considered to meet the criteria.

No 47 taken around 2015



No 47 taken 22 January 2019



Despite the demolition of the outbuildings and the removal of the original windows, the property retains many good quality original features (stepped and sprocketed eaves, asymmetric chimney, horizontal tile banding and tile feature above first floor window in gable to road) and is unaltered in terms of floor plan (originals design is available in the building control records).

4.22 Proposed Way Forward:

- a. Review of all properties consulted on for consistency and clarification of how the criteria are applied;
- b. Revised list of proposed additions;
- c. Proposed conservation area for Cassiobury Triangle area
- d. Proposed further consultation for suggested properties which meet the assessment criteria

4.23 Following the consultation comments, officers have reviewed the entries and set some clarification regarding how the assessment criteria have been used in relation to the buildings in the Cassiobury Estate. The review of all the proposed properties has been done using the following interpretations of the main criteria:

Architectural and Historical:

- i. Construction dates: post 1939 will not be taken forwards – the earlier the date the more likely the building is to be taken forwards; pre 1920s are most significant. Where it can be evidenced from the original plans that the building was designed by a noted local architect this is considered relevant to taking the building forwards.
- ii. Several practices were involved in building the Cassiobury Estate and some such as Max Lock had connections to Watford (evidence from the Max Lock Centre – research undertaken in respect of Little Stratford in 2010- Dr Mike Theis).
- iii. Impact and extent of alterations: properties where there are significant extensions which have altered the plan form on both storeys and the roof form will not be taken forwards. Limited single storey rear or side extensions where the plan form is still readable are likely to be taken forwards.
- iv. The quality and integrity of the features will be reviewed.

4.24 Revised list: following a review of the properties proposed in the consultation to ensure that those to be added to list are of sufficient quality and that there is a

consistency in the approach, it is proposed that the following properties **should not** be taken forwards:

- a. 50 Cassiobury Drive – large two storey side extension which has altered the roof form and compromised the original intent.
- b. 94 Cassiobury Drive – degree of alteration and dates
- c. 10 Cassiobury Park Avenue – very large extension which has had a significant impact on the design?
- d. 14 Cassiobury Park Avenue – unaltered currently but damaging extensions have been granted consent which if implemented would compromise the integrity of the building design.
- e. 21 Cassiobury Park Avenue
- f. 26 Cassiobury Park Avenue
- g. 36 Cassiobury Park Avenue
- h. 40 The Gardens
- i. 7 Shepherds Road
- j. 69 Langley Way

4.25 All of the above which lie on Cassiobury Park Avenue or Shepherds Road are within the proposed conservation area and would be afforded further protection if this is taken forwards.

4.26 The list of those recommended **to be added** following consideration by Cabinet in February is set out here (map attached):

- a. 1 Cassiobury Drive
- b. 44 Cassiobury Drive
- c. 107 Cassiobury Drive
- d. 121 Cassiobury Drive
- e. 1 Cassiobury Park Avenue
- f. 2 Cassiobury Park Avenue
- g. 3 Cassiobury Park Avenue
- h. 5 Cassiobury Park Avenue
- i. 6 Cassiobury Park Avenue
- j. 8 Cassiobury Park Avenue
- k. 9 Cassiobury Park Avenue
- l. 11 Cassiobury Park Avenue
- m. 18 Cassiobury Park Avenue
- n. 24 Cassiobury Park Avenue
- o. 28 Cassiobury Park Avenue
- p. 35 Cassiobury Park Avenue
- q. 40 Cassiobury Park Avenue
- r. 43 Cassiobury Park Avenue
- s. 43A Cassiobury Park Avenue
- t. 47 Cassiobury Park Avenue
- u. 42 The Gardens
- v. 44 The Gardens

- w. 23 Shepherds Road
- x. Corinden, Temple Close
- y. Dancing Woman Sculpture, Cheslyn House
- z. Bridge 165, Grove Mill Lane
- aa. Bridge 168 Rousebarn Lane
- bb. Road Bridge, 30m north of Brook Cottage, Grove Mill Lane.

- 4.27 **Article 4 Directions:** the Policy Team received an e-mail from the Development Management section head recommending that if properties are to be added to the local list then an Article 4 direction should be made withdrawing some of the permitted development rights which allow development which if left unmanaged would cause harm to the assets. This is likely to include development such as alterations under Part 1: Class A; additions or alterations to the roof (Class B); other alterations to the roof (Class C); porches (Class D); hard surfaces (Class F) chimneys and flues (Class G); Minor operations under Part 2 such as gates, fences etc, exterior painting and under Part 11, Class B and C for demolition works.
- 4.28 **Conservation Area Proposal:** following the comments received and the subsequent review of the proposed additions it is considered that the area around Cassiobury Park Avenue to around no 47 and Shepherds Road should be researched further with a view to designating a small conservation area. The map attached shows the primary area of interest with two possible extension areas. It is intended to undertake further research into the background of this area so that we could consult with the public on this in the spring or early summer 2019. It is likely that if a conservation is designated then the properties within the conservation area which are not on the local list would become subject to Article 4 Directions in a similar way to the locally listed properties.
- 4.29 **Further properties to be reviewed and consulted on:** following the consultation officers will review some further properties for consideration and consultation at the same time as the conservation area. Not all the properties suggested during the consultation will be taken forwards for further review having already been reviewed and not included; generally this is due to the degree of alteration or a much later design and construction date (17, 34, 36 and 40 Cassiobury Park Avenue). Properties put forward for further consideration and not already reviewed are: 4,12,13,,22,23,27,30,31,33,38, 39,42 Cassiobury Park Avenue, 8,9,11 and 15 Garden Close and 93 Hempstead Road. It may be that some of these will not meet the criteria and would not be included in any future consultation. Those properties in Cassiobury Park Avenue would also be within the proposed conservation area boundary.

Other Key Changes

- 4.30 The key changes aside from the additions proposed are deletions/removals from the list;

- a. 36 Clarendon Road – demolished with consent (residential and office development)
- b. 73-75 Clarendon Road – demolished with consent (TJX development)
- c. 39-41 High Street – demolished with consent (Intu development)
- d. 54-56 High Street – demolished and rebuilt so the integrity of the building and hence much of its value has gone.
- e. Sugden House - now nationally listed.

5.0 Implications

5.1 Financial

- 5.1.1 The Shared Director of Finance comments that the further work and consultations will be undertaken using existing budgets.

5.2 Legal Issues (Monitoring Officer)

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

5.3 Equalities, Human Rights and Data Protection

- 5.3.1 Having had regard to the council's obligations under s149, it is considered that the review of the Local List and the proposal to add further properties to the local list will not result in any equality issues. The proposed buildings have been assessed purely on their heritage value. In terms of Human Rights the addition of buildings to the local list results in their becoming heritage assets and to ensure their protection and continued contribution to the visual amenity and character of the area the Council may use Article 4(1) powers to withdraw permitted development rights where this can be justified. The impact on an individuals' Human Rights is considered in assessing the justification for using these powers.

Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 Staffing

- 5.4.1 No additional resources required as this is led by the Conservation and Urban Design Team.

5.5 Accommodation

- 5.5.1 N/A

5.6 Community Safety/Crime and Disorder

5.6.1 N/A

5.7 Sustainability

5.7.1 The adopted Local Plan Part 1: Core Strategy adopted in 2013 was subject to a full sustainability appraisal.

Appendices:

Appendix 1: Consultation Letter sent to Property Owners

Appendix 2: Summary Table of Consultation Responses

Appendix 3: Table of Changes

Appendix 4: Proposed Additions - Final Entries Feb 2019

Appendix 5: Revised Introduction Text

Appendix 6: Maps:

a. Cassiobury Triangle Area showing Proposed Locally Listed Buildings and Potential Conservation Area

b. Cassiobury Estate North of the Park showing proposed Locally Listed Buildings

c. Grove Mill Area showing Bridge Locations

d. Rousebarn Lane Area showing bridge location

e. Cheslyn House and Gardens – Dancing Woman Statue

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.

Supporting Documents:

1. PPAG Report 11th July 2018

2. Consultation Document

3. PPAG Meeting Note December 2018

4. Historic England Guidance note & can be found here

https://www.watford.gov.uk/info/20168/planning_policy/820/design_and_conservation/3

5. The 2010 Local List Document can be found here: <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

6. Historic England LSE An Assessment of the effects of conservation areas on value May 2012

<https://content.historicengland.org.uk/content/docs/research/assessment-ca-value.pdf>

Enquiries to: Simon Went
Phone No: 01923 278093
Our ref: -
Date: 19th October 2018
E-mail: Simon.went@watford.gov.uk

Dear owner/occupier,

Consultation on proposed changes and additions to the Council's List of Buildings of Local Interest

Watford Borough Council is currently revising the town's record of Locally Listed Buildings and is considering adding your house to this list.

The Local List sits alongside the Statutory List of Nationally Listed Buildings and provides an important mechanism for helping to protect buildings that are of local rather than national importance. In order to maintain the credibility of the local list, we always make sure that we fully address the published criteria.

Local listing only covers the external and not the internal features of buildings and is not as powerful as national listing, but it does provide support for planners in seeking to prevent the demolition of buildings and other unacceptable alterations to their historic fabric.

Please review the attached entry for your house and provide comments or amendments to us by the 30th November 2018. The Council will publish the final revised list of buildings of local interest early in 2019.

If you would like more information please contact me or Sian Finney MacDonald, the Urban Design and Conservation Manager, using the details provided above.

The introductory pages from the document and the proposed amendments can be viewed at the Town Hall and at both the Central and North Watford Libraries during the consultation period which runs from 19th October until 30th November 2018. The documents can also be downloaded as a PDF from:
<http://www.watford.gov.uk/listedbuildings>

Yours sincerely

Simon Went
Senior Planner Urban Design and Conservation

Draft Table of Comments and Responses for the Local list Changes Consultation October 19th-November 30th 2018

Comment ID	Property	Support/Object	Comments	WBC Response	Changes
001	Cassiobury Drive, 44	Object	Seen as penalising as it would restrict a modern facelift of the building or demolition and rebuild and it therefore obstructive to value.	We would be happy to work with you on this. There are many different ways to increase the modern functionality of a building whilst retaining its heritage value.	None
002	Cassiobury Drive, 44	Object	Single brick construction with no insulation is seen as burden. This may prevent external cladding being applied to improve thermal efficiency.	This type of construction can be effectively insulated without demolition and we are happy to provide advice on this point.	None
003	Cassiobury Drive, 44	Object	Roadside wall requires repair and is seen as burden. Description in the entry is not accurate.	This can be agreed subject to details and using sympathetic materials	None
004	Cassiobury Drive, 44	Object	Concern about tree in front garden, would they be prevented from cutting it down as it is damaging the wall.	The surveyors report has been amended.	Text changes to entry
005	Cassiobury Drive, 44	Object	2 flat roof dormers, we don't have a flat roof nor do we have dormers.	The surveyors report has been amended.	Text changes to entry
006	Cassiobury Drive, 44	Object	You mention 2 chimneys, I believe we have 4.	The report has been amended.	Text changes to entry
007	Cassiobury Drive, 44	Object	Our windows are not original as your report implies.	The report has been reviewed.	Text changes to entry
008	Cassiobury Drive, 44	Object	There is probably more that is incorrect in the description but does not specify what.	The surveyors report has been amended.	Text changes to entry
009	Cassiobury Drive, 94	Object	What restriction is this likely to place on any further extension and alteration of the property? Are any restrictions legally binding?	Subject to details a subservient and subordinate extension would be considered positively. Once the local listing has been agreed by the Council this becomes a material	None

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Comment ID	Property	Support/Object	Comments	WBC Response	Changes
				consideration in determining planning applications.	
010	Cassiobury Drive, 94	Object	The front wall is not original but I had it built to match the brickwork of the house.	The report has been amended.	Text changes to entry
011	Cassiobury Drive, 94	Object	There is no hedge.	The report has been amended.	Text changes to entry.
012	Cassiobury Drive, 94	Object	There was originally a garage which has now been converted to a downstairs study.	Noted.	None
013	Cassiobury Drive, 94	Object	I do not understand the reference to being "one of a pair with 92". This house is quite different to 92 Cassiobury Drive.	The report has been amended.	Text changes to entry
014	Cassiobury Drive, 94	Object	In the streetscape section, the house is referred to being in Cassiobury Park Avenue which clearly it is not.	The report has been amended.	Text changes to entry
016	Cassiobury Park Avenue, 3	Support	builders Brightman and Co. built by grandfather of the singer Sarah Brightman and was the first built on the estate for his grandmother's occupation in 1906	Noted.	None
017	Cassiobury Park Avenue 5	Object – support principle	Don't wish to have over-cumbersome restrictions placed on our house. Perimeter wall is low and would like to construct a boundary gate and fence to our property and believe that adding to the list would restrict options regarding security.	If the wall is below 1 metre, you may not need permission. We will be happy to advise further.	None
018	Cassiobury Park Avenue 5	Object – support principle	Implications of listing is not clear	Further information is available on the website and we are happy to discuss this further with you. We will provide further information when we	Letter of notification should include more detailed explanation of

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Comment ID	Property	Support/Object	Comments	WBC Response	Changes
				contact property owners once Cabinet has confirmed any additions to the local list.	what the local list designation means.
019	Cassiobury Park Avenue 5	Object – support principle	Bought property 3 years ago and if had known that would be included on the list then would not have bought the property	Noted.	None
020	Cassiobury Park Avenue, 11	Object – support principle	Support the principle but Object. Are pleased that you consider our house of enough interest to wish to list it and also to protect the character of our area. We are unable to support this initiative outlined and do not wish to be included on this list as we consider the limitations and criteria generally listed as too prescriptive, limiting and possibly subjectively enforced.	Noted.	None
022	Cassiobury Park Avenue, 11	Object – support principle	Council already has enough planning controls to maintain character of local environment.	Noted.	
023	Cassiobury Park Avenue, 11	Object – support principle	Windows have been replaced so the description needs amending	The surveyors report has been changed.	Text changes to the entry
024	Cassiobury Park Avenue, 11	Object – support principle	Clarification to final description to include reference to rear extension.	The entry has been changed.	Text changes to entry
025	Cassiobury Park Avenue 24		Object – Heritage Collective letter 1. Architectural: claim that the quality is not as good as the description suggests; that the building is more significantly altered than the entry suggests and that this diminishes the property and makes it difficult to discern the original plan form. The	1. This house is of local interest being designed by an architect practising in the area. The architect was born in Watford and It has had some small alterations to the rear but it is considered that these have not compromised	No Change proposed property should be added.

Draft Table of Comments and Responses for the Local list Changes Consultation October 19th - November 30th 2018

Comment ID	Property	Support/Object	Comments	WBC Response	Changes
			<p>architect mentioned in the entry is not notable as suggested when compared to other architects for buildings of local interest (of the ones cited, the house designed by the Smithsons is now nationally listed and will be removed from the local list and this is referred to in Appendix 2 of the consultation document).</p> <p>2. Historic: No 24 cannot be said to form a significant part of the development of the town or locality; it is an innocuous house which does not stand out and lacks significance.</p> <p>3. Streetscape: streetscape has changed considerably in late 20th and 21st centuries; significant number of buildings which have a modern construction date; lack of design consistency along the road; not designed by a single architect.</p> <p>4. Does not meet the criteria for local listing.</p>	<p>its significance; the plan form is discernable and the house appears to have its original windows. The external features are little altered and the roof form not altered. The features are simple but typical of the period of design.</p> <p>2. This property is one of a number constructed in the early part of the 20th Century and are good examples of the key period in town expansion in around London. There is a strong relationship with the extension of the Metropolitan Line into this area (the Met Line station is nationally listed).</p> <p>3. In our view, this house does sit well in the street scape which is characterized by a consistent building line a plot size; generally two storey vernacular style properties which are of differing style but which have a consistent coherence and make for a very typical Metroland streetscene.</p> <p>4. Noted.</p>	

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Comment ID	Property	Support/Object	Comments	WBC Response	Changes
026	Cassiobury Park Avenue, 36	Object	House has been altered has supplied evidence – original porch removed and a new room to the side of the house. Rear of house altered	This is noted.	The house will not be added to the local list.
027	Langley Way, 69	Object	Evidence to prove later date – 1950s	This is noted.	The house will not be added to the local list
029	Shepherd's Road, 23	Support	Some minor amendment to text required. Front gate is wrought iron and description of garage is wrong	Noted and these amendments will be made.	Relevant text changes
030	Shepherd's Road, 7	Object	The front entrance and roof over it is not part of the original house. Your details state the sloping roof are a main character but that was modified to look that way. The original entrance was set back nearly two meters from where it is now. The current brick front is all an extension.	This has been noted and WBC planning records concur with this.	Do not add to the list due to degree of alteration from the original plans. Include within proposed conservation area
031	Shepherd's Road, 7	Object	The house had a double storey extension done to it too, on the left if looking straight at it. The windows in that new and made to look like the old brick windows.	Noted	See above
032	Shepherd's Road, 7	Object	The double glazed windows are all new.	Noted	See above
033	The Gardens 42	Object	Heritage Collective Letter: 1. Building is altered – replacement windows and dormers 2. Building does not contribute to the streetscape other than by its size and presence in the street;	1. Dormers were shown on the 1934 alterations plans and to a design by the original architect; so can be regarded as almost contemporary with the original design.	None proposed

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Comment ID	Property	Support/Object	Comments	WBC Response	Changes
			<p>3. Architects are not a significant firm and do not provide the building with historic interest</p>	<p>Replacement windows is not a sufficient reason to remove a building from the list – if they are not appropriate future management can ensure a more appropriate window is used. The building does have good and striking features.</p> <p>2. The building does have a strong presence in the street scene and adds to the character of this area.</p> <p>3. The architects firm involved is of note and Max Lock does have connections to Watford (information was obtained from the Max Lock Centre in relation to Little Stratford); the original plans show the house to be designed for Mrs Lock (further research may reveal more about this connection)</p>	

Draft Table of Comments and Responses for the Local list Changes Consultation October 19th-November 30th 2018

Comment ID	Property	Support/Object	Comments	WBC Response	Changes
034	8,9,11 and 15 Garden Close	Support	Should be added to the local list as are houses of character and have chimneys from Cassiobury House	These properties will be reviewed and assessed against the criteria; any which meet the criteria will be taken through a consultation process prior to adding any to the list.	

**Appendix 3 –
TABLE SHOWING PROPOSED
AMENDMENTS AND ADDITIONS
AS AT FEBRUARY 2019**

Local List Updates for 2018 Revision.

Address	Entry Number	Proposed Change
Sugden House, 2 Farm Field	207	Building has been added to National list so remove from Local list.
39-41a High Street	38	Remove from list as demolished following planning permission.
54-56 High Street	43	Remove from list as demolished following planning permission.
36 Clarendon Road	29	Remove from list as demolished following planning permission.
73-75 Clarendon Road	30-31	Remove from list as demolished following planning permission.
12-18 Bedford Street	3	Insert new picture.
56 Bedford Street	4	Insert new picture.
Former bus garage, Leavesden Road	8	Insert new picture.
Horse trough, Leavesden Road	12	Insert new picture.
Former post officer, 134 St Albans Road	16	Insert new picture.
146 St Albans Road	17	Insert new picture.
Former Leviathan PH, 151 St Albans Road	18	Insert new picture.
Former Methodist Church, St Albans Road	21	Delete text "was the first building to be built in this location and"
Belmont House, 187 St Albans Road	23	Insert new picture.
259 St Albans Road	24	Insert new picture.
Dyson Tomb, St Mary's Churchyard	28	Insert new picture.
Estcourt Tavern, 25 Estcourt Road	25	Insert new picture.
96 Estcourt Road	34	Insert new picture.
23-27 High Street	37	Insert new picture and add "and 2 Clarendon Road" to entry title.
62-70 High Street	44	Insert new picture.
77-79 High Street	45	Insert new picture.
104 High Street	50	Insert new picture.
110 High Street	53	Insert new picture.
112-114 High Street	54	Insert new picture.
114b High Street	55	Insert new picture.
132 High Street	57	Insert new picture.
7-9 King Street	62	Insert new picture.
19-21 King Street	64	Insert new picture.
Methodist Church, Whippendell Road	113	Review and delete text "was the first building to be developed on this site and"
Railway Arms Public House	172	Amend text to say now in Conservation Area.


The Victoria Public House, 39 Chalk Hill	178	Amend text to say now in Conservation Area.
Belvedere House, 56 Pinner Road	185	Amend text to say now in Conservation Area.
Table Hall, 84 – 88 Pinner Road	186	Amend text to say now in Conservation Area.
The Rifle Volunteer, 36 Villiers Road	191	Amend text to say now in Conservation Area.
97 Villiers Road	192	Amend text to say now in Conservation Area.
The Villiers Arms Public House, 100 Villiers Road	193	Amend text to say now in Conservation Area.
5 Watford Heath	195	New picture and add text “Windows replacement timber sash windows. Porch added.
1 Aldenham Road	Review	<u>Description amended</u>


Further Additions: (28)

Address	Entry Number	Proposed Change
a. 1 Cassiobury Drive		Add.
b. 44 Cassiobury Drive		Add.
c. 107 Cassiobury Drive		Add.
d. 121 Cassiobury Drive		Add.
e. 1 Cassiobury Park Avenue		Add.
f. 2 Cassiobury Park Avenue		Add.
g. 3 Cassiobury Park Avenue		Add.
h. 5 Cassiobury Park Avenue		Add.
i. 6 Cassiobury Park Avenue		Add.
j. 8 Cassiobury Park Avenue		Add.
k. 9 Cassiobury Park Avenue		Add.
l. 11 Cassiobury Park Avenue		Add.
m. 18 Cassiobury Park Avenue		Add.
n. 24 Cassiobury Park Avenue		Add.
o. 28 Cassiobury Park Avenue		Add.
p. 35 Cassiobury Park Avenue		Add.
q. 40 Cassiobury Park Avenue		Add.
r. 43 Cassiobury Park Avenue		Add.
s. 43A Cassiobury Park Avenue		Add.
t. 47 Cassiobury Park Avenue		Add.
u. 42 The Gardens		Add
v. 44 The Gardens		Add
w. 23 Shepherd's Road		Add.
x. 'Corinden', Temple Close		Add.
y. Dancing Woman, Cheslyn House,		Add.
z. Road Bridge 165		Add.
aa. Bridge 168 Rousebarn Lane		Add.
bb. Road Bridge, Grove Mill Lane		Add.

**Proposed Additions to the List of
Locally Important Buildings
in Watford
February 2019**

1 Cassiobury Drive			
Original use	Residential		
Current use	Residential		
⁴ Construction date/period	1925		
Local list no.	160A?		
Group value	Yes	Conservation Area	No
<p>Brief description: Built 1925. Compact asymmetrical Arts and Crafts design with a catslide tiled roof and prominent roadside sweeping gable carried down to the ground in graceful design. Gothic ogee arch recessed front porch. This house has a strong Arts and Crafts character with a compact and traditional size.</p>			
<p>Reason for nomination: Architectural and Historical interest The house has a compact rectangular plan and was built in 1925 to a design by WH Huckvale (1847-1936) for the owner Mr AT Paskell. It has notable features which are representative of the period and architectural style. The build quality and retention of the original features and plan form is important.</p> <p>Streetscape quality This is a well detailed building from the early twentieth century and forms an important component of the street, giving it structure and character. Roadside treatment notable with mature laurel hedge. Due to its unusual proportions and relationship to the street layout, the house has a local landmark function.</p>			
<p>Full description: Described on original plans as a “small house”. Prominent asymmetrical Arts and Crafts design. Stepped and sprocketed eaves. Unusual tripartite niche at loft level roadside gable. 2 front asymmetrical chimneys. Mainly render with some brick. Modern casement leaded light windows. Set back behind low roadside hedge with small brick wall and timber gate. Very attractive and prominent catslide roof. Notable small rectangular plan. Front entrance has a Gothic ogee arch to a recessed front porch; a characteristic Arts and Crafts boarded door with traditional latch and iron-work grill under right hand side road facing pentice roof. Garage built 1925 with unusual curved walls. The garage has been extended. WH Huckvale was also an architect for the Rothschild family and was the Architect for the Rothschild mansion, Ashton Wold, near Oundle, in Northants, which he designed for the late Hon. N. Charles Rothschild</p>			

44 Cassiobury Drive			
Original use	Residential		
Current use	Residential		
Construction date/period	1925		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This Arts and Crafts and Tudor Revival inspired house from 1925 is a valuable local heritage asset in Watford. This house displays a striking plan form which is visible from the street and a notable gablet roof design.</p>			
<p>Reason for nomination: Architectural and Historical interest Asymmetrical Arts and Crafts design by E. Thorley Gilder, who also designed 40 Cassiobury Park Avenue, for AJ Eldridge Esq. This house from the middle phase of development in this area by a named architect and builder shows many fine and notable features which make this a good example of the Tudor Revival style within the Arts & Crafts movement.</p> <p>Streetscape quality Reflecting the historic form of buildings along this part of the Cassiobury Drive, the property forms an important component of the streetscape.</p>			
<p>Full description: This house is asymmetric and displays Arts and Crafts decoration including half-timbering, a projecting gabled offset porch, tile hanging, a gabled tiled roof with large and prominent front gablet, a large central chimney with a smaller asymmetrical chimney, a tall staircase window, attractive deep eaves, original casement mullioned windows with strong vertical emphasis and 2 prominent flat roofed dormers. Projecting 2 storey bay to road. It has retained its front garden and front roadside wall which is a 6 course low brick front wall with attractive header and stretcher decorative capping detail.</p>			

107 Cassiobury Drive			
Original use	Residential		
Current use	Residential		
Construction date/period	1938		
Local list no.	205C?		
Group value	Yes	Conservation Area	No

Brief description:

This asymmetrical building, which dates to 1938, is a historically valuable and notable local heritage asset which forms an important component of the street. This house has an unusual L-shaped plan which gives it prominence on the corner of two streets. It provides variety and architectural interest to the streetscape.

Reason for nomination:**Architectural and Historical interest**


This house shows Arts and Crafts architectural features with a prominent roadside position and distinctive front wall. The house was designed and constructed by E. Mushet, and it has altered little from the original plans. Another property at 94 Cassiobury Drive built by E. Mushet has been significantly altered, therefore this relatively unaltered example of his work has greater value.

Streetscape quality

A prominent example of the type of substantial house which defines the character of part of Watford. The property reflects the characteristic building form of this area and this forms an important component of the streetscape. Due to its unusual proportions and relationship to the street layout, the house has a local landmark function.

Full description:

An asymmetrical Arts and Crafts design. Strong and unusual relationship to road, with prominent and original roadside wall which has an unusual cut diamond pattern. L-shaped plan with hipped roof and chimneys. Large asymmetrical chimney to roadside with half-gable skirt and decorative top. An unusual angled projecting element above porch. This front angled section is brick built and adds interest and variety to this elevation. It is on three planes and supports a flat roof porch hood on a slender metal bracket.

121 Cassiobury Drive			
Original use	Residential		
Current use	Residential		
Construction date/period	1933		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This Vernacular Revival house dating to 1933 follows the characteristic layout of the street reinforcing its structure and character. This house is constructed from a brick which is unusual for the period and has an asymmetric design. The relationship to the street is typical for this area. Reference to the original plans shows that the original building form, including chimneys and lean-to garage, is fairly intact.</p>			
<p>Reason for nomination: Architectural and Historical interest Asymmetrical Vernacular Revival house designed by W. Lacey of Hounslow for F.G. James Esq. which shows many typical features including fairly compact plan form. Reference to the original plans shows that there is little alteration.</p> <p>Streetscape quality The property reflects the characteristic building form of this area and forms an important component of the streetscape.</p>			
<p>Full description: This house displays unusual multi stock brick which was not commonly used at the time the house was built. Comparison with original plans shows a simple L shaped plan which is mainly unaltered. The house has a prominent roadside gable and roadside front dormer. Hipped roof garage and 2 asymmetrical chimneys. Soldier course above roadside windows. Casement windows with strong vertical emphasis and prominent dormer facing road. Robust timber porch surround with inset curved timbers. Modern inset glazed leaded front door.</p>			

1 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1910		
Local list no.	205A?		
Group value	Yes	Conservation Area	No

Brief description:

This heritage asset sits prominently at the entrance to Cassiobury Park Avenue and features a multi-gabled roof. It has a characteristically open front garden with a roadside wall and mature leafy setting. This early and mainly unaltered house exhibits many fine Arts and Crafts features.

Reason for nomination:**Architectural and Historical interest**


Asymmetrical Arts and Crafts or Vernacular Revival design built in 1910 by Charles Brightman. This house retains its balanced Arts and Crafts character which provides architectural and historical interest. This attractively detailed building was used as a children's home with a swimming pool and stables in the mid twentieth century.

Streetscape quality

The house is one of earlier properties to be built on the road and forms an important component of the streetscape. The prominent location at the entrance to Cassiobury Park Avenue, with leafy setting including a historic George V letterbox, gives it landmark value. Group Value with other Arts and Crafts houses on this street.

Full description:

Projecting gable to road on right hand side and projecting 2 storey flat roofed bay on left hand side. Casement windows exhibiting a typical Arts and Crafts pattern of fenestration with a typical horizontal and vertical balance. Projecting flat roof porch with boarded front door. Stepped and sprocketed eaves. Attractive mix of brick walls and clay tile roof. . Fine six course low brick front wall with bullnose ends to piers and simple metal railings with delicate circular sprocket design and gate to road.

2 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1912		
Local list no.	205C?		
Group value	Yes	Conservation Area	No

Brief description:

This house is dated 1912 and is one of the earlier houses to be built on the road. It has a typical Arts and Crafts asymmetric plan and contributes to the group value of similar houses in this road.

Reason for nomination:

Architectural and Historical interest

Asymmetrical Arts and Crafts design with attractive and Arts and Crafts mix of materials with render, pebbledash and hung clay tiles. It was constructed in 1912 by builders W. King and Sons and original plans by architect W. Wallis Baldwin suggest it is fairly unaltered. This early house by a named architect and builder shows many fine and notable features. William Wallis Baldwin (born 1851) also designed other locally listed buildings at 102 Church Road and 92a Langley Road, Watford.

Streetscape quality

Reflect the character and layout which defines this part of Cassiobury Park Avenue. It has a strong presence in the street scape and makes a significant contribution to the character and identity of the road with a prominent and original roadside wall and hedge. Strong group value with other nearby Arts and Crafts houses on this street.

Full description:

Asymmetrical Arts and Crafts design with a prominent projecting gable to road on right hand side and projecting 2 storey bay on left hand side with inverted gable roof form with tile hanging and bonnet tiles. Casement windows and 2 prominent flat roof dormers. Projecting flat roof porch with boarded front door. Stepped and sprocketed roof with typical Arts and Crafts style overhanging eaves. Good 6 course low brick front wall with simple metal railings and gate to road and attractive half round brick pier capping detail with small tile weathering detail.

3 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1910		
Local list no.	205B?		
Group value	Yes	Conservation Area	No

Brief description:

This house dates to 1910 and is an important local heritage asset. It includes a typical Arts and Crafts style rendered front wall with a hedge and a simple timber gate. It has a prominent off-set half-timber gable and importantly has a strong group value with other Arts and Crafts houses on this street.

Reason for nomination:**Architectural and Historical interest**

Asymmetrical Arts and Crafts design built by Charles Brightman. Later small garage designed by A. Whitford Anderson FRIBA for W. Chant Esq. in 1924 has an unusual pyramid tiled roof, attractive half-boarded front door with leaded light inserts and innovative use of a mix of materials. This early and mainly unaltered house shows many fine and notable Arts and Crafts features.

Streetscape quality

Reflecting the historic form of the buildings along this part of Cassiobury Park Avenue, this house forms an important component of the streetscape and has a strong group value with other Arts and Crafts houses on this street. The white rendered front wall with tile topped detail and a hedge, incorporating a simple timber gate, is a very typical Arts and Crafts feature which is visually very prominent in the street and a good quality detail. Strong group value with other nearby Arts and Crafts houses on this street.

Full description:


Asymmetrical half-butterfly plan, Arts and Crafts design. A with rendered gable end to road on right hand side and asymmetrical rendered chimney. Prominent half-timbered gable set at 45 degrees to road. Casement windows with strong horizontal emphasis. Projecting eaves which are stepped and sprocketed. House is set back from the road and the frontage defined by a rendered low brick front wall with good capped piers and simple wooden gate to road. Projecting roof design around roadside right hand side first floor window. Window set into roof.


5 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1910		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This building dates to 1910 and is an important component of the street pattern. It has an unusual off-set corner flat roofed single storey bay window, a simple rectangular design with a well designed projecting gable to the rear. The house has a striking setting to the street behind open front garden and brick roadside wall.</p>			
<p>Reason for nomination: Architectural and Historical interest Asymmetrical Arts and Crafts design dating to 1910. This early and mainly unaltered house shows many good quality and notable Arts and Crafts features including an unusual corner flat roofed single storey bay window. The house is one of the earlier ones on the road and is little altered which give it value.</p> <p>Streetscape quality Good quality building which represents the first phase of the development of this street. This house makes an important contribution to the character of the road. It makes a strong contribution to the group value along with other nearby Arts and Crafts houses.</p>			
<p>Full description: Simple rectangular plan with rear projection. Casement windows with strong horizontal emphasis. Ground floor bay window 6 sections wide. Flat roof projecting front porch and boarded two leaf front door with fine wrought iron decorative strap hinges (in the style of Voysey). Unusual off-set corner flat roofed single storey bay window. Half render half brick with a projecting half-timbered gable. Stepped and sprocketed eaves; prominent asymmetric chimneys set into roof; eaves with crows feet detail. Attractive low brick wall to road and a lawned garden to front. Similar first floor window detail to 3 Cassiobury Park Avenue.</p>			


6 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1913		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This house in the Arts and Crafts style dates to 1913 and forms an important part of the street pattern in this area. The house follows the building line of the street and exhibits many good quality features. It has a strong presence in the street scene and is considered to be a local landmark.</p>			
<p>Reason for nomination: Architectural and Historical interest This early house shows many fine and notable features including an unusual inverted gable roof form and relationship with the street. Some of the original documentation from 1913 is signed by Charles Brightman, a notable local builder and one of the original purchasers of the land in this area from the Earls of Essex. A garage plan dated 1938 shows that the property was owned by "H. Quiggin Esq" at that time. Streetscape quality The house is one of the earlier properties to be built on this street and has a strong group value with other nearby Arts and Crafts houses. Set back from street and incorporates typical Arts and Crafts relationship to garden.</p>			
<p>Full description: Asymmetrical Arts and Crafts design with unusual inverted sloped gable roof stepped and sprocketed eaves and prominent chimneys. Two projecting end gables and unusual single storey, half-timbered flat roofed bay at first floor height above front door on left hand side with moulded sole plate. Central bay on roadside elevation has unusual triangular bay window with small tiled diamond capped roof, fine staircase window and 2-light flat roofed dormer. Mainly render with some red brick in first floor porch projection. Casement windows with horizontal emphasis. Staircase window has Arts and Crafts motif between leaded lights. Original windows mainly of dark timber. Attractive boarded front door with fielded panels and glazed top panels with leaded lights. This front door is similar to others in street notably at 3 and 8 Cassiobury Park</p>			


Avenue. Low brick front wall with characteristic brick piers and hedge and simple timber gate to road.


8 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1912		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This house dates to 1912 and reflects the strong Arts and Crafts character of this area. It was built by the local builder Charles Brightman. Arts and Crafts design with later small garage. It was altered in 1926 and 1928, and the garage was added in 1950. However, these alterations are contemporary with the development of the estate and it still displays a wealth of good Arts and Crafts features and a strong streetscape presence.</p>			
<p>Reason for nomination: Architectural and Historical interest This early house by Charles Brightman (responsible for many other buildings throughout the area). It displays many fine Arts and Crafts features and has an attractive relationship to road, with a prominent roadside wall and hedge.</p> <p>Streetscape quality One of the earlier properties to be built on Cassiobury Park Avenue, the building forms an important component of the streetscape. Strong group value with other nearby Arts and Crafts houses on this street. Set back from the street following the building line and frontage treatment typical to this area.</p>			
<p>Full description: Asymmetrical Arts and Crafts design with stepped and sprocketed eaves and three prominent chimneys of asymmetrical design and placement. Characteristic asymmetrical arrangement of windows. Front boarded, panelled and fielded front door with small leaded light windows in top third only with flat roofed porch hood above on slender decorative supports. Decorative brickwork slit above front door and some attractive rubbed brick angular detailing around front door and side walls. Small bullnose round window to right of front door with diagonal glazing bars. Low brick front wall to road with Arts and Crafts style bullnose piers.</p>			


9 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1909		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This house is one of the earliest properties on Cassiobury Park Avenue, dating to 1909, and therefore forms an important component of the early development of the street. It displays an asymmetric plan with a small projecting front bay and small rear projection which is largely unaltered.</p>			
<p>Reason for nomination: Architectural and Historical interest This unusual and asymmetrical Arts and Crafts house, attributed to Charles Brightman, was designed and built in 1909. The property is little altered, with many features intact. Later small garage built in 1922 by Messrs C. Brightman & Sons Ltd with unusual pyramid tiled roof and attractive half-boarded door.</p> <p>Streetscape quality Reflecting the strong architectural character of this area street, this house forms an important component of the local streetscape. Strong group value with other nearby Arts and Crafts houses on this street. Set back from street following the same building line and strong frontage boundary treatment with a mature hedge.</p>			
<p>Full Description Asymmetrical plan to an Arts and Crafts design with gable on right hand side facing road. Compact rectangular design. Stepped and sprocketed roof and projecting eaves. Small porch hood with fine curved small brackets in a chunky frame. Narrow chimney with 4 flues sited asymmetrically on front roof slope. Small 4-light flat roofed dormer also sited asymmetrically on front roof slope. Simple glazed boarded front door with moulded mullion and transoms and Arts and Crafts motifs incorporated in glazing. Low brick wall to roadside with attractive hedge. Small attractive original single garage with half-glazed doors, weatherboarding and bargeboards.</p>			


11 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1911		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This attractively detailed building from the early twentieth century forms an important component of the street, contributing structure and character. Attractive asymmetrical plan built by Charles Brightman. The house was built according to plan and remains largely unaltered.</p>			
<p>Reason for nomination: Architectural and Historical interest Characteristic Arts and Crafts design built by Charles Brightman. The property exhibits many good quality features typical of the Arts and Crafts style. The prominent tile hung gable facing road includes a porch hood on brackets over the door with name of house. The early date, named designer and established link to the original purchaser and developer for this important area in Watford, along with the lack of alteration, are of significance.</p> <p>Streetscape quality One of the early buildings on the street, this and the surrounding Arts and Crafts buildings form an important component of the streetscape. Strong group value with other nearby Arts and Crafts houses on this street.</p>			
<p>Full Description Attractive relationship to road with prominent roadside wall and hedge. A typical Arts and Crafts design with original single storey garage with attractive boarded doors, long hinges and unusual large semi-circular window. Two narrow asymmetrical chimneys on front roof slope. Casement leaded-light windows and although modern, these reflect the original design. Boarded solid front door. Low brick roadside wall with bullnose tops to piers. Stepped and sprocketed eaves. Verandah to rear has been replaced by a small rear extension.</p>			


18 Cassiobury Park Avenue “Dunsford”			
Original use	Residential		
Current use	Residential		
Construction date/period	1933		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This unusual house dating from 1933 adds a strong architectural robustness to the street. It is similar in scale to the neighbouring properties and exhibits high quality features typical of this period. The house contributes to the character of the area.</p>			
<p>Reason for nomination: Architectural and Historical interest Unusual and noteworthy house in this area, neo-Gothic asymmetrical Arts and Crafts design. It was constructed in 1933 by Ley Colbeck and Partners FRIBA for T. Ludgate Esq. and has remained mainly unaltered. It has a high quality finish and detailing.</p> <p>Streetscape quality Following the pattern of earlier development on the street, this house forms an important component of the streetscape and adds value and significance. It has an attractive relationship to the road with a prominent roadside wall and hedge. Strong group value with other nearby Arts and Crafts houses on this street.</p>			
<p>Full Description Attractive asymmetrical Gothic Revival style. Details in style of Augustus Pugin, English Gothic revivalist architect. Bonnet tiled hipped and gabled roof. Casement leaded windows with stone surround. Compact rectangular design. Small five light flat roof dormer on front roadside roof with Arts and Crafts detailing in leaded lights. Single storey garage with small ecclesiastical-style niche, timber half-glazed door within ogee arch stone surround. Stepped projecting gables on both garage and house. Low brick wall with hedges and timber gate to roadside.</p>			

24 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1928		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This house dates to 1928 and forms an important component of the street and other locally important heritage assets. Similar in scale to the neighbouring properties, although of a different design, the house adds to the character of the area.</p>			
<p>Reason for nomination: Architectural and Historical interest The 1928 drawings show this property, designed by Victor Francis Knowles A.I.A.A (1896-1958) for Mrs. Maitland, is mainly unaltered. It was built to an Arts and Crafts design and retains many typical features of this period, including decorative chimneys and attractive herringbone pattern brickwork and dark coloured headers.</p> <p>Streetscape quality Following the pattern of the earlier development phase, this building forms an important component of the streetscape. Group value with other nearby Arts and Crafts houses on this street.</p>			
<p>Full description: Asymmetrical Arts and Crafts design. Projecting half-timbered jettied gable to road on right hand side with prominent hipped roof to left hand side. This gable steps out twice with both projecting jetties on robust shaped timber brackets. Casement windows with horizontal emphasis. Front door with hipped porch hood on timber brackets. Road side brick front wall. Stepped and sprocketed eaves throughout with projecting eaves. Asymmetric T-shaped plan. Chimney adjacent porch truncated but some original brickwork remains below first floor eaves height. Roof incorporates many different and attractive planes.</p>			

28 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1922		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This asymmetrical Arts and Crafts style house dates to 1922 and along with a fine two storey porch in a Tudor Revival style it has mullion and casement windows with strong horizontal and vertical emphasis. The property displays an attractive mix of moulded and coloured brick and tile. It has group value with other similar properties in the area.</p>			
<p>Reason for nomination: Architectural and Historical interest Built in 1922 to designs by the architect William Grace ARIBA for Mr H. W. Leisten. This heritage asset by a named architect shows many fine and notable features and is largely unaltered. William Grace also designed the Cannon cinema in Watford which opened in November 1913 and 37 High Street, built in 1927-28.</p>			
<p>Streetscape quality Following the approach of the first development phase, this house represents an important component of the streetscape. Group value with other nearby Arts and Crafts houses on this street.</p>			
<p>Full description: Arts and Crafts with prominent two storey projecting porch with Tudor Revival details, including half-timbering, robust and large timbers, bargeboards, windows with Arts and Crafts leaded detailing in glazing, moulded bricks between ground and first floor and around front door, small diamond leaded light window, and asymmetrical design, one prominent side chimney. Decorative drip moulding on porch around front door. Attractive render walls with brick below and casement windows. Small brick roadside wall. Casement leaded and mullion windows. Prominent hipped roof with hand-made bonnet tiles central 3-light dormer facing road. Overhanging eaves with bargeboards. Stepped and sprocketed eaves. Modern low brick front wall with brick piers.</p>			

35 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1923		
Group value	Yes	Conservation Area	No
<p>Brief description: This Arts and Crafts house dates to 1923 and forms an important component of the street. Similar in scale to the neighbouring properties, although of a different design, the house adds to the character of the area. Note the unusual gablet and hipped roof design.</p>			
<p>Reason for nomination: Architectural and Historical interest Asymmetrical Arts and Crafts design by the architect and surveyor JR Fayers for Mr J Lillie, with strong and typical features of the Arts and Crafts movement. Projecting gable to right hand side and a low brick curved front wall with brick capping detail and low brick piers.</p> <p>Streetscape quality Following the pattern of the first development phase of the street, the house forms an important component of the local streetscape. Group value with other nearby Arts and Crafts houses on this street</p>			
<p>Full description: Unusual gablet and hipped roof Arts and Crafts with prominent asymmetrical design one prominent multi flue side chimney (left hand side). Decorative flat porch hood with metal stays and good Arts and Crafts style door in rounded style boarded timber with fine Arts and Crafts leadwork. Attractive render walls and large casement bow windows. Small brick roadside wall. Prominent hipped roof with hand-made bonnet tiles. Deep, overhanging eaves, especially above front bay on decorative timber brackets. Right hand side chimney removed and hipped single storey garage added in 1935 by Messrs Hall Bros. of Watford.</p>			

40 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1926		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This Arts and Crafts house dates to 1926 and forms an important component of the historic street pattern. It has a simple plan form which is largely unaltered and a strong relationship to the street.</p>			
<p>Reason for nomination: Architectural and Historical interest Built in 1926 by W. Judge & Sons to designs by the architect E. Thorley Gilder. This is a good quality late Arts and Crafts style house with strong and typical features for the period. The retention of the features and the plan form make add significance.</p> <p>Streetscape quality Following the earlier development along Cassiobury Park Avenue, this building forms an important component of the local historic streetscape and area. Group value with other nearby Arts and Crafts houses on this street. Set back from street and incorporates typical Arts and Crafts relationship to street.</p>			
<p>Full description: Hipped roof Arts and Crafts building with asymmetrical design and original chimneys. Attractive brick walls and casement windows. Casement leaded windows. Prominent hipped roof with some hand-made tiles. Overhanging eaves. Herringbone brickwork below first floor window on left hand side. Hipped gable to road. Prominent projecting left hand side hipped gable to road and 4-light dormer on right hand side. Casement windows with strong vertical emphasis. Main roof sweeps down on roadside with porch under. Low brick roadside wall with prominent hedge</p>			

43 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1923		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
Brief description: This Arts and Crafts house dates to 1923 and forms an important element of the historic street pattern. It was originally built as an extension to the property now known as 43a, which was then subdivided in 1958. These alterations are historically interesting in this case due to the atypical combination of styles.			
Reason for nomination: Architectural and Historical interest Attractive and unusual relationship to road. Noteworthy asymmetrical Arts and Crafts design with unusual neo-Gothic style built in 1923. Many of the original features are retained including the neo-Gothic windows.			
Streetscape quality The property is half of the building constructed on the corner of Cassiobury Park Avenue and Shepherds Road as it enters the park. The prominent location and position within the plot give the buildings a local land mark role.			
Full description: Asymmetrical Arts and Crafts design with stepped and sprocketed eaves and three prominent asymmetrical chimneys. Rendered section has neo gothic windows with leaded lights, small gables into the roof over the front windows; over hung eaves stepped and sprocketed; clay tile roof; chimney to gable end. Brick section has yellow stock bricks and a low eaves with the first floor windows set into the roof.			

43A Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1919		
Local list no.	205B?		
Group value	Yes	Conservation Area	No

Brief description:

This Arts and Crafts house dates to 1919 and is an important part of the development of this area. This house has been altered over the decades with some historic and early extensions in different styles. It was subdivided into 43 and 43a in 1958. These alterations are historically interesting in this case due to the atypical combination of styles.

Reason for nomination:

Architectural and Historical interest


Attractive and unusual relationship to road with a prominent and notable undulating volcanic brick wall with extraordinary and unusual rough texture along Shepherd's Road side of 43A. Part of an unusual and noteworthy asymmetrical Arts and Crafts design with unusual off set addition in a neo-Gothic style built in 1923 (now no. 43 Cassiobury Park Avenue).


Streetscape quality


The property is half of the building constructed on the corner of Cassiobury Park Avenue and Shepherds Road at it enters the park. The prominent location and position within the plot give the buildings a local land mark role. The boundary wall to No 43 is important and unusual.

Full Description:


Asymmetrical Arts and Crafts design with stepped and sprocketed eaves and three prominent asymmetrical chimneys. This section is yellow stock brick with clay tile roof. Casement windows with strong vertical emphasis. Flat roof projecting porch for 43A. Notable wall on Shepherd's Road side of 43A built from unusual rough bricks with horizontal tile banding and half brick coping to wall and piers.


47 Cassiobury Park Avenue			
Original use	Residential		
Current use	Residential		
Construction date/period	1920		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This Arts and Crafts house by the architect C. Hole ARIBA dates to 1920 and is an unusual component of the street scene with the single gable plan and end gable to the road with the entrance to the side elevation. The horizontal tile banding and pattern of casement windows are particularly prominent.</p>			
<p>Reason for nomination: Architectural and Historical interest Attractive relationship to road. Unusual asymmetrical Arts and Crafts design with unusual plan and front door on the side of building at 90 degrees to road. Built for Eustace Wallis by A. J. Eldridge, to plans by C. Hole ARIBA. It was constructed in 1920 and comparison with the original plans suggest that it is fairly unaltered. This early house by a named architect shows many good quality features of the period.</p> <p>Streetscape quality This property is different to many in this area in terms of its relationship to the street. The prominent gable fronting the road is unusual and provides a land mark in the local street scene. Its location opposite the Metropolitan station reinforces this.</p>			
<p>Full Description : Asymmetrical Arts and Crafts design with stepped and sprocketed eaves and prominent large asymmetrical chimney. Single storey bay windows at ground and first floor on roadside elevation. Natural finish rough cast render walls. Casement windows with strong vertical emphasis which have recently been replaced with poor quality modern windows. The original flat roof projecting front porch was recently removed. Boarded 2 leaf front door with fine wrought iron decorative strap hinges was also recently replaced with a poor quality modern door. Modern front fence to road.</p>			


42 The Gardens			
Original use	Residential		
Current use	Residential		
Construction date/period	1927		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This attractively detailed building dating to 1927 forms an important component of the street pattern, adding structure and character. It was designed for Mrs Lock by Stimpson Lock & Vince Architects of Watford. It was altered in 1934 and 1965. The 1934 plans show the addition of dormer windows.</p>			
<p>Reason for nomination: Architectural and Historical interest This asymmetric Arts and Crafts house displays a large chimney off-set to one side and a prominent pseudo Romanesque-style front porch. It has retained much of its original plan, with an attractive and characteristic asymmetrical arrangement of windows and an original integral garage. The alterations of 1934, also designed by Stimpson Lock & Vince, suggest that the property was owned by S. H. Hunt Esq. by this point.</p> <p>Streetscape quality The building has a strong presence and is important to the street scene of The Gardens. The strong feature chimney and Romanesque style entrance provide a striking frontage to the street. The property has a low brick frontage wall.</p>			
<p>Full description: Good asymmetrical Arts and Crafts design with mix of materials with mellow and second chimney to the right at the rear is still present. Modern double glazed casement windows (1993) with strong vertical emphasis. Stepped and sprocketed eaves and hand-made bonnet tiles. Pseudo-Romanesque-style front porch similar to porch at nearby First Church of Christ Scientist. Front and rear dormer windows added in 1934.</p>			


44 The Gardens			
Original use	Residential		
Current use	Residential		
Construction date/period	1928		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: This Arts and Crafts house was designed for Francis Evans by the architect, Ethel C. McNamara in 1928. Attractively detailed building from the early twentieth century forms an important part of the street pattern. Comparison to original plans suggest the property is fairly unaltered.</p>			
<p>Reason for nomination: Architectural and Historical interest Ethel C McNamara was one of the first women architects to be recognised for her work in England in the 1920s and as such this house is of particular local significance. She is particularly well-known for designing houses in the Loudwater Estate just outside Rickmansworth. This house is dated 1928. It has an Arts and Crafts appearance and some Arts and Crafts decoration including half timbering. It has retained much of its original plan, with an attractive asymmetrical arrangement of windows, characteristic of this age and an original integral simple garage</p> <p>Streetscape quality The building occupies a corner position with the feature gable angled to the junction of the two roads. This position and architectural treatment gives the building prominence and importance in the street scene.</p>			
<p>Full description: Strong and intended relationship to road on a corner plot. Unusual asymmetrical Arts and Crafts design with an unusual plan form. Tile hung oriel window at first floor to the Temple Close elevation; projecting gable which is half timbered and jettied with timber supports first floor gable; off set chimney and integral garage. Leaded casement windows with strong vertical emphasis. Stepped and sprocketed eaves.</p>			


23 Shepherd's Road			
Original use	Residential		
Current use	Residential		
Construction date/period	1914		
Local list no.	205B?		
Group value	Yes	Conservation Area	No
<p>Brief description: This house dates to 1914 and represents a locally important heritage asset. It forms an important component of the street, giving it historic and Arts and Crafts character. Prominent asymmetrical design.</p>			
<p>Reason for nomination: Architectural and Historical interest This house was first constructed in 1914 to the original plans for W King and Sons. It has remained largely unaltered and is a typical asymmetrical Arts and Crafts design.</p>			
<p>Streetscape quality Reflecting the historic form of similar buildings along this part of Shepherd's Road, this house forms an important component of the streetscape.</p>			
<p>Full Description : Attractive and notable off-set relationship to road with prominent roadside wall. Later small flat roofed garage built in 1982 with attractive half-glazed door. Stepped and sprocketed eaves and prominent asymmetrical chimneys. Attractive asymmetrical window arrangement. Central 3-light dormer window. Brick with two projecting gables. Right hand side gable end to road and left hand side gable hipped roof. Attractive cat-slide tiled roof. Casement windows with vertical emphasis. Flat roof projecting front porch with fine brackets. Low brick front wall to road with simple timber gate. Good quality low roadside front wall with wrought iron gate and front garden.</p>			

'Corinden', Temple Close			
Original use	Residential		
Current use	Residential		
Construction date/period	Post 1930		
Local list no.	205C?		
Group value	Yes	Conservation Area	No
<p>Brief description: Originally called St Briavel, this house stood for many years on a much larger parcel of land where Cottage Close now sits. The building has many good quality features typical of houses of this period. It has been little altered and forms a significant visual component of the street-pattern, adding character.</p>			
<p>Reason for nomination: Architectural and Historical interest This house with its asymmetric plan shows many fine and notable features. It has retained much of its original plan, with an attractive and characteristic asymmetrical arrangement of windows and an original integral simple garage.</p> <p>Streetscape quality The building was the first one to be built in this area and remained so until Cottage Close was built on land which was once part of this property. The House lies close to remains of the Cassiobury House and was constructed around the time the house was demolished. The house is prominent in the street scene and has a landmark role in the street scene.</p>			
<p>Full description: Fine asymmetrical Arts and Crafts design with hipped roof and original large asymmetrical side and front chimney and stone mullion windows. Overhanging eaves. Unusual pseudo- Romanesque style porch (similar to 42 The Gardens and First Church of Christ Scientist) and fine stone mullion windows with leaded light casements. Attractive stone mullion bay window on stone brackets at first floor level above porch. Casement windows with strong vertical emphasis. Deep eaves and hand-made bonnet tiles. .</p>			

Bridge 165, Grove Mill Road (HER Ref. 5256)			
Original use	Bridge		
Current use	Bridge		
Construction date/period	1824		
Local list no.	160A?		
Group value	Yes	Conservation Area	No
<p>Brief description: Built 1824. Bridge with cast iron or steel trough and roadway and later concrete supports below.</p>			
<p>Reason for nomination: Architectural and Historical interest Historic bridge dating to 1824 and mainly unaltered. Any alterations are also of interest as show historic development.</p> <p>Landmark quality This bridge is prominent in the local landscape.</p>			
<p>Full description: Fine brick abutments, cast iron girder, jack arches and wrought iron handrail. Some repointing of the bricks needed, and iron parapet slightly rusty. The relationship with the canal and the adjacent listed building (Canal Cottage) is notable. The present cast iron or concrete roadway is later and originally this bridge would have had a simple brick arch. The later roadway is evidenced by the large concrete lintels below the cast iron.</p>			

Bridge 168, Rousebarn Lane			
Original use	Bridge		
Current use	Bridge		
Construction date/period	Early 19 th century?		
Local list no.	XXX		
Group value	Yes	Conservation Area	No
<p>Brief description: Built in 1893 with brick abutments and wooden top. Bridge over canal with timber joists and wood deck. New brickwork on either side of the deck. Deck now of concrete, but is largely hidden by wooden planks on either side. The parapet is still of wood.</p>			
<p>Reason for nomination: Function and Historical interest This bridge has intrinsic and important historical links to Grove Mill.</p> <p>Landmark quality Along the River Gade and Grove Mill Lane the bridge provides a landmark feature with fine brickwork.</p>			
<p>Full description: Road bridge, early nineteenth century, small single arch, brick built with yellow and red brick parapets and semi-circular red brick coping with attractive and unusual splayed brick detail. Tablet on south parapet reads 'This bridge erected at the expense of the parish of Watford'. The bridge has historic links to Grove Mill.</p>			

Road Bridge 30m north of Brook Cottage, Grove Mill Lane			
Original use	Bridge		
Current use	Bridge		
Construction date/period	Early 19 th century		
Local list no.	XXX		
Group value	Yes	Conservation Area	Grove Mill Lane
<p>Brief description: Built early nineteenth century. Bridge. Multicoloured brick bridge with single arch. Located on Grove Mill Lane, immediately to the east of the group of buildings that includes the former mill and 30m north of Brook Cottage, Grove Mill Lane.</p>			
<p>Reason for nomination: Function and Historical interest This bridge has intrinsic and important historical links to Grove Mill.</p> <p>Landmark quality Along the River Gade and Grove Mill Lane the bridge provides a landmark feature with fine brickwork. This bridge has a fine rural quality which is notable on the edge of Watford. The setting amongst fields is notable on approach to the Bridge from both directions.</p>			
<p>Full description: Road bridge, early nineteenth century, small single arch, brick built with yellow and red brick parapets and semi-circular red brick coping with attractive and unusual splayed brick detail. Tablet on south parapet reads 'This bridge erected at the expense of the parish of Watford'. The bridge has historic links to Grove Mill.</p>			

Dancing Woman Sculpture, Cheslyn Gardens, 54 Nascot Wood Road			
Original use	Public Art		
Current use	Public Art		
Construction date/period	1963		
Local list no.	160A?		
Group value	Yes	Conservation Area	No
<p>Brief description: Sculpture depicting a nude woman with one arm raised above her head, suggestive of dancing. Cast in bronze the figure is set on a stone plinth with an engraved metal plaque. Located in Cheslyn Gardens, on the northern side of Nascot Wood Road.</p>			
<p>Reason for nomination: Architectural and Historical interest The sculpture was designed by the artist Charles William Dyson-Smith. During a distinguished career, Dyson-Smith was appointed Sculptor to King George V and, during World War II, was an official war artist to the Admiralty. He was made a Fellow of the Royal Society of British Sculptors in 1938. <i>Dancing Woman</i> is in Dyson-Smith's 'Art Nouveau' style. The sculpture was donated to the town in 1962 by the prominent London solicitor, William Percy King. King was a long standing local resident, describing the town as "marvellously well run....very few towns have all the amenities we have and I'm very grateful". The sculpture was unveiled in March 1963 in token of the devoted work of the Councillors past and present.</p>			
<p>Landmark quality The sculpture contributes positively to the Green Flag award winning gardens at Cheslyn.</p>			
<p>Full description: Bronze sculpture depicting a nude woman with one arm raised above her head, suggestive of dancing. Cast in bronze in an Art Nouveau style, with a textured pattern to the surface the figure. Set on a York stone plinth, which dates to 2012. A metal plaque is affixed to the front of the plinth, which is original. The plaque reads:</p> <p style="text-align: center;">THE STATUE WAS PRESENTED IN 1962 BY W P KING A LIFELONG RESIDENT OF THE TOWN "Place of kind engendure – a man would give something to have been born in such places". (Lamb)</p> <p>The sculpture was repaired, restored and relocated from its former location at the south-eastern end of Hempstead Road in 2012.</p>			

Locally Listed Buildings in Watford



Revised and Updated 2018



1.0 Introduction

1.1 Watford Borough contains a number of buildings that do not merit statutory listing under the Planning (Listed Buildings and Conservation Areas) Act 1990, but are of architectural and/or historic value. As part of the Council's Urban Conservation Strategy, the Council is of the view that the contribution that these buildings make to the history, character, streetscape and identity of Watford is worthy of protection. For this reason, Buildings of Local Interest were identified and listed in the Watford District Plan 2000, and Policy U15 was included to indicate that development adversely affecting these buildings will be resisted:-

Policy U15

Proposals for development affecting the appearance, character or setting of Buildings of Local Interest should ensure that due regard is paid to safeguarding the relevant features of the building and its setting. Proposals that involved the demolition of the building are unlikely to be approved.

This policy is one of the Saved Policies from the Watford 2000 Local Plan and should be read alongside the Adopted Core Strategy Policies (2013). The Council is currently reviewing the Local Plan Documents and the new Local Plan is expected to be adopted in late 2020.

1.2 Buildings of Local Interest are located throughout Watford, with a notable concentration along The Parade, High Street and Lower High Street. Some of the buildings are situated within Conservation Areas and are subject to the relevant planning policies concerning those designations, as well as Policy U15. Protection for those that are not within Conservation Areas will be reliant upon the implementation of Policy U15. The contents of the list of Buildings of Local Interest will also be included on the Historic Environment Record maintained by Hertfordshire County Council. Whilst this will not increase the level of protection afforded to the buildings, it will reinforce and aid the recognition of their contribution to the wider historic environment.

1.3 In July 2018 the Government published an updated National Planning Policy Framework which sets out all the national policies in respect of planning policy¹. Section 16 of this document contains policies relating to the historic environment. Additional good practice

¹ <https://www.gov.uk/government/collections/revised-national-planning-policy-framework>

guidance is contained in Historic England Advice Note 7² on Local Heritage Listing. The NPPF refers to the importance of Local Planning Authorities maintaining an up to date record of all heritage assets in their area and the role the planning process has in their future protection. The designation of locally listed buildings is a key way to understand and conserve local heritage assets.

1.4 In addition, this document contributes to the evidence base for the wider delivery of the Local Plan.

2.0 Drawing up the list

2.1 The majority of buildings included in the list of Buildings of Local Interest were identified in a study commissioned by Watford Borough Council, entitled 'Watford: Character of Area Study'. The Study was undertaken in 1999 by BEAMS (Built Environment Advisory and Management Service). The list of buildings that followed from this research was included as Appendix 6 of the Watford District Plan 2000 and as part of the District Plan was subject to extensive public consultation before it was adopted in 2003.

2.2 The 2010 document resulted from the reappraisal of the then existing list of Buildings of Local Interest – in line with up-to-date government guidance on the conservation of built heritage.

2.3 The 2018 review has allowed the 2010 list to be updated in terms of some changes to the information we have and to remove some buildings which have been upgraded and included on the National list or demolished to allow justified and consented development to proceed. Alongside this, there are some suggestions for further additions to the Local List which have been guided by recommendations from the Council's Planning department as well as its Heritage department, the County Council's Heritage Department, local history groups, local residents' associations, the general public and BEAMS.

3.0 The criteria for Local Listing

3.1 Buildings were included on the list if they met one or more of the following criteria:

² <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>

- Architectural Interest – the style, form, type, or construction is of interest. It may be unusual, or may be a good example of a typical building in the locality;
- Function – the building’s function may be specialised by forming part of the original layout/facilities of the area of which it is part (e.g. small workshops);
- Historical Interest – the building forms a significant part of the development of the town or a locality;
- Landmark quality – a building with a location, scale, and/or features that contribute to the identity and distinctiveness of the built environment;
- Streetscape quality – the building forms an important component of a particular street, lending it structure, variety, or particular character.

4.0 What Part of a Building is Protected?

4.1 The extent of protection afforded to Buildings of Local Interest is limited to the effect of development on their external appearance and setting. In most instances the contribution to the history, character, and streetscape of these buildings is dependent on the visual presence of the building and its setting. While the internal features of the buildings may be worthy of retention, it is not possible to control alterations to these.

5.0 What are the Buildings to be Protected From?

5.1 The Government has prescribed permitted development rights for certain activities, as outlined in the provisions of the Town and Country Planning (General Permitted Development) Order 1995. If a proposal meets the criteria outlined in this Order then it is deemed to have planning permission. Permitted development rights permit, amongst other works, certain alterations to dwellinghouses (including their curtilage), schools, industrial buildings and shops. Buildings of Local Interest may be susceptible to alterations and even demolition in the future as these permitted rights limit the control that Watford Borough Council has to protect them.

5.2 The Council has the ability to remove permitted development rights via Article 4 of the Town and Country Planning (General Permitted Development) Order 1995. The council has chosen to remove some permitted development rights for some locally listed buildings on the list adopted in 2010. This was done for the following reasons:

- Where a locally listed building lies outside a conservation area to prevent the building being demolished without permission and to manage the nature of a number of small scale alterations such as replacement windows and alterations to the roof so that these changes do not have a negative impact on the building's character.
- Where a locally listed building lies in a conservation area and demolition is not permitted development, the council has used the directions to manage the nature of the small scale changes which are permitted and which could have a negative impact on the character of the buildings and the conservation area. Permitted development rights do not necessarily apply to some of the buildings on the local list and therefore Article 4 Directions are not required to manage small scale changes appropriately. Such buildings include retail outlets, flats and churches.

5.3 The Council also has the option to pursue the use of Building Preservation Notices under the Planning (Listed Buildings and Conservation Areas) Act 1990, when demolition or alteration will affect the character of an architecturally and/or historically important building.

6.0 Implications for Development Proposals

6.1 Is Planning Permission Required?

Unlike proposals that will affect statutorily Listed Buildings and in some circumstances within Conservation Areas, specific consent is not required for proposals to Buildings of Local Interest. Rather, where a proposed development is not a permitted activity, including where the permitted development rights have been removed through the use of an Article 4 Direction, and it is to be undertaken on a Building of Local Interest, a normal planning permission must be obtained from Watford Borough Council. In some instances a Building of Local Interest is also located within a Conservation Area, and the proposal will be assessed against the Conservation Area policies in the District Plan and statutory guidance and legislation for Conservation Areas.

6.2 Planning Application Assessment Matters

6.2.1 External Works

In determining a planning application for works that will affect the exterior of a Building of Local Interest, the Council will have regard to the following matters:

- the proportion of the external elevation to be altered;

- whether the materials used are sympathetic to those used originally;
- whether the colours are sympathetic to those used originally;
- the permanence of the addition (i.e. can it be removed without damaging the external elevation?);
- the proportions of additional or altered doors and windows, relative to existing doors and windows;
- whether the proposal is in keeping with the overall design/appearance of the existing building and surroundings;
- whether the proposal will correct or improve upon an unsympathetic alteration or addition noted in the description of the building in this document;
- whether the proposal will lead to adverse cumulative alterations.

6.2.2 Building demolition

Where an application is required for works to demolish a Building of Local Interest (i.e. the building is located within a Conservation Area, and/or an Article 4 direction has removed permitted rights to demolish, and/or a Building Preservation Notice applies) the Council will have regard to the following matters:

- whether information has been provided on the historic, architectural and archaeological importance of the structure, and the implications of this information. Where there is sufficient architectural or historic interest for doing so, the Council will require the investigation and recording of the construction, design and other features which are present prior to demolition and which are exposed during the demolition. This recording work will be carried out in accordance with a written scheme agreed in advance with the Council and a full report of the results of the work will be submitted;
- whether all reasonable means of preserving the building have been investigated and shown to be unrealistic;
- whether details of a replacement building have been provided. The Council will require a design of a high standard, in keeping with the scale and character of the original building. The Council will favour historic material and / or components from the original building reincorporated in the new building.

6.2.3 Setting of buildings

In determining a planning application for works that will affect the setting of a Building of Local Interest, the Council will have regard to the following matters:

- whether the proposed works will obscure the building from the street and/or public views;
- whether the works are in keeping with the age and/or architecture of the building.

7.0 Further Information

7.1 For preliminary advice on works to Buildings of Local Interest, contact Watford Borough Council's Development Control Section or Planning Policy Section on *01923 226400* or *01923 278278* before submitting an application.

7.2 The following organisations may be able to provide further information:

Historic England
24 Brooklands
Cambridge
CB2 8BU

- BEAMS
The Built Environment Advisory and Management Service
Hertfordshire Building and Preservation Trust
The Castle
Hertford
SG14 1HR
<http://www.beamsltd.org/index.html>

- The Victorian Society
1 Priory Gardens
Bedford Park
London
W4 1TT
<https://www.victoriansociety.org.uk/>

- The Twentieth Century Society
70 Cowcross Street
London
EC1M 6EJ

<https://c20society.org.uk/about-us/>

8.0 Local Consultation

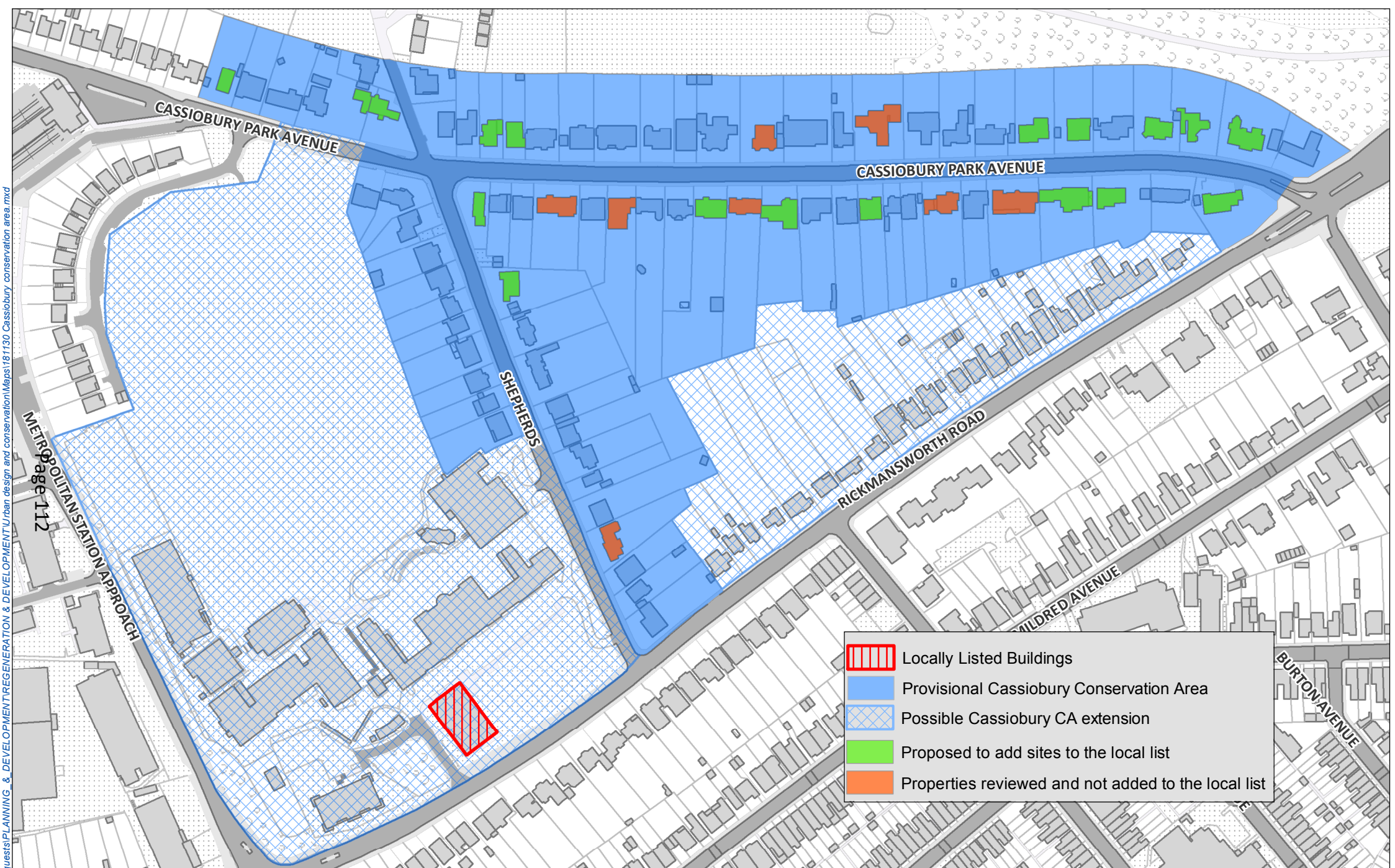
A draft version of the proposed changes to the 2010 List is published for public consultation between 19th October and 30th November 2018. The Council will seek to consult by letter those with an interest in the buildings it is proposed to add to the List. In addition details of the consultation will be sent to all local heritage and community groups, such as residents' associations and local history groups, and efforts will be made to reach a wider audience through local media and the council's website. Responses received helped to shape the final version. Paper copies of this Document will accessible at the Town Hall, the two Public Libraries in Watford and at the Museum. It will also be on the Council's website. Responses received will help to shape the final version of the List.






9.0 Adoption

This final draft of this document will be taken to Cabinet in January 2019 for approval of the proposed changes and adoption of the revised list.

10.0 Acknowledgements

Support with research and other work is gratefully acknowledged from a number of sources including property owners and staff/volunteers at: Watford Museum, Watford Central Library, Bushey Museum, Hertfordshire Archives & Local Studies, RIBA Library, University of Westminster, British Waterways, London Transport Museum, London & North Western Railway Society, North Watford History Society, Watford & District Industrial History Society and BEAMS.




	Locally Listed Buildings
	Provisional Cassiobury Conservation Area
	Possible Cassiobury CA extension
	Proposed to add sites to the local list
	Properties reviewed and not added to the local list



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Map Title
Map Produced by: Ellen.Higginson
Publication Date: 05/12/2018

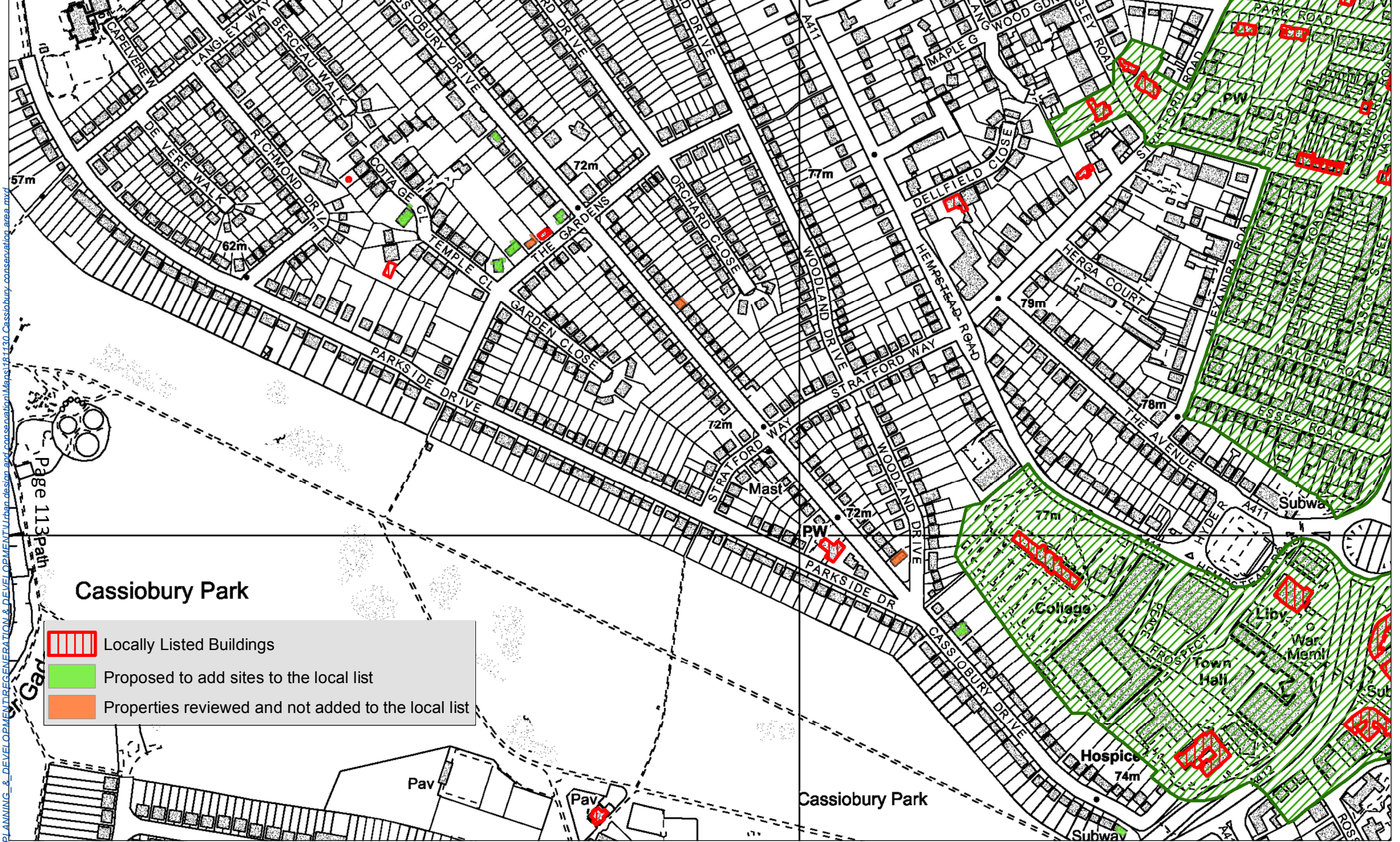
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

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Page 113 path



Cassiobury Park

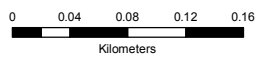
-  Locally Listed Buildings
-  Proposed to add sites to the local list
-  Properties reviewed and not added to the local list



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Cassiobury Estate North of the Park showing Proposed Locally Listed Buildings

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 Publication Date: 07/12/2018

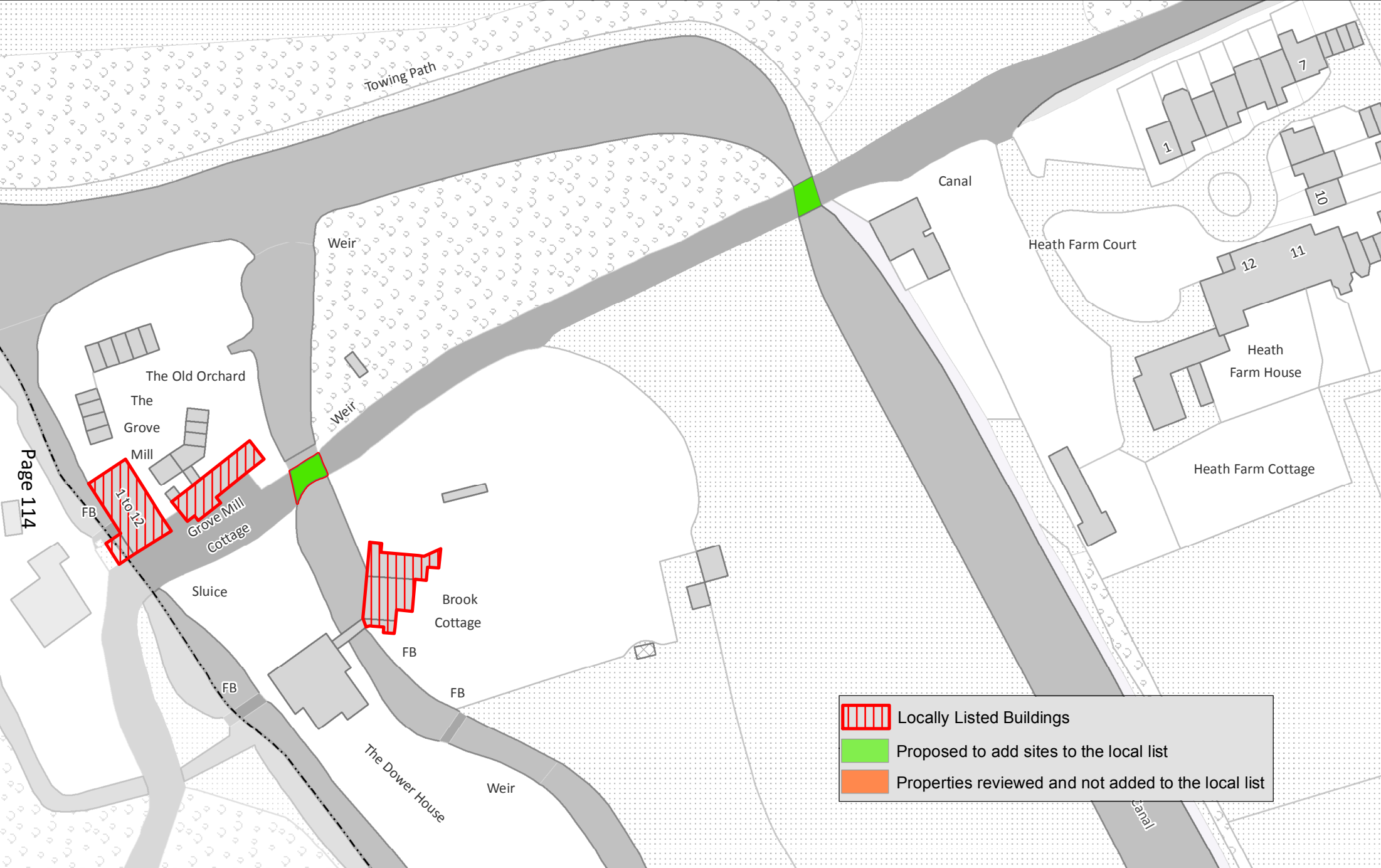





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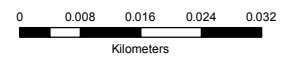
	Locally Listed Buildings
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Grove Mill Area showing Bridge Locations

Map Produced by: Ellen.Higginson
 Publication Date: 07/12/2018



Scale 1:1,000



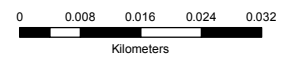
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Rousebarn Lane Area showing Bridge Location

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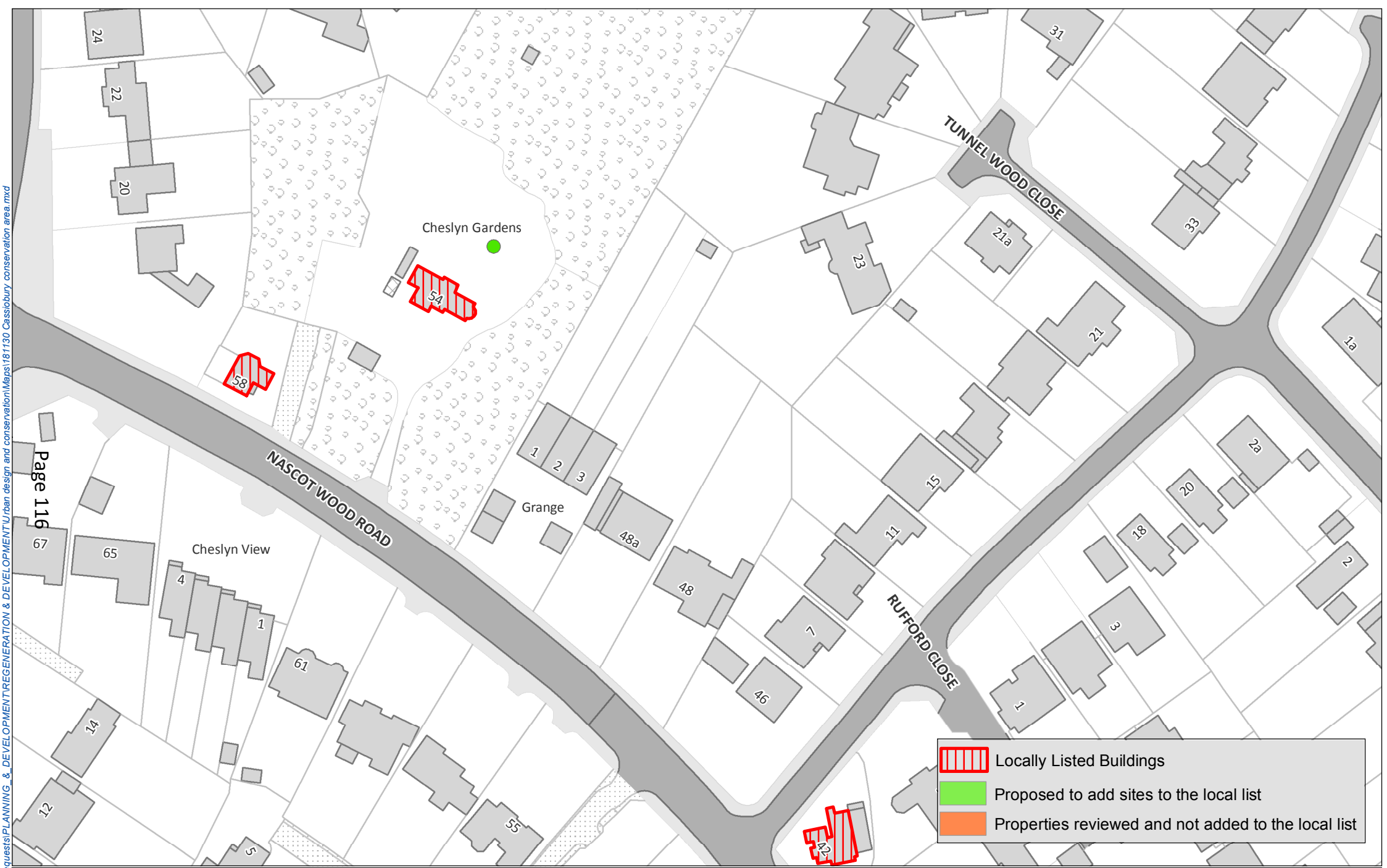





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	Locally Listed Buildings
	Proposed to add sites to the local list
	Properties reviewed and not added to the local list



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Cheslyn House and Gardens - Dancing Woman Statue
 Map Produced by: Ellen.Higginson
 Publication Date: 07/12/2018

0 0.008 0.016 0.024 0.032
 Kilometers
 Scale 1:1,000



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Part A

Report to: Cabinet

Date of meeting: 11 February 2019

Report author: Nick Smith Revenues Manager

Title: Council Tax - Changes to long term empty homes premium

1.0 Summary

1.1 This report sets out the proposed changes to the Authority’s treatment of a property empty over 2 years, due to recent changes in Council Tax legislation.

2.0 Risks

2.1 None

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Collecting additional Council Tax premium levy		Minimal due to number of properties empty over 2 years	Tolerate	2

3.0 Recommendations

3.1 Cabinet is requested to recommend to Council the adoption of proposed changes with effect from 1 April 2019.

Further information:

Nick Smith
 nick.smith@watford.gov.uk
 01923 278134

Report approved by: Jane Walker, Head of Revenues & Benefits

4.0 Detailed proposal

- 4.1 Since 2013, local authorities in England have had the power to charge a council tax premium of up to 50% on 'long-term empty dwellings' – that is, homes that have been unoccupied and substantially unfurnished for two years or more. This premium is in addition to the usual council tax charge that applies to that property.
- 4.2 To help reduce the number of long-term empty properties further, at the November 2017 Budget, the Chancellor announced the Government's intention to legislate to bring the maximum in England up to 200%. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 has brought in this power with effect from the 2019-20 financial year, this amends section 11B of the Local Government Finance Act 2012. This now gives local authorities the tools to increase council tax on long-term empty homes, and the incentive for owners of such properties to bring them back into use.
- 4.3 As at 7 January, 2019, Watford Borough Council has 63 properties that have been empty over 2 years, breakdown of properties against individual Bands is as follows;

Band	A	B	C	D	E	F	G	H
No. of Properties Empty over 2 years	0	10	21	21	3	1	7	0

- 4.4 Watford Borough Council currently applies an additional 50% premium on properties that have been continuously empty and unfurnished for more than 2 years, as agreed at Full Council meeting on 30 January, 2013. With effect from 1 April 2019, it is proposed to change the charges as follows in line with the provisions of the 2018 Act;
- From April 2019 onwards to charge a 100% premium
 - From April 2020 onwards to increase the premium to 200% for properties that have been empty for more than 5 years.
 - From April 2021 onwards to increase the premium to 300% for properties that have been empty for more than 10 years.
- 4.5 The government's intention behind the decision to provide billing authorities with the power to charge a premium was not to penalise owners of property that is genuinely on the housing market for sale or rent, but to strengthen local authorities attempts to bring empty homes back in to use in order to provide additional housing given the current housing climate.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that the impact of these proposals is that any additional income generated will flow through the collection fund, although it is not anticipated that this would be a significant amount.

5.2 **Legal Issues (Monitoring Officer)**

5.2.1 The Head of Democracy and Governance comments that this is a recommendation to Council and must be approved before the start of the new financial year to be effective for 2019/20.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 An equalities impact assessment will be completed.

5.4 **Staffing**

5.4.1 None specific

5.5 **Accommodation**

5.5.1 None specific

5.6 **Community Safety/Crime and Disorder**

5.6.1 None specific

5.7 **Sustainability**

5.7.1 None specific

Background papers

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

Agenda Item 8

Part A

Report to: Cabinet

Date of meeting: 11 February 2019

Report author: Head of Democracy and Governance

Title: Ombudsman Decisions

1.0 Summary

1.1 Under Section 5A of the Local Government and Housing Act 1989 the Council's Monitoring Officer is obliged to report to Cabinet any finding of maladministration by the Local Government and Social Care Ombudsman.

1.2 On 7 January 2019 and 31 January 2019 the Council received final reports from the Ombudsman relating to a traffic penalty notice and recovery action regarding overpaid Housing Benefit. A copy of the decisions are attached as appendices 1 and 2.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
The Council does not comply with the Ombudsman's recommendation	The Council gets a bad reputation with the Ombudsman	The Council agrees with the Ombudsman's recommendation and implements it	treat	1
The Council does not learn from the issues raised in the report	Further findings of maladministration against the Council	The Revenues and Benefits team have implemented revised procedures regarding enforcement	treat	2

3.0 Recommendations

3.1 That the Ombudsman's decisions be noted

Further information:

Name Carol Chen

Email carol.chen@watford.gov.uk

Phone 8350

4.0 Detailed proposal

- 4.1 Under section 5A of the Local Government and Housing Act 1989 the Monitoring Officer is obliged to report any Ombudsman findings of maladministration to Cabinet. When the Ombudsman finds fault that is classified as maladministration.
- 4.2 On 7 January 2019 the Council received the final report of the Ombudsman in relation to a complaint that the Council had not implemented a decision of the Traffic Enforcement Centre that had cancelled an Order and was refusing to refund the penalty charged.
- 4.3 The facts of the particular case were unique in that the complainant had applied to the Traffic Enforcement Centre some years after the fine had been paid and the Enforcement Centre had simply agreed to the complainants request to cancel without giving the Council the opportunity to make representations. When the Council received the order it did not challenge the order but did not pay back the money as it considered the complainant had challenged the wrong traffic penalty notice.
- 4.4 The Ombudsman had previously published a generic report on how councils handled parking enforcement complaints and had stated that where the Traffic Enforcement Centre revoked an order a Council should reimburse the motorist. The Ombudsman therefore upheld the complaint.
- 4.5 The Council has reluctantly accepted the Ombudsman's decision despite providing the Ombudsman with evidence that the complainant had challenged the wrong penalty notice.
- 4.6 The Parking Manager has agreed that should such a situation arise in the future the Council will seek to challenge the Traffic Enforcement Centres decision. A copy of the Ombudsman's decision is attached as appendix 1.
- 4.7 On 31 January 2019 the Council received the final report of the Ombudsman in relation to a complaint about the way the Council had gone about seeking to recover overpaid Housing Benefit. A copy of the report is attached at appendix 2.

- 4.8 The Head of Revenues and Benefits has accepted the findings of the Ombudsman and the sum to be paid to the complainant will be used to offset their current debt.
- 4.9 The Head of Revenues and Benefits has now reviewed the process in relation to recovery particularly around applying for attachment of earnings orders and apologised to the complainant when dealing with her complaint under the Council's own complaints procedure.
- 4.10 The Ombudsman now publishes all her decisions so these will be available to view on the Ombudsman's website.

5.0 **Implications**

5.1 **Financial**

- 5.1.1 The Shared Director of Finance comments that the payments can be met from within existing resources

5.2 **Legal Issues** (Monitoring Officer)

- 5.2.1 The Head of Democracy and Governance comments that as stated there is a legal requirement for cabinet to be made aware of any findings of maladministration

5.3 **Equalities, Human Rights and Data Protection**

- 5.3.1 None applicable to this case.

Appendices

Appendix 1 and 2 Ombudsman Reports

Background papers

No papers were used in the preparation of this report.

The Ombudsman's final decision

Summary: Mr X complains the Council failed to properly deal with an order issued by the Traffic Enforcement Centre (TEC). The Council were at fault for declining to refund recovery costs following the court order. To remedy the complaint the Council agreed refund all the recovery costs added to Mr X's penalty charge after the Notice to Owner stage of the process.

The complaint

1. Mr X complains the Council failed to properly deal with his complaint about a Penalty Charge Notice (PCN) which was originally issued in November 2012. He sent the Council an order from the Traffic Enforcement Centre (TEC) dated July 2018 revoking the Order for Recovery of the unpaid Penalty Charge Notice and Charge Certificate. He complains the Council failed take appropriate action on receipt of the court order.

The Ombudsman's role and powers

2. We cannot investigate late complaints unless we decide there are good reasons. Late complaints are when someone takes more than 12 months to complain to us about something a council has done. (*Local Government Act 1974, sections 26B and 34D, as amended*)
3. We investigate complaints about 'maladministration' and 'service failure'. In this statement, I have used the word fault to refer to these. We must also consider whether any fault has had an adverse impact on the person making the complaint. I refer to this as 'injustice'. If there has been fault which has caused an injustice, we may suggest a remedy. (*Local Government Act 1974, sections 26(1) and 26A(1), as amended*)
4. If we are satisfied with a council's actions or proposed actions, we can complete our investigation and issue a decision statement. (*Local Government Act 1974, section 30(1B) and 34H(i), as amended*)

How I considered this complaint

5. I considered the correspondence Mr X provided and the orders issued by the courts in his case. I also considered the Ombudsman's guidance about parking fines.

-
6. I sent a draft decision to Mr X and to the Council to enable both parties to comment. I considered comments from both parties before I reached a final decision.
 7. Although the original PCN was issued in 2012, Mr X's complaint to the Ombudsman concerns the Council's recent decision to dismiss the TEC court order. So, the complaint Mr X makes to the Ombudsman is not out of time.

What I found

8. Mr X was issued with a Penalty Charge Notice (PCN) in 2012. The original PCN was for £50. After recovery costs were added the outstanding amount became £291.27. Mr X paid £291.27 to clear the debt in July 2013.
9. Since that time Mr X has approached the courts. In 2017 the County Court granted Mr X extra time to submit an 'out of time witness statement'. In July 2018, the Traffic Enforcement Centre (TEC) issued an order which revoked the order for recovery of the unpaid penalty charge and revoked the charge notice.
10. Mr X sent the TEC order to the Council in July 2018. On receipt the Council wrote to Mr X to state that because it did not cancel the original PCN, no further action could be taken because Mr X had paid the PCN in 2013.
11. The Ombudsman issued a Focus Report in February 2017 concerning parking and traffic penalties. On Page 9, it sets out the Ombudsman's view on the actions a council should take when the TEC issues an order which revokes the order for recovery. In such situations, the Ombudsman expects councils to take the matter back to the 'Notice to Owner' stage of the process. As the TEC order removes the basis for bailiffs costs and recovery fees, we expect councils to refund everything paid except the original penalty charge. This action should be taken regardless of whether someone has paid the PCN.
12. When Mr X produced the court order in July 2018, the Council failed to do this. This was fault as the TEC decision removed the basis for the recovery charges.

Agreed action

13. To comply with the TEC order dated July 2018, the Council agreed to refund the £241.27 recovery costs Mr X paid after the 'Notice to Owner' stage of the process.
14. To recognise the time and trouble Mr X was put to when pursuing his complaint, the Council agreed to pay Mr X £100.

Final decision

15. There was fault by the Council.

Investigator's decision on behalf of the Ombudsman

The Ombudsman's final decision

Summary: Miss Y complains about the approach used by the Council to recover overpaid Housing Benefit and Discretionary Housing Payments. The Ombudsman finds fault because the Council wrongly pursued Miss Y for the recovery of Discretionary Housing Payments, and then prematurely wrote to her employer to seek a Direct Earnings Attachment for overpaid Housing Benefit. This fault caused distress, which the Council will remedy by offsetting £200 from any outstanding debt owed by Miss Y.

The complaint

1. The complainant, whom I will call Miss Y, complains about the approach used by the Council to recover overpaid benefits.

What I have investigated

2. I have investigated the process followed by the Council to recover overpaid benefits. I have not considered Miss Y's entitlement, the decision to recover the benefits and the level of benefits recovered for the reasons explained at the end of this statement.

The Ombudsman's role and powers

3. The law says we cannot normally investigate a complaint when someone can appeal to a tribunal. However, we may decide to investigate if we consider it would be unreasonable to expect the person to appeal. (*Local Government Act 1974, section 26(6)(a), as amended*) The Social Entitlement Chamber (also known as the Social Security Appeal Tribunal) is a tribunal that considers housing benefit appeals. (*The Social Entitlement Chamber of the First Tier Tribunal*)
4. We investigate complaints about 'maladministration' and 'service failure'. In this statement, I have used the word fault to refer to these. We must also consider whether any fault has had an adverse impact on the person making the complaint. I refer to this as 'injustice'. If there has been fault which has caused an injustice, we may suggest a remedy. (*Local Government Act 1974, sections 26(1) and 26A(1), as amended*)

-
5. If we are satisfied with a council's actions or proposed actions, we can complete our investigation and issue a decision statement. (*Local Government Act 1974, section 30(1B) and 34H(i), as amended*)

How I considered this complaint

6. During my investigation I have discussed the complaint with Miss Y and considered any information she submitted. I also made enquiries of the Council, and considered its response. When reaching my decision I have consulted the relevant law and guidance, referenced where necessary in this statement.
7. I issued a draft decision and invited comments from Miss Y and the Council before making a final decision.

What I found

What happened

8. An overpayment of benefit occurs when a person is paid a benefit they are no longer entitled to, or when they are paid more benefit than they are entitled to. This could happen for several reasons, such as an administrative error or a change in the claimant's circumstances.
9. Miss Y received Housing Benefit (HB) and Discretionary Housing Payments (DHP) from the Council. In July 2017 the Council wrote to Miss Y to explain that it had reviewed her claim. The Council confirmed: "You have been overpaid £783.13 Housing Benefit. This overpayment is 'recoverable'. The reason for the overpayment is because your earnings have increased, based on confirmation of your earnings passed to our department from HMRC...this was notified on 26 June 2017 by a 3rd party and we recalculated it on 17 July 2017. An invoice will be raised. I will recover the overpayment from your current entitlement".
10. Miss Y agreed to repay the amount owed in instalments.
11. In February 2018 the Council also found that it had overpaid £238.34 in DHPs. However, due to an error with the Council's system, the DHP overpayment was duplicated. The Council therefore initially considered that Miss Y owed £476.68 in overpaid DHPs, as well as the £783.13 in overpaid HB.
12. The Council issued three reminders about the DHP debt: 16 March 2018, 30 March 2018 and 13 April 2018. The last letter made clear it was the final reminder and, if Miss Y did not make payment within seven days, the Council would begin recovery action via the County Court.
13. The Council then wrote to Miss Y about the HB debt. In a letter dated 19 June 2018, the Council confirmed that Miss Y had failed to clear the invoices via the agreed instalment plan. The Council said it would register the remaining £616.63 HB debt with the Court for recovery.
14. However the Council wrote to Miss Y again the following day to provide an invoice reminder for the HB. This conflicted with the information previously given regarding the registration of the debt with the Court, and instead gave Miss Y a final seven days to make the payment before debt recovery would take place.
15. Two days later, and five days before Miss Y's final deadline for payment had lapsed, the Council wrote to Miss Y again. This time it said: "I do not appear to have received payment for the outstanding amount shown below (£1507.90) I

have therefore written to your employer for deductions to be made from your salary. I enclose a copy of the Direct Earnings Attachment issued to your employer in respect of the above matter. Deductions will now be made from your salary pursuant to Part 6 of the Social Security (Overpayments and Recovery) Regulations 2013 to repay the amount you due [sic]"

16. Miss Y wrote to the Council on 29 June 2018 regarding the proposed Direct Earnings Attachment (DEA). The Council responded, and suggested a meeting with the officers involved. That meeting was arranged for 6 July. Miss Y says she waited half an hour for the officers to arrive. When they did not turn up, Miss Y left. The Council then called Miss Y to re-arrange the meeting for later that day.
17. The Council then wrote to Miss Y's employer on 6 July. The short letter simply confirming: "further to my correspondence sent to you on 22 June 2018, I would like to request the above order to be cancelled".
18. Dissatisfied with the outcome of the meeting, Miss Y submitted a formal complaint on 11 July 2018. The Council responded on 19 July 2018. It confirmed that £891.27 of the overpayment would be written off, leaving £616.63 outstanding. This is less than half of the amount originally pursued by the proposed DEA.
19. Miss Y made a second complaint on 20 July and proposed a repayment plan for £20 a month. The Council responded; it accepted there was fault in the process followed. But Miss Y remained dissatisfied and approached the Ombudsman.

Was there fault in the Council's actions causing injustice to Miss Y?

20. The law is clear that the only method of recovery for overpaid DHPs is via a request for repayment from the claimant, either through an invoice or debt collection. Councils cannot recover overpaid DHPs via a DEA. The law is also clear that councils can only recover DHPs in limited circumstances. The Council's second complaint response confirmed: "the one true DHP invoice will not be recovered because in general DHP overpayments are not recovered unless there is doubt as to the validity of the award when it was originally made".
21. It was therefore fault for the Council to attempt to recover the full amount from Miss Y's earnings. There is further administrative fault in the Council's duplication of the DHP debt on its systems, which it apologised for in its complaint response.
22. There is no right of appeal against a DHP decision. Decisions relating to DHPs therefore fall within the Ombudsman's jurisdiction. However, as the overpaid DHP has now been written off in its entirety, there is no ongoing injustice in this element of Miss Y's case. With that said, the fault identified in the above paragraph did, in my view, cause Miss Y avoidable distress.
23. There is a right of appeal against a decision to recover overpaid HBs, so I have not considered whether the Council's calculations of the outstanding debt are correct and whether the Council is entitled to recover the amount in question. However I have considered the method used by the Council when pursuing recovery of the debt, because this is within our jurisdiction.
24. In its second complaint response, the Council acknowledged the fault in the method of HB recovery. It said in relation to the HB debt: "...aside from the original invoice dated 17 July 2017 there has only been one further 'notice' sent and this was the reminder invoice dated 20 June 2018. The other 'notices' were reminders for the DHP invoices (incorrectly issued). Our standard process is to issue a 'debt recovery letter' and a 'letter before action' after issuing the original invoice and the reminder before we commence down the DEA route. I therefore

agree that we did contact your employer prematurely and I sincerely apologise for any reputational issues this may have caused you and your workplace”.

25. The Council has already accepted there is fault in this case. I must consider the impact of that fault. The Council was entitled to apply to Miss Y’s employer for a DEA, but it did so prematurely. The Council accepts that it should have issued two reminders after the initial invoice, but only issued one in this case. The DEA subsequently issued was also incorrect by a significant margin, leading Miss Y’s employer to believe that she owed much more than she actually did. I consider the Council could have limited Miss Y’s embarrassment and reputational damage by explaining the error to Miss Y’s employer, but instead it sent a brief letter merely asking for the DEA to be cancelled.
26. Miss Y says the Council’s actions caused her to leave her employment due to reputational damage. I accept that the Council’s actions did cause Miss Y some distress, but it would have been entitled to proceed with the DEA had Miss Y not made full payment within seven days of the final reminder. As some of Miss Y’s debt remains outstanding, I find it unlikely that she would have been able to clear the debt within seven days. With that said, the DEA was issued prematurely and contained incorrect information. I find this did cause Miss Y some distress, but I cannot make a causal link between the fault and Miss Y’s resignation.
27. Miss Y continues to dispute the level of debt owed. The Council has agreed to issue a full breakdown of the liability, but only once Miss Y has submitted payslips for the period 2014 to 2017. Miss Y feels this is onerous. As the reason for the overpayment was due to an increase in Miss Y’s earnings, it is understandable that the Council would want to be clear on her earnings for the period in question. Miss Y considers the Council should issue a breakdown of the debt, but this is a circular argument because the Council feels that it needs to see Miss Y’s payslips first.
28. It is concerning that the Council still to this date remains uncertain about the level of overpayment owed by Miss Y, despite originally pursuing her case as far as a DEA. However, in the interests of resolving the matter, I would urge Miss Y to work with the Council to provide proof of earnings for the relevant period.
29. The Council has now adopted a clear procedure for its officers to follow when pursuing recovery of overpaid benefits. It has shared a copy of the new process map with the Ombudsman. It is reassuring to know that the Council has taken action to make the process clearer for its officers, and this will hopefully reduce the opportunity for errors in the future. As the Council has already taken steps to strengthen its processes, I have not recommended any service improvements.

Agreed action

30. Within four weeks of my draft decision, the Council will pay £200 to Miss Y to remedy the avoidable distress caused by the faults identified in this case. In line with the Ombudsman’s guidance on remedies, the Council will offset this payment against Miss Y’s outstanding debt.

Final decision

31. I have completed my investigation with a finding of fault and injustice for the reasons explained in this statement. The Council has agreed to implement the Ombudsman’s recommendations to remedy the injustice caused by fault.

Parts of the complaint that I did not investigate

32. I have not investigated Miss Y's entitlement, the decision to recover the benefits and the level of benefits recovered. This is because, as per paragraph three of this statement, the Social Security Appeal Tribunal is in place to consider such matters. The Ombudsman does not investigate matters which are appealable to a Tribunal.

Investigator's decision on behalf of the Ombudsman

Agenda Item 9

Part A

Report to: Cabinet

Date of meeting: 11 February 2019

Report author: Head of Democracy and Governance

Title: Contract Exemptions Flooring and Basement Electrical Works

1.0 Summary

1.1 Under the council's contract procedure rules any exemptions agreed to those rules has to be reported to cabinet for information

1.2 Attached as appendices 1 and 2 are two exemptions agreed by the Head of Democracy and Governance and the Managing Director in relation to two contracts recently let for work to the Town Hall. One to undertake flooring work to the top floor and the library annexe and the second for electrical work in the basement.

1.3 Cabinet is asked to note the exemptions

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Potential suppliers challenge the Councils decision not to procure the supply of the services using a competitive tendering procedure.	The work is delayed	The flooring work was put to competitive tender unsuccessfully. The exemption procedure was followed	Treat	2

3.0 **Recommendations**

3.1 That the exemptions be noted

Further information:

Name Carol Chen

Email carol.chen@watford.gov.uk

Phone 01923 278350

4.0 **Detailed proposal**

4.1 The details of the exemptions and the reasons for them can be found in appendices 1 & 2 to this report.

5. **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that there are no financial implications in this report.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Head of Democracy and Governance comments that it will be noted that for one of the exemptions the tender process was followed initially however this was unsuccessful.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 There are no implications

5.4 **Staffing**

5.4.1 There are no implications

5.5 **Accommodation**

5.5.1 There are no implications

5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no implications

5.7 **Sustainability**

5.7.1 There are no implications

Appendices

Appendix 1 Flooring exemption report

Appendix 2 Basement Electrics exemption report

Background papers

No papers were used in the preparation of this report.

Central Register of Exemptions

The Audit Plan 2013/14 – “Procurement and Contract Management Baseline Assessment” Recommended: “We recommend that consideration should be given to maintaining a central record of waivers and exemptions that have been approved.”

The Council’s Contract Procedure Rules (updated September 2016) state:

Exemptions

- Acquisition or disposal of Land:

These Rules do not apply to the acquisition or disposal of Land except where a lease or licence is granted as a part of a principal contract for other Works, Supplies or Services.

- Unforeseeable emergency:

Where exemption from these Rules is unavoidable due to an unforeseeable or emergency event involving immediate risk to persons or property or likely to give rise to major or serious disruption to the Council’s services, a Head of Service and the Managing Director may jointly approve an exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken. Urgency caused by undue delay will not be a valid reason for an exemption.

- Exceptional Circumstances:

An exceptional circumstances exemption may be jointly approved by a Head of Service and the Managing Director in limited and exceptional circumstances. This applies at the Managing Director’s discretion and only below the EU thresholds examples of which may include but not be limited to:

- Events which may involve significant risk to a key contract, for example where a key supplier goes into Administration or Receivership
- Situations which may cause significant disruption to a Council service
- Extensions of or additions to existing contracts where demonstrable benefits and clear savings can be shown
- Single tender action or use of a substitute contractor from the original tender responses to complete a contract or part of a contract
- Short term provisions to enable more effective and efficient procurement to be undertaken
- Other circumstances where clear synergies with existing services can be evidenced or where supported by substantial market research

They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Limited market:

A partial exemption may apply where a supply or service is only obtainable from a single or a very limited number of contractors. In such a case, evidence of the limited market must be provided, such as by public advertisement or detailed market research. A Head of Service and the Managing Director may jointly approve a partial exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Prior approval:

Other than as specified above no exemption from these Rules shall be made unless prior approval has been granted at a Cabinet meeting. Cabinet cannot authorise an exemption where the value of the contract would exceed the EU threshold or in non-compliance with the PCR2015.

Record of Exemptions – Heads of Service must ensure that full details of approved waivers and exemptions are recorded in a central register held by the Corporate Procurement Manager on behalf of the MD.

Approved Exemption Record Form

	Details
Exemption category <ul style="list-style-type: none"> • Unforeseeable emergency • Exceptional Circumstances • Limited market • Prior approval 	Limited market
Details / Circumstances / Explanation of why an exemption was required:	<p>A tender exercise was carried out from 22nd October - 13th November 2018 for repairing the Town Hall 2nd floor corridor flooring, following the removal of storage cupboards that had asbestos in them. The flooring is wooden parquet flooring.</p> <p>Only a single contractor responded; with limited experience as a start-up company and a lack of detailed feedback to meet the needs of the specification a decision was taken not to award them the work.</p> <p>Since then work has been undertaken to try to find a suitable contractor to do the work. Only a single local firm has been able to confirm availability based on the required specification to carry out the works at night; which minimises the impact on WBC staff during the day. An exemption to the contract procedure rules is requested.</p>
Approved by (Name and date): <ul style="list-style-type: none"> • MD (sign or attach copy of e-mail if appropriate)	Manny Lewis 29.1.19
Approved by (Name and date): <ul style="list-style-type: none"> • HoS (sign or attach copy of e-mail if appropriate)	Carol Chen 22.1 19
Portfolio Holder informed (Name and Date):	Cllr Mark Watkin 29.1.19
Date reported to Cabinet:	11 February 2019
Contract Title:	Town Hall 2 nd Floor corridor flooring repairs
Vendor / Contractor:	Ironwood Flooring Services Ltd
Date Contract let:	28 th January 2019
Term / Duration of Contract:	14 days
End date:	11 th February 2019
Total Value of Contract:	£13,657
WBC Contract Manager (Name and contact details):	Patrick Poku Patrick.poku@watford.gov.uk
Comments / Other Information:	
Date entered onto Exemptions Register:	

Signed by Responsible Officer:	
--------------------------------	--

Copies to:

Contract File
Head of Service
Corporate Procurement Manager
Central Register of Exemptions

Central Register of Exemptions

The Audit Plan 2013/14 – “Procurement and Contract Management Baseline Assessment” Recommended: “We recommend that consideration should be given to maintaining a central record of waivers and exemptions that have been approved.”

The Council’s Contract Procedure Rules (updated September 2016) state:

Exemptions

- Acquisition or disposal of Land:

These Rules do not apply to the acquisition or disposal of Land except where a lease or licence is granted as a part of a principal contract for other Works, Supplies or Services.

- Unforeseeable emergency:

Where exemption from these Rules is unavoidable due to an unforeseeable or emergency event involving immediate risk to persons or property or likely to give rise to major or serious disruption to the Council’s services, a Head of Service and the Managing Director may jointly approve an exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken. Urgency caused by undue delay will not be a valid reason for an exemption.

- Exceptional Circumstances:

An exceptional circumstances exemption may be jointly approved by a Head of Service and the Managing Director in limited and exceptional circumstances. This applies at the Managing Director’s discretion and only below the EU thresholds examples of which may include but not be limited to:

- Events which may involve significant risk to a key contract, for example where a key supplier goes into Administration or Receivership
- Situations which may cause significant disruption to a Council service
- Extensions of or additions to existing contracts where demonstrable benefits and clear savings can be shown
- Single tender action or use of a substitute contractor from the original tender responses to complete a contract or part of a contract
- Short term provisions to enable more effective and efficient procurement to be undertaken
- Other circumstances where clear synergies with existing services can be evidenced or where supported by substantial market research

They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Limited market:

A partial exemption may apply where a supply or service is only obtainable from a single or a very limited number of contractors. In such a case, evidence of the limited market must be provided, such as by public advertisement or detailed market research. A Head of Service and the Managing Director may jointly approve a partial exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Prior approval:

Other than as specified above no exemption from these Rules shall be made unless prior approval has been granted at a Cabinet meeting. Cabinet cannot authorise an exemption where the value of the contract would exceed the EU threshold or in non-compliance with the PCR2015.

Record of Exemptions – Heads of Service must ensure that full details of approved waivers and exemptions are recorded in a central register held by the Corporate Procurement Manager on behalf of the MD.

Approved Exemption Record Form

	Details
Exemption category <ul style="list-style-type: none"> • Unforeseeable emergency • Exceptional Circumstances • Limited market • Prior approval 	Exceptional Circumstances –
Details / Circumstances / Explanation of why an exemption was required:	<p>Rewiring of the basement electrics -</p> <p>These works are needed to upgrade and improve the basement wiring to the offices.</p> <p>The reasons we are looking for an exemption is because these works are needed to allow for the installation of the fire alarm system as the cables routes are affected by the currently electrical wiring layout.</p> <p>The contractor appointed to carry out the fire alarm installation has also been appointed to carry out the replacement of the fuse boards in the basement, by using the same contractor to carry out the rewiring of the basement this will mean that all 3 phases of the works will be able to be completed simultaneously. It will also mean that we would have continuity across the building as it was the same contractor who carried out the wiring to the other floors.</p> <p>Using the same contractor will also allow us to consolidate the fuse boards in the basement from 4 locations into 1.</p> <p>There are costs savings to be realised as there is no need to double handle the running of cables for the fire, power and data as this can all be done at the same time. The price also includes the upgrading of the emergency lights in the basement representing further costs saving as the majority of the light fittings would need to be removed to carry out the rewiring</p>

	and fuse board replacements. They are also trusted contractor who have an extensive knowledge of our building and the wiring systems within.
Approved by (Name and date): • MD (sign or attach copy of e-mail if appropriate)	Manny Lewis 29.1.19
Approved by (Name and date): • Head of Democracy and Governance (sign or attach copy of e-mail if appropriate)	Carol Chen 25.1.19
Portfolio Holder informed (Name and Date):	Mark Watkin 29.1.19
Date reported to Cabinet:	11.2.19
Contract Title:	Rewiring of basement offices
Vendor / Contractor:	S. Henson Ltd
Date Contract let:	23 rd January 2019
Term / Duration of Contract:	16 Weeks (estimated)
End date:	May 2019
Total Value of Contract:	£53,640.00
WBC Contract Manager (Name and contact details):	Martin Square Martin.square@watford.gov.uk 01923 278057
Comments / Other Information:	
Date entered onto Exemptions Register:	
Signed by Responsible Officer:	

Copies to:

Contract File
Head of Service
Corporate Procurement Manager
Central Register of Exemptions

Agenda Item 10

Part A

Report to: Cabinet
Date of meeting: 11 February 2019
Report of: Head of Community and Environmental Services
Title: Rogue Landlord Procurement Exemption

1.0 Summary

- 1.1 Watford forms part of the London commuter belt with good transport links to the city. This has led to an above national average increase in population and house prices, which has subsequently led to a rapid growth in the rented sector. From a recent stock model exercise the rented sector is thought to make up 46% of the housing stock in the borough (of which around 29% is within the private rented sector and 17% is social rented).
- 1.2 “The Government recognises that the PRS plays an important and growing part in our housing market and houses a diverse range of tenants, including young families and those who might be vulnerable to exploitation by rogue landlords.” Local Authorities have been provided with a range of powers to take action against criminal landlords who are knowingly flouting their legal responsibilities by letting sub-standard and unsafe accommodation to tenants.
- 1.3 On 8 November 2018 the [Ministry of Housing, Communities and Local Government released details of a grant for LA’s](#) to bid for money for projects to raise the standard of properties in the Private Rented Sector (PRS); “that will help local authorities carry out their duties and use their existing budgets more effectively; and to develop or enhance existing PRS enforcement activities.”
- 1.4 The council recently worked with the Building Research Establishment (BRE) as they completed a stock modelling exercise for Watford. This recent knowledge and working arrangement enabled the BRE to submit a proposal to the council to identify rented sector properties.
- 1.5 The BRE proposal formed the basis of our bid to MHCLG, which was successful.
- 1.6 This procurement exemption allows the council to engage the BRE to complete their proposal in the very tight timescales afforded by the grant process. (The bid window was 3 weeks, with the grant award issued on 14th January 2019. A requirement of the bid is to spend and complete within this current financial year – i.e. by 31st March 2019.

- 1.7 The BRE bid involves matching land registry data with other forms of data to identify private sector properties. The BRE submitted their proposal having already secured access agreements and pricing for mass data export from the land registry, which would enable them to complete the project within the grant timetable. This, in conjunction with their methodology, is thought to be unique within the industry.
- 1.8 BRE invented the methodology to identify rented properties in this way and we are not aware of any other organisation which employs these methods to identify tenure. Their proposal to us was submitted in commercial confidence and both partners feel that we could not use it to develop a scheme with another potential partner without breaking this confidentiality.
- 1.9 In addition to the uniqueness of the proposal, the submission requirement within the 3 week bid window and the existing data sharing agreements that are in place means that it would not have been possible to complete alternative procurement.

2.0 Recommendations

- 2.1 That Cabinet notes the Approved Exemption to the Council's Procurement Procedures in relation to the appointment of the BRE to carry out the project in accordance with the successful bid proposal.

Contact Officer:

For further information on this report please contact: Neil Walker, Energy & renewal Surveyor

Telephone extension 8149 email: neil.walker@watford.gov.uk

Report approved by: Manny Lewis, Managing Director

3.0 Detailed proposal

- 3.1 Details of the Exemption can be found at Appendix A to this report along with an extract of the Council's Contract Procedure Rules as they relate to Exemptions.

4.0 Implications

4.1 Financial

- 4.1.1 The Director of Finance comments that there is no capital cost for the project to the council, as the bid money received from the Ministry of Housing Communities & Local Government is the cost of the BRE proposal.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy & Governance comments that under the Council's contract procedure rules exemptions can be agreed in limited circumstances including where there is a limited market in the number of suppliers who are able to perform the services required and in exceptional circumstances. The rules require that all exemptions are reported to cabinet and recorded in a central register held by the Corporate Procurement Manager.

4.3 **Equalities**

4.3.1 Not applicable in relation to this item.

4.4 **Potential Risks**

4.4.1	Potential Risk	Likelihood	Impact	Overall score
	Potential suppliers challenge the Council's decision not to procure the supply of the services using a competitive tendering procedure.	1	4	4
Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.				

4.5 **Staffing**

4.5.1 There are no staffing implications from this report.

4.6 **Accommodation**

4.6.1 There are no accommodation implications from this report.

4.7 **Community Safety**

4.7.1 There are no community safety implications from this report.

4.8 **Sustainability**

4.8.1 There are no sustainability implications from this report.

Appendices

- Appendix A Exemption Record Application incorporating an extract from Watford Borough Council's Contract Procedure in relation to Exemptions and signed approval form dated 7 December 2016.
- Appendix B Bid proposal award letter from the Ministry of Housing Communities & Local Government

Background Papers

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

File Reference

None

Central Register of Exemptions

The Audit Plan 2013/14 – “Procurement and Contract Management Baseline Assessment”
Recommended: “We recommend that consideration should be given to maintaining a central record of waivers and exemptions that have been approved.”

The Council’s Contract Procedure Rules state:

Exemptions:

- Acquisition or disposal of Land:

These Rules do not apply to the acquisition or disposal of Land except where a lease or licence is granted as a part of a principal contract for other Works, Supplies or Services.

- Unforeseeable emergency:

Where exemption from these Rules is unavoidable due to an unforeseeable emergency involving immediate risk to persons or property or likely to give rise to major or serious disruption to the Council’s services, a Head of Service and the Managing Director may jointly approve an exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken. Urgency caused by undue delay will not be a valid reason for an exemption.

- Exceptional Circumstances:

An exceptional exemption may be considered by the Managing Director in limited and unusual circumstances. This may, for example, apply where a key supplier has gone into Administration or Receivership. It applies where the event will involve significant risk to a key contract and is likely to give rise to a significant disruption to a Council service. In such an event a Head of Service and the Managing Director may jointly approve an exceptional exemption. This may, for example, be a single tender action or the use of a substitute contractor from the original tender responses to complete a contract or part of a contract. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Limited market:

A partial exemption may apply where a supply or service is only obtainable from a single or a very limited number of contractors. In such a case, evidence of the limited market must be provided, such as by public advertisement or detailed market research. A Head of Service and the Managing Director may jointly approve a partial exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Prior approval:

Other than as specified above no exemption from these Rules shall be made unless prior approval has been granted at a Cabinet meeting.

Record of Exemptions – Heads of Service must ensure that full details of approved waivers and exemptions are recorded in a central register held by the Corporate Procurement Manager on behalf of the MD.

A record form must be completed and signed for each approved Exemption.

v1.0 Nov 2013

Approved Exemption Record Form

	Details
<p>Exemption category</p> <ul style="list-style-type: none"> • Unforeseeable emergency • Exceptional Circumstances • Limited market • Prior approval 	<ul style="list-style-type: none"> • <u>Limited Market</u> • <u>Exceptional Circumstances</u>
<p>Details / Circumstances / Explanation of why an exemption was required:</p>	<p>The Ministry of Housing Communities & Local Government released details for a £2million grant available for LA's for the financial year 2018/2019; "To raise the standard of properties in the Private Rented Sector". The details were released on 8th November and applications closed on 30th November.</p> <p>As we already have a contract in place with the Building Research establishment (BRE) for a stock modelling contract we were in a unique position to be able to enhance this existing contract to work (enabling us to submit a bid proposal in the tight timescales) by using their proposal of £48,091.20 within our total bid of £156,091.20 (both inclusive of VAT).</p> <p>BRE invented the methodology to identify landlords in this way and we are not aware of any other organisation which employs these methods to identify tenure. Their proposal to us has been given in commercial confidence and both partners feel that we could not use it to develop a scheme with another potential partner without breaking this confidentiality.</p> <p>Their approach to combining Tenure Deposit Scheme Data, Land Registry Commercial and Corporate Ownership Data, Overseas Ownership Data, Land Registry leasehold data (due for release in January 2019), Tenancy Deposit Scheme Data, Local Authority data, is to our knowledge unique, completely new and innovative. For another organisation to implement the above methodology they would need considerable experience of working with these and other data sources. They</p>

	<p>would also need a contract in place with the Land Registry to use the National Polygon Service (which costs BRE a five figure sum on an annual basis). We are using our existing commercial relationship with the BRE to add additionality of the Polygon service to this proposal, without having to apply a new application.</p> <p>Should we be successful in the grant application we would need to be in a position to engage the BRE at the beginning of January when we are expected to learn the outcome of the bid and to meet its requirements to deliver before 31st March 2019.</p> <p>The short time scale for the bid development, the lack of time for a procurement exercise, the unique nature and commercial confidence of the proposal and our existing contractual relationship with the BRE leads us to conclude that this meets the requirements for a procurement exemption.</p>
<p>Approved by (Name and date):</p> <ul style="list-style-type: none"> • MD: Manny Lewis • HoS: Alan Gough 	<p>DATED</p> <p>Manny Lewis 02.01.19</p> <p>Alan Gough 10.12.18</p>
Portfolio Holder informed (Name and Date):	Councillor Stephen Johnson – 17.01.19
Date reported to Cabinet:	19.02.19
Contract Title:	MoHCLG Rogue Landlord Grant BRE proposal
Vendor / Contractor:	Building Research Establishment (BRE)
Date Contract let:	TBC following approval
Term of Contract:	Estimated at 2 months
End date:	By March 2019
Total Value of Contract:	£40,076 net
WBC Contract Manager (Name and contact details):	Neil Walker, 01923 278149 Neil.walker@watford.gov.uk
Comments / Other Information:	This exemption and contract with the BRE is dependent on the successful award of the grant with no funding

	required from WBC. Therefore if we are unsuccessful with the bid we will not submit this exemption.
Date entered onto Exemptions Register:	
Signed by Head of Service:	Alan Gough

Copies to:

Contract File
Head of Service
Corporate Procurement Manager
Central Register of Exemptions



Ministry of Housing,
Communities &
Local Government

14th January 2019

Neil Walker
Energy & Renewal Surveyor
Watford Borough Council
By email: Neil.Walker@watford.gov.uk

Dear Neil

Thank you for your interest in the Rogue Landlord Enforcement Grant Fund.

We are pleased to inform you that following a rigorous process of assessment against the criteria set out in the prospectus, we are able to fund your bid in part to the amount of £40,076.

You presented a strong bid and we are pleased to be able to support your proposal to improve data on PRS dwellings. The grant scheme was over-subscribed and despite allocating additional funds above the original budget, we could not fund all of the bids. As detailed in the prospectus, this funding is only available for the financial year 2018/19. We are therefore unable to meet your request to provide funding for the salaried positions of two officers and have excluded the VAT element of the bid.

MHCLG look forward to receiving an update on the progress of your projects after six weeks and a full impact report by the end of Q2. Our officials will be engaging directly with selected local authorities to arrange site visits and if you are selected you will hear from us in due course.

This funding is made available under Section 31 of the Local Government Act 2003. We expect the funds will be released by early February 2019, and colleagues will be in touch regarding the administration of payments. MHCLG strongly encourage you to proceed with the implementation of the project laid out in your bid immediately. We would like to reiterate that this funding is available in financial year 2018/19 thus spending should be complete by March 31st 2019.

Yours sincerely,

Matt Mulley