

CABINET AGENDA



**TUESDAY 15 MARCH 2022 AT 7.30 PM
COUNCIL CHAMBER, THE FORUM**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

| | |
|--------------------------------------|---------------------|
| Councillor Williams (Leader) | Councillor Anderson |
| Councillor Griffiths (Deputy Leader) | Councillor Banks |
| Councillor Elliot | Councillor Barrett |

For further information, please contact Corporate and Democratic Support or 01442 228209

AGENDA

1. MINUTES (Pages 3 - 18)

To confirm the minutes of the meeting held on 15 February 2022

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

(ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules as to Public Participation.

5. REFERRALS TO CABINET

There were no referrals to Cabinet

6. CABINET FORWARD PLAN (Page 19)

7. COMMERCIAL STRATEGY UPDATE (Pages 20 - 23)

8. LITTLE GADDESSEN CONSERVATION AREA CHARACTER APPRAISAL (Pages 24 - 53)

9. GARAGE STRATEGY (Pages 54 - 62)

10. BUSINESS RATES RELIEF (Pages 63 - 73)

MINUTES

CABINET

15 FEBRUARY 2022

Present:

Members:

Councillors: Williams (Leader)
Griffiths (Deputy
Leader)
Anderson
Banks
Barrett

| | | |
|------------------|---------------|--|
| Officers: | Mark Brookes | Assistant Director - Corporate and Contracted Services |
| | David Barrett | Group Manager - Housing Development |
| | Robin Barton | Strategic Director - Corporate and Commercial |
| | Nigel Howcutt | Chief Finance Officer (S151) |
| | Jody Nason | Strategic Director - People and Transformation |
| | Alex Robinson | Interim Group Manager - Planning and Development |

Also Attendance:

The meeting began at 7.30 pm

CA/1/21 **MINUTES**

The minutes of the meeting held on 14 December were agreed by Members present and signed by the Chair

CA/2/21 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Elliot and Claire Hamilton.

CA/3/21 **DECLARATIONS OF INTEREST**

None

CA/4/21 **PUBLIC PARTICIPATION**

None

CA/5/21 REFERRALS TO CABINET

None

CA/6/21 CABINET FORWARD PLAN

Noted

CA/7/21 SENIOR OFFICER PAY POLICY

Decision

- (1) That Cabinet recommends to Council that it adopt the Pay Policy for 2022/23 as set out in appendix 1 to this report.
- (2) That Cabinet recommends to Council that authority be delegated to the Chief Executive in conjunction with the Council's Monitoring Officer to approve any amendments to the Pay Policy throughout the financial year 2022/2023, which may be required as a result of legislative changes

Corporate Objectives

The Council's policies in respect of pay and terms and conditions support all five of the Council's strategic objectives as part of ensuring that services to the community can be delivered to the required standards and with due regard to economy, efficiency and effectiveness..

Statutory Officer Comments:

Deputy Monitoring Officer:

The Senior Pay Policy is required by virtue of section 38 of the Localism Act 2011 and this Pay Policy complies with the statutory requirement and associated guidance.

Deputy S.151 Officer:

No further comments to add to this report

Advice

Cllr Williams advised this was a standard report that comes to Cabinet every year; there was requirement for Council to approve the Senior Officer Pay Policy.

RESOLVED TO RECOMMEND

- (1) That Council that it adopts the Pay Policy for 2022/23 as set out in appendix 1 to this report.
- (2) That Council that authority be delegated to the Chief Executive in conjunction with the Council's Monitoring Officer to approve any amendments to the Pay Policy throughout the financial year 2022/2023, which may be required as a result of legislative changes.

CA/8/21 DACORUM BOROUGH LOCAL PLAN 2021-2038: REVIEW OF THE LOCAL DEVELOPMENT SCHEME

Decision

- (1) That Cabinet notes the work being undertaken on the Local Plan.
- (2) That Cabinet approves the revised timetable for the Local Plan as detailed in the Local Development Scheme appended to this report and delegates authority to the Strategic Director (Place) to make any final minor editorial and typographical revisions to the document including any necessary to reflect the Cabinet's discussions and decision.

Corporate Objectives

The Council's Local Plan helps support all 6 corporate objectives:

- A clean, safe and enjoyable environment: e.g. contains policies relating to the design and layout of new development that promote security and safe access;
- Building strong and vibrant communities: e.g. contains policies and sites to support new and enhanced facilities, while seeking to protect the vitality and viability of our town centres.
- Ensuring economic growth and prosperity: e.g. identifies and safeguards land to deliver future economic growth across the borough.
- Providing good quality affordable homes: e.g. sets the Borough's overall housing target and the proportion of new homes that must be affordable;
- Ensuring efficient, effective and modern service delivery: e.g. provides a clear framework upon which planning decisions can be made; and
- Meeting the challenges of the climate emergency: through an overarching environmental objective and direct policy action.

Statutory Officer Comments:

Deputy Monitoring Officer:

Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires local planning authorities to review their local plans once every five years from their adoption date. In addition to this, local planning authorities are required, through the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), to produce a Local Development scheme (LDS).

Deputy S.151 Officer

A specific approved annual revenue budget along with approved reserve draw downs from the LDF reserve are in place to finance this programme of work. If this programme requires additional budget, requests for funds will need to be made in line with current financial regulations.

Advice

Cllr Anderson introduced the report and said, as members would be aware the Local Development Scheme was the timetable of development of the new Local plan, its potentially controversial as they have a lot of developers that want their scheme and develop first and ask questions later. Also it could be controversial as they have large sections of the communities that are strongly opposed to the proposals.

They went through the first draft of the Local plan some time ago now and they were required by legislation to meet their full allocation of housing, this had caused quite a lot of controversy with a record number of complaints and comments by the public. These comments were helpful in terms of facilitating the strategy they have to minimise development in the green belt and they are helpful in fighting our corner in terms of impact from the local area. Had they not done the consultation, arguing the consequences would have been quite serious in that it would not be possible to defend their development proposals.

Last July the Council paused developing the Local plan because of a number of issues. The Government also reformed the planning system so they are dealing with moving plates almost. They need to understand how the emerging legislation is going to work, however they have been taking grants from Government to pioneer and lead some of the reform and improvements to the planning system. They also need to find out how there is bodies involved in lobbying to get the calculation of the house building targets changes as they were not the only local authority that has been struggling with a very high housing allocation that they could not achieve.

They had then had the pandemic and the lasting effects of that. They have had the climate change agenda, which effects everything that the Council does, this is particularly important in terms of planning for the future of the borough.

As part of the development of the Local Plan they have to develop an infrastructure development plan, undertake transport studies, they have to look at urban capacities, which again will have been altered significantly due to the pandemic. They have to undertake a number of ecological studies for example looks the Chiltern Beachwood Special Area of Conservation. That would be an enormous piece of work. There had been good progress however, the council needs more time to complete and that will be necessary before they can continue any further with the Local Plan.

In terms of meeting their goal and minimising the amount of greenbelt development in the future moving forward and the changes locally are likely in the first draft of the Local plan, he wanted to stress the next stage of the consultation in June 2023 will be a regulation 18 consultation and not a regulation 19. That plan will contain the kind of development levels that they seriously think can be delivered in the borough

whilst negotiating the 2 limits he spoke about previously. They need to find more housing locally but at the same time; they have to protect the greenbelt as much as they can.

He was happy to propose the new timetable laid out in the report.

Cllr Tindall asked that they had a number of developers in the area now and he wondered where this leaves them in relation to fighting them off in terms of the five-year land supply.

A Robinson responded that the sites that are designated as greenbelt and therefore any application that is designated in the green belt has to satisfy very special circumstances, case law and planning precedent up until now has confirmed that housing need alone does not justify very special circumstances.

Cllr Tindall asked if he could take from that that he was reasonably confident that they would be able to hold them at bay until we could get our Local Plan into production.

A Robinson said that he was reasonably confident that they would have the backing of national policy to defend applications. He was also in no doubt that, there would be applications and developers that would try to test that. What he did say is that there were cases elsewhere in the country where local authorities with aged Local plans not too far away where inspectors have taken a slightly different view on whether sites should come forward. He did stress that considerations on those sites were individual circumstances and therefore any decision that was reached by inspectors on the greenbelt in another authority does not necessarily apply to their situation.

Cllr Williams asked if the government were to change the figure for them to deliver, would that effect the five year supply figure. He looked at the delivery test figures issued a few weeks ago from the Government and the figure for Dacorum was in excess of 600 as a target, which does not seem to relate to the current local plan or any other figures that they had seen projected. He wondered if there was a direct correlation between those two things.

A Robinson said that the housing delivery test targets are based on the standard methodology figure, for them that would be 1023 but in the preceding year the government adjusted that figure to take into account Covid so the figure were lower as a result of that.

Cllr Williams wanted confirmation that the five year supply change if the government's 1023 became a different figure.

A Robinson confirmed it would.

Recommendations agreed

- (1) Cabinet noted the work being undertaken on the Local Plan.
- (2) Cabinet approved the revised timetable for the Local Plan as detailed in the Local Development Scheme appended to this report and delegates authority to the Strategic Director (Place) to make any final minor editorial and

typographical revisions to the document including any necessary to reflect the Cabinet's discussions and decision.

CA/9/21 HOMES ENGLAND FUNDING

Decision

That Cabinet agrees to delegate authority to the Chief Finance Officer and Strategic Director of Place, following consultation with the Portfolio Holders for Housing and Finance and Resources, to draw down grant funding in relation to all successful bids for funding via the Affordable Homes Programme 2021 to 2026 which is administered by Homes England.

Corporate Objectives

Delivering Affordable Housing

Deputy Monitoring Officer:

Officers should ensure that any grant agreement entered into is reviewed by Legal and that compliance with grant conditions is monitored.

S.151 Officer

The housing Service applies for Homes England Grants on all eligible developments and the Council utilises any grant funds in conjunction with other funding streams to maximise the use of available resources.

Advice

Cllr Griffiths introduced the report and was happy to take questions.

There were no questions.

Recommendation Agreed

To delegate authority to the Chief Finance Officer and Strategic Director of Place, following consultation with the Portfolio Holders for Housing and Finance and Resources, to draw down grant funding in relation to all successful bids for funding via the Affordable Homes Programme 2021 to 2026 which is administered by Homes England.

CA/10/21 CUSTOMER STRATEGY REPORT

Decision

- (1) Reviews and approves the draft Customer Strategy completed in phase one.
- (2) Approves the outline plan for phase two implementation and **recommends to Council** the drawdown from reserves of £150,000 to complete the phase 2 work.

- (3) Approves the principle of a new Head of Transformation post to lead the on-going transformational change programme, including the Customer Strategy, and recommends to Council the drawdown from reserves of £180,000 to fund the post.

Corporate Objectives:

Ensuring efficient, effective and modern service delivery

Statutory Officer Comments

Monitoring Officer

As noted in the report, a procurement process to be conducted in accordance with the Council's procurement standing orders, must be followed when procuring consultants for the phase 2 work.

S151 Officer

These projects require one-off funding of £330k over the next 2 years to ensure these transformational projects can be delivered.

As the financial requirement is one off in nature and the project aims to deliver change improvements these funds will be drawn down from the Management of Change Reserve.

Advice

JNason introduced the report, she advised this report requests that Cabinet reviews and approves the strategy that completes part of phase 1 which is appendix 1, also an outline plan for phase 2 implementation and the funds that are required to complete work and the principle that the Head of Transformation post is recruited to oversee this and other parts of the transformation programme. To summarise the work that had been undertaken to date and the next steps, the draft strategy which they seek to implement across the council. The vision was co-developed with staff and shared with members before Christmas with an activity analysis. The contact points had been mapped for customers across the organisation and alongside technology that had been assessed. Essentially what phase 2 would do was embed that vision and strategy and work alongside them for requirements and ultimately the procurement of a customer relationship management tool to support with the front line facing services.

Cllr Griffiths said she thought this was a good strategy, which cover all the bases that they'd been looking at for quite a few years and pulling it all together. She would be relieved and excited when the council get a CRM system, which they had been talking about for a very long time. She knows that they do already split out so they know how many MP enquiries they get but she requested that in future they would be able to know how many councillor enquiries they get as she thought that would be useful information to feed into the whole of this strategy, looking at complaints or compliments that they are getting. She said that would be a useful tool.

JNason said that she would include that in her piece of work, a CRM system where they can include councillor enquiries as well as MP and FOI's. The idea is that it would capture the background information for officers to respond so that they can then report on management information where it is captured.

Cllr Anderson said that he thought this was a good improvement.

Recommendation agreed

CABINET REVIEWED AND APPROVED

- (4) The draft Customer Strategy completed in phase one.

RESOLVED TO RECOMMEND

- (5) Approved the outline plan for phase two implementation and recommends to Council the drawdown from reserves of £150,000 to complete the phase 2 work.
- (6) Approved the principle of a new Head of Transformation post to lead the on-going transformational change programme, including the Customer Strategy, and recommends to Council the drawdown from reserves of £180,000 to fund the post.

CA/11/21 TREASURY MANAGEMENT 2021/22 MID-YEAR REVIEW

Decision

That Cabinet recommends to Council acceptance of this report on mid-year treasury management performance and prudential indicators for 2021/22.

Corporate Objectives:

Ensuring efficient, effective and modern service delivery

Statutory Officer Comments

Monitoring Officer:

No comments to add to the report.

Deputy S.151 Officer

This is a Deputy Section 151 Officer Report.

Advice

NHowcutt introduced the report and said it is the statutory report mid-year performance on the treasury performance, advising it had been through scrutiny.

Performance is in line with what they had been expecting that revenue monitoring and all statutory prudential indicators had been achieved in year. In terms of their security and treasury governance, they had stuck to their principles based on security and then liquidity and finally yield. They were seeing improvements in interest rates and some projections increase further in 22/23, overall performance of this service would improve.

RESOLVED TO RECOMMEND

That Council accepts this report on mid-year treasury management performance and prudential indicators for 2021/22.

CA/12/21 BUDGET REPORT

Decision

General Fund Revenue Estimate

- a) set a Dacorum Borough Council General Fund Council Tax requirement of £12.836m, and a provisional amount of £13.851m for the combined Borough Council and Parish Councils' requirement for 2022/23;
- b) approve a Band D Council Tax increase of £5 (2.4%) for Dacorum Borough Council;
- c) approve the base estimates for 2022/23, as shown in Appendix A1, and the indicative budget forecasts for 2022/23 – 2025/26, as shown in Appendix A2;
- d) approve the forecast balances of Revenue Reserves as shown in Appendix J, and approve section 11 of this report as the updated Reserves Strategy;
- e) approve increases in Fees and Charges for 2022/23 as set out in Appendices C3, D3, and E3;
- f) approve and adopt the Treasury Management Strategy for 2022/23, attached at Appendix K;
- g) approve and adopt the Capital Strategy for 2022/23, attached at Appendix L;
- h) note that this budget paper, if approved by Council, will form part of the Medium Term Financial Strategy.

Capital Programme

- i) approve the Capital Programme for 2022/23 to 2026/27, as detailed in Appendix I;
- j) approve the financing proposals in Appendix I subject to an annual review of the financing options by the Chief Finance Officer, in consultation with the

Portfolio Holder for Finance and Resources, during the preparation of the Statement of Accounts.

Housing Revenue Account (HRA)

- k) set dwelling rents according to the new MHCLG Rent Standard, which provides for a rent increase of CPI+1% (4.1% in total). The average dwelling rents is proposed to be £111.23 in 2022/23 (based on 52 weeks);
- l) approve the HRA estimate for 2022/23 as shown in Appendix F.

Employer Terms and Conditions

- m) note that the hourly rate of all Council employees continues to exceed the rate proposed by the rates of the Living Wage Foundation, for 2022/23 (to be reviewed annually thereafter).

Statement by Chief Finance Officer

- n) approve the statement by the Chief Finance Officer regarding the robustness of the budget estimates and level of reserves as set out in Appendix M.

Corporate Objectives:

All of the Council's corporate objectives are reflected in the Budget proposals.

Monitoring Officer:

Under the Council's Constitution it is the responsibility of Cabinet to draw up firm proposals for the Budget, having regard to the responses to the consultation, and to present those proposals to Full Council for approval. Once Full Council has approved the Budget it is the responsibility of Cabinet to implement it.

S.151 Officer:

Comments contained in body of report. Chief Finance Officer Statement contained in Appendix M of the report.

Advice

Cllr Williams said that this had been through scrutiny and asked if NHowcutt had anything to add.

NHowcutt agreed it had been through scrutiny and that nothing notable to add.

Cllr Williams advised that during the scrutiny committees there were proposals put forward by the Liberal Democrat group, at the time he expressed gratitude to Cllr Tindall, during that discussion he noted that he would reflect on those and make its thoughts this evening.

Two of those items were in relation to home insulation from the general fund and creating a specific reserve to support the introduction of an electric fleet. Neither of those they feel it would be necessary to create specific reserves for, they have a fleet reserve and if need be they could vire cross reserves to support that fleet reserve for the purchase of electric vehicles. He had already discussed at length with the Chief Executive about how important his view was that they move towards a different method of powering the commercial fleet vehicles, at this stage electric was being considered by the organisation.

In relation to the insulation of properties, they have had some good news this week that they have received funding from the HRA to create a project in Northend to insulate 4 blocks of flats.

Cllr Williams asked Cllr Anderson to comment on a 3rd proposal from the Liberal Democrats.

Cllr Anderson said that he wanted to propose that a Cabinet proposal goes forward to Full Council. That proposal would be that they grant the Wendover Canal trust £25000 of the £135000 towards the costs and that they hold the remaining £110000 in reserve so they can contribute to the restoration of the Canal as and when the trust achieves the funding elsewhere to complete the project.

Cllr Williams clarified that the proposal is that the £110000 should be in reserve which they could release when they can match funding.

Cllr Anderson agreed and said they could protect the taxpayer against anything going wrong at the same time demonstrating that they are doing what they can to support.

Cllr Tindall thanked Cllr Anderson on what he had proposed, in relation to the other items he would report back to his group and they will reflect on the decision of the Cabinet and they may bring forward an amendment at Full Council depending on the outcomes of their discussion.

Cllr Williams pointed out that this was a recommendation of Cabinet and not a decision and the final decision rests with Full Council. An amendment can be introduced if its felt there would be a forceful difference to the view they had expressed.

RESOLVED TO RECOMMEND

General Fund Revenue Estimate

a) set a Dacorum Borough Council General Fund Council Tax requirement of £12.836m, and a provisional amount of £13.851m for the combined Borough Council and Parish Councils' requirement for 2022/23;

b) approve a Band D Council Tax increase of £5 (2.4%) for Dacorum Borough Council;

- c) approve the base estimates for 2022/23, as shown in Appendix A1, and the indicative budget forecasts for 2022/23 – 2025/26, as shown in Appendix A2;
- d) approve the forecast balances of Revenue Reserves as shown in Appendix J, and approve section 11 of this report as the updated Reserves Strategy;
- e) approve increases in Fees and Charges for 2022/23 as set out in Appendices C3, D3, and E3;
- f) approve and adopt the Treasury Management Strategy for 2022/23, attached at Appendix K;
- g) approve and adopt the Capital Strategy for 2022/23, attached at Appendix L;
- h) note that this budget paper, if approved by Council, will form part of the Medium Term Financial Strategy.

Capital Programme

- i) approve the Capital Programme for 2022/23 to 2026/27, as detailed in Appendix I;
- j) approve the financing proposals in Appendix I subject to an annual review of the financing options by the Chief Finance Officer, in consultation with the Portfolio Holder for Finance and Resources, during the preparation of the Statement of Accounts.

Housing Revenue Account (HRA)

- k) set dwelling rents according to the new MHCLG Rent Standard, which provides for a rent increase of CPI+1% (4.1% in total). The average dwelling rents is proposed to be £111.23 in 2022/23 (based on 52 weeks);
- l) approve the HRA estimate for 2022/23 as shown in Appendix F.

Employer Terms and Conditions

- m) note that the hourly rate of all Council employees continues to exceed the rate proposed by the rates of the Living Wage Foundation, for 2022/23 (to be reviewed annually thereafter).

Statement by Chief Finance Officer

- n) approve the statement by the Chief Finance Officer regarding the robustness of the budget estimates and level of reserves as set out in Appendix M.

In addition, Cabinet agreed the following recommendation:

Cabinet resolved to recommend to Council that Dacorum Borough Council is to set aside £135k towards the Wendover Canal Trust restoration project. This is made up of a £25k initial payment to the trust and £110k that will be set aside to fund the final £110k once all other funding requirements have been achieved

CA/13/21 QUARTER 3 FINANCIAL PERFORMANCE

Decision

It is recommended that Cabinet considers the budget monitoring position for each of the above accounts and:

- (1) **Recommends to Council approval** of the revised capital programme to move £5.78m slippage identified at Quarter 3 into financial year 2022/23 as detailed in Appendix C.
- (2) Approves a capital virement of £0.08m to vire budget from the Dacorum Athletics track works budget to the Town Centre Access Improvements project budget.

Corporate Objectives:

Ensuring efficient, effective and modern service delivery.

Statutory Officer Comments

Section 151 Officer:

This is a S.151 Officer report.

Monitoring Officer:

No comments to add to the report.

Advice

NHowcutt said that in terms of their financial position they were showing a slight pressure on the general fund with £130000 pressure. In terms of numbers that was less than 1% of their net costs of service, a small issue however they hope to have resolved this between now and year end. Turning to the housing revenue account, he said the current forecast is showing deficit in year, they've had significant changes to capital charges, depreciation as well as some of the losses that the general fund had suffered such as investment income, which had resulted in a bottom line pressure.

The news story in this report was additional capital slippage both in the general fund and in the HRA. At the moment they are looking at those in detail for 22/23 in understanding not only what should be slipped but what would be achievable in 22/23. They have some big challenges in that area at the moment particularly around delays on planning proposals as well as the issues in the construction sector around resource and materials so they are trying to put realistic proposals together that will be achievable for 22/23 including that slippage.

He said that this would go to scrutiny post Cabinet which is unusual but this was because they had budget Cabinet in February.

Recommendation agreed

Cabinet considered the budget monitoring position for each of the accounts and:

RESOLVED TO RECOMMEND

- (3) The Council approval of the revised capital programme to move £5.78m slippage identified at Quarter 3 into financial year 2022/23 as detailed in Appendix C.

Cabinet Approved

- (4) A capital virement of £0.08m to vire budget from the Dacorum Athletics track works budget to the Town Centre Access Improvements project budget.

CA/14/21 MEMBERS CODE OF CONDUCT

Decision

That Cabinet recommends Council approves the annexed Code of Conduct for Councillors

Corporate Objectives:

The promotion and maintenance of high standards of conduct by Members of the Council will assist the Council to achieve all of its corporate priorities.

Statutory Officer Comments

Monitoring Officer

This is a report prepared by the Assistant Director, Corporate and Contracted Services in his capacity as Monitoring Officer.

Section 151 Officer

No Further comments to add to this report.

Advice

MBrookes introduced the report and said that this was a new code of conduct for councillors, which was presented for approval before being referred to Council. He was following a recommendation from the government committee on standards in public life, The Local Government Association developed a new model code of conduct that they recommended Councils consider. The aim of the code was to add a level of consistency and national standard expected of local councillors.

The Standards committee has considered the model code on two occasions and the committee had recommended adoption in part. The committee recommended retaining most of the model code in respects of expected behaviours but have recommended that the Council would retain all of the existing provisions in our code in respect of registration and declaration of interest. He referred to appendix B of the code which is with the report. The reason for retaining the existing provision was because they were familiar to members and they felt that the model code provision were unnecessarily confusing. They felt that the existing provisions work well and suggested they were retained.

MBrookes was happy to take any questions.

Cllr Williams said that having an updated code of conduct was a good thing, if it lifts out the LGA rules.

Cllr Griffiths presumed that them leaving in our piece of the Code of Conduct it does not detract from what the LGA's model code of conduct was.

MBrookes said he does not believe so; the behaviours in the model code will be pretty much presented in the LGA code. He was happy that that was satisfactory, he felt it made sense to retain existing provisions in relation to declarations as members are used to them so it made sense to have a hybrid version.

RESOLVED TO RECOMMEND

That Council approves the annexed Code of Conduct for Councillors.

CA/15/21 COMMITTEE TIMETABLE 2022/23

Decision

That Cabinet recommends that Council approve the Meeting Timetable for 2022/23 as set out in Appendix A to this report.

Corporate Objectives:

The various meetings of the Council, Cabinet and Committees support the achievement of the Council's Corporate Objectives.

Statutory Officer Comments

Deputy Monitoring Officer:

Further to Schedule 12 of the Local Government Act 1972, the Council is required to determine the date and time of any meetings of its Committees, Sub-Committees and Panels.

Deputy S.151 Officer:

No further comments

Advice

No Further comments

RESOLVED TO RECOMMEND

That Council approve the Meeting Timetable for 2022/23 as set out in Appendix A to this report.

The Meeting ended at 7.54 pm

CABINET FORWARD PLAN

| | DATE | MATTERS FOR CONSIDERATION | Decision Making Processes | Reports to Monitoring Officer/ S.151 Officer | CONTACT DETAILS | BACKGROUND INFORMATION |
|--|----------|--|---------------------------|--|--|--|
| | 15/03/22 | Commercial Strategy Update | | 27/02/22 | Robin Barton – Director Corporate & Contracted Services Robin.barton@dacorum.gov.uk | To Be Provided |
| | 15/03/22 | Little Gaddesden Conservation area character appraisal | | 27/02/22 | Neil Robertson – Assistant Team Leader – Conservation Neil.robertson@dacorum.gov.uk | To be provided |
| | 15/03/22 | Garage Strategy | | 27/02/22 | Robin Barton – Director Corporate & Contracted Services Robin.barton@dacorum.gov.uk | To be provided |
| | 15/03/22 | Business Rates Relief – National Policy Changes | | 27/02/22 | Nigel Howcutt, Chief Finance Officer 01442 228662 Nigel.howcutt@dacorum.gov.uk | As part of the government Covid Business support measures they have announced a range of new policies to provide business rates relief to businesses 2021/22 and 2022/23 |
| | 15/03/22 | | | | | |
| | 19/04/22 | Climate Emergency Expenditure | | 31/03/22 | Richard Le Brun – Assistant Director Richard.lebrun@dacorum.gov.uk | To be provided |
| | 19/04/22 | HRA Business Plan | | 31/03/22 | Fiona Williamson Assistant Director Housing fiona.williamson@dacorum.gov.uk | To be provided |
| | 19/04/22 | Housing Assets Management Contract | | 31/03/22 | Fiona Williamson Assistant Director Housing fiona.williamson@dacorum.gov.uk | To be provided |
| | 19/04/22 | Quarterly Risk Register | | 31/03/22 | Nigel Howcutt, Chief Finance Officer 01442 228662 Nigel.howcutt@dacorum.gov.uk | To be provided |
| | 19/04/22 | Community Governance Review | | 31/03/22 | Mark Brookes/Michelle Anderson Assistant Director Corporate & Contracted Services/ Team Leader – Electoral Registration Mark.brookes@dacorum.gov.uk Michelle.anderson@dacorum.gov.uk | To be provided |
| | 19/04/22 | Appropriation by the Housing Revenue Account of General Fund land St Margarets Way | | 31/03/22 | David Barratt – Group Manager – Housing Development David.barratt@dacorum.gov.uk | To Be Provided |
| | 24/05/22 | The Housing repairs contract update | | 04/05/22 | Fiona Williamson Assistant Director Housing fiona.williamson@dacorum.gov.uk | To Be Provided |
| | | | | | | |
| | 28/06/22 | South West Herts Joint strategic plan Plan | | 13/06/22 | James Doe – Strategic Director James.doe@dacorum.gov.uk | To be provided |
| | | | | | | |



| | |
|--|--|
| Report for: | Cabinet |
| Title of report: | Commercial Strategy - Update |
| Date: | Tuesday 15 March 2022 |
| Report on behalf of: | Councillor Elliot, Portfolio Holder for Finance and Resources |
| Part: | I |
| If Part II, reason: | |
| Appendices: | None |
| Background papers: | None |
| Glossary of acronyms and any other abbreviations used in this report: | IBCs – Initial Business Cases MTFS – Medium Term Financial Strategy |

Report Author / Responsible Officer

Robin Barton, Interim Strategic Director, Corporate & Commercial



Robin.barton@dacorum.gov.uk

| | |
|---|---|
| Corporate Priorities | <ol style="list-style-type: none"> 1. A clean, safe and enjoyable environment. 2. Building strong and vibrant communities. 3. Ensuring economic growth and prosperity. 4. Providing good quality affordable homes. 5. Ensuring efficient, effective and modern service delivery. 6. Meeting the challenges of the climate emergency |
| Wards affected | All |
| Purpose of the report: | To provide an update on the work to develop a Commercial Strategy. |
| Recommendation (s) to the decision maker(s): | That Cabinet notes the update. |
| Period for post policy/project review: | |

1 Introduction/Background

Cabinet Members will be aware that the Council is now developing a Commercial Strategy, to support its financial position and address the significant General Fund funding gap currently identified in the Medium Term Financial Strategy. There is growing expectation that the Local Government Funding Review, due later this year, will confirm the need for Dacorum to become self-financing in the medium-term.

This paper provides a brief update on the progress and timelines of this work.

2 Key Issues

2.1. Consultancy Support

Following a competitive tender process, consultancy support from a partnership between Costain and Commercial Gov has been procured. Costain has extensive experience in delivering large scale infrastructure developments across the public sector, whilst Commercial Gov is a specialist consultancy which has helped a number of authorities to develop commercial opportunities. This should provide the Council with a valuable combination of perspectives.

This support commenced at the start of the year, and an extensive programme of meetings with the Council's Strategic Leadership Team, Assistant Directors and Group Managers took place during the first few weeks of January. This yielded a longlist of potential opportunities, which were then appraised for deliverability and contextual fit. These are now being prioritised for the development of Initial Business Cases.

2.2. Governance Arrangements

To support this agenda, a Commercial Board has been established, chaired by the Chief Executive. This Board is meeting on a fortnightly basis and oversees the development of the Commercial Strategy. As the work progresses into specific initiatives, this Board will monitor progress of implementation and realisation of the associated financial targets.

As the Board starts to monitor progress against the planned benefits of initiatives delivered through the Commercial Strategy, updates will be provided to both the Finance and Resources Overview and Scrutiny Committee and Cabinet.

2.3. Approach

The Commercial Board is currently applying a broad scope to the Commercial Strategy and considering a wide range of opportunities which could generate income and realise financial savings.

The initial list of opportunities falls into three broad categories:

- Large opportunities, which will have some complexity in their implementation, but which could generate significant financial benefits;
- Substantial service-level opportunities which, whilst focused on a particular service area, are likely to need additional resources or expertise to implement; and
- Tactical opportunities which build on existing services or capacity, and which should be achievable with existing internal skills and knowledge.

As the Commercial Strategy is developed, it will be important that a portfolio of opportunities is developed which balance the scale of opportunity, with deliverability and risk.

The external support will deliver a Commercial Strategy, underpinned by a suite of Initial Business Cases (IBCs). Further work will then be needed to develop the IBCs further into Full Business Cases, supported by detailed implementation plans.

The IBCs will also play an important role in informing the update to the Medium Term Financial Strategy (MTFS), which is due to be completed in the summer.

2.4. Early Priorities

The Commercial Board is currently working with Costain to agree the full suite of opportunities which will have IBCs developed. Four initial opportunities have been selected for further exploration which are:

- Assessing the opportunity to retrofit some vehicles in the Council fleet with electric motors;
- Appraising the commercial model and deliverability of installing Solar Panels into Council car parks;
- Considering the benefits that might be realised from introducing new technology into car parking charging structures, which may also support priorities to enhance our town centres;
- Developing the business model for converting unused garages into starter commercial units, to support local businesses, as part of the proposed garage strategy.

A strategic approach to developing the garage portfolio is also being developed. This is a key early milestone for the commercial agenda, which has the potential to generate additional income for the Council over the medium term.

2.5. Financing

Currently this work is being funded from a reserves allocation, which was previously agreed.

It is likely that the Commercial Strategy will require further investment to generate the financial (and wider) benefits identified in the IBCs. The requirements for this will inform the overall Commercial Strategy and detailed business cases will assist in the development of the MTFS. Further updates, and proposals on how to finance these, will be brought forward to Members as the detail is developed.

3 Consultation

Relevant consultation proposals will be developed once the Commercial Strategy is developed and the specific proposals within it are fully understood.

4 Financial and value for money implications

The Commercial Strategy will play a key role in supporting the Council's financial sustainability. Each business case will be subject to a value for money and best value assessment which will inform the recommendations and decision making as opportunities are brought forward for approval.

5 Legal Implications

There are not considered to be any significant legal implications arising from these recommendations.

6 Risk implications

The implementation of a Commercial Strategy will change the risk profile of the Council, and will require careful risk planning and management. Officers will bring forward recommendations during the 2022/23 financial year on work that may be required to support this. A first step in this process is the commercial training being delivered for Members on 3rd March.

7 Equalities, Community Impact and Human Rights:

There are no Equality, Community Impact or Human Rights Implications arising from this report.

8 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no Sustainability implications arising from this report.

9 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

There are no Council infrastructure implications arising from this report.

10 Statutory Comments

Monitoring Officer:

There are no legal issues arising directly from this report and any implications arising from each IBC will be considered as the business cases are developed.

Deputy S151 Officer:

The Council's Commercial Strategy will support the delivery of the Medium Term Financial Strategy. Further development of IBCs and any associated financial implications will be reflected in the update of the Medium Term Financial Strategy during 2022-23

11 Conclusions:

Committee Members are asked to note this update.



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| Report for: | Cabinet |
| Title of report: | Little Gaddesden Conservation Area: Character Appraisal |
| Date: | 15 March 2022 |
| Report on behalf of: | Councillor Anderson - Portfolio Holder for Planning and Infrastructure |
| Part: | I |
| If Part II, reason: | N/A |
| Appendices: | Annex 1: Little Gaddesden Conservation Appraisal Annex 2: Qualitative Account of Comments and Online survey responses – Summary document Annex 3: New addresses in Conservation Area |
| Background papers: | |
| Glossary of acronyms and any other abbreviations used in this report: | CACA - Conservation Area Character Appraisal. Lidar - laser imaging, detection and ranging. |

Report Author / Responsible Officer

Alex Robinson Interim Group Manager Planning and Development

Philip Stanley Group Manager Development Management

Neil Robertson Assistant Team Leader Design and Conservation



Alex.robinson@dacorum.gov.uk / 01442 228002 (ext. 2002)

Philip.Stanley@dacorum.gov.uk / 01442 228579 (Ext 2579)

Neil.Robertson@dacorum.gov.uk / 01442 228261 (ext 2261)

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| Corporate Priorities | A clean, safe and enjoyable environment The appraisal highlights the important character of the conservation area in particular in relation to design and layout which will inform any new development to ensure that the environment is protected or enhanced. |
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| | <p>Building strong and vibrant communities Joint working with the parish council to produce the document has ensured community support for the proposal which in part seeks to protect the vitality of the village.</p> <p>Ensuring efficient, effective and modern service delivery Provides a clear framework upon which planning decisions can be made.</p> |
| Wards affected | Ashridge |
| Purpose of the report: | To consider the adoption of the Little Gaddesden Conservation Area Character Appraisal for use in Development Management and Strategic Planning and associated boundary amendments |
| Recommendation (s) to the decision maker (s): | <ol style="list-style-type: none"> 1. That Cabinet approves the Little Gaddesden Conservation Area: Character Appraisal. 2. That Cabinet delegates authority to the Strategic Director (Place) to make any final minor editorial and typographical revisions to the document, including any necessary to reflect the Cabinet's discussions and decision. |
| Period for post policy/project review: | N/a |

1 Introduction/Background:

- 1.1 The provision of a full assessment for all the Conservation Areas within Dacorum forms part of the Council's Conservation Strategy.
- 1.2 The Strategy includes a programme for the review and production of Conservation Area Character Assessments for all 25 Conservation Areas. Conservation Area Appraisals have now been provided for Aldbury, Berkhamsted, Bovingdon, Chipperfield, Frithsden, Great Gaddesden, Hemel Hempstead (Old Town), Nettleden and Tring.
- 1.3 The Conservation Area Appraisal, (see Annex 1), highlights the special qualities and features that underpin Little Gaddesden's character and justify its designation. This type of assessment conforms to Historic England guidance and to Government advice in the NPPF. It also supports and amplifies those policies aimed at protecting the overall character of conservation areas and forms part of Dacorum Borough Council's Local Planning Framework.

2 Key Issues/proposals/main body of the report:

- 2.1 Officers recommend the adoption of the draft Little Gaddesden Character Appraisal (published for consultation) incorporating the amendments and reviews referred to below. The adopted Appraisal will provide additional guidance to the Local Plan, and will therefore become an important material consideration in all relevant planning applications. The weight attached to the Character Appraisal is greater because of the consultation carried out and the comments received. It is now important for the revised Appraisal to be published as soon as possible, together with a statement of the public consultation.
- 2.2 The boundary of the conservation area should be amended as noted in the appraisal document having taken into account views from the consultation.

3 Options and alternatives considered

Do nothing - It is necessary to review the boundaries and produce appraisals in line with national requirements and policy guidance. This is a legal requirement under the Planning (Listed Buildings and Conservation Areas) Act 1990.

4 Consultation

- 4.1 The formal consultation process involved a combination of letters to addresses affected by the boundary change, letters to a variety of other interested parties, (principally the Parish Council and Historic bodies), site notices, public exhibition afternoon/evenings, messages on the Council's website, and an online survey.
- 4.2 The formal consultation period covered a five-week period from 11th November 2021 to 17th December 2021.
 - The draft document could be viewed on Dacorum Borough Council's website, www.dacorum.gov.uk.
 - An exhibition was held in Little Gaddesden Village Hall on Friday 19th of November between 4pm-7pm, where details of the document were displayed and Officers were present to answer any questions in relation to the draft Conservation Area Appraisal. The exhibition was also held on Saturday the 20th November with Parish Council representatives present.
 - Public Notices were displayed on Notice Boards in the village, providing information on both the consultation period and the exhibition.

- The Council conducted an online survey, which received sixteen responses.
- Written/E-mail responses were also received from Historic England, and local residents.

Number and Nature of Responses Received

- 4.3 Sixteen individuals and organisations submitted responses via the on-line survey. A further twenty individual written representations were received at the event.
- 4.4 The qualitative representations and the Council's responses are set out in Annex 2. This includes a full list of these representations and a suggested response to the issues raised. It also includes recommended changes to the Character Appraisal and Management Proposals. In addition, the Annex provides a quantitative analysis and Officer commentary of the responses received through the online survey.

General Comments

- 4.5 The vast majority of comments were supportive and made were on specific points. However, where general comments were made, they were largely positive. A number of particularly helpful comments were provided in relation to proof reading of the documents.

- 4.6 It is very pleasing to note that Historic England were complimentary in their response to the document:

"Overall it's an exceptionally detailed and comprehensive appraisal considering it's been produced by the community (with some help I note). It contains a lot of information, high quality photographs, and clear maps. In its present form I'd say it would certainly help provide an informative evidence base for plan making and decision taking"

- 4.7 Other positive endorsements of the document were received:

"Firstly I'd like to say that it is an extremely thorough, well-researched and well-written document which will be a great tool for designers. Congratulations all round!"

"A really good piece of work and I would love to buy a copy of the report if possible please".

"Wonderful body of work. Well done to everyone concerned. Please do continue with the Proposals".

- 4.8 In relation to negative comments, none of those received questioned the document or proposals but one respondent questioned the direction of the document due to the wider concerns about the impact on costs for projects

Conservation Area Extensions

- 4.9 The Appraisal includes an extension of the Little Gaddesden Conservation Area

- Extension 1: Adjacent to the Church/ Farm to include the site of the medieval village.

- 4.10 In general, there was strong support for the extension with none of the resident responses objecting to the extension. Furthermore, there was a significant questioning of the need to extend with various options suggested. These ranged from very substantial to include all land to Hudnall Lane to smaller extensions suggesting that the land from the church to the football field be included. It was mentioned by 9 out of 20 written responses at the public event and 6 out of 9 responses to the on-line question related to the extension topic.

- 4.11 It is noted that Historic England disagreed with the extension apart from the area to include Church Farm on the basis that the designation will make no difference to the planning

consent regime in these locations unless the LPA is considering withdrawing agricultural PD rights by Article 4 Direction.

- 4.12 The officers have considered this and have reflected on these views. It is considered that the Council should proceed with some of the proposed extensions around the church and church farm. The area includes the site of the medieval village which can be seen on the lidar images and historic mapping. This helps understand the history and development of the village and character of the settlement. As such, the recommendation is that it should be included. There is also substantial local support for the extension and it is considered that the understanding and character of the area is somewhat influenced by its setting.
- 4.13 Having reviewed proposals, the particular importance of the open land leading up to the isolated church is a key aspect to this part of the conservation area and should be protected. It is noted that there are many other conservation areas in England which include areas of landscape surrounding them. Furthermore, others, such as canal conservation areas, are featureless for large sections. Therefore, whilst it is agreed that there needs to be a closely drawn boundary, it also needs to reflect the character of the area proposed for protection which will, in some cases, include landscape as well as buildings as in this case. However, to ensure a reasonably tight boundary it has been decided not to follow the suggestions from members of the public at the open day and on-line comments suggesting various extensions south from the current boundary towards Hudnall Lane. This area has the character of open farmland and, whilst used by the former inhabitants for farming, it has no greater historic interest unlike the proposed extension to the north. The area to the north is to be reduced to the site around the church which appears to be the main location of the medieval village and not the ridge and furrow farming pattern which follows the footpath.

Current situation in Conservation Area

- 4.14 Other issues that were raised in relation to the character of the conservation area included light pollution from security lights although another respondent was in favour of security lights. One comment raised concerns on car parking pressures at the weekends and also speed limits needing to be lowered in the village.
- 4.15 All of the character details were seen as fairly or very important by the respondents. 'The continued use of matching materials for extensions', and 'The Trees' were considered to be important or very important by the respondents.
- 4.16 The areas of disagreement were low for all the character details. The elements considered to be 'Not very important' or 'Not very important at all' by the most respondents were 'The rear elevations of historic buildings' and 'The absence of roof lights to front elevation roof pitches' and lack of satellite dishes.
- 4.17 When asked whether there were any other details considered important to the Conservation Area, the responses were varied but no key themes or points emerged from these. The highest level of response was two similar answers on security lighting concerns.

Summary of Proposed Changes resulting from the Consultation

- 4.18 The proposed changes to the Appraisal that was published for consultation include minor corrections and updating to the text, assessment of areas suggested as further extensions to the Conservation Area, amendment to the maps, and the updating of photographs.
- 4.19 The following is a summary of the changes that have been made:
- A number of amendments have been made in line with the consultation responses (mainly minor discrepancies / spelling mistakes / updating of building names, etc.).
 - A number of photographs have been updated and a couple more added.
 - Regarding boundary changes: The text for the proposed changes has been expanded upon with reasons given, in particular, in relation to the area of Church Road.

A number of changes were made to the document in respect of Historic England comments:

- Views and vistas noted within the document
- Review of Numbering

4.20 The document has also been altered to take into account some of the specific comments the Conservation Department received, in particular, the boundary of the conservation area at Manor Yard at the Manor House, where it has been necessary to amend the conservation area boundary to ensure that all the walls are included within the area and better reflect the situation as it is on the ground.

5 Financial and value for money implications:

The appraisal was produced through joint working with Little Gaddesden Parish Council and Dacorum Borough Council Conservation and Design Department. The Parish Council did the work on a voluntary basis which saved a substantial amount of officer time and allowed it to be completed in a short time period. This was very welcome and allowed the appraisal to be completed a great deal faster than it would otherwise due to pressures on the design and conservation dept. This represents excellent value for money in terms of thoroughness and attention to detail. The appraisal is intended to save officer time in the future in processing planning applications within the Little Gaddesden Conservation Area, as well as in defending appeals against refused planning applications.

6 Legal Implications

None

7 Risk implications:

Not adopting the appraisal would weaken the local authority position in relation to preserving or enhancing the conservation area.

8 Equalities, Community Impact and Human Rights:

The document was produced with the local community. A consultation exercise was carried out in November 2021 including a public event at the village hall on Friday 19th and Saturday 20th November. The results of this are summarised in the body of the report and full details are provided in Annex 2 and Annex 3. The proposal relates to the built form and is not felt to have any negative impact on any of the protected groups under the Equality Act.

There are no Human Rights Implications arising from this report.

9 Sustainability implications (including climate change, health and wellbeing, community safety)

The proposal will help to protect the high-quality environment of the Little Gaddesden Conservation Area ensuring that it remains a pleasant place in which to live.

10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

N/A

11 Statutory Comments

Deputy Monitoring Officer:

Pursuant to section 69(2) of the Listed Buildings and Conservation Areas Act 1990 the Council is required to carry out reviews 'from time to time' to determine whether any parts or further parts of its area should be designated as conservation areas, and if it so determines, that part (s) shall be

designated as such. Although there is no statutory requirement for consultation, it is considered appropriate that the proposal to designate an area with Conservation Area status is subject to public consultation given the effect that such designation may have on future development proposals within the designated area.

Deputy S151 Officer:

No further comments to add.

12 Conclusions:

The appraisal document which has been the Council's first co-produced appraisal with a Parish Council and was supported by local residents at consultation stage. This appraisal will help officers, agents and members of the local community to preserve and enhance the character of the Little Gaddesden Conservation Area. It is, therefore, recommended that it be adopted in full.

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Little Gaddesden Conservation Area: Character Appraisal

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

The requirement to review the boundaries of a conservation area comes from the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 (2) which states that “It shall be the duty of a local planning authority from time to time to review ...to determine whether any parts or any further parts of their area should be designated as conservation areas”. This is supported by the Historic England Guidance Note 1 Conservation Area Appraisal, Designation and Management 2019.

The Appraisal document will impact on the Council’s corporate objectives. All sections of the community in the conservation area of Little Gaddesden will be affected, particularly agencies and services with planning and development responsibilities. However as the boundaries remain relatively unchanged the impact would only be felt by 7 new residences within the conservation area as all 216 others are within the existing boundaries. The document will guide future change and development in the conservation area.

Evidence

What data/information have you used to assess how this policy/service/decision might impact on protected groups?

(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.

The proposed Conservation Area Character Appraisal is not considered to disadvantage any group of people who share protected characteristics,

Who have you consulted with to assess possible impact on protected groups? *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

The Council consulted on the document in accordance with prescribed regulations. Every resident impacted was sent a consultation later and were given an opportunity to attend a public meeting. There was also an on line consultation.

Analysis of impact on protected groups (and others)

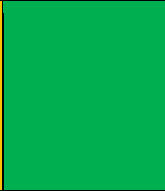
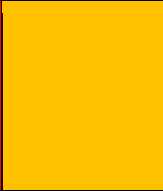
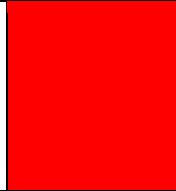
The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- *The PCs of Marriage and Civil Partnership and Pregnancy and Maternity should be added if their inclusion is relevant for impact assessment.*
- *Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).*

| Summary of impact | | Negative impact / outcome | Neutral impact / outcome | Positive impact / outcome |
|---|---|---------------------------|-------------------------------------|---------------------------|
| Protected group | <i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i> | | | |
| Age | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability (physical, intellectual, mental) | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|--------------------------|-------------------------------------|--------------------------|
| <i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i> | | | | |
| Gender reassignment | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race and ethnicity | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or belief | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual orientation | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, | No material impact on this protected group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

low income,
loneliness, rurality
etc.



Negative impacts / outcomes action plan

Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

| Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i> | Date | Person responsible | Action complete |
|---|-------------|---------------------------|--------------------------|
| n/a | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |

| | | | |
|---|----------------|--|--------------------------|
| | Select date | | <input type="checkbox"/> |
| If negative impacts / outcomes remain, please provide an explanation below. | | | |
| n/a | | | |
| Completed by (all involved in CIA) | Neil Robertson | | |
| Date | 24/02/2022 | | |
| Signed off by <i>(AD from different Directorate if being presented to CMT / Cabinet)</i> | Alex Robinson | | |
| Date | 24.02.2022 | | |
| Entered onto CIA database - date | | | |
| To be reviewed by (officer name) | n/a | | |
| Review date | n/a | | |

Annex 2: Qualitative Account of Comments on the Little Gaddesden Conservation Area Appraisal and On-Line Responses

| | Summary of Comments | Respondent Name | Council Response | Proposed Changes to Appraisal |
|----|---|-------------------------------|------------------|--|
| | Comments received on consultation days on Friday 19 th and Saturday 20 th November 2021 20 comments received | | | |
| 1. | Could we add a photograph or two of the blue tiles? With numbers (1-60?) for the properties on the green. These are surrounded by shaped brickwork. This is a typical and local detail specific to little Gaddesden- Otherwise an excellent document and well do to all those who have worked on it | Sarah Reynolds Kettlewall. | Agreed. | PC to be contacted and asked if they can supply photos of all the plaques. New page 36 to be inserted in the Appraisal, and pagination adjusted on contents page |
| 2. | Wonderful body of work. Well done to everyone concerned. Please do continue with the Proposals | Alison Townsend | Noted | |
| 3. | Photos 1. Could we have a new photo for number 45 now that the building work there is complete 2. Could a photo of the traditional blue number plaques be added | No name given. | Agreed | No 45 – to be re-photographed Contact PC Blue plaques – see 1. Above |
| 4. | P48 entry for nos 8-13 Little Gaddesden (11) None of the cottages in the row have end chimney stacks. I Live at No 8. Nos 8 and 9 have a chimney stack on the new roof in addition to the central stack. Also, our address (postal) doesn't include "Nettleden Road North " this seems to be a new addition. I have lived at no 8 since 1994 and my address is 8 Little Gaddesden Berkhamsted Herts HP4 1PA. The addition of the new road name is causing confusion with my post! | Lynne Lane | Agreed | p.49, l.1-2 Remove ' <i>Nos 9-11 also have end stacks</i> ' Check for and change any references to Nettleden Road North to Nettleden Road. |
| 5. | P74 Appendix 3 – Boundaries No 8 and 9 High Mixed <u>Beech and holly hedge</u> P75 Church Road – St Peter and St Paul – typo "Flint walls <u>caped should be capped</u> | No name Given | Agreed | p. 74 – change No 9 to 'High mixed <i>beech and holly hedge</i> ' Add to No 8 – Gravel driveway <i>and high mixed beech and holly hedge</i> |
| 6. | Little Gaddesden Conservation Area is brilliant If a copy is available we would be interested in buying a copy. | David and Anne Heard | Noted | Decision required as to whether to produce additional copies for purchase. |

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| 7. | Proposed Extension could the land SE of the current boundary along church Rd (behind (SE of) the hedge marking the current boundary and behind (NE of) the current boundary along the green) be included in the proposed extension? Also include Tudor Lodge Listed building next to nos 26-28 LG at the entrance to Ashridge Park. | No name given | Noted | Decision required as to whether to include contended land on SE side of Church Lane. (NB Historic England – see No 49) which questions the inclusion of additional agricultural land and might be challenged under NPPF para 191). PC need consulting as to extent to be included if any and GK advised accordingly. Tudor Lodge is listed in its own right and therefore does not require inclusion in the CA |
| 8. | A really good piece of work and I would love to buy a copy of the report if possible please. | Lesley Thompson | Noted | See 6. |
| 9. | I totally agree with the extended area shown for the conservation area on page 7. Would like to see the fields beyond the ??? strip on the south of church road. | M Carver | | Decision required as to whether to include contended land on SE side of Church Lane |
| 10. | I support the proposed extension of the conservation area and indeed it could be further extended to the south east of Church Road to include more of the meadowland there. The document as seen on 19/11/2021 is an excellent piece of work. | T.J. Cooper | | Decision required as to whether to include contended land on SE side of Church Lane |
| 11. | The Conservation area should be extended logically towards Hudnell Lane as it is integral to the historical and AONB landscape. Also from an archaeological point of view there are signs of occupation at least back to Roman Times (Tiles) | No name given | | Decision required as to whether to include contended land on SE side of Church Lane |
| 12. | The proposed extension to the conservation area should include all the field to the east of church road to include the historic view of the church. | No name Given | | Decision required as to whether to include contended land on SE side of Church Lane |
| 13. | I would like to see the conservation area extended from the current proposed boundary opposite the church to te footpath gate in the corner of the playing field. | John S?aner | | Decision required as to whether to include contended land on SE side of Church Lane |
| 14. | It would be good to extend the conservation area to take in the fields to the south east either to the corner of the playing field or even better to the rear of the red house. | Anne Isherwood | | Decision required as to whether to include contended land on SE side of Church Lane |

| | | | | |
|-----|---|---------------|---|---|
| 15. | Excellent document would like to buy a copy when finalised. Fully support the proposed boundary changes. On a slightly personal note, a better photo is needed of Ashridge Cottages – all 8 and there are original shutters on no 8 at ground floor level. | Frances Reed | Noted Agreed | Decision required as to whether to produce additional copies for purchase. p.39 Insert better photo 1-8 Ashridge Cottages. Contact PC |
| 16. | Why cant we add the land to the SW of the proposed area to the SW around Church? Or even further to the SE to Hudnell Lane – not a hope! | No name given | | Decision required as to whether to include contended land on SE side of Church Lane |
| 17. | The suggested extension of the CA should be further extended by the inclusion of the land behind the hedge line/ tree line of the sheep field that runs up to the Church . le land to the south of the tree lline should be included. (map attached) | No name given | | Decision required as to whether to include contended land on SE side of Church Lane |
| 18. | Can we have a picture on the front cover without a satellite dish! Tells the wrong story! | No name given | Noted | Front cover – Change photo (same building without satellite dish) |
| 19. | P40 should be map 12 P41 The <u>locally</u> listed buildings are marked on page 13 | No name given | Agreed, except p.41 should refer to Map 13, not page 13 | p.40 End of caption. Change Map 11 to Map 12 p.41 Caption, last sentence. Change to <i>The locally listed buildings are marked on Map 13</i> |
| 20. | No 62 – ‘side extension’ in fact original. new extension to rear P 63. | B Day | Agreed | p.63 Nos 60, 61 & 62. Change to <i>with C20th extensions to the rear</i> . (Omit ‘rear in the case of Nos 60 nd 61,and to the side in the case of No. 62) |
| | Comments received on online consultation, open from 19 th November to 17 th December 16 respondents | | | |
| | Responses to Q.10 (relating to Q. 9) | | | |
| 21. | The area of the historic Church Farm House and Barns is omitted. This may be a historical quirk as the barns were only developed for residential use in the 1990's. | | Noted | The Farm House and barns have been included in the proposed extension (p.7) |
| 22. | The proposed increase in the extent of the Conservation is largely to the north west of Church Road although it is also proposed that the Church Farm Complex and an adjacent field should also be added. I would suggest that, continuing parallel to Church Road, the extension should be right up to the corner of the playing fields. | | | Decision required as to whether to include contended land on SE side of Church Lane |

| | | | | |
|-----|--|--|-------|--|
| 23. | I feel that the conversation boundary should be extended including the land that has been split into plots for sale. This area is of outstanding beauty and should NOT be built on. Also the playing field opposite the school should be included This is a beautiful village do not want it to become a TOWN! | | | Decision required as to whether to include contended land on SE side of Church Lane |
| 24. | I believe that the conservation area should be expanded to cover extra fields adjacent to north of existing conservation area and also to encompass fields adjacent to south boundary as far as Hudnall Lane. In my opinion this measure should ringfence and protect what is a beautiful area and village. | | | Decision required as to whether to include contended land on SE side of Church Lane |
| 25. | 1) The proposed new boundaries should consider including all buildings & land owned & pertaining to the additional properties i.e. fields and wood owned by Church Farm & No5 Church Farm Barns. 2) recent extensions have been totally out of keeping with the existing building & surrounding properties. | | Noted | The Farm House and barns have been included in the proposed extension (p.7) Decision required as to whether to include contended land on SE side of Church Lane |
| 26. | Very out of place. Looks like a Gypsy camp | | Noted | No action required |
| 27. | I believe that the boundary of the Conservation Area should be extended to include the fields between Church Farm and the Village Green. | | | Decision required as to whether to include contended land on SE side of Church Lane |
| 28. | I support the Proposed Boundary Revisions to the existing conservation area indicated on Map 3 on page 7 of the 'Little Gaddesden Conversation Area Character Appraisal'. However, in view of the importance of preserving open views from the village to the historic C.12th Grade 1 listed Church and of recent attempted residential development of farmland to the southeast of Church Road, I suggest that the existing southeast boundary of the conservation area, adjacent to Church Road, | | | Decision required as to whether to include contended land on SE side of Church Lane |

| | | | | |
|-----|--|--|-------|--|
| | should be moved further to the southeast so that it connects the northeast corner of the village playing field with the southeast corner of the proposed boundary revision to the conservation area (edged in blue and shaded yellow) on Map 3 on page 7 of the above Character Appraisal. | | | |
| 29. | Pressures occur on the car parks in Church Road at the weekends, when activities are taking place on the playing-field and the village hall and/or the school at the same time | | Noted | No change required to the Appraisal |
| | Responses to Q 12 (in relation to Q.11) | | | |
| 30. | It's important to not be too purist over this. Buildings need to evolve. Modern extensions can look amazing against traditional buildings. There needs to be a balance against the reality of what people can afford. Old windows are cold and non efficient so there needs to be a future plan of allowing sympathetic replacements. People can't afford in excess of £6k per window to replace. Security of the homes is important so gates need to be allowed. The speed limit in the village needs changing to protect the village from being a fast thoroughfare. It's unpleasant living on a busy road now. There needs to be a moving with the times of what is allowed in planning. People need security lights etc. Try talking to residents in the village of things being stolen etc. | | Noted | No change required to the Appraisal, which has been produced to manage change and protect against loss of character and historic fabric. |
| 31. | The properties referred to are unusual, varied and of Georgian vintage with some walls 13" thick. How many other houses like mine have quoins? Photos on request. | | Noted | No name (of respondent or property) so not possible to alter. |
| 32. | This is a beautiful little village and should be protected. | | Noted | No change required |
| 33. | To keep the overall character of Village for as | | Noted | No change required |

| | | | | |
|-----|--|--|-------|--|
| | beautiful as it is for existing and future inhabitants and visitors and where possible to improve the quality of the Village. | | | |
| 34. | Unnecessary permanent & timed lighting, illuminations and garden features which disturb the environment and detract from the rural setting and night skies | | Noted | These are addressed on p.43. No change required |
| 35. | Hedges and front boundary features | | Noted | No change required |
| 36. | In keeping with the Village environment | | Noted | No change required |
| 37. | Light pollution from security lights permanently on, or badly adjusted movement activated lights. Removal of hedges and ugly, very high 2 m fencing installed. Open gateways and 5 bar gates, solid, high gates are inappropriate in the rural area. | | Noted | These are addressed on pp 42-43. No change required. |
| 38. | Please see answer to Q.10 | | Noted | No change required |
| 39. | boundary treatments | | Noted | No change required |
| | Responses to Q 15. | | | |
| 40. | See my reply to 10 above | | Noted | No change required |
| 41. | I feel that the conservation area should be extended even more | | Noted | Decision required as to whether to include contended land on SE side of Church Lane |
| 42. | In principal we agree with the changes to the conservation area. However it should include all the land and buildings owned by Church Farm House (fields & wood) & Church Farm Barns to preserve the intent of the amendment. | | Noted | The Farm House and barns have been included in the proposed extension (p.7) Decision required as to whether to include contended land on SE side of Church Lane |
| | Responses to Q.18 | | | |
| 43. | See my answer to 10 above | | Noted | No change required |
| 44. | In particular the area/ fields south of existing boundary and as far as Hudnall Lane. | | Noted | Decision required as to whether to include contended land on SE side of Church Lane |
| 45. | Further extend the CA to include the fields between Church Farm and the Village Green - they are under threat of unscrupulous developers. | | Noted | Decision required as to whether to include contended land on SE side of Church Lane |

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|-----|--|--|--------------|--|
| 46. | <p>I support the Proposed Boundary Revisions to the existing conservation area indicated on Map 3 on page 7 of the 'Little Gaddesden Conversation Area Character Appraisal'. However, in view of the importance of preserving open views from the village to the historic C.12th Grade 1 listed Church and of recent attempted residential development of farmland to the southeast of Church Road, I suggest that the existing southeast boundary of the conservation area, adjacent to Church Road, should be moved further to the southeast so that it connects the northeast corner of the village playing field with the southeast corner of the proposed boundary revision to the conservation area (edged in blue and shaded yellow) on Map 3 on page 7 of the above Character Appraisal.</p> | | | <p>Decision required as to whether to include contended land on SE side of Church Lane</p> |
| 47. | <p>Section of field on the south-east side of Church Road, extending from the hedgerow forming the south-east boundary of the current proposed CA extension to a line drawn from the SE corner of the playing field to the south-east corner of the current proposed CA extension. This would help protect the important views from the public footpath crossing this field to the church, and which contribute to its setting.</p> | | | <p>Decision required as to whether to include contended land on SE side of Church Lane</p> |
| | <p>Other Comments received</p> | | | |
| 48. | <p>Am writing with comments on the draft Little Gaddesden Conservation Area Appraisal, as both a resident and a local professional. My comments don't fit into the online questionnaire, so I hope this is the right place to send them.</p> <p>Firstly I'd like to say that it is an extremely thorough, well-researched and well-written document which will be a great tool for designers.</p> | <p>Joe Wrigley by e-mail of 11/12/21</p> | <p>Noted</p> | |

| | | | | | | | | | |
|--|------------------------|------------------------|--------------------------|--------|-------------------------|------|--|---|---|
| <p>Congratulations all round!</p> <p>I have just a couple of suggestions as a resident, and these follow conversations with my neighbours:</p> <p>P49 ‘Nos 9-11 also have end stacks’- I don’t think this is true, perhaps you would like to review.</p> <p>P74 The description of the boundaries between 9 and 12 has caused a little confusion amongst residents. I wonder if it might be better to exchange</p> <table border="0" data-bbox="219 611 824 858"> <tr> <td>No.12 Gravel driveway</td> <td>high beech/holly hedge</td> </tr> <tr> <td>For No 11&12 driveway</td> <td>Gravel</td> </tr> <tr> <td>No.12 beech/holly hedge</td> <td>high</td> </tr> </table> <p>Nit-picking I know but might just be slightly better!</p> <p>The other comments I have are as a designer who would be looking to use the document to inform proposals:</p> <p>P43 ‘noise’</p> <p>Air source heat pumps are listed here as ‘disruptive’ and amongst ‘negative features and issues’. This gives the unfortunate impression that the Council are unsupportive of heat pumps. We are in the midst of a climate crisis and these installations offer one of the most promising means of reducing carbon emissions on a large scale. Most LPAs I work with actively encourage the use of heat pumps, in CAs or otherwise.</p> <p>Furthermore, the comment is anecdotal, not</p> | No.12 Gravel driveway | high beech/holly hedge | For No 11&12 driveway | Gravel | No.12 beech/holly hedge | high | | <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> | <p>Change (see above, 4.)</p> <p>Change No 12 Gravel hedge – high beech/holly to No 11 & 12: Gravel driveway No 12: high beech/holly hedge</p> <p>p.43. Change to <i>Noise from poorly maintained heating/extractor units and from garden pond pumps, especially at night, can be disruptive.</i></p> |
| No.12 Gravel driveway | high beech/holly hedge | | | | | | | | |
| For No 11&12 driveway | Gravel | | | | | | | | |
| No.12 beech/holly hedge | high | | | | | | | | |

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|-----|---|-------------------------------------|---------------------------|---|
| | <p>evidence-based; I'd argue that external oil burners produce much more noise and are mor disruptive.</p> <p>Finally, air source heat pumps reduce the need for large fuel tankers coming through the village, which I'd argue is a significantly more disruptive, not to mention dangerous, issue.</p> <p>I think the comment should be removed.</p> <p>P43 'weatherboarding'</p> <p>The second sentence in this paragraph is interesting and instructive and would sit well in the 'Architectural Styles and Detailing'. The third sentence is more suitable for a Management Plan, not an Appraisal, and should be removed.</p> <p>(With that said, I'd argue it is too prescriptive even for such a design guide. A designer seeking to find a way of extending a heritage asset whilst keeping the original form legible may decide to look at the use of other materials. It seems unnecessary to remove a locally and historically prevalent material from the palette. The statement of historic fact is enough to allow a judgement of how appropriate it might be on a case-by-case basis.)</p> | | Agreed | p.43. Remove final sentence ' <i>It remainsoutbuildings</i> ' |
| 49. | <p>Overall it's an exceptionally detailed and comprehensive appraisal considering it's been produced by the community (with some help I note). It contains a lot of information, high quality photographs, and clear maps. In its present form I'd say it would certainly help provide an informative evidence base for plan making and decision taking. A few ways in which I would suggest it could be modified or further improved of would be the following:</p> <ul style="list-style-type: none"> - Boundary Review: I may hesitate to extend the boundary of the area across agricultural land because, as set out in our advice note GPA1, the designation will | Historic England by e-mail 16/12/21 | Noted Do not agree | The proposed extension is of great historic interest given the archaeological evidence. No change |

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| | <p>make no difference to the planning consent regime in these locations unless the LPA is considering withdrawing agricultural PD rights by Article 4 Direction. Much of the area proposed for addition doesn't seem to have any architectural interest – it has no buildings – and potentially is not of sufficient historic interest to be designated despite being identified as potentially the location of an earlier part of the settlement. It may therefore be open to challenge under (NPPF para 191). I might suggest a more limited extension to incorporate Church Farm and its associated buildings, but not the fields.</p> <ul style="list-style-type: none">- Related to the above point, an additional element I would also encourage the appraisal to define and illustrate is the setting of the conservation area. This can be described and mapped – and almost certainly includes the area of agricultural land identified for potential addition, but I expect other areas too. It can also be incorporated into the identification of some 'key views and vistas', which I don't think the appraisal incorporates at this time. These can be annotated on a separate map, with accompanying photos – perhaps in a an appendix.- The formatting in places – for example where the text wraps around photos – is clever, but it does make it a little hard to read. The document should be as accessible and easy to use for readers as possible. Paragraphs should also ideally be numbered for clarity and to aid reference when it is being used to aid decision taking.- The negative features identified could usefully inform the development of a management plan in due course, and may also be factors that a future 'Gaddesden Neighbourhood Plan' – if one is prepared | | <p>Noted</p> <p>Noted</p> <p>Noted</p> | <p>Decision required as to whether to include contended land on SE side of Church Lane</p> <p>Agreed that the setting of the CA should be amplified, but without committing to a map showing 'views'. These have not been incorporated in DBC's CA Appraisals, and in the case of LG the open nature of the surrounding land and Green means there are multiple views,</p> <p>Agreed – paras to be numbered</p> |
|--|---|--|--|---|

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| | – could take into consideration and create a targeted policy framework for. I would be pleased to advise on this in due course if necessary. | | | |
| 50. | <p>I have had a couple of queries from residents re how to correct minor discrepancies in the description of their property.</p> <p>They have been through the questionnaire, but not found anywhere to make these comments.</p> <p>1. Re: p. 48/49 No.10 & 11 Little Gaddesden 11. Nos 8 – 13 'Group of 6 in three, not identical, pairs. All 2 stores. Brick. Tiled....All have tall central brick stack, No 8&9 also have end stacks. Porch to No.9 is open with king-post tiled roof. Nos 10-11 are each double fronted, with half-gabled dormers, that to No.11 retains timberwork in the gable' incorrect, see adjacent pic, not double fronted or gabled.</p> <p>2. Also: p.74 Boundary treatment - No.9 &10 Joint gravel driveway No.10 &11 High beech hedge (actually mixed beech and holly) No.11&12 No.11 &12 Joint gravel driveway</p> | Lyn Hyde by e-mail of 5/12/21 | Agreed | p.49. Omit last sentence of first para. 'Nos 10-11 are each double fronted.....gable' |
| | | | Agreed | Change (See 5 & 48.) |
| 51. | <p>My wife and I jointly own Manor Yard, Little Gaddesden. We have just been looking on line at the draft document referred to above. Manor Yard is the property numbered 50 on page 62 and a photo of our walled garden appears on the same page. On the left of the photo you can see a wall which goes to a corner. From that corner and running to the right you can see a large part of the end wall of our garden. It too runs to a corner not shown by the photo. From that corner there runs back towards towards the photographer another wall which is roughly parallel to the first wall I mentioned. Taken together, those 3 walls run round a rectangular area of land.</p> <p>Please now go to page 41 showing "Locally Listed Buildings" and zoom in on The Manor House, of which Manor Yard forms the south east part. Your orange (it might be brown) line goes along our left</p> | Alan Squires by e-mail of 19/11/21 | Agreed | Review the boundary and adjust as stated. |

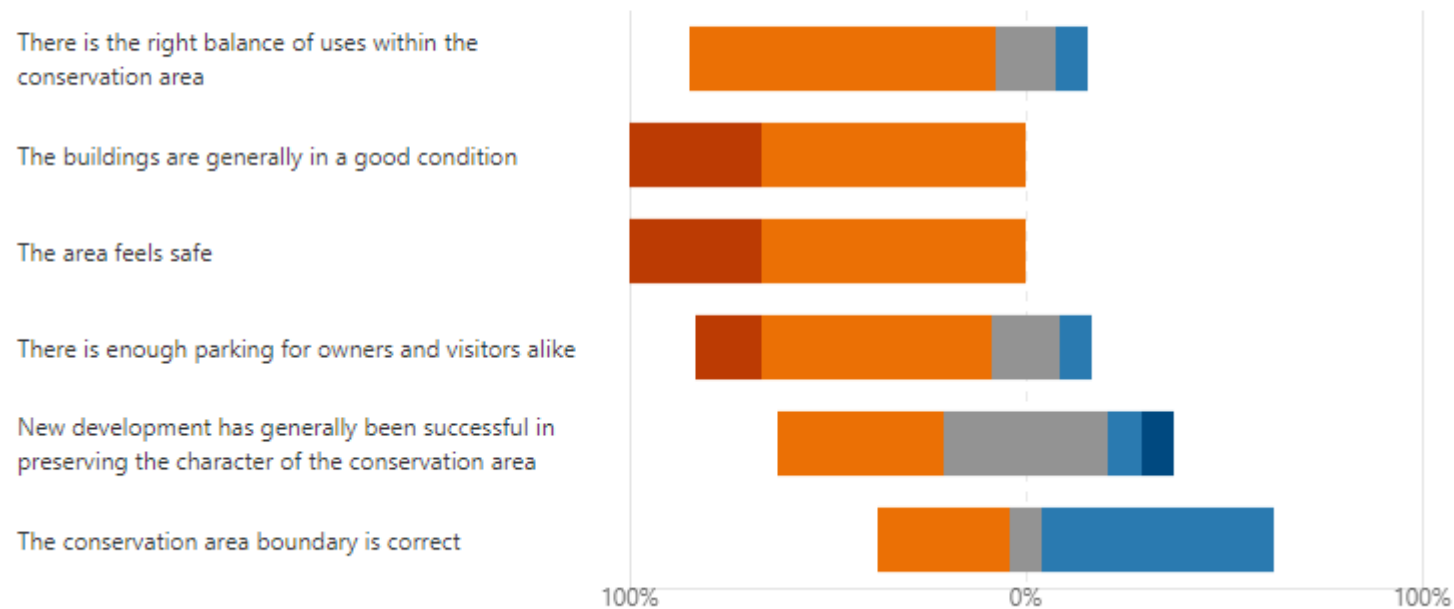
| | | | |
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| <p>hand garden wall to the corner. I assume that it then runs along the end wall of the garden, but I cannot see that, given the thickness of the red line showing the Conservation Area boundary. If my assumption is correct the line along the end wall will meet the second corner mentioned above.</p> <p>I now turn to the question which I wish to raise. Why is the orange line not present on the first half of the right hand wall as one proceeds towards the Village Green from that second corner?</p> <p>I asked you to Zoom in because I am viewing all this on a computer screen.</p> <p>Please understand that I am not objecting to the walls of the garden being Locally Listed - it is just that I seek a logical outcome with all relevant lengths of wall being affected by the listing, having spent a fair few thousands of pounds</p> | | | |
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On Line Multiple Choice Question Responses.

9. When looking at the conservation area as a whole, please say to what extent you agree or disagree with the following statements

[More Details](#)

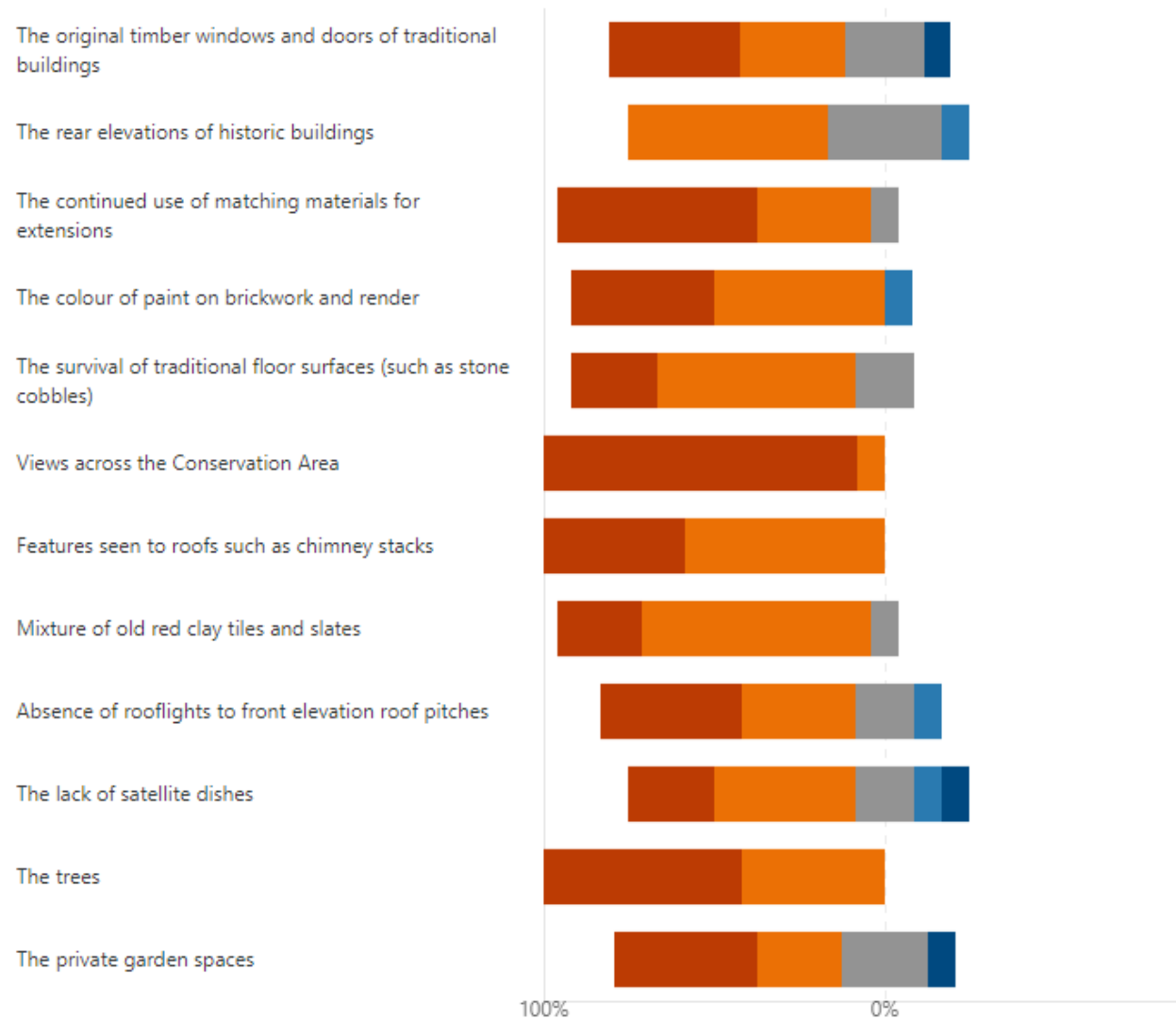
■ Strongly Agree ■ Agree ■ Neither agree or disagree ■ Disagree ■ Strongly disagree



11. When looking at the details, which make up the character of the conservation area how important are the following to you?

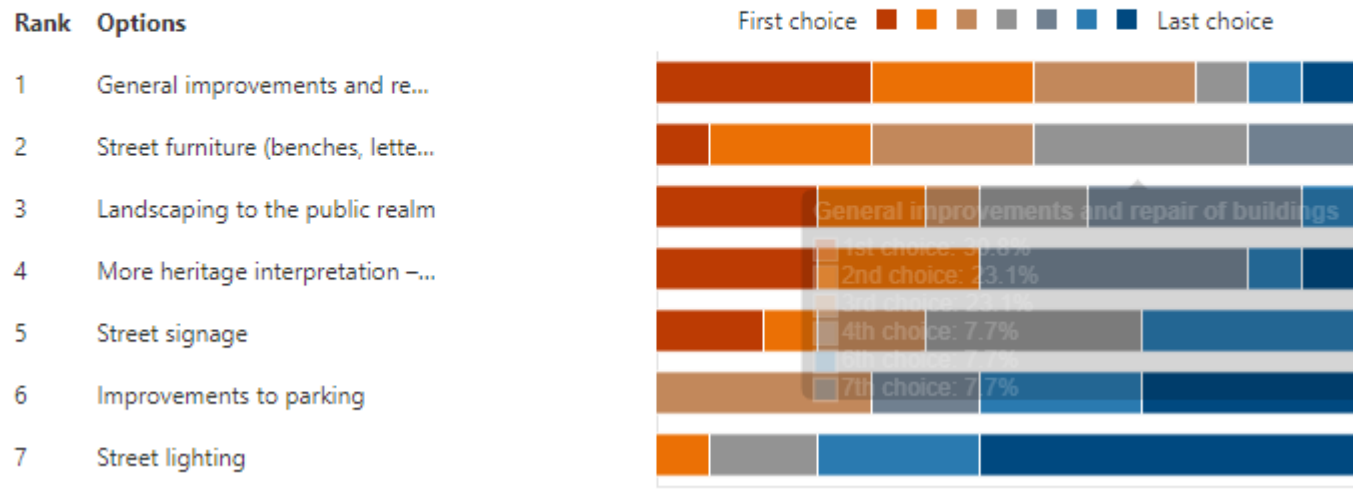
[More Details](#)

■ Very important
 ■ fairly important
 ■ not very important
 ■ not at all important
 ■ no opinion



13. Please place the following into order as your priorities for improving Little Gaddesden Conservation Area? (1 being the most important)

[More Details](#)

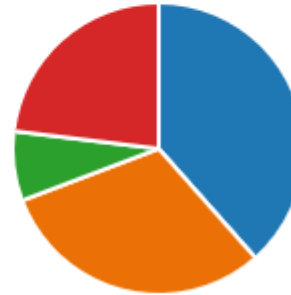


14. The Appraisal has proposed an amendment to the boundary of the conservation area. Can you tell us whether you agree with this suggested change.

Please refer to the plans which form part of the conservation area appraisal document/exhibition and are also available www.dacorum.gov.uk/littlegaddesden

[More Details](#)

| | |
|---------------------------|---|
| Strongly agree | 5 |
| agree | 4 |
| Neither agree or disagree | 1 |
| Disagree | 3 |
| Strongly disagree | 0 |



16.

The Appraisal has identified a number of buildings which are considered to make a positive contribution towards the significance of the conservation area and are therefore worthy of being 'locally listed'. Could you tell us whether you agree with this analysis.

Please refer to the plans which form part of the conservation area appraisal document/exhibition and are also available www.dacorum.gov.uk/littlegaddesden

More Details

| | |
|-----------------------------|---|
| ● Strongly agree | 2 |
| ● agree | 6 |
| ● Neither agree or disagree | 5 |
| ● Disagree | 0 |
| ● Strongly disagree | 0 |



Annex 3 New Addresses within extension to Conservation Area

Church Farmhouse

Church Rd

Little Gaddesden

1 Church Farm Barns

Church Rd

Little Gaddesden

2 Church Farm Barns

Church Rd

Little Gaddesden

3 Church Farm Barns

Church Rd

Little Gaddesden

4 Church Farm Barns

Church Rd

Little Gaddesden

5 Church Farm Barns

Church Rd

Little Gaddesden

Pilgrim Cottage

Church Farm Barns

Church Rd

Little Gaddesden



| | |
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| Report for: | Cabinet |
| Title of report: | Garages Update |
| Date: | Tuesday 15 March |
| Report on behalf of: | Councillor Graeme Elliot, Portfolio Holder for Finance and Resources |
| Part: | I |
| If Part II, reason: | N/A |
| Appendices: | N/A |
| Background papers: | N/A |
| Glossary of acronyms and any other abbreviations used in this report: | MTFS – Medium Term Financial Strategy |

Report Author / Responsible Officer

Robin Barton, Interim Strategic Director, Corporate & Commercial



Robin.barton@dacorum.gov.uk

| | |
|--|--|
| Corporate Priorities | A clean, safe and enjoyable environment Ensuring economic growth and prosperity Providing good quality affordable homes, in particular for those most in need Ensuring efficient, effective and modern service delivery |
| Wards affected | ALL |
| Purpose of the report: | <ol style="list-style-type: none"> 1. To provide an update on the performance of the Garages Service. 2. To secure approval for additional costs incurred during the 2021/22 financial year. 3. To secure a mandate for a refocused Garage Service. |
| Recommendation (s) to the decision maker (s): | <ol style="list-style-type: none"> 1. To recommend to Council to approve additional 21/22 supplementary funding of £110k revenue for project costs, to be funded from the Dacorum Development reserve. 2. To approve additional 21/22 supplementary funding of £300k capital. 3. To approve the proposed Operational Plans for 2022/23 and recommend to Council the approval of a one off £550k draw down from reserves, £425k funding for 22/23 and £125k funding for 23/24, funded from the Dacorum Development Reserve. 4. To approve the transfer of the Garages Service to primary oversight by the Finance and Resources Scrutiny Committee. |

| | |
|--|--|
| | <p>5. To recommend to Council to approve a supplementary capital budget for 2022/23 garage investment of £500k. The specific investment decisions to be delegated to the Strategic Director (Corporate and Commercial) in consultation with the Portfolio Holder for Finance and Resources and s.151 Officer.</p> <p>6. To approve the disposal of £500k of underutilised garages to finance the additional garage investment and garage conversion proposals. To delegate specific disposal decisions to the Strategic Director (Corporate and Commercial) in consultation with the Portfolio Holder for Finance and Resources and s.151 Officer, and in line with current financial regulations.</p> |
| <p>Period for post policy/project review:</p> | <p>The strategy and performance will be reviewed on a bi-annual basis.</p> |

1 Introduction/Background:

Dacorum's garages portfolio represents a significant capital asset, which needs to support the Council's corporate priorities. The portfolio is the Council's second highest income stream, generating around £3m of revenue each year. As the Council becomes increasingly reliant on self-financing its activities, and as it moves towards a formalised commercial strategy, it will be imperative that the role of the garages portfolio is clarified and strengthened.

Within this context, a 3 year business plan has been developed for the Garages Service. A commercial operation of this size and scale – 7,300 garages – needs to be developing and investing in its operation in the medium term. This will need to become a more usual approach for the Council's commercial activities.

This report provides an update on the improvement work completed during the 2021/22 financial year. It seeks approval for additional funding to finance expenditure incurred in delivering this improvement work.

The report then provides an update and recommendations on a number of operational constraints faced by the service, and makes recommendations on developing the service during 2022/23 and beyond.

2 Key Issues:

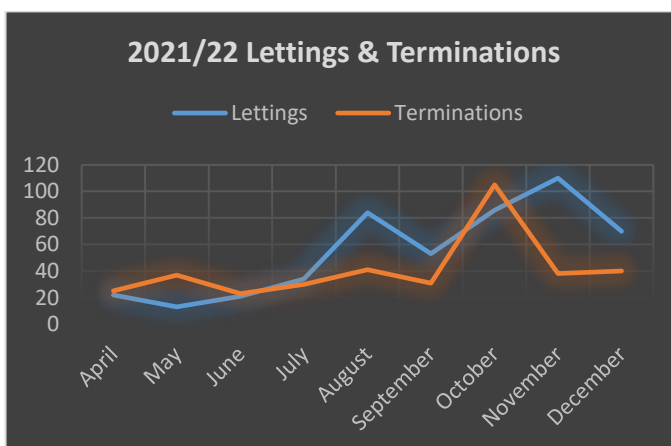
2.1. 2021/22 Improvement Work

This year has seen significant improvement work completed by the Garages Team. Figure 1 shows a steady increase in garage lettings, as this work and the additional resources have developed.

The primary aspects of this work have been:

- Refurbishment of 359 garages, across the Borough.
- A review of operational processes, to simplify operational activity.
- Implementation of a web-based application portal for residents.
- Resourcing of an enhanced operational team (3 Lettings Officers, compared to a baseline establishment of 1).

Figure 1: 2021/22 Lettings & Terminations

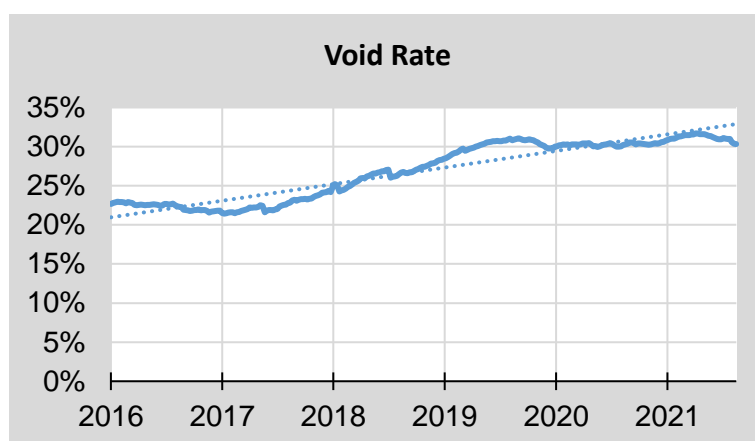


2.2. Operational Performance

Despite an increasing number of lettings throughout this year, operational performance of the service continues to be lower than anticipated. There are a number of good reasons for this, which are detailed below.

Figure 2 provides a time analysis of voids across the garages portfolio. The service is operating at voids of around 30%. In contrast, indicative comparable data from other authorities indicates that a void rate of 10-20% is more typical (which still represents a significant opportunity cost). There has been a gradual increase in the void rate over the last few years.

Figure 2: Garages Portfolio - Historical Void Rate



There are likely to be a number of drivers for the void performance, some operational and some strategic.

Operationally, data and data access is limited. This reduces the efficiency of the service and makes it difficult to make operational decisions effectively. For example, stock condition data is limited which means that a physical visit is required to many units before a letting can be made. This acts as a serious bottleneck on the service.

Operationally, there is a lack of clarity on the core focus of the service, which stems from the historic purchase of the portfolio by the General Fund. The Garages Team spend much of their time supporting tenants with a range of neighbourhood management activity – such as parking enforcement – which should be resolved by other teams across Council. These issues are, of course, important and ones which the Council should be responding to residents. However, this response needs to be led by teams with the relevant focus, skills and expertise.

Strategically, there is little systematic capture of how garages are being used and the reasons for the termination of lettings. This makes it difficult to project medium-term demand. Anecdotally, the Council receives feedback that many modern cars are not suited to the design of the garages and that storage is the primary purpose of many lettings. Much better demand data will need to be captured if the service is to make effective plans for its operation over the medium-term.

2.3. Financial Projections

The service has a budgeted income of £3.1m for the 2021/22 financial year and is currently forecast to achieve this. It is projected to achieve a Net Operating Surplus of £1.1m (net surplus of £800k, excluding additional capital investment costs) as set out in Figure 3.

Figure 3: Garage Service 21/22 Income and Expenditure Statement

| | Budget £'000's | Actuals £'000's | Variance £'000's |
|----------------------|---------------------------|----------------------------|-----------------------------|
| Gross Expenditure | 741 | 850 | 109 |
| Gross Income | -3,142 | -3,141 | 1 |
| Gross Surplus | -2,401 | -2,291 | 110 |
| Service Recharges | 443 | 443 | 0 |
| Capital Charges | 720 | 720 | 0 |
| Net Surplus | -1,238 | -1,123 | 110 |

Currently, the Medium Term Financial Strategy (MTFS) assumes a steady increase in the net income generated by the garages portfolio. Given the historic void trends and operational performance achieved this year (with the additional investment required) it appears unlikely that these assumptions will be achieved without a strategic re-focusing of the service.

Therefore it is proposed that a set of financial targets for the service is put in place – as set out in Figure 4 – which will deliver a significant improvement in the net income generated by the service by 2025. The plans set out below will provide the service with a period of investment in the core capabilities required to operate a portfolio of this scale, which should then enable income to grow over subsequent years. The analysis completed to date indicates that continuing to operate the service without this investment is likely to cause income to stagnate in the medium term.

Figure 4: Income Projections

| | 2022/23 | 2023/24 | 2024/25 |
|--------------------|---------|---------|---------|
| Income | £3.1m | £3.4m | £3.7m |
| Operating Costs | £1.3m | £1.2m | £1.2m |
| Capital Investment | £0.7m | £0.7m | £0.7m |
| Surplus | £1.1m | £1.5m | £1.8m |

2.4. 2021/22 Additional Investment

During the 21/22 financial year, the garage service has invested in additional operational staffing, external consultancy support and extra capital investment to reduce the increase in void levels, as detailed earlier in this report.

This is resulting in a pressure on both the revenue and capital budgets for 2021/22. As a result the service is showing an in year revenue pressure of £110k, as detailed in Figure 3 above and an additional capital investment pressure of £300k, resulting from the investment in c. 400 garages.

The recommendation is to provide an additional one off reserve draw down of £110k from the Dacorum Development reserve to fund the in-year revenue pressure, and to set up a supplementary capital budget of £300k for 2021/22.

2.5. Strategic Focus

The achievement of the financial targets set out above will need the Garage service to re-focus its approach alongside developing its operational arrangements.

The service needs to be equipped with a clear focus so that it is primarily a service which generates significant income to support General Fund services. It is proposed that the following four objectives are adopted for the service, which will provide clarity and focus for the service:

- To generate significant, sustainable net income streams to support General Fund activity;
- To provide a quality service to customers of the Garage Service;
- To identify surplus assets from the portfolio and support identification of ongoing uses that deliver commercial returns and the Council's strategic goals;
- To support the maximisation of capital receipts from the portfolio when ongoing Council use is discounted.

Governance structures need to be clarified to support these strategic objectives. At Officer level, an Operational Board has been established, which is tasked with overseeing the performance of the service. This reports into the new Commercial Board, chaired by the Chief Executive.

Given the need to clarify the service as primarily a commercial activity, it is recommended that the Garage Service starts to be overseen by Finance & Resources Scrutiny Committee.

Internally, to allow the service to focus on its core lettings activity current recharges with other services (principally the HRA) will need to be reviewed and internal service level agreements established to provide clear expectations of how other Council services will support the garages portfolio.

2.6. Operational Plans

During the 2022/23 financial year, the Service will need to undertake a range of operational activity to commence the process of refocusing the service.

A 3 month moratorium on new applications is urgently required to provide the Lettings Officers with the necessary time to clear a long, historic waiting list. This is currently exacerbating operational inefficiencies as there is a lack of clarity in true underlying demand for units.

A comprehensive stock condition survey should be commissioned to provide detailed and reliable data on the condition of each garage, and allow lettings decisions to be taken without recourse to physical site visits. This work should also capture data about the wider context and potential of garage sites, to inform decision making about alternative uses and disposals.

The services' data systems need to be improved further so that data about garage use and terminations is captured and can be analysed to inform medium-term demand planning.

It is recommended that alternative uses for low / no demand sites are actively progressed during the 2022/23 financial year, as the first step in enhancing the role of this significant council asset in supporting the economic growth of the Borough. A small number of sites will be identified to pilot conversion into starter industrial units (or equivalent). This work has commenced, as part of the commercial strategy, through the development of an initial business case for this offer.

2.7. Investment Requirements

This development of the service will require further investment into the service. As set out in Figure 5, it is expected that this should generate significant improvements to the net income generated by the service, rising from £1.1m to £1.8m, within 3 years.

It is recommended that provision is made for the following key investments during the 2022/23 financial year:

Short Term Revenue Growth

- Continued investment in an enhanced operational team: £125k p.a. for 2 years
- Detailed Stock condition survey: £150k
- Data system improvements: £150k

This service transformation requires a one off £550k draw down from reserves, this is broken down into £425k funding for 22/23 and £125k funding for 23/24. It is proposed that these funds will be drawn down from the Dacorum Development Reserve.

Capital Growth

Garage redevelopment/ Starter-industrial unit pilots: £500k

Financing

To finance this capital investment, it is recommended that a small number of disposals are made early in the new financial year, the additional receipts received over and above existing expectations can be used to fund this investment.

This approach will make the Garage future investment strategy self-financing and reduce the need for additional council capital financing in the medium term. It will also establish an important principle that a service which is primarily focused on generating income finances service development from its own assets.

3 Options and alternatives considered

The primary alternative to these proposals would be to allow the service to return to a team of 1 lettings officer, and continue operations with limited data and effectiveness. For the reasons set out above, this would lead to sustainment of high void rates, loss of income to the Council, and significant opportunity costs.

An alternative approach which could be considered would be to transfer the garages portfolio to a management company through the letting of a contract. Whilst this has not been market tested, the lack of good quality stock condition data is likely to act as a significant constraint on this approach and the willingness of a commercial operator to assume responsibility for letting the stock.

4 Consultation

Relevant consultation will be undertaken when proposals are developed for alternative uses of specific garages sites. At the moment, the main focus of this report is strengthening the internal operation of the garage portfolio.

5 Financial and value for money implications:

The current level of voids across the garages portfolio represents significant opportunity cost, in both financial and neighbourhood development terms. The proposals set out will enable the Council to achieve better utilisation from this capital asset, whilst enabling alternative uses for vacant sites to be implemented.

The council's MTFS will be reviewed and reported back to members in the summer and the impact of this proposed strategy will be incorporated in the review of MTFS assumptions.

6 Legal Implications

There are not considered to be any significant legal implications arising from these recommendations.

7 Risk implications:

There are two main risks associated with these proposals. The lack of good quality service data makes it hard to project medium-term demand for the garage portfolio with confidence. The proposals set out here are intended to start to reduce this risk and to commence diversification of the portfolio into uses beyond lettings to residents for parking purposes.

Secondly, there is a risk that a full stock condition survey might identify significant issues with the stock and associated investment requirements. This is a latent risk which the Council already holds and, again, these proposals are intended to start to reduce this risk by enabling longer-term asset management planning to commence.

8 Equalities, Community Impact and Human Rights:

There is no anticipated community impact at this stage. The garages portfolio will continue to operate and make garages available to residents. The focus of these recommendations is around increasing the internal efficiency of this activity. At this stage, no proposals are being made for which specific sites might be disposed of. Any community impact will need to be assessed once specific sites have been identified.

There are no Human Rights Implications arising from this report.

9 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no sustainability implications arising from these proposals.

10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

There are no implications for Council infrastructure arising from these proposals.

11 Statutory Comments

Deputy Monitoring Officer:

No comments to add to the report.

Deputy S151 Officer:

Garages represent a significant income stream to the Council. The report sets out proposed one-off investment in Garages over a three- year period to support and further develop this income stream and the quality of the service provided to customers. Proposed revenue costs would be funded from the Dacorum Development reserve. Capital costs would be funded from a combination of capital receipts arising from garage sales, alongside other sources of capital financing.

12 Conclusions:

The proposals set out in this report should create the strategic framework require to develop further the Council’s use of its garage portfolio, increasing the net income generated for the General Fund whilst also increasing the role that the portfolio plays in the economic and community development of the Borough.

Deadline: COP Thursday 24 February 2022

| Officer | Actions | Date & time completed |
|------------------------|---|-----------------------|
| K Gioiosa/ M Rawdon | Report uploaded and stat comments advised when done | |

Deadline: COP Monday 28 February 2022

| Officer | Actions | Date & time completed |
|------------------------------|------------------------|----------------------------------|
| N Howcutt / F Jump | Stat Comments provided | 25/02/22 13.45 |
| M Brookes / F Hussain | Stat comments provided | 25/02/22 13:56 |

Deadline: Midday Wednesday 2 March 2022

| Officer | Actions | Date & time completed |
|----------------------|-------------------------------------|----------------------------------|
| Report author | Amendments made following comments. | |
| SLT Lead | Sign Off | |

Deadline: Thursday 3 March 2022

| Officer | Actions | Date & time completed |
|-------------------|---|----------------------------------|
| C Hamilton | Final sign off following SLT review – Claire to advise Kim | 1/3/22 18:27 |

Deadline: Thursday 3 / Friday 4 March

| Officer | Actions | Date & time completed |
|----------------------------|---|----------------------------------|
| K Gioiosa/ M Rawdon | Download reports from Teams and send to Member Support | |



Cabinet

| | |
|--|--|
| Report for: | Cabinet |
| Title of report: | Covid-19 Additional Relief Fund (CARF) |
| Date: | |
| Report on behalf of: | Councillor Graeme Elliot, Portfolio Holder for Finance & Resources |
| Part: | I |
| If Part II, reason: | N/A |
| Appendices: | 1) Community impact assessment 2) Proposed CARF policy |
| Background papers: | COVID-19 Additional Relief Fund (CARF): local authority guidance CARF Guidance.docx (publishing.service.gov.uk) |
| Glossary of acronyms and any other abbreviations used in this report: | CARF – COVID-19 Additional Relief Fund DLUHC – Department for Levelling Up, Housing and Communities LGFA – Local Government Finance Act 1988 |

Report Author / Responsible Officer

Chris Baker, Group Manager (Revenues, Benefits & Fraud)



Chris.baker@dacorum.gov.uk / 01442 228290 (ext 2290)

| | |
|--|--|
| Corporate Priorities | Ensuring economic growth and prosperity |
| Wards affected | ALL |
| Purpose of the report: | To obtain Cabinet approval for a discretionary business rates relief policy, using Covid-19 Additional Relief Fund received from the Government. |
| Recommendation (s) to the decision maker (s): | That Cabinet reviews and approves the proposed policy for awarding Covid-19 Additional Relief to businesses. |
| Period for post policy/project review: | September 2022 |

1 Introduction/Background:

- 1.1 The Government has provided significant support through business rates relief during 2020/21 and 2021/22 for businesses in the retail, hospitality, leisure and childcare sectors. This is through Extended Retail relief and Nursery relief, which provided for 100% rate relief from April 2020 to June 2021 and 66% relief from July 2021 to March 2022. The retail, hospitality and leisure sectors will continue to receive 50% business rate relief for 2022/23.
- 1.2 In March 2021, the Government announced that it would also make funding available to provide rate relief for businesses in other sectors which had also been impacted by the pandemic. However, this was also linked to the removal of one of the grounds under which a business could seek a change in rateable value, and so detailed guidance was not published until late December 2021 following the passage of the Rating (Coronavirus) and Directors Disqualification (Dissolved Companies) Act.
- 1.3 This funding is known as the Covid-19 Additional Relief Fund (CARF) and is to be used to award business rate relief for the 2021/22 year.

2 Key Issues/proposals/main body of the report:

- 2.1 Dacorum Borough Council has been allocated £3,816,120 to use to award this rate relief.
- 2.2 The proposed policy for awarding this to businesses is attached as appendix 2.
- 2.3 The proposal is for an application window of six weeks, with an expectation of opening for applications in mid-April 2022. This should allow sufficient time for all eligible businesses to make applications, ensuring that the relief is used as effectively as possible.

3 Options and alternatives considered

- 3.1 While it would have been preferable to provide businesses with certainty about the relief level they are applying for, this option has been rejected because there is not sufficient data available to be able to set a fixed award level. As noted in paragraph 2.1, the Council has been allocated £3.8m, and modelling shows that there are a maximum of about 1,500 accounts which may be eligible for this relief, with rates bills totalling £37.9m.
- 3.2 It would also be possible to restrict the types of business which may be supported, however this option has been rejected because there is not sufficient data about how individual businesses may have been impacted by the pandemic.

4 Consultation

No formal consultation has taken place as the proposed policy has no restrictions to eligibility other than those stated by Government. However, we have received correspondence from a small number of businesses, which request that this unrestricted policy is the one we choose.

5 Financial and value for money implications:

The financial relief awarded will support local businesses and the conditions whilst ensuring the government grant conditions are be adhered to, the scope of the conditions will be designed to ensure as much as possible of the government grant benefits the local Dacorum economy.

6 Legal Implications

The COVID-19 Additional Relief Fund will be administered through discretionary Business Rate Relief powers under Section 47 of the Local Government Finance Act 1988.

7 Risk implications:

8 Equalities, Community Impact and Human Rights:

8.1 Community Impact Assessment reviewed/carried out and annexed - the CIA raises no positive or negative impacts for protected groups.

8.2 Human Rights –there are no Human Rights Implications arising from this report.

9 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no sustainability implications from this report

10 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

There are no implications for council infrastructure arising from this report

11 Statutory Comments

Deputy Monitoring Officer:

The proposed policy is consistent with Government guidance in respect of the funding provided and powers under the Local Government Finance Act 1988.

S151 Officer:

The comments of the S151 officer are included in the body of this report.

12 Conclusions:

The proposed CARF policy addresses the requirements of Government guidance in respect of the funding provided and offers the best mechanism for using it to support local businesses.

Dacorum BC Community Impact Assessment (CIA) Template

Policy / service / decision

Business rates – Covid-19 Additional Relief Fund

Description of what is being impact assessed

What are the aims of the service, proposal, project? What outcomes do you want to achieve? What are the reasons for the proposal or change? Do you need to reference/consider any related projects?

Stakeholders; Who will be affected? Which protected characteristics is it most relevant to? Consider the public, service users, partners, staff, Members, etc

It is advisable to involve at least one colleague in the preparation of the assessment, dependent on likely level of impact

Introduction of a discretionary business rate relief for the 2021/22 year to provide support to businesses impacted by COVID-19 which have not received other business rate relief.

The intended outcome is to provide financial assistance to local businesses by reducing business rates liability

Evidence

What data/information have you used to assess how this policy/service/decision might impact on protected groups?

(include relevant national/local data, research, monitoring information, service user feedback, complaints, audits, consultations, CIAs from other projects or other local authorities, etc.). You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.

None – this applies to businesses and only business details are held on the database

Who have you consulted with to assess possible impact on protected groups? *If you have not consulted other people, please explain why? You should include such information in a proportionate manner to reflect the level of impact of the policy/service/decision.*

No-one – this applies to businesses and only business details are held on the database.

Analysis of impact on protected groups (and others)

The Public Sector Equality Duty requires Dacorum BC to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service/decision will achieve these aims. Using the table below, detail what considerations and potential impacts against each of these using the evidence that you have collated and your own understanding. Based on this information, make an assessment of the likely outcome, **before** you have implemented any mitigation.

- *The PCs of Marriage and Civil Partnership and Pregnancy and Maternity should be added if their inclusion is relevant for impact assessment.*
- *Use “insert below” menu layout option to insert extra rows where relevant (e.g. extra rows for different impairments within Disability).*

| Summary of impact | | Negative impact / outcome | Neutral impact / outcome | Positive impact / outcome |
|--|---|---------------------------|-------------------------------------|---------------------------|
| Protected group | <i>What do you know? What do people tell you? Summary of data and feedback about service users and the wider community/public. Who uses / will use the service? Who doesn't / can't and why? Feedback/complaints?</i> | | | |
| Age | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Disability (physical, intellectual, mental) | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|--------------------------|-------------------------------------|--------------------------|
| <i>Refer to CIA Guidance Notes and Mental Illness & Learning Disability Guide</i> | not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | | | |
| Gender reassignment | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Race and ethnicity | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Religion or belief | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sex | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sexual orientation | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|---------------------------|-------------------------------------|--------------------------|
| | not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | | | |
| Not protected characteristics but consider other factors, e.g. carers, veterans, homeless, low income, loneliness, rurality etc. | The funding will be distributed based on the financial impact that the pandemic has had on local businesses. No personal details of the business owner will be collected as part of the application process as it is not required. There are no concerns that the policy could have a differential impact on individuals with a protected characteristic. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Negative impacts / outcomes action plan | | | | |
| Where you have ascertained that there will potentially be negative impacts / outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take. | | | | |
| Action taken/to be taken <i>(copy & paste the negative impact / outcome then detail action)</i> | Date | Person responsible | Action complete | |
| | Select date | | <input type="checkbox"/> | |
| | Select date | | <input type="checkbox"/> | |
| | Select date | | <input type="checkbox"/> | |

| | | | |
|---|-------------------------|--|--------------------------|
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| | Select date | | <input type="checkbox"/> |
| If negative impacts / outcomes remain, please provide an explanation below. | | | |
| | | | |
| Completed by (all involved in CIA) | Chris Baker | | |
| Date | 22 February 2022 | | |
| Signed off by <i>(AD from different Directorate if being presented to CMT / Cabinet)</i> | | | |
| Date | | | |

| | |
|---|--|
| Entered onto CIA database - date | |
| To be reviewed by (officer name) | |
| Review date | |

Dacorum Borough Council – Covid-19 Additional Relief Fund (CARF) policy

Background

1. CARF is a discretionary rate relief for 2021/22, awarded under section 47 of the Local Government Finance Act 1988 (LGFA).
2. Funding to provide this relief has been made available by the Government, with a maximum of £3,816,120 available for businesses in Dacorum.
3. CARF is available to ratepayers that have been adversely affected by the pandemic and have been unable to adequately adapt to the impact of the pandemic, but with certain exclusions.

Exclusions from eligibility

4. CARF will not be awarded where the ratepayer has received or would be entitled to support under the Extended Retail Discount, the Nursery Discount or the Airport and Ground Operations Support Scheme. This means that most businesses in the retail, hospitality, leisure, accommodation and childcare sectors.
5. CARF is also subject to subsidy limits for businesses (formerly known as state aid rules). Businesses receiving CARF must not exceed the subsidy limits detailed in paragraphs 19-23 of “COVID-19 Additional Relief Fund (CARF): Local Authority Guidance” [CARF Guidance.docx](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92422/carf_guidance.docx) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))
6. CARF will not be awarded for periods where a hereditament is unoccupied (although hereditaments which have been temporarily closed due to the Government’s advice on COVID-19 will be treated as occupied for the purposes of CARF).
7. Under the terms of section 47 LGFA, CARF cannot be awarded to DBC, or other precepting authorities such as town or parish councils or Herts CC.

Eligibility

8. Excepting those specific exclusions, applications from all other businesses will be considered on an individual basis. This is because without knowing the specific operational issues affecting businesses, it would not be appropriate for the Council to define the types of business that would benefit from this scheme. Therefore, the scheme is open to applications from any business that can demonstrate they have been adversely affected by the pandemic.
9. The following list sets out types of businesses that are unlikely to be eligible for relief unless they can demonstrate exceptional circumstances:
 - financial services, e.g. banks, building societies, cash points, bureaux de change, short-term loan providers
 - medical services that continued to be open during any lockdown period e.g. vets, dentists, doctors
 - professional services e.g. solicitors, accountants, insurance agents, financial advisors
 - Post Office sorting offices
 - education establishments e.g. schools, colleges and universities, except language schools or schools for overseas pupils
 - utilities, infrastructure, fuel and industrial businesses e.g. communication stations, water treatment plants, energy generation plants, aggregate processing, concrete plants, petrol stations

- where the ratepayer is in administration
- ratepayers already in receipt of, or eligible to apply for, another relief or reduction

Application process and amount of relief

10. Applications will be accepted within a six-week period, details of which will be published on the Council's website.
11. Ratepayers will be required to apply for CARF, and provide details of:
 - a) how the pandemic has affected their business, and
 - b) why they were unable to adequately adapt their business.
12. Once all applications have been received and reviewed, the percentage relief to be granted will be calculated based on the total net liability of all successful applicants. This amount will be set at a level to make the total value of relief awarded as near to the Government's allocation as possible.
13. Although generally there are no appeal rights in respect of discretionary reliefs, a review of an unsuccessful application will be considered if it is made in writing within 28 days of the original decision.