



Strategic Planning & Environment

Overview & Scrutiny

Agenda

TUESDAY 11 JANUARY 2022 AT 7.30 PM

Chamber

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 Beauchamp
Councillor Birnie (Chairman)
Councillor England
Councillor Harden
Councillor P Hearn
Councillor McDowell
Councillor Rogers

Councillor Silwal (Vice-Chairman)
Councillor Stevens
Councillor Taylor
Councillor Timmis
Councillor Wilkie
Councillor C Wyatt-Lowe

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

AGENDA

1. MINUTES (Pages 3 - 20)

To agree the minutes of the previous meetings, 24th November and 1st December.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. ACTION POINTS FROM LAST MEETING (Pages 21 - 22)

4. DECLARATIONS OF INTEREST

To receive any declarations of interest.

5. PUBLIC PARTICIPATION

**6. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN
RELATION TO CALL-IN**

7. **FIRE SAFETY POLICY** (Pages 23 - 36)
8. **DEVELOPER CONTRIBUTIONS** (Pages 37 - 50)
9. **WORK PROGRAMME** (Pages 51 - 53)

Public Document Pack Agenda Item 1

MINUTES

STRATEGIC PLANNING & ENVIRONMENT OVERVIEW & SCRUTINY

24 NOVEMBER 2021

Present:

Members:

Councillors: Beauchamp
Birnie (Chairman)
England
Harden
McDowell
Stevens
Taylor
Timmis
Wilkie
C Wyatt-Lowe

Officers:	Rebecca Connolly	Environmental Health Lead Officer (Food Health and Safety)
	James Doe	Assistant Director - Planning, Development and Regeneration
	Alex Robinson	
	Chris Taylor	Group Manager - Strategic Planning and Regeneration
	Emma Walker	Group Manager - Environmental and Community Protection
	Sara Whelan	Group Manager - Development Management and Planning

Also Attendance:

The meeting began at 7.30 pm

1 MINUTES

The minutes of the last meeting were approved.

2 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Silwal and Cllr Hearn

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 PUBLIC PARTICIPATION

There was no public participation.

5 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN

There were no matters subject to call in

6 HEMEL GARDEN COMMUNITIES

N Bateman provided a map showing the outline of the Hemel Garden Communities including wider routes shown with green arrows. The area hatched pink on the map was shown as the Hertford Innovation Quarter commercial area.

There has been a policy update with the Department for Transport's decarbonising plan and 2021 has seen a spatial vision presented that has been endorsed by the Council's cabinet and by Hertfordshire County Council, as well as it being noted by St Albans.

N Bateman explained that other work streams include the framework plan. This particular piece of work is looking at delivering a spatial plan and strategic infrastructure for the growth areas. Work on the transport plan is continuing at pace with a range of stakeholder and council engagement activities since May 2021.

The Council has received funding from the government and significant commitments of contributions from the 3 authorities. There has also been further work on communications of engagement as well as a draft strategy with branding and a website that should be delivered by February.

N Bateman showed a diagram showing the key workstreams. The spatial vision is the overarching document that influences all of the work that is done. The key workstreams include the transport plan, the framework plan, the infrastructure delivery plan and the transformation workstream. The transformation workstream will include some further evidence such as green infrastructure strategy and working alongside the Hemel Place team to make sure transformation is delivered together.

N Bateman explained that the transport plan runs to 2050 and it's key for informing the local plans. The transport plan will also set a vision, goal and aims as well as costed transport interventions with a phasing delivery plan. This includes an active travel network focusing on walking and cycling and delivering transport hubs or multi modal transport interchanges. They will be focused at local centres and key destinations. The idea is to create a network for the bus improvements.

Another big move, N Bateman noted, is the Hertford and Essex rapid transit system. This cuts across the town, starting at Hemel Hempstead railway station and working along the A414 corridor towards Harlow.

The future sees improvements to the bus network, behaviour change, low traffic neighbourhoods, changes to parking, freight and emerging technologies, such as

electric vehicle charging, e-scooters and e-bikes and whatever comes forward in the future. The framework plan is a concept spatial plan that sets out spatial and infrastructure framework requirements for the new growth areas and transformational requirements for the wider town. This will set out the scope of the strategic infrastructure that is needed to support the new integrated neighbourhoods with the new local centres, the commercial development, as part of Herts IQ, social infrastructure services and facilities and supporting active and sustainable travel infrastructure and much more.

The Hemel Garden Communities Programme has a governance structure that includes member engagement through the delivery board and it is through the councillor visioning group that meets regularly. This comprises 5 representatives from St Albans, 5 from Dacorum and 1 from the County Council. There are also engagement activities with members as the strategy develops. In addition, there is a webinar on 15th December to share specialist knowledge on sustainable transport. In addition, public engagement activity during February on the transport survey is expected.

Cllr Birnie asked what 40% of affordable homes means in real numbers.

N Bateman replied that HGC of the 11,500 homes that are planned to be built as part of future housing delivery (which includes 5,500 in St Albans), 40% overall will be affordable. NB will deliver more information about the mix and tenure when this is known.

Cllr Timmis spoke about the impact of future homes being built in Great Gaddesden on its residents with the number of homes proposed to increase from 600 to 6,000. PT also asked for more information on the proposed road linking the M1 to the area.

N Bateman explained that the Great Gaddesden parish was being consulted already. The proposed road is part of the framework plan and transport plan. The road is about delivering local links to the town and not about have orbital movement between the M1 and Leighton Buzzard Road. As part of the consultation on the road the Council has workshops taking place currently.

Cllr Beauchamp did not feel that e-scooters should be encouraged as part of the plan when they are not currently legal on the roads, unless they are part of a trial.

N Bateman said that all types of transport were being looked at because this plan goes up to 2050. The Council was looking at what infrastructure is required for e-scooters to have them in the borough.

Cllr England felt that with the borough being quite hilly e-scooters should be encouraged in the future, noting that it was important that pedestrians were protected from harm from e-scooters as well.

Cllr Birnie asked what form of transport the 'rapid transport' network was envisaged to be.

N Bateman confirmed that this was work being managed by the County Council and buses were the most likely option but this is currently at the consultation stage.

Cllr England asked for an update on the Nicky line extension.

N Bateman responded that one of the proposals was to make it more than a leisure route, but a feasibility study needed to be carried out first.

N Bateman stated that for private car use, the aim is to encourage local traffic, rather than establish rat runs by through traffic from outside of the borough. Bus gates and breaks in routes are being considered to help prevent this. The aim to reduce private car use also involves mobility hubs. Residents will still be able to have their own private cars, but the attitude to private car usage it is hoped will change in the next 20-30 years. Parking will still be catered for as part of the growth plans and parking standards will continue to apply to planning permissions. But walking and cycling will be encouraged as well as the reduction in the use of the private car. The parking strategy will be the next step in the transport plan and more detail will be presented to the Council . It is expected more will be known in the summer of 2022.

Cllr Birnie noted that the problem for much of the transport plan and the development generally is creating the necessary infrastructure and obtaining funding from sources other than S106 contributions.

N Bateman said that a costed approach for infrastructure was required and it needed to be implemented in a phased manner. An infrastructure study will be carried out that sets out all of the infrastructure requirements that are needed for the Garden Communities Programme. Other Garden Communities have secured large amounts of government funding towards infrastructure but it is important that the project does not wipe out all of the borough's access to other infrastructure funding.

Cllr Anderson spoke about the infrastructure that was needed to support the building plans across the county. The Herts/Essex rapid transport project is open to consultation at the moment. People will use the most convenient mode of transport.

Cllr Birnie supported the idea of an improved bus network but was pessimistic about establishing it because of commercial constraints.

Action

The County Council will present at a future meeting on the transport plan when greater detail is to hand.

The report was noted.

7 HEMEL HEMPSTEAD TOWN CENTRE STRATEGY AND DESIGN CODE FOR PARADISE, HEMEL HEMPSTEAD

S Whelan introduced the report and said that the Hemel Place Strategy is a piece of work aiming to link everything together that is happening around Hemel Hempstead, pulling together the existing strategies into one vision and one place. It is not merely a particular area of planning. S Whelan explained that Appendix 1 links all the visions that have gone through processes so the strategy is not starting from scratch. A key part of the Hemel Place Strategy is linking the Hemel Garden Communities, the Maylands business area, the town centre, the train station etc so it is all one Hemel Hempstead. That is the strategic approach.

S Whelan welcomed feedback on the strategy. The strategy needs careful consideration and lots of wider engagement, The KPMG report noted that Hemel Hempstead could suffer with more people working from home and more people not visiting the town centre leading to a reduction in footfall. So intervention is needed as part of the strategy to prevent this.

The report includes the place shaping approach for the Old Town, which has included a multi discipline team looking at the Old Town and its future. It is a place shaping approach. Some engagement has already taken place on this with the next community engagement in March 2022.

The Hemel Place board membership includes the private, public and third sector. The board will meet every 2 months and the first board meeting took place in November. This meeting included a session from Thinking Place, a consultancy that has been consulting key stakeholders and also reviewing Berkhamsted and Tring.

There was some criticism from members that the wording used by Thinking Place was meaningless.

S Whelan encouraged everyone to read this alongside the KPMG report which also contained the raw data and analysis.

S Whelan said that Theme 2 concerns treasuring the town as a hub for leisure and culture, whilst acknowledging that the arts and culture offer is poor and needs to improve. The Theme 3, 'Shrinking and linking', concerns understanding connectivity points.

Dacorum won a bid from the Department for Levelling Up to pilot Design Codes, resulting in a budget of £50,000 and the appointment of design consultants, Tibbles. The Design Code, as a planning tool, shows how an area could be developed,. Appendix 4 of this report gives some highlights. The final version of the Design Code is due at the end of November and an informal session will be provided for all at that point. Then it will go to scrutiny and cabinet for public consultation before the formal adoption of an SPD.

As a temporary safeguarding expedient, Permitted Development rights have been withdrawn from the town centre area and now planning permission will need to be obtained to convert commercial property into residential use.

Cllr Birnie expressed concern at the lack of back bench Members on the Hemel Place board.

S Whelan confirmed that the board membership included an independent chair, the leaders of the Council and the opposition, the CEO, the executive member from Herts County Council for growth and infrastructure, the Director of Growth from Herts County Council, the Director from the Herts Growth Board, the chairman of Herts LEP, a representative from the Herts CCG, West Herts College, Hemel Garden Communities, Hemel Hempstead Business ambassadors, the CEO of Community Action Dacorum, Homes England, the Department for Levelling Up, the Department for Work and Pensions, the Department of Business Energy and Industrial Strategy and a representative from the Dacorum Environmental Forum. St Albans will be in

the loop via the Hemel Garden Communities board. Large businesses have also been invited to participate.

Cllr Birnie welcomed the appointment of an independent chair, who is not only likely to bring forward fresh ideas but who is likely to be better able to manage the disparate views of the members from the many special interest areas represented.

Cllr England asked whether a night economy and concert venue was envisaged as part of the arts and culture theme.

S Whelan explained that the Levelling Up Fund bid to develop housing in the old market square with a cultural hub component was unsuccessful. The Council can apply again in April and if successful the square could be redeveloped to include an arts component, but a new concert venue would be unfeasibly expensive to build and maintain.

Cllr Birnie asked what type of cultural hub had been envisaged.

S Whelan replied that this had not been decided prior to the bid.

Cllr Stevens asked how this strategy was relevant to Berkhamstead or Tring.

S Whelan clarified that this strategy is about the whole of Dacorum, and not just Hemel Hempstead. A meeting is being organised with the Chamber of Commerce to discuss Tring and Berkhamsted's role in this.

Cllr Timmis queried what mitigation was taking place to combat climate change with the housing strategy and whether the new 11,000 houses would mean that there was less need to build on other greenbelt in the borough. AR confirmed that the most recent version of the Local plan was presented in November last year which included comments and officers are reflecting on these comments.

Cllr Birnie was disappointed that the Boxmoor Trust, a major benefactor in the area and responsible for preserving the moors in the centre of Hemel Hempstead for centuries has not been considered at all in this report.

Action:

S Whelan to circulate the list of Hemel Place board members.

Meeting to take place with the Chamber of Commerce.

S Whelan to consider consulting the Boxmoor Trust on the strategy.

The report was noted.

8 ECONOMIC DEVELOPMENT UPDATE

C Taylor reviewed the work of the Economic Development team over the last 18-24 months and reported that COVID has put a strain on the local economy. The first year of the pandemic saw the team in 'grant payment mode' following a telephone

survey of 700-800 of the borough's local businesses. During the first 12 months of the pandemic the team also looked at supporting specifically the retail sector. Resultant grant schemes were Welcome Back funding and Return to the High Street funding.

DBC's 2 business centres remained open throughout the pandemic and apart from the first 2 months they were fully staffed. The Council continued to charge rent for the centres, so we felt it was important that we were staffing on site and supporting the businesses and having that focal point for the business community. 2 retail projects took place (1) to support people returning to high streets in as safe a way as possible and (2) around promotion and events.

Throughout the pandemic communication was key, around what funding and grants were available. The recovery board opened in March 2021 to identify the priorities for the economy in the area and to formulate a recovery plan for the economy which will be delivered over the short, medium and long term. The Council is in the process of finalising action plans to support that plan and this will move into the delivery phase from 1st January. This involves such partners as the college, the university, the LEP and the chambers of commerce.

The filming sector has mushroomed over the last 6 months. The Council now has a dedicated officer as a single point of contact for the filming locations. DBC is also working with the college and the Elstree Screen Academy to make sure young people can access relevant training and be able to cross over into work experience and access to the filming that is going on. This is part of a wider Hertfordshire piece of work and will hopefully successfully promote Hertfordshire as the Hollywood of the UK.

C Taylor explained that the Council was piloting a project to get social value from Section 106 Agreements which will be a formulaic approach where a certain number of houses or square footage of space equals a number of hours of social value, or social value training. It will oblige the developers to come forward with a skills strategy.

The Council has continued to attract investments from other areas into Dacorum in the last 18 months and the data attached to the report demonstrates that the Council is holding its own financially mainly because the diversity of our economy is one of our strengths.

Cllr Birnie welcomed the report and asked whether a film strategy had been developed.

C Taylor confirmed that filming protocols were already available.

Cllr Taylor queried what support there was for people who wanted to become self-employed following the pandemic. CT explained the partnership with the Herts Growth Hub had been increased with many referrals to them. There is an action plan around skills too as a theme of the recovery. A part-time officer has been appointed as a skills officer as well to help with this. The Council are working with the college and other skills partners preparing the action plan which focuses on self-employment and upskilling.

Cllr Taylor asked if 'Dacorum look no further' is still in place.

C Taylor confirmed it was but it had lost focus with the Garden Communities taking prominence in branding at the moment. CT added there needs to be alignment across all the areas to focus on the One Dacorum brand.

Cllr Stevens explained, looking specifically about filming, that a farm had diversified to provide storage for film makers' equipment and props. Cllr Stevens also added that an issue affecting the economy and housing is raising the level of wages in Dacorum to compete with the salaries of London commuters.

Cllr Birnie asked where the flexi desks referred to in the report were located.

C Taylor confirmed that the flexi desks were the in the Maylands Business Centre.

Cllr Birnie suggested that these should be established in other areas of the Borough.

C Taylor explained that a bid will hopefully be made to the Transforming Towns funding, which is a pot of money that Hertfordshire LEP hold. This would be focussed on the town centre enhance employment opportunities and would include flexible desks for freelancers and entrepreneurs to have virtual business premises and a business starting place, in a co-working environment.

Cllr Wilkie noted that 780 businesses were questioned about how they survived the pandemic and asked whether these businesses would be revisited to ask this again.

C Taylor explained this was taken from the KPMG report which was done after the pandemic but the Council would like to revisit this data. Some projects are being funded by the ARG fund and will go to the recovery board on 8th December.

Cllr Birnie reminded Members that C Taylor was retiring and paid tribute to all of her excellent hard work over many years. The committee applauded this encomium.

Action

C Taylor will resend the filming protocols to all Members.

The report will be amended to say 'West Herts College campus, in Dacorum'.
On page 18 a figure needs to be added in the discussion about the increase of office space.

C Taylor to review the amount of square km of AONB that there is in the borough and update the report if the figure already in there is incorrect.
The reference to the M10 in the report is to be deleted.

The report was noted.

9 ENVIRONMENTAL AND COMMUNITY PROTECTION ENFORCEMENT POLICY

E Walker presented the updated policy, stating that enforcement policy is delivered through letters and notices that are sent to businesses or individuals regarding regulatory function. The enforcement officer informs people how they can expect to

be treated throughout interactions with regulatory officers. Although the vast majority of interventions from within the department result in no enforcement action there is still an unfortunate minority where enforcement action needs to be taken. Enforcement action has safeguards built into it like procedures and rights to fair trials and investigations taken in compliance with criminal evidence when individuals are being questioned.

Cllr Birnie noted the absence of an explanation of the acronym “PAP” in the report.

E Walker explained that PAP meant the Primary Authority Principle, which is where a business would have a link with a particular local authority that they could rely upon for regulatory advice. For example, Tesco has a partnership with Luton Borough Council.

Cllr England asked about enforcement in The Marlowes.

E Walker stated that all enforcement officers (including those in the town centre) have to comply strictly with enforcement policy.

Cllr Beauchamp asked about ‘dark kitchens’ in the borough, i.e. kitchens that operate out of town under the name of a well-known restaurant within the town as a cheap alternative to having a second restaurant and providing only takeaway food.

E Walker was not aware of any such dark kitchens, but people who cook in their own home and sell their food at markets are regulated at home. In this regard the team regularly visit all markets and events in the borough. Market stalls can be enforced in several ways. A home inspection may be made where the bulk of the activity is carried out. Or if the retailer lives in, say, Chesham and comes to a market stall in Dacorum, the Council would liaise with Chiltern District Council to find out regulatory information about those individuals. Alternatively the Council could be contacted by Chiltern District Council to get officers to investigate a particular premises whilst it is operating to collect samples to get a food hygiene rating.

The report was noted.

10 **FOOD SERVICE PLAN**

R Connolly introduced the report and detailed the inspection framework which complies with the statutory requirements of the Food Standards Agency (FSA). The Council was behind with its inspections of food providers as members of staff had been redeployed to other functions related to the COVID 19 pandemic. RC presented a food service recovery plan designed to rectify this and to get inspections back on track. The FSA has given appropriate and specific timelines to ensure the Council is enabling the people of Dacorum have an informed choice about where they eat and ensuring establishments are complying with legislation. The timelines span from September 2021 to 2024.

Normally, local authorities participate in national and local sampling programmes. Working with the UKHSA they will decide on specific sampling areas to see if risks emerge. The Council has not been able to participate in this due to its lack of resources.

Cllr Beauchamp queried whether there was still an impact of leaving the EU on workload and resources.

R Connolly confirmed that this was still the case. The impact of leaving the EU is still yet to be realised in full. It is thought there could be more requirements for export health certificates in the future as a result of Brexit.

R Connolly stated that the Council had not met its statutory objectives during the pandemic which was why the food service recovery plan was put in place. The Council was confident that with its current resources and the use of consultants, where required, they would be able to clear the backlog of missed inspections.

Cllr Birnie expressed doubts about the timeline for the recovery plan and asked how long inspections took and whether this depends on if the business is compliant or not.

R Connolly replied that a fully compliant business' inspection could take 1 hour, but it could take up to 4 hours where problems became manifest.

Cllr Timmis asked if food banks were inspected.

R Connolly confirmed that food banks are inspected under the same regime as other food businesses.

Cllr Birnie commented that;

- There are a number of typographical and grammatical errors in the report which should be amended.
- A full report on statutory food functions is not required at each meeting in future. The important update for the future is to focus on any changes to the statutory position.
- Future reports should also include more numeric data e.g. average inspection times, which will help to elucidate why more resource is needed to fulfill the department's duties in a timely manner.

- In the light of security issues elsewhere in the government realm, if the names and pictures of staff are not already on the website, then they should be removed from the appendix of the report to protect identities before the report was published.

The report was noted

11 WORK PROGRAMME

Cllr England asked for Air Quality to be added to the programme.

Cllr Birnie agreed to do so, but reminded Members that we still awaited technical amendment by DEFRA of the raw figures from our street monitors, so the item could not yet be scheduled.

The Meeting ended at 10.30 pm

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MINUTES

STRATEGIC PLANNING & ENVIRONMENT OVERVIEW & SCRUTINY

1 DECEMBER 2021

Present:

Members:

Councillors: Beauchamp
Birnie (Chairman)
England
Harden
P Hearn
Stevens
Taylor
C Wyatt-Lowe

Officers:	Clare Dempsey	Accountant
	Richard LeBrun	Assistant Director Neighbourhood Delivery
	James Doe	Assistant Director - Planning, Development and Regeneration
	Chris Taylor	Group Manager - Strategic Planning and Regeneration
	Craig Thorpe	Group Manager - Environmental Services

Also Attendance:

The meeting began at 8.00 pm

1 **MINUTES**

There were no minutes to be approved

2 **APOLOGIES FOR ABSENCE**

Apologies were received from

Cllr Silwal
Cllr Timmis
Cllr Wilkie
Cllr McDowell
Cllr Rogers

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 PUBLIC PARTICIPATION

There was no public participation.

5 CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN

None

6 ACTION POINTS FROM THE PREVIOUS MEETING

There were no action points to discuss.

7 BUDGET PREPARATIONS 22/23

Neighbourhood Delivery

R LeBrun introduced himself as the assistant director of Neighbourhood Delivery looking at (1) proposed savings, (2) proposed resources and (3) new and amended capital bids.

In terms of savings:

1. the clean safe green incremental saving of £40,000 in 2022/23 which is due to the amount of newly recruited staff commencing at the bottom of the pay structure and other officers being capped due to driving/skills.
2. the Waste Transfer Site HRA Recharge saving of an estimated £20,000 in 2022/23 where the housing and cleaning team pick up rubbish and discharge it at the depot and we can recharge for that waste.

In terms of growth:

1. Waste operations – additional rounds cost of £200,000 for 2022/23. Route optimisation was last carried out in 2014. More rounds need to be added.
2. The waste transformation programme - £85,000 for 2022/23. This will look at work around depot services. RLB explained an audit had been carried out in 2018 to identify ways of making waste operations more efficient. The transformation programme resulting from this audit will also feed into the local plan.
3. Waste project officer position - £20,000 for 2022/23. RLB noted the importance of education to tackle climate change with this position as it is implementing the waste transformation programme.
4. £95,000 for vehicles around Poppy Field Cemetery, retrofitting pest control vans to make them multipurpose and adding a vehicle to the fleet for maintaining play areas.

5. Play area investment of £250,000 in 2022/23 and £250,000 in 2023/24. This is money to replace play areas across Dacorum Borough Council. Specifically looking at the skate park. Part of this is the responsibility of Dacorum Borough Council and part is the responsibility of Tring Council and the costs will be split accordingly. It was confirmed that this investment did not relate to the play areas that were upgraded 5 years ago.
6. Waste services IT upgrade - £80,000 for 2022/23. This is linked to the transformation programme.
7. Gadebridge Park walled gardens pathway improvements - £30,000 in 2022/23.
8. Litter bin improvement programme of £40,000 in 2022/23 and £35,000 in 2023/24 – this is a replacement of the basket type bins across the borough to replace them for better capacity bins with a greater lifespan.
9. Sports pitch upgrades of £35,000 in 2022/23 to install new goal posts on adult and junior sports pitches across the borough. In the event that the Football Association can provide external funding, they will do so in the first instance.
10. Waste transfer site upgrade works of £400,000 in 2022/23 to bring the Cupid Green depot up to standards, as required by a recent Environment Agency audit. It is a statutory requirement to provide this service so this expense is necessary.
11. Implementing a health and safety database system - £40,000 in 2022/23. Currently health and safety information is held on different systems depending on the department/team involved. This is about implementing 1 health and safety database across the borough. This will allow data to be reviewed to see patterns and build training according to results.

Q&A

Cllr England asked whether there would be more bins provided as a result of the PSPO pilot.

R LeBrun replied that the borough will gauge whether new bins are needed. However people also need to be educated to take their rubbish home with them.

It was confirmed that the diversity and inclusion officer is part of the community and partnerships team and does not report to this committee.

Cllr Wyatt-Lowe queried what was being done to combat and mitigate against climate change.

R LeBrun confirmed a report on climate change went to cabinet last week which set out the cost of the action that is needed. Government guidance and a framework is needed on this. RLB confirmed a biodiversity strategy is being looked at as well.

C Thorpe confirmed to Cllr Wyatt-Lowe that the borough owns approximately 100 vehicles and 50 of these relate to waste. The borough no longer leases vehicles and owns these outright. It may be that vehicles are leased in the short term in the future before moving towards an electric fleet.

It was confirmed that the Dacorum Emergency Night Shelter's (DENS) costs are £2.5 million, but this is not part of this committee's remit.

Action:

- R LeBrun to distribute a list of all the play areas that will be replaced.
- Cllr Birnie requested additional information including percentages of total budget to be included in tables in future OSC meetings.
- R LeBrun to confirm which litter bins are to be replaced.

Planning and Development: Place and Enterprise

J Doe introduced himself and explained there were the following savings proposals:

1. Raising charges for non-statutory planning services of £18,000 over 2 years.
2. An enhancement of planning performance agreement charges with developers before a planning application to raise £27,000 over 3 years.

In terms of growth, the vast majority of this is one off funding from reserves:

1. An employment skills officer on a 2-year half time post, which is £26,000.
2. A filming development officer is a 2-year post but is cost neutral. This will be funded from the income we bring in from location filming. Income from filming which is earned when DBC's assets and services (e.g. catering and parking for the filming as well) are used. This officer will deal with the coordination of providing these assets and services to film companies. A filming protocol is being finalised currently for this area as is a crew and services database. The pricing strategy for this area has been carefully considered.
3. Topping up the local plan budget for 2022/23 of £220,000.
4. There is a bid for a further planning enforcement officer for 1 year of £34,000 to deal with the current increase of work in enforcement.
5. A planning officer appointment for 1 year of £39,000, the cost of which is split between the general fund and the housing revenue account.

6. £56,000 (£14,000 each year for 4 years 2022-2026) for the contribution through to the housing delivery and partnerships officer to support the new build programme
7. £51,000 from 2024/25 for an urban design officer, which is an area of importance within the planning and development field particularly in the light of the planning bill. There is likely to be mandatory use of design codes. It is to be seen whether the current temporary officer will be made permanent.

J Doe explained that there was a savings proposal over 3 years of £45,000 with £9,000 in 2022, £16,000 in 2023/24 and £20,000 in 2024/25 through increasing charges around non-statutory services for example with a premium service to get a planning application validated and providing information to developers on site histories and development restraints.

J Doe said that a figure of £105,000 was projected as PPA income for major sites in 2022/23. JD envisages that this will increase as they are liked by big developers to give more certainty and a timescale for their large applications. As a result of such contributions, reserve funding nets out at zero as follows:

- £319,000 in 2022/23 – a significant amount is required here to deal with the bulge of work looking at revisions to the local plan, which requires an additional employment skills officer, a planning enforcement officer and a further planning officer.
- £(213,000) in 2023/24
- £24,000 in 2024/25
- £(130,000) in 2025/26

There is a statutory requirement to determine applications and it's not always realistic for major applications to hit the 13 week target which is why PPAs are attractive to major developers. The agreed date in the PPA also gives an agreed end date by which the government will monitor the borough's performance.

The assumption is over the 3 years the combination of PPA income, plus an assumption on a steady rise in standard planning fees will deliver that figure of £570,000 (£350,000 2022,23, -£70,000 2023/24, £290,000 2024/25).

J Doe confirmed that the borough has been provided with a grant to develop and model a design code and is using the Paradise Industrial area to do this. The design code is a niche area requiring new expertise that is hard to find across the entire country. It is a skillset beyond required by the routine planning officer and the local plan. As a piloting borough Cllr Anderson confirmed that the borough can be a pioneer in this area and could in the future consider selling its services to other borough. Work so far in the Paradise Industrial area has shown the importance of community engagement with the design code.

J Doe confirmed that the new planning bill is awaited and there will be a member briefing on this once more details are known.

Q&A

Cllr Birnie queried what the delay had been with Durrants Lane. CHT confirmed that the specification is being put together with external advice determining what can and cannot be done on site. Estates are helping from a licensing perspective.

C Taylor noted a lot of work has been put on the backburner as it wasn't critical but it is a project that is gaining traction again and it will come in this financial year.

Cllr Harden queried whether it was possible to enhance the green space at Two Waters further. JD confirmed that the masterplan from 2016 would be the starting point when this is revisited.

Cllr Birnie queried how investment for residential housing in the town centre would be financed. CHT confirmed this could be done through further borrowing. CHT explained that with the HRA account there is £300 million of debt which consists of 20 individual loans over different time periods on fixed rates. Now is a good time to borrow, as interest rates are low and there is no longer a HRA borrowing cap. CHT pointed to a graph showing the repayment of the HRA borrowing. The amount of repayments grows each year. The business plan shows the full amount being repaid in 38 years.

C Taylor was asked what the minimum level of reserves is and explained this is a judgement call and the expectation is there is a working balance of 5-15% in reserves which represents £1.5-2.5 million in the borough. The adequacy of the reserves is reviewed quarterly and reported on annually.

When asked about negative RSG, C Taylor explained that this occurs when the government assesses the need of an authority against the revenue they take in by way of taxes. If this is a negative figure the government can ask for the difference to be paid to the Treasury. Dacorum Borough Council is one of the boroughs that could be impacted by this. However the government is yet to implement this policy so it is not an immediate risk at the moment.

8

WORK PROGRAMME

Air quality is to be added to the Work Programme, noting that revised figures from DEFRA are needed before this can be scheduled.

Action:

Air quality is to be added to the Work Programme.

The Meeting ended at 10.20 pm

SPA E OSC

Actions arising – 24TH November

Date of meeting	Action point	Responsible for action	Date action completed	Update on action point
<u>24th November</u>	The County Council will present at a future meeting on the transport plan when greater detail is to hand.	unknown		
24 th November	S Whelan to circulate the list of Hemel Place board members.	S Whelan		Asked Sara for update
<u>24th November</u>	S Whelan to consider consulting the Boxmoor Trust on the strategy.	S Whelan		Asked Sara for update
<u>24th November</u>	C Taylor will resend the filming protocols to all Members.	C Taylor	<u>10th December</u>	LF sent to members
<u>24th November</u>	The report will be amended to say 'West Herts College campus, in Dacorum'. On page 18 a figure needs to be added in the discussion about the increase of office space.	C Taylor		Asked Sara for update
<u>24th November</u>	C Taylor to review the amount of square km of AONB that there is in the borough and update the report if the figure already in there is incorrect. The reference to the M10 in the report is to be deleted.	C Taylor		Asked Sara for update
<u>01st December</u>	R LeBrun to distribute a list of all the play areas that will be	R LeBrun	<u>15th December</u>	LF sent to Members

	replaced.			
<u>01st</u> <u>December</u>	R LeBrun to confirm which litter bins are to be replaced.	R LeBrun	<u>24th</u> <u>December</u>	LF sent to Members



Agenda item: H&S policy

Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	11 January 2022
Part:	1
If Part II, reason:	

Title of report:	Events Policy
Contact:	Julie Banks, Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Russell Ham, Team Leader, Corporate Health, Safety and Resilience Emma Walker, Group Manager, Environmental and Community Protection Richard LeBrun, Assistant Director, Neighbourhood Delivery
Purpose of report:	To provide Members with an overview of the Fire Policy that will be put in place for staff and managers to follow. To gain the formal approval of Overview and Scrutiny.
Recommendations	That Overview and Scrutiny consider and formally approve the policy.
Corporate objectives:	To comply with current Regulatory Reform Fire Safety Order 2005, and Implement Corporate Best Practice across Dacorum Borough Council service areas.
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> Complying with the Regulatory Reform Fire Safety Order 2005, Health and Safety at Work etc. Act 1974 and relevant regulations supports the Council in compliance and providing the safe management of DBC staffed properties.
Risk implications	None.

Equality Impact Assessment	Equality Impact Assessment is not required as the policies follow H&S legislation.
Health and safety Implications	None.
Consultees:	Relevant managers and staff involved in managing properties have been consulted. The Fire policy was also consulted with attendees of the December 2019 Health Safety and Resilience Committee. Following the Committee the Policy was approved by CMT.
Background papers:	1. Fire Policy
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	<p>A Fire Policy to provide Corporate direction and guidance for managers and staff was requested during consultation in the Health and Safety Committee.</p> <p>Following the Health and Safety a Fire Policy was drafted by Dacorum Borough Council.</p> <p>The drafted Fire Policy was then consulted with staff and formally approved through the Health, Safety and Resilience Committee and later the Corporate Management Team.</p>
Glossary of acronyms and any other abbreviations used in this report:	RRO – Regulatory Reform Fire Safety Order 2005

1. Background

- 1.1 Dacorum Borough Council uses Safety Policies to ensure a corporate approach is taken across all services and to guide and instruct DBC management and staff on how to comply with relevant Legislation.
- 1.2 The Corporate Health, Safety and Resilience Team have provided a range of Policy documents.
- 1.3 If you own, manage or operate a business, you need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order". It applies across England and Wales and came into force on 1 October 2006.

2. Fire Policy

- 2.1 This is an internal staff policy that sets out the key principles by which DBC management and staff will share a common and corporate approach to fire management of DBC staffed properties, and the required risk management. This shares the same approach as health and safety risk assessments. It's mandatory to carry out a detailed assessment identifying the risks and hazards in a commercial premises. By law, if you are responsible for the premises, you need

to make sure that a Fire Risk Assessment has been completed by a competent person.

2.2 The main fire legislation in the UK is The Regulatory Reform (Fire Safety) Order 2005. The Order places duties on 'responsible persons', to the extent which they have control, over premises and activities to carry out risk assessments to identify, manage and reduce the risk of fire. The Responsible Person has been identified as the Chief Executive.

2.3 Competent Persons will have specific duties given to them by the Responsible Person. In all cases the Responsible Person will ensure that any appointed competent person is sufficiently trained, experienced and knowledgeable to undertake such assigned duties to assist them in the application of proper preventative and protective measures. In the example of the Forum, Mitie are the 'appointed person' to complete the fire safety arrangements.

2.4 The purpose of this policy is to outline the arrangements for Fire Safety, to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. It will ensure that responsibilities are defined at all levels.

2.5 The information within this policy supports the Corporate Health and Safety Policy and aligns the management of risk to operational managers. This policy sets out the importance of appointing persons, together with specific roles and responsibilities.

2.6 The properties this policy will be relevant to include:

- The Forum
- Cupid Green Depot
- Old Town Hall
- Tring Cemetery
- Kings Hill Cemetery
- Heath Lane Cemetery
- Woodwell Cemetery
- Maylands Business Centre



Policy

Fire Policy

Author	Corporate Health, Safety and Resilience		
Version no.	1.0	Date of publication	TBC
		Review date	TBC
Updates: <ul style="list-style-type: none">• New Document			
Associated documents: <ul style="list-style-type: none">• Dacorum Fire Log Book			

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1.0 Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RRO) together with the Management of Health and Safety at Work Regulations 1999, and other associated fire safety legislation, impose duties on all employers in respect of fire safety at work. These duties extend to the Council, its employees and other persons who may be affected by the Council's work activities. As the employer, the Council has formulated a Fire Safety Policy to include these duties.

2.0 Key Principles

This Fire Safety Policy aims to ensure that if possible, outbreaks of fire do not occur and that if they do, they are rapidly detected and appropriate emergency procedures implemented to preserve life and assets. This Policy describes the objectives and responsibilities for Fire Safety within the Council. It covers all relevant people.

This Policy also aims to document the management of fire safety. Post-incident response and evaluation are essential for an effective fire prevention. It is also important that we learn lessons from fire incidents and from incidents when the alarm systems have been activated. Effective incident investigation and review of risk assessments will help prevent further incidents. It is vital to the effectiveness of the Policy that the document is available to all staff; they understand its contents and are aware of their role in ensuring a fire safe environment. In general, this Fire Safety Policy requires:

- The undertaking of a 'Fire Risk Assessment' for council owned premises.
- Storing hazardous substances safely.
- Satisfactory precautions and procedures relating to evacuation and means of escape from fire.
- Effective means of detecting fire and raising the alarm.
- Provision of fire-fighting equipment.
- Suitable arrangements for maintaining and testing fire safety equipment and facilities.
- Information, instruction and training in fire safety.

3. Definitions

Responsible Person

Contained within the RRO is reference to a 'responsible person', "*responsible person*" means—
(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;
(b) in relation to any premises not falling within paragraph (a)—
(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

The 'responsible person' within the Council is the Chief Executive.

Competent Persons

Competent Persons will have specific duties given to them by the Responsible Person (Legislative). In all cases the Responsible Person (Legislative) will ensure that any appointed competent person is sufficiently trained, experienced and knowledgeable to undertake such assigned duties to assist them in the application of proper preventative and protective measures.

Site Log Book

Fire Safety Policy and a folder present (or online) at every premises of the Council containing records on completion of statutory checks, fire safety guidance and contractor signing in registers.

4. Roles and Responsibilities

4.1 The Council

The Council (corporate body), as the employer is ultimately responsible in law for:

- (a) The fire safety of Council's employees whilst at work.
- (b) The conduct of the Council's undertakings, to ensure the fire safety of the public, and other persons not in their employment.

To meet these responsibilities the Council will ensure that:

- There is an effective overall Policy (this document) for the fire safety of employees and other persons who may be affected by the Council's undertaking and that adequate funds are available to meet fire safety requirements.
- Any necessary changes are made to the Council's Fire Safety Policy and review.
- The Council is organised and has sufficient numbers of competent staff to meet its responsibility for fire safety.

4.2 The Chief Executive

As the Responsible Person for fire safety within the Council as defined in the Regulatory Reform (Fire Safety) Order 2005 this person is responsible for:

- Ensuring organisational compliance with the Regulatory Reform (Fire Safety) Order 2005 in relation to premises under their control.
- Ensuring a Fire Safety Management structure exists within the Council.
- Ensuring audit arrangements exist to oversee fire safety compliance.
- Ensuring the provision of appropriate resources to support fire safety management arrangements.
- In line with article 22 of the RRO *'Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—*
 - *(a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order;*

- *(b)(taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and*
- *(c) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.*
- *(2) Where two or more responsible persons share premises (whether on a temporary or a permanent basis) where an explosive atmosphere may occur, the responsible person who has overall responsibility for the premises must co-ordinate the implementation of all the measures required by this Part to be taken to protect relevant persons from any risk from the explosive atmosphere.'*

Any third party who has to any extent control over a part or whole of a premises will be the Responsible Person for those premises or relevant part regardless of whether the Council owns, are sub-letting, leasing or in any other way handing over control of the premises to the third party, as set out in the lease agreement.

4.3 The Corporate Director (Finance and Operations) and the Corporate Management Team (CMT)

Will provide leadership on focusing on real fire related issues and ensuring the organisation manages its significant risks. Take board level responsibility for the Council's compliance with the RRO including:

- Provide strategic direction and oversight of corporate strategies and policies relating to fire precautions
- Ensure that robust fire safety management systems, arrangements and organisation exist in each service.
- Support the Chief Executive in meeting their safety responsibilities for the Council as a whole.
- Ensure that there is an appropriate and resourced response to fire safety arrangements including fire risk assessments.

4.4 Group Manager

Is responsible for:

- Implementation of the policy in their service area.
- Ensure the responsibilities of the appointed person is carried out.

4.5 Team Leader (Lead Officers, Supervisors and others that manage staff)

Is responsible for:

- Implementing the policy in their areas of activity and to ensure that the work under their jurisdiction is undertaken with due regard to the health and safety of staff involved
- Ensuring associated maintenance and testing responsibilities are undertaken in line with statutory requirements.
- Ensure local inductions, refresher training and completion of the e-learning fire training

4.6 Corporate Health, Safety & Resilience Team

Is responsible for:

- Carry out safety audit at appropriate intervals, dependant on the risk posed by the work or working environment as approved by the SLT.
- Ensuring the monitoring of compliance with the requirements of this Policy, e.g. the completion of Fire Risk Assessment and associated actions.
- Maintain the recording of all fire related incidents.

4.7 Appointed Persons (Local)

These persons or organisations can be internal or external to the Council workforce and manage external facilities such as Old Town Hall, Cupid Green Depot. They are responsible for:

- **Site Log Book:** To ensure the Site Log Book is clearly available to contractors and staff on site. As the Appointed Person (Local) you must ensure that the records within are completed and available for inspection as required.
- **Fire Alarms:** Shall be tested on a weekly basis, with tests logged in the Site Log Book.
- **Fire Evacuation Drills:** Must be carried out at least every six months, and recorded in the Site Log Book.
- **Emergency Lighting:** To be tested by a competent person/contractor and recorded in Site Log Book. Please note that some newer or refurbished premises may have an automatic testing system which requires inspection of the control panel.
- **Fire Wardens:** Ensure that sufficient trained Fire Wardens are appointed. Those nominated as Fire Wardens should be communicated to building users and have undergone Fire Warden Training.
- **Fire Safety Inspection:** As the Appointed Person you should perform monthly Inspections to identify fire safety hazards and to take action to rectify any found. Actions from these inspections should be dealt with locally and any significant concerns reported to the Corporate Health, Safety and Resilience Team.
- Ensuring the provision of fire-fighting equipment within premises of the Council.
- Completion of a fire evacuation plan.

4.8 Employees

Are responsible for:

- Ensuring co-operation with managers/supervisors on matters of fire safety compliance.
- Ensuring they do not misuse or interfere with any equipment provided for their health and safety.
- Ensuring fire related incidents are reported in line with corporate health and safety reporting arrangements.
- Reporting any obvious defector short comings in fire safety provision arrangements or procedures.
- Ensuring completion of mandatory training in relation to fire safety, local induction training or specific roles in relation to fire safety.

- Ensuring the safety of any visitors that they might have and for informing them of the required actions in the event of emergency. This responsibility also extends to evacuating them from site in the event of an emergency.
- Ensuring appropriate response and conduct when required to evacuate any council premises under fire drill or fire incident conditions.

5. Arrangements for carrying out this Policy

The Council recognises its obligations under the Regulatory Reform (Fire Safety) Order 2005 and implements the following practical arrangements in order to meet these obligations.

5.1 Fire Risk Assessments

Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions they need to take to comply with the requirements prohibitions imposed on them by or under this Order.

Enforcing Authority

The local authority Fire and Rescue Officers have a duty to enforce the Regulatory Reform (Fire Safety) Order. They have various rights, including the right to enter and inspect the premises, to make enquiries, to request the production of information, records and documents and to take samples.

Group Manager

Is responsible for:

- Ensuring a competent fire risk assessor is appointed to deliver fire risk assessments for the Councils' premises. The fire risk assessment must encompass all aspects of premises fire safety.
- Ensuring the requirement for a fire risk assessment is communicated to all 'occupied' buildings
- Ensuring an additional fire risk assessment is undertaken if there is any change in the Circumstances of the workplace, including but not limited to:
 - A modification or extension which is likely to affect the means of escape, fire risk/hazard and associated fire precautions.
 - A significant number of employees increases, decreases, or otherwise provides a material change
 - There is some reason to suppose the original assessment is out of date, e.g. with regard to regulation.
 - Ensuring the Fire Risk Assessor clearly identifies who is to action any required tasks and within what specified timescales.
 - Ensuring any tasks to be actioned are communicated to those responsible for rectification.
 - Ensuring any Fire Risk Assessment actions allocated to you are undertaken or mitigated in an appropriate manner and that the Fire Risk Assessment action plan is updated to identify the actions taken.

- Ensuring the Fire Risk Assessment and related action plan is made accessible to all competent persons and those required to action.

Appointed competent Persons

Are responsible for:

- Ensuring any Fire Risk Assessment actions allocated to them are undertaken or mitigated in an appropriate manner and that the Fire Risk Assessment action plan is updated to identify the actions taken.

Corporate Health, Safety & Resilience Team

Is responsible for:

- Ensuring that non-compliance in relation to Fire Risk Assessment completion is reported to the Council's Health, safety and resilience committee.

5.2 Fire Precautions

The Council will implement fire preventative measures, and will make and give effect to such fire safety arrangements as are appropriate, having regard to the size of the undertaking and the nature of activities. These fire safety arrangements are more specifically referred to in the following sections.

5.3 Flammable Substances

Where flammable substances are present in or on Council premises, the Council will ensure that the risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable. The Council will so far as is reasonably practicable, replace a dangerous substance (or the use of a dangerous substance), with a substance or process which either eliminates or reduces the risk to relevant persons. The Council will arrange for the safe handling, storage & transport of flammable substances & waste containing flammable substances.

5.4 Fire Detection & Fire Fighting

Where appropriate premises will be equipped with fire detectors, alarms & appropriate fire-fighting equipment. Means will be provided for fire-fighting in Council premises & competent persons (fire wardens) nominated to implement those measures. Competent people will ensure that the number of such persons, their training & the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned.

5.5 Emergency Routes & Exits

Emergency exits from premises & the exits themselves will be kept clear at all times.

Emergency routes & exits will lead as directly as possible to a place of safety. The number, distribution & dimensions of emergency routes & exits will be adequate having regard to the use, equipment & dimensions of the premises and the maximum number of persons who may be present there at any one time.

Emergency doors will not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency. Emergency routes and exits will be indicated by signs. Emergency routes and exits requiring illumination will be provided with emergency lighting of adequate intensity in case of failure of normal lighting.

5.6 Procedures for Serious & Imminent Danger

Competent persons will establish & where necessary, implement appropriate procedures, including fire drills, to be followed in the event of serious and imminent danger to relevant persons. The Council will ensure that persons will be prevented from resuming work in any situation where there is still a serious and imminent danger. The Council will nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of persons from premises. The competent persons nominated to implement procedures for the evacuation of persons from premises will have complete authority with respect to and during this evacuation.

5.7 Maintenance

The Council will ensure that its premises and any facilities, equipment and devices provided in respect of the premises are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair. Where the premises form part of a building, the Council will make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of the above paragraph are met.

5.8 Safety Assistance

The Council will appoint competent persons to assist in undertaking the preventative and protective measures. The Council will ensure that the persons appointed have adequate time available and the means at their disposal to fulfil their functions.

5.9 Provision of Information to Employees

The Council will provide all employees with comprehensible and relevant fire safety information on:

- The risks to them identified by the risk assessments
- The preventative & protective measures
- The procedures to be followed in the event of serious and imminent danger
- The identities of the appointed fire wardens.

5.10 Training

The Council will ensure that all employees are provided with adequate fire safety training:

- At the time when they are first employed.
- Periodically repeated thereafter as the date set by the risk assessment.

The training will include suitable & sufficient instruction and training on the precautions and actions to be taken by employees in order to safeguard themselves & other relevant persons on the premises. The training will be provided in a manner appropriate to the risks identified by the fire risk assessments. Specific fire safety training will be provided at regular intervals to the

Council's appointed fire wardens and evacuation chair nominated people. Particular attention is to be paid to young and inexperienced employees to ensure that they are properly supervised.

5.11 Fire Evacuation Personal Emergency Evacuation Plans (PEEPS)

Line Managers are responsible for:

- Ensuring Personal Emergency Evacuation Plans (PEEP) are provided for staff where assisted emergency evacuation is required.
- Ensuring those assigned responsibilities for assisting persons to which a PEEP applies are aware and receive appropriate training in the use of equipment required for evacuation e.g. Evac Chair training.
- Ensuring Fire Wardens for the building area are aware of the presence and content of the PEEP and for whom it is provided.

5.12 Hot Works

Hot works involve the undertaking of works by contractors which may involve a naked flame or hot welding. This is common for works involving:

- Flat roof felts works or other coverings – bitumen/tar boilers.
- Plumbing – welding of copper pipes – blowlamps/blowtorches.
- Grinding wheels and cutting discs.

'Hot Work Procedure' to which proposed works will comply. They are responsible for ensuring all contractor hot works are undertaken are planned and controlled. Responsible Persons (Local) are responsible for ensuring that contractors are to undertake hot work are planned and controlled. They must not permit a contractor to undertake hot work in or outside of their building without seeking the approval of the Team Leader in the first instance.

5.13 Records

The Council will ensure that there are suitable & sufficient arrangements for keeping of statutory records. The statutory records will include risk assessments, safe systems of work, fire evacuation procedures, completed fire safety log books, fire safety training records etc. (Appendix 1).

5.14 Monitoring

Monitoring of Fire Safety performance will be achieved through local fire safety inspections and study of fire safety documentation. In the event of a fire safety incident the performance of individuals or groups will be measured against the extent of compliance with the Fire Safety Policy.

6.0 Department for Communities and Local Government

The Guidance documents listed below are available on the Internet.

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

There are 13 guides as well as a document on making your premises safe and 5 steps check sheet

Fire safety: guidance for the hospitality Industry
Fire safety risk assessment: animal premises and stables
Fire safety risk assessment: means of escape for disabled people
Fire safety risk assessment: open-air events and venues
Fire safety risk assessment: transport premises and facilities
Fire safety risk assessment: healthcare premises
Fire safety risk assessment: residential care premises
Fire safety risk assessment: theatres, cinemas and similar premises
Making your premises safe from fire
Fire safety risk assessment: 5-step checklist
Fire safety risk assessment: factories and warehouses
Fire safety risk assessment: Large places of assembly
Fire safety risk assessment: small and medium places of assembly
Fire safety risk assessment: educational premises
Fire safety risk assessment: sleeping accommodation
Fire safety risk assessment: offices and shops

Dated:

Signed:
(Chief Executive)



AGENDA ITEM:

SUMMARY

Report for:	Strategic Planning and Environment Overview and Scrutiny
Date of meeting:	11 January 2022
Part:	1
If Part II, reason:	

Title of report:	Community Infrastructure Levy (CIL) and Section 106 (S106) Update
Contact:	<p>Cllr Alan Anderson, Portfolio Holder for Planning and Regeneration</p> <p>Alex Robinson, Interim Group Manager (Planning & Development)</p> <p>Emma Cooper, Strategic Planning and Regeneration Officer (Infrastructure – CIL)</p> <p>Elisabeth Griffiths, Strategic Planning and Regeneration Officer (Infrastructure – S106)</p>
Purpose of report:	The report seeks to update members on the collection and governance of CIL and S106 receipts for the period April 2020 – March 2021.
Recommendations	That the report is noted.
Corporate Objectives:	<p><u>Providing good quality affordable homes, in particular for those most in need</u></p> <p>Affordable Housing continues to be secured through use of planning obligations under S106 of the Town and Country Planning Act 1990 (as amended) and is not considered infrastructure under the CIL Regulations 2010 (as amended).</p> <p><u>Building Strong and Vibrant Communities</u></p> <p>A proportion of CIL funds received are allocated to neighbourhoods. In particular, local communities should feel empowered to carry out improvements within their neighbourhood by the distribution of a proportion of this CIL</p>

	<p>funding to them under Regulation 59 of the CIL Regulations 2010 (as amended).</p> <p><u>Ensuring efficient, effective and modern service delivery</u></p> <p>The funds secured from CIL and S106 will enable the provision of modern facilities for the enjoyment of those living and working in the Borough.</p> <p><u>Ensuring Economic Growth and Prosperity</u></p> <p>CIL and S106 is needed to assist with funding the vital infrastructure needed to support the New Local Plan.</p> <p><u>A Safe, Clean and Enjoyable Environment</u></p> <p>CIL and S106 receipts may be allocated for the improvement of infrastructure, which supports a safe, clean and enjoyable environment. Significant funds have been allocated from the S106 contributions towards the improvement of public open spaces and in support of the Council's programme of playground improvements. A few examples for 2020-2021 can be found here.</p> <p><u>Climate and Ecological Emergency – working to deliver net zero carbon</u></p> <p>CIL and S106 receipts may be used for the delivery of ecological improvements to existing infrastructure, ensuring that new green infrastructure is delivered alongside development and through the S106 agreement requires developers to consider how new development can include sustainable features.</p>
<p>Implications:</p>	<p><u>Financial</u></p> <p>The Council continues to deliver a cost neutral CIL service. The costs of the long term delivery of CIL services are funded from the allocation of administrative costs applied under Regulation 61 of the CIL Regulations 2010 (as amended). This allows the Charging Authority to use up to 5% of the total receipts to cover administrative expenses including staff, training, software and subscriptions. The ability of the Council to maintain a cost neutral CIL service is dependent on increasing housing delivery and legislation.</p> <p>Further CIL and S106 financial information is provided within the report.</p> <p><u>Value for Money</u></p> <p>The Council is responsible for allocating CIL expenditure and thus has a responsibility to ensure that funding is used both</p>

	<p>appropriately and effectively in the delivery of infrastructure. Requests for CIL funding will be expected to demonstrate that the infrastructure project offers value for money with such matters being considered through the submission and scoring of projects. Infrastructure projects will be subject to procurement processes.</p> <p><u>Staff</u></p> <p>The Council employs three full time officers using the CIL administration budget and S106 Monitoring Fees and also contributes a percentage towards other management costs to deal with the daily administration, governance and management of CIL, S106 and related infrastructure. These officers are responsible for the administration of CIL, monitoring of S106 financial obligations, the progression of the IDP, the evolution of the CIL Charging Schedule, supporting policies and strategies together with the wider infrastructure planning function of the Council.</p> <p>Other Council staff will be involved in individual projects relating to the spending of CIL funds as the need arises. Where possible such matters have been incorporated into existing work practices (for example; Resident Services are expected to work closely with Ward Councillors and community groups over the use of the Neighbourhood Proportion of CIL).</p> <p><u>Land</u></p> <p>The Council has an adopted Payment in Kind policy, which allows for land to be transferred to the Council upon which they can deliver infrastructure necessary to support growth.</p>
<p>Risk Implications</p>	<p>Income through CIL is limited and therefore cannot fund, in its entirety, the delivery of all infrastructure requirements. However, it has the potential to be used to match fund and/or to leverage additional funding for strategic projects.</p> <p>This mitigates the risk of the limited funds being used up for projects that will not have a strategic impact in key priorities areas.</p> <p>A revised IDP will be prepared to support the Council's New Local Plan and will identify and prioritise the infrastructure requirements for Dacorum. It is crucial that the allocation of CIL funding aligns with the infrastructure requirements of the emerging Local Plan. It is however expected that CIL income will not be able to cover all infrastructure costs associated with the new Local Plan.</p> <p>Governance processes are in place in relation to CIL expenditure and the Council will, where possible, oversee the delivery of infrastructure projects to ensure that they are delivered on budget and in accordance with the timescales agreed by the Infrastructure Advisory Group (IAG). The</p>

	Council may withhold CIL funds in the case of slippage in the delivery of infrastructure projects or require schemes to be funded in advance of CIL payments.
Community Impact Assessment	The process for the submission and allocation of CIL funds should be open, fair and equitable for all applicants. The application process has been designed to be inclusive and both the application form and guidance notes will be available via the website.
Health And Safety Implications	None arising from this report.
Consultees:	<p>The governance arrangements adopted in June 2017 for CIL have been discussed in detail with members of the IAG and other key Council staff at both HCC and DBC including:</p> <ul style="list-style-type: none"> • Mark Brookes, Solicitor to the Council • Mark Gaynor, Director for Planning and Housing (at the time of adoption) • James Doe, Assistant Director for Planning, Development and Regeneration (at the time of adoption) • Chris Taylor – Group Manager, Strategic Planning and Regeneration (at the time of adoption) • Sarah McLaughlin – Principal Infrastructure Officer, Development Services, HCC. <p>The IAG includes the Portfolio Holder for Planning and Regeneration and representatives of the Hertfordshire Local Enterprise Partnership (LEP).</p>
Background papers:	<ul style="list-style-type: none"> • Cabinet Report titled “Community Infrastructure Levy Governance Update” – 27th June 2017 • Cabinet Report titled “Governance Arrangements of the Community Infrastructure Levy (CIL) – 29th November 2016 • Cabinet Report titled “Community Infrastructure Levy (CIL) – Adoption of Charging Schedule and associated documents” – 10th February 2015 • Cabinet Report titled “Governance Arrangements for the Community Infrastructure Levy (CIL)” – 25th November 2014 • CIL charging schedule and policies, 2015 • Cabinet Report titled “Annual Infrastructure Funding Statement” – 20th October 2020 • Draft Dacorum Infrastructure Delivery Plan – November 2020 • Infrastructure Funding Statements 2019/20 and 2020/21 <p>These documents may be viewed at www.dacorum.gov.uk</p>
Glossary of	CIL - Community Infrastructure Levy DBC – Dacorum Borough Council

acronyms and any other abbreviations used in this report:	HCC – Hertfordshire County Council IAG – Infrastructure Advisory Group IDP – Infrastructure Delivery Plan IFS – Infrastructure Funding Statement POS – Planning Officer Society S106 – Section 106 SPEOSC – Strategic Planning and Environment Overview and Scrutiny Committee.
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Background

1.0 Introduction

- 1.1 This report seeks to update members on the collection of financial contributions from developers towards infrastructure and how such contributions are being managed.
- 1.2 The Community Infrastructure Levy (CIL) is the primary mechanism for collecting financial contributions from new developments to help fund the provision of infrastructure required to support housing and commercial growth in the Borough.
- 1.3 The Council started charging CIL on all new developments receiving planning permission from the 1 July 2015. The extent of applicable charges by use and geography is set out within the Council's adopted Charging Schedule (www.dacorum.gov.uk/cil).
- 1.4 The charge is calculated in accordance with Schedule 1 of the CIL Regulations 2010 (as amended). Relief from the charge is available for affordable housing units, self-build homes, domestic annexes, house extensions and those developments carried out by charitable organisations.
- 1.5 In addition to CIL, the Council continues to secure affordable housing, site specific infrastructure items and undertakings which are non financial in nature (for example, restrictions on use or management plans) and financial contributions through the use of legal agreements under Section 106 (S106) of the Town and Country Planning Act 1990 (as amended).

2.0 CIL Collection

- 2.1 A summary of CIL income and expenditure from the adoption of CIL by DBC to the end of March 2021 is set out in Table 1 below. Members should note that these figures differ from those held for accounting purposes, as they do not include sums for which a Demand Notice has been raised and for which there is currently an outstanding debt or instalment. This shows that from the total CIL monies received, the Borough Council effectively holds £9,145,525 towards the provision of new infrastructure once its administration costs and neighbourhood CIL – paid to Town and Parish Councils and Neighbourhood Plan Areas (Regulation 59 payments) have been made.

Table 1 – Summary of CIL Income and Expenditure

	<i>Financial Year</i>						
	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>Total</i>
	<i>Income</i>						
CIL Receipts	£65,120	£498,673	£1,032,543	£2,112,508	£2,980,772	£4,720,840	£11,410,456
	<i>Expenditure</i>						
Administration (5%)	£3,256	£24,934	£51,627	£105,625	£147,239	£236,042	£568,723
Neighbourhood CIL (15%)	£10,728	£72,710	£150,444	£312,714	£439,045	£710,566	£1,696,207
<i>Balance</i>	<i>£51,135</i>	<i>£401,030</i>	<i>£830,471</i>	<i>£1,694,169</i>	<i>£2,394,488</i>	<i>£3,774,232</i>	<i>£9,145,525</i>

2.2 The CIL regulations allow for a number of situations where relief can be applied for. In 2020/21 a total of £2,939,006 of relief was granted. This is broken down as follows;

- Annexe Relief £31,381
- Extensions Relief £449,327
- Self-build Relief £1,656,296
- Social Housing Relief £803,001

2.3 In addition, surcharges can be added where there are failures to follow due process. £28,099 of surcharges were added to liabilities in 2020/21.

2.4 These receipts, whilst providing a useful source of infrastructure funding, still falls significantly short of that required to fund the infrastructure requirement (as set out in Dacorum's Infrastructure Funding Gap assessment). CIL was never intended to fully plug the infrastructure funding gap, which was calculated at £60.8m for the CIL examination in 2014. This figure will rise significantly as future growth requirements set out in the new Local Plan become clear. A contribution of 10%-20% towards the shortfall in infrastructure funding from CIL receipts is anticipated.

3.0 CIL Expenditure

3.1 Core CIL Funds

The Council has not currently spent any of its core CIL funds (that is, funds remaining after allocations are made to Town and Parish Councils and Ward Members in unparished areas, and administration) directly on the provision of infrastructure. There is currently no intention to recommend to Members to do so before the new Infrastructure Delivery Plan (IDP) has been approved, alongside the new Local Plan. The IDP will identify infrastructure priorities and inform where developer contributions should be directed.

Administration

3.2 The Council sets aside 5% of its CIL income to cover the administrative costs associated with the charging of CIL, as is permissible under the CIL Regulations 2010 (as amended).

3.3 The main costs associated with CIL are those covering staffing and related service expenses (such as software). This is essential to ensure the effective management of the funds.

Neighbourhood Proportion

3.4 In accordance with Regulation 59 of the CIL Regulations 2010 (as amended), the Borough Council is required to pass on 15% of its CIL funds to the Town and Parish Councils (and Neighbourhood areas in unparished areas) for use by the local community. This figure is 25% in areas that have a valid Neighbourhood Plan – in Dacorum the only area is Grovehill in Hemel Hempstead). The sums that have been collected are identified in Table 1 above and are broken down in more detail in Appendix 1. The Council did not report any CIL expenditure by Town and Parish Councils for 2020/21 and is

not aware of expenditure by Town and Parish Councils covering the last financial year. Such information should be reported by the end of the calendar year (see Regulation 62 statement at www.dacorum.gov.uk/cil), either directly by the Town/Parish Council or via the Charging Authorities website.

4.0 Section 106

- 4.1 The total payments received by the Council from S106 can vary considerably per year depending on the number, size and nature of developments coming forward. S106 funding received over the past four financial years is shown in Table 2 below:

Table 2 – Summary of Annual S106 Income

Financial Year	Sums received by DBC
2020/21	£184,643
2019/20	£351,732
2018/19	£2,308,347
2017/18	£857,126

- 4.2 Overall, there has been a decline in the number of S106 agreements being entered in to following the introduction of CIL on 1st July 2015, as evidenced since 2018/19 in Table 2 above. The CIL regime has not completely replaced S106 and a hybrid approach is likely to continue. The 2019 amendments to the regulations removed the previous restriction on pooling more than five planning obligations towards a single piece of infrastructure.

- 4.3 The allocations and capital expenditure in financial year 2020/21 are shown in Table 3 below:

Table 3 – S106 Allocations and Expenditure

	Allocations	Expenditure
2020/21	£880,229	£958,080

- 4.4 Table 4 below shows a breakdown of the projects funded or part-funded by S106 contributions in financial year 2020/21.

Table 4 – S106 Expenditure by Project

Infrastructure	Spent (£)	Spend Description
Eastwick Row Housing Development (Social Rent)	212,826	Partial funding of 34 new Social Rent properties (to be constructed in 2021/22)
Grovehill-Woodhall Farm Adventure Playground sports pitch	156,647	Installation of 3G artificial pitch

Northend & Westerdale housing	122,835	Temporary accommodation flats (Year 2 of 2)
Grovehill-Woodhall Farm Adventure Playground	109,128	Replacement of play equipment and refurbishment of site
Pitch Improvements at Cupid Green Playing Fields	97,930	Raise pitch standard from 'poor' to 'community' (Year 1 of 3)
Adeyfield Adventure Playground	70,000	Replacement of play equipment and refurbishment of site
Cupid Green tennis/netball courts resurfacing	60,000	Resurfacing of hard courts and general improvements
Adeyfield Adventure Playground sports pitch	54,561	Installation of 3G artificial pitch
Nicky Line Improvements	36,656	Enhancement of public access and improvement of habitat diversity (Year 2 of 4)
Temporary Accommodation housing creation	18,630	Temporary accommodation units
Playing pitch maintenance	15,221	Various sites across borough
Spencer's Park Phase 1, Three Cherry Trees Lane - Security & Safety	3,046	CCTV monitoring funding (Year 1 of 10)
Nash Mills Notice Board	600	Transferred for third party spending
TOTAL	958,080	

4.5 The total amount of money retained (i.e. unallocated) at end of financial year 2020/21 is £602,732.

4.6 Whilst this report focuses on finances for the financial year 2020/21, for the interest of Members, current balances as of 30 November 2021 are supplied in Appendix 2.

5.0 S106 Constraints

5.1 Planning obligations under S106 of the Town and Country Planning Act 1990 (as amended) are a mechanism which make a development proposal acceptable in planning terms, which would not otherwise be acceptable. Planning obligations may only constitute a reason for granting planning permission if they meet the following tests:

- necessary to make the development acceptable in planning terms;
- directly related to the development;
- fairly and reasonably related in scale and kind to the development.

- 5.2 S106 agreements should seek to mitigate site specific impacts on infrastructure and often have restrictive covenants within the agreement.
- 5.3 The previous restriction on pooling more than five planning obligations towards a single piece of infrastructure was removed by the 2019 amendments to the regulations. This means that, subject to meeting the tests listed above as set out in CIL Regulation 122, charging authorities can use funds from both CIL and S106 planning obligations to pay for the same piece of infrastructure, regardless of how many planning obligations have already contributed towards an item of infrastructure.

6.0 Changes to the Infrastructure Delivery Plan (IDP)

- 6.1 An IDP provides a technical assessment of the infrastructure required to support the existing and proposed levels of housing and employment growth within the Borough.
- 6.2 A Draft Infrastructure Delivery Plan (Nov 2020) was prepared to support the emerging Local Plan and was consulted on as part of the Dacorum Local Plan (2020-2038) Emerging Strategy for Growth (Regulation 18) consultation from 29 November 2020 to 28 February 2021.
- 6.3 There were a significant number of responses to the consultation. In July 2021, the Council's Cabinet decided that the next stage of consultation for the Local Plan will take place once further information has been gathered.
- 6.4 As highlighted in July 2021 while good progress has been made in support of infrastructure evidence, further work is needed to develop the draft IDP into a fully comprehensive and complete document to accompany the next version of the Plan. This will include identifying specific projects and interventions, further development and apportionment of costs, and prioritisation and phasing of infrastructure delivery.

7.0 CIL Policies

- 7.1 The Council has a number of supporting policies sitting behind its CIL Charging Schedule and covering such matters as Discretionary Charitable Relief, Exceptional Circumstances, Instalments and Payments in Kind (Land). These policies were introduced at the discretion of the Council with a view to facilitating the viability of schemes coming forward through the planning process and to assist in the timely delivery of infrastructure.
- 7.2 The Governance structure for CIL sets out that these policies will be formally reviewed by the IAG, but the following should also be noted.

Exceptional Circumstances

- 7.3 The Council has not had any requests to use its Exceptional Circumstances policy and to date has not experienced any significant claims for a reduction in affordable housing below the policy requirements set out in CS19 – Affordable Housing. This would indicate that despite a significant rise in indexation the charges within the Charging Schedule are having a negligible impact overall on scheme viability.

Instalments

- 7.4 The Council has an instalment policy in place. This instalment policy supports the receipt of CIL payments.

Payments in Kind (Land)

- 7.5 The Council has received a parcel of land adjacent to Okeford Close in Tring in lieu of CIL payment; Members may recall this planning application involved the granting of permission for a small residential development with the transfer of open land to the Council to complement existing open space in its ownership close to the site.

8.0 Infrastructure Funding Statement (IFS)

- 8.1 Changes to the CIL regulations in September 2019 removed the need for a Regulation 123 list. This has been replaced with the requirement to publish an Infrastructure Funding Statement.
- 8.2 The IFS outlines receipts and spend of CIL and S106 and highlight what the Council intends to spend developer contributions on in the coming year.
- 8.3 The Infrastructure and Developer Contributions team worked closely with the Finance team to produce the 2020/21 Infrastructure Funding Statement, which was approved by Cabinet in October 2021.
- 8.4 It is a statutory requirement to publish this document on the DBC website and it can be found [here](#).

9.0 Next Steps

- 9.1 As outlined above, the receipts, prioritisation and allocation of developer contributions from both CIL and S106 will be reviewed in line with the emerging Local Plan and its associated IDP, to ensure that it supports the delivery of the required infrastructure.
- 9.2 A review of the CIL Charging Schedule may be undertaken alongside the progression of the new Local Plan, utilising the same evidence and studies where possible.
- 9.3 Officers will continue to monitor the success of CIL and the associated policies with the IAG and report on CIL through the Annual Monitoring Report.
- 9.4 With the progression of the emerging Local Plan and ahead of the anticipated growth for Dacorum, we are working to identify current needs and, where possible, allocate S106 funds towards projects.

- 9.5 In the Government white paper published on 6 August 2020, reforms to Developer Contributions were put forward for consultation, the Government response to this consultation is expected in early 2022.

Neighbourhood CIL Collected 2020/21

Zone	Neighbourhood CIL Collected
Aldbury & Wiggington	0.00
Berkhamsted Town Council	14,560.76
Bovingdon Parish Council	40,342.01
Chipperfield Parish Council	5,220.42
Flamstead Parish Council	0.00
Flaunden Parish Council	1,183.46
Great Gaddesden Parish Council	0.00
Kings Langley Parish Council	4,575.69
Little Gaddesden Parish Council	0.00
Markyate Parish Council	0.00
Nash Mills Parish Council	15,342.43
Nettleden with Potten End Parish Council	0.00
Northchurch Parish Council	152,067.23
Tring Rural Parish Council	2,744.37
Tring Town Council	189,113.57
Wigginton Parish Council	0.00
Woodhall Farm	1,735.75
Adeyfield East	4,785.64
Adeyfield West	1,275.53
Apsley and Corner Hall	108,477.22
Bennetts End	2,761.99
Boxmoor	3,728.98
Chaulden and Warners End	3,491.77
Gadebridge	4,454.76
Grovehill	275.00
Hemel Hempstead Town	79,168.20
Highfield	1,297.13
Leverstock Green	1,333.35
Bovingdon/Flaunden/Chipperfield	72,631.28
Tring East	0.00
Tring West and Rural	0.00
Watling	0.00
Aldbury Parish Council	0.00
Kings Langley	0.00
Nash Mills	0.00
Northchurch	0.00
Ashridge	0.00
Tring Central	0.00

For any queries on how to access and spend Neighbourhood CIL please email cil@dacorum.gov.uk or call Emma Cooper on 01442 228 352

Appendix 2 – Updated Developer Contribution Balances as at 30 November 2021

The total amount of S106 money unallocated at 30 November 2021 is £4,343,437. This balance is significantly higher than at the end of FY 2020/21, primarily due to the receipt of Affordable Housing payments from the West Herts College development site. This total is sub-divided by theme in Table 1 below:

Table 1 – S106 Balances as at 30 November 2021

Purposes	Amount
Affordable Housing	£3,003,528
Open Space, Environment and Allotments	£604,682
Cycle Contributions and Regeneration Works	£533,435
Playing Pitches, Playgrounds and Community Development	£185,737
Other	£16,055
TOTAL	£4,343,437

The total amount of CIL collected at 30 November 2021 is £17,653,512, this total is broken down in Table 2 below:

Table 2 – CIL Balances as at 30 November 2021

CIL Admin	£880,875
Neighbourhood CIL	£2,628,898
Core Funds	£14,143,739

Agenda Item 9

SPAEC OSC : Work Programme 2021/22

Meeting Date	Report Deadline	Items	Contact Details	Background information
Tue 11 Jan 2022	Fri 31 Dec 2021	Action Points (from previous meeting)		
		Fire Safety Policy	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
		Developer Contributions Update	James Doe Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	Annual report on funds received through new developments via s106 agreements and Community Infrastructure Levy (CIL)
		Skills Supplementary Planning Document	Alex Robinson - Group Manager – Planning & Development Alex.robinson@dacorum.gov.uk	To set out the content of a draft new supplementary planning policy document to secure proposals for the development of local skills in association with new development

				proposals.
		Commercial Waste Service- update	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	To Be Moved TBC with Chair
		Waste Resources review update on Government Consultation	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	To Be Moved TBC with Chair
Tues 2 Feb 2022	Monday 24 Jan 2022	Action Points (from previous meeting)		
		Joint Budget <i>Ideally no further items to be added</i>	Corporate Director, Finance & Operations James.deane@dacorum.gov.uk	
		Luton Airport expansion proposals	Assistant Director for Planning, Development and Regeneration james.doe@dacorum.gov.uk	To set out a proposed response to London Luton Airport Ltd on the proposals
		Skills Supplementary Planning Document	Assistant Director for Planning, Development and Regeneration james.doe@dacorum.gov.uk	To set out the content of a draft new supplementary planning policy document to secure proposals for the development of local skills in association with new development proposals.

Wed 16 March 2022	Mon 7 March 2022	Action Points (from previous meeting)		
		PSPO & Enforcement Annual review	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov .uk	
		Planning, Development and Regeneration performance Q3	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	Quarterly performance report
		Environmental Services performance Q3	Group Manager for Environmental Services craig.thorpe@dacorum.gov. uk	
		Environmental and Community Protection Performance Report Q3	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov .uk	