

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) came into force on Saturday 4 April 2020 to enable councils to hold remote committee meetings during the Covid 19 pandemic period. This is to ensure local authorities can conduct business during this current public health emergency.

This meeting of Cabinet will be held remotely under these regulations, via the Zoom application and will be webcast to ensure accessibility by the public and press.

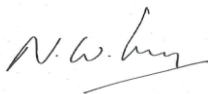
Please ask for:
Alison Marston

1 February 2021

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 9 February 2021 at 5.00 pm via Zoom.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. **APOLOGIES**

2. **MINUTES**

To confirm as a correct record the Minutes of the meeting held on 5 January 2021 (previously circulated).

3. **PUBLIC QUESTION TIME AND PETITIONS** (Pages 5 - 6)

Up to thirty minutes will be made available for questions from members of the public on issues relating to the work of the Cabinet and to receive any petitions.

4. **ACTIONS STATUS REPORT** (Pages 7 - 8)

Report of the Corporate Director (Public Protection, Planning and

Governance) on the status of actions agreed at the last Cabinet meeting.

5. NOTIFICATION OF URGENT BUSINESS TO BE CONSIDERED UNDER ITEM 11

6. DECLARATIONS OF INTERESTS BY MEMBERS

To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items on the Agenda.

7. QUARTER 3 REVENUE BUDGET MONITORING REPORT 2020-21 (Pages 9 - 34)

Report of the Chief Executive on the forecast revenue outturn position as at 31 December 2020 (Quarter 3) for the financial year 2020-21.

8. QUARTER 3 CAPITAL BUDGET MONITORING REPORT 2020-21 (Pages 35 - 44)

Report of the Chief Executive on the capital expenditure and associated capital funding as at the end of Quarter 3.

9. RECOMMENDATION FROM CABINET PANEL

To consider a recommendation from the meeting of the Cabinet Planning and Parking Panel on 14 January 2021:-

(a) Local Plan - Annual Monitoring Report (Pages 45 - 48)

Recommendation from the meeting of the Cabinet Planning and Parking Panel on 14 January 2021 on the Annual Monitoring Report (AMR).

10. COUNCIL ACHIEVEMENTS LIST - OCTOBER TO DECEMBER 2020 (Pages 49 - 56)

Report of the Chief Executive on the Council's key achievements and service improvements for Quarter 3 of 2020-21.

11. SUCH OTHER BUSINESS AS, IN THE OPINION OF THE CHAIRMAN, IS OF SUFFICIENT URGENCY TO WARRANT IMMEDIATE CONSIDERATION

12. EXCLUSION OF PRESS AND PUBLIC

The Cabinet is asked to resolve:

That under Section 100(A)(2) and (4) of the Local Government Act 1972, the press and public be now excluded from the meeting for Items 13 to 15 on the grounds that it involves the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraph 3 (private financial

or business information) of Part 1 of Schedule 12A of the said Act (as amended).

In resolving to exclude the public in respect of the exempt information, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART II

13. ITEM OF AN EXEMPT NATURE REQUIRING KEY DECISION

To consider the following item of an exempt nature:-

- (a) Mill Green Mill - Trust Lease (Forward Plan Reference FP1029)
(Pages 57 - 62)

Exempt report of the Chief Executive on the existing Lease for the Council's water mill at Mill Green in favour of the Trustees of the Mill Green Water Mill Restoration Fund.

14. SURRENDER OF LEASE (Pages 63 - 66)

Exempt report of the Chief Executive provides an update on Friendship House, Hatfield.

15. ANY OTHER BUSINESS OF A CONFIDENTIAL OR EXEMPT NATURE AT THE DISCRETION OF THE CHAIRMAN

Circulation: Councillors T.Kingsbury (Chairman) N.Pace
D.Bell (Vice-Chairman) B.Sarson
S.Boulton F.Thomson
T.Mitchinson

Corporate Management Team
Press and Public (except Part II Items)

If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

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Question to Cabinet - 9 February 2021

Question 1: Russell Haggar Vice Chair, Welwyn Planning and Amenity Group

In the CPPP session held on 23rd January last year, there was discussion about whether or not sites Wel1, Wel2, Wel6 and Wel15 should be included in the WHBC Local Plan. They were up for discussion as a result of having passed the site selection process during 2019, despite no consideration having been taken during that process of the consequences of building the external road infrastructure required to service and access these development sites.

As a consequence of this, much of that CPPP discussion related to how the infrastructure necessary to support those sites would affect amenities throughout Welwyn, particularly in regard to the area of Singlers Marsh. Singlers Marsh is formally recognised for its wildlife, natural environment and archaeological status, including playing host to a fragile and rare river system.

The earlier 2019 Call for Sites consultation had focussed on environmental issues relating only to development work at each individual site. That consultation made no effort to seek opinions about the environmental or other consequences of any consequent development work away from the sites themselves. In particular, the 2019 Call for Sites consultation made no mention of any possibility of building on Singlers Marsh itself as part of the Wel1/Wel2/Wel6/Wel15 proposals, and hence no opinions about this were solicited from either the public or any of the usual interested voluntary/statutory organisations.

In discussion with one of the councillors during that January 2020 CPPP session, a council officer seemed to say that – in proposing those four sites at that time for inclusion in the Local Plan – there had already been a consultation about the possibility of building on part of the Singlers Marsh land, with no adverse responses. Following that CPPP session, WPAG submitted a Freedom of Information request to ascertain what consultations, if any, had actually been made about developing on Singlers Marsh itself. The FOI response demonstrated that there had been no such consultations; no opinions had been sought, nor had any been received unsolicited. There had only ever been consultations (as part of the Call for Sites process) about the effects on Singlers Marsh of development at each individual site. No consultation has ever been disclosed about development of Singlers Marsh itself, and we believe that no such consultation has ever been undertaken.

Since last January, comprehensive plans for expanding the road network surrounding these four sites have emerged, drawn up by their development advocates and submitted to WHBC and HCC for consideration. These plans propose the remodelling of Codicote Road (south of the roundabout), substantially upgrading the Link Road/Fulling Mill Lane/Codicote Road junction, creating an extra bridge across the river (at the expense of Singlers Marsh land) and widening Fulling Mill Lane (also at the expense of Singlers Marsh land). These plans were prepared in readiness for adding these four sites to the Local Plan, but were not disclosed publicly as part of the Call for Sites consultation. It is clear that a lot of effort went into planning for the necessary infrastructure expansion to support development at these sites. None of this was included in the Call for Sites consultation. Can the

council now confirm, unequivocally and unambiguously, whether or not any consultation ever actually took place about any development on Singlers Marsh land itself? If it did, please indicate where such information can be found. If it did not, please update the official public record to indicate this. Furthermore, if indeed it did not, can WHBC confirm that no development of any of the land at Singlers Marsh would ever be proposed, let alone occur, without a meaningful and comprehensive public consultation, to include informed contributions regarding its standing and official designations as to its wildlife, natural environment and archaeological heritage status?

Agenda Item 4

Part I

Main author: Alison Marston

Executive Member: Cllr Fiona Thomson

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 9 FEBRUARY 2021

REPORT OF THE CORPORATE DIRECTOR (PUBLIC PROTECTION, PLANNING AND GOVERNANCE)

ACTIONS STATUS REPORT

1 Executive Summary

1.1 In order to ensure that actions identified at meetings are completed, this report lists the actions from the last Cabinet meeting, those responsible for completing each action and its current status.

2 Recommendation(s)

2.1 That Members note the status of the following actions which were identified at the last Cabinet meeting on 5 January 2021:-

Minute	Action	Responsible	Status/ Date Completed
210.1	Council Tax Base 2021/22	Farhad Cantel	Reporting to Council on 1 February 2021.
210.2	Budget Proposals and Medium Term Financial Forecasts 2021/22	Richard Baker	Reported to Overview and Scrutiny Committee on 13 January, Special Cabinet on 19 January and Council on 1 February 2021.
210.3	Climate Change Grant	Lisa Devayya	Delegated Authority had been given to the Head of Planning in conjunction with the Executive Member, Governance, Public Health and Climate Change to amend criteria.
210.4	Hatfield Town Centre Multi-Storey Car park update	Durk Reyner	The TRO consultation will close on 5 February 2021. Representations received from the consultation will be presented to CPPP meeting on 4 March 2021.

212.1	Sale of Consortium Newspaper	Durk Reyner	The contract has been awarded and will commence from June 2021.
	Executive Member Decision Notice – Award of Demolition Contract of 3-9 Town Centre, Hatfield (Decision taken 15 December 2020)	Andrew Harper	The contract has been awarded and will start from February 2021.
	Executive Member Decision Notice – Procurement of Mains Isolator Switches (Decision taken 5 January 2021)	Andrew Harper	The procurement process will commence from the 19 February 2021.

Part I

Item No: 4

Main author: Yamini Krishnan

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 FEBRUARY 2021
REPORT OF THE CHIEF EXECUTIVE

QUARTER 3 REVENUE BUDGET MONITORING REPORT 2020-21

1 Executive Summary

- 1.1 This report presents the forecast revenue outturn position as at 31 December 2020 (quarter 3) for the financial year 2020-21 and outlines the main variances from the original budget for both the General Fund (GF) and Housing Revenue Account (HRA).
- 1.2 There is a forecast adverse variance on the General Fund net cost of services of £3.241m (see section 3 for further detail). This is partially offset by receipt of Covid-19 LA support grant £1.790m, Sales, Fees and Charges (SFC) losses compensation scheme £1.058m and additional drawdowns from earmarked reserves of £0.535m (see **appendix A2**). A summary showing the General Fund position is contained in **appendix A1**. Of the cost of service variances forecast:
 - £3.971m relates to variances directly attributable to the impact of the COVID-19 pandemic.
 - (£0.730m) relates to other favourable variances.
- 1.3 These variances exclude any potential council tax or business rates losses, as these will lead to a collection fund deficit which would impact on future year's budget setting (see 3.3.4).
- 1.4 The forecast closing balance on the Housing Revenue Account is £2.601m, which is a favourable movement of £0.130m from the Current Budget (see Section 4 for further detail).
- 1.5 Outstanding debts as at 31 December, total £2.870m, with rolling debtor days at 50.68 (refer to section 5).

2 Recommendation(s)

- 2.1 The Cabinet note the revenue forecast outturn position as at Quarter 3.
- 2.2 The Cabinet note the position on debts set out in section 5 of this report.

3 General Fund Monitoring

3.1 General Fund Budgets

- 3.1.1 Since the original budget was set the drawdown from balances has increased by £1.527m. The following table tracks approved changes to the original budget during the year, which impact on reserves. A summary of General Fund reserves are shown in **appendix A2**.

Original Budget – Use of Reserves (General and Earmarked)	(£1.729m)
Modernisation Reserve – Revenues & Benefits Project	(£0.302m)
Pensions Reserve - Pension Triennial Payment	(£1.200m)
Youth Provision reserve – KGV Leisure	(£0.025m)
Current Budget – Use of Reserves (General and Earmarked)	(£3.256m)

3.1.2 A table showing a summary of virements between Heads of Service and changes to net cost of services is included in **appendix A3**.

3.2 General Fund Cost of Service Variances:

3.2.1 The table below summarises the year to date variances and forecast variances by Head of Service.

3.2.2 The year to date variances shown in the “Other” column represents the risks and opportunities within the monitoring report, where a year to date variance has been identified for which no year-end forecast has been made. (Each variance listed in appendices B1 to B8 are marked a, b or c for cross referencing to the table below).

Service	Year to Date				Forecast
	(a) Forecast provided £'000	(b) Profiling/ Grants £'000	(c) Other £'000	Total £'000	Total £'000
Resources	691	2,253	(122)	2,822	892
Environment	619	(231)	(28)	361	625
Policy & Culture	628	0	(13)	615	1,621
Law and Administration	(0)	0	(18)	(18)	1
Planning	341	0	13	354	141
Public Health and Protection	(187)	0	(18)	(205)	(128)
Community & Housing Strategy	(295)	(160)	(133)	(589)	75
Corporate Management Team	0	(58)	18	(40)	13
Total	1,797	1,804	(301)	3,300	3,241

3.2.3 Of the total forecast variance, £3.971m is directly related to the COVID-19 pandemic.

3.2.4 Explanation for all key year to date variances and forecast variances are included in the Head of Service breakdowns **appendices B1 to B8**. Key variances to highlight since the Q2 monitoring are summarised below:

	£'000
Quarter 2 net cost of services forecast variance	3,316
Resources – One off ICT requirements to facilitate remote working	86
Resources – Savings due to re-procurement of insurance policies	(112)
Policy and Culture - Decrease in Campus West net income (COVID-19)	(157)
Policy and Culture - Increase in financial support provided to leisure facilities and reduction in expenses (COVID-19)	147
Environment – Parking income loss forecasts increased (COVID-19)	99
Public Protection – Vacancies within Environmental Health and Licensing	(125)
Other smaller changes from Q2	(13)

3.3 Other General Fund Variances

- 3.3.1 In response to COVID-19, the Government has provided four tranches of funding to local authorities. The council has received £1.477m which will be used to support with the costs and lost income forecast. Further funding was announced of £0.313m, taking the total forecast to £1.790m. The council has also submitted a further claim under the SFC Losses compensation scheme amounting to £0.491m towards losses for the second four months of the financial year (Aug-Nov), which is expected to be paid in January, taking the total claims under this scheme to £1.058m.
- 3.3.2 The forecast includes a drawdown of £277k from the COVID-19 pandemic reserve which was set up in 2019/20 to support the council meet the demands of the pandemic in 2020/21.
- 3.3.3 The forecast also includes a drawdown of £130k from the COVID-19 Grants and Contributions reserve in relation to Homelessness grant income received previously by the council to support the delivery of homelessness function in 2020/21.
- 3.3.4 There are likely to be variances on interest income and borrowing interest, relating to changes in the Councils cashflow, arising from the COVID-19 pandemic. The cashflows are being closely monitored, and we anticipate a need to borrow before the end of the calendar year. However, it is increasingly difficult to predict the cashflow position for interest purposes.
- 3.3.5 The COVID-19 pandemic is expected to impact on collection rates, council tax support and business rates reliefs provided. These will all impact on the collection fund surplus or deficit, but due to regulations and accounting practice, any impact in the current financial year will be reversed out from the General Fund and will instead impact in future years. A recent announcement has suggested that Councils will be able to spread such deficits over a three year period, and we await further details.

4 Housing Revenue Account

- 4.1 The forecast closing balance on the Housing Revenue Account is £2.601m, which is a favourable movement of £0.130m from the Current Budget. Key forecast variances are shown in **Appendix C**.
- 4.2 There is a forecast decrease of £553k to Revenue Contribution to Capital. This has been adjusted due to the variances outlined above and to ensure the HRA maintains a minimum balance of 5% of total income, as set out in in the Medium-Term Financial Strategy.
- 4.3 **Appendix C** gives a list of the current budgets and forecast outturns for the HRA.

5 Outstanding Debts on Debtors System

- 5.1 At the end of December 2020, debts outstanding totalled £2.870m. This is an increase of £130k on the September position of £2.740m.

- 5.2 Performance is measured using a rolling debtor day ratio. The current target is 38 days and at the end of Dec 2020 the rolling debtor days totalled 50.68 days. This is an increase on the 44.76 days reported at the end of September 2020.
- 5.3 The outstanding debts that range between 91-365 days old have increased from £581k at the end of quarter 2 in 2020/21 to £607k. The debt in this category includes £112k which is in dispute and a debt of £7k for which an instalment plan has been agreed.
- 5.4 One of largest areas of debtors relates to commercial property. For the majority of tenants which have not been able to pay, deferments and payments plans have been agreed and are being closely monitored. Additional legislation was brought in by the Government which prevented some usual recovery action being taken.
- 5.5 The debtors system does not include debts for housing rents, council tax and business rates. **Appendix D** analyses the outstanding debt by age and across services.
- 5.6 Detailed information on outstanding debts is sent to Directors and Heads of Services for action where appropriate and discussed at the regular budget monitoring meetings with the service accountants. A pro-active approach is taken in managing debts by finance, legal and services.

Implications

6 Legal Implication(s)

- 6.1 There are no legal implications arising as a result of this report.

7 Financial Implication(s)

- 7.1 The financial implications are set out within this report.

8 Risk Management Implications

- 8.1 The risks related to this proposal are set out within the report where appropriate.

9 Security & Terrorism Implication(s)

- 9.1 There are no security & terrorism implications arising as a result of this report.

10 Procurement Implication(s)

- 10.1 There are no procurement implications arising as a result of this report.

11 Climate Change Implication(s)

- 11.1 There are no climate change implications arising as a result of this report.

12 Link to Corporate Priorities

- 12.1 The subject of this report is linked to the Council's Corporate Priority "Engage with our communities and provide value for money", and specifically to the achievement of "Demonstrate Value for Money".

13 Equality and Diversity

- 13.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

14 Health and Wellbeing

- 14.1 There are no direct implications in relation to health and wellbeing arising from this report.

15 Communication and Engagement

- 15.1 There are no direct requirements for communication and engagement arising from this report.

Name of author *Yamini Krishnan*
Title *Senior Finance Business Partner*
Date 13 January 2021

Background papers to be listed (if applicable) N/A

Appendices to be listed

A1	General Fund Revenue Budget Summary
A2	General Fund Reserves Summary
A3	General Fund – Virement summary by Head of Service
B1-8	Variance analysis by Head of Service for direct and support services
<i>B1</i>	<i>Head of Resources</i>
<i>B2</i>	<i>Head of Environment</i>
<i>B3</i>	<i>Head of Policy & Culture</i>
<i>B4</i>	<i>Head of Law and Administration</i>
<i>B5</i>	<i>Head of Planning</i>
<i>B6</i>	<i>Head of Public Health & Protection</i>
<i>B7</i>	<i>Head of Housing & Community</i>
<i>B8</i>	<i>Corporate Management Team</i>
C	HRA budget overview and Reserves Summary
D	Age Debt for debts outstanding at the end of December 2020

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Description	YTD Budget 2020/21	YTD Actual (inc Cmmt)	YTD Variance	Current Budget 2020/21	Forecast Outturn 2020/21	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Head of Resources	1,157	3,979	2,822	3,751	4,644	893
Head of Environment	4,734	5,095	361	6,472	7,097	625
Head of Policy and Culture	1,234	1,849	615	1,570	3,191	1,621
Resources, Environment and Cultural Services	7,125	10,923	3,798	11,793	14,932	3,139
Head of Law and Administration	1,528	1,510	(18)	2,062	2,063	1
Head of Planning	1,355	1,709	354	1,800	1,941	141
Head of Public Health and Protection	850	645	(205)	1,179	1,051	(128)
Public Protection, Planning and Governance	3,733	3,864	131	5,041	5,055	14
Head of Community and Housing Strategy	1,661	1,072	(589)	2,210	2,285	75
Housing and Communities	1,661	1,072	(589)	2,210	2,285	75
Corporate Management Team Budgets	1,219	1,179	(40)	1,628	1,641	13
Net Controllable Income and Expenditure	13,738	17,038	3,300	20,672	23,913	3,241
Net Recharge to the Housing Revenue Account	82	(1,516)	(1,598)	(5,303)	(5,303)	0
Net General Fund Expenditure	13,820	15,522	1,702	15,369	18,610	3,241
Income from Council Tax				(10,855)	(10,855)	0
Business Rates Income				(4,908)	(4,908)	0
Plus/Less collection fund deficit/(surplus)				1,472	1,472	0
Other Government Grants				0	(2,849)	(2,849)
New Homes Grant				(1,028)	(1,028)	0
Less Interest & Investment Income				(30)	(30)	0
Plus capital financing				1,131	1,131	0
Borrowing Interest				378	378	0
Revenue Contribution to Capital				25	40	15
Parish Precepts				1,701	1,701	0
Net Total before movements in reserves				3,255	3,662	407
Contribution (from) / to Earmarked Reserves				(1,607)	(2,014)	(407)
Contribution (from) / to GF balances				(1,648)	(1,648)	0

Reserve	Balance at 1 April 2020 £'000	Budgeted Movement £'000	Approved Changes £'000	Forecast Changes £'000	Forcast Balance 31 March 2021 £'000
Earmarked Reserves					
Strategic Initiatives Reserve	1,330	35	0	0	1,365
Business Rates Retention Reserve	1,701	(1,465)	0	0	236
Pensions Reserve	1,201	1,200	(1,200)	0	1,201
Modernisation Reserve	1,281	0	(302)	0	979
Commitment Reserves	331	0	0	0	331
Grants and Contributions Reserve	834	0	0	(130)	704
Local Plan Reserve	300	0	0	0	300
COVID-19 Pandemic Reserve	405	0	0	(277)	128
Climate Change Reserve	50	100	0	0	150
Youth Provision Reserve	0	50	(25)	0	25
Other Reserves	364	0	0	0	364
Total Earmarked Reserves	7,797	(80)	(1,527)	(407)	5,783
General Fund Working Balance	8,550	(1,649)	0	0	6,901
Total Reserves	16,347	(1,729)	(1,527)	(407)	12,684

Summary of virements between services - Quarter 3

Appendix A3

Service	Virement Detail	Virement Total
Head of Resources	£1,200k Triennial pensions payment (Cabinet approved)	1,541
	£302k Revenues and Benefits Transformation (Modernisation Board approved)	
	£20k Site surveys funded from corporate projects and HRA (officer approved)	
	(£1k) Centralisation of lone working devices (officer approved)	
	£20k Building Maintenance (officer approved)	
Head of Environment	£27k Transfer of planning work into the contact centre (officer approved)	6
	(£20k) Building maintenance (officer approved)	
	(£1k) Centralisation of lone working devices (officer approved)	
Head of Law and Administration	£10k Transfer of management training budgets to central training budget (officer approved)	20
	£10k Transfer funding for standards committee investigation from corporate projects (officer approved)	
Protection	£14k Centralisation of lone working devices (officer approved)	14
Head of Planning	(£27k) Transfer of planning support work into the contact centre (officer approved)	(30)
	(£3k) Centralisation of lone working devices (officer approved)	
Head of Community and Housing Strategy	£10k CCTV in Hatfield Town Centre funded from corporate projects (officer approved)	11
	(£1k) Centralisation of lone working devices (officer approved)	
Corporate Management Team	(£10k) Transfer of management training budgets to central training budget (officer approved)	(40)
	(£10k) CCTV in Hatfield Town Centre funded from corporate projects (officer approved)	
	(£10k) Site surveys funded from corporate projects (officer approved)	
	(£10k) Transfer funding for standards committee investigation from corporate projects (officer approved)	
Net Recharge to HRA	(£8k) Centralisation of lone working devices (officer approved)	(18)
	(£10k) Site surveys funded from HRA (officer approved)	
Total Increase/(Decrease) to Net Cost of Service Budgets		1,504

Head of Resources

Description	YTD Budget 2020/21	YTD Actual (inc	YTD Variance	Current Budget 2020/21	Forecast Outturn 2020/21	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	3,286	3,067	(218)	5,023	4,765	(258)
Premises Related	1,676	1,751	75	1,858	1,949	92
Transport Related	37	13	(24)	39	19	(20)
Supplies and Services	980	1,284	304	1,178	1,263	85
Third Party Payments	19,737	22,307	2,570	21,293	28,602	7,308
Transfer Payments	20,947	20,037	(911)	28,323	29,140	817
Income	(45,507)	(44,481)	1,027	(53,963)	(61,094)	(7,131)
Controllable Costs	1,157	3,979	2,822	3,751	4,644	892

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Although COVID-19 has not resulted in a drop in occupancy at WelTech the refurbishment and opening of HatTech was been delayed by six months, COVID has also resulted in reduced ability to fill the units at HatTech. This meant that the Council has not been able to generate income from the centre but still needs to meet overheads such as Business Rates.	74	87
a) The garages income budget had assumed an increase in occupancy rates as more focus was going to be placed on marketing and driving occupancy. Due to the pandemic this has not been possible, The team has been able to start to increase occupancy in the second half of the year.	64	40
a) Whilst there is a minimal year to date variance, we anticipate that due to the pandemic there may be a drop in income achieved from commercial property for the year. The year to date reflects the billed not the cash position. This is being monitored closely and any outstanding debt at year end will be considered as part of the bad debt provision charge to the service.	(161)	450
a) Due to the pandemic, the Council has not been issuing Council Tax and Business Rates courts summons. Due to the closure of the courts, this income loss is expected to continue.	246	250
a) Printing and Photocopying - Due to the reduction of staff in the office during the first quarter there have been savings on printing and copying. There are expected to be smaller savings for much of the year.	(37)	(40)
a) The council has been making business support grant payments to businesses on behalf of the Government. All of these grants will be fully funded by the Government, therefore year end variance has been forecasted as NIL.	543	0
a) Insurance contracts have been re-procured generating savings.	(111)	(112)

b) There is always a difference between the benefits paid and subsidy recovered during the year. This is due to the Government paying subsidy during the year based on an estimate which is reconciled at the end of the year when an additional subsidy payment is in line with any increases in benefits. Due to COVID-19 there is also a deficit here due to the subsidy grant for housing the homeless not covering the cost for benefits provided.	2,253	300
a) An ongoing saving was identified for future years within repairs and maintenance as part of the budget setting process. This will remain unspent for the current year also.	(57)	(35)
a) Software maintenance - There have been additional software licencing costs relating to distance working (VPN licences). A portion of the variance reduce at year end as we will accrue for charges relating to licences that expire after 31st March 2021.	131	86
c) Other small variances.	(122)	(134)
TOTAL	2,822	892

Head of Environment

Description	YTD Budget 2020/21 £ '000	YTD Actual (inc) £ '000	YTD Variance £ '000	Current Budget 2020/21 £ '000	Forecast Outturn 2020/21 £ '000	Variance to Current £ '000
Employees	915	693	(222)	1,220	1,013	(207)
Premises Related	449	498	49	487	552	66
Transport Related	15	10	(5)	20	20	0
Supplies and Services	606	372	(234)	791	823	32
Third Party Payments	5,834	5,874	39	7,815	7,975	160
Transfer Payments	0	0	0	0	0	0
Income	(3,085)	(2,352)	733	(3,861)	(3,287)	574
Controllable Costs	4,734	5,095	361	6,472	7,097	625

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There are vacancies within the service which are being recruited to. Interim support may be required, so the forecast variance has been forecast lower than the year to date.	(66)	(75)
a) Income from mixed recyclables is higher than budgeted in part due to the increasing popularity of online shopping. There is a delay in receipt of this income resulting in the discrepancy between year to date and projected year end variances.	(7)	(164)
a) Income from recycling of newspapers is falling as newspapers decline in readership. There is also an additional impact from COVID-19 since many people have opted to read news online.	120	153
a) Income from textile recycling has fallen as countries which would usually have bought the product have closed borders.	19	26
a) Garden Waste Income is higher than budgeted due to the popularity of the scheme.	(136)	(136)
a) Loss of parking income due to COVID-19 pandemic. There is still uncertainty on the level of expected use of car parks as lockdown is eased, and a further updated forecast will be provided at quarter 3.	565	722
a) Repairs to Tewin Road depot to fix damage done by a sinkhole.	124	120
b) Additional income in the cemeteries service. Income has been marginally higher, and a small forecast has been made on outturn at this stage as this is likely to be offset by the increase in the costs due to public health burials.	(36)	(30)
b) Customer Services - contract cost payment are lower than budgeted whilst we await quarterly adjustment payments.	(46)	(33)
b) Part of the contractor budgets includes an element for managing the transition (including inflation and any differences in contract assumptions such as to TUPE and pension costs) to the new waste contract. The full requirement on this budget is not yet known, and an update will be provided once the actuarial pensions report is received.	(148)	(0)

c) Other small variances.	(28)	43
TOTAL	361	625

Head of Policy and Culture

Description	YTD Budget 2020/21 £ '000	YTD Actual (inc) £ '000	YTD Variance £ '000	Current Budget 2020/21 £ '000	Forecast Outturn 2020/21 £ '000	Variance to Current £ '000
Employees	1,267	1,276	9	1,692	1,617	(75)
Premises Related	769	591	(178)	974	775	(199)
Transport Related	1	0	(1)	2	2	0
Supplies and Services	1,019	356	(663)	1,356	564	(791)
Third Party Payments	102	172	70	136	576	440
Transfer Payments	0	0	0	0	0	0
Income	(1,925)	(546)	1,379	(2,590)	(343)	2,247
Controllable Costs	1,234	1,849	615	1,570	3,191	1,621

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Due to the closure of Campus West during the pandemic, there is a significant reduction of income expected, while property and other costs have continued to be incurred. Whilst cinemas have now been allowed to open, as long as social distancing remains in place, there will be financial impact through loss of revenue.	1,459	2,098
a) Due to the closure of Campus West during the pandemic, and "safe" reopening with social distancing, there has been a reduction in expenditure, particularly on "demand led" expenditure, such as films fees and food and beverage supplies. As a result there is some reduction of variable cost expenditure, however the loss of income is far greater than the saving from reduced expenditure.	(886)	(1,012)
a) Due to the closure of Community Centre, there is a significant reduction of income expected, while property and other costs have continued to be incurred. It is not expected that these venues will open in the near future as managing social distancing would increase costs and resources required. As result of the closure of the community centre there are some savings on the expenditure that would have normally be occurred.	42	102
a) Due to the pandemic, income from other sites are also expected to be below budget for the year including Mill Green Museum, Moneyhole Lane Pavilion and the Roman Bath House.	22	67
a) As a result of the pandemic and lockdowns there has been resulting savings on the utilities cost of the leisure facilities. These are being monitored closely, the savings on these will net off against the extra support given to GLL.	(103)	(96)
a) Due to the closure of sports facilities, in line with Government Guidance, the Council has provided financial support to GLL as they have seen a significant reduction to income. This is being managed on an open book basis and is being monitored closely.	94	475

c) Additional income generated from HCC, for public relations consultancy and campaign delivery, that relates to local outbreak plan communications.	(6)	(25)
c) Other small variances.	(7)	12
TOTAL	615	1,621

Head of Law and Administration

Description	YTD Budget 2020/21	YTD Actual (inc	YTD Variance	Current Budget 2020/21	Forecast Outturn 2020/21	Variance to Current
	£ '000	£ '000	£ '000	£ '000	£ '000	£ '000
Employees	1,117	1,165	48	1,507	1,577	70
Premises Related	2	1	(1)	3	3	0
Transport Related	17	3	(14)	22	22	0
Supplies and Services	521	472	(48)	688	642	(46)
Third Party Payments	47	39	(8)	65	59	(6)
Transfer Payments	0	0	0	0	0	0
Income	(176)	(171)	5	(223)	(240)	(17)
Controllable Costs	1,528	1,510	(18)	2,062	2,063	1

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) The team went through a restructure early 2020, and agency support was utilised to support the team whilst recruitment to vacant roles was undertaken.	48	70
a) Savings on Elections owing to postponement of 2020 election, Members allowances under spend on catering and hardware purchases and Central postage savings.	(48)	(46)
c) Other small variances.	(18)	(23)
TOTAL	(18)	1

Head of Planning

Description	YTD Budget 2020/21 £ '000	YTD Actual (inc) £ '000	YTD Variance £ '000	Current Budget 2020/21 £ '000	Forecast Outturn 2020/21 £ '000	Variance to Current £ '000
Employees	1,439	1,712	273	1,919	2,122	203
Premises Related	68	85	17	85	85	0
Transport Related	10	6	(5)	14	14	0
Supplies and Services	238	304	66	346	482	136
Third Party Payments	286	270	(16)	419	389	(30)
Transfer Payments	0	0	0	0	0	0
Income	(687)	(668)	18	(983)	(1,151)	(168)
Controllable Costs	1,355	1,709	354	1,800	1,941	141

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) Increase in Agency costs for work on Local Plan and for two large planning applications, this is partially offset by vacancy savings throughout the year and increased income from planning application fees. These variances are expected to reduce slightly over the final quarter.	273	203
a) Increase in consultancy and legal fees including local plan inspector fee (3 week session now predicted for latter part of the year) plus increase costs in Development Control for Terraquest planning application management work to assist with the two large in year applications.	66	136
a) Under spend on tree maintenance as less works being done during the pandemic.	(16)	(30)
a) Due to the impact of the pandemic, there was initially a reduction in the income received for development control planning application fees. However, we are forecasting for two large planning applications (Wheat Quarter and Bio Park) this financial year which have offset this.	18	(168)
c) Other small variances.	13	0
TOTAL	354	141

Head of Public Health and Protection

Description	YTD Budget 2020/21 £ '000	YTD Actual (inc) £ '000	YTD Variance £ '000	Current Budget 2020/21 £ '000	Forecast Outturn 2020/21 £ '000	Variance to Current £ '000
Employees	949	789	(160)	1,265	1,108	(157)
Premises Related	1	3	2	2	2	0
Transport Related	12	7	(5)	16	16	0
Supplies and Services	101	82	(19)	128	129	1
Third Party Payments	62	54	(8)	81	81	0
Transfer Payments	0	0	0	0	0	0
Income	(275)	(290)	(14)	(312)	(284)	28
Controllable Costs	850	645	(205)	1,179	1,051	(128)

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There were vacancies within the Environmental Health & Licensing teams for the first half of the year, recruitment has taken place however there are still some vacant posts. Agency required to cover backlog of work including £25k for HCC funded post (forecast in for Nov-Mar but not yet appointed).	(160)	(157)
a) Forecast an increase of £25k for PPE expenditure in Health and Safety, currently being offset by service underspends.	(27)	1
c) Other small variances.	(18)	28
TOTAL	(205)	(128)

Head of Community & Housing Strategy (GF)

Description	YTD Budget 2020/21 £ '000	YTD Actual (inc) £ '000	YTD Variance £ '000	Current Budget 2020/21 £ '000	Forecast Outturn 2020/21 £ '000	Variance to Current £ '000
Employees	1,352	1,222	(130)	1,802	1,743	(60)
Premises Related	21	18	(3)	26	26	(0)
Transport Related	10	3	(7)	13	13	0
Supplies and Services	187	1,145	958	249	1,690	1,441
Third Party Payments	261	216	(45)	345	344	(1)
Transfer Payments	0	0	0	0	0	0
Income	(170)	(1,532)	(1,362)	(226)	(1,531)	(1,305)
Controllable Costs	1,661	1,072	(589)	2,210	2,285	75

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
a) There is an increase in temporary accommodation costs associated with COVID-19 pandemic. The service will receive income via benefits to cover the service cost, and a grant has also been received from Herts County Council. Part of the Next Steps Funding received as per below will be used to fund the difference. But there will be a net cost to the council. £130k to be drawn from Earmarked reserves.	887	1,335
a) The Council has received additional funding in relation to new burdens for homelessness and a new grant Next Steps Action Programme. The year to date variance shows the net income not yet utilised. This will be spent on the delivery of homelessness functions, and any overspend will be funded from reserves at year end.	(1,102)	(1,202)
a) There are vacancies within private sector housing and the development teams. One of these roles is currently being looked to fill in, and the other was a fixed term contract that is now vacant.	(109)	(60)
a) We have seen an increase in the number of legal cases, as well as the numbers going up, we're seeing more decisions on intentional homelessness cases, which attract reviews. The complexity of that area of housing and homelessness laws means solicitors are able to find many more points of challenge, requiring award of legal aid more often.	66	66
b) The Council receives income for licenses in relation to houses in multiple occupation. These licenses cover a number of years, and so the income is spread over the years to which it relates.	(112)	(64)
b) Year to date variance due to a payment received from Herts County Council for a member of staff that was seconded. This member of staff has now left the Council and the funds will be repaid.	(48)	0
c) Capital salaries recharges are higher than anticipated due to more work being completed on the AHP capital works.	(44)	0

a) Due to some fund being received that was not expected there is increased income, these have been used to support ongoing projects and Covid support during the pandemic.	(37)	(27)
c) Other small variances.	(90)	27
TOTAL	(589)	75

Budgets managed by the Corporate Management Team
31 March 2021 variances

Appendix B8

Corporate Management Team (GF)

Description	YTD Budget 2020/21 £ '000	YTD Actual (inc) £ '000	YTD Variance £ '000	Current Budget 2020/21 £ '000	Forecast Outturn 2020/21 £ '000	Variance to Current £ '000
Employees	1,023	1,043	20	1,363	1,363	0
Premises Related	0	0	0	0	0	0
Transport Related	5	1	(4)	6	6	0
Supplies and Services	191	139	(52)	258	271	13
Third Party Payments	0	0	0	0	0	0
Transfer Payments	0	0	0	0	0	0
Income	0	(4)	(4)	0	0	0
Controllable Costs	1,219	1,179	(40)	1,628	1,641	13

Controllable Variance Analysis	Year to Date Variance	Forecast Variance
b) A central budget is held for project related expenditure. This budget is released through the year as in year projects are identified and approved. At this stage no variance is anticipated.	(58)	0
c) Other small variances.	18	13
TOTAL	(40)	13

Welwyn Hatfield Borough Council - Housing Revenue Account

Appendix C

Description	YTD	YTD Actual (inc Cmmt) £'000	YTD Variance £'000	Current	Forecast	Forecast Variance £'000
	Budget 2020/21 £'000			Budget 2020/21 £'000	Outturn 2020/21 £'000	
Dwelling rents	(36,886)	(36,718)	169	(49,175)	(48,949)	226
Non-dwelling rents	(413)	(248)	165	(551)	(328)	223
Tenants' charges for services and facilities	(1,411)	(1,208)	203	(1,807)	(1,555)	252
Leaseholders' charges for services and facilities	(771)	(711)	60	(855)	(855)	-
Contributions towards expenditure	(177)	(193)	(16)	(413)	(324)	89
Total Income	(39,659)	(39,078)	580	(52,801)	(52,011)	790
Repairs and maintenance	6,475	5,508	(967)	9,698	8,999	(699)
Supervision and management	5,942	5,192	(751)	9,047	9,226	179
Special services	2,317	1,941	(376)	3,102	3,113	10
Rents, rates, taxes and other charges	642	764	122	956	1,036	80
Impairment allowance for doubtful debts	44	168	124	490	490	-
Depreciation	-	-	-	15,440	15,440	-
Debt management costs	14	2	(12)	28	28	-
Sums directed by Secretary of State	-	-	-	50	50	-
Total Expenditure	15,434	13,574	(1,860)	38,811	38,381	(430)
HRA share of Corporate and Democratic Core	353	56	(297)	705	705	-
Net Cost of Services	(23,872)	(25,448)	(1,576)	(13,285)	(12,924)	360
Less Interest and Non-Statutory Items:						
Interest payable and similar charges	3,482	3,396	(86)	6,373	6,373	-
HRA financing and investment income	(114)	(49)	65	(163)	(100)	63
Revenue Contribution to Capital	5,418	15,000	9,582	7,224	6,671	(553)
Total Adjustments	8,786	18,347	9,561	13,434	12,944	(490)
(Surplus) / Deficit	(15,085)	(7,101)	7,985	149	20	(130)
Opening HRA Operating Balance	(873)	-	-	(2,620)	(2,620)	-
In-year (Surplus) / Deficit	(15,085)	(7,101)	7,985	149	20	(130)
Closing HRA Operating Balance	(15,959)	(7,101)	7,985	(2,471)	(2,601)	(130)

**Welwyn Hatfield Borough Council - Housing Revenue Account
Variance Analysis**

Appendix C

Controllable Variance Analysis		Forecast Variance
Dwelling and Non- Dwelling rents	The reduction relates mostly to the increase in rent void at hostels due to unoccupied sites pending essential maintenance and	449
Tenants' charges for services and facilities	Decreased income at The Hive, from community buses and from service charges due to major site redevelopment work and Covid-19 offset by some income received from central government for	252
Contributions towards expenditure	Income from the General Fund to support salary of a secondment and Supporting People Grant income received in excess of budgeted	(111)
Contributions towards expenditure	For 2020/21 recharge of RTB costs to capital has been dealt with correctly by including in the Revenue Contribution to Capital	200
Supervision and Management	Increased agency costs for fire watchmen at Queensway House offset by savings from staff vacancies in Property Services, Business	179
Special Services	Increase in the operating costs at Hostels £80k, offset partly by savings on fuel, mileage and other operating costs in Independent	10
Repairs and Maintenance	Repairs and maintenance projects such as street lighting, miscellaneous structural works and environmental improvements are demand-led and so far this year the demand has been less, in part	(699)
Rents, rates, taxes and other charges	Increase in the cost of Council Tax due to increased temporary accommodation voids some of which is due to major redevelopment	80
HRA financing and investment income	Reduction in investment income linked to accelerated spend on the affordable homes programme.	63
Revenue Contribution to Capital	Adjustment to maintain a HRA closing balance of 5% of total income.	(553)
		(131)

Arrears by service at 30 November 2020

Appendix D

		1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-365 Days Overdue	365 Days Overdue	Total Outstanding
Public Protection, Planning & Governance							
	Law & Administration	0.00	0.00	0.00	21,340.16	3,390.00	24,730.16
	Planning	3,661.47	3,780.00	14.50	7,767.98	3,377.08	18,601.03
	Public Health & Protection	510.00	295.00	3,305.00	3,437.96	3,833.07	11,381.03
		4,171.47	4,075.00	3,319.50	32,546.10	10,600.15	54,712.22
Housing and Communities							
	Housing Operations	22,317.53	228.56	-44.90	34,039.48	2,411.99	58,952.66
	Housing Property Services	0.00	0.00	0.00	0.00	500.00	500.00
	Community & Housing Strategy ¹	14,290.40	22,021.84	6,801.31	23,228.84	60,415.23	126,757.62
		36,607.93	22,250.40	6,756.41	57,268.32	63,327.22	186,210.28
Resources, Environment & Cultural Services							
	Policy & Culture	11,895.00	5,033.00	108,416.20	6,058.70	562.00	131,964.90
	Environment - Cemeteries	5,450.00	3,400.00	0.00	9,000.00	3,433.48	21,283.48
	Environment - Street Cleaning	0.00	0.00	0.00	0.00	1,906.00	1,906.00
	Environment - Other	10,916.03	338,966.21	13,223.21	29,120.78	713.96	392,940.19
	Resources - Shopping Centres	252,102.45	10,334.80	4,935.99	163,498.27	51,437.49	482,309.00
	Resources - Hatfield Town Centre ⁸	125,920.19	9,756.54	12,016.67	105,993.38	33,470.03	287,156.81
	Resources - Ground rent	9,427.80	-286.91	-150.32	22,399.96	12,035.98	43,426.51
	Resources - Garages	24,147.13	22,032.31	12,218.40	67,159.83	145,836.73	271,394.40
	Resources - Other Corporate Property	115,542.66	3,321.19	11,528.84	64,005.97	7,282.30	201,680.96
	Resources - Broxbourne contract	460,328.73	251,926.96	13,042.46	0.00	0.00	725,298.15
	Resources - Other	0.00	0.00	0.00	49,682.49	20,042.42	69,724.91
		1,015,729.99	644,484.10	175,231.45	516,919.38	276,720.39	2,629,085.31
	TOTAL	1,056,509.39	670,809.50	185,307.36	606,733.80	350,647.76	2,870,007.81

Analysis and actions being taken re debt over 90 days - Breakdown	91-365 Days Overdue	>365 Days Overdue
Rental Deposit scheme ¹	7,026.84	38,589.59
Referred to legal ²	112,461.07	56,387.74
Payment plan ³	7,363.96	2,874.06
Chasing Estates customers	244,531.62	85,237.77
Chasing - other LAs and partner orgs ⁴	56,033.77	8,787.71
Chasing - other orgs & individuals ⁴	119,505.87	20,446.31
Garages - current tenants ⁵	58,988.86	9,495.79
Garages - former tenants ⁵	8,170.97	136,340.94
Balances of less than £50 ⁶	2,342.25	4,318.77
Unallocated credits ⁷	(9,691.41)	(11,830.92)

Analysis and actions being taken re debt over 90 days

1. Rental Deposit Scheme - these are deposits provided to residents to enable them to rent a property and are to be repaid when they leave and make up the majority of Community & Housing Strategy debts over 365 days. The more recent debts have instalment plans in place.
2. Referred to legal - the debt is now in the hands of the Council's legal team who will first issue a Letter Before Action and if appropriate seek a County Court Judgement.
3. Payment plan - these customers are paying their debt in instalments, as a result of an agreement with officers or terms set by a court.
4. Chasing - these debts are being actively pursued directly with the customer by the department who provided the service or by Finance. This is the step before considering referring the debt for legal action or when legal action is inappropriate e.g. another local authority or partner organisation.
5. Garages - these debts are being pursued by the Garages Team using direct customer contact and legal action where appropriate. Annual income from garage rents is around £2.3m across over 4,000 garages.
6. Balances of less than £50 - many of these debts are ground rent and an exercise is underway to chase up the non payment of these charges.
7. Unallocated credits - these arise when customers pay a different amount than the invoice issued or where a customer pays in advance of an invoice being raised.
8. Hatfield Town Centre - the total annual rental income from commercial tenants is £544k.

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Part I

Item No: 0

Authors: Yamini Krishnan

Executive Member: Cllr Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 FEBRUARY 2021
REPORT OF THE CHIEF EXECUTIVE

QUARTER 3 CAPITAL BUDGET MONITORING REPORT 2020-21

1 Executive Summary

- 1.1 This report presents the capital expenditure and associated capital funding as at the end of quarter 3. The report and appendices detail the changes to the original capital programme and funding plans, as a result of programme commitments and project delivery.
- 1.2 The current approved capital budget is £75.783m (which includes the approved re-phasing of budgets from 2019/20) and the forecast outturn is £65.463m. A summary of forecast variances and re phasing are shown in **Table 1** and detailed explanations for key variances in **section 3.3**. This excludes the borrowing to Now Housing, which will be reviewed as part of the review of the business plan and budget setting process.
- 1.3 A summary of progress against key projects for which no variances have been reported is contained within **section 3.4**.
- 1.4 A forecast of the resources available to fund the capital programme and variances of the current forecast against the available resources budgeted are set out in **section 4** of this report.

2 Recommendations

- 2.1 That Cabinet note the capital forecast outturn position as at Quarter 3 as shown in **Table 1**.
- 2.2 The Cabinet to note the forecast position as at 31st December 2020 for funding of the capital programme and reserve balances as reflected in **Table 2**

3 Capital Programme – Expenditure Forecasts

- 3.1 The capital expenditure position is summarised in **Table 1** below and a detailed breakdown by capital scheme can be found in **Appendix A**.

Table 1: Capital Outturn 2020/21 by Fund and Head of Service

	Budget 2020/21	Outturn 2020/21	Variance to Budget	Re- phasing of Capital Schemes	(Under)/ Over Outturn
	£'000	£'000	£'000	£'000	£'000
General Fund					
Planning	1,076	25	(1,051)	1,000	(51)
Public Health and Protection	73	4	(69)	34	(35)
Public Protection, Planning and Governance	1,149	29	(1,120)	1,034	(86)
Resources	23,494	22,268	(1,226)	1,185	(41)
Environment	12,096	4,001	(8,095)	8,095	0
Policy and Culture	330	322	(8)	48	40
Resources, Environment & Cultural Services	35,920	26,591	(9,329)	9,328	(1)
Community & Housing Strategy	1,446	387	(1,059)	1,059	(0)
Housing and Communities	1,446	387	(1,059)	1,059	(0)
General Fund Total	38,516	27,007	(11,508)	11,421	(87)
Housing Revenue Account					
Community & Housing Strategy	22,260	28,380	6,120	(6,024)	(96)
Housing Property Services	14,507	10,585	(3,922)	3,877	(45)
Housing Operations	500	170	(330)	320	(10)
Housing and Communities	37,267	39,135	1,868	(1,827)	41
Housing Revenue Account Total	37,267	39,135	1,868	(1,827)	41
Grand TOTAL	75,783	66,142	(9,641)	9,594	(47)

There is currently a requirement to re-phase £9.594m, Explanations of these are detailed in section 3.2.

*GRF £11.421m – re-phase budget into 2021-22
HRA (£1.827m) – re-phase budget from 2021-22
Total net re-phasing – £9.594m*

3.2 Key forecast variances are outlined below:

General Fund:

3.2.1 Re-phasing of £1.000m – Planning

£1.000m – Angerland Football and Rugby Improvements in Hatfield (App A ref. no 3 &4)

The Angerland £1.0m is from a S106 planning agreement, and is held by the Council, to be distributed to sports bodies in Hatfield. A Board was set up to receive nominations and award funding. In September 2019 the board agreed to review the criteria associated with the fund. The review has been concluded and in September 2020 it was confirmed that the funding remains available to deliver the two large projects for football and rugby through the capital programme and smaller community sport projects funded via a bid process from the remaining funding held in revenue. There are no large projects progressing through the planning system at present, so it is likely that the money will continue to be held by the Council for the foreseeable future until such time as a project is progressed.

3.2.2 Re-phasing of £8.095m - Environment

£3.773m – Bereavement Services (App A ref. no 43)

The scheme has now obtained planning approval and has been passed to the councils Property Development team to move the project into the delivery phase. Business case has been updated and the procurement process has commenced. Works onsite is planned to commence in Oct 2021.

£1.899m – Tewin Road Depot Upgrade (App A ref. no 49) & £2.200m – Household waste and Recycling Centre (App A ref. no 50)

The forecast outturn reflects the current expectation of spend on pre development costs with the majority of the construction costs likely to happen in 2021/22. The council's capital programme includes £9m for the project, of which £4.5m relates to the council's facilities, and £4.5m for HCC facilities. It is proposed the council's share of the increase, which is £1.79m, will be funded by a virement from the Strategic Property Investment capital budget. This will be moved as part of the budget setting process. The HCC element will be adjusted through the budget setting processes, with an increased contribution from HCC being included in the capital financing summaries.

3.2.3 **£1.030m Disabled Facilities Grant (App A ref. no 59):**

The demand for Disabled Facilities Grants is generally lower than the available grant received via the Better Care Fund. However due to Covid, demand fell even further and the contractor was not able to progress works for the period of the first lock down, which led to a further reduction in expenditure. In the longer term, the team are actively looking at ways to utilise this ring fenced fund in innovative ways, in partnership with officers from HCC. The Private Sector Renewal Policy is being reviewed as part of this work.

Housing Revenue Account:

3.2.4 Re-phasing (£7.016m) - Affordable Housing Programme

(£10.650m) Open Market Purchases (App A ref. no: 68)

To avoid repayment of retained Right To Buy receipts the Council must meet its quarterly required spend which is determined by the receipts received in the same quarter 3 years prior.

The Council has a shortage of homes in comparison to demand and the acquisition of properties on the open market, alongside the Council's own developments, is considered a good and necessary method of supplementing its declining stock due to Right to Buy.

Due to the impact of the pandemic there have been delays to some of the council's developments and an increased focus has been placed on purchases on the open market. Bringing forward budget from future years enables the Council to 1) meet its required spend and 2) meet current demand for housing in the borough.

£1.448m Howlands House (App A ref. no: 70)

There has been some delays to this project as a result of consultations with local residents, however these are expected to be completed and this is planned to go to committee in March, with construction work starting in 21/22.

£0.186m Minster House (App A ref. no: 71)

On-site construction has been delayed due to Covid-19 therefore some budget will be required to be re-phased into 2021/22.

£0.714m The Commons and £1.114m Ludwick Way (App A ref. no: 72 & 73)

The scheme is likely to commence around February/March 2021 and the construction period will run for around 12-18 months. On this basis the full cost will not be incurred in the 2020/21 financial year and an element of the budget will be re-phased into 2021/22 as appropriate as part of the annual accounts process.

£0.172m Burfield (App A ref. no: 74)

This project is still in the planning phase and construction on-site is not expected until 2022/23. Between 20/21 and 22/23 the site will be used to house vulnerable individuals who may otherwise be allocated alternative and more expensive temporary accommodation.

£0.992m Swallowfields (App A ref no: 83) – Purchase of 20 apartments at Swallowfields, with the Council purchasing the site and contracting with the developer to complete the development to agreed specification. There's a slight delay and project is expected to complete early next year.

3.2.5 £0.096m Net favourable variance – Affordable Housing Programme

AHP - Littlemead £0.505m and AHP Northdown Road £0.275m (App A ref. no: 66 & 67).

Both these projects have now concluded. The under spend on Littlemead is due to the contingency budgets within the programme not being required. The underspend on Northdown Road is due to work on the fire proofing on communal areas, replacement of doors and defective flooring which came in at lower costs than originally expected.

3.3.6 Re-phasing of £3.877m – Housing Property Services

Housing Property Services £10.585m (App A ref. no 85 - 98):

Delivered through the Mears contract, this scheme is for improvements required to the housing stock including replacement kitchens, bathrooms, electrical and asbestos works. Due to the impact of covid, a review has been undertaken of the forecast works programme, and current forecasts are that £3.8m of works will be rephased to future years.

Progress of key capital scheme expenditure:

This section provides members with additional information on the progress of high value projects (over £2.0m) for which no variance or re-phasing has been reported, and highlights any risks identified which may cause a variance or re phasing to the project to be reported at a later date.

General Fund:

3.3.1 Redevelopment of 1 and 3-9 Town Centre Hatfield £3.249m (App A ref. no 12):

This scheme progresses well. Negotiations have been completed on 1-9 Town Centre Section 106. The demolition of the remaining block will now be programmed for quarter 4 2020/21. The grant with Homes England must be spent by March 2021, but the Council is seeking to extend the contract by 12 months from Homes England, once approved this project may need to be re phased into 2021/22.

3.3.2 Welwyn Garden City Town Centre North £4.809m (App A ref. no 14):

Pre-application advice for the phase one site (Campus West Car Park) has been submitted to Planning, Historic England and Highways. A planning application will be submitted over the coming quarter. With regard to phase two site (Campus East Car Park), the tender for a developer using an OJEU competitive dialogue process was launched during September. The grant with Homes England must be spent by March 2021, but the Council is seeking to extend the contract by 12 months from Homes England, once approved this project may need to be re phased into 2021/22.

3.3.3 Strategic Property Investment £5.525m (App A ref. no 15):

Due to the current pandemic, this project will not be proceeding. It is proposed that £1.79m, will be vired to Tewin Road Depot redevelopment and £3.20m to Bereavement Services, as part of the budget setting process.

3.3.4 Hatfield Town Centre Multi Storey Car Park £5.466m (App A ref. no 19):

This project processes well despite the lockdown. Bourne have taken possession of the site and have commenced works. Communication to residents and businesses has been in the form of newsletters during the lockdown and will continue until social distancing permits a liaison manager to correspond directly with residents and businesses, this is expected in the near future. Completion is still targeted for quarter 4. Work commenced onsite in June 2020 and is due to complete March 2021.

Housing Revenue Account:

3.3.5 Affordable Housing Programme – Open market purchases (OMP) £19.000m (App A ref. no 68):

Due to re phasing across various AHP projects, the number of OMPs will need to increase to mitigate the risk of not meeting the required spend under the terms of the Council's Right to Buy Retention Agreement.

Minster House £3.850m (App A ref. no 75) - The Project started on site on 29th September 2020 and demolition, site preparation and reduced level dig works are complete. There were some delays caused by the discovery of additional notifiable asbestos which has now been removed and an extension of time awarded. The anticipated contract completion date is 26th July 2022.

3 Capital Programme – Financing Forecasts

3.3 The financing of the capital programme and cumulative borrowing position (internal and external loans) is shown in Table 2 below:

<u>Table 2 - Capital Financing Summary</u>	Current Budget 2020/21 £'000	Forecast Outturn 2020/21 £'000	Forecast Variance £'000
GENERAL FUND			
Total Expenditure	38,515	27,007	(11,508)
Expenditure funded in year by :			
Capital Receipts and Reserves	(4,015)	(6,693)	(2,678)
Capital Grants and Contributions	(13,009)	(13,370)	(361)
Revenue Contribution to Capital	0	(70)	(70)
Borrowing Requirement Before MRP	21,491	6,874	(14,617)
Minimum Revenue Provision	(976)	(970)	6
Net Change in Borrowing Requirement for Year	20,515	5,904	(14,611)
Cumulative Borrowing Requirement at year end	52,140	43,565	(8,575)
Capital Reserves and Grants Balance at year end	6,013	7,691	1,678
HOUSING REVENUE ACCOUNT			
Total Expenditure	36,517	39,135	2,618
Loan Repayment	20,000	20,000	0
Capital Receipts and Reserves	(25,891)	(23,377)	2,514
Restricted 141 Capital Receipts	(6,951)	(8,685)	(1,734)
Revenue Contribution to Capital	(7,230)	(6,271)	959
Capital Grants and Contributions	(672)	0	672

Borrowing Requirement for Year	15,773	20,802	5,029
Cumulative Borrowing Requirement at year end	237,353	241,916	4,563
Capital Reserves and Grants Balance at year end	10,950	13,837	2,887

3.4 Key Variances to the General Fund & HRA Financing are as follows:

General Fund:

The expenditure forecast has reduced by £11.508m in year. Re-phased amounts total £11.421m and a net underspend of £0.087m.

The borrowing requirement in year has decreased by £14.611m and the yearend reserves forecast has increased by £1.678m.

Housing Revenue Account:

The expenditure forecast has increased by £2.618m in year owing to the acceleration of Open market purchases. Re-phased amounts total (£1.827m) and a net underspend of £0.004m.

The borrowing requirement in year has increased by £4.563m and the year end reserves forecast has increased by £2.887m. There is a reduction in the revenue contribution to Capital in the HRA of £0.959m.

Implications

4 Legal Implication(s)

5.1 There are no direct legal implications arising from this report. However, the individual projects will require legal input into procurement and contractual documentation.

6 Financial Implication(s)

6.1 Financial implications are set out in the body of the report where relevant.

7 Risk Management Implication(s)

7.1 There are none arising directly from this report.

8 Security & Terrorism Implication(s)

8.1 There are none arising directly from this report.

9 Procurement Implication(s)

9.1 There are none arising directly from this report.

10 Climate Change Implication(s)

10.1 There are none arising directly from this report.

11 Health and Wellbeing Implications(s)

11.1 There are none arising directly from this report.

12 Link to Corporate Priorities

12.1 The subject of this report is linked to the delivery of all of the Councils the Corporate Priorities.

13 Communications Plan

13.1 There are none arising directly from this report.

14 Equality and Diversity

14.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report as there is no impact on services directly as a result of the recommendations.

15 Human Resources Implications

15.1 There are none arising directly from this report.

Name of authors Yamini Krishnan 01707 357336
Title Senior Business Partner
Date 12 January 2021
Appendix A - Capital Expenditure Monitoring by Scheme

CAPITAL MONITORING Period 09 2020/21

Ref	Project description	Current Budget £'000	Actual (inc. Goods Rec'd) £'000	Forecast Outturn £'000	Forecast Variance £'000	Re-phasing £'000	(Under) / Over Forecast £'000	Report Ref
GENERAL FUND								
1	Community Infrastructure Levy software	26	0	8	(18)	0	(18)	
2	Replacement of Fast Planning	50	12	17	(33)	0	(33)	
3	Angerland Football Improvement schemes	800	0	0	(800)	800	0	3.2.1
4	Angerland Rugby Improvement schemes	200	0	0	(200)	200	0	3.2.1
	Total Head of Planning	1,076	12	25	(1,051)	1,000	(51)	
5	Northgate case management system - replace and enhance	58	4	4	(54)	34	(20)	
6	Purchase of Air Quality Monitoring Equipment	15	0	0	(15)	0	(15)	
	Total Head of Public Health and Protection	73	4	4	(69)	34	(35)	
	Total Corporate Director - Public Protection, Planning and Governance	1,149	16	29	(1,120)	1,034	(86)	
7	Highview Shops	1,050	170	250	(800)	800	0	
8	Hatfield Town Centre Public Realm	148	66	148	0	0	0	
9	Salisbury Square redevelopment	0	8	0	0	0	0	
10	Splashlands Development	1,347	1,317	1,347	0	0	0	
11	Flat Refurbishments Hatfield Town Centre	18	0	0	(18)	18	0	
12	Redevelopment of 1 and 3-9 Town Centre Hatfield	3,249	408	3,249	0	0	0	3.3.1
13	Garages re roofing	0	8	0	0	0	0	
14	Welwyn Garden City Town Centre North	4,809	654	4,809	0	0	0	3.3.2
15	Strategic Property Investment	5,525	117	5,525	0	0	0	3.3.3
16	Huntersbridge car park concrete waterproofing	10	0	10	0	0	0	
17	Campus East Fire compartmentalisation	22	0	0	(22)	22	0	
18	Littleridge Industrial Area resurfacing	85	11	85	0	0	0	
19	Hatfield Town Centre Multi Storey Car Park	5,466	3,690	5,466	0	0	0	3.3.4
20	Garage Renovations	322	133	322	0	0	0	
21	Garage Forecourt Resurfacing	85	67	85	0	0	0	
22	Link Drive Redevelopment	295	183	195	(100)	100	0	
23	Hatfield pop up market stalls	50	24	50	0	0	0	
24	Mill Green Museum Window Replacement	49	0	49	0	0	0	
25	Coronation Fountain refurbishment	11	29	11	0	0	0	
26	Commercial property-Energy efficiency	100	0	0	(100)	100	0	
27	Multi Functional Devices - Replacement programme	17	10	17	0	0	0	
28	Rolling IT Projects	223	223	223	0	0	0	
29	SQL Server Upgrade	35	0	35	0	0	0	
30	Meeting Room Projectors	0	(1)	0	0	0	0	
31	Hatfield Town Centre Market Place	298	2	153	(145)	145	0	
32	Commercial Property (Minimum EPC Requirements)	0	16	0	0	0	0	
33	Campus West drainage	66	6	66	0	0	0	
34	Hatfield Swim Centre Cathodic protection	66	0	22	(44)	0	(44)	
35	ICT Rolling Programme/Refresh	0	8	0	0	0	0	
36	Beaconsfield Court - Building works	0	780	0	0	0	0	
37	Rollercity Lighting (Foyer) upgrade	12	0	12	0	0	0	
38	Cloud based email and active directory	94	41	94	0	0	0	
39	Campus West-Partial refit of Soft Play City	25	24	25	0	0	0	
40	Campus West-Change of flooring in screen 3 (Hawthorne Theatre)	17	21	20	3	0	3	
41	Capita Upgrade	0	9	0	0	0	0	
	Total Head of Resources	23,494	8,024	22,268	(1,226)	1,185	(41)	
42	PLAN Off Street Parking	316	91	211	(105)	105	0	
43	Bereavement Services	4,023	21	250	(3,773)	3,773	0	3.2.2
44	Play Area Replacement Scheme	168	0	50	(118)	118	0	
45	Litter and dog bin replacement programme	20	0	20	0	0	0	
46	Refuse and Recycling improvement programme	15	19	15	0	0	0	
47	Construction of memorial plinths	40	17	40	0	0	0	
48	Car park management system	15	(5)	15	0	0	0	
49	Tewin Road Depot Upgrade	3,499	154	1,600	(1,899)	1,899	0	3.2.2
50	Household Waste and Recycling Centre	3,800	91	1,600	(2,200)	2,200	0	3.2.2
51	Food Caddies-Weekly food waste collections	200	151	200	0	0	0	
	Total Head of Environment	12,096	540	4,001	(8,095)	8,095	0	
52	Finesse refurb (Hatfield Swim Centre)	0	1	0	0	0	0	
53	Replacement of the Council's Intranet	67	41	67	0	0	0	
54	Leisure Capital Programme	150	40	190	40	0	40	
55	Mill Green Museum Brickwork and Masonery	40	0	40	0	0	0	
56	Museum Service - Refit of Pumping Station	48	0	0	(48)	48	0	
57	Museum Service-Refit and stabilisation of the stable block at Mill Green	25	0	25	0	0	0	
	Total Head of Policy and Culture	330	82	322	(8)	48	40	
	Total Corporate Director - Resources, Environment & Cultural Services	35,920	8,645	26,591	(9,329)	9,328	(1)	
58	CCTV upgrades (Welwyn Garden City, Urban and Hatfield)	100	6	100	0	0	0	
59	Disabled Facilities Grant	1,188	135	158	(1,030)	1,030	0	3.2.3
60	Decent Homes Private Sector GF	62	11	33	(29)	29	0	
61	WGC Football Development Scheme	53	54	53	0	0	0	
62	PRG Health	6	0	6	0	0	0	
63	PRG Sunflower	20	0	20	0	0	0	
64	PRG Community Inclusion	17	18	17	0	0	0	

	Total Head of Community & Housing Strategy	1,446	225	387	(1,059)	1,059	0	
	Total Corporate Director - Housing and Communities (Gen Fund)	1,446	225	387	(1,059)	1,059	0	
	TOTAL General Fund	38,516	8,886	27,008	(11,508)	11,421	(87)	

HOUSING REVENUE ACCOUNT								
65	AHP - General	0	187	250	250	0	250	
66	AHP - Little Mead	505	(1)	0	(505)	0	(505)	3.2.5
67	AHP - Northdown Road	275	(38)	0	(275)	0	(275)	3.2.5
68	AHP - Open Market Purchases	9,100	9,494	19,000	9,900	(10,650)	(750)	3.2.4 & 3.3.5
69	AHP - Grants to Registered Providers	750	0	750	0	0	0	
70	AHP - Howlands House Redevelopment and Additional Units	1,698	242	250	(1,448)	1,448	0	3.2.4
71	AHP - Minster House Redevelopment and Additional Units	4,036	1,496	3,850	(186)	186	0	3.2.4
72	AHP - The Commons	964	9	250	(714)	714	0	3.2.4
73	AHP - Ludwick Way	1,464	6	350	(1,114)	1,114	0	3.2.4
74	AHP - Burfield	302	119	130	(172)	172	0	3.2.4
75	AHP - Chequersfield	674	418	750	76	0	76	
76	AHP - Hazel Grove	0	33	30	30	0	30	
77	AHP - Haseldine Meadows	0	47	50	50	0	50	
78	AHP - Lockley Crescent	0	39	40	40	0	40	
79	AHP - Ludwick Green	500	52	130	(370)	0	(370)	
80	AHP - New Park Street	0	3	0	0	0	0	
81	AHP - Queensway House	0	598	960	960	0	960	
82	AHP - Inspira House (additional units)	0	52	500	500	0	500	
83	AHP - Swallowfields	1,992	909	1,000	(992)	992	(0)	3.2.4
84	AHP - Birchwood House	0	0	90	90	0	90	
	Total Head of Community & Housing Strategy	22,260	13,665	28,380	6,120	(6,024)	96	
85	Major Repairs (Mears)	8,045	3,132	7,275	(770)	770	0	3.3.6
86	Aids and Adaptations	891	298	670	(221)	221	0	3.3.6
87	Insulation Improvements	32	2	32	0	0	0	3.3.6
88	Smoke & Carbon Monoxide Alarms	105	29	60	(45)	0	(45)	3.3.6
89	Gas Central Heating Replacement Program	1,794	1,023	1,494	(300)	300	0	3.3.6
90	Fire Related Works (including Queensway House)	237	16	37	(200)	200	0	3.3.6
91	Major Repairs (other contractors)	720	(26)	20	(700)	700	0	3.3.6
92	Door entry systems	531	36	218	(313)	313	0	3.3.6
93	Electricity mains	197	66	112	(85)	85	0	3.3.6
94	Energy improvement works	0	1	0	0	0	0	3.3.6
95	Lift replacement	116	14	24	(92)	92	0	3.3.6
96	Sheltered Refurbishment	1,193	6	600	(593)	593	0	3.3.6
97	Disabled Facilities Grant additional scheme	13	0	13	0	0	0	3.3.6
98	Better Care Fund- Sheltered Housing Modernisation	633	1	30	(603)	603	0	3.3.6
	Total Head of Housing Property Services	14,507	4,598	10,585	(3,922)	3,877	(45)	
99	Community Buses replacement programme	320	0	0	(320)	320	0	
100	Emergency Alarms replacement programme	125	7	125	0	0	0	
101	Shop mobility scooter replacement programme	10	0	0	(10)	0	(10)	
102	Digital Improvements	45	0	45	0	0	0	
	Total Head of Housing Operations	500	7	170	(330)	320	(10)	
	Total Corporate Director - Housing and Communities (HRA)	37,267	18,270	39,135	1,868	(1,827)	41	
	TOTAL Housing Revenue Account	37,267	18,270	39,135	1,868	(1,827)	41	
	TOTAL	75,783	27,156	66,143	(9,640)	9,594	(46)	

Part I
Item No:
For Decision

WELWYN HATFIELD BOROUGH COUNCIL CABINET – 9 FEBRUARY 2021

Recommendation from the Cabinet Planning and Parking Panel on 14 January 2021:-

111. LOCAL PLAN - ANNUAL MONITORING REPORT

Members considered the report of the Corporate Director (Public Protection, Planning and Governance) on the Local Plan – Annual Monitoring Report. It was noted that the Annual Monitoring Report (AMR) serves a number of purposes, including; reporting upon the amount of development that has taken place in the Borough during the year, assessing whether this development meets targets across a number of indicators and setting out expectations for future development in the Borough. In addition, it also reports on progress against the Local Development Scheme, which sets out when and how the Council will produce new planning documents and policies and includes progress on the Council's efforts under 'duty to cooperate' with other public authorities.

The 2019/20 AMR covered the period from 1st April 2019 to 31st March 2020. While the AMR may also refer to development and changes since the 31st March 2020, the 2020/21 AMR reported on these in more detail.

The AMR provides considerable information on what is happening in the Borough not just in terms of housing but services such as health and wellbeing.

The following key points were noted:

- The AMR reports on 36 planning indicators.
- The Borough's population grew at an estimated rate of 0.2% (Welwyn Garden City), which was an increase to just over 123,000; slightly lower than Hertfordshire as a whole (0.4%).
- The Council's annual retail survey was undertaken during October/December 2020 – the Town Centre vacancy had increased to 8.6% compared to last year of 4.1%. Some large units became vacant during the year which contributed to the increase. In Hatfield Town Centre the vacancy also increased to 16.5% from 13.8% last year. Part of the vacancy in Hatfield has been due to the redevelopment at 1-9 Town Centre.
- The new library has opened in White Lion Square but another large unit had become vacant.
- Last year saw 673 net new housing units having been completed. A total of 69 new affordable homes were brought to the market which accounted for 10.3% of total net dwellings completed.

- In terms of student flats – 94% were completed; providing 272 self-contained dwellings.
- The average dwelling density for new dwelling completed in 2019/20, saw an increase – rising to 74.7 dwellings per hectare (dph) compared with 50 dph in 2018/19. Most of these were student self-contained studios and had a high net density. If these had been excluded the average density would have fallen to 42. dph for the year.
- The Borough has continued to see a net loss of employment floorspace totally - 5,903m² in 2019/20. Another notable B2 loss in 2019/20 was at the Entech House site in Woolmer Green, which is being redeveloped for housing.
- The number of claimants of job seekers allowance saw a 0.3% increase to 2.0% in March 2020 (from 1.7% in March 2019). The impact of Covid-19 had led to an increase of claimants in the Borough to 4.5% in October 2020.
- The minimum annual local housing need was calculated using the Standard Methodology, under which the housing need figure for WHB is 875 dwellings per annum, resulting in a housing land supply of 2.58 years. This is below the national five year requirement until the Draft Local Plan is adopted. The Borough is unlikely to be able to meet this requirement.

A comment was made on the 1,590 planning plots that have planning permission but have not been constructed. If these were built the Council would have two and half years supply of homes immediately.

A Member sought clarification on the discrepancy of data relating to Council Tax. It has been noted that there has been 671 net dwelling completions, with 693 gross completions. The Council Tax base has increased by 700 and this irregularity has been raised with Richard Baker, Head of Resources who has advised that they are not one-to-one equivalent. The Council Tax base utilises portioned number for other bands (an example of the band range was provided); there has been a significant proportion of the 671 dwellings that are made up of smaller flats/studios, which are in the lower band. The tax base suggests that there has been over 800; thus increasing the net dwellings within the Borough, yet the net completions say 671. The Head of Planning explained that he has been in correspondence with Richard Baker to resolve this issue. Members were advised that Planning obtains data from the County Council, generally from building control records, once it has been completed and received a sign off permission. The Council Tax work is associated with preliminary work on predicating the income the Council is likely to receive from houses. The Head of Planning will work with Head of Resources (Richard Baker) to reconcile the numbers but Planning can only defend the numbers that are provided within the AMR.

The Member further stated that the 700 figure that he had quoted was for last year and this has generated a significant amount of monies. The predication for next year being over 800. There has been some liaison with Council Tax on their records of completion, it was noted that they have less dwellings than Planning on record for the year. Accounting periods can also have an impact on data. It was agreed that the Head of Resources and Head of Planning investigate this discrepancy.

A Member highlighted the issue of health and wellbeing; although not always updated as regularly as other items but he felt that it was important to comment on

the disparity of Hatfield Central and Sherrards wards. Members are aware of the difference between Hatfield Central and Peartree on deprivation. He felt that more needs to be done to close the deficiency gap and bring these areas in line with others within the Borough for the future. It was felt that it required greater investigation. This item to be taken to Council for debate. Concern was expressed in terms of how deprivation figures exclude students, which gives a fabricated indication of numbers.

A Member sought clarification on the windfall numbers within the report. He referred to the completion number of 671 dwelling cited within the report, as being 100% windfall. In the last few years the numbers have been around 400 – 550; post completion of sites. Going forward the figure within the Local Plan is 215 (149 has been mentioned) how do we reconcile? He raised the concern of presenting such a low number to the Inspector and the issues around use of urban sites; these sites can be precarious to develop and developments are being favoured for green belt sites. Also how robustly is the Council informing the Inspector of what is happening at present? The Officer explained that the Inspector has commented that once a local authority has an adopted plan the windfall numbers tend to drop off quickly and the allocated sites tend to come forward. Our submitted figure has gone up and compared to other local authorities it is higher. There is a consultation on the windfall assessment and there will be a hearing session on this on 24 February. The Inspector has commented that our figure is high and we will have to work hard to justify the figure already submitted. From previous experience and looking at past trends you do see windfall decreasing rapidly once the Plan has been adopted. Some of windfall sites are of a type which could have been allocated in the Local Plan but this has been associated with timing of the sites. It was suggest that Officers look at past trends (previous local plans) and at other local authorities to see why those windfalls drop off rapidly. Is it because there is hunger to develop green field sites, as urban sites can sometimes be difficult to develop? By having put forward a low windfall figure you may be discouraging development of urban sites. The Officer explained that they will look at past trends, which they have done in the past and also take into account the source of supply and the type of sites that come forward and compare these with what has been coming forward. The Officers will continue to monitor the situation and sites.

Concern was expressed in respect of the health statistics, in terms of the diagnosis rate. The data referred to the number of people who have been to see their GP and have been diagnosed but there may be a certain percentage for whatever reason that may not have been diagnosed because they have not been to see their GP or have ignored symptoms, therefore not being accounted for within the statistics. The data is taken from the NHS monitored figures. Planning will look at this and provide a response at a later date.

A question was raised on renewable energy, as to why small schemes such as solar panel feed in-tariff and other grants cannot be accounted for. The figures seemed low on renewable energy data; could we encourage more, as we move forward? It was clarified that most of renewable energy small projects fall within the permitted development and therefore not always captured for the data. The Council uses planning application information and if it is not captured within the application stage it is not replicated in the data. Officers will look at this next year to see what other

sources of data can be developed to capture the figures. The Member indicated that she would like to see the number increasing.

A Members raised a question on S106 funds and whether it would be feasible for Ward Councillors to put forward ideas for projects that they feel are needed within their ward. Members can do this through the Local Plan process, via the infrastructure delivery plan, which we believe may be required within the proposed development. If the Member advises Planning, the Officers can contact the appropriate body to consider the suggestion and take the necessary steps. The other route is to put forward the idea at the planning application stage when Members are asked to comment on the application and projects can be identified and if feasible, request for S106 monies for the suggested project can be made. What is not appropriate is for Members to put forward a project and request funds. For the Community Infrastructure Levy (CIL) mechanism, there is a tariff for sqm of development and funds can be utilised as the local authority requires, it is more flexible e.g. new school or distribute to wards for community facilities and Members can decide on which projects they wish to allocate the levies. For very small project there is the possibility of obtaining funds from the parish, borough or county councils, as there can be small pockets of resource available.

RESOLVED

That the Cabinet Planning and Parking Panel recommends to Cabinet that the AMR be approved for publication, and that the Head of Planning be given delegated powers to agree any minor alterations to finalise the AMR following consultation with the Executive Member for Environment and Planning.

Please see link below for the report and appendix submitted to Cabinet Planning and Parking Panel on 14 January 2021:

<https://democracy.welhat.gov.uk/ieListDocuments.aspx?CId=266&MId=1180&Ver=4>

Part I

Item No: 0

Main author: Paul Underwood

Executive Member: Terry Mitchinson

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 9 FEBRUARY 2021
REPORT OF THE CHIEF EXECUTIVE

COUNCIL ACHIEVEMENTS LIST (OCTOBER - DECEMBER 2020)

1 Executive Summary

1.1 This report collates and summarises the council's key achievements and service improvements for Quarter 3 of 2020-21.

2 Recommendation(s)

2.1 That Cabinet notes the report and contents of this Achievements List.

3 Explanation

3.1 Appendix A highlights the council's achievements taken from our press releases, decisions taken at committees, and business plan projects achieved in this quarter.

3.2 This significant impact of Covid-19 on the council's services in 2020 has led to some rapid adaptations in how our work programmes and projects have been planned and delivered and some of this is reflected in our achievements.

3.3 The Achievements List is checked with Corporate Directors and Heads of Service as part of its preparation.

Implications

4 Legal Implication(s)

4.1 There are no direct legal implications arising from the contents of this report.

5 Financial Implication(s)

5.1 There are no direct financial implications arising from the contents of this report.

6 Risk Management Implications

6.1 There are no direct risk implications arising from the contents of this report as it collates and reports on actions already completed and/or information already in the public domain.

7 Security & Terrorism Implication(s)

7.1 There are no direct security and terrorism implications arising from the contents of this report.

8 Procurement Implication(s)

8.1 There are no direct procurement implications arising from the contents of this report.

9 Climate Change Implication(s)

9.1 There are no direct climate change implications arising from the contents of this report

10. Health and Wellbeing Implications

10.1 There are no direct health and wellbeing implications arising from the contents of this report.

11 Communication and Engagement Implication(s)

11.1 The Achievements List contains information about press releases and whether they were used by local media. A summary of achievements over the relevant period is also covered in issues of *One Welwyn Hatfield*, the council's community newsletter which is delivered to every home in the borough.

12 Link to Corporate Priorities

12.1 This report is linked to the all of the council's corporate priorities, specifically to *Our Council*, to effectively communicate what we do and how we perform.

13 Equality and Diversity

13.1 An Equality Impact Assessment was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of author Paul Underwood (01707) 357220
Title Head of Policy and Culture

Date January 2021

Appendix A Council Achievements List (October – December 2020)

Council Achievements List 2020-21 (Quarter 3, October – December 2020)

Corporate Priorities

- One – Our Community
- Two – Our Environment
- Three – Our Housing
- Four – Our Economy
- Five – Our Council

(Press releases: U: Used by local media – print or online, N: Not used by local media)

Achievement	Source	Corporate Priority
October 2020		
The Coronation Fountain in Welwyn Garden City was again turned pink to highlight Breast Cancer Awareness month. The fountain, which needed repairs following a flood in the plant room last year, remained pink until 31 October when the water turned clear again.	Press Release (U)	One
Applications opened for Welwyn Hatfield Small Community Grants, as well as a new Youth Action Grant, for community and charity organisations working with young people in the borough. Both grants offer eligible local applicants funding of between £500 and £2,000.	Press Release (U)	One
The installation of 16 new electric vehicle charging points in car parks across the borough was announced, including in the new Hatfield town centre multi-storey. It follows a successful funding bid to the government which saw the council awarded over £100k from the Office for Low Emission Vehicles.	Press Release (U)	Two

Achievement	Source	Corporate Priority
Residents will be able to recycle their food waste into energy that will be used to power local communities and fertilise farmland following the delivery of over 40,000 green caddies to homes across the borough, ahead of the start of the food waste collection service in November.	Press Release (U)	Two
Following four months of preparation and demolition works Lovell officially broke ground at High View in Hatfield to deliver 146 quality new homes, a retail centre, community facilities and amenities. The new homes will include 25 per cent affordable housing with the majority available for social rent for people on the council's housing register. 12 retail units will open as well as infrastructure upgrades to improve connections around High View and access to The Hive community centre.	Press Release (U)	Three & Four
HatTech, our spacious and modern business centre for freelancers, entrepreneurs and small businesses, was opened by the Mayor. A £751k Local Growth Fund grant from the Local Enterprise Partnership has helped transform the first floor of the building in Beaconsfield Court, Hatfield into a creative hub offering flexible working space. Its range of cost-effective office units are ideal for start-ups and small businesses looking to make the next step.	Press Release (U)	Four
An Article 4 Direction came into effect in October removing permitted development rights that allowed office buildings to be converted for residential use without planning permission. It covers the most strategically important office sites in the borough and followed a number of concerns about the amount of employment space lost, with some 27,000sqm of office space in Welwyn Hatfield converted for residential use since 2013.	Press Release (U)	Four
A one-off grant of £500 was introduced for people told to self-isolate for 14 days either due to a positive Covid test or having been in contact with someone who is positive. Residents had to be in receipt of welfare benefits, be employed or self-employed, be unable to work from home and lose income as a result, and been told to self-isolate by NHS Test and Trace.	Press Release (U)	Five

Achievement	Source	Corporate Priority
November 2020		
<p>The Mayor and Deputy Mayor presented local charity Potential Kids with a cheque for £9,000. This was culmination of fundraising they had spearheaded over the past 12 months. The charity provides learning, social and sports opportunities to neurodiverse children and young people (e.g. Autism, ADHD, Dyslexia, Dyspraxia, Tourette Syndrome) and their siblings and families.</p>	Press Release (U)	One
<p>Remembrance Sunday 'Remembering At Home' went live on our website and on Facebook on 8 November starting with two minutes silence at 11.00am. We saw approximately 2,500 views of our commemoration which attracted some excellent feedback from the public, local partners and other organisations.</p>	Press Release (U)	One
<p>The borough's Youth Council hosted a ground-breaking virtual 'Question Time'. Aimed at local young people aged 11-19 it formed part of UK Parliament Week 2020. Panel members included the Leader of the Council, the Police and Crime Commissioner, the County Council's Director for Children and Young People and the Chief Executive of ONE YMCA.</p>	Press Release (N)	One
<p>Planning approval was given to re-develop the existing streetscene depot and co-locate a new Household Waste Recycling Centre in Welwyn Garden City. The 1.6 hectare site in Tewin Road will have one area retained as the contractors' depot with a major upgrade and modernisation of facilities including a vehicle wash, workshop, material bays, fuel station and a two-storey car park and storage areas. The other part of the site will be redeveloped as a Recycling Centre replacing the existing local site at Cole Green on the A414.</p>	Press Release (U)	Two
<p>Proposals for 13,277 new homes were made for delivery through the new Local Plan until 2036. The Cabinet Planning and Parking Panel's key recommendations included agreeing an Objectively Assessed Need. The recommended sites for development are mostly in line with proposals consulted on earlier in 2020.</p>	Press Release (U)	Three

Achievement	Source	Corporate Priority
Proposals were unveiled for the Campus West car park to unlock the potential of other sites across WGC town centre for redevelopment. This could see the construction of a decked structure increasing the number of spaces from 334 to 685. This would then release the Campus East car park for redevelopment at a later stage without impacting car parking that serves the town centre and local businesses.	Press Release (U)	Four
Your Welwyn Hatfield - 123,000 people, seven questions, one future. People who, live, work or spend a significant amount of time in Welwyn Hatfield were asked to answer seven big questions. The responses will be used to develop a shared vision for the future of Welwyn Hatfield and, crucially, to inform the council's priorities for the next three years as it emerges from the impacts of the pandemic.	Press Release (U)	Five
December 2020		
Nominations opened for the prestigious Welwyn Hatfield Civic Awards which celebrate the extraordinary commitment and inspirational achievements of local people. Winners of the borough's highest accolade are presented with a personalised trophy, a certificate and a cheque for £250. The recipients' names are also entered into an official Civic Awards book where their achievement is recorded for posterity.	Press Release (N)	One
The Welwyn Hatfield Warner Homes Scheme is being run in partnership with community interest company Yorkshire Energy Solutions, aiming to help vulnerable residents across the borough increase the energy efficiency of their homes. This includes funding for boiler replacements, loft insulation, cavity wall insulation, and first time central heating systems. Homeowners and private renting tenants could be eligible for a grant if they in receipt of certain benefits or are on a low income.	Press Release (N)	Two
A ground-breaking event at Minster Close in Hatfield officially marked the start of construction of 90 new high-quality apartments for older people. Comprising one and two bedroom flats, each with their own private balcony, these will be available through the council's Affordable Housing Programme. This £20m project also includes a community lounge and sun room, as well as parking, mobility scooter storage and electric charging points.	Press Release (U)	Three

Achievement	Source	Corporate Priority
<p>Christmas came early for lucky children who scooped prizes in the borough's Christmas celebrations. Prizes were awarded in the Dear Santa letter writing competition and a Wonderful Winter Wonderland colouring competition. A £100 gift card to spend in the town centres plus prizes for use at Campus West and Mill Green Museum were given out.</p>	<p>Press Release (U)</p>	<p>Four</p>
<p>Free online training was offered to local taxi drivers who help residents to make essential journeys in the pandemic. Drivers who successfully complete the short e-learning course can display 'Travel with Confidence' stickers on their vehicle. They will also qualify for a £100 reimbursement towards the cost of a screen to separate the driver and their passengers to further reduce the risk of infection.</p>	<p>Press Release (U)</p>	<p>Four</p>
<p>Businesses in Welwyn Hatfield impacted by the pandemic were advised to apply to a new Additional Restrictions Grant administered by the council. All successful applicants would receive a minimum of £500. It followed on from earlier support schemes which saw £15.15m paid out to 1,125 eligible businesses such as shops, cafes, hotels, and restaurants.</p>	<p>Press Release (U)</p>	<p>Five</p>

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