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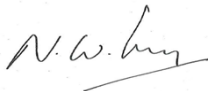
Please ask for:
Graham Seal

26 November 2018

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL CABINET to be held on Tuesday 4 December 2018 at 7.30pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE.

Yours faithfully



Corporate Director
Public Protection, Planning and Governance

AGENDA
PART 1

1. APOLOGIES
2. PUBLIC QUESTION TIME AND PETITIONS

Up to fifteen 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.

3. MINUTES

To confirm as a correct record the Minutes of the meeting held on 6 November 2018 (previously circulated).

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 15

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. ITEM RELATING TO THE BUDGET AND POLICY FRAMEWORK FOR RECOMMENDATION TO THE COUNCIL

To consider the following item:-

(a) Council Tax Empty Homes Premium (Pages 9 - 12)

Report of the Corporate Director (Resources, Environment and Cultural Services) on new discretionary powers to increase the Council Tax on long term empty properties.

8. ITEM REQUIRING KEY DECISION

To consider the following item for decision in the current Forward Plan:-

(a) Trees and Woodlands Strategy - Policy 2 (Forward Plan Reference FP836) (Pages 13 - 52)

Recommendation from the meeting of the Environment Overview and Scrutiny Committee on 24 September 2018 on the adoption of the amended Trees and Woodlands Strategy (Minute 25 refers).

9. RECOMMENDATIONS FROM CABINET PANEL AND BOARD

To consider the following recommendations:-

(a) Cabinet Planning and Parking Panel - 1 November 2018 (Pages 53 - 60)

Northaw and Cuffley Parish Council – Car Park Charges – Proposed Revision of Charges for Marynard Place Car Park

(b) Grants Board - 5 November 2018 (Pages 61 - 68)

Recommendation from the Board on the payment of annual grants to voluntary groups in 2019/20.

10. UNIVERSAL CREDIT (Pages 69 - 74)

Report of the Corporate Director (Housing and Communities) updating the Cabinet on the current operation of the scheme.

11. PERFORMANCE EXCEPTION REPORT - QUARTER 2 (2018-19) (Pages 75 - 86)

Report of the Corporate Director (Housing and Communities) summarising strategic performance data following the most recent clinic meeting on 8 November 2018.

12. COUNCIL ACHIEVEMENTS LIST - JULY TO SEPTEMBER 2018 (Pages 87 - 92)

Report of the Corporate Director (Resources, Environment and Cultural Services) collating and summarising the Council's key achievements and service improvements for Quarter 2 of 2018/19.

13. APPOINTMENTS TO CABINET PANELS, COMMITTEES, BOARDS AND OUTSIDE BODIES (Pages 93 - 96)

To approve the appointments of Members to Cabinet Panels, Committees, Boards and Outside Bodies as in Appendices A and B.

14. RECOMMENDATION FROM THE COUNCIL

To consider the following recommendation:-

- (a) Council Meeting - 19 November 2018 (Pages 97 - 102)

Lawn Cemetery in Southway, Hatfield - Petition

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

16. 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 17, 18 and 19 (if any) on the grounds that they involve the likely disclosure of confidential or exempt information as defined in Section 100(A)(3) and Paragraphs 3 (private financial or business information) and 5 (legal and professional privilege) 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

17. ITEMS OF AN EXEMPT NATURE REQUIRING KEY DECISION

To consider the following items of an exempt nature for decision in the current Forward Plan:-

- (a) Public Realm Improvements at White Lion Square, Hatfield Town Centre (Forward Plan Reference FP891) (Pages 103 - 108)

Exempt report of the Corporate Director (Resources, Environment and Cultural Services) on the procurement process to establish a suitable contractor for this project.

- (b) Multi-Storey Car Park, The Common and Temporary Deck Car Park, Lemsford Road, Hatfield Town Centre (Forward Plan Reference FP892) (Pages 109 - 114)

Exempt report of the Corporate Director (Resources, Environment and Cultural Services) providing details of the procurement process for this project.

18. ITEMS OF AN EXEMPT NATURE REQUIRING KEY DECISION NOT IN THE FORWARD PLAN

To consider the following items of an exempt nature for decision not in the current Forward Plan:-

- (a) Purchase of Property for Temporary Accommodation (Pages 115 - 132)

Exempt report of the Corporate Director (Housing and Communities) on the proposed purchase of a property as part of the Council's Affordable Housing Programme.

- (b) Stanborough Park North Development (Pages 133 - 162)

Exempt report of the Corporate Director (Resources, Environment and Cultural Services) seeking agreement in principle to a development proposal subject to planning approval.

(Note: The Chairman of the Social Overview and Scrutiny Committee has been given notice that it was impracticable to comply with the requirement that at least twenty eight days notice must be given of the intention to make a key decision on the Forward Plan and to consider items 18 (a) and (b) in the private section of the meeting in accordance with Regulations 5 and 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 because they were urgent and could not reasonably be deferred for the reason specified).

The reason for item 18(a) is to be able to proceed with the proposed property purchase in order to provide temporary housing accommodation without delay.

The reason for item 18(b) is to be able to progress with the proposed development without delay.

19. 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 Graham Seal, Governance Services on 01707 357444 or email – democracy@welhat.gov.uk

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Agenda Item 4

Part I

Main author: Graham Seal

Executive Member: Fiona Thomson

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 4 DECEMBER 2018

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 meetings on 23 October and 6 November 2018:-

23 October

Minute	Action	Responsible	Status/ Date Completed
63	Property Investment	Ka Ng	The Special Council meeting on 23 October 2018 agreed to add £8M to the current year's capital programme

6 November

Minute	Action	Responsible	Status/ Date Completed
67.1	Gambling Act – Statement of Progress	Kate Payne	Adopted at the Council meeting on 19 November 2018
67.2	Street Trading Policy	Kate Payne	Adopted at the Council meeting on 19 November 2018
67.3	Council Tax Support Scheme	Farhad Cantel	Council meeting on 19 November 2018 agreed that the scheme would continue
70	General Procurement Board	Andrew Harper	Arrangements are being made for the first meeting of the new Housing Maintenance Procurement Board

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Part I

Main author: Farhad Cantel

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 4 DECEMBER 2018

REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT AND CULTURAL SERVICES)

COUNCIL TAX EMPTY HOMES PREMIUM

1 Executive Summary

- 1.1 The purpose of this report is to advise Cabinet of the new discretionary powers that will be available to us from April 2019 to increase the council tax payable on long term empty properties. This will give councils the ability to increase the incentives for landlords to bring the long term empty properties back into use and potentially help increase housing supply.

2 Recommendation(s)

- 2.1 Cabinet recommends to Full Council that the current council tax 50% empty homes premium is changed as follows:

- 1 April 2019 - 100% premium for properties empty 2 years or more.
- 1 April 2020 - 200% premium for properties empty 5 years or more.
- 1 April 2021 - 300% premium for properties empty 10 years or more.

3 Explanation

- 3.1 Since 2013, councils have been able to charge a 50% premium on the council tax bills of owners of homes empty for two years or more. A total of 291 out of 326 councils applied an empty homes premium in 2017/18. All but 3 are charging the premium at the maximum 50% rate.
- 3.2 In Welwyn Hatfield, an empty property is exempt from council tax for one month if it is vacant and substantially unfurnished after which time the full council tax becomes payable. The Council also exercises its discretionary powers to levy a 50% empty homes premium on the council tax payable in respect of properties that have been left empty for a period of two years or more.
- 3.3 From April 2019 we will be able to increase this premium to 100% meaning that long term empty properties would pay double council tax. This can increase to 200% and 300% from April 2020 and April 2021 for properties that are empty for a period exceeding 5 and 10 years respectively.
- 3.4 The government has expressed concerns about the number of properties that are left empty across the country at a time when there is an overall housing shortage, and there are social housing waiting lists. This council already levies a 50% empty homes premium on the council tax payable in respect of properties that have been left empty for a period of two years or more. We currently have 52 such properties which has reduced from 72, since April 2013, when this premium applied.

Implications

4 Legal Implication(s)

- 4.1 The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 has made provisions to increase the percentage by which a billing authority may increase the council tax payable in respect of a long-term empty properties. Section 11B of Local Government Finance Act 1992 (higher amount for long-term empty dwellings) has been amended to incorporate this change.

5 Financial Implication(s)

- 5.1 The changes to the empty homes premium could generate the additional council tax shown below based on the existing number of long term empty properties.

	Currently - 50% premium after 2 years	April 2019 - 100% premium after 2 years	April 2020 - 200% premium after 5 years	April 2021 - 300% premium after 10 years
Potential Income	£44,193	£88,386	£139,944	£4,686
WHBC's 12% share of income	£5,303	£10,606	£16,793	£562
Number of Properties	52	52	41	1

6 Risk Management Implications

- 6.1 A risk assessment has not been prepared in relation to the proposal in this report as there are no significant risks inherent in the proposals.

7 Security & Terrorism Implication(s)

- 7.1 There are no security and terrorism implications with the recommendation in this report.

8 Procurement Implication(s)

- 8.1 There are none.

9 Climate Change Implication(s)

- 9.1 The proposals in this report will not impact on greenhouse gas emissions.

10 Human Resources Implication(s)

- 10.1 There are none.

11 Health and Wellbeing Implication(s)

11.1 There are none.

12 Communication and Engagement Implication(s)

12.1 The proposal supports the Government's intention to bring empty properties back into use and that landlords of the long term empty properties affected by the proposal will be contacted in due course.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority: Our Council and achieving value for money.

14 Equality and Diversity

14.1 An initial impact assessment has been carried out on our proposed changes and there was not any negative impact identified on any of the protected groups under Equalities legislation.

Name of author	Farhad Cantel
Title	Client Support Services Manager
Date	15 November 2018

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WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 4 December 2018

Recommendation from the Environment Overview and Scrutiny Committee on
24 September 2018:-

25. TREES AND WOODLANDS STRATEGY - POLICY 2:

The report of the Corporate Director (Public Protection, Planning and Governance) set out the responses to six principles that could be incorporated into the Tree and Woodlands Strategy, as Policy 2, to improve the balance between the preservation of trees and resident living conditions. The draft Tree and Woodland Strategy, less Policy 2, was adopted by Cabinet in April 2018.

The principles related to street lights and CCTV cameras, light into living rooms, native trees, a presumption to prune rather than remove, the views of close neighbours and an appeals mechanism.

The Committee praised Officers for the thought that had gone into developing the policy.

Principle 1: When a street tree significantly interferes with light from a street light or the sightline of a Council CCTV camera, the presumption should be to prune the tree.

The Committee agreed with the principle.

Principle 2: When the effect of a tree is to make a resident want to keep a light on for the majority of the day to ensure sufficient light to a living room, then the presumption should be to prune the tree.

Officers proposed that, in the absence of guidance on what might constitute an acceptable light level in living rooms, where a request is made then a tree officer should visit the external garden of the property to make a reasonable judgement based on the orientation of the house, the proximity of the tree and any other relevant factors. Officers clarified that the size and depth of the room and size of the windows would also be taken into account.

The Committee agreed with the principle.

Principle 3: When the tree is a rare example of a native tree or makes a significant contribution to the landscape, the presumption should be to preserve the tree.

The Committee agreed with the principle.

Principle 4: In all cases the presumption should be to prune the tree, not to remove it, unless absolutely necessary.

The Committee agreed with the principle.

Principle 5: If the decision is likely to be to allow significant pruning or removal of a tree, other than one which is dying, the views of close neighbours should be sought before a decision is reached.

Officer considered that this principle should only apply on occasions where pruning or removal of a tree related to a “lack of light” request. Consultation would take place for at least two weeks and Officers would draft a short report to justify their decision.

It was noted that this would have financial implications, due to the demands on Officer time as well as the possibility of an increase in requests for service by residents.

The Committee agreed with the principle.

Principle 6: There should be a mechanism for appeal against a refusal to prune or remove a tree.

Officers proposed an Officer appeal panel to comprise of the Corporate Director (Public Protection, Planning and Governance) and two Heads of Service from within that Directorate to be convened as necessary, probably monthly. The panel would consider all appeals, not just those relating to lack of light situations. The panel could have financial implications, due to demands on Officer time, and would be met by the tree budget.

Members agreed with the principle.

Officers assured the Committee that those on the panel would not be involved in the first decision of refusing the tree work in order to maintain fair and balanced decision making.

Members were keen to have involvement with the appeal process, with the following suggestions put forward:

- Members could form part of the panel itself, but some Members suggested that there could be a conflict of interest if those appealing a decision lived in the ward that a Member represented.
- That Members could act as “champions” for the residents and could assist in drawing up their appeals.
- That Members ought to receive support with regards to the policy, in particular a formal guidance note to ensure that Member’s remit was clear.

Agency Agreement with Hertfordshire Highways

Members noted that any amendments to Policy 2 would need to be discussed with Hertfordshire Highways (HH) Currently, the Council carried out work to HH trees as part of an agency agreement and in accordance with Policy 2. Moreover the majority of tree work requests were for trees owned by Hertfordshire Highways. Therefore the Council would need HH consent and possibly the agreement of new fees.

The Committee noted that Policy 2 would be reviewed in a year following implementation.

Members were pleased that the Committee had influenced the final outcome of the policy thus improving the outcome for residents and demonstrating the success of the scrutiny process.

RESOLVED:

- (1) That the Head of Planning, in consultation with the Executive Member for Environment, be given delegated authority to amend the Trees and Woodlands Strategy to incorporate all of the six principles.
- (2) That Cabinet receive the amended Trees and Woodlands Strategy for adoption.
- (3) That the Head of Planning, in consultation with the Executive Member for Environment, be given delegated authority in respect of any administrative arrangements to enact the proposals for Policy 2.
- (4) That Members receive a guidance note with regard to Principle 6 and the appeals panel.
- (5) That Hertfordshire Highways be consulted with regards to the proposals for Policy 2 and any new fee structure agreed.

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WELWYN HATFIELD BOROUGH COUNCIL
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE – 24 SEPTEMBER 2018
REPORT OF THE CORPORATE DIRECTOR (PUBLIC PROTECTION, PLANNING AND
GOVERNANCE)

POLICY 2 – TREES AND WOODLANDS STRATEGY

1 Executive Summary

- 1.1 In seeking to adopt a new Trees and Woodlands Strategy, members have queried the balance of weight that should be given to preservation of trees and to the living conditions of residents. At the last meeting of this committee in June 2018 members proposed that six principles (relating to street lights and CCTV cameras, light into living rooms, native trees, a presumption to prune rather than remove, the views of close neighbours and an appeals mechanism) should be considered by officers to help strike a suitable balance. This report sets out the officer response to those six principles.

2 Recommendations

- 2.1 That members debate the responses to the six principles put forward at the last meeting of this committee.
- 2.2 That the Head of Planning in consultation with the Executive Member for Environment be given delegated authority to amend the Trees and Woodlands Strategy following debate on the officer response to the six principles.
- 2.3 That the amended Trees and Woodlands Strategy be presented to Cabinet for adoption.
- 2.4 That the Head of Planning in consultation with the Executive Member for Environment be given delegated authority in respect of any administrative arrangements to enact the proposals set out below.

3 Explanation

- 3.1 A Draft Trees and Woodlands Strategy was considered by EOSC on 25 September 2017, agreed for public consultation in October-November 2017, the results were debated by EOSC on 26 March 2018 and alternative options for Policy 2 (which sets out where works will not be carried out to trees) were proposed to EOSC on 19 June 2018.
- 3.2 At that meeting members proposed six principles that should be considered by officers to ensure that as much weight is given to the living conditions of residents as to the preservation of trees.
- 3.3 The officer response to these principles is set out below.

Principle 1: When a street tree significantly interferes with light from a street light or the sightline of a Council CCTV camera, the presumption should be to prune the tree

- 3.4 This is agreed and will be incorporated into the wording of the Trees and Woodlands Strategy.

Principle 2: When the effect of a tree is to make a resident want to keep a light on for the majority of the day to ensure sufficient light to a living room, then the presumption should be to prune the tree

- 3.5 Planning and Environmental Health Officers have investigated this matter and concluded that there is no guidance on what might constitute an acceptable light level into living rooms. They have also been alert to the fact that if there were such guidance then enactment of it would necessitate the purchase and calibration of suitable light measuring equipment.

- 3.6 In the absence of any such guidance, it is proposed that where a request is made for works to a tree to improve light levels, a tree officer should visit the external garden of the property to make a reasonable judgement based on the orientation of the house, the proximity of the tree and any other relevant factors. It is undesirable for tree officers to have to enter the inside of a property to make this judgement as it introduces a health and safety risk.

- 3.7 It should be made clear in the strategy that the policy only applies to living rooms, and not to other rooms such as dining rooms, kitchens, offices or bedrooms.

Principle 3: When the tree is a rare example of a native tree or makes a significant contribution to the landscape, the presumption should be to preserve the tree

- 3.8 This is agreed and will be incorporated into the wording of the Trees and Woodlands Strategy.

Principle 4: In all cases the presumption should be to prune the tree, not to remove it, unless absolutely necessary

- 3.9 This is agreed and will be incorporated into the wording of the Trees and Woodlands Strategy.

Principle 5: If the decision is likely to be to allow significant pruning or removal of a tree, other than one which is dying, the views of close neighbours should be sought before a decision is reached

- 3.10 Officers consider that this principle should only apply on occasions where pruning or removal of a tree relates to a 'lack of light' request. It would have a significant burden on the workload of tree officers if views were to be sought in advance of every delegated decision to carry out work to a tree.

- 3.11 It is proposed that where tree officers are minded to carry out works to a tree to improve light levels into a living room then a letter should be sent to close neighbours. This will require a degree of officer discretion but will generally be interpreted as the three nearest properties on either side of the road when it is a street tree and the nearest three properties when it is a tree in a tree belt at the

rear of a garden plus any properties backing onto the tree belt. Officers will also consult ward councillors and the relevant town/parish council where one exists.

- 3.12 Officers will consult and record any comments using the MasterGov IT system, which is also used for planning applications.
- 3.13 Consultation will take place for at least two weeks before a decision is made.
- 3.14 Officers will make a final decision based on the balance of views. Officers will draft a short report to justify their decision. Decisions will not be made purely on the level of support or objection to proposed works.

Principle 6: There should be a mechanism for appeal against a refusal to prune or remove a tree

- 3.15 It is proposed that an officer appeal panel should be created to consider any appeals. This will comprise the Corporate Director (Public Protection, Planning and Governance) and two Heads of Service from within that directorate.
- 3.16 The appeal panel will deal with all appeals, not just those relating to lack-of-light situations.
- 3.17 It will be convened as necessary to consider any appeals, probably monthly.
- 3.18 It will consider any written views put forward by the member of the public who has made the appeal and the views of the tree officer who refused the request for works, as well as any neighbour, ward councillor and town/parish council comments where it relates to a lack-of-light situation.
- 3.19 To reduce the workload on the appeal panel, site visits to view the tree will only be made in exceptional circumstances.
- 3.20 The panel will issue a judgment that will be communicated to the member of the public by the tree officer team. The decision of the officer appeal panel will be final. The only recourse after this would be the Council's complaints procedure or the Local Government Ombudsman.

4 Legal Implications

- 4.1 There are no legal implications associated with this report.

5 Financial Implications

- 5.1 It is anticipated that the proposed responses to the six principles will have some impact on the capacity of the tree officer team.
- 5.2 Visiting the external gardens of a property to consider whether a tree is blocking light into a living room will depend on the number of requests.
- 5.3 Consulting close neighbours where tree officers are minded to carry out works to a tree to improve light levels into a living room will depend on the number of cases. It will take time and resource to add cases to the MasterGov IT system, send out consultation letters, consider comments and write-up the decision.

- 5.4 At present the tree officer team receives approximately ten requests per month for works to trees that are claimed to be blocking light, and there may be more turned away by the Contact Centre, but this may increase once it is known that the Council has adopted a more lenient policy to such requests.
- 5.5 The officer appeal panel will need to meet on a sufficiently regular basis (probably at least monthly) to deal with appeals. This will require the time of a Corporate Director and Heads of Service.
- 5.6 It is broadly estimated that the average cost where pruning/thinning requests are carried out is £259, although this can vary from £93 up to £417 depending on the size of the tree and the extent of the pruning. Where a tree is pruned or thinned, it often grows back thicker than if it were not cut in the first place, which means the regime needs to be frequently repeated in future years.
- 5.7 The average cost of felling a series of trees in a tree belt and grinding out their stumps is about £750.
- 5.8 It should be noted that the current agency agreement with Hertfordshire Highways is that the Council will only carry out works to their trees in accordance with Policy 2. If members agree to the proposals set out above then this will need to be discussed with them. The possible outcomes are that Hertfordshire Highways will: (a) agree to the alternative options, authorise the Council to carry out works on that basis and agree new fees accordingly; (b) accept the alternative options and authorise the Council to carry out works on that basis but refuse to agree new fees; or (c) oppose the alternative options and refuse to let the Council carry out works to their trees on that basis. This is important because the majority of street trees in Welwyn Garden City and Hatfield that are the subject of requests for work are owned by Hertfordshire Highways.

6 Risk Management Implications

- 6.1 The risk management implications are that tree officers will need to spend more time visiting properties to judge light levels into living rooms, consulting close neighbours and weighing up comments and preparing information for the officer appeal panel, all of which will reduce the time they can spend inspecting trees to make sure they are healthy and not at risk of failure.

7 Security and Terrorism Implications

- 7.1 There are no security or terrorism implications associated with this report.

8 Procurement Implications

- 8.1 There are no procurement implications associated with this report. The Council has three framework contractors in place to carry out all tree management work.

9 Climate Change Implications

- 9.1 The appropriate management of trees and woodlands helps to mitigate the effects of climate change.

10 Health and Wellbeing Implications

10.1 The presence of trees in the environment is acknowledged to have a beneficial impact on the wellbeing of people.

11 Communications Implications

11.1 If it is progressed to adoption stage, officers will need to amend the Strategy, website, information for the Contact Centre and letters to ensure that members of the public, ward councillors and town/parish councils are aware of the new policy arrangements.

12 Link to Corporate Priorities

12.1 The subject of this report is linked to the Council's Business Plan 2015-2018 and particularly Priority 2 Our Environment to enhance our green spaces and Priority 5 Our Council to achieve value for money and put the customer first.

13 Equalities and Diversity

13.1 An Equality Impact Assessment was carried out in respect of the Draft Strategy. It found no negative impacts on any protected characteristics under equalities legislation. Some of the further options in this report may necessitate an equality impact assessment before they can be implemented.

Name of author	Colin Haigh
Title	Head of Planning
Date	September 2018

Background Papers:

Report to EOSC 25 September 2017
Report to EOSC 26 March 2018
Report to EOSC 19 June 2018

Appendices:

Trees and Woodlands Strategy, as adopted by Cabinet on 3 April 2018, including Policy 2 which was not adopted by Cabinet, which is the subject of this report.

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Public Protection, Planning and Governance

Trees and Woodlands Strategy

Securing a long-term future for our trees and woodlands and
providing management and protection for generations to come

2018 - 2023

www.welhat.gov.uk

**WELWYN
HATFIELD**
BOROUGH COUNCIL



Contents

1. Introduction	3
Section One	5
2. The Value and Benefits of Trees	5
3. The Trees and Woodlands in the Borough	6
Section Two	7
4. Policy 1 Active Tree Management	9
5. Policy 2 – Urban Tree Management	11
X. Policy 3 – Appeals Mechanism.....	XX
6. Policy 4 – Tree Planting.....	13
7. Policy 5 – Pest and Diseases.....	15
8. Policy 6 – Protecting Trees through the Planning System.....	16
9. Policy 7 – Woodland Management.....	17
10. Policy 8 – Community Engagement	18
11. Policy 9 – Green Infrastructure.....	19
12. Monitoring and Review.....	20
Appendix 1 – Street Tree Audit.....	21
Appendix 2 - Pests and Diseases.....	22
Appendix 3 - Subsidence Policy	23
Appendix 4 - Types of Pruning	25
Appendix 5 - Glossary	26
Appendix 6 – Useful Contacts	28

*As the Executive Member with responsibility for Landscape & Ecology
I am pleased to present the Trees and Woodland Strategy.*

*Alongside other members and officers and in partnership with many volunteers,
we have sought to protect the natural environment alongside balancing budgets.*

*We place great importance on preserving our landscape
so that it may continue to be enjoyed by us all.*

*I am proud of our successes in gaining valuable grant aid for vital woodland management work
and for ensuring our systems that make the daily management of our trees and woodlands
and the handling of queries as simple as possible.*

*This Council is committed to the continued positive management of our trees and woodlands
and I am pleased that we have a programme for their maintenance, improvement and renewal
into the future.”*

Councillor Helen Bromley, September 2017

Councillor Stephen Boulton, October 2018



Section 1

1. Introduction

- 1.1. The purpose of this strategy is to set out the council's approach to managing its trees and woodlands within the borough.
- 1.2. The Council's trees and woodlands are part of a wider multi-functional network of green infrastructure which runs throughout the borough. This includes both public and privately owned trees and in urban or rural locations. Green infrastructure provides a wide range of functions and its presence and quality has a direct impact on quality of life
- 1.3. The trees and woodland which are managed by the council include:
 - Sites of Special Scientific Interest (SSSI): Sherrardspark Wood and Northaw Great Wood
 - Local Nature Reserves (LNRs): Mardley Heath, Danesbury, Singlers Marsh and The Commons
 - Small woods: Examples include Sam's Orchard and Woodhall orchard, closed church yards, St Lukes, St Etheldredas, St Thomas a Beckett
 - Tree Belts
 - Communal gardens trees surrounding council accommodation
 - Approximately 30,000 individual trees or small groups of trees
- 1.4. The Council is not responsible for the trees and woodland within:
 - Schools
 - Town or Parish council land
 - Sites managed by Finesse Leisure (including Moneyhole Park, King George V playing fields, Stanborough Park, Panshanger golf course)
- 1.5. The council has a management agreement with Hertfordshire County Council's (HCC) Highways Department to manage their highway trees, most commonly found in urban grass verges. The management agreement explicitly specifies the types of and reasons for works to be undertaken. Requests for types or qualities of works outside of the management agreement will be referred to HCC, their strategy entitled Highway Tree Strategy and Guidance Document can be found at <https://www.hertfordshire.gov.uk/media-library/documents/highways/plans-and-strategies/highway-tree-strategy-and-guidance-document.pdf>.
- 1.6. National polices are used to protect private trees and woodlands. This is primarily through the Town and Country Planning Acts 1990 and the Town and Country Planning (Trees) Regulations 1999. These documents form a legal framework for the designation of Tree Preservation Orders (TPOs).
- 1.7. The Welwyn Garden City Estate Management Scheme is a specific management scheme relating to the original area of the town, the aim of which is to protect the amenities and values of the area. This is another system of protection for most trees and hedges in the older part of Welwyn

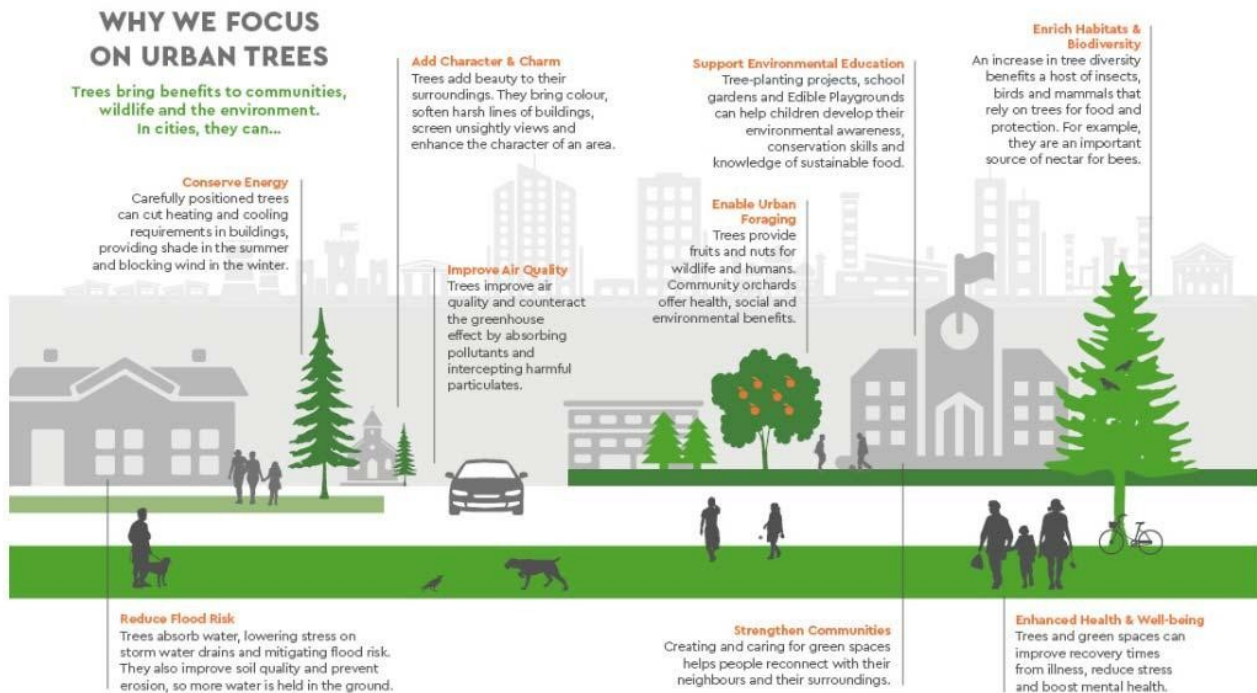
Garden City, enabling the council to protect those trees that it considers significant

1.8 This strategy recognises and incorporates relevant local and national policy and guidance and these include:

	National	County & Borough
Legislation	Anti-social Behaviour Act 2003 Health and Safety at Work Act 1974 Hedgerow Regulations 1997 Local Government Miscellaneous Provisions Act 1976 Burial Act 1853 Climate Change Act 2008 Conservation of Habitats and Species Regulations 2010 Forestry Act 1967 (as amended) Local Authority (Public Health, Health and Wellbeing Boards and Health Security) Regulations 2013 Natural Environment and Rural Communities Act 2006 Occupiers Liability Act 1957 1984 Planning Act 2008 Planning and Compulsory Purchase Act 2004 Planning Compensation Act 1991 Town and Country Planning (Trees) (England) (Amendment) Regulations 2008 Town and Country Planning (Trees) (England) Regulations 1999 Town and Country Planning Act 1990 Wildlife and Countryside Act 1981 Crime and Disorder Act 1998	Leasehold Reform Act 1967
Policy	Biodiversity 2020: A strategy for England's wildlife and ecosystem services Keepers of time: A statement of policy for England's Ancient and Native Woodland National Planning Policy Framework The UK Forestry Standard	Hertfordshire County Council, Highway Tree Strategy and Guidance Document (Jan 2013) Policy EM3 (Estate Management Scheme) Welwyn Hatfield Business Plan 2015-2018 Welwyn Hatfield Community Strategy 2015-2020 Welwyn Hatfield Submission Local Plan
Guidance	BS3998 2010 Tree work – Recommendations BS5837:2012 Trees in relation to design, demolition and construction – Recommendations BS8545:2014 Trees: from nursery to independence in the landscape – Recommendations Common sense risk management of trees Faculty Jurisdiction Rules 2015 NHBC Standards 2011: 4.2 Building near trees NJUG guidelines for the planning, installation and maintenance of utility apparatus in proximity to trees Volume 4 Planning for a healthy environment – good practice guidance for green infrastructure and biodiversity Planning for	Hertfordshire Strategic Green Infrastructure Plan Herts and Middlesex Wildlife Trust's 5 year plan Roads in Hertfordshire: Highway Design Guide Welwyn Hatfield Green Infrastructure Plan

1.9. This document draws upon the council's knowledge and experience as well as accepted industry standards to set aims for the planting, promotion and protection of the treed landscape and provide continuity in the long term management of trees and woodlands. It will be used by the council, local groups, individuals, agencies and any other interested parties as a reference document.

2. The Value and Benefits of Trees



2.1 The future will bring many challenges to balance the needs of the borough with the need to maintain and enhance the landscape. These include:

- Population growth
- Local Plan development sites
- Building heights and densities
- Climate change
- Maturing landscapes
- Pest and diseases

3. The Trees and Woodlands in the Borough

3.0 ~~Welwyn Hatfield is a satellite borough of London. It contains two towns, Welwyn Garden City and Hatfield and a~~ Welwyn Hatfield is a borough to the north of London in the County of Hertfordshire. The two principal towns are Hatfield and Welwyn Garden City and there are a number of villages and hamlets. The borough also contains large areas of open countryside. Each urban, suburban and rural area has its own identity and character.

- 3.1 The population of Welwyn Hatfield was estimated to be 116,000 in mid-2014 .¹ This is among the fastest growing in the UK at a rate of 1.7% per year. The Office for National Statistics also estimates that the population of the borough will continue to grow rapidly over the next 25 years.
- 3.2 Welwyn Garden City is an early example of the Garden City movement and Hatfield is a post second world war New Town. Both towns were designed around existing features such as woodland, field boundaries, orchards and individual mature trees as they were considered to be visually important for residents. As construction of each neighbourhood was completed it was landscaped and new sets of trees planted. These trees have grown old together and are frequently at the end of their natural lifespans. This treescape now gives both towns a unique character and challenges.
- 3.3 The borough's rural areas perform many strategic functions such as separating towns and villages from each other, providing access to the countryside for recreation and leisure and are also home to some of borough's key natural assets
- 3.4 The borough has a range of natural resources and environmental assets of local, regional and national importance, including Sites of Special Scientific Interest, Local Nature Reserves, Wildlife Sites, trees and woodlands, extensive areas of agricultural land, minerals reserves, rivers, river valleys and floodplains and a comprehensive network of open spaces. The Council is a custodian of some of these environmental assets, for example Northaw Great Wood, which is a medieval woodland pasture and has such high biodiversity importance that it is designated as a site of special scientific interest (SSSI).
- 3.5 It is important to ensure the continuity of tree cover across the borough, through a varied age ranges and a diversity of species. However aged populations with little diversity are more likely to be damaged extensively by pests, diseases and natural life expectancy.
- 3.6 Remnant orchards which were kept through the towns' construction can still be found today. These old trees could hold interesting and unusual varieties which are not commonly available and planted now. Hertfordshire has lost two thirds of its orchards in the past fifty years. To counter this decline, the Council

has been planting orchards and fruit trees on suitable open spaces, freely accessible to the public. These are planted and maintained by volunteer tree wardens.

- 3.7 It is important to plant species which provide forage for pollinating insects. Insect pollination is important to the reproduction and persistence of many wild plants that, in turn, underpin a wider and more complex network of animal and plant life. Pollination is therefore an important process in maintaining healthy and biodiverse ecosystems.
- 3.8 Woodlands need a range of tree ages, densities and species for the benefit of biodiversity and continuity of crown cover. Areas of young, dynamic growth lock away more carbon than an increasingly aged and dying one. To increase habitat types and create a healthy woodland, woods need to be actively managed. Management can include glade creation, ride widening, thinning and coppicing as well as new planting.
- 3.9 In addition to woodlands, there are smaller groups of trees planted or retained across the borough. These provide a visual and audio barrier to separate housing from commercial developments, busy roads and railways and other residential areas. These are managed in a similar way to individual trees but with consideration to improving and maintaining their function as a barrier. Individual trees may need to be removed to allow regeneration of lower level vegetation.
- 3.10 It is important to note the contribution trees make towards mitigating the impacts of climate change. The localised effects of climate change are greater in built up areas where the 'urban heat island' effect increases temperatures exponentially. However, higher urban temperatures can be moderated by the presence of shade trees.
- 3.11 Trees also play a role in the interception of precipitation through the 'capture' and evaporation of rainwater and slowing down the movement of rainfall into drainage facilities, reducing the likelihood of flash flooding.
- 3.12 Whilst these issues can seem disconnected and not immediately relevant when discussing a tree strategy for present residents, it is vital that decisions taken today are made with a view to improving life for future residents. Trees planted now might take more than a generation to mature, especially within woodlands.
- 3.13 In 2017 research was undertaken to examine tree cover in English towns and cities, the subsequent paper was entitled; *The Canopy Cover of England's Towns and Cities: baselining and setting targets to improve human health and wellbeing*. The base line survey recorded Hatfield as having 20% tree cover and Welwyn Garden City, 27%. The paper concluded that a recommended country wide target of 25% tree canopy cover is needed to offset the negative impacts of living in an urban environment and climate change within the next 10 years. Wherever possible the council will promote urban tree cover.

Section 2 - Policies

Policy 1 Active Tree Management

The Council will ~~aim to~~ inspect trees within its management once within a three year rolling programme; one third of the trees in year one, the second third in year two and the last third in year three. The process then starts again the following year.

In certain circumstances the Council will increase the frequency of inspections to every two years, 18 months or annually, in order to monitor the condition of certain trees more closely, especially those with fungal growths that are more obvious in particular times of the year.

The inspections will assess the condition of the tree and whether work is required to tackle any of the following issues:

- Decay, structural damage or any indication of imminent failure.
- Physical encroachment, where branches are touching buildings.
- There is a risk of vehicular or pedestrian safety.
- Sightlines are required to be maintained e.g. road signs, street lights, Council CCTV cameras, etc.
- Previous pruning regimes dictate that a continuation of such measures remain appropriate for that specimen e.g. periodic reductions or pollarding.
- Thinning tree stands to allow remaining trees more room.
- A proven claim of subsidence damage.
- Other work which it is considered will improve the long-term viability of the tree.

Work required to tackle any of these issues will be carried out as soon as possible.

Works will be specified by professionally qualified Tree Officers and carried out by professional contractors in accordance with *BS3998 Recommendations for Tree Work (2010)* to maintain the highest possible standards of care and management.

A further inspection of the tree outside of the inspection cycle is unlikely to be carried out unless there is a sudden change in its condition or in response to issues associated with trees of its species and/or age.

- 1.0 If members of the public have specific concerns regarding trees or woodland managed by the council they can make contact via the council's Contact Centre on 01707 357000.
- 2.0 This policy will be used when the council is considering works to trees in its management. When we refer to urban trees we encompass trees growing in all the following situations:
- On grass verges in front of houses
 - In the gardens of communal housing schemes
 - In closed church yards and cemeteries
 - Beside or behind houses whether in garage areas or in tree belts
 - On urban open spaces

In the case of the last two categories, large groups of trees will be inspected as one whole group and recorded as such.

- 4.1 The Council's contact centre is the main point of contact for all enquiries relating to trees on council land. The Council has no powers or statutory duties to maintain land or trees which it does not own. The Land Registry has details of who owns private land.
- 4.2 ~~The council is committed to the positive management of trees on land within its ownership.~~ The Council is committed to managing trees through the policies set out in this strategy. However, occasionally works may take place over and above that which is outlined to improve the long term future or viability of a tree.
- 4.3 Within the urban environment, where the relationship between residents and their landscape is so close, there are inevitable conflicts. The council is positively managing individual trees that might directly impact small numbers of people but widely benefit the community as a whole. There is a difficult balance to achieve.
- 4.4 As an owner of a large number of street and woodland trees, claims are occasionally made against the council for damage caused to private property as a result of tree related subsidence. This happens when tree roots extract moisture from the soil beneath a property, causing downward movement and associated damage. Rarely, the opposite of subsidence occurs, heave, where the ground re-sets following removal of trees.
- 4.5 It is therefore important for the council to consider fully any duties it has to address the risk of subsidence occurring, alongside the environmental impact and financial cost that any proactive or responsive approach to this problem may have.
- 4.6 When and where subsidence will occur cannot be predicted as there are so many variable contributory causes, not least of which is the weather. There is also no industry agreed method of tree maintenance that can definitely prevent subsidence from happening and research has suggested that general pruning of trees may increase water demand. The proactive management of trees to minimise subsidence risk is a specialist area and will be considered by the council as and when appropriate, in response to its duties of care

- 4.7 Once notified of an incidence of subsidence, the council will respond and in 2010 adopted an approach to managing claims which involves the assessment of the importance of the implicated tree alongside the level of evidence required to prove its involvement and the likely cost of the claim. While the council will cooperate and communicate with claimants in the hope of reaching a mutually acceptable solution, claims will be vigorously defended when insufficient evidence is provided.
- 4.8 Individual trees recorded on the council's database will be assessed once within a three year rolling period. Tree groups and woodland boundaries with private property, car parks, roads and railways will also be inspected once within a three year rolling period in the context of their setting. All other woodland trees will be either subject to an approved management plan or left to grow unhindered. We rely on natural regeneration in all woodlands when felling is undertaken. If the expected regeneration is not adequate within ten years, we are obliged within the terms of the Woodland Improvement Grant to supplement with planting. In addition to natural regeneration, we plant native broadleaf trees to increase wildlife cover, all again within the parameters of the Woodland Improvement Grant.

5. Policy 2 – Urban Tree Management

5.1 The Council will not carry out tree works to Council trees or Hertfordshire Highway trees of the following reasons:

- To increase the amount of sunlight reaching a property or where views are obstructed.
- **The only exception to the above is where sunlight is blocked to the living room of a residential property such that residents have to keep their lights on in that room for the majority of the day, in which case there will be a presumption to prune the tree(s) to improve this situation. Tree officers will visit the garden of the property and make a reasonable judgement based on the orientation of the house, the proximity of the tree(s) and any other relevant factors such as the size of the living room window(s) and the size and depth of the living room. This only applies to living rooms and not other rooms such as dining rooms, kitchens, offices or bedrooms. In cases where tree officers consider that the tree(s) is blocking light to a living room and that pruning should take place, the Council will consult close neighbours, ward councillors and the town/parish council for at least 21 days before making a decision. Tree officers will prepare a short report to justify their decision, based on the balance of any comments, not purely on the level of support or objection to the proposed works.**
- To improve reception for mobile phone, satellite and television reception.
- To allow light to reach solar panelling.
- To alleviate problems caused by natural or seasonal phenomena e.g. sap, pollen, leaves, seeds, bird droppings, flowers, nuts and/or berries.
- To alleviate build-up of algae and moss or prevent dampness on paths, structures or gardens.
- To alleviate potential insurance and subsidence issues unless supported by evidence such as relevant engineering report.
- To resolve footpath, heave or trip hazards caused by root ingress unless no viable alternative can be found to alleviate the problems.
- To facilitate vehicle crossovers unless the tree has a very limited life expectancy or is at an age where it can be relocated elsewhere. In this case, any associated costs will be borne by the crossover applicant.
- To remove lower branches from specimen trees. These will be trees chosen to grow in their natural form, where access beneath the crown is not required.

- **Where the tree is a rare example of a native tree or makes a significant contribution to the landscape.**

- 5.2 The overriding view is that there will be a presumption to prune the tree(s) and not to remove ~~removal or reduction of~~ healthy trees ~~where it is not in the best interest of the trees' future health.~~
- 5.3 The council has an obligation to ensure the safety of people and property. Works may be carried out to satisfy the council's duty of care or for good arboricultural and woodland management practice.
- 5.3 Work to Hertfordshire Highway trees will also be carried out in line with this policy, which mirrors the standard the County Council has adopted.
- 5.4 Pruning trees to accommodate unhindered panoramas for new CCTV cameras is very difficult. Cutting sight lines through crowns can unbalance the tree and often stimulates more growth, quickly blocking the view again. Advice will be given on request about the scope for pruning when consulted about new CCTV locations.
- 5.5 In some instances there is difficult balance to be struck between good tree/woodland management and obligations to ensure safety to people and property. The priority is to ensure that trees and woodland are as safe as reasonable practicable.

X. Policy 3 – Appeal Mechanism

- X.X In circumstances where a resident or member of the public has requested work to a tree(s) to resolve a lack of light to their living room, but tree officers have said “no”, they can submit an appeal.
- X.X Please note that it is only the person(s) who requested the work to a tree who can appeal. There is no right of appeal for close neighbours in cases relating to lack-of-light to a living room where tree officers have said “yes”.
- X.X The appeal should be submitted using an online form on the trees page of the Council’s website.
- X.X The appeal will be considered by an Officer Appeal Panel comprising the Corporate Director (Public Protection, Planning and Governance) and two Heads of Service from within that directorate.
- X.X The Officer Appeal Panel will consider any written material and photos put forward by the resident or member of the public, the views of the tree officer who refused the request for work and any comments made by close neighbours, ward councillors and the town/parish council.
- X.X Residents and members of the public may wish to contact one of their ward councillors to express support for their appeal. Ward councillors are listed at <http://www.welhat.gov.uk/councillorsdetails> or can be found using the Council’s interactive community map <http://www.welhat.gov.uk/map>.
- X.X The Officer Appeal Panel will rely on written material and photos and will only visit the tree(s) in exceptional circumstances.
- X.X The Officer Appeal Panel will issue a written judgement that will be sent to the resident or member of the public, as well as any close neighbours, ward councillors and the town/parish council. The decision of the Officer Appeal Panel is final. The only recourse after this would be the Council’s complaints procedure or the Local Government Ombudsman.

6. Policy 4 – Tree Planting

- 6.1 The council will undertake tree planting across the borough on publicly owned land.
- 6.2 Planting will take place in the best possible situations to maximise gains for environmental improvement.
- 6.3 New planting positions will respect the view of existing road signs, street lights and CCTV cameras.
- 6.4 Urban planting will seek to respect the original layout of concerts of Welwyn Garden City and Hatfield New Town. Avenues of formal planting will be retained until their decline dictates that complete renewal is a more appropriate solution. Interim planting to fill gaps will not take place. Where practical, the original species will be selected again to renew the original layout. Where this is not practical we will notify local residents setting out why a different species is selected.
- 6.5 In addition, historically significant species will also be acknowledged and replanted where possible. If exact species are no longer suitable because of pests and diseases or short life expectancy, species with a similar form and impact will be selected.
- 6.6 The Council's Business Plan has a target to plant 300 urban trees across the borough on publically owned land each year. The young trees will be watered twice a month for three years, between March and October each year.
- 6.7 Felled verge trees will be replaced on a one-for-one basis. The replacement may not occur in the following tree planting season if the schedule is already full. In these instances, the location is noted for the following year. Sometimes it is not possible to replant in the exact location due to developments on the highway such as crossovers, cycle tracks, underground services, street lights, signs or parking bays.
- 6.8 Sometimes trees which are felled are not replaced. Common reasons for this are the proximity of surrounding trees, the tree was removed to alleviate a proven subsidence case or it was a self-set or weed tree in an inappropriate location.
- 6.9 In areas monitored by CCTV, care will be taken to not obstruct the view of the cameras, especially where conflict could arise due to the future stature of the tree.
- 6.10 Trees removed from tree belts or groups of trees will only be replaced when the barrier effect has been compromised.
- 6.11 Within woodlands, new tree cover is encouraged by a combination of natural regeneration and replanting as appropriate.

7. Policy 5 Pest and Diseases

- 7.1 The Council will keep abreast of all regional and national updates and advice on pest and diseases effecting trees and woodlands. Trees will be monitored for signs of pest and disease and assess the practical options, including felling if appropriate.**
- 7.2 The Council will disseminate information about locally important pests and disease to the public via the Council's website and other methods such as articles in Life magazine, press releases, etc.**
- 7.3 The control of muntjac deer and grey squirrels will be undertaken if the impact of the damage is considered to have a moderate impact on site biodiversity.**
- 7.4 Trees are more susceptible to having infection and disease if they are damaged, in poor health or site conditions or are of a particular species. For much of the trees life it can defend itself or react to arising problems. If a tree has low vitality or is stressed it might not be able to defend itself. Infection can hasten tree decay, decline and death and can pose serious concerns for public health and safety.
- 7.5 Climate change affects both the spread of pests and diseases and the trees ability to react to it. It is important that the council has an understanding of the potential problems so that it can react in a swift and informed way.
- 7.6 Current pests and diseases in the borough are: brown-tailed moth, ash die-back, acute and chronic oak decline, horse chestnut bleeding canker and horse chestnut leaf miner. Pests and diseases which are likely to become a problem in the borough in future years are: oak processionary moth, sweet chestnut blight, oriental chestnut gall wasp and massaria disease on plane trees. Examples of pests and diseases which are not currently present in the UK are: Asian longhorn beetle, emerald ash borer and oak wilt.
- 7.7 In most cases there is very little that can be done to prevent these outbreaks from happening on a commercial scale and it becomes a matter of responding to the effects rather than prevention. The best defence is to ensure that the trees we have now and those that are planted in the future, are the best for their situation and are at their peak health and condition. Planting a diverse range of species also builds resilience into the tree population as pests and diseases sometimes target just one species. There are several key pests and diseases that are thought to be the potential high risk factors of the future. The risk is becoming greater with the speed and spread of international pests and diseases
- 7.8 High populations of squirrels and muntjac deer can cause extensive physical damage to trees and prevent the natural regeneration of woodland flowers. Without vegetation it is difficult to create a diverse structure. Squirrels and deer do not have natural predators so control needs to be by human intervention. This presents challenges in woodlands close to human habitation and is often not undertaken for this reason, to the detriment of the ecology of the woodland.

- 7.6 The control of deer numbers is essential across all of the UK so woodlands can be successfully managed for timber or wood fuel and healthy and diverse wildlife habitats.
- 7.7 Within Welwyn Hatfield, control of muntjac deer has been undertaken at Northaw Great Wood for some years. Trained and experienced stalkers are reducing the numbers of deer until the effects of browsing are considered to be at a sustainable level. Site assessments are made biennially by the Eastern Deer Initiative. Deer control is undertaken in conjunction with adjacent land owners
- 7.8 The council is being strongly advised by the Eastern Deer Initiative to reduce the numbers of muntjac within Sherrardspark Wood. The Sherrardspark Wood Wardens Society supports control of deer as this will give them greater confidence that young trees, which they have helped to establish, will have a successful future.

8. Policy 6 – Protecting Trees through the Planning System

- 8.1 The Council will seek to protect and retain existing trees, hedgerows and woodland on development sites through the use of planning conditions. Section 106 agreements and Tree Preservation Orders as appropriate.**
- 8.2 The felling of trees protected by a Tree Preservation Order (TPO) will require a replacement tree to be planted.**
- 8.3 New developments such as housing and commercial areas will be required to incorporate tree planting to the site and its function.**

The Council as the Local Planning Authority is responsible for enforcing the Town and Country Planning Act 1990.

- 8.4 Whilst the council is responsible for its own trees and woodlands, a great deal of what combines to create a shared landscape is privately owned. Although the council does not have direct responsibility for these trees, it is actively engaged in protection of those considered worthy through the planning system.
- 8.5 The council's Submitted Local Plan has key policies within it on environmental assets. Policy SP11 sets out the strategic approach to the protection and enhancement of the borough's critical and environmental assets within the planning process. Policy SP12 states the council will work with partners to actively support the creation and enhancement of strategic green infrastructure across the borough. The opportunity to implement these policies can be achieved through the use of planning conditions, Section 106 Agreements, Hedgerow Retention Notices and Tree Preservation Orders (TPOs).
- 8.6 TPOs are used to protect selected trees and woodlands if their removal would have a significant detrimental impact on the amenity of the area. An order can apply to one or many trees, including woodlands. Priority for TPOs is usually, though not exclusively, given to trees considered to be under threat; for example where imminent development is proposed. Welwyn Hatfield currently has over 550 TPOs in effect.
- 8.7 Conservation Areas can be defined as special areas of architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. There are eight such areas within Welwyn Hatfield where all trees have protection. Anyone proposing works to trees must give the council six weeks' notice of their intention to do so. This enables the council to examine the proposal and decide whether or not to place a TPO on the tree(s) in question.
- 8.8 The Welwyn Garden City Estate Management Scheme relates to specific neighbourhoods within the town. Its aim is to protect the amenities and values of the area. This designation protects most trees and hedges and enables the council to protect the trees which are considered important.

- 8.9 It is recognised there is a need for development often at high densities in order to facilitate the demand for housing in the borough. It is anticipated that landscape proposals for developments will need to incorporate aspects of vertical and roof top greening and initiative tree planting as space becomes a premium.

9. Policy 7 – Woodland Management

- 9.1 The Council will maintain and enhance Sherrardspark Wood and Northaw Great Wood as Sites of Special Scientific Interest (SSSIs) in accordance with their adopted management plans**
- 9.2 The Council will maintain its remaining woodland, Mardley Heath which is a Local Nature Reserve (LNR), in accordance with its adopted management plan.**
- 9.3 The council will seek to provide good access to council owned woodlands on public and permissive footpaths and bridleways for a wide range of abilities. Paths will be managed and upgraded where necessary on an annual basis, with support from Friends Groups.**
- 9.4 Public access will be discouraged in some parts of Sherrardspark Wood and Northaw Great Wood to reduce disturbance to more sensitive wildlife, especially during breeding seasons.**
- 9.5 Sherrardspark Wood, Mardley Heath and Northaw Great Wood have management plans agreed by Natural England. These plans are the first step in allowing the council to apply for and receive grants, to ensure that they are maintained in a 'favourable conservation condition'.
- 9.6 Access is an important aspect of our land management programme. Interpretation boards at principle entrances to sites show visitors the best routes to walk and some general information. Sherrardspark Wood and Northaw Great Wood have extensive directional signage to inform people of permissive routes and Rights of Way that connect into the wider landscape. Notice boards give updates on forthcoming habitat management work and events.

10. Policy 8 Community Engagement

The Council will support, insure and equip Friends Groups who come together to execute agreed works to trees, woodlands, footpaths and bridleways and any other maintenance task that can be tackled safely.

The council will promote the health and well being benefits of trees and woodlands and of volunteering and will invite local residents who are keen to get involved or learn more to join a Friends Group or the Tree Wardens Scheme.

An annual programme of events will be arranged and support given to initiatives taken by these groups.

- 10.1 The council is fortunate to have a large group of people who are organised into friends groups and volunteer to work on a site of their choice. There are friends groups at three of the nine woodland sites and the largest group, with over 100 members, is the Sherrardspark Wood Wardens society which has been running for 50 years.
- 10.2 In 2016 local volunteers gave over 1,715 days of work, in financial terms, this fantastic contribution was worth over £120,000. Common tasks include coppicing, tree planting, scrub and grassland management, hedge laying and fencing. Some volunteers lead guided walks and help survey important wildlife species.
- 10.3 A Tree Warden group was launched in 2006 for those interested in street trees. These volunteers are the 'eyes and ears' for the trees in their neighbourhood. A series of informative meetings are held each year to increase knowledge, allowing individuals to discuss issues within their community. There are currently around 60 members and the focus in recent years has been on the planting and maintenance of community orchards across the borough.
- 10.4 The members of community who freely give their time to help protect and preserve the amenity, ecology and biodiversity of the borough are invaluable and the council recognises the need to match enthusiasm with support if their involvement is to be maintained.

11. Policy 9 Green Infrastructure

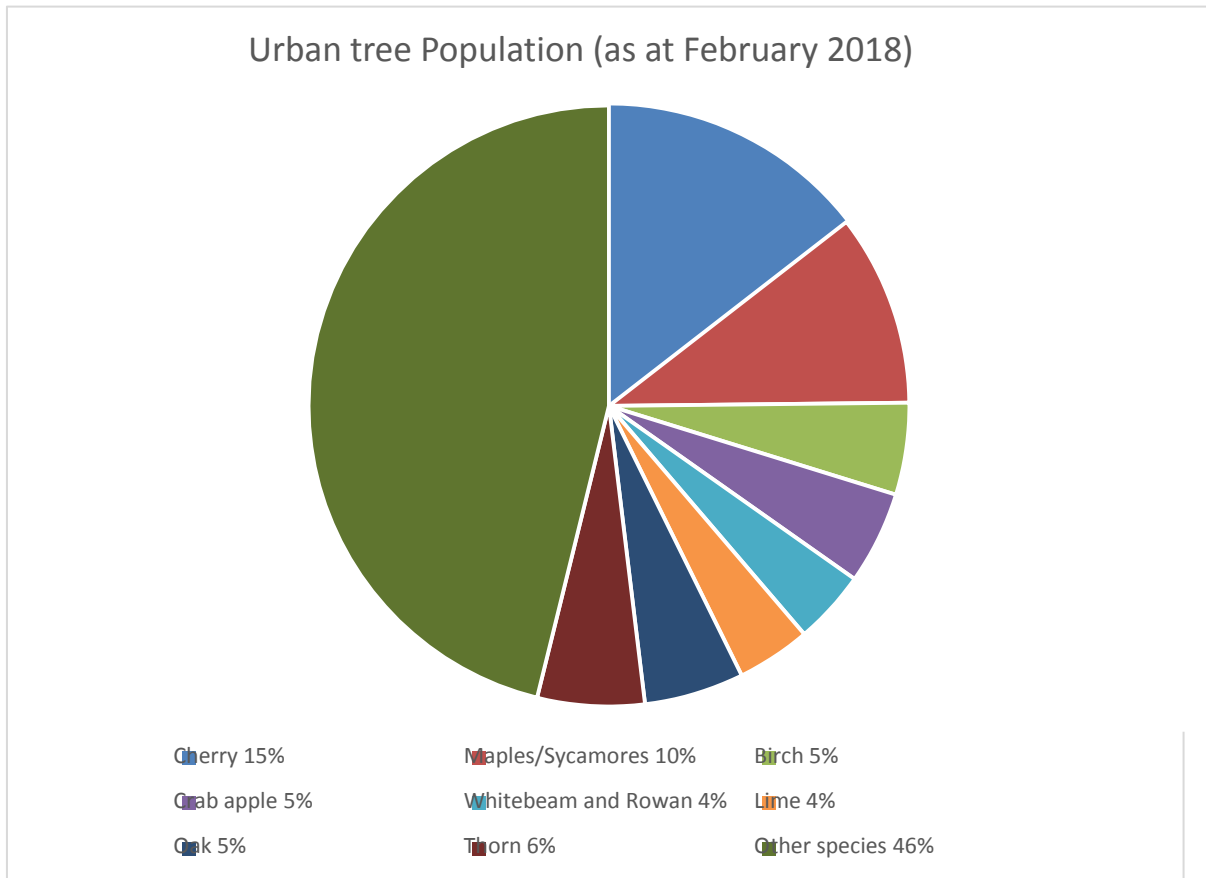
- 11.1 **The Council will seek to deliver its Green Infrastructure Strategy in collaboration with statutory bodies, landowners, developers, the public and others. This will include the use of Community Infrastructure Levy funding and Section 106 Agreements.**
- 11.2 Green infrastructure is the network of multi-functional green space that can be proposed, newly designed or existing. These spaces can be rural or urban and include areas such as woodlands, farmland, river valleys, open spaces and country parks. This matrix of open land is made up of both privately owned land and council open space.
- 11.3 The council's Submission Local Plan has key policies within it on Environmental Assets. Policy SP12 state the council will work with partners to actively support the creation and enhancement of strategic green infrastructure across the borough. The opportunity to implement these policies can be achieved through the use of planning conditions, Section 106 Agreements, Hedgerow Retention Notices and Tree Preservation Orders.
- 11.4 ~~Both Welwyn Garden City and Hatfield have~~ Across the borough there is a wonderful legacy of publically owned open spaces, woodlands, ponds, amenity green urban open spaces with shrubs and flowers, old hedgerows and individual mature trees. All these green features support a varied wildlife of great ecological significance and they are integral to the health and quality of life in the borough.
- 11.5 The key to accessing a large percentage of this green infrastructure is the network of Rights of Way across the borough that links both Council and private land, a valued asset that is managed by Hertfordshire County Council.
- 11.6 All guidance given on planning consents will endeavor to protect suitable existing trees on development sites. However, the retention of valuable habitats or the creation of new opportunities for wildlife will be sought in larger applications and the potential for linking open spaces through new developments will be promoted.
- 11.7 All new developments over a certain size threshold are required to make a contribution to local green infrastructure through planning legislation, Section 106 of the Town and Country Planning Act 1990. All contributions offered for existing green infrastructure sites are invested in council owned open spaces.

12. Monitoring and Review

- 12.1 The policies set out in this strategy reflect the current circumstances, issues and trends anticipated to be relevant to tree management to 2022. An early review may be considered if there are any changes to legislation or Council business which have implications for this strategy.
- 12.2 In response to a Tree Scrutiny sub-committee held on the topic of tree management in 2016-2017, a number of action points were resolved by Cabinet on 6 June 2017. These points are covered in a new Frequently Asked Questions (FAQ) page on the Council's website.
- 12.3 With regard to disseminating information more widely, as well as these new FAQs, we intend to add the following information to the website:
- Monthly felling lists which give the location, species and removal reason.
 - We will continue to fix felling notices on landmark or prominent trees and where a set is to be removed and replaced during the following winter. These tree removals may also be subject to press releases or letters to immediately surrounding residents.
 - We are committed to planting at least 300 street trees across the borough every year. The planting season is from November to March and at the conclusion of every planting season in May we will post a list of all the trees planted, their location and species.
 - An annual summary of the tree removal (outside of woodlands and dense tree groups 4 and 5 Policy 1) and planting. In most years this will show that more trees have been felled than planted due to the removal of self-sets and thinned groups.

Appendix 1 – Street Tree Audit

Welwyn Hatfield Borough Council currently manages the urban trees on an individual basis. These are individually managed trees in open spaces, road side verges and highly frequented areas such as shopping parades and church yards.



The most frequently found eight species of tree are shown in figure 1. Cherry trees are the most commonly found urban tree. Eight tree types make up 54% of the urban tree population.

In managing a tree population it is important to know what species make up a population and by how much. Occasionally, a tree disease or pest will spread wildly and kill or maim a particular tree population. This was last seen in the elm population which was infected and killed by Dutch elm disease during the late 1970's to mid 1980's. It is therefore good practice to ensure a range of tree types make up the majority of the tree population.

No one tree type makes up the majority of the tree population. Therefore the Council do not need to avoid planting any one particular tree type but to continue to plant a diverse range of tree species.

Appendix 2 - Pests and Diseases

Some examples of pests and diseases that the borough has recently been affected by are;

Brown tail moth has a caterpillar that not only defoliates the trees on which it lives, but also causes public health issues due to irritant hairs from the caterpillar affecting people, particularly those with respiratory problems. This has been found in the Panshanger area and has resulted in the loss of a number of street trees as no effective treatment for the pests is available.

Bleeding canker is present in horse chestnut trees across the borough and has already led to the removal of several trees due to the interruption of conducting vessels within the tree leading to splits and cracks of structural branches and even the death and decline of whole trees.

Horse chestnut leaf minor is an insect that 'mines' the centre of the leaves leaving the tree visibly affected. Whilst this is not thought to be significant in terms of the tree's health it does have an aesthetic affect.

Acute and chronic oak decline is evident in our woodlands such as Sherrardspark Wood and even some of our mature Oak street trees. Symptoms of acute oak decline include dark fluid bleeding from splits in the bark on tree trunks. As affected trees approach death there is a notable deterioration of the canopy, or tree tops, and 'dieback' of the branches. The condition can kill a tree in as little as four or five years.

The issue of oak processionary moth has been given much press coverage, again due to the irritant hairs on the caterpillars and the devastating effect that infestations have to the mature oaks that host it. The attempts to contain the outbreaks in London have failed and the aim is to now keep infection rates as low as possible. Whilst there have been no known outbreaks within Welwyn Hatfield, anecdotal evidence has shown that it is as close as Essex and north London and it is easily transferable.

Asian longhorn beetle is a native of China that has been confirmed in Kent in March 2012 and work is continuing to try to eradicate it. In the United States and Italy, where it has been accidentally introduced in recent years, it has caused extensive damage to host trees. It can affect a wide range of broadleaved trees and shrubs such as maple (including sycamore), elm, horse chestnut, willow, poplar, birch and some fruit trees.

Appendix 3 - Subsidence Policy

Amenity Tree Evaluation

Historically Tree Officers have made a judgment about the quality of a tree subject to any insurance claim. In recent times it has been that judgment, coupled often with the view of the structural engineer and the Insurance Officer which has decided whether or not to retain the tree pending further investigation.

It has become clear that whilst the overall judgment may not change, a clearer, more quantifiable method of reaching that decision needs to be agreed and adopted. There are many methods available of assessing a tree, and most of these are combined with a way of transferring the score into a financial amount that the tree is 'worth'. It was considered that this would not necessarily be helpful when dealing with our subsidence cases as, more often than not, the costs were not known at the outset, or would far outweigh the supposed value of the tree. It was felt that it would be more appropriate to assess the trees and use the score to categorise them into trees which we could remove early on in a claim, trees which would require a level of technical evidence to support the claim before we would remove them and trees which were felt to be valuable enough that the decision would be made by a higher body.

For a number of years, the Tree Officers have been using TEMPO (Tree Evaluation Method for Preservation Orders) which is a system for evaluating whether trees are suitable for placing tree preservation orders on them. The basis of which is looking at the condition of the tree, the safe life expectancy, the public visibility and any other factors such as historical importance.

It is a relatively transparent, simple system that seemed suitable for our subsidence purposes. It was also felt to be a consistent approach to use the same system for both our potential Tree Preservation Orders and our subsidence cases. The importance of the trees and their place in the landscape needs to be similarly appraised in both instances.

The TEMPO system was simplified in its points appraisal which meant that scoring anything less than 9 points would indicate a low quality tree and this could be removed, relatively early on in the claim, as long as the claim wasn't spurious. Trees which scored between 10 & 14 would require evidence to back up the claim, the detail of which would be agreed between the Tree Officers and the Insurance Officer. Trees scoring over 15 points would be trees that were deemed to be highly valuable and worthy of retention. Each case would have to be assessed on its own merits, but it is hoped that the decisions on these trees would be taken by a higher authority. This would take into account the financial implications of their retention and the amenity and landscape loss by their removal.

The system was trialed with ten trees and it was felt that the results did match the judgment that would have been made by the Tree Officer. Four of the ten trees would be those which were considered to be worthy of retention. This is an unusually high figure as the cases used were simply the more high profile ones that had been around for a few years. It is more likely that many more of our cases would involve trees that were not of such a high quality.

Appendix 4 - Types of Pruning

Clear from Overhead Obstructions - Reducing small number of branches back to give clearance to a structure such as building or lamp column, usually specified by a distance of clearance.

Coppicing - Cutting trees close to ground level with the intention of encouraging of multiple shoots.

Crown Lifting - Removal of lower branches to achieve a stated vertical clearance above ground level or other surface.

Crown Reduction - Operation that results in an overall reduction in the height and/or spread of the crown of a tree by means of a general shortening of twigs and/or branches whilst retaining the main framework of the crown.

Crown Thinning - Removal of a proportion of small live branches throughout the crown to achieve an even density of foliage around a well-spaced and balanced branch structure.

Pollard - Cutting a tree so as to encourage formation of numerous branches arising from the same height on a main stem or principal branches.

Appendix 5 - Glossary

Actionable nuisance - Where actual damage to property has been caused, or, if no action is taken to prevent it, damage will be imminently caused. It does not mean just the pure encroachment of roots or branches over the adjoining land.

Ancient semi natural woodland - Woodland that has existed continuously on that site since before 1600 and is now valued for its locally native species and wildlife habitats.

Bio-diversity - A range of species which live within a particular habitat.

BS 3998 (2010) British Standard 3998 Recommendations for tree work - This standard relates to Arboricultural operations and methods.

Conservation Area - Conservation Areas are areas of special architectural or historical interest, the character or appearance of which it is desirable to preserve. Anyone wishing to cut down or carry out work on a tree in a conservation area is required to give the Council six weeks' prior notice.

Estate Management Scheme - The Estate Management scheme is part of the Leasehold Reform Act 1967. This is administered for purpose of maintaining and enhancing amenities and values in Welwyn Garden City. The scheme requires that written consent be obtained to cut down, lop or top any tree exceeding 15ft within the Estate Management areas.

Hazard - (In this instance) a tree which has the potential to harm persons or property.

Industry best practice - Is the use of techniques, methods or process which have been industry proven to be the most effective.

Natural regeneration - Young trees resulting from germination of seeds, which occur as a consequence of natural seeding.

Landmark trees - Trees which are considered to be prominent identifying features within the landscape.

Lapsed pollard - A pollarded tree that has not been cut in a regular cycle but left uncut for many years.

Native species – Trees which are considered to be naturally occurring in the UK.

Non-intervention - The management of woods where nothing is done to allow the succession of the wood to occur naturally.

Pathogen - A micro-organism causing disease.

Pollard - A tree cut once or repeatedly where the main stem forms the crown. Usually cut on a regular basis, with the whole or part of the crown removed.

Risk - The likelihood that a tree (in this instance) will cause harm to person or property.

Subsidence - The sinking (or movement) of structures due to shrinkage when clay soils dry out, sometimes due to extraction of moisture by tree roots.

Suckers - Shoots that arise from an underground stem or root of a tree.

Thinning - The removal of weak trees or trees with poor form from a group to allow the remaining trees to prosper.

Town and Country Planning Act - The Act of Parliament which consolidates certain enactments relating to town and country planning.

Tree Belts - Areas of trees which are sometimes small areas of woodland throughout the Borough which were originally planted to provide a visual and sometimes audio barrier to separate housing development from other estates.

Tree Preservation Order - A Tree Preservation Order (TPO) is order made by a Local Planning Authority (LPA) in respect to trees, groups of trees, woodlands and areas of trees. The principal effect of a TPO is to prohibit the cutting down, uprooting, topping, lopping, willful damage or willful destruction of trees without the LPAs consent.

Relevant primary and secondary legislation - Part 4VIII of the Town and Country Planning Act 1990 and in the Town and Country Planning (Trees) Regulations 1999.

Veteran Tree - A tree that is of interest biologically, culturally or aesthetically because of its age, size or condition.

Visual amenity - The visual amenity of a tree is its intrinsic beauty and/or its contribution to the landscape.

Appendix 6 – Useful Contacts

Hertfordshire County Council
Highway Tree Strategy and Guidance Document
www.hertsdirect.org.
Highway Fault reporting service

Arboricultural Association
The Malthouse, Stroud Green, Stonehouse, Gloucestershire, GL10 3DL, UK Tel
01242 522152 Email: admin@trees.org.uk
www.trees.org.uk

Department for Environment, Food and Rural Affairs (DEFRA) Defra,
Nobel House, 17 Smith Square, London, SW1P 3JR
Tel 08459 33 55 77 Email defra.helpline@defra.gsi.gov.uk
www.defra.gov.uk

Forestry Commission GB
www.forestry.gov.uk

Royal Horticultural Society
80 Vincent Square, London, SW1P 2PE
Tel 0845 062 1111 Email gardeningadvice@rhs.org.uk
www.rhs.org.uk

The Tree Council
71 Newcomen Street, London, SE1 1YT
Tel 020 7407 9992 Email info@treecouncil.org.uk
www.treecouncil.org.uk

Tree Advice Trust
Alice Holt Lodge, Wrecclesham, Farnham, Surrey, GU10 4LH Tel
09065 161147
www.treehelp.info

The Woodland Trust
Kempton Way, Grantham, NG31 6LL
Tel 01476 581111 Email enquiries@woodlandtrust.org.uk
www.woodlandtrust.org.uk

Putting people first.

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 4 DECEMBER 2018

Recommendation from the Cabinet Planning and Parking Panel on 1 November 2018:-

102. NORTHAW AND CUFFLEY PARISH COUNCIL - CAR PARK CHARGES

Report of the Corporate Director (Resources, Environment and Cultural Services) on the Northaw and Cuffley Parish Council’s (NCPC) car park charges. The report noted that Northaw and Cuffley Parish Council has had a lease for 125 years with Welwyn Hatfield Borough Council (WHBC) to manage both Sopers Road and Maynard Place car parks since 2000. Members noted that the Parish Council was responsible for the maintenance and management of these car parks.

Both of the car parks have charges, however, NCPC cannot raise charges, as there is a legal requirement for WHBC to consider as part of the Traffic Regulation Order legislation. The current charges applied are as follows:

Maynard Place car park				
Operational Days and Hours	Charging Days and Hours	Duration	Charges	
All days and all hours	Monday - Friday 8am-6pm	0-1 hour	Free	
		0 - 2 hours	Free for Blue Badge Holder	
		0 - 2 hours	£0.50	
		2 - 3 hours	£1.00	
		3 - 4 hours	£1.50	
		More than 4 hours	£5.00	
		Saturday 7:30am-1:30pm	0-1 hour	Free
	0 - 2 hours		Free for Blue Badge Holders	
	0 - 2 hours		£0.50	
	2 - 3 hours		£1.00	
	3 - 4 hours		£1.50	
	More than 4 hours		£5.00	
	Sopers Road			
	All days and all hours	Monday to Friday All hours	All day	£4.50
Saturday All hours		All day	£2.00	

The report noted that the Parish Council had also made a request to change the parking restrictions by adding a requirement that vehicles leaving the car park should not return before two hours had elapsed. This would require an amendment to the existing Traffic Regulation Order. As Cuffley was already in the Parking Services work programme the consultation process was already underway. The Officer advised that any objections to the proposal would be heard by this Panel and Cabinet in the usual way.

The following points were raised and discussed:

- Evidence not having been provided to the Panel via the report. A member was concerned regarding the approval of the proposal without factual evidence. The Officer advised that this was a formality, as the car park and land belonged to the Parish Council and they are not obliged to provide any other information. The charges have gone through the Parish Committee approval process earlier in the year which was minuted. The Parish Council had raised this as an issue, which they take seriously and had approached the Borough Council to amend the Traffic Regulation Order to encourage turn over at the short stay car park to provide flexibility.
- The Panel were advised that the proposal had been checked by legal.
- The cost of all day parking at Sopers Road car park was considered together with the walking distance for motorist visiting local trades.
- A question was raised in respect of disabled parking bays not being marked at Sopers Road car park. It was clarified that due to this car park being off the industrial area it was not suitable for customers with mobility issues due to the route from the car park to the shops or rail station.
- A question was raised about the wording on the signage which related to blue badges. The Officer confirmed that the proposed changes are not applicable to blue badge holders therefore the wording will not need to be changed in Maynard Place car park.

RESOLVED

That the Panel note and recommend to Cabinet to approve the changes that Northaw and Cuffley Parish Council would like to make to the fees and charges in Maynard Place car park.

WELWYN HATFIELD BOROUGH COUNCIL
 CABINET PLANNING AND PARKING PANEL – 1 NOVEMBER 2018
 REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT AND
 CULTURAL SERVICES)

NORTHAW AND CUFFLEY PARISH COUNCIL – CAR PARK CHARGES

1 Executive Summary

- 1.1 Northaw and Cuffley Parish Council (NCPC) have a lease for 125 years with Welwyn Hatfield Council (WHC) to manage both Sopers Road and Maynard Place car parks since 2000. They are responsible for the maintenance and management of these car parks.
- 1.2 There are currently charges in both car park, however, NCPC cannot raise charges. This is a legal requirement for WHC to consider as part of the Traffic Regulation Order legislation. Please see below for what the current charges are:

Maynard Place car park				
Operational Days and Hours	Charging Days and Hours	Duration	Charges	
All days and all hours	Monday - Friday 8am-6pm	0-1 hour	Free	
		0 - 2 hours	Free for Blue Badge Holder	
		0 - 2 hours	£0.50	
		2 - 3 hours	£1.00	
		3 - 4 hours	£1.50	
		More than 4 hours	£5.00	
		Saturday 7:30am-1:30pm	0-1 hour	Free
	0 - 2 hours		Free for Blue Badge Holders	
	0 - 2 hours		£0.50	
	2 - 3 hours		£1.00	
	3 - 4 hours		£1.50	
	More than 4 hours		£5.00	
	Sopers Road			
	All days and all hours	Monday to Friday All hours	All day	£4.50
Saturday All hours		All day	£2.00	

2 Recommendation(s)

- 2.1 That the Panel note and recommend to Cabinet to approve the changes that Northaw and Cuffley Parish Council would like to make to the fees and charges in Maynard Place car park.

3 Explanation

- 3.1 NCPC previously used a 3rd party contractor to enforce the car park on their behalf. However, since December 2017, WHC's Civil Enforcement Officers have been carrying out the physical parking enforcement, and East Herts have been managing the appeals and challenges received in response to a parking tickets.
- 3.2 NCPC have notified WHC that they would like to make some changes to the Maynard Place car parking charges and parking restrictions. In particular, they would like to remove the more than 4 hours tariff and introduce a new tariff band of £2.00 for over 4 hours up to 6 hours. For over 6 hours the charge will be £10.00.
- 3.3 Herts County Council has advised us that as the price changes will be made by notice under section 35C of the Road Traffic Regulation Act 1984 the decision to change prices must be made by the Borough Council as the Parish does not have the legal power to do so.
- 3.4 The Parish has also made a request to change the parking restrictions by adding a requirement that vehicles leaving the car park should not return before two hours has elapsed. This will require an amendment to the existing Traffic Regulation Order. As Cuffley is already in the Parking Services work programme the consultation process is already underway. Any objections to the proposal will be heard by this Panel and Cabinet in the usual way.

Implications

4 Legal Implication(s)

- 4.1 TROs are created under the Road Traffic Regulation Act 1984. Consultations follow a statutory legal process as set out in The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- 4.2 The Council sets the fees for both Sopers Road and Cuffley Car Park which may only be amended in accordance with section 35C of the 1984 Act. This will require that the charges are increased on notice and the procedure is set out in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

5 Financial Implication(s)

- 5.1 All costs related to this project including the signage and advertisements are been funded by Northaw and Cuffley Parish Council.
- 5.2 NCPC retain all income generated, minus costs such as providing the Ringo (Pay By Phone) service
- 5.3 WHBC retain all PCN income, minus administration costs

6 Risk Management Implications

6.1 The risks related to this proposal are:

6.2 [please list and detail impact and likelihood]

7 Security and Terrorism Implication(s)

7.1 There are no known security & terrorism implications inherent in relation to the proposals in this report.

8 Procurement Implication(s)

8.1 There are no known procurement implications in relation to the proposals in this report.

9 Climate Change Implication(s)

9.1 There are no known climate change implications in relation to the proposals in this report.

10 Human Resources Implication(s)

10.1 There are no known Human Resources implications in relation to the proposals in this report.

11 Health and Wellbeing Implication(s)

11.1 There are no known Health and Wellbeing implications in relation to the proposals in this report.

12 Communication and Engagement Implication(s)

12.1 When making any changes to parking charges within car parks there is a statutory consultation process which the Council needs to adhere too

13 Link to Corporate Priorities

13.1 This report is linked to the Council's Corporate Priority Protect and Enhance the Environment, and specifically to the achievement to Deliver Effective Parking Services

- Protect and enhance the environment and deliver effective parking services;
- Engage with our communities and provide value for money

14 Equality and Diversity

14.1 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.

Name of author (*Vikki Hatfield – 01707 357555*)
Title (*Parking and Cemetery Service Manager*)
Date (*19 October 2018*)

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WELWYN HATFIELD BOROUGH COUNCIL

NOTICE IS HEREBY GIVEN under Section 35C of the Road Traffic Regulation Act 1984 that Welwyn Hatfield Council proposes to vary the charge for the use of the Council's off-street parking places in Cuffley. The changes in the car parking charges will come into effect from **Wednesday XXX XXX 2018**. The scale of charges set out in Schedule 2 of The Borough of Welwyn Hatfield (Various Car Parks) (Off-Street Parking Places) Order 2017, is hereby varied.

Maynard Place Car Park

Charging days & hours are
Monday to Friday 8am-6 pm
Saturday 7.30 am - 1.30 pm

<u>Current Time Band</u>	<u>Current Tariff</u>	<u>Proposed Time Band</u>	<u>Proposed Tariff</u>
0 - 1 hours	Free	No Change	No change.
0 - 2 hours & Blue Badge	Free	No Change	No change.
1 - 2 hours	£0.50	No Change	No change.
2 - 3 hours	£1.00	No Change	No change.
3 - 4 hours	£1.50	No Change	No change.
None	None	4 – 6 hours	£2.00
More than 4 hours	£10.00	More than 6 hours	£10.00

Sopers Road Car Park

Charging Days & Hours are
Monday to Friday all hours,
and Saturday all hours.

<u>Current Time Band</u>	<u>Current Tariff</u>	<u>Proposed Time Band</u>	<u>Proposed Tariff</u>
All hours Monday - Friday	£4.50	No change	No change
All hours Saturday	£2.00	No change	No change

Quarterly Parking Permits

<u>Maynard Place</u>	<u>Current Price</u>	<u>Proposed Price</u>
Permit bays code DN		
Doctors	£225.00	No change
Clinic Staff	£225.00	No change
Permit Bays code CS		
Council Staff	Free	No change

Ka Ng, Corporate Director Resources, Environment and Cultural Services
Council Offices Welwyn Garden City AL8 6AE

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Grants Board
5 November 2018

WELWYN HATFIELD COUNCIL

Minutes of a meeting of the GRANTS Board held on Monday 5 November 2018 at 6.30pm in the Council Chamber, Council Offices, The Campus, Welwyn Garden City, Herts, AL8 6AE

PRESENT: Councillors S.Markiewicz (Chairman)
H.Bower, A.Chesterman (substituting for J.Fitzpatrick),
L.Chesterman, S.Elam, S.Glick, R.Lass

OFFICIALS Head of Community and Housing Strategy (S.Chambers)
PRESENT: Community Partnerships Support Officer (L.Jackson)
Governance Services Officer (H.Johnson)

6. SUBSTITUTION OF MEMBERS

The following substitution of Panel Members had been made in accordance with Council Procedure Rules 19-22:-

Councillor A.Chesterman for Councillor J.Fitzpatrick.

7. APOLOGY

An apology for absence was received from Councillor J.Fitzpatrick.

8. MINUTES

The Minutes of the meeting held on 31 July 2018 were agreed as a correct record and signed by the Chairman.

9. COMMUNITY GRANT APPLICATIONS (ANNUAL GRANTS)

The report of the Corporate Director (Housing and Communities) set out six applications from voluntary groups (outlined in Appendix A).

The total amount available for the Grants Board to allocate for the financial year 2019/20 was £174,270. However, it was agreed in 2017/18 as part of the budget setting that for a three year period, the Citizens Advices Bureau would have a ring fenced budget of £95,000.

Therefore the overall budget associated to Annual Grants for the financial year 2019/20 would be £79,270, subject to agreement from the Council's Cabinet during the budget setting process.

Grants Board
5 November 2018

The Grants Board considered the Annual Community Grant applications and allocated the funding in accordance with the Council's Corporate Priorities which are "Our Community, Our Environment, Our Housing, Our Economy and Engage with our communities and provide value for money".

The Board noted that Resolve had withdrawn their application as they were receiving funding from the Council via a separate process.

Welwyn Hatfield Community and Voluntary Service (CVS)

An application had been received for the amount of £9,500 towards the operation of the Community Car Scheme for elderly and/or unwell citizens as well as supporting individuals to find voluntary opportunities and support community sector organisations with advice.

Members commented that it was an invaluable scheme as the service between the QEII Hospital in Welwyn Garden City and Lister in Stevenage was no longer provided.

AGREED a grant of £9,500.

Hatfield and District Age Concern (Friendship House)

An application had been received for the amount of £15,000 towards the Centre's operating, maintenance and overhead costs, especially staff salaries, food provisions and utility costs.

Members commented that it was a worthy scheme which helped the elderly in the community and particularly alleviated loneliness.

AGREED a grant of £15,000.

The Recover Team Ltd

An application had been received for the amount of £13,892 towards setting up recover "roadshows" at partner organisations and training sessions which would include a series of half-day workshops for a month with participants receiving one to one support.

Members of the Board expressed concern that the furniture sold on the trading side of the charity was often highly priced: If the furniture was more affordable it would benefit sales as well as providing a service to a wider section of the community.

Members agreed with the principle aims of the project in helping those to recover from addiction and the "upcycling" of furniture reduced waste to landfill.

AGREED a grant of £13,892.

Grants Board
5 November 2018

University of Hertfordshire

An application had been received for the amount of £15,000 towards the de Havilland Community Garden for landscaping, fencing, raised beds, seating as well as outdoor furniture.

Members commented that as an educational establishment other funding streams were available. On balance other applications had greater merits and provided more value to a greater number of residents. With limited funds available to support community projects, the Board felt unable to support the application.

REFUSED the application.

Welwyn Hatfield Women's Refuge & Support Services

An application had been received for the amount of £33,960 towards staff costs, premises hire, clinical training and supervision and office costs.

Members commented that it was a crucial project as the number of refuge beds across the country had been reduced. It would also aid in preventing homelessness. It was noted that the outreach service would predominately help those that resided in the borough and due to the nature of refuge accommodation, the service helped residents outside of the borough if requested.

Officers confirmed that the Council had a responsibility to those who asked for help and were at risk, under homeless legislation. However the funding of additional support was the role of social care and the responsibility of Hertfordshire County Council. It was noted that male victims of domestic violence would be supported by the Council in terms of housing provision only.

AGREED a grant of £33,960.

RESOLVED:

That the Annual Community Grants be paid as follows:

Organisation	Amount Sought	Amount Granted
CAB		£95,000.00
CVS	£9,500.00	£9,500.00
Friendship House	£15,000.00	£15,000.00
Recover	£13,892.00	£13,892.00
University of Hertfordshire	£15,000.00	£0.00
Welwyn Hatfield	£33,960.00	£33,960.00

Grants Board
5 November 2018

Women's Refuge		
Annual Grant Budget 2019/20		£174,270.00
Remaining budget		£6,918.00

The Head of Community and Housing Strategy advised the Board that the remaining money of £6918.00 could be:

- Rolled forward to the 2019/20 Annual Grant (with approval).
- Added to the Small Community Grant Fund.
- Used for a second round of Annual Community Grants in January 2019.

It was agreed that Members would decide how best to deal with the remaining balance and liaise with the Chairman before the next meeting.

10. ANY OTHER BUSINESS

Scoring Matrix

A discussion about the Scoring Matrix, used for the first time by the Board to aid in the decision making process with Annual Grants, then followed.

The Scoring Matrix had worked well in improving the quality of the applications however the matrix was weighted towards process and not enough weight had been given to the quality of outcomes being delivered. As such the Board asked Officers to revisit the Scoring Matrix, with a view to providing more weight to the merit and impact of projects on the community.

Grant Application Forms

The Board requested Officers to update the application forms so that the quality of the projects being delivered to the Community could be understood more keenly by Members. Some Members suggested that the following questions could be added to the application forms to help the Board with the decision making process:

- "Please give two reasons as to why the Council ought to spend taxpayer's money on the project"
- "How does your project fill a gap in service provision in the Community?"

Meeting ended 7.45pm
HJ

WELWYN HATFIELD BOROUGH COUNCIL
GRANTS BOARD – 5 NOVEMBER 2018
REPORT OF THE CORPORATE DIRECTOR (HOUSING AND COMMUNITIES)

COMMUNITY GRANT APPLICATIONS (ANNUAL GRANTS)

1 Executive Summary

- 1.1 Six applications from voluntary groups have been received for Annual Community (appendix A) Grants.
- 1.2 The total amount available for Grants Panel to allocate for the financial year 2019/20 is £174,270.

2 Recommendation(s)

- 2.1 Members of the Grants Board are asked to consider the Annual Community Grant applications (Part II) and allocate the funding in accordance with the council's priorities and criteria.

3 Explanation

- 3.1 It was agreed in 2017/18 as part of the budget setting that for a 3 year period, Citizens Advice Bureau will have a ring fenced budget of £95,000.
- 3.2 As such the overall budget associated to Annual Grants for the financial year 2019/20 will be £79,270. However this subject to agreement from the Council's Cabinet during the budget setting process.

Implications

4 Legal Implication(s)

- 4.1 There are none arising from this report.

5 Financial Implication(s)

- 5.1 Annual Community Grant applications total £103,892.95 exceeding budget for Annual Community grants by £24,622.95.

6 Risk Management Implications

- 6.1 There are risks related to providing grants to voluntary organisations in that there is the possibility that the charity could go into administration and as such the funding would be lost. There is also the possibility that organisations do not spend the grant provided on the agreed projects or costs as per their applications.
- 6.2 The risks are mitigated as much as possible as all successful grant applicants' sign up to a service level agreement between WHBC and themselves. This

means that each successful grant has to provide information and evidence on where the funding was spent.

7 Security & Terrorism Implication(s)

8 In complying with the Prevent duty Local Authorities need to ensure that publicly owned resources do not provide a platform for extremists and are not used to disseminate extremist views.

9 Procurement Implication(s)

9.1 There are none arising from this report.

10 Climate Change Implication(s)

10.1 There are none arising from this report.

11 Human Resources Implication(s)

11.1 There are none arising from this report.

12 Health and Wellbeing Implication(s)

12.1 Providing grants to the community organisations for the benefit of Welwyn Hatfield residents assists the council in meeting its objectives to improve the health and wellbeing of the borough.

13 Communication and Engagement Implication(s)

13.1 There is responsibility placed on all recipients of Council Grant to ensure that the council is mentioned within all associated publicity and promotion. Part of the organisation's feedback also includes evidence of this.

13.2 The council's communications department are given all associated details to ensure that publicity is given to successful grant applicants.

14 Link to Corporate Priorities

14.1 Welwyn Hatfield Borough Council Grants Board looks to support projects which help achieve Council's Corporate Priorities. Applications for community grants need to contribute to at least one of the following:

1. Our Community
2. Our Environment
3. Our Housing
4. Our Economy
5. Engage with our communities and provide value for money.

15 Equality and Diversity

15.1 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.

15.2 Those organisations applying for a council grant are required to produce evidence of their commitment to equality and diversity.

Name of author Matthew Rayner 01707 357174
Title *Community Partnership Manager*
Date 16 October 2018

Background papers include the grant applications from the following organisations:-

Community Volunteer Service (Welwyn Hatfield)

Friendship House (Hatfield & District Age Concern)

RECOVER

Resolve

University of Hertfordshire

Women's Refuge (Welwyn Hatfield)

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Part I

Main author: Farhad Cantel

Executive Member: Duncan Bell

All Wards

WELWYN HATFIELD BOROUGH COUNCIL

CABINET – 4 DECEMBER 2018

REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT AND CULTURAL SERVICES)

UNIVERSAL CREDIT

1 Executive Summary

- 1.1 The purpose of this report is to provide an update to Cabinet on Universal Credit. This follows changes to the personal budgeting support arrangements we have in place with Citizens Advice and changes announced in the 2018 budget.
- 1.2 Universal Credit is a Department for Works & Pensions (DWP) social security benefit and local councils do not have any control over the administration of the scheme, the level of Universal Credit awarded or the length of time it will take to process an application.
- 1.3 Welwyn Hatfield Borough Council's role is to advise and support our residents with completing a claim form, and signposting them to the DWP or appropriate support services, where necessary. Universal Credit does not affect pensioners.

2 Recommendation(s)

- 2.1 That Cabinet note the contents of this report.

3 Explanation

- 3.1 Universal Credit will eventually replace the current benefit system and brings together housing benefit for working age people with other welfare benefits and tax credits. The scheme is managed by DWP and since December 2017 working age claimants who are either single or couples with two children have naturally migrated over to Universal Credit when they have had a change in their circumstances, or made a new claim.
- 3.2 Since the rollout of Universal Credit the Council's benefit team has provided as much advice as possible and signposted customers to the relevant agencies. The Citizens Advice advisors and Council housing officers have also raised awareness of this facility to help combat hardship and rent arrears building up. However, we have been careful with our advice on advanced payments as this is a DWP decision.
- 3.3 There has been an increase in correspondence since the December 2017 roll out of Universal Credit full service. Universal Credit has already generated an additional 6,500+ pieces of correspondence during 2018/19, compared to the same period last year.
- 3.4 Universal Credit awards are re-assessed on a monthly basis, at the end of each assessment period set by the DWP. The council is notified of the changes in the

Universal Credit award and these changes need to be reflected in the council tax support (CTS) award, which involves recalculating CTS for the claimants.

- 3.5 Universal Credit in the Borough is administered by the Hatfield Jobcentre. The roll out of Universal Credit continues to be discussed regularly through an internal officer group, made up of the Benefit Client team, the Housing and Community team and Sopra Steria and Citizens Advice. These discussions focus on the work required to support claimants, what we will be required to deliver, and plan for changes brought about by welfare reform. Our housing benefit staff have been advising all the residents they meet in person and on the telephone about Universal Credit changes. The council's Housing and Community team continues to facilitate the sharing of information about these changes with partners via the Community Inclusion Partnership (CIP), and Housing's Citizens Advice drop in surgeries held in the council offices.
- 3.6 The wait time for Universal Credit applications continues to improve and the Hatfield Jobcentre has said that slow progress is being made. The circumstances of those on Universal Credit or in receipt of housing benefit is taken into consideration when making payment arrangements or taking recovery action. Council tax support is dealt with separately from Universal Credit and the council is not aware of residents who may have applied for Universal Credit. We would only become aware should they apply for or are already in receipt of council tax support.
- 3.7 We have been working with Citizens Advice about Universal Credit and how we can improve the resident's transition to Universal Credit by providing personal budgeting support (PBS) as well additional support for residents to set up email addresses or a bank account which are all essential conditions the resident must meet to claim Universal Credit. Claimants requiring PBS are referred for such support by the Jobcentre. As the Citizens Advice already provide areas of financial support to individuals, and provide this service in other areas, arrangements are in place with the Citizens Advice to have one of their officers based in the Hatfield Jobcentre at least one day a week, with a further day surgery at the Citizens Advice Offices in Queensway House, Hatfield.
- 3.8 We received £21,000 funding, for 2018/19, from the DWP to facilitate this activity and Cabinet agreed to provide this funding to the Citizens Advice to provide the support service. This approach has enabled residents to receive PBS whilst they are in the jobcentre discussing their Universal Credit application, so they will not need to be separately referred by the benefit team.
- 3.9 The Citizens Advice are the experts in providing financial assistance and we have used their expertise to assist those residents needing financial support. Since the full Universal Credit service commenced in the borough we have referred 189 residents for PBS. The Citizens Advice also continue to work out of our reception area on an appointment basis.
- 3.10 In October the government announced a new partnership between DWP and Citizens Advice to deliver PBS from 1 April 2019, which means that Local Authorities will no longer be asked to deliver Universal Support from that date. This decision is based on feedback which apparently made it clear that the current model is not delivering the support for vulnerable claimants as effectively as it could have been. Funding arrangements will remain in place

until 31 March 2019, with joint running of the Citizens Advice partnership until this date, to ensure that there are no gaps in provision.

- 3.11 The current PBS referral process will no longer involve the Jobcentre emailing referrals to the council to complete a PBS referral form which is sent to Citizens Advice, who will then contact the resident for an appointment. The council is required to collate and submit monthly PBS management information and funding is provided for this on a per case basis, which is shared with Citizens Advice.
- 3.12 It should be noted that the DWP's arrangement with Citizens Advice is only for one year and will be reviewed with a decision made on how to proceed from April 2020.
- 3.13 In the October 2018 budget further changes to Universal Credit were announced:
 - 3.13.1 Plans have also been drawn up to continue paying income support, employment and support allowance, and job seekers allowance for two weeks after a claim for Universal Credit has been made. A similar policy for housing benefit was introduced in last year's Budget, following evidence that some claimants were going into rent arrears. This will be effective from July 2020 and could benefit approx. 2,520 claimants in our borough.
 - 3.13.2 The amount households with children, and people with disabilities can earn before their Universal Credit award begins to be withdrawn will be increased by £1,000 P/A from April 2019. This is the increase to the Work Allowance (The amount of pay you can earn before the 63% taper kicks in), which is currently set at £111.00 and will be subject to the 63% taper. We do not know how many people will be affected as this relates to the Universal Credit caseload at the Jobcentre.
 - 3.13.3 From October 2019, there will be changes to how deductions from a claimant's payment can be made. Claimants can ask for an advance to help them get by while waiting for their first proper Universal Credit payment. Under revised plans, the maximum amount that can be deducted will be reduced from 40% to 30% of their total award each month, when paying this back. This will provide support for those on universal credit to repay debt. From October 2021, the period over which advances will be recovered will be increased from 12 to 16 months.
 - 3.13.4 To support the transition to Universal Credit for all self-employed people, the 12 month grace period will be extended to all gainfully self-employed people; giving claimants time to grow their businesses to a sustainable level. This will be introduced from July 2019 and implemented fully from September 2020. This means that actual earnings rather than assumed minimum wage earnings will be used when calculating Universal Credit for self-employed people.
 - 3.13.5 In response to feedback the switchover for existing benefit claimants to Universal Credit will be delivered slowly and more carefully, beginning in July 2019, as planned, but will end in December 2023. The remaining caseload is made up of families with 3 or more children, those in temporary or supported housing and claimants without a change in their circumstances.

Implications

4 Legal Implication(s)

- 4.1 The framework for Universal Credit is set out in Part 1 of the Welfare Reform Act 2012 which became law on 8 March 2012. The details are set out in the Universal Credit Regulations 2013.

5 Financial Implication(s)

- 5.1 The £21,000 funding we have received to provide PBS through the Citizens Advice will cease from April 2019. We also expect any additional funding to cover management costs to also cease.
- 5.2 Current tenant arrears levels are expected to continue to increase, as we see more benefit claims transition over to Universal Credit; arrears have increase by £64,000 in the last three months. Current arrears levels are £1.3 million.

6 Risk Management Implications

- 6.1 There is a risk of disruption to benefit claimants who are often vulnerable people in society as a result of the DWP roll out of Universal Credit. There is also a risk of the roll-out creating an incentive for people to limit their working hours in order to keep receiving benefits.
- 6.2 The migration of large numbers of housing benefit recipients to Universal Credit is likely to see an increase in rent arrears, both for Council properties and Registered Social Landlord properties. Once awarded the payment of Universal Credit in respect of housing costs will be made monthly in arrears. This waiting period could result in significant increases in applications for discretionary housing payments.
- 6.3 The council could see a rise in homeless applications as a result of the roll out, due to the delay in claimant's receiving payments, which may lead to a build-up of rent arrears. The teams work hard to ensure that staff are knowledgeable about the system and the help available to claimants; we also maintain a Directory of Crisis Services, including foodbanks, where we signpost customers.
- 6.4 Although Universal Credit is a DWP scheme there is a reputational risk to the council with the roll out of the scheme and the possible delays our residents could face with receiving their Universal Credit payments.

7 Security & Terrorism Implication(s)

- 7.1 There are no security and terrorism implications with the recommendation in this report.

8 Procurement Implication(s)

- 8.1 There are none.

9 Climate Change Implication(s)

- 9.1 The proposals in this report will not impact on greenhouse gas emissions.

10 Human Resources Implication(s)

10.1 There are none.

11 Health and Wellbeing Implication(s)

11.1 There are none.

12 Communication and Engagement Implication(s)

12.1 There are none.

13 Link to Corporate Priorities

13.1 The subject of this report is linked to the Council's Corporate Priority: Our Council and achieving value for money.

11 Equality and Diversity

11.1 An Equality Impact Assessment has been carried out by the DWP. An initial impact assessment has been carried out on the Universal Credit changes in December 2017 and there were not any differential impacts identified.

Name of author	Farhad Cantel
Title	Client Support Services Manager
Date	November 2018

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Part I

Main author: Paul Underwood

Executive Member: Tony Kingsbury

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 4 DECEMBER 2018
REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT AND
CULTURAL SERVICES)

PERFORMANCE EXCEPTION REPORT – QUARTER 2 (2018-19)

1 Executive Summary

- 1.1 This report summarises our strategic performance data on an exception basis following the monitoring and review of performance reports by Executive Members, Directors and Heads of Service. This report covers the period 1 July to 30 September 2018.
- 1.2 Performance Clinics are held quarterly to review our progress towards business plan targets, performance indicator targets, financial performance, service complaints and reports on our current strategic and operational risks.
- 1.3 Any targets reported at this meeting as ‘not completed’ or ‘not improved’, is exception reported in the appendices to this report. High rated risks are also summarised here.

2 Recommendation

- 2.1 That Cabinet note the contents of this report and approves any proposed actions highlighted in the appendices.

3. Explanation

- 3.1 A performance exception report is presented to the Cabinet on a quarterly basis as part of our current performance management framework.
- 3.2 By working with Corporate Directors and Heads of Service in the production of the Clinic reports, we further embed accountability for performance and risk within our Officer structure. This allows for a flow of detailed information to and from the council’s Leadership.

4. Legal Implications

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

5. Financial Implications

- 5.1 There are no direct financial implications arising from the recommendations in this report.
- 5.2 Failure to deliver targets and key performance indicators may have a financial impact for the council. Where this is the case, this will be referenced in the relevant text within the report and associated appendices. Any financial impact will also be considered, and reported where necessary, within the quarterly budget monitoring reports.
- 5.3 Many of the risks detailed within the report would have financial implications for the council if a risk were to materialise. These risks require active management to ensure that any financial risk is minimised. Where a risk materialises and has a financial impact, this will be referenced in the relevant text within the report and appendices, and within the quarterly budget monitoring reports.

6. Risk Management Implications

6.1 A risk assessment of our performance management framework can be reviewed quarterly on the council's strategic Risk Register.

7. Security and Terrorism Implications

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

8. Procurement Implications

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

9. Climate Change Implications

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

10. Health and Wellbeing Implications

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

11. Communication and Engagement Implications

11.1 There are no communication and engagement implications directly arising from the contents of this report.

12. Link to Corporate Priorities

12.1 This report is linked to all the council's current corporate priorities as it shows the status of all business, finance and performance targets associated within each priority.

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: November 2018

Background Papers:

Appendix One - Business Plan Targets

Appendix Two - Key Performance Indicators

Appendix Three - Strategic Risks

Appendix Four - Operational Risks

Business Plan Targets – Quarter 2

All published Business Plan targets for 2018-19 are currently scheduled to be achieved by the end of March 2019.

Progress for all targets under each of our five Corporate Priorities is summarised here.

Corporate Priority	Green (completed)	Amber (on schedule)	Red (not completed)	Total
1 – Our Community	9 (33%)	18 (67%)	0 (0%)	27 (100%)
2 – Our Environment	3 (27%)	8 (73%)	0 (0%)	11 (100%)
3 – Our Housing	2 (13%)	13 (87%)	0 (0%)	15 (100%)
4 – Our Economy	1 (4%)	22 (96%)	0 (0%)	23 (100%)
5 – Our Council	5 (24%)	16 (76%)	0 (0%)	21 (100%)
Totals	20 (21%)	77 (79%)	0 (0%)	97 (100%)

Key Performance Indicators – Quarter 2

A summary of our Key Performance Indicators collected over Quarter 2 is shown here.

Total Number of Key Performance Indicators	Number of KPI's improved	Number of KPI's not improved	Number of KPI's remained the same
42 (100%)	32 (76%)	8 (19%)	2 (5%)

Eight Key Performance Indicators did not report an improvement in Quarter 2.

They are exception reported below along with relevant service comments to explain their performance and a comparison from the same period last year.

Brief Description of Indicator	Quarter 2 2017-18 Performance		Quarter 2 2018-19 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>PI 11 - Visits in person to, and use of, local museums and galleries (per 1,000 population)</p> <p><i>Head of Policy & Culture</i></p>	62 visits	66 visits	62 visits	54 visits	<p>This is below the target for Quarter 2 but, combined with Quarter 1, the service is on target. This summer was long and hot with many families finding it too hot to bring little children out or they visited the coast or countryside more through the summer holidays.</p> <p>Summer holiday activities were steady but the service did not see the numbers it usually does, and was about 1,000 visitors down on the same quarter last year. Not having the virtual school café running through the school summer holiday impacted on visitor numbers, and missed by many who come for just the lunches. Feedback comments which have been received support this.</p> <p>The service has also been continuing the process of rebranding which has meant a heavy reliance on social media posts. The council's Communications team have been very supportive with their posts and retweeting of Museum activities and events.</p>
<p>PI 13 - The total number of tickets sold across all businesses at CW Entertainment (excluding private party bookings)</p> <p><i>Head of Policy & Culture</i></p>	60,000	59,666	60,000	58,123	<p>The July weather was a determining factor in the relatively poor sales in the early part of this quarter, and was 34% lower than last year. However with the strong film product on offer part way through this quarter (i.e. Mamma Mia 2 and Incredibles 2), and start of the school summer holidays, August was 13% up on 2017. Sales for the overall quarter finished just under 1% less than in 2017.</p>

Brief Description of Indicator	Quarter 2 2017-18 Performance		Quarter 2 2018-19 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>PI 20 - The percentage of residents either 'satisfied' or 'very satisfied' with street cleansing (e.g. litter and sweeping services)</p> <p><i>Head of Environment</i></p>	75.00%	70.10%	75.00%	68.60%	<p>Satisfaction with cleansing in Quarter 2 ranged from 62% to 77% in different areas of the borough, but has averaged 68.60% which is below the target. Some reasons for this dissatisfaction were visible litter and the frequency of cleansing on the streets.</p> <p>It is however pleasing to see that in some parts of Hatfield, including the town centre, satisfaction with cleansing was reported at 77%. This reflects the changes to the cleansing schedules made in this area, and Officers continue to work with Serco to improve work schedules in other areas as appropriate.</p>
<p>PI 29 - The maximum number of households living in temporary accommodation in the borough (where the council has a duty)</p> <p><i>Head of Community & Housing Strategy</i></p>	55	81	75	117	<p>The requirement for temporary accommodation for homeless households continues to exceed current capacity in the council's two sites, and it has been necessary to continue to draw on general needs housing stock to deal with some of this demand with 26 such properties now being used.</p> <p>Hotel / B&B accommodation is also being used for 12 households where there is no other suitable housing available. The council is exploring other sites to be used as temporary accommodation, including the use of former sheltered housing scheduled for rebuilding, to initially reduce and finally remove the need to use hotels.</p>

Brief Description of Indicator	Quarter 2 2017-18 Performance		Quarter 2 2018-19 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>PI 35 - Current council tenant arrears as a percentage of the annual rent debit</p> <p><i>Head of Housing Operations</i></p>	1.60%	2.31%	1.80%	2.78%	<p>Performance has reduced slightly to 2.78% against the Quarter 1 outturn of 2.79%. Throughout this period Universal Credit (UC) related arrears increased by £102k, but this increase being offset by a reduction in non-UC case arrears levels. The current number of tenants in receipt of UC is 562, with 465 of them in arrears (82.7%). UC cases arrears levels are currently 10.3%, totalling £309k, which is a positive trend compared to Quarter 1 (11.2%).</p> <p>The income team is now fully staffed and are all working hard to maintain and improve arrears performance, and this has been show within Quarter 2. The service continues to support and advise residents of their commitments and use the support from DWP and CAB which is offered.</p> <p>Throughout Quarter 3 wider service reviews will be completed and new processes to be introduced to promote early action, support and intervention.</p>

Brief Description of Indicator	Quarter 2 2017-18 Performance		Quarter 2 2018-19 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>PI 37 - The average void property re-let time for standard council homes in days</p> <p><i>Head of Housing Operations</i></p>	18.00 days	21.40 days	18.00 days	20.00 days	<p>Performance at the end of Quarter 2 has improved with the re-let time now at 20.00 days, compared to 21.60 for Quarter 1.</p> <p>Process mapping has taken place to identify any delay / risk areas from a neighbourhood team perspective, and to ensure that the correct information is being recorded by all Officers. This led to training which then took place in October.</p> <p>Void property meetings are now happening weekly rather than fortnightly to problem solve any issues whilst the properties are with Mears, and to turn them around ahead of the target date without compromising on quality. The allocations team are now attending the void property meetings to ensure that properties are advertised and offered in a timely manner.</p> <p>A continuous review of processes, reporting and issues impacting on performance will continue to further improve performance over the coming months.</p>

Brief Description of Indicator	Quarter 2 2017-18 Performance		Quarter 2 2018-19 Performance		Service Comments
	Target	Outturn	Target	Outturn	
<p>PI 58 - The percentage of minor and other planning appeals allowed against the council's decision - as a percentage of the total number of appeals</p> <p><i>Head of Planning</i></p>	--	--	less than 10.00%	50.00%	<p>Eight appeal decisions were received in this quarter, of which four were allowed. Therefore the target was not met, and this reflects the situation in the previous two quarters.</p> <p>The number of appeal decisions received in any one quarter can vary significantly, and the Planning Inspectorate is experiencing a significant backlog in its decision making. Officers will continue to monitor any identifiable trends in decision making by the Inspectorate, and consider adapting its approach accordingly.</p> <p>It is noted that one of the appeals which was allowed as for an application that was refused by the Development Management Committee, contrary to the recommendation of Officers. For context, officers deal with about 500 planning applications per quarter and about 15 cases are determined by the Development Management Committee.</p>
<p>PI 63 – The percentage of customers who have triggered a homeless duty (prevention or relief), that have received a Personalised Housing Plan (PHP)</p> <p><i>Head of Community & Housing Strategy</i></p>	--	--	95.00%	46.23%	<p>Following a review of the way that information has been recorded since the implementation of the Homeless Reduction Act in April 2018, changes have been made to the way that Housing Plans are issued.</p> <p>These changes have been received well and have led to an increase in the amount of Personal Housing Plans that have been issued to customers to whom the Council owes a duty. The changes were implemented in September and, in that month, 54 of 57 cases were issued correctly (94%), indicating that performance has improved and future quarters will show much higher percentages.</p>

Strategic Risks

Our Risk Register enables the reporting of all strategic risks using a traffic light system to determine both their impact and probability of occurrence. Strategic risks are assessed by the responsible Corporate Director and their Executive Member based on current circumstances and can be reviewed every quarter.

All strategic risks are summarised here:

Current Strategic Risks			
Red	Amber	Yellow	Green
0 (0%)	14 (93%)	1 (7%)	0 (0%)

Amber strategic risks were reported for: the Local Plan, Community Consultation and Engagement, Equality and Diversity, Safeguarding, Communications, Staff / Workforce, Elections, ICT Failure, ICT (Data Protection), Finance, Management of Council Owned Property Assets, Management of Council Owned Non-Housing Property, Corporate Resilience and the Prevent Agenda.

Mitigation plans and other risk controls are in place for all of our current strategic risks. A separate and more detailed risk management report is reported to Cabinet meetings.

Operational Risks

Operational risks are assessed by our services on the Risk Register. This is done in the same way as strategic risks but they are unique to individual services. There are currently four operational risks reported as 'Red' across our services. These are:

- Housing Development - Availability of sites / land / assets
- Housing Development - delivery of affordable homes on S106 sites
- Planning – management of Mature Lombardy Poplars
- Housing Management - Universal Credit impact on rent arrears

'Red' risks can be re-assessed by the Head of Service or Corporate Director at any time, which may lead to them reducing to either 'Amber' or 'Green' or remaining at 'Red'. Risk owners are also prompted by the council's Risk and Resilience Manager to review them every quarter.

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Part I

Main author: Thom Burn

Executive Member: Terry Mitchinson

All Wards

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 4 DECEMBER 2018
REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT &
CULTURAL SERVICES)

COUNCIL ACHIEVEMENTS LIST – QUARTER 2 (2018-19)

1 Executive Summary

- 1.1 This report collates and summarises the council's key achievements and service improvements for Quarter 2 of 2018-19. This covers the period 1 July to 30 September 2018.

2 Recommendation(s)

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

3 Explanation

- 3.1 Appendix A highlights the council's achievements taken from our press releases, decisions taken at committees, community-based activities and events and business plan or service plan targets achieved for the quarter.
- 3.2 The Achievements List is checked with relevant Directors and Heads of Service as part of its preparation every quarter.

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 Communication and Engagement Implication(s)

10.1 The Achievements List contains information about press releases issued, and whether they were used by local media. A summary of achievements over the relevant period will be published in each edition of WH Life magazine.

11 Link to Corporate Priorities

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

12 Equality and Diversity

12.1 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	Thom Burn (01707 357245)
Title	Policy and Communications Manager
Date	November 2018

Appendix A: Council Achievements List Quarter 2, 2018-19 (July - September 2018)

Corporate Priorities

Our Community; Our Environment; Our Housing; Our Economy; Our Council

(Press releases: U: Used by local media, N: Not used by local media, x: not yet published.)

Achievement	Source	Corporate Priority
July 2018		
Delivery of the <i>Eat Out Eat Well</i> healthy eating project in targeted food businesses commenced. The project aims to reward businesses who make it easier for customers to make healthy choices when eating out in the borough. CW Entertainment and Mill Green Museum and Mill have been early recipients of this initiative.	Business Plan	Our Community
The council's Statement for Accounts for 2017-18 was signed off by the council's external auditors a month ahead of the statutory deadline, making this council the first local authority in Hertfordshire to have its accounts approved.	Press release (N)	Our Council
22 new council owned flats were unveiled in Lime Tree Court, Hatfield, which completed another phase of the council's multi-million pound Affordable Housing Programme.	Business Plan Press release (U)	Our Housing
The <i>Hertfordshire Waste Partnership</i> (HWP) won a national recycling award from the <i>Resource Association</i> for the supply of their good quality, kerbside-separate newspapers and magazines. The <i>Resource Association</i> awards celebrate local authorities and other recycling collectors that deliver high quality recyclables for processing.	Press release (N)	Our Environment

Achievement	Source	Corporate Priority
Developer <i>Lovell</i> signed a development agreement with the council to deliver a £45 million regeneration programme which will transform the High View neighbourhood centre in Hatfield. It will be redeveloped with retail and residential units alongside new affordable homes. Pending planning approval, construction work is expected to start in 2019 on the first phase of this scheme.	Business Plan Press release (U)	Our Housing / Our Economy
A Hatfield HMO landlord was prevented from managing properties in England and Wales for ten years after reaching an out of court settlement. This landlord was charged with eight separate offences after a tenant lodged a formal complaint.	Press release (U)	Our Housing
The Hatfield <i>Public Spaces Protection Order</i> was introduced giving the police additional powers to prevent anti-social behaviour in central areas of Hatfield. Restrictions now apply around certain activities, including street drinking, begging and other anti-social behaviour. Fixed Penalty Notices of up to £75 can be given on the spot and persistent offenders could be prosecuted and fined up to £1,000.	Press release (U)	Our Community
The 2018 <i>Primary School Games</i> took place at the Gosling Sports Park. The council supported the delivery of the games by coordinating the 28 different schools that participated. The Opening Ceremony and VIP lunch was hosted and managed by the council. The Mayor officially opened and welcomed everyone to the Games. There were over 20 different sports and activities taking place throughout the day.	Business Plan Press release (U)	Our Community

Achievement	Source	Corporate Priority
August 2018		
Welwyn Hatfield's second <i>Big Summer</i> programme saw over 6,000 children take part in various activities across the borough. Running from 1-19 August, this year's Big Summer encompassed over 350 activities at various locations across the borough. Over 35 partners helped to organise these events in partnership with the council.	Business Plan Press release (U)	Our Community
A <i>SkateFest</i> event took place in Market Square in Hatfield town centre with a host of free activities including an outdoor roller rink. There was also free skate and scooter tuition available in the Hatfield Skate Park just across Queensway in Link Drive.	Press release (U)	Our Community
The council agreed to use part of Queensway House in Hatfield as a temporary night shelter for rough sleepers. <i>Resolve</i> , the abstinence based recovery drug and alcohol day service has leased a ground floor unit and obtained some private funding to help convert the space. The council has agreed to fund 30% of the conversion costs from retained Right to Buy receipts.	Press release (U)	Our Community
<i>Community Safety Week</i> was marked with activities in the Howard Centre. Residents were asked about their views on community safety in the borough, offered free bike marking and tips on how to properly secure bikes, and given advice on the latest scams and fraud activities.	Press release (N)	Our Community
The borough's <i>Green Belt Study</i> was published. Undertaken by independent experts, the study grades areas of green belt land around existing towns and villages by the levels of harm that would be caused by their development. It followed a request from the planning inspector to carry out further work assessing the borough's green belt to help find more land for housing.	Business Plan Press release (U)	Our Housing
The council launched a consultation in the Woodhall area of Welwyn Garden City regarding the future provision of public seating following a sustained period of anti-social behaviour caused by large groups of young people gathering near the shopping parade.	Press release (U)	Our Community
Mill Green Museum again hosted its annual <i>Teddy Bear Fun Day</i> which attracted young families to Mill Green for a day of teddy bear related activities, with around 300 people visiting in total.	Press release (U)	Our Community

Achievement	Source	Corporate Priority
September 2018		
The Panshanger Community Centre re-opened following a £50k refurbishment over the summer. Local groups and hirers joined council staff and Members to unveil the new look and much improved facility. The centre is open for new bookings and will be managed by the team from CW Entertainment.	Press release (U)	Our Community
At the <i>Anglia In Bloom Awards</i> , the borough was awarded Silver in the city category (for populations between 35,001- 200,000), for its horticultural achievement, environmental responsibility and community involvement in both Welwyn Garden City and Hatfield. Welwyn's Victorian Fernery also won the Conservation Award.	Press release (U)	Our Environment
The annual <i>Heritage Open Weekend</i> returned to Welwyn Roman Baths and Mill Green Museum. The museum service joined 40,000 other museums, churches and historic houses throughout the country opening for free for the weekend, with additional activities put on such as the ever-popular Murphy Radio day for local enthusiasts.	Press release (U)	Our Community
<i>Hatfield HealthFest</i> was held in Market Place. There were 30 different stall holders, some of whom were new to the event this time. There was support from council teams including Community Development, Community Safety, Public Health and Protection and CW Entertainment.	Business Plan Press release (U)	Our Community
A pilot STEM (Science, Technology, Engineering and Maths) session was held at Mill Green Museum with a local secondary school. The feedback from teachers and students was very positive, so the programme of outdoor learning is now being fully rolled out. The same will follow on at the Roman Bath House site in Welwyn in 2019.	Business Plan	Our Community

APPOINTMENTS TO CABINET PANELS,
COMMITTEES AND BOARDS

(Note: Proposed new appointments are shown in green on this list).

Note: (C) Denotes Chairman
(VC) Denotes Vice-Chairman

CABINET HOUSING PANEL
(Constitution: 11 Members)
(ratio 6:3:2)

M.Birleson

J.Boulton (C)

M.Cook

S.Glick

M.Holloway

T.Jackson-Mynott

T.Kingsbury

N.Pace (VC)

R.Lass

H.Quenet

F.Thomson

Co-opted Members:-

Tenants' Panel Representatives

R.Read

Independent Representatives

R.Paris

WELWYN GARDEN CITY ESTATE MANAGEMENT SCHEME PANEL

(Constitution: 7 Members from Welwyn Garden City Wards)
(ratio 4:2:1)

H.Bower

H.Bromley

A.Chesterman

M.Cowan

S.Glick (C)

P.Mabbott

L.Musk

WHITLEY COMMITTEE

(Serving also as the Safety Committee for employees).

(Constitution: 3 Members (ratio 2:1) and 3 employees of the Council appointed by the Welwyn Hatfield Branches of the Joint recognised Unions. The Chairman of the Committee shall be a Member nominated by the Cabinet and the Vice-Chairman shall be a member of the Staff Side and nominated by the Staff Side. Members to provide their own substitutes).

D.Bell

T.Kingsbury (C)

K.Thorpe

(Note: Employee Representatives to be nominated by the Joint Consultative Committee).

AFFORDABLE HOUSING PROGRAMME (BUILD CONTRACT) PROJECT BOARD
(TASK AND FINISH)

(Constitution: 5 Members)
(ratio 3:1:1)

D.Bell (C)

H.Bower

M.Cook

T.Jackson-Mynott

N.Pace

GENERAL PROCUREMENT BOARD

(Constitution: 7 Members)

(ratio 4:2:1)

(to include the Cabinet Member with the portfolio for the contract)

D.Bell (C)

M.Cowan

M.Larkins

T.Lyons

S.Markiewicz

A further Member to be appointed at the meeting

+ Relevant Portfolio Holder

REPRESENTATIVES ON OUTSIDE BODIES

Organisation		Number of Representatives	Period of Office	Appointments 2018/19
1.	District Council's Network	1 Leader of the Council	1 year	T.Kingsbury (C)
2.	Hertfordshire Infrastructure Planning Panel	1 Member with Planning Portfolio	1 year	S.Boulton (C)

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 4 December 2018

Recommendation from the Council meeting on 19 November 2018:-

39. PETITION

The Mayor received a petition about the Lawn Cemetery in Southway, Hatfield which was presented by Miss Jade Doherty on behalf of the family of the late Simey Doherty who was buried in Hatfield Lawn Cemetery in May 2018.

The petition sought to make two exceptions to the Council's Lawn Cemetery guidelines for the Simon Doherty burial plot:-

- to allow a variety of memorials to remain on the Simey Doherty plot prior to permanent memorials being arranged;
- to permit larger permanent memorials to fit with their cultural traditions.

As the petition contained more than 1500 signatures it was discussed by the Council in accordance with the Petition Scheme.

The report of the Corporate Director (Resources, Environment and Cultural Services) helped the Council to decide how to respond.

The Cabinet had agreed in August 2018 to expand the remit of the Cross Party Crematorium Procurement Group to consider and make recommendations to it on the way forward for grave clearance at the Lawn Cemetery. Given that the recommendation of the Cross Party group would be considered by the Cabinet at a future meeting, it was suggested that the Council refer this to the Cabinet to then ask the Cross Party Crematorium Procurement Group to discuss the issues raised in the petition and recommend the way forward back to the Cabinet.

Having listened to the presentation of the petition and following discussion the Council.

RESOLVED:

- (1) That the content of the petition and report be noted.
- (2) That the Cabinet be recommended to consult the views of the Cross Party Crematorium Procurement Group on the issues raised in the petition before making a decision on the way forward for grave clearance at the Lawn Cemetery.

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WELWYN HATFIELD BOROUGH COUNCIL
COUNCIL – 19 NOVEMBER 2018
REPORT OF THE CORPORATE DIRECTOR (RESOURCES, ENVIRONMENT AND
CULTURAL SERVICES)

PETITION RECEIVED REGARDING THE LAWN CEMETERY

1 Executive Summary

- 1.1 A petition has been received from a family of the late Simey Doherty who was buried in Hatfield Lawn Cemetery in May 2018. The petition seeks to make two exceptions to the Council's Lawn Cemetery guidelines for Simon Doherty burial plot:
- To allow a variety of memorials to remain on Simey Doherty plot prior to permanent memorials being arranged;
 - To permit larger permanent memorials to fit with their cultural traditions.
- 1.2 There are four main reasons for the petition:
- The family believe they do not have a choice as there are no other Council run cemeteries within the borough where they can have full grave sets.
 - If they go outside the borough they will pay at least triple fees.
 - Their culture is for family to be buried in the same cemetery.
 - Their cultural tradition is for full grave sets to prevent people walking over the grave/disturbing the spirits and for memorabilia to be placed on the grave to represent the person who is deceased and helps to keep their memory alive.
- 1.3 Over 1500 signatures have been received both online and paper combined, the matter raised in the petition is an important issue of local concern for which the Council has responsibility, and therefore the petition will need to be debated at Full Council.
- 1.4 Cabinet has agreed in August 2018 to expand the remit of the Cross Party Crematorium Procurement Group to consider and make recommendations to Cabinet on the way forward for grave clearance at the Lawn Cemetery. Given that the recommendation of the Cross Party group will be considered by Cabinet at a future meeting, it would be worth for Council to refer to Cabinet to consider asking the Cross Party Crematorium Procurement Group to discuss the issues raised in the petition and recommend the way forward to Cabinet.

2 Recommendation(s)

- 2.1 Council notes the content of this report.

- 2.2 Council recommends Cabinet to consult the views of the Cross Party Crematorium Procurement Group on the issues raised in the petition before making a decision on the way forward for grave clearance at the Lawn Cemetery.

3 Explanation

- 3.1 Lawn Cemetery rules and regulations state that no permanent memorial can be placed on the lawn area of the grave and must be placed on the concrete plinth provided by the council. Plots purchased prior to 2010 were permitted to have an area 3ft by 3ft in front of the concrete plinth.
- 3.2 Cemetery Services have received concerns from people who visit the cemetery – those that wish to retain the cemetery as a lawn cemetery and those who wish to have the regulations changed so larger memorials are permitted. What is not known is if the rules and regulations were relaxed completely, would this create a far greater number of complaints about the loss of a lawn cemetery?
- 3.3 Cemetery service standards including regulations and renaming of the District Lawn Cemetery was resolved and proposals to retain the Lawn as a lawn cemetery agreed by Cabinet in April 2010. In August 2012, the Environment and Overview and Scrutiny Committee considered a report that details plans to encourage and ensure that the Lawn Cemetery is maintained. The procedure was subsequently endorsed by Cabinet in September 2012.
- 3.4 Between February and May 2018, areas of the cemetery were sent letters from the Council to the deed holders requesting the removal of memorial items that did not meet the regulations. This was done section by section with clearance starting on 3rd April. Clearance was stopped on 14th June after concerns raised by Health and Safety following two verbal threats received by an officer. Approximately 130 plots in total were cleared. When the clearance was stopped, there were 21 plots that still required clearing of memorial items, which 13 further advised that they will not remove their memorial items.
- 3.5 It is important to note that all applicants sign the application agreeing to abide by the cemetery rules and that they are aware that no memorials, other than those prescribed under the Council's Cemetery Regulations, will be placed on the grave.
- 3.6 Some of the deed holders stated they do not have a choice as there are no other cemeteries in the Borough where they can have full grave sets. If they go outside the borough they will pay at least triple fees. Nearly all of these deed holders tend to their graves well and are regular visitors to the cemetery, often daily. Their tradition is also for family to be buried in the same cemetery. These deed holders have also advised that their cultural traditions do not permit people to walk over their graves.
- 3.7 There are proposals within the Draft Local Plan (currently under examination) to extend the size of the current Lawn Cemetery. If this goes ahead, the Council would look to include more variety in burial options, which would include full kerb sets.

Implications

4 Legal Implication(s)

4.1 There are no direct legal implications to this report. Any legal implications will be presented in the report to Cabinet if the recommendation at 2.2 above is approved.

5 Financial Implication(s)

5.1 There are no financial implications associated with the report.

6 Risk Management Implication(s)

6.1 There is a risk to the safety of Council and John O'Conner Staff working within the cemetery following threats received. Precautions are being introduced to off-set these risks.

7 Security & Terrorism Implication(s)

7.1 There are no Security and Terrorism implications in relation to this report.

8 Procurement Implication(s)

8.1 There are no procurement implications inherent in relation to the content of this report.

9 Climate Change Implication(s)

9.1 There are no climate change implications inherent in relation to this report.

10 Health and Wellbeing Implication(s)

10.1 No implications in relation to this report.

11 Link to Corporate Priorities

11.1 The subject of this report is linked to the Council's Corporate Priority; Protect and Enhance the Environment and specifically to the achievement of Developing the Provision of Bereavement Services.

12 Equality and Diversity

12.1 An Equality Impact Assessment (EIA) has been carried out in connection with the proposals that are set out in this report.

Name of author	<i>Zoe Woodward</i>
Title	<i>Cemetery Services Officer</i>
Date	<i>2nd November 2018</i>

Background papers to be listed

1st August 2012 EOOSC – Council Policies and Procedure for Restoring Graves to Lawn
4th September 2012 Cabinet – Recommendation from EOOSC on 1st August 2012
7th August 2018 Cabinet – Report on Grave Clearance at the Lawn Cemetery

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