

Hertfordshire County Council

Guide to Developer Infrastructure Contributions



2021

Foreword

Hertfordshire authorities have identified housing growth needs over the 13-year period to 2031 of on average requiring delivery of 6,425 dwellings per annum. This is a total housing supply of 83,530 dwellings that are expected between 2017/18 and 2031/32. ONS Population projections forecast a population increase of 107,400 people and 44,650 additional jobs are projected by the East of England Forecasting Model.

The Hertfordshire Infrastructure & Funding Prospectus 2018–2031 is a comprehensive piece of work documenting the scale of the growth challenging and highlighting infrastructure priorities for Hertfordshire. The document outlines a total projected infrastructure funding cost of £5.7bn and a projected funding gap of £3.59bn.

Planning for infrastructure provision is critical to ensure infrastructure is in the right place, made at the right time and sufficient to unlock opportunities into the future. The future approach to infrastructure planning and delivery in Hertfordshire will necessarily need to be funded by a variety of funding mechanisms and promoters of development sites will need to play their part. It is important that the infrastructure requirements identified to mitigate the impact of development are funded by developer contributions. This is fundamental to ensuring the delivery of good places, designed sustainably and without adding further stress to the infrastructure network. This guide provides a transparent approach to how Hertfordshire County Council will work with developers through early engagement in the planning process.



Derrick Ashley

Hertfordshire County Councillor

Executive Member for Growth, Infrastructure, Planning and the Economy

Contents

| Chapter | Title | Page |
|----------------------|---|------|
| 1.0 | Introduction | 1 |
| 2.0 | Hertfordshire | 4 |
| 3.0 | Hertfordshire County Council: Contributions | 14 |
| 4.0 | Hertfordshire County Council: Land Transfers | 19 |
| 5.0 | Hertfordshire County Council: Process | 21 |
| Appendix 1 | Contacts | 26 |
| Appendix 2 | Land Specification | 29 |
| | | |
| Technical Appendices | | |
| 1 | Transport | |
| 2 | Education: Early Years | |
| 3 | Education: Mainstream Schools | |
| 4 | Education: Special Schools | |
| 5 | YC | |
| 6 | Libraries | |
| 7 | Waste | |
| 8 | Fire and Rescue Services | |
| 9 | Adult Social Care | |

1.0 Introduction

1.1 The Purpose of this Guide

- 1.1.1 The town planning process makes places better and more sustainable balancing the social, economic and environmental effects to shape the way new communities grow. Healthy place making is supported by the development of infrastructure to support the way in which new communities will live. Planning obligations play a key part in the process of development, ensuring that infrastructure is timely, well-located and accessible.
- 1.1.2 This Guide provides a Hertfordshire overview of obligations which may be sought as part of the planning process followed by a focus on those obligations which might be sought by the county council to mitigate the impact of development. It replaces the previous Hertfordshire County Council policy document “Planning Obligations Guidance - Toolkit for Hertfordshire (Hertfordshire County Council's requirements)” approved in January 2008.
- 1.1.3 This Guide reflects the changes brought about by the introduction of the Community Infrastructure Levy (CIL) Regulations 2010 and includes changes to county council service delivery. It is further designed to identify the county council’s approach to the negotiation, preparation and completion of planning obligation agreements to developers; the District/Borough Councils; and other interested parties.
- 1.1.4 Following the publication of the Government White Paper, Planning for the Future¹, it is clear that significant changes may be proposed in the coming months. These changes will amend primary legislation and it is anticipated that it could take many months, potentially years, to conclude that process. Until such time as a new mechanism is enacted, the county council intends to refer to this Guide to support requests for developer contributions.
- 1.1.5 This Guide will be considered for review to reflect legislative changes, government guidance and as guidance and evidence to support county council representations is developed. Significant changes will be subject to further consultation.

1.2 The Status of this Guide

- 1.2.1 In developing this Guide, the county council will work with a number of partners and stakeholders and will carry out appropriate consultation. A consultation was held in August and September 2019, details of the representations made, and how the county council has responded to those comments, is shown in the Statement of Consultation which supports this amended version of the Guide.

¹ <https://www.gov.uk/government/consultations/planning-for-the-future>

- 1.2.2 This Guide is not a statutory planning document. It is a Guide and reference documents and the Hertfordshire local planning authorities have the responsibility of weighing up the importance of this Guide and the identified planning obligations against competing requirements/issues when considering planning applications.

1.3 The Legislative Framework

- 1.3.1 **The Town and Country Planning Act** (1990) sets out the statutory provisions for planning obligations in Section 106 agreements (more commonly known as S106). Planning obligations may:
- restrict development or use of the land in any specified way;
 - require specified operations or activities to be carried out in, on, under or over the land;
 - require the land to be used in any specified way; or
 - require a sum or sums to be paid to the authority on a specified date or dates or periodically.
- 1.3.2 **The Planning Act** (2008) introduced a new system for approving major infrastructure of national importance, such as waste facilities, and replaced current regimes under several pieces of legislation. A key area of the Act was the introduction of CIL to finance infrastructure.
- 1.3.3 **The National Planning Policy Framework** (NPPF), first published in 2012, was updated in 2019. It is designed to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth. The NPPF cross references the specific legislative framework outlined in the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.3.4 **Planning Practice Guidance** adds further context to the NPPF and it is intended that the two documents should be read together. There are more than 40 pieces of guidance, including on CIL and Planning Obligations.
- 1.3.5 This Guidance is clear that plans should 'seek to meet the development needs of their area, including community facilities such as schools'².
- 1.3.6 The **Community Infrastructure Levy Regulations** (2010) were introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. The CIL Regulations came into force on 6 April 2010 and a development may be liable for a charge under CIL, if a local planning authority (LPA) has chosen to set a charge in its area. CIL is not mandatory and under the current legislative context, county councils are unable to adopt a CIL.
- 1.3.7 The legal tests for when a planning obligation can be applied are set out in Regulation 122 (R122) of the CIL Regulations. The three tests of R122 are

² [Healthy and safe communities, paragraph 8.](#)

summarised below. A planning obligation may only constitute a reason for granting planning permission for a development if the obligation is:

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

1.3.8 Further information on CIL and CIL charges in those areas adopting a charge are available on the District and Borough websites. Links to those websites can be found in Appendix 1.

1.4 The interaction between S106 and CIL

1.4.1 Where a local planning authority has adopted a CIL Charging Schedule, the way in which service providers seek developer contributions changes. Projects which may have previously been funded by planning obligations in S106 agreements might now be funded via the CIL mechanism.

1.4.2 Since September 2019, Regulation 121A of the CIL Regulations requires a contribution receiving authority to publish annual infrastructure funding statements. The statements will indicate the projects or types of infrastructure the charging authority intends will be wholly or partly funded by CIL and a report about planning obligations in relation to the reported year.

1.4.3 Except where charging authorities expect specific projects or types of project to be wholly or partly funded by a CIL, the county council will use this Guide to outline the process for seeking planning obligations on behalf of service areas.

1.4.4 The collection, distribution and prioritisation of CIL funding is the responsibility of each charging authority. In coordination with our local authority stakeholders, the information within this Guide and the technical appendices may be referred to by the county council when seeking the allocation of CIL funding from a CIL charging authority. This may assist in the justification of appropriate levels of CIL towards projects which reflect the impact of growth.

1.4.5 In line with the current legislative context, the county council will ensure its obligations are handled in a fair, open and reasonable way and that they enable development to go ahead which would otherwise be refused. Planning obligations can relate to matters other than those covered by the planning permission provided there is a relationship between the planning obligation and the planning permission. Unacceptable development should never be permitted because of unnecessary or unrelated benefits offered by applicants.

2.0 Hertfordshire

2.1 The making of place

- 2.1.1 “The creation of high quality buildings and places is fundamental to what the planning and development process should achieve.”³ The NPPF clearly sets out that the Local Plan will set out the overall strategy for the pattern, scale and quality of development and this will involve the scale of infrastructure required to support the successful delivery of the Plan.
- 2.1.2 Investment in good place-making and masterplanning can be financially rewarding for developers and ultimately emotionally rewarding for residents. Whether in the physical design characteristics, the creation of new homes or businesses, job creation, biodiversity, addressing climate change or a place which provides a general sense of well-being, there are many factors which combine to create a place. New neighbourhoods are supported by fundamental buildings blocks, infrastructure, and the timely and appropriate location of that infrastructure can provide the foundation of the future place.
- 2.1.3 The county council is wholly supportive of masterplanning, to define and illustrate a vision for the place which is understood by all of the stakeholders in the development process. This includes existing residents and potential future residents.
- 2.1.4 Designing higher densities at transport nodes, walkable neighbourhoods which prioritise walking and cycling as the natural first option requires careful masterplanning, helps support healthier lifestyles, promotes community engagement in places where people can come together, children can play and supports local businesses. And overall can increase land value. People should be prioritised over cars.
- 2.1.5 Schools can play an important part of the masterplanned design, helping shape a focus at neighbourhood centres, combined with other community uses, parents drop kids off by foot, use shops, coffee shops etc.
- 2.1.6 Place-making and good design is supported by the timely delivery of infrastructure. Unlocking development and achieving housing delivery is sometimes restricted by financial cashflows. Government has recognised this issue through opportunities to bid for funding streams which unlock development schemes through the early delivery of infrastructure projects. The county council encourages the early delivery of infrastructure to support place-making, creating new neighbourhoods with the opportunity for residents to come together in shared space, community buildings and the public realm.
- 2.1.7 The continued stewardship of the place also creates a sustainable legacy, maintaining a high-quality place. This might cover a wide range of assets ordinarily managed by a variety of organisations. A commitment to the long-

³ [Paragraph 124, National Planning Policy Framework, 2019](#)

term stewardship of assets is part of the development process. Particularly for larger development sites, long-term funding for community assets needs to be explored at an early stage to ensure these considerations are protected, from the outset, in new developments.

- 2.1.8 A commitment to long-term stewardship puts people at the heart of delivering successful places, maintaining the quality of new facilities for new and existing residents. For developers it can add value to a development from the outset, create confidence in the place. For local authorities this can assist in minimising financial liabilities enabling any surplus to be reinvested, providing greater value to the community.
- 2.1.9 The county council is able to coordinate with developers to discuss how stewardship might best be approached. Not every situation is the same but there are various stewardship models available and the county council welcomes early engagement to protect these principles.

2.2 Infrastructure Contributions

- 2.2.1 Hertfordshire County Council is responsible for delivering and maintaining much of the large-scale infrastructure that its residents and businesses require, such as roads, schools, waste disposal services and libraries.
- 2.2.2 Local services are also provided by the appropriate local authority (City, Borough or District Councils). There are eleven local planning authorities in Hertfordshire (including the County Council). These local authorities plan for services such as affordable housing, waste collection, leisure and recreation services. The local authorities may seek developer contributions towards the infrastructure for which they are responsible.
- 2.2.3 The authorities also consult with other infrastructure providers to understand the complete needs of infrastructure required to mitigate the impact of development. This might, for example, include Highways England, the NHS, the Hertfordshire Constabulary and the Environment Agency.
- 2.2.4 The following paragraphs briefly outline those types of infrastructure which may be secured by developer contributions in Hertfordshire. This chapter does not necessarily present an exhaustive list. The level and range of developer contributions will be the subject of negotiation between the local planning authority and developer.

Not all of the infrastructure types indicated below are requested by the county council, this chapter is intended to be an indication of the different types and organisations involved in this work for Hertfordshire generally. Developers should contact the local planning authority for further advice.

Affordable housing

- 2.2.5 Affordable housing includes social rented, affordable rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. It can be a new-build property or a private sector property that has been purchased for use as an affordable home. Most residential development proposals in Hertfordshire will require the provision of on-site affordable housing provision that meets the needs of all resident groups. Local planning authorities will define affordable housing policies through their Development Plan and further information is available from each Hertfordshire authority using the links shown in Appendix 4.

Adult Care Services

- 2.3 There are a number of proposed projects which are identified to meet very specific needs of people accessing adult care services in Hertfordshire. For mental health needs, these might include small blocks of 12 or so flats with an on-site office, in a number of areas. In addition, there is a need for move-on accommodation of self-contained flats in general needs accommodation. For vulnerable people this includes support currently provided to a range of groups such as women fleeing domestic violence; homeless single people and families, and people with substance misuse problems. Where there is an identified local need which will be exacerbated by new development, contributions will be sought towards on-site or off-site projects to meet new demand.
- 2.4 The county council has developed design guidance which details the preferred geographical location and layouts for some adult care services and developers are advised, particularly for larger strategic sites where on-site provision may be sought, to seek early engagement to support the development of masterplans.

Air quality

- 2.5 Local authorities in the UK have a responsibility under Local Air Quality Management (LAQM) legislation to review air quality. Where concentrations exceed national objectives, measures should be put in place to reduce emissions, and be reported in the local Air Quality Action Plan (AQAP). Most such Action Plans are designed to address difficulties in complying with national objectives for either NO₂ or PM₁₀. In some instances, it may be necessary to seek developer obligations towards improvement measures either via direct delivery of a project or via a financial contribution to a project serving a wider local area.

Ambulance service

- 2.6 Where new development would require improvements to expand provision and/or the redistribution or re-organisation of ambulance services to meet new areas of demand it may be necessary to seek obligations towards the

ambulance service. This may be part of hub projects to co-locate blue-light services (with the police and fire services).

Archaeology

- 2.7** In most cases, the investigation and recording of archaeological remains can be covered by planning condition. However, in some circumstances a planning obligation may be necessary and could cover, for example, the deposit and storage of archaeological artifacts. Early engagement with specialist county council officers is advised.

Community centres/ halls

- 2.8** Community centres can act as a social focus for new communities and they may play an important part in the development of new relationships for residents. A community centre might act as a hub for a variety of public and private uses and where there is an identified need for a new centre or hall a variety of infrastructure providers might be interested in accessing space.
- 2.9** Community centres can provide for a co-location of many services such as: blue-light services (with access to lockable storage space for equipment); health services (with access to private consulting space); libraries (with potential to support roll-able shelving for books or storage for digital project work); play space for early years education groups; community meeting groups; and youth clubs.
- 2.10** Where community centres or halls are required, the transfer of land and buildings might be dealt with via a S106 agreement. Where existing centres or halls can expand or improve their provision to meet additional demand, it may be appropriate to provide financial contributions for off-site provisions.

Cultural facilities

- 2.11** Demand for improvements to museums, galleries or theatres would ordinarily be outlined within the Development Plan although smaller projects such as public art installations may not. Where obligations can be supported by a clear evidence of need and/or policy, and where they meet the tests for S106, developer contributions or on-site provision (for example as part of town centre regeneration projects) may be identified as part of a S106.

Digital connectivity

- 2.12** Digital connectivity has the ability to dramatically alter the way in which we live, work, travel, learn and access services. Some Hertfordshire authorities have adopted specific policy in their Development Plan which guides the expectations for new developments, further information is available from each Hertfordshire authority using the links shown in Appendix 4.
- 2.13** Whilst direct financial contributions might not be sought for the delivery of digital access (i.e. cabling in the ground), more and more infrastructure

providers are developing projects which rely on fast connectivity to digital networks. Projects which enable access to digital services may be identified to support new development, for example improvements to WIFI projects at a local library or community centre.

Education: Early Years

- 2.14** The county council currently has a number of statutory duties it has to meet regarding free early education (FEE) and childcare which are outlined in a technical appendix which accompanies this Guide. Financial contributions may be sought to help extend existing provision or provide a new facility. Where the development in question also triggers the need for other community facilities it is often appropriate to co-locate early years facilities.
- 2.15** Wholly new provision will be considered on a case by case basis but should be DfE compliant. County council officers can provide details of Ofsted complaint space requirements which can save time and money later in the process of delivery of FEE space. The ability to access known networks of FEE providers and how best to market new accommodation is also a service offered by the county council which can ensure timely provision of facilities to meet demand from early occupations.

Education: Mainstream

- 2.16** The county council is the local authority which has the statutory responsibility for education. It has a duty to ensure that there are sufficient school places to meet the needs of the population now and in the future. Mainstream education provision includes nursery, primary, secondary and post-16 (up to the age of 19) education. In three tier areas primary and secondary education is divided into first, middle and upper education.
- 2.17** Where there is considered to be insufficient capacity in local schools to cater for the development (and other sites if appropriate) planning obligations will be sought. On strategic sites, the provision of land and build costs for on-site schools is usually required. Nursery provision is made at primary schools, while new secondary schools will also offer post-16 education.
- 2.18** Schools play an important part in the establishment of new communities. Community use agreements for school playing fields can also form an important part of on-site open space. This can be one example of providing a more flexible use of the space outside of school operating hours. The county council would advise early engagement for masterplanning purposes on strategic sites.

Education: Special Schools and Specialist Provision

- 2.19** The county council has a duty to promote high standards of education, fair access to education and a general duty to secure the sufficiency of school places. It must consider the need to secure provision for children with Special Educational Needs and Disabilities (SEND), including the duty to

respond to parents' representations about school provision. The county council must secure sufficient education and training provision for young people with an Education, Health and Care (EHC) plan up to the age of 25.

- 2.20** Where existing capacity is unable to mitigate the impact of development, the county council will seek planning obligations to create new provision, whether through the expansion of existing special schools or specialist provision, or through the creation of new special schools or specialist resource provision in mainstream schools.
- 2.21** Few, if any, new developments will generate the requirement for an entire new SEND school. However, on strategic sites the county council may seek land allocations for SEND provision through the local plan process to serve a wider need arising from growth across a district or other wider geography.

Fire and Rescue service

- 2.22** The county council, in its capacity as the Fire and Rescue Authority, has a statutory duty to ensure that all development is provided with adequate water supplies for firefighting. This includes the provision of fire hydrants which may be secured through the planning process.
- 2.23** The ability of developments to be adequately served by fire and rescue services will be assessed on an individual basis and impacts may need to be addressed through financial contributions. This may include contributions towards a new blue-light hub, a new fire station or an extension to an existing facility or alternatively, the provision of sprinklers in commercial and/or domestic properties.

Green (and blue) infrastructure

- 2.24** Green infrastructure (sometimes referred to as blue infrastructure in relation to watercourses) can include: parks; fields; woodlands; rivers; wetlands; allotments; and private gardens. Green infrastructure should be networked. Networking urban parks, footpaths and quiet country lanes to open access land provides better access to the countryside and therein provides greater positive benefits to health and wellbeing. Developments may be required to provide onsite projects to support and improve the green infrastructure network, and meet biodiversity net gain requirements, or financial contributions may be sought towards off site projects.
- 2.25** Contributions may also be sought by the local planning authority for the maintenance of green infrastructure as part of any development. On larger development sites, there may instead be a requirement for the establishment of a management company for ongoing maintenance and management of these networks.
- 2.26** Public Rights of Way can form important connections between open spaces and improvements are managed by the county council. Contact with

specialist county council officers as part of the application process will confirm any requirements on a case by case basis.

Health

- 2.27** The need for new health service facilities in connection with new development is assessed by NHS England, who will also consult with the local CCG. This would take into account the capacity of existing primary care/acute facilities provision and the demographic nature of the area. The scope of health care infrastructure may include capital provision and/or related funding and services. Opportunities for combining health service provision, with other infrastructure or facilities provision as part of shared floor space within a local centre, might also be explored.
- 2.28** Public Health functions and strategies are delivered by the county council and those responsibilities are set out with the Hertfordshire Health and Wellbeing Strategy and the Hertfordshire and West Essex Sustainability and Transformation Plan. The need for planning obligations is assessed on a case by case basis.
- 2.29** Further to this, the county council advocates the completion of Health Impact Assessments and sets out when it expects one to be undertaken, guidance on appropriate methodology and clarity on how it will be assessed is available via the county council website.

Libraries

- 2.30** As Local Libraries Authority, the county council has a duty to provide a comprehensive and efficient library service for everyone who lives, works, or studies in the county. The county council is committed to maintaining and modernising its libraries to continue to meet the changing needs of service users and to cope with additional demand brought about by new development. Where improvements and/or new provision is required to mitigate the impact of new developments, financial contributions will be sought on behalf of the library authority.
- 2.31** Where new community facilities are due to be built, the library service may also consider the use of space within that facility, where appropriate, supported by additional resources.

Mineral workings

- 2.32** The county council identifies potential new sites for minerals extraction in the Minerals Local Plan. In instances where applications require mineral workings, it may be necessary to seek financial contributions or mitigation projects for the restoration and aftercare of mineral sites and to meet biodiversity net gain requirements. Each application is assessed on a case by case basis and developers are advised to seek professional guidance from the specialist county council officers.

Open space, sport and recreation

- 2.33** The provision of outdoor space for sport and recreation will be outlined within a Development Plan and Sport England is a statutory consultee for any application for development affecting playing field land. Planning Practice Guidance also recommends consultation with Sport England on a number of other sports related applications.
- 2.34** Contributions may be requested by the local planning authority to support the maintenance of onsite provision and/or financial contributions towards off-site projects. This may include: play areas; playing fields; tennis courts; multi-use games areas; indoor sports facilities; and swimming pools.
- 2.35** Some uses can also be provided as part of school sites and where this would not affect the operation of schools, the county council will consider community use agreements for shared facilities. In some instances, it may be appropriate to provide additional funding to ensure that facilities for use by the wider community are compliant with Sport England standards. Each one is considered on a case by case basis.

Police service

- 2.36** Local authorities have a statutory duty to work with the Police and other partners to reduce crime and disorder in their area. Carefully planned design would only mean that where sites are located near to crime hotspots contributions may be sought for community or locally based safety projects. For strategic sites there may also be potential for co-location with other blue-light services in a single location and proportionate financial contributions may be sought from individual applications in areas of demand.

Public realm

- 2.37** Contributions may be sought towards improvements to the street scene which may include: hard and soft landscaping; street furniture; signage; public art. On-site improvements may also be sought by condition. Anticipated improvements may be set out within town centre or area specific strategies and developers should contact the local planning authority for further advice.

Sustainable drainage systems (SuDS)

- 2.38** The county council is the Lead Local Flood Authority and is a statutory consultee in planning for all major development in relation to the management of surface water drainage. Further guidance is available on the county council website which includes SuDS design guidance.
- 2.39** The inspection and monitoring of drainage works during construction can be covered by planning condition. Whilst each development is assessed on a case by case basis, a planning obligation may be necessary to cover the

future maintenance and adoption of the SuDS in the new development, by an appointed management company, for example.

Transport

- 2.40** Planning obligations can be used to ensure developments maximise accessibility by sustainable modes. They can also be used to ensure developments have safe access/egress and minimise development-related impacts such as traffic congestion.
- 2.41** For larger strategic developments, it may be necessary for engagement with Highways England and/or the Department for Transport.
- 2.42** In line with the Local Transport Plan (LTP4) the county council will actively seek planning obligations which will improve sustainable transport facilities and services for passenger transport users who are using the development and generally for those users in the surrounding area. This will also include improvements to Public Rights of Way (see also green infrastructure).
- 2.43** Measures necessary to mitigate against the impact of new developments should be identified through Transport Assessments (TAs) or via site specific negotiations. Further detail for county council functions is provided in Chapter 5 and the Technical Appendix for Transport.

Waste infrastructure

- 2.44** The Hertfordshire district, borough and city councils are Waste Collecting Authorities (WCAs) and as such may seek financial contributions towards WCA receptacles which are used by householders for kerbside collections. Larger developments may also be required to support the development of community recycling points.
- 2.45** As Waste Disposal Authority, the county council is responsible for disposal of local authority collected waste arising in the county and collected by the WCAs. The county council achieves this via a network of waste transfer stations and household waste recycling centres. Where capacity is evidently reached, new development will exacerbate the function of the WDA and developers may be asked to contribute towards the expansion of existing or delivery of new sites.

Wildlife Sites, habitat and landscape improvements

- 2.46** The Environment Bill will introduce a mandatory biodiversity net gain, to ensure that new developments enhance biodiversity; compensate for biodiversity loss where it cannot be avoided or mitigated.
- 2.47** Even small-scale developments may have detrimental impacts on habitats and landscapes and where onsite solutions to mitigate impacts cannot be met, contributions to offsetting via projects offsite will be sought.

- 2.48** A county-level shared service known as Hertfordshire Ecology, provided by the county council, provides ecological planning advice to eight Hertfordshire local authorities and the county council. This service can provide guidance on development impacts and advise on any likely solutions and/or contributions which could be sought via planning obligations.

YC Hertfordshire

- 2.49** YC Hertfordshire provides a varied planned informal education programme across the county, in order to promote young people's personal and social development. This includes youth work projects and programmes, information, advice, guidance, work-related learning, outdoor education and one-to-one support. The service provides a statutory function in supporting the well-being of young people and where new development increases demand for young people's services, financial obligations will be sought.
- 2.50** A number of infrastructure providers are involved in the assessment of requirements necessary to make development acceptable. The local planning authority will weigh the balance of needs in the determination of each individual planning application. The following chapter outlines those service areas which are a responsibility of the county council. The chapter is supported by a number of technical appendices available alongside the Guide.
- 2.51** This list is not exhaustive and you should contact the local planning authority for further advice.

3.0 Hertfordshire County Council: Contributions

3.1 Overview

3.1.1 The county council is responsible for ensuring the provision of a range of services and seeks contributions and/or facilities from development, where not covered by a CIL charge (to eliminate any occasion where infrastructure may be sought by S106 and CIL), which would have an additional impact on service provision, including but not limited to:

- Adult Care Services;
- Education:
 - Early Years;
 - Mainstream;
 - Special Schools;
- Fire and rescue services;
- Libraries;
- Transport;
- Waste Disposal;
- Youth.

3.1.2 Whilst not related directly to service provision, other matters such as: economic development; archaeology; green infrastructure; sustainable drainage systems; and public health may also attract the need for planning obligations.

3.1.2 Planning obligations towards the above can be in the form of financial contributions; works; on site provision; or land.

3.2 How we assess the impact of each development

3.2.1 Hertfordshire County Council has developed a demographic model to project the likely population of any given development. The model operates based on 2011 census data tabulated by dwelling size and allows for the population likely to be resident in a new development to change with time and for the overall population to conform to an age structure in line with the wider community.

3.2.2 The model can operate at different levels of complexity to account for the level of information available at any given point in the planning application process. The more detail provided for input into the model, the more detailed the result.

3.2.3 The model methodology is consistently applied to assist in determining the impact of an individual development on an infrastructure project. For example, the model can estimate how many 11 to 19 year olds might reside in a development over time, and therefore allow the county council to indicate a reasonable contribution towards a YC (youth) project.

- 3.2.4 The approach to pupil yield calculations (for school place projections) differs slightly and is explained within the relevant technical appendix.
- 3.2.5 Outputs from the demographic model can be provided to applicants on request. Details of the total number of units, number of flats and/or houses and the tenure of an application are helpful datasets to facilitate the modelling. Each of the (non-transport) service technical appendices will refer to the demographic model. Full detail on the model is available alongside this Guide at hertfordshire.gov.uk.
- 3.2.6 The technical appendices also provide information on the approach and justification for seeking planning obligations from new development on a service by service basis. They advise on thresholds, base charges and comment on the potential use of contributions. However, information regarding specific projects will be provided at the time of a pre-application enquiry or consultation on a case by case basis.
- 3.2.7 Although the CIL Regulations discourage the use of formulae to calculate contributions, the county council is not in a position to adopt a CIL charge itself. Accordingly, in areas where a CIL charge has not been introduced, planning obligations remain the only route to addressing the impact of a development where financial contributions or provision (e.g. land) is required. In instances where a development is not large enough to require on site provision but is large enough to generate an impact on service provision, an evidenced mechanism is needed to form the basis of any planning obligation sought. The methodology for county council services (see Technical Appendices) are considered appropriate for such a mechanism. This is particularly true in instances where an application has been submitted in outline allowing the mix and number of dwellings to change at the Reserved Matters stage. Where the cost of an identified project is known in advance of a Section 106 being agreed, bespoke calculations may also be considered.
- 3.2.8 Aside from thresholds identified in national guidance, the county council does not intend to set a specific county wide threshold in relation to seeking planning obligations. The need for planning obligations from individual applications will be assessed on a site by site basis and will be determined by local circumstances. This is compatible with the requirements of the CIL Regulations.
- 3.2.9 Local planning authorities may set their own thresholds or deem contributions inapplicable in certain instances. This should be checked with the relevant local planning authority.
- 3.2.10 Where an application involves demolition the obligations sought are assessed according to the net gain of dwellings or floor space. In instances where an application is made for a change of use which may not result in a change in floor space, an assessment of impact will still be needed, particularly in relation to Highway matters as, for example trips rates may be affected.

3.3 How infrastructure projects are identified

- 3.3.1 In alignment with the NPPF, the county council would expect infrastructure to be planned and tested throughout the development of a Local Plan and therefore policy making. The county council will coordinate with Hertfordshire local planning authorities throughout plan production, and engagement is outlined in the Local Plan Engagement Document which is currently being updated to reflect the content of this Guide.
- 3.3.2 This Guide outlines the approach of the county council at the decision-making stage, although infrastructure requirements, particularly from strategic development sites, should be outlined within Local Plan policies and supporting evidence such as Infrastructure Delivery Plans. This aligns with the NPPF.
- 3.3.3 When determining the impact of strategic sites, the county council would generally expect such sites to generate the need for a new infrastructure setting, for example a new school. However, to mitigate the impact of a selection of smaller sites, the county council may explore pooling of S106 contributions, subject to legislation, in order to fairly and efficiently mitigate their combined or cumulative effects.
- 3.3.4 In order to forward plan for infrastructure provision, the county council monitors the progression of allocated and potential windfall sites by coordinating with the Hertfordshire LPAs, and neighbouring planning authorities where appropriate. Local Plans form the basis for service-related infrastructure planning. The NPPF recognises that:

“

34. Plans should set out the contributions expected from development. This should include setting out the levels and types of affordable housing provision required, along with other infrastructure (such as that needed for education, health, transport, flood and water management, green and digital infrastructure). Such policies should not undermine the deliverability of the plan.

”

- 3.3.5 Strategic sites are usually supported by specific planning policy which dictates the key infrastructure required to mitigate a development's impact. Further supporting infrastructure may also be required and each service provider is expected to provide robust evidence to support the lawfulness of any request by illustrating how the project meets the three tests of R122⁴.
- 3.3.6 In support of a Local Plan, an LPA may publish an Infrastructure Delivery Plan (IDP). An IDP sets out the infrastructure required to support the development outlined within a Local Plan. The county council encourages collaborative working to develop a joint working approach to IDPs.

⁴ [CIL Regulations 2010 \(as amended\)](#).

- 3.3.7 In support of known infrastructure requirements to 2031, The Hertfordshire Infrastructure Funding Prospectus (HIFP) was completed in 2018. The HIFP key findings for Hertfordshire included:

“

- *an identified housing growth over the 13 year period to 2031 of on average 6,425 dwellings per annum. This compares to average annual completions of 3,189 dwellings per year across Hertfordshire from 2011/12 to 2016/17;*
- *a total housing supply of 83,530 dwellings that are expected between 2017/18 and 2031/32;*
- *an identified housing need for approximately 97,411 homes between 2018 and 2031;*
- *a forecast population increase of 107,400 people (an increase of 9%); and*
- *a forecast of 44,650 additional jobs, an increase of 6%.*

”

The HIFP is available online [via this link](#)

- 3.3.8 Circumstances may change if there are delays to developments coming forward as part of the town planning process. Service needs can fluctuate depending on a number of variables which may be beyond the control of a service provider, for example change in national policy, a sudden rise in birth rates or parental choice for a particular school. Applicants are therefore strongly advised to contact their local planning authority at the earliest opportunity to discuss potential infrastructure impacts.
- 3.3.9 Hertfordshire County Council welcomes engagement at the earliest opportunity and would expect the local planning authority to be included in discussions relevant to a planning application.

3.4 The scale of obligation

- 3.4.1 The scale of each obligation will depend on the infrastructure project identified to mitigate the impact of an individual development site. The county council will only seek obligations towards a particular service area where there is an identified need. Developers and applicants are encouraged to contact the local planning authority in the first instance to coordinate this process.
- 3.4.2 The county council provides indications of costs within the Technical Appendices. The outputs from the Demographic Model for each type of dwelling unit are multiplied by the per unit/place project cost. As project costs will vary by application, and therefore mitigation measure, the county council will confirm precise obligations at the point of consultation. This enables the county council to ensure that it meets the three tests in seeking reasonable and proportionate obligations.

3.4.3 Before requesting a planning obligation, the county council will assess:

- a) If there is an identified need in the local area; and
- b) If the project identified to mitigate the impact of development aligns with the estimated costs shown in the Technical Appendix.

Where the scope of a project varies from the examples shown within each Technical Appendix these costs may change.

3.4.4 Additional service requirements may be identified on a case by case basis. Many issues such as the conservation and enhancement of public rights of way (PROW), archaeology, wildlife, geology, habitats and the landscape (as well as creating opportunities for new environmental features including biodiversity) are where the county council often advises the local planning authority. These issues are often equally as important as those which attract financial obligations but are likely to vary considerably depending on specific site circumstances.

3.4.5 Other matters may therefore be considered on a case by case basis and the county council advises early engagement to identify contributions as soon as possible.

3.5 Viability of development sites

3.5.1 The county council would expect viability in the decision-making process to be assessed in line with national guidance.

3.5.2 It is recognised that it is the responsibility of the local planning authority to assess the reasonableness of the level of contribution sought by any individual S106 obligation. Only a local planning authority can consider the combined implications of all of the obligations on an individual application. Hertfordshire County Council requests that all discussions regarding a level of contribution are directed to the local planning authority in the first instance.

3.5.3 On occasion, it may be necessary for a local planning authority to take a view on the viability of a development to meet the infrastructure requirements outlined by each infrastructure provider. In these instances, and specifically where a County service need is reduced, Hertfordshire County Council would expect viability evidence to be prepared and shared in alignment with national guidance.

3.5.4 There should be no reduction to obligations where it is found that an applicant has paid too much for land.

3.5.5 County council officers will be required to report any departure from the normal approach for S106, as outlined within this Guide, to County Council senior teams and Executive Members. Hertfordshire County Council will be transparent regarding any and all S106 processes, decisions and procedures.

4.0 Hertfordshire County Council: Land transfers

4.1 The requirement for land

- 4.1.1 There are a number of circumstances under which the county council may need land to be transferred to its ownership. These might include new or expanded schools and nurseries, buildings for community services or land to be dedicated as Highway or other form of travel infrastructure.
- 4.1.2 In most cases land is needed to establish a new facility on the development itself but in some circumstances it may be needed to expand an existing service location. There may be instances whereby the total land area, for a new school as an example, is not required to make the planning application acceptable in planning terms. In those instances there may be a need for developers to work together to agree an approach to land equalisation. Each development will be considered on a site by site basis.

4.2 Location and suitability

- 4.2.1 To identify the most appropriate location for a particular infrastructure project, Hertfordshire County Council would encourage developers to discuss plans at the earliest opportunity. The applicant will need to work closely with Hertfordshire County Council and the local planning authority to identify potential locations for new services which should, for large strategic sites, include the production of a masterplan. The location of a potential Hertfordshire County Council service need will need to be carefully considered in relation to other potential non-compatible uses.
- 4.2.2 Once the location of a site has been agreed, ground conditions must be considered. The most current and relevant Hertfordshire County Council Land Specification should be referred to. A current version of the Education Land Specification is shown in Appendix 2 but developers should contact **growth@hertfordshire.gov.uk** for the most up to date version.
- 4.1.3 In order to confirm site acceptability, Hertfordshire County Council would request the opportunity to visit the site is provided to officers and that, specifically in relation to the site area in question, the following checklist of items is compiled into a report and provided to Hertfordshire County Council for review:
- Site boundary plan (must include GIS polygon file)
 - Development master-plan including partner organisation intentions
 - Site history & previous uses
 - Neighbouring land uses including ditches and power lines
 - Ground conditions including local geology maps
 - Topography including survey maps
 - Contamination including radiation, soil and ground water
 - Flood risk including Environment Agency flood zone designation
 - Mobile phone/radio mast locations

- Physical encumbrances
- Habitat, arboriculture & ecology study including site walkover report
- Archaeology
- Noise (for education sites assessment)
- Air quality including reference to local Air Quality Management Areas
- Access (pedestrian & vehicular) and public rights of way
- Utility and service connections/capacity including searches
- Proposed pre-transfer works.
- Pre-existing claims or evidence of past use as a highway or Right of Way.

The availability of any information in GIS files will improve the efficiency in reviewing the data and information.

4.2.4 Upon receipt of the requested information, the county council will provide feedback to the local planning authority on site suitability. Developers will be expected to adhere to the Land Specification shown in Appendix 2 (or its equivalent replacement), and for a 'Typical Standard' (also in Appendix 2) also to be included within any S106 agreement. Developers must obtain collateral warranties for any studies and works undertaken to support the site agreement or site preparation works. These warranties must be transferred to Hertfordshire County Council.

4.2.5 See also Appendix 2 for the current site sizes for education purposes.

5.0 Hertfordshire County Council: Process

5.1 Who to contact

- 5.1.1 Planning obligations in relation to all non-transport matters are sought by officers in the Growth and Infrastructure Unit. The team can be contacted via the following email address:

growth@hertfordshire.gov.uk

- 5.1.2 Planning obligations in relation to transport matters are sought by officers working within the Highways Development Management Team. The team can be contacted via the following email address:

highwaysplanning@hertfordshire.gov.uk

- 5.1.3 The county council works closely with the Hertfordshire local planning authorities. The authorities receive and determine planning applications. When planning applications are made, the county council is consulted by each local planning authority and will provide appropriate advice and comments regarding the needs of infrastructure for which is it responsible. Those needs may be met through a S106 obligation, or, where one exists the Community Infrastructure Levy or through another alternative and appropriate mechanism. Where the needs of a development are not met by an individual development, the county council may object to the application.
- 5.1.4 Alternative mechanisms to a S106 agreement might reasonably include planning conditions, highway works carried out pursuant to agreements under section 38 or section 278 of the Highways Act 1980. The appropriateness of each approach and their interrelationship as a means of delivering infrastructure requirements will be considered on a case by case basis.

5.2 Planning Performance Agreements and Service Specific Advice

- 5.2.1 In developing a planning application and the subsequent S106 legal agreement, applicants may request a planning performance agreement (PPA). PPAs are voluntary agreements that enable applicants and local authorities to agree timescales, actions and resources necessary to support the development of a planning application. For a large organisation such as the county council, this has numerous benefits not least of which is a coordinated response from a number of internal service departments.
- 5.2.2 On a case by case basis, the county council will consider the need for PPAs alongside available resource. In some instances this requires securing external resources which are also chargeable through the PPA.

Stakeholders are invited to contact the growth email address provided in paragraph 5.1 with details of the development site to discuss this in the first instance. Template examples of PPAs can be provided upon request. Fees may be incurred for legal checks if the format of the PPA varies considerably from the template document.

- 5.2.3 In some scenarios, applicants prefer to secure specific chargeable advice from one service area in advance of any other county council functions. This is sometimes referred to as pre-application advice. The most common areas and contact email addresses for specific service area requests are detailed in the table below:

| Service area | Email address |
|-----------------------|---|
| Transport | highwaysplanning@hertfordshire.gov.uk |
| Flood and drainage | frmconsultations@hertfordshire.gov.uk |
| Ordinary watercourses | ordinarywatercourses@hertfordshire.gov.uk |
| Historic environment | historic.environment@hertfordshire.gov.uk |
| Ecology | ecology@hertfordshire.gov.uk |
| Landscape | landscape@hertfordshire.gov.uk |
| All other enquiries | growth@hertfordshire.gov.uk |

5.3 Developing the Legal Agreement

- 5.3.1 Please refer also to the Legal Pack that accompanies this Guide.
- 5.3.2 Planning obligations must be included within a legal document often referred to as the Section 106 agreement (S106). This deed can also be in the form of a unilateral undertaking (the latter does not include reciprocal obligations from the receiving authorities).
- 5.3.3 The county council discourages the use of any legal agreement for which the county council is a receiving authority but not a signatory. This is to ensure that risk to public sector funding is minimised and planning obligations identified within the agreement are CIL compliant. The county council encourages early engagement in determining all planning obligations to ensure that they comply with the Regulations.
- 5.3.4 The first draft of a S106 can be produced by the county council, the local planning authority or the applicant/s. On behalf of the county council and the local planning authority S106s are usually handled by solicitors taking instructions from professional clients (e.g. planning and highway officers). The current county council model template document is included within the legal pack that accompanies this Guide. However, some authorities have their own templates/standard clauses; accordingly it can be helpful to agree which template will be most appropriate in each case before the first draft is drawn up. The template/s attached to this document provide clauses which the county council regularly use and can be inserted into drafts based on alternative models where required.

- 5.3.5 Depending on the nature and complexity of the proposal, the attached templates may need to be amended and/or supplemented. Advice will be given on a case by case basis where necessary.
- 5.3.6 For land transfers, the county council would generally require an unencumbered freehold land transfer to form part of the S106 agreement.
- 5.3.7 Planning applicants are required to give an undertaking to pay costs for the preparation of legal agreements in advance of the S106 being drafted (fee rates are set out in the legal pack that accompanies this Guide). Further advice on the legal agreement process can be obtained by the contacts listed at paragraph 5.1, directly via the county council legal team at environmentlaw@hertfordshire.gov.uk or from the individual local planning authority listed at Appendix 1.

5.4 Appeals

- 5.4.1 Where a planning application is submitted to the Planning Inspectorate for appeal and the county council has sought planning obligations from the proposal, the council should be involved in the process.
- 5.4.2 The county council will assist and encourage applicants to make contact regarding the production of S106 drafts in advance of the appeal so that agreement can be reached where possible. The council will communicate with the appellant, LPA and the Planning Inspectorate as appropriate, and prepare statements, or appear as witnesses at appeal hearings and inquiries where necessary in support of the obligations being sought. It will also provide any additional information (or updated information where there has been a significant period of time between responding to a consultation on application and an appeal) required in respect of the CIL Regulations.

5.5 Monitoring fees, Indexation, Receipt and Spending of S106 Monies

Monitoring fees

- 5.5.1 Once the S106 is agreed, and the development starts to build, the county council incurs costs associated with managing and monitoring the agreement. The county council considers that it should reasonably be able to recover a degree of the costs incurred as part of this process. It is the aim of the county council to provide as transparent, efficient and cost-effective service as possible within the resources available. Costs may include:-
- The maintenance and development of its planning obligations monitoring system (via an integrated database), to help co-ordinate obligation preparation, completion, monitoring and review;
 - Monitoring of trigger points and development progress;
 - Pre-emptive alerts for obligations that are or are to become overdue;
 - Recovery of obligation payments not made, including any necessary formal or legal action;

- Liaison between the county council and district/borough councils, where infrastructure and facilities are provided by one level of authority but the financial contribution is held by the other;
- Providing reports on the operation and outcome of county council developer contributions.

5.5.2 A charge would be made based on the number of triggers within each legal agreement. Each trigger will attract a charge of £340.00⁵. For example:

- a) a total of four obligations all due on commencement of development would require a total monitoring fee of £340 as the work associated with monitoring that trigger can be combined into one process;
- b) a total of four obligations due at different stages of development would require a total monitoring fee of £1,360 (4 x £340) as the work associated with monitoring each different trigger will be replicated four times in the process.

Monitoring fees will be adjusted for inflation against RPI. VAT is not charged on monitoring fees.

5.5.3 Where strategic housing development occurs of more than 500 dwellings a fixed negotiated monitoring administrative cost would be charged to reflect the associated costs of monitoring large schemes, which may have, for example, multiple builders, several phases of development and be built out over a longer time period.

5.5.4 Section 106 contributions are required to be paid in accordance with the terms of the S106 agreement. A form is attached to the model template shown in the legal pack which sets out this process, including how and where contributions should be paid.

Indexation

5.5.5 The county council requires contributions to be subject to indexation to account for inflation and ensure their value is retained. Historically a number of different indices have been used. To provide clarity and simplicity, the following indices will be used by the county council:

- Building Cost Information Service, BCIS (all non-highways/ transport infrastructure);
- SPON'S Index (Highways and transportation);
- Confederation of Passenger Transport Index, CPT (Passenger Transport i.e. bus services); and
- Retail Price Index, RPI (travel plans).

⁵ This figure is based on 8 hours for a Monitoring Officer and 4 hours for a Senior Planning Officer per trigger.

- 5.5.6 Indexation should be applied from the date at which the costs are set not at the point of committee or S106 agreement. Each agreement will detail specifically how indexation should be applied.

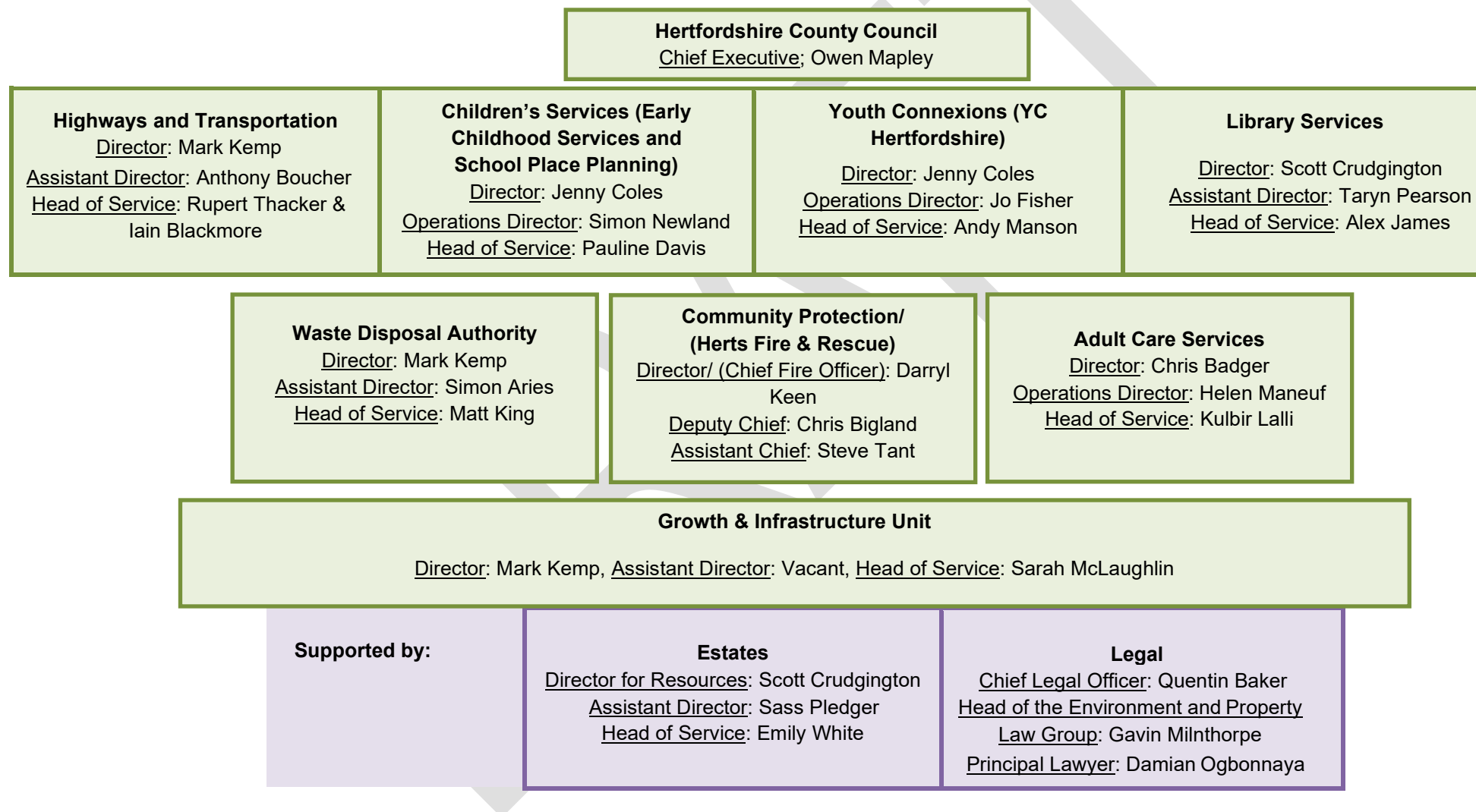
Receipts and spend

- 5.5.7 Once received, contributions are held and spent in accordance with the relevant S106. Financial contributions are monitored and tracked to expenditure on specified projects to ensure that it occurs within relevant timeframes as set out in the legal documents.
- 5.5.8 Annual Infrastructure Funding Statements will be published by the county council. If a contribution is not spent within the timeframes identified within the S106 it will be refunded to the relevant party as prescribed within the deed. Information on expenditure can be made available on request.
- 5.5.9 The county council maintains a register of all planning obligations and follows a clear internal process to approve spend. Its planning obligation processes are regularly audited and if necessary, recommendations made to senior officers to ensure improvements can be made where possible.

Developer Contributions Guidance 2020

Appendix 1 – Contacts












Hertfordshire County Council Service Structures



Hertfordshire County Council Contacts for Developer Contributions

| | | | |
|--------------------------------------|------------------------------------|--|---|
| Local Planning Authority | Non-transport services | Transport services | |
| | Lead: Sarah McLaughlin | Lead: Mark Youngman | Lead: Roger Flowerday |
| | Growth and Infrastructure Unit | Highways Planning | Local Plans, Strategic Development & Future Transport |
| | growth@hertfordshire.gov.uk | highwaysplanning@hertfordshire.gov.uk | highwaysplanning@hertfordshire.gov.uk |
| North East | | | Countywide |
| Borough of Broxbourne Council | Team Leader: Antony Proietti. | Development Manager: Matthew | Development Manager: James Dale. Senior Development Officer: Oliver Sowerby. Development Officers: Adrian McHale, Faye Panah and Jenny Applestone. |
| East Hertfordshire District Council | Supported by: Ben Bowles, | Armstrong. | |
| Stevenage Borough Council | Sarah Burgess, Trish Lyons, | Supported by Senior Development Officers: | |
| North Hertfordshire District Council | Christine Perkins, Xavier Preston. | Ania Jakacka, Roger Taylor and a team of | |
| Welwyn Hatfield Borough Council | Garden Towns: Matthew Wood | Development Officers. | |
| South West | | | |
| Dacorum Borough Council | Team Leader: Russell Monck. | Development Manager: Alan Story. | |
| Hertsmere Borough Council | Supported by: Terri Brooks, | Supported by Senior Development | |
| St Albans City & District Council | Jamie Alderson, Martin Wells | Officers: Adam Whinnett, Samuel Tearle | |
| Three Rivers District Council | and Velda Wong. | and a team of Development Officers. | |
| Watford Borough Council | Garden Towns: Vacant. | | |

Hertfordshire Local Planning Authorities:

| | | |
|---|--------------------------------------|---|
|  | Borough of Broxbourne | www.broxbourne.gov.uk 01992 785555 |
|  | Dacorum Borough Council | www.dacorum.gov.uk 01442 228000 |
|  | East Hertfordshire District Council | www.eastherts.gov.uk 01279 655261 |
|  | Hertsmere Borough Council | www.hertsmere.gov.uk 0208 207 2277 |
|  | North Hertfordshire District Council | www.north-herts.gov.uk 01462 474000 |
|  | Stevenage Borough Council | www.stevenage.gov.uk 01438 242242 |
|  | St Albans City & District Council | www.stalbans.gov.uk 01727 866100 |
|  | Three Rivers District Council | www.threerivers.gov.uk 01923 776611 |
|  | Watford Borough Council | www.watford.gov.uk 01923 226400 |
|  | Welwyn Hatfield Borough Council | www.welhat.gov.uk 01707 357000 |
|  | Hertfordshire County Council | www.hertfordshire.gov.uk 0300 123 4040 |

Developer Contributions Guidance 2020/21

Appendix 2 – Land specification: education

Please refer to the notes below to support work on initial feasibility for the land/build requirement of a new two form of entry (2FE) primary school. For alternative school sizes, please contact Hertfordshire County Council at growth@hertfordshire.gov.uk.

When working with developers on potential new school sites, the county council asks the developers to check the site against the following criteria which forms part of the draft summary terms used for the S106 agreements.

We are aware there may be site issues, such as gradient or drainage, and therefore such issues would need further investigation to clarify suitability of the space for external sports and other school facilities. The investigation findings will assist demonstrating the potential of the site to meet school standards.

Typical standard initial draft - A 'suitable' site being one that is;

- of regular shape;
- relatively flat (not more than 1:20 gradient);
- free of physical landscape or topographical features or other things which might constrain its development and use for its intended purpose;
- the Owner shall provide results of site investigations for the proposed School Land carried out to the relevant current British and European Standards, including BS 5930, BS EN 1997 – 1 BSEN 1997 – 2 and all related standards referred to therein. This shall determine load bearing capacity of soils, soil types (and depths), type and location of any contamination and ground water level;
- insurances through collateral warranties will provide the county council with redress from the provider in the event of error or inaccuracy;
- drainage – there will be a requirement by the approving authorities to provide a drainage strategy. The Owner will design and install a network to facilitate additional and appropriate capacity including surface water storage. A connection will be available at the site boundary. Foul water capacity will be available to the site boundary and will connect to an adoptable drainage system. The connection points for both foul and surface water drainage will be located to avoid the need to provide pumping infrastructure;
- free from contamination (to such extent as is appropriate for the intended use of the site);
- free from any protected species (any appropriate mitigation measures to be wholly completed by the transferor);
- within flood Zone 1;

- noise level of the intended outdoor play areas within British Standard Requirements (based on after construction phase is finished);
- consistent low levels of air pollutants (gases and particulates) likely to adversely impact upon the health and wellbeing of all users. Baseline air quality monitoring of a nature and scope proportionate to the sensitivity of the proposed location and to be agreed by the county council should be undertaken in advance of a planning application; reliance solely upon modelled assessments will not be considered a sufficient method through which the exposure of the school community to poor air quality can be objectively considered;
- having direct access from a highway of an adoptable standard with achievable/viable opportunity for walking and cycling as the preferred mode of travel;
- vacant possession.

Sports England may also direct the approach to design and delivery of outdoor space and, for completeness, up to date Sports England guidance should also be referred to.

The transferor should prepare the necessary survey evidence required for Hertfordshire County Council to be satisfied that the site is suitable for educational use.

Developers/ site promoters are advised to consider access to the education land early in the masterplanning process. The county council would expect consideration of a construction access to the land, and direct access from a highway of an adoptable standard at the point the school becomes operational.

Initial Feasibility

The county council's site standards are based on Department for Education guidance "Area guidelines for mainstream schools: Building Bulletin 103" (BB103).

As each site is different, there must be consideration to town planning requirements and any abnormalities such as:

- highways (access, constraints, improvements) car parking, cycle bays, drop off and turning circles;
- abnormalities leading to site constraints such as; topography, trees, ancient woodland, contaminated land, archaeological remains & ancient monuments;
- sewers, drainage and sustainable drainage such as balancing ponds or swales (which can require considerable land take depending on design);
- fencing and hedging; and/or
- external storage, refuse area and recycling point.

Hertfordshire County Council may require further detailed work to be completed to demonstrate deliverability, for example if significant on-site drainage solutions are required. This will be considered on a site by site basis.

School site sizes

Hertfordshire County Council currently seeks land allocations of the following sizes for new mainstream school locations:

Table 1: Hertfordshire School Land Areas for New Schools: 2020

| School Size | Total School Area |
|-----------------------------------|--------------------------|
| Primary 2 Form of Entry School | 2.03ha |
| Primary 3 Form of Entry School | 2.92ha |
| Secondary 6 Form of Entry School | 8.36ha |
| Secondary 7 Form of Entry School | 9.57ha |
| Secondary 8 Form of Entry School | 10.78ha |
| Secondary 9 Form of Entry School | 11.99ha |
| Secondary 10 Form of Entry School | 13.20ha |

Schools sites are expected to be provided as whole sites, with no barriers to movement. Exceptional circumstances will be considered on a case by case basis. Applicants are urged to seek advice from Hertfordshire County Council to ensure the most up to date information is available.

Technical Appendix 1: Transport

1.0 Service Overview

- 1.1 The Hertfordshire County Council 4th Local Transport Plan (LTP4)¹ has developed strategies and plans for the county and the towns and areas within it which identifies the sustainable transport and accessibility measures for which contributions would be sought. The Hertfordshire Infrastructure Funding Prospectus (HIFP)² outlines a detailed list of projects necessary to support growth outlined within local plans.
- 1.2 Planning obligations can be used to ensure developments maximise accessibility by sustainable modes. They can also be used to ensure developments have safe access/egress and minimise development-related impacts such as traffic congestion. The county council will actively seek planning obligations which will improve sustainable transport facilities and services for passenger transport users who are using the development and generally for those users in the surrounding area.
- 1.3 Measures necessary to mitigate against the impact of new developments should be identified through Transport Assessments (TAs) or via site specific negotiations. The thresholds at which a Transport Statement (TS) or a more comprehensive TA should form part of a planning application are set out in Chapter 7 of Section 1 of the highways design guide 'Roads in Hertfordshire'. For a residential development, more than 80 units usually require a TA, and for a B1 office development the figure is a gross floor area of 2500 square metres.
- 1.4 Smaller developments do not always require a TS or TA, but the cumulative impacts of such developments can be very significant and may well exceed those of larger developments in total. It is therefore justified to consider seeking a planning contribution, or relevant conditions, for all developments whatever their size, to ensure that accessibility by sustainable modes is maximised in line with the Hertfordshire LTP Policies and objectives.
- 1.5 The county council intends to update the existing two strand approach to transport contributions. The immediate and specific impacts of larger developments are established via a TA and mitigated via S278 obligation, or funded via CIL/S106 agreement in the conventional way. This is the first strand of possible transport contributions.
- 1.6 The second strand should address the cumulative impacts of all development, large and small, facilitating delivery and enhancement of the necessary active and sustainable transport networks. These local sustainable networks must be provided in their entirety to provide the sustainable connections to the key trip generators, as such contributions will be pooled to fund these networks within

¹ <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/local-transport-plan.aspx>

² <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/planning/hertfordshire-infrastructure-and-funding-prospectus-2018-2031.pdf>

the local area (subject to any legislative restrictions), as supported by National Planning Policy Framework (NPPF). This second strand contribution is intended to help implement broader transport measures in the catchments of new development from which contributions are secured. The need for second strand contributions will be balanced against the level of first strand contributions and any other relevant planning matters.

- 1.7 In areas without a Community Infrastructure Levy, this second strand is the principal means of securing contributions towards broader transport infrastructure.
- 1.8 Impacts of cross boundary sites will be considered on a case by case basis. It is anticipated that strategic development sites will require a bespoke package of transport measures and contributions.

2.0 Assessing need and calculating demand

- 2.1 CIL Regulation 122 (2)(c) makes it clear that any financial contribution sought should be fair and reasonable in proportion to the scale of the proposed development. As per other county council services, it is intended that a connection is made between the number of bedrooms of an individual dwelling and the scale of contribution.
- 2.2 The residential charge provides a benchmark against which non-residential charges can be set. The appropriate basis for comparison is some measure of traffic impact; the greater that impact, the greater the need for accessibility measures. As with residential development, the likely number of trips for non-residential development will vary according to the proposed use of an individual site as identified in the TA and/or transport modelling.
- 2.3 Non-residential development will also contribute to traffic growth, attracting new travel activity to new facilities (e.g. leisure) and possibly from neighbouring authorities with less competitive attractions.
- 2.4 At this stage, it is not possible to analyse the likely quantum and location of future non-residential development to devise a matrix of non-residential based contributions. Non-residential charges should be levied on the basis that they should reflect likely transport impacts as per residential charges. In this case, the likely number of trips is again used as a proxy for traffic impact.
- 2.5 A significant amount of highway infrastructure needs to be constructed across the county to support the amount of new development coming forward in a cumulative context. In line with the County Council's Local Transport Plan 4, much of this infrastructure will be designed to accommodate and actively encourage sustainable travel, and reduce dependence on the private motorcar. Reference should be made to policy 1 of LTP4 in particular.
- 2.6 The type, scale and likely cost of the necessary infrastructure will vary across the county depending on geographic location and specific circumstances/needs. The scale and quantum of transport infrastructure is

constantly evolving as District & Borough Local Plans continue to be developed and reviewed. Accordingly the County Council's aspirations in this respect are also constantly evolving and listed within various strategies which sits beneath the LTP4. This includes, but is not limited to, Growth and Transport Plans, jointly developed area specific Transport Strategic to support Local Plans, the A414 Strategy, etc. As such, in order to meet the 'directly related' CIL test of any s106 request, it seems reasonable to break down the cost of these wider highway works to a district/borough level.

- 2.7 Section 6.0 sets out the strand 2 calculations and shows how much an individual dwelling within each District/Borough would need to pay to cumulatively cover the cost of delivering the wider necessary sustainable transport works within their area. However, it should be stressed that these figures are the starting point for S106 discussions, and each application needs to be considered on its own merits.
- 2.8 The exact and most appropriate amount of S106 contributions should be established through early discussions with the developer, ideally at the pre-application stage, and will be based on the specific circumstances of the development (such as its location, size, type, amount of off-site sustainable-travel works to be delivered by condition, and cost of HCC sustainable transport infrastructure schemes which are in the vicinity of the development). For example, the rationale behind calculating a suitable S106 contribution from a development which lies close to the border of an adjacent district/borough may have to consider the infrastructure needs of two districts/boroughs.
- 2.9 In some cases the most appropriate amount sought may be less than the headline figures in section 6.0 below; in other cases it might be more. The Highway Authority will provide a clear rationale in each case as to how S106 figures have been calculated and meet the 3 CIL tests (see paragraph 1.3.7 of the Guide).
- 2.10 Where a development genuinely cannot commit to paying a financial contribution to cover the cost of highway works which would normally be considered necessary due to financial viability issues, the Highway Authority will consider this in determining its consultation response. Generally, the Highway Authority will look to the Local Planning Authority for advice in this respect, as they hold the expertise to examine financial viability assessments of developments. It should be noted however that financial viability issues does not make a fundamentally unsustainable and/or unsafe development acceptable. See also paragraph 3.5 of the Guide.
- 2.11 All highway contributions are to be Index linked by SPON'S from January 2019, which is the point in time at which the figures were calculated. Contributions should be payable before commencement of the development wherever possible as trigger dates later than this carry additional risks for HCC. Exceptional circumstances should be demonstrated by the developer if alternative trigger points are proposed.

- 2.12 Some LPA's adopt their own S106 planning obligations approach, and these are usually published as SPDs on their websites. Where variation is evident, the more recent document usually takes precedence. However, each case is considered on its own merit, and where an obvious difference exists, discussion will take place with the LPA as to the most suitable approach.

3.0 Transport projects

- 3.1 In all cases, financial contributions will be passed directly by the developer to either the Highway Authority or the LPA as appropriate. Generally, payment direct to the Highway Authority is preferable as highway schemes are usually delivered by the Highway Authority, and direct funding avoids unnecessary delay.
- 3.2 Some highway works and sustainable transport measures are better delivered through planning condition rather than planning obligation. Indeed, paragraph 54 of the NPPF states that "Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition".
- 3.3 Any requirements for highway works or sustainable transport measures as part of a planning condition should be in the form a Grampian condition and delivered through a S278 agreement with the Highway Authority, under the Highways Act 1980.
- 3.4 This method means that the Developer is responsible for designing and implementing the necessary highway measures following approval from the LPA. This approach ensures that the necessary works are completed on time, and directly linked to a trigger point of the development (usually before first occupation). It eliminates the risks associated with an s106 Agreement, which include the necessary works not being delivered on time, and possible overspend due to unexcepted costs further down the line.
- 3.5 The following items are often more suitably delivered through planning condition via a Section 278 agreement, though there may be occasions when a planning obligation is more appropriate:
- measures to ensure safe access and egress to a development;
 - changes to the highway network to improve capacity or safety;
 - smaller infrastructure such as bus stops/shelters/raised kerbing, and real time information displays;
 - provision of amended highway networks, including roads/ cycleways/ footways.
- 3.6 The following items are more likely to be considered as appropriate for developer contributions, though there may be occasions when a planning condition is more appropriate:
- subsidy to forward fund a new or enhanced bus service for a set period;
 - purchase or upgrade of vehicles on a bus service;

- payment towards community transport services;
- large infrastructure which requires partnership working with other organisations;
- a highway measure or sustainable transport scheme which has already been identified by HCC, and towards which a pooled contribution can be justified. This is typically a scheme identified in the HCC's Local Transport Plan (LTP) and its supporting documents, Growth and Transport Plans (GTPs). Schemes in addition to these plans will be considered where they are identified in other recognised strategies and a need has been identified as a result of new development;
- small-scale local improvements which would not be covered by the IDP and CIL funded items in CIL authorities;
- The county council's reasonable costs in ensuring that travel plans are fully implemented;
- The provision of new or improvement to existing Rights of Way or active travel routes within green infrastructure;
- The county council's reasonable costs in ensuring that any developer-created Rights of Way meet required specifications.

3.7 Whilst this Guide provides a figure to determine what level of second strand contribution is reasonable in proportion to the scale of the proposed development, CIL tests state that any works/measures undertaken (whether they are delivered by planning condition or planning obligation) must be necessary to make the development acceptable in planning and directly related to the development. As such, any figure calculated according to the method above should be treated as a headline figure only, and the actual figure is dependent on the specific measures/works identified as absolutely necessary.

3.8 For second strand contributions, the Highway Authority will consider the cost to the developer of implementing of any measures necessary as part of a condition. In some circumstances, it may be justified to factor this into the overall calculation.

4.0 **Pre-Application Charges**

4.1 The county council Highways Development Management Team encourages developers to have discussion before submitting a planning application. For up to date information and guidance on pre-application charges, please contact the county council as indicated in Chapter 5 (specifically paragraph 5.2.3) of the Guide.

5.0 **Travel Plans**

5.1 Travel Plans are a useful tool for enabling sustainable development, in particular for residential, commercial and school developments. Working in synergy with sustainable transport infrastructure provision and supported by local policy that encourages sustainable development, travel plans improve and promote access to, from and around development sites. The county

council's requirements of travel plans can be found in the current Travel Plan Guidance, available on our website via [this link](#).

- 5.2 In the delivery of schools, the county council will seek reference to the Modeshift STARS accreditation Framework, or any such replacement School Travel Plan accreditation framework. Further details are available via www.modeshiftstars.org. A School Travel Plan would contain practical measures to promote active, healthy, safe and sustainable travel to and from and in the vicinity of schools.
- 5.3 The county council will seek contributions towards its costs in providing Travel Plan Evaluation and Support throughout the travel plan implementation period for all developments requiring a Travel Plan or Travel Plan Statement.
- 5.4 The value of the contribution sought will be in accordance with the levels set out in the Travel Plan Guidance current at the time of application. The Travel Plan Evaluation and Support contribution will be index-linked from the date of agreement to the date of payment to the RPI and secured by a Section 106 agreement or Unilateral Undertaking.
- 5.5 The county council may seek additional contributions for large development that would fund and enable delivery of additional measures if the objectives or targets of the Travel Plan are not being met, or to mitigate observed impacts of the development on the transport network. The need for and specifics of these contributions would be determined on a case-by-case basis. The contribution would be included into the agreement along with any other contributions. Developers are encouraged to discuss this at an early stage.
- 5.6 Securing delivery of the approved travel plan should be written into the agreement. It is not current practice for the county council to seek financial contributions (as planning obligations) towards delivery of Travel Plans. Developers should fund, manage and deliver such measures, monitoring and employ a Travel Plan Co-ordinator themselves, and these commitments should be written into the Travel Plan.

6.0 **Strand 2**

- 6.1 A guide to the strand 2 calculation is provided below:
 - a) [HIFP](#) Active Travel Funding Gap: £589,010,000
 - b) [HIFP](#) homes planned from 2017 – 2031: 83,530
 - c) [HIFP](#) jobs planned from 2017 – 2031: 44,650
 - d) Average bedrooms per dwelling, based on dwelling composition data from the SMART planning database (2002 to 2020): 2.35
 - e) [2019 National Travel Survey](#), average daily trip rate: 2.6³

³ 2019 [NTS0101](#): Trips, distance travelled and time taken: England. All Trips per annum: 953 (953/52/7 = 2.6).

- f) [2019 National Travel Survey](#), average daily commuting trip rate: 0.38⁴
- g) [2018 Hertfordshire County Travel Survey](#), proportions of non-car driver trips: 52%
- h) Daily non-car driver trip rate: 1.4
- i) Daily non-car driver trip employment rate: 0.2

Calculations*

1. Number of forecasted sustainable daily residential trips from 2017 to 2031:
a. $(d * h) * b = 267,244$
2. Number of forecasted sustainable daily non-residential trips from 2017 to 2031: $h * i = 8,823$
3. Proportion of funding gap based on residential and non-residential trips:
 - a. Total: $267,244 + 8,823 = 276,067$
 - b. Residential: $267,244 / 276,067 = 97\%$
 - c. Non-residential: $8,823 / 276,067 = 3\%$
4. Residential and non-residential contribution of the funding gap based on trips:
 - a. Residential: 97% of £589,010,000 = £570,185,769
 - b. Non-residential: 3% of £589,010,000 = £18,824,230
5. Contribution per dwelling based on forecasted residential development proportion required to meet Active Travel funding gap (cost per dwelling):
 $£570,185,769 / 83,530 = \mathbf{£6,826}$
6. Contribution per job based on forecasted non-residential development proportion required to meet Active Travel funding gap (cost per job):
 $£18,824,230 / 44,650 = \mathbf{£422}$
7. Cost per non-car driver residential trip: $£570,185,769 / 267,244 = \mathbf{£2,133}$
8. Cost per non-car driver non-residential trip: $£18,824,230 / 8,823 = \mathbf{£2,133}$

Example 1: 500 residential dwelling

[S106 strand 2 Contribution a 500 residential development: $500 * \mathbf{£6,826} = \mathbf{£3,413,059}$]

[Daily trips of a 500 residential development: $500 * (d * g) = 1,600$]

[Cost per trip of a 500 residential development: $\mathbf{£3,413,059} / 1,600 = \mathbf{£2,133}$]

⁴ 2019 [NTS0403](#): Average number of trips, miles and time spent travelling by trip purpose: England. Commuting in 2019: 140 a year ($140/52/7 = 0.38$).

*Please note numbers may not sum due to rounding.

Example 2: a non-residential development creating 100 jobs

[S106 strand 2 Contribution: $100 * £422 = \textbf{£42,159}$]

[Daily trips of a 100 non-residential development: $100 * h = 19.76$]

[Cost per trip of a 100 non-residential development: $\textbf{£42,159} / 19.76 = \textbf{£2,133}$]

Summary

- 6.2 Based on current evidence, the analysis concludes that each non-car driver trip should contribute **£2,133** to S106 strand 2 contributions, which translates to **£6,826** per each average residential dwelling and **£422** per job.

Technical Appendix 2: Education (Early Years)

1.0 Service Overview

- 1.1 The county council currently has a number of statutory duties it has to meet regarding free early education (FEE) and childcare:
- Free early education for 2 year olds:
Parents who meet national criteria as set by central government are entitled to fifteen hours of free early education. The aim of this scheme is to narrow the gap for the most disadvantaged families.
 - Free early education for 3 and 4 year olds:
All children from the term after they are three until they start reception are entitled to fifteen hours of free early education
 - Thirty hours free childcare for 3 and 4 year olds:
Working parents who meet a national criteria as set by central government are entitled to an additional fifteen hours of free childcare in addition to the fifteen hours of free early education.
 - All working families with children up to the age of 14 (18 for children with special education needs and disability) can expect the local authority to ensure there are sufficient childcare places available for their children to ensure they are able to continue to work.

The various providers falling under Early Years Education are described below. In some instances it is possible that the same facility can provide more than one service.

- 1.2 Nursery provision (Free Early Education) is a central government funded scheme whereby all children from the term after which they are three until they reach school age are eligible for a free place for 570 hours per year. This free place can be offered in a maintained school or in a PVI provision, such as a preschool or day nursery. Where new primary school sites are identified, nursery provision will be sought as part of the on-site provision. The county council has a statutory responsibility to provide 15 hours early education to eligible 2 year old children across Hertfordshire.
- 1.3 Maintained Nursery Schools are schools funded by the state where children aged from two until they reach statutory school age receive their FEE entitlement. There are 14 such schools in Hertfordshire. Maintained Nursery Classes are classes based in primary schools where children aged from two until they reach statutory school age receive their free early education entitlement.
- 1.4 Preschool/playgroups educate children between the ages of 2 and statutory school age. These settings are able to offer FEE to eligible 2 year olds as well as all 3 and 4 year olds. They are run by PVI providers in local communities and some children attending will be accessing their FEE place

and others will be accessing additional services for which parents pay. These settings will often be set up in community buildings or schools and will usually be open term time only.

- 1.5 Day nurseries offer childcare and early education for children from 0 to 5 years old. These settings are used predominately by working parents for childcare purposes. They can also offer FEE for eligible children but with most children accessing additional services for which parents pay.
- 1.6 As well as nursery (FEE) provision the county council has a statutory duty to ensure there is sufficient childcare for working parents. This duty covers 0 to 14 year olds (19 years for children with SEND¹). Childcare can take place in preschools; day nurseries; childminders; and out of school provision, such as holiday clubs and after school clubs, depending on the age of the child. It can therefore take place in school or community buildings. New schools should be designed to be able to offer childcare to all children (aged two years upwards).
- 2.0 **Assessing need and calculating demand**
- 2.1 Annually Hertfordshire County Council publishes a Childcare Sufficiency Report which details where places are required across the county. It should be noted that unfilled places at one type of provider cannot be taken as evidence that provision in an area is sufficient. The work patterns and incomes of parents are all different and so are their needs.
- 2.2 In addition to working with maintained schools, the county council can work with the private, voluntary and independent (PVI) sector to ensure sufficient childcare and free early education places. All registered childcare providers who care for children from birth to five years old have to comply with the Early Years Foundation Stage and are registered with Ofsted.
- 2.3 Planning obligations towards Early Years Education services are assessed using the Hertfordshire County Council Demographic Model which forecasts the number of children likely to emerge from different types, sizes and tenures of dwellings. An overview of the model is available alongside this Guide.
- 2.4 Planning obligations will be determined on a case by case basis and may take the form of on-site provision (including build costs and land), subject to procurement and competition rules. In these instances the facility must adhere to an Ofsted compliant specification provided by Hertfordshire County Council and any tenant, and their business model, must also be approved.
- 2.5 Where a new primary or first school is proposed as part of a development site, nursery provision will be sought as part of that school.
- 2.6 Following advice outlined within the Department for Education (DfE) guide, [‘Securing developer contributions for education’](#) (April 2019), Hertfordshire

¹ Special Educational Needs and Disabilities.

County Council will seek nursery provision commensurate with the cost of primary school provision as shown within the DfE Scorecard. At October 2020, these costs were £20,508 per place for new settings.

- 2.7 In circumstances where it can be evidenced that the cost to expand or redevelop a site is in excess of the DfE Scorecard funds to be achieved through the application of these charges, such as might be the case for sites located in conservation areas, on constrained sites, or sites with other planning limitations e.g. located on a flood plain, then a proportionate bespoke cost of providing the new site or expanding the existing site and/or purchasing additional land to do so may be sought from the developer.
- 2.8 See Appendix 3 for nursery contribution calculations.
- 2.9 Childcare projects vary significantly by location and promoter. The methodology for childcare projects results from space standards from the Department for Education as follows:

Table 1 - Build costs for childcare projects

| Age group | m ² per place | £ per place |
|--------------------------------|--------------------------|-------------|
| For children under 2 years old | 3.5 | £9,625 |
| For children aged 2 | 2.5 | £6,875 |

- 2.9 Build costs are £2,750 per m² based on BCIS 1Q2019. This produces an average build cost rate of £8,250 (£9,625+£6,875/2) per place.
- 2.10 Based on previously supported projects, typical equipment costs average £10,000 for 10 places which produces an average of £1,000 per place.
- 2.11 In total the cost per place is £9,250. The following table indicates costs which might likely be sought from an application for childcare for 0 to <2 year olds:

| Houses | | | | Flats | | | |
|--------|--------|--------|--------|-------|--------|--------|--------|
| 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| £403 | £1,353 | £1,990 | £2,125 | £493 | £1,475 | £1,315 | £1,574 |

Technical Appendix 3: Education (Mainstream Schools)

1.0 Service Overview

- 1.1 Hertfordshire County Council (the county council) is the local authority with statutory responsibility for education. The county council is subject to a number of statutory duties and responsibilities including:
- Promoting high standards of education
 - Planning and commissioning school places in its local authority area
 - Extending diversity and choice
 - Co-ordinating admissions in the normal admissions round for all maintained and academy schools
 - Resourcing the shared maintenance, improvement to, and provision of, the built school environment, and securing value for money.
- 1.2 The county council has a duty to secure sufficient school places in its area, ensuring that every child has access to a school place. The county council fulfils its planning responsibilities by:
- forecasting and analysing short-term demand for school places in order to identify an appropriate balance between supply and demand
 - negotiating the right number of places on an annual basis, within a diverse and varied education landscape including academies and other 'own admitting authority' schools outside the county council's control
 - undertaking longer term strategic planning to ensure sufficient education infrastructure is identified within the local plan process to meet the longer-term needs arising from proposed housing growth.
- 1.3 As the county council has the statutory responsibility to ensure that there are sufficient school places available across the county, it remains the appropriate authority to assess the requirements for school place provision for any new housing developments, be a signatory to any S106 agreement and receive the appropriate contributions. The county council has a duty to set out the requirements for any new school needed to serve a new or growing community in order that potential providers may express interest in running that school. Where a Section 106 agreement provides the land and funding for a new school, the county council will usually procure the school building and then arrange any necessary leasehold transfer to the provider.
- 1.4 Further information on school place planning is available at www.hertfordshire.gov.uk/schoolplaces

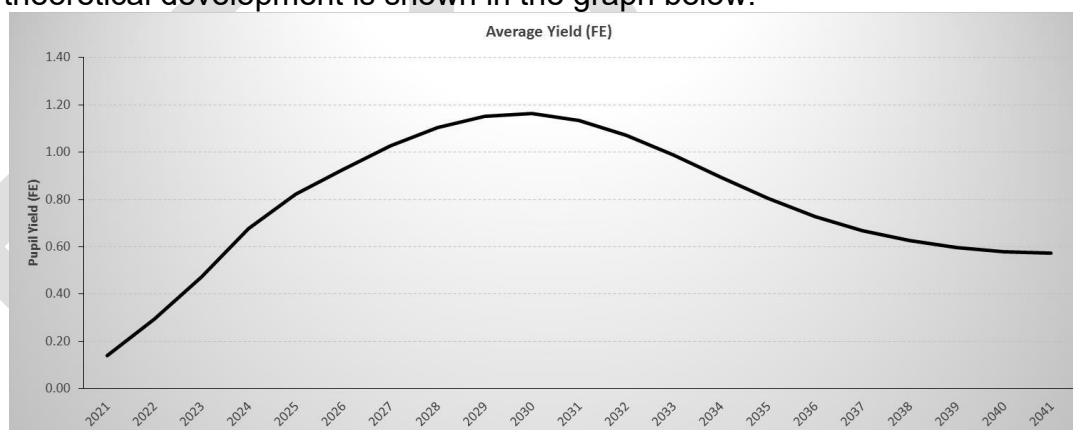
2.0 Assessing need and calculating contributions

- 2.1 Where there is insufficient capacity in existing local schools, or where demand is projected to exceed supply as a result of growth from new housing, the county council will seek planning obligations to mitigate the impact of development. Developer contributions towards new school places should provide both funding for construction¹ and land where applicable.

¹ Construction costs include fit out, furniture and equipment and ICT

Methodology

- 2.2 The potential pupil yield arising from an individual development site is assessed using the Hertfordshire County Council Demographic Model² (the Hertfordshire model or HDM), which projects the average number of children likely to emerge from different types, sizes and tenures of dwellings over time. The modelled yields are calibrated against observed yields from recent new developments in Hertfordshire, which have been assessed as part of a detailed Pupil Yield Study³.
- 2.3 New housing tends to attract a greater proportion of young families than older housing, yielding higher pupil numbers particularly in the pre-school and primary age groups. The Hertfordshire model allows the pupil yield projection to change with time, as children grow older and age into different school phases and, in the longer term, the development starts to conform to an age structure in line with mature housing stock in the wider community. The result is often a peak in demand in the medium term as, for example, pre-school children age into the primary phase. The county council seeks contributions which reflect this change over time and recognise that an element of 'temporary' provision may be needed to meet peaks in demand.
- 2.4 Permanent per-place costs will be sought for places needed for a period of seven years or more at the primary phase and five years or more at the secondary phase. Temporary per-place costs will be sought for places which would be required for less than seven years at primary, or less than five years at secondary. Seven and five years represent the lifetime of one cohort at the primary and secondary phase respectively and provides a reasonable delineation between the requirement for permanent and temporary provision.
- 2.5 In the following example, the projected average primary age pupil yield for a theoretical development is shown in the graph below.



- 2.6 In this scenario, the county council would seek contributions to provide permanent places at approximately 1FE (1 form of entry, equivalent to 30 additional places in each of year group), an average level of demand which is

² A separate guide on the Hertfordshire Demographic Model is available on the website.

³ More information regarding the PYS is available on the county council's website. The county council intends to adopt an education model based solely on observed yields in 2021, following completion of an extended pupil yield study.

exceeded for seven years⁴. Temporary costs would be sought to cover the average projected demand above 1FE.

- 2.7 Department for Education (DfE) guidance⁵ confirms that Local Authorities should seek contributions to meet estimated peak yield from new housing. The county council believes that where additional places are needed across a sustained period and a number of year groups, it is inappropriate and impractical to attempt to provide them through temporary provision (which is usually made for a single year group per school). Providing additional capacity over a number of years at a single school would be expected to trigger a formal 'prescribed alteration' (or 'significant change' in academy schools) process⁶. Such a process is invariably linked to providing high-quality permanent accommodation rather than short-term temporary buildings, with the associated higher capital cost. The approach outlined above enables the county council to deliver additional capacity to the estimated peak whilst acknowledging that some places may be delivered in temporary accommodation due to the projected yield changing over time.

Nursery and Post-16 Contributions

- 2.8 The county council expects that all new primary schools will include nursery classes, while expansions of existing schools will, in most cases, also involve an increase in the number of nursery places. Contributions towards nursery provision will be sought at permanent and temporary per-place rates to the same proportion of peak yield as is calculated for the development at the primary phase. Contributions will not be sought where additional nursery provision is not being provided as part of the mitigation project.
- 2.9 Similarly, in Hertfordshire the vast majority of secondary schools offer post-16 (sixth form) provision. It is expected that new secondary schools will also offer post-16 education. Contributions towards post-16 provision will be sought at permanent and temporary per-place rates to the same proportion of peak yield as is calculated for the development at the secondary phase. Contributions will not be sought where additional post-16 provision is not expected to be provided as part of the mitigation project.

Per-Place Cost Calculations

- 2.10 Per-place costs are, for the majority of projects, the national average costs published by the Department for Education in its local authority school place scorecards⁷, regionally adjusted for Hertfordshire. These costs are expected to be updated following the DfE's annual data release, or whatever schedule the department might adopt in future.

⁴ Note: the graph shows average demand (i.e the average across all year groups). Demand within a single year of entry in this example is likely to exceed 1FE for 10 years or more.

⁵ DfE 'Securing Developer Contributions for Education'

⁶ DfE statutory guidance 'Making significant changes ('prescribed alterations') to maintained schools', and DfE 'Making significant changes to an open academy'.

⁷ DfE scorecards are available at www.gov.uk/government/collections/school-places-scorecards

- 2.11 Where the cost to deliver the project is expected to be in excess of the funds which would otherwise be achieved through the application of these charges, such as might be the case for projects with abnormal costs due to planning, highways or construction limitations (e.g. located on a flood plain, in conservation areas, or on constrained sites), or where the school place planning solution necessitates it, then the full cost of providing the identified project and/or purchasing additional land to do so may be sought from the developer. The county council will specify the date to which costs have been rebased (e.g. 1st quarter 2020) to allow future indexation against the Building Cost Information Service (BCIS) All-In Tender Price of Index (TPI).
- 2.12 In some instances an individual development may not be required to provide a whole new school to make it acceptable in planning terms, but land may be required to deliver a new school project. Funding for the remaining school site (proportionate land and build costs⁸) would be met by other developments coming forward in the local area. The county council would expect such additional land to be designated specifically for education use within the local plan and made available for purchase by the local authority and allocated for educational use would usually have no prospect of achieving planning permission for any other uses and the county council would therefore expect to acquire it at a cost which reflected its intended use.
- 2.13 Where there is a cost to the local authority to acquire land to deliver a scheme to provide additional places, the additional cost of purchasing the land will be added to the per-place construction contribution as calculated above. A representative proportion of land costs will be added where multiple developments are being mitigated by a single additional place scheme.

Indicative Education Contributions

- 2.14 The following tables show indicative contributions for a new build project, by dwelling type, bed-size and tenure, which might be sought from typical sites within each of the broad development types identified at the strategic local plan⁹ stage.
- 2.15 Costs are weighted according to the relative pupil yield from the different types and sizes of dwelling¹⁰; a 3-bed house will, for example, produce more children on average than a 1-bed flat and therefore require a greater level of mitigation. Similarly, most socially rented properties are expected to produce on average more children than the equivalent sized market¹¹ value dwelling, with the exception of 1-bed properties. The contributions sought from each type and size of property is therefore in line with the projected average pupil yield from it, which in turn dictates the number of additional school places which will be needed to mitigate a particular development.

⁸ Build/construction costs include fit out, furniture and equipment and ICT.

⁹ Further information regarding the tiered approach to strategic planning can be found in the Local Plan Engagement document.

¹⁰ This weighting is based on the underlying HDM, with overall yields calibrated against observed yields from the emerging PYS. Average single-dwelling yield values (and therefore costs) will be reviewed and updated as part of the ongoing PYS.

¹¹ Market value is taken to include other categories of dwelling which act in substantially the same way with regard to pupil yield, such as intermediate housing. Similarly, social rent is taken to include any future categories of affordable dwelling which might display the same characteristics.

Education: Primary

| Tier | Houses | | | | Flats | | | |
|--------|----------------------------------|---------|---------|---------|--------|---------|---------|---------|
| | 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| | Market value housing (and other) | | | | | | | |
| Tier 1 | £2,434 | £4,796 | £7,681 | £9,470 | £2,560 | £5,873 | £5,531 | £6,325 |
| Tier 2 | £2,256 | £4,447 | £7,121 | £8,780 | £1,381 | £3,168 | £2,984 | £3,412 |
| Tier 3 | £1,590 | £3,134 | £5,019 | £6,188 | £1,443 | £3,310 | £3,117 | £3,565 |
| | Social rent housing | | | | | | | |
| Tier 1 | £915 | £10,617 | £15,018 | £17,092 | £2,409 | £15,477 | £14,524 | £15,986 |
| Tier 2 | £848 | £9,844 | £13,923 | £15,846 | £1,300 | £8,350 | £7,836 | £8,624 |
| Tier 3 | £598 | £6,937 | £9,812 | £11,168 | £1,358 | £8,723 | £8,186 | £9,010 |

Education: Secondary

| Tier | Houses | | | | Flats | | | |
|--------|----------------------------------|---------|---------|---------|--------|---------|---------|---------|
| | 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| | Market value housing (and other) | | | | | | | |
| Tier 1 | £2,321 | £4,398 | £7,075 | £8,677 | £2,378 | £5,304 | £4,889 | £5,853 |
| Tier 2 | £2,167 | £4,105 | £6,603 | £8,099 | £1,291 | £2,881 | £2,655 | £3,179 |
| Tier 3 | £1,499 | £2,840 | £4,569 | £5,604 | £1,325 | £2,955 | £2,724 | £3,261 |
| | Social rent housing | | | | | | | |
| Tier 1 | £793 | £10,065 | £13,828 | £15,108 | £2,195 | £14,593 | £13,286 | £14,478 |
| Tier 2 | £741 | £9,394 | £12,907 | £14,102 | £1,192 | £7,926 | £7,216 | £7,864 |
| Tier 3 | £512 | £6,501 | £8,931 | £9,758 | £1,223 | £8,130 | £7,402 | £8,066 |

2.16 All costs shown above are based on 1Q2020 BCIS prices.

2.17 The illustrative tables above are included as a guide to help inform viability assessments and financial planning; the actual contribution for each development site will be calculated individually once a planning application has been made. This ensures the amount sought is fair, proportional and aligned with the impact of the specific development. Sites with differing

housing mixes and trajectories will have different pupil yield projections and therefore contribution amounts.

- 2.18 Both tables shown above relate only to construction costs and do not make any allowances for purchasing land. Where additional land is required to allow the delivery of an education project, the cost (or the relevant proportion of the cost) of acquiring the land will be added to the pupil place-led costs illustrated in the tables above.
- 2.19 The tables are based on the cost of providing a new school. Contributions sought towards expansion of existing schools may be lower. The tables do not include any allowance for providing additional nursery or post-16 places. Where nursery or post-16 places are sought towards a project proportional per-place costs will be added to the tables above.

Technical Appendix 4: Education (Special Schools)

1.0 Service overview

- 1.1 The county council has a duty to promote high standards of education, fair access to education and a general duty to secure the sufficiency of school places. It must consider the need to secure provision for children with Special Educational Needs and Disabilities, including the duty to respond to parents' representations about school provision.

1.2 Special Educational Needs and Disabilities (SEND)

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child or young person has a learning difficulty or disability if he or she:

- *Has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *Has a disability which prevents or hinders him or her from making use of the facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 provisions*
- *For children aged 2 or more, special educational provision is educational provision that is additional to or different from that made generally for other children or young people of the same age by mainstream schools, maintained nursery schools, mainstream post 16 institutions or be relevant early years providers. For a child under 2 years of age, special educational provision means educational provision of any kind.*

SEND Code of Practice (2015)

- 1.3 There are four broad areas of SEND, although many children and young people have needs that cut across more than one of the following areas of need:
- Communication and interaction
 - Cognition and Learning
 - Social, Emotional and Mental Health Difficulties
 - Sensory and/or physical needs
- 1.4 Children in Hertfordshire with SEND have their needs met within a range of inclusive provision. The majority of children will be accommodated within mainstream schools with additional support. However, some children will need intensive support in a smaller environment and will be supported at specialist provision including for example specialist resource provision (SRP), Alternative Provision (AP), Education Support Centres (ESCs) and Primary Support Bases (PSBs). Others will need a special school place.
- 1.5 More information on the county council's SEND strategy is due to be made available online from December 2020.

2.0 Assessing need and calculating contributions

- 2.1 Hertfordshire has developed a short-term forecasting methodology for special schools based on historical analysis of placements and demand. Where it can be demonstrated that existing capacity is unable to mitigate the impact of development, the county council will seek to secure obligations to create additional provision, whether through the expansion of existing or the creation of new provision.
- 2.2 Department for Education (DfE) guidance¹ states that it is reasonable and fair to seek developer contributions for SEND provision in direct proportion to the needs arising from a housing development related to pupils requiring provision in a special school, a specialist provision in a mainstream school, an ESC or other alternative provision.
- 2.3 The potential SEND pupil yield from an individual development site is assessed using a SEND education model, which projects the average number of children needing specialist provision likely to emerge from different types of dwellings over time. This provides an assessment of the planning obligations necessary to mitigate the impact of a development site. The model is based on observed yields from recent new developments in Hertfordshire, which have been assessed as part of a detailed Pupil Yield Study.
- 2.4 The SEND education model does not include potential pupil yield from those SEND pupils who are expected to be accommodated within a mainstream school with additional support. An allowance for these pupils is included in the pupil yield calculations for, and contributions sought towards, mainstream education.
- 2.5 In line with DfE guidance, the cost of SEND specialist provision places are, for the majority of projects, four times the national average costs for the relevant phase (i.e. primary or secondary) published by the DfE in the local authority school place scorecards, regionally adjusted for Hertfordshire. Nursery places are sought at the same per-place cost as primary places, while contributions towards 16-19 provision are sought at the same per-place cost as secondary places.
- 2.6 These per-place costs are combined with development-specific pupil projections from the model, to ensure that obligations sought are fair and reasonable, based on the number and type of units on an individual site. However, where it can be evidenced that the cost to deliver the project is in excess of funds to be achieved through the application of these charges (such as might be the case for projects with abnormal costs due to planning, highways or construction limitations), then the full cost of providing the new school or expanding the existing school and/or purchasing additional land to do so may be sought from the developer.

¹ DfE - Securing developer contributions for education (April 2019)

3.0 **Assigning contributions towards projects**

- 3.1 Due the specialist nature of Hertfordshire Special Schools and Specialist Provision and the need for them to be of sufficient size to efficiently deliver a broad and specialist personalised curriculum, they draw pupils from beyond their immediate locality. The Department for Education's guidance sets out that travel distances to special schools and specialist provision should not affect consideration of whether a planning obligation meets the legal tests.
- 3.2 The potential SEND pupil yield for a particular development is not required to be disaggregated between different categories of complex need. The county council may therefore seek to apply the full SEND contribution from a particular development to a single SEND project covering the relevant age range. However, in some cases flexibility will be sought to allow contributions to be appropriately directed to a range of SEND projects.

Technical Appendix 5: YC Hertfordshire

1.0 Service Overview

- 1.2 The Education and Inspections Act 2006, Part 1, Section 6: Education Act 1996, Section 507B is the legislation which guides the Local Authority (LA). It states LAs have a *“responsibility to ensure young people have access to sufficient educational leisure-time activities which are for the improvement of their well-being and personal and social development, and sufficient facilities for such activities; that activities are publicised; and that young people are placed at the heart of decision making regarding the youth work / positive activity provision.”*
- 1.3 To clarify the Government’s expectations of LAs the Department of Education published the ‘Statutory Guidance for Local Authorities on Services and Activities to Improve Young People’s Well-Being (June 2012)’. The guidance states LAs should provide *“young people with the positive, preventative and early help they need to improve their well-being”, “Youth work and youth workers can contribute to meeting the needs of the young people and reduce demand for more specialist services”* and highlights the importance of personal and social development which enables young people to *“build the capabilities they need for learning, work and the transition to adulthood.*
- 1.4 YC Hertfordshire provides youth work projects and programmes, information, advice, guidance, work-related learning, outdoor education and one-to-one support for young people up to the age of 19 and up to 25 for identified vulnerable young adults including those with learning disabilities.
- 1.5 YC Hertfordshire supports young people by providing high quality informal education opportunities to promote their personal and social development, enabling them to make informed decisions; have a place in their community; and ultimately, to reach their potential and make a successful transition to adulthood. This enables young people to:
- Make good decisions based on the information which is available to them, thereby avoiding risky behaviour;
 - Be confident that they can present their views including those of others and influence decisions;
 - Develop resilience by knowing how they can help themselves and others;
 - Recognise when they need support and where they can go to access it;
 - Be able to recognise and develop healthy relationships thereby being less vulnerable to criminal exploitation; and
 - Develop a sense of purpose and self-belief and recognise what they contribute to society thus ensuring a sense of emotional wellbeing and positive mental health.
- 1.6 All YC Hertfordshire youth work is delivered through planned curriculum programmes which are based on identified need resulting in recordable

personal and social development outcomes. Needs are identified in a variety of ways: through an ongoing planning and evaluation process; ongoing consultation with young people; discussions with partners, Elected Members and district/ borough Youth Strategy Groups. Outcomes are identified, and a programme of work designed and delivered.

- 1.7 Delivery can be through a variety of media, depending on the needs and interests of the young people, such as sports, music, drama, art, peer mentoring, outdoor education etc. Outcomes are identified and will be linked to at least one of the curriculum areas: substance misuse, smoking, alcohol, sexual health, relationships, emotional wellbeing, child sexual exploitation, youth engagement, preparation for education, training or work, youth crime and personal safety, equality, diversity and culture, health and fitness, resilience, exploring identity, and independent living skills.
- 1.8 YC Hertfordshire adopts a targeted approach to those most vulnerable and those at risk, while engaging as many young people from the wider community as possible in the informal education and prevention agenda. Any additional users resulting from new development will increase the pressure on facilities within the county, thereby limiting service provision and affecting their usability and attractiveness to young people.

2.0 Assessing need and calculating demand

- 2.1 In order to ensure young people have access to high quality youth work projects where they can learn a variety of skills, ideally all main young people's centres should have the following resources:
- Large multi-purpose room that can be used for sports, drama and events.
 - A medium size meeting room that can be used to deliver specific training and group work sessions.
 - A medium size room in order to deliver art and be a creative space.
 - A couple of small one-to-one rooms for counselling, confidential conversations and to deliver provision such as condom distribution.
 - Life skills training kitchen where young people can learn independent living skills.
 - IT suite where young people can complete CVs, find out information, utilise more specialist media packages etc.
 - An informal area where young people feel relaxed and comfortable so that they can share their concerns.
 - For the larger centres the possibility for a music and media suite.
- 2.2 Given the varied nature of the premises in which YC Hertfordshire operates, centres evolve over time. This enables YC Hertfordshire to develop projects using a step-wise approach based on the identified needs of the young people.
- 2.3 YC Hertfordshire also offers Access Points where possible, to provide information, advice and guidance on a range of subjects. Detached and Outreach work is also a valued mode of delivery of services, where members

of the team go and work with young people in areas where they congregate within the community. Specialist projects may also evolve where there is an interest.

- 2.4 Planning obligations towards youth services are assessed using the Hertfordshire County Council Demographic Model which forecasts the number of people able to access youth services likely to emerge from different types, sizes and tenures of dwellings. Details are available alongside this Guide.
- 2.5 Growth in the number of young people aged 11 to 19 years (the core age group) in a community will require increased resources to enable equal access to those activities. This could take the form of new equipment and/or learning materials and/or improvements to the property to accommodate more young people or offer a wider range of activities.
- 2.6 Additional staff will be required to manage these activities and to maintain a safe and proportionate staff-to-young-people ratio. Start-up funding for the first two years allows the County Council the opportunity to develop working relationships with local partners and to develop strategies to sustain and ensure the future life of projects.
- 2.7 Examples of the resource requirements for increases in demand are currently:
 - Increase of 10 to 15 young people - £4,400 per project pa for start-up costs - based on 1 additional member of staff to support current activities for 1 session per week, all year.
 - Increase of 15+ young people - £17,400 per project pa for start-up costs - based on 4 additional staff offering 1 new session per week, all year.
- 2.8 Taking the lower figure, this means that the funding required to cover staffing costs per user per annum equates to £293 (based on £4,400/15) and accordingly staffing costs to cover the 2-year set up period would be £586 (£293 x 2) per additional user.
- 2.9 The Pioneer Young People's Centre proposal in St Albans is used as a model of future youth provision in Hertfordshire. The intention is to provide a substantial centre of 1,480m², offering a range of activities and serving 11,040 potential users. The centre may be supplemented with detached or mobile provision at a later date. For this, new build costs are expected to be £2,818 per m². This equates to spending £377.78 per person. Thus, a new build with start-up staffing costs: £377.78 + £586 = £963.78 per user.
- 2.10 In circumstances where it can be evidenced that the cost to expand or redevelop a site is in excess of S106 funds to be achieved through the application of these charges, such as might be the case for sites located on brownfield sites, on constrained sites, or sites with planning limitations e.g. located on a flood plain, then a proportionate bespoke cost of providing the new site or expanding the existing site and/or purchasing additional land to do so may be sought from the developer.
- 2.11 An indication of estimated costs is provided in the tables below.

Project to increase resource requirements (£586 per user):

| HOUSES | | | | FLATS | | | |
|--------|-------|-------|--------|-------|-------|-------|--------|
| 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| £71 | £228 | £341 | £381 | £85 | £258 | £246 | £268 |

Project to provide an expanded or new centre (£963.78 per user):

| HOUSES | | | | FLATS | | | |
|--------|-------|-------|--------|-------|-------|-------|--------|
| 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| £117 | £376 | £561 | £626 | £139 | £425 | £405 | £440 |

- 2.12 Where there is no scope to reconfigure the existing facility to improve performance and land is currently unavailable to extend the young people's centre, a new facility may be proposed. A new centre is only likely to be sought on major new housing sites although proportionate contributions may be sought towards a new build project.

Technical Appendix 6: Libraries

1.0 Service Overview

- 1.1 As Local Libraries Authority, Hertfordshire County Council has a duty to provide a comprehensive and efficient library service for everyone who lives, works, or studies in the County under the 1964 Public Libraries and Museums Act. Hertfordshire County Council is committed to maintaining and modernising its libraries to continue to meet the changing needs of service users and to cope with additional demand brought about by new development.
- 1.2 Libraries are no longer a place solely to borrow books. They function as a community hub offering services and facilities to cater for a range of community needs including those of children, students, job seekers, and the elderly. Libraries offer free, authoritative, non-judgemental information services and supported access to online resources and services. They provide access to books, audio material, magazines, newspapers and community language material in both physical and digital formats, public computers, Wi-Fi and the internet, online services, ICT-based and other learning opportunities. They also offer neutral places to promote community wellbeing.
- 1.3 In 2016 the Libraries Taskforce published Libraries Deliver: Ambition for Public Libraries in England 2016-21. This report sets out seven outcomes libraries deliver for their communities, placing libraries at the heart of 'stronger, more resilient communities':

“

Libraries are open to everyone. Their staff understand their community's needs and are trusted to provide reliable guidance and support on a wide range of issues when people need help. So they're vital to help public services reach out into communities. Libraries already bring people together in welcoming community hubs which host local events and provide a shared sense of place for their users - ever more important in an increasingly digital age.

They're uniquely placed to help local government and its partners deliver their strategic objectives, whether linked to community cohesion, health and wellbeing, economic growth, promoting independent living or increasing life chances. They also have an important role in reducing social inequalities; 35.8% of people living in the most disadvantaged areas visit their library.

”

- 1.4 [“Inspiring Libraries: A new strategy for Hertfordshire Library Service 2014-2024”](#) sets out the vision and direction for the service over the next ten years, and provides a framework for future decisions about service priorities. The strategy is based on three main themes:

- The library as a vibrant community asset;
- The digital library; and
- The library as an enhanced gateway to reading, information and wellbeing.

1.5 Hertfordshire's 46 library buildings are promoted in three different tiers in order to clarify the services available:

- **Tier 1** Centrally located in large towns, these offer the broadest range of stock and services, and are open for the longest hours. They are staffed by library staff, and Hertfordshire County Council invite volunteers to support the delivery of some services and activities.
- **Tier 2** Located in smaller towns, these provide core library services and offer a wide range of popular stock. Additional services will be tailored to meet local need/demand. They are staffed during core hours, and Hertfordshire County Council seeks to extend access through volunteer supervised self-service.
- **Tier 3** In smaller communities and villages, these libraries provide self-service access to library services, including the issue and return of books, access to computers/technology and study space and staff assistance via a video link to another library. Hertfordshire County Council invite local communities to add value to these self-service facilities through volunteer support and the provision of additional activities and services as decided by the local community. Seven of the larger Tier 3 libraries retain an element of paid library staff.

2.0 Library Projects

2.1 Hertfordshire County Council is committed to the provision of good quality library services to local communities and is continuously exploring new ways of delivering the service. Over the next ten years it is likely opportunities for improving library buildings will come through co-locating libraries with other services. Sharing buildings can provide increased opportunities for customers to access a number of services in one visit.

2.2 Hertfordshire County Council believes its libraries need to be updated to continue to improve the service offered and cope with additional demand brought about by increasing numbers of users resulting from new development. This will be carried out in the context of the Inspiring Libraries Strategy 2014-2024. New development puts pressure on services in a variety of ways and single or a combination of different solutions may be used in response.

2.3 Where additional capacity is required options to extend the public space available to deliver services will be considered where possible. This could be by the addition of an extension to the building however, this is often not possible so a variety of different approaches will be considered for example:

- Converting space previously used by staff into public space through the reduction in the number or size of office, workroom or storage space.

- Making staff space available for community use at certain times to meet demand for space for community groups.
- Libraries have been reconfigured to allow more flexible use of space so that areas become multifunctional and can be used by different customer groups at different times of the day.
- ICT suites have been configured so that they can be cordoned off to allow delivery of classes for part of the time in response to increased demand for ICT learning activities.
- Traditional large enquiry desks have been replaced with smaller enquiry “pods” with the use of more flexible ICT to increase space for public use.

2.4 Sometimes increased pressure on services can be alleviated through the use of innovative furniture solutions not previously available:

- Traditional shelving has been replaced with shelving on wheels which allows more flexible use of space and larger spaces to be created for activities. Examples of this include mobile shelving in children’s areas to enable increased numbers of children to attend regular story time activities or the introduction of wheeled shelving in the adult library to enable a space to be created to accommodate larger numbers for evening activities such as author’s talks.
- Seating has been improved to allow provision of compact comfortable seating, for example, sofas in children’s areas in response to demand from families for somewhere to sit to read to their children
- Desktop PCs have been replaced with more flexible benching and seating to accommodate increased demand for space for customers who wish to use their own devices on public Wi-Fi facilities

2.5 Any increase in population puts additional demand on the stock of the library service, whether this is physical stock or “virtual stock” in the case of electronic resources. Most electronic resources are licensed on the basis of being available to only one user at any one time, increased demand means purchasing additional “copies” in the same way as we would with physical books. Increased pressure on stock can be across all stock areas but certain types of development may put more pressure on certain categories of stock. For example, sheltered housing will put pressure on large print books and audio books and the demand for the Home Library Service. Developments aimed at young families will increase demand for children’s stock. Affordable housing may see pressure on stock used to support learning activities and job seeking.

2.6 Where it is not possible to meet increased demand through the above the Library Service can also respond by making services available in different ways or for longer periods of time, spreading the load and easing the pressure at busy periods.

2.7 One solution has been to make some the services available for longer periods of time where certain sections of the library are open on a self-service basis, with support from staff or volunteers. This sometimes requires some

reconfiguration of the building and/or the addition of hardware and software to deploy an ICT solution.

- 2.8 Self service facilities can also be extended to enable customers to self-serve and reduce the need to queue for staff assistance, for example self-service printing from public PCs.
- 2.9 The development of online services also enables residents in new developments to access some services remotely, relieving pressure on the static service points.
- 2.10 On occasion the demographic of a new development may prompt the need to provide a service for which there was previously little or no demand. For example, a residential development of one bedroomed flats aimed at 20 to 30 year olds, will create demand for e-services. Whereas developments comprising larger family housing may bring more established families with teenage children, thereby prompting the demand for new services, such as a wider range of ICT facilities.
- 2.11 Planning obligations will be determined on a case by case basis and may take the form of on-site provision (including build costs and land).

3.0 Assessing need and calculating demand

- 3.1 Provision for library services will be required from developments within the catchment area of the library that will be impacted upon by the development. Libraries in urban areas also serve surrounding rural areas and villages. Therefore, the need for contributions (and the expenditure of any library contributions received) from development in these locations may be based on the nearest library. However, contributions will be sought for the library that will be most affected by a proposed development. This may not necessarily be the local community library in all cases but a larger sub-regional library with a wider variety of library functions that draws its catchment from the geographical area of the proposed development.
- 3.2 Hertfordshire County Council has no current plans for additional libraries within the county although the promotion of very large strategic sites (in excess of 3,000 units) may require new library buildings to be considered. The drive for efficiencies and co-location of facilities is likely to influence overall space requirements and any opportunities for co-location will be actively explored. Such projects may also provide opportunities to increase library floor space.
- 3.3 Planning obligations towards library services are assessed using the Hertfordshire County Council Demographic Model which forecasts the number of people able to access library services likely to emerge from different types, sizes and tenures of dwellings. Details are available alongside this Guide.
- 3.4 Where the mitigation for a site impact might be met by the expansion or improvement of an existing facility, and additional land is not required,

Hertfordshire County Council uses costs based on national standards. These costs are combined with census data from the Hertfordshire County Council Demographic Model to ensure that obligations sought are fair and reasonable, based on the specific number and type of units on an individual site.

- 3.5 The county council contribution is essentially based on population and on three elements, a contribution towards book stock, library equipment and buildings.
- 3.6 New developments will also place additional demands on the stock in terms of physical (hard copy) books and eBooks/ eAudio books. The National Library Standard upper threshold cites a recommended stock level of 1532 items per 1000 population. As of Nov 2020, the average price is £18.96 per stock item. This includes an allowance for physical books, eAudio books and eBooks and totals £29,046 per 1,000 population.
- 3.7 The rapid changing pace of technology has seen user demand change with less reliance on static personal computers and increased demand for power and wi-fi enabled spaces for Bring Your Own Device users as well as a demand for the library to offer access to new technologies where people can experiment and test these out in a safe space. 'Creatorspace' and 'Creatorspace Out of the Box' offer these opportunities in addition to the standard IT offer in libraries. Based on current ICT provision, costs would be £778 per 1,000 population.
- 3.8 Fit out costs for shelving, furniture and display equipment are a further £301 per m² based upon current fitting out costs of new provision in Hertfordshire (£9,030 per 1,000 population).
- 3.9 The capacity of the library is determined based on a service requirement of 30m² of public library space per 1,000 population, based upon the Museums, Libraries and Archives (MLA) advice. Build costs are £2,823 per m² based on BCIS 1Q2019 (£84,690 per 1,000 population).
- 3.10 The four elements referred to above result in the following cost per person:
- Stock costs £29.04 per person;
 - Tech equipment costs: £0.78 per person;
 - Fit out costs: £9.03 per person;
 - Building costs: £84.69 per person;

Potential total to increase resources: £38.85 per person.
Potential total to increase resources and floorspace: £123.54 per person.

- 3.11 The project identified to mitigate the impact of a development will have a bearing on the costs associated with a request for library service contributions. Projects expected to involve the development of new or extended floorspace or significant internal remodelling will incur building costs.

- 3.12 In circumstances where it can be evidenced that the cost to expand or redevelop a site is in excess of S106 funds to be achieved through the application of these charges, such as might be the case for sites located on brownfield sites, on constrained sites, or sites with planning limitations e.g. located on a flood plain, then a proportionate bespoke cost of providing the new site or expanding the existing site and/or purchasing additional land to do so may be sought from the developer.
- 3.13 An indication of estimated costs is provided in the tables below.

Project to increase resource requirements (£38.85 per person):

| HOUSES | | | | FLATS | | | |
|--------|-------|-------|--------|-------|-------|-------|--------|
| 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| £55 | £98 | £142 | £171 | £54 | £102 | £124 | £171 |

Project to provide an expanded or new centre (£123.54 per person):

| HOUSES | | | | FLATS | | | |
|--------|-------|-------|--------|-------|-------|-------|--------|
| 1 bed | 2 bed | 3 bed | 4+ bed | 1 bed | 2 bed | 3 bed | 4+ bed |
| £173 | £311 | £452 | £543 | £173 | £325 | £395 | £543 |

- 3.14 Where there is no scope to reconfigure the existing facility to improve performance and land is currently unavailable to extend the library, a new facility may be proposed. A new library is only likely to be sought on major new housing sites although proportionate contributions may be sought towards a new build project.

Technical Appendix 7: Waste Management

1.0 Service Overview

- 1.1 Under the Environmental Protection Act 1990, the county council is required to perform the statutory functions of the Waste Disposal Authority (WDA) for Hertfordshire. The WDA is also required to provide facilities in its area where residents may deposit their own household waste free of charge. In Hertfordshire, these facilities are known as recycling centres.
- 1.2 As WDA, Hertfordshire County Council is responsible for the disposal of Local Authority Collected Waste (LACW) arising in the county. LACW consists of household waste and commercial waste collected by the ten Borough and District Councils in their role as the Waste Collection Authorities (WCA's) for Hertfordshire and waste collected at the county's recycling centres.
- 1.3 In order to support this disposal function Hertfordshire County Council requires strategically placed waste transfer facilities to enable the bulking of waste for onward disposal. Currently the south and west of the county is served by the county council owned Waterdale waste transfer facility and the north of the county is served by Hitchin Transfer Station a leased facility. Additional waste transfer facilities are being sort to more sustainably support the north and east of the county. An increase in population within Hertfordshire as a result of new residential development is likely to require increased investment in waste disposal infrastructure.
- 1.4 Hertfordshire County Council currently manages a network of 17 recycling centres. At these locations residents can deposit a number of waste items and materials including those not collected at the kerbside by District and Borough Councils in their role as the WCA. The waste types accepted include residual waste, bulky waste, green garden waste and a wide range of recyclable materials. The recycling centre also has a statutory function as a Designated Collection Facility as part of a Produce Responsibility Scheme. The level of service provision at each centre differs as some sites have been constructed in recent years and other, more historic centres, are barely adequate in terms of suitability. An increase in population within Hertfordshire as a result of new residential development will require increased investment in the network.
- 1.5 Several recycling centres within the network are identified as unsuitable and therefore are in need of expansion or relocation.

2.0 Assessing need and calculating demand

- 2.1 The impact of additional dwellings on waste management infrastructure will vary depending on the size of the development and its location. Therefore it may be necessary to develop new infrastructure or improve existing infrastructure. For example should an existing centre be identified as having insufficient capacity to accommodate increased usage due to additional dwellings, financial contributions will be identified towards increasing the capacity of the local service provision. This may be achieved through

improvements to existing facilities or the development of a new recycling centre.

- 2.2 Planning obligations towards waste services are assessed using the Hertfordshire County Council Demographic Model which forecasts the number of people able to access waste services likely to emerge from different types, sizes and tenures of dwellings. Further details are available alongside this Guide.
- 2.3 Any additional users resulting from new development will increase the pressure on facilities within the county, thereby limiting service provision. Not all recycling centre locations are close to, at or over capacity so calculations will be considered based on the most up to date evidence available from the Waste Disposal Authority.
- 2.4 The mitigation for service impact might be met by the expansion or improvement of an existing facility or the acquisition and development of a new facility. As these costs vary from location to location Hertfordshire County Council will determine each application on a case by case basis. An example methodology for a recycling centre is shown below.
- 2.5 Given the geographical catchments for the Hertfordshire centres vary, there will be a different approach for each location. The following example is provided to explain how a S106 obligation might reasonably be calculated:
 - Cost of project to re-provide a recycling centre (based on BCIS 1Q2019 prices) = £6,750,000
 - Number of dwellings currently within the catchment area = 33,738
 - Projected future number of dwellings within the catchment area = 36,038
 - Number of residents within the catchment area = 81,648
 - Projected number of residents within the catchment area = 87,191
 - Cost per person to re-provide the recycling centre = £77.42 (£6.75m/87,191)
 - £77.42 applied to projected residential population from an individual development on a site by site basis.
- 2.6 As the cost per project will rely on individual catchment areas, no single multiplier is appropriate across Hertfordshire. Costs will be provided on a case by case basis and will depend on need.
- 2.7 In circumstances where it can be evidenced that the cost to expand or redevelop a site is in excess of S106 funds to be achieved through the application of these charges, such as might be the case for sites located on brownfield sites, on constrained sites, or sites with planning limitations e.g. located on a flood plain, then a proportionate bespoke cost of providing the new site or expanding the existing site and/or purchasing additional land to do so may be sought from the developer.
- 2.8 Where there is no scope to reconfigure the existing operations to improve performance and land is currently unavailable to extend the facility, a new facility may be proposed.

Technical Appendix 8: Fire and Rescue Service

1.0 Service Overview

- 1.1 The county council, in its capacity as the Fire and Rescue Authority (FRA), has statutory duties under The Fire and Rescue Services 2004 and must make provisions for:
- extinguishing fires in their area
 - protecting life and property in the event of fires in their area
 - rescuing and protecting people in the event of a road traffic collision, and
 - rescuing and protecting people in the event of other emergencies.

- 1.2 FRAs also need to collect information to assess risk in their areas as well as protect the health and safety of their workers. The Fire and Rescue Services Act 2004 also gives the Government responsibility for producing the Fire and Rescue National Framework which outlines the Government's high level priorities and objectives for FRAs in England. The National Framework's priorities for FRAs are to:

- identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately
- work in partnership with their communities and a wide range of partners locally and nationally to deliver their service
- be accountable to communities for the service they provide

The Civil Contingencies Act 2004 sets out FRAs responsibility to react to emergencies as a category 1 responder.

- 1.3 The Service operates from 29 fire stations, a headquarters building, training and development centre, and a number of additional sites providing support services.
- 1.4 Underpinned by statutory obligations within the Fire and Rescue Services Act 2004, the Fire and Rescue National Framework for England provides the overall strategic direction for Fire and Rescue authorities. Within the framework, each authority is required to produce an [Integrated Risk Management Plan \(IRMP\)](#) that identifies and assesses all foreseeable fire and rescue related risks that could affect its community. Each IRMP must demonstrate how prevention, protection and response activities will best be used to mitigate the impact of risk on its communities. Through local determination of risk and local determination of response standards, it is expected that this will:
- Reduce the number of emergency incidents occurring;
 - Reduce death and injury from fire and other emergency incidents;
 - Reduce the socio-economic impacts of fire;
 - Protect heritage;
 - Safeguard the environment;
 - Contribute to the development of stronger, more self-sufficient and cohesive communities;

- Provide value for money.
- 1.5 Section 17 of the Crime and Disorder Act 1998 requires local authorities and other agencies to consider crime and disorder reductions and community safety in the exercise of all their duties and activities.
- 1.6 The above legislation imposes a requirement on Fire and Rescue Authorities to ensure efficient and effective fire and rescue provision, and to ensure that the Service contributes effectively to the wider community safety agenda. Increases in population place additional demand on fire and rescue resources, both in terms of the need for additional capital investment in new facilities and funding for additional equipment, and on revenue budgets for firefighters, officers and support staff.
- 1.7 It is, therefore, reasonable for fire and rescue service needs to be considered by local planning authorities when determining planning applications relating to the provision of new development which brings forward an increased risk of incidents; changes the risk profile for the area and increases attendance times to incidents.
- 1.8 The capability and availability of water resources to fight fires is also a key consideration for the Service. The provision of public fire hydrants is not covered by Building Regulations 2010 (Part B5 as supported by Secretary of State Guidance 'Approved Document B') and developers are expected to make provision for fire hydrants to adequately protect a development site for fire-fighting purposes.

2 Assessing need and calculating demand

- 2.1 The demands on fire and rescue resources manifest themselves in a variety of forms, dependent on the scale and nature of the proposed development, including the need to:
- acquire land and the capital costs of fire and rescue service buildings and associated facilities for the provision of new fire stations;
 - extend existing fire stations;
 - replace any temporary structures with permanent accommodation;
 - provide additional vehicles and other resources for response;
 - extend communication infrastructures;
 - reduce risk and demand through advice and the provision of equipment e.g. improve fire suppression (sprinklers) systems in existing and/or new premises;
 - enforcement: the fire and rescue service is a regulator of fire safety compliance in many businesses and this includes a requirement to inspect plans and high risk premises; in some instances this leads to the requirement for formal action / prosecution of businesses who neglect their duties to provide fire safe buildings;
 - hydrants: we employ staff to inspect water hydrants and ensure they are in good working order in advance of them being required to fight fires; additions to premises numbers increases ongoing revenue costs in this area;

- review staffing levels.

- 2.2 The provision of effective fire and rescue services is dependent upon maintaining both a local and strategic approach. The value of the contribution required to mitigate the impact of development on fire and rescue resources will, therefore, need to take account of both these factors.
- 2.3 The matrix provided below outlines the fire and rescue service capital calculation of a Section 106 requirement for development of new dwellings across Hertfordshire. The fire and rescue service calculate its capital requirement to be £365.32 per new dwelling.
- 2.4 Individual multipliers are not required as the service assess demand on a per dwelling basis, irrespective of household occupations.
- 2.5 In practice, the number and location of hydrants is determined at the time the water services for the development are planned in detail, which is usually after planning consent is granted. In instances where adequate hydrants are available at the time the water mains are planned, then no extra hydrants will be needed.
- 2.6 Fire hydrants should be designed into the development at the masterplanning stage and implemented through a planning condition. Condition wording is provided below:

The development hereby permitted shall not be commenced until a scheme for the provision of adequate water supplies and fire hydrants, necessary for fire fighting purposes at the site, has been submitted to and approved in writing by the Local Planning Authority. The development shall not be occupied until the scheme has been implemented in accordance with the approved details.

Reason for condition: to ensure adequate water infrastructure provision is made on site for the local fire service to discharge its statutory firefighting duties.

- 2.7 The developer, promoter, and/or local planning authority should coordinate with the Water Officer to confirm the requirement for a condition, and any subsequent need to discharge, remove or change the condition. The Water Officer is contactable at water@hertfordshire.gov.uk.

Calculation of costs

| Item | Description | Data |
|--|---|------------|
| Activity factor | | |
| 1 | Dwelling fires as a percentage of all property fires (3-year average) ¹ | 74.48% |
| Cost of new additional fire stations, appliances and equipment | | |
| 2 | Number of Households in Hertfordshire ² | 485,041 |
| 3 | Divide by the number of fire stations | 29 |
| 4 | Average number of dwellings per fire station (2 ÷ 3) | 16,725 |
| 5 | Estimated build cost per fire station | £5,750,000 |
| 6 | Average cost of new fire appliance plus equipment ³ | £360,000 |
| 7 | Average cost per new dwelling towards buildings, appliances and equipment ((5 + 6) ÷ 4) by new build increase | £365.32 |
| Annual lease costs of additional firefighters personal protective equipment | | |
| 8 | Averaged establishment per fire station (FTE) | 28 |
| 9 | Total PPE cost per new fire station (Leased) | £15,732 |

Building new fire stations

- 2.8 When building a new fire station, it is essential that all factors are considered within the design to ensure that both operational and local community needs are met.
- 2.9 There are various staffing models in operation across Hertfordshire Fire and Rescue Service (HFRS) which directly influence the size of, and range of facilities required. Table 1, below, gives examples of both the total Gross Internal Area (GIA) and land area requirement for new fire stations based on the duty system type. These are based on current Whole-time and Day Crewed/On-call crewing station models within HFRS. These illustrative examples would form the basis of discussions for future new builds.

Examples of station areas within HFRS by duty system type

| Duty system type | Station Area (Sq.m) | Site Area (Sq.m) |
|--------------------|---------------------|------------------|
| Whole-time Station | 1,300 | 4,400 |
| Day crewed Station | 620 | 2,340 |
| On-call Station | 240 | 2,000 |

- 3.0 In addition, any new station will require certain facilities as standard specifications. A summary of the main requirements is listed below but, again, these would be discussed on a case by case basis dependent on the requirements of the Service:

- Minimum of 3 appliance bays for Whole-time Stations;

¹ Data from HFRS Vision incident recording system

² Data from CIPFA Fire and Rescue Service Statistics – 2019 Summary

³ Data from HFRS procurement department

- Minimum of 2 appliance bays for Variable/On-call Stations;
- bay ancillary garage (at Whole-time stations only);
- Training ground / drill yard (to be suitable for Breathing Apparatus and line working training);
- Training Tower;
- Breathing Apparatus maintenance room (including air compressor);
- Kitchen facilities;
- Rest area;
- Watch room;
- Lecture Room;
- Office space;
- Specific room/facility for community use;
- Safe access and egress for appliances;
- An area suitable for removal of demountable pods from prime movers;
- Facilities for East of England Ambulance Service*
- Diesel pump (above ground as per Engineering Manager request).

Fire Suppression (Sprinkler) systems

- 2.9 The emphasis for the Fire and Rescue Service is changing from that of reacting to fires and other emergencies, to preventing and reducing their impact on individuals, communities and organisations. In developing prevention strategies, Fire Authorities are including the use of fire suppression systems, particularly sprinklers, to protect the most at risk and vulnerable in society.
- 2.10 The expansion of Hertfordshire through development provides an opportunity to take a lead by applying a proactive approach towards protecting the community and infrastructure through in-built fire suppression systems.
- 2.11 A sprinkler installation can significantly help to mitigate the loss of life and damage to property caused by fire and the ongoing financial and social disruption to the householder or community. Click for more information about [Efficiency and Effectiveness of Sprinkler Systems in the United Kingdom](#).

Technical Appendix 9: Adult Care Services

1.0 Service Overview

- 1.1 Adult Care Services (ACS) provide a range of services which promote wellbeing; reduce, delay and prevent health and care needs; provide information and advice to vulnerable people and their families and carers; assist with market shaping and commissioning care and support services for people in need; and manage provider failure and other service interruptions. They are principally governed by the Care Act 2014 and the Health and Social Care Act 2012, and apply to the population as a whole, not just those who are eligible to receive care services. The Care Act moved the focus of care provision from one of providing defined services, to one of 'meeting needs', giving authorities more flexibility and scope to work collaboratively with other services to fulfil these duties. Social Care is a means tested service, and so some people will be required to pay for some or all of their care or support needs, including housing costs depending on the type of accommodation they are living in, including their own homes.
- 1.2 Although ACS are not required to own or maintain housing themselves, they do have a responsibility within the Care Act of ensuring that people with support needs are adequately and safely housed, and 'suitability of living accommodation' is specifically cited as a key element of ensuring an individual's well-being. There is also a duty on the County Council to cooperate with other statutory services, including housing and health authorities, to bring forward the aims of the Care Act.
- 1.3 The Hertfordshire Local Planning Authorities are responsible for securing contributions from developers towards Affordable Housing, as well as balancing the housing market of all groups, including housing for older people and those with disabilities. People who need care and support are more likely to be low incomes than working age, able-bodied residents, and are also less likely to be able to access private sector rented accommodation, partly due to cost, partly to accessibility, and partly due to security of tenure. Consequently, housing that is both affordable and accessible is crucial to their wellbeing. Specialist housing, such as Extra Care and Supported Living schemes, may be required for individuals who are not able to live independently in the community without support, but there are also many people of all ages and abilities who can and wish to if the right kind of housing is available for them.
- 1.4 Hertfordshire County Council's ACS also offer and arrange day services or community based activities: where this is linked to accommodation the housing is usually provided by housing associations or care home providers, with the care or support commissioned by Hertfordshire County Council.
- 1.5 Policy drivers, including the cost and suitability of long term residential and domiciliary care packages, are requiring the County Council to re-evaluate the way in which it commissions care and provides for suitable accommodation. This includes a review of where and how services will be delivered, and

projecting needs – both demographic numbers and future care requirements – to 2030. Changes in the way care is assessed and a greater emphasis on maintaining connections, retaining independence and drawing on community assets is indicating that more development for affordable specialist housing in the community, rather than traditional residential accommodation, is better for the resident, offering more choice and affordability, is more economic for self-payers and the County, and provides better health outcomes reducing pressure on other statutory services.

2.0 Assessing need and calculating demand

- 2.1 Under its Care Act duties, and in response to the requirement to help shape a sustainable care market, the county council has a requirement to produce [Market Position Statements](#) which provide a snap shot in time of demand, supply and opportunity across the County. These are regularly reviewed as demand and fluctuations in the wider health and care economy affect affordability and provider confidence. Workforce availability is also a significant aspect of delivering good care in the County, and concerns over the ability of providers to attract staff (often driven in Hertfordshire by a lack of affordable housing solutions for key workers) can be a key influencer of the market.
- 2.2 Work has been done in Hertfordshire, between the commissioners and community intelligence, around the demands for older people, and further work is being done to do similar analysis for adults with disabilities. The analysis has been based on current service use, national data sets around demographic projections, and policy decisions around care pathways. Current projections for Older People (based on current demographics and proposed policy realignment) suggest future growth scenarios will exacerbate an existing deficit in need.
- 2.3 ACS has recently adopted a new Supported Housing Accommodation Strategy and recruited a new Programme Team to bring forward it's aspirations for growth in this area. They are already working with local housing authorities and county council colleagues, and are developing relationships with developers and housing providers, to deliver a range of supported living options through the Strategy.
- 2.4 There are a number of proposed projects which are identified to meet ACS requirements. For mental health needs, these might include small blocks of 12 or so flats with an on-site office, in a number of areas. In addition, there is a need for move-on accommodation of self-contained flats in general needs accommodation. For vulnerable people this includes support currently provided to a range of groups such as women fleeing domestic violence; homeless single people and families, and people with substance misuse problems.
- 2.5 Hertfordshire County Council is keen to see integrated and supportive communities for all the citizens of Hertfordshire. It is already working with developers and providers to deliver a range of supported living options and

wants to expand that approach and work is underway to explore the options of how this can be achieved. Due to the variation in projects identified to meet specialist needs by geographic area, the ACS team will assess each development site on a case by case basis and use current demographic information to support any reasonable contribution towards a particular ACS project.

DRAFT