

Chief Executive's Office

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Your Ref:

Our Ref: NMP/SAHC

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**To: All Members of Cabinet:
RJ Phillips (Leader)
LO Barnett
AJM Blackshaw
H Bramer
JP French
JA Hyde
JG Jarvis
DB Wilcox**

6th December, 2007

Dear Councillor,

**MEETING OF CABINET
THURSDAY, 13TH DECEMBER, 2007 AT 2.00 P.M.
THE COUNCIL CHAMBER, BROCKINGTON, 35 HAFOD ROAD, HEREFORD**

AGENDA (07/16)

**HEREFORDSHIRE COUNCIL - NOTICE UNDER REGULATION 15 OF THE LOCAL
AUTHORITIES (EXECUTIVE ARRANGEMENTS((ACCESS TO INFORMATION) REGULATIONS
2000 (AS AMENDED)**

Notice is hereby given that the following reports contain key decisions. When the decisions have been made, Members of the relevant Scrutiny Committees will be sent a copy of the decision notices and given the opportunity to call-in the decisions.

Item No	Title	Portfolio Responsibility	Scrutiny Committee	Included in the Forward Plan Yes/No
5	Herefordshire Connects Programme Update	Corporate & Customer Services & Human Resources	Strategic Monitoring	Yes
11	Polytunnel Developments in Herefordshire	Environment and Strategic Housing	Environment	No
12	Colwall Railway Bridge	Highways and Transportation	Environment	No
14	Review of Polling Districts, Polling Places and Polling Stations	The Returning Officer		No



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1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any declarations of interest by Members in respect of items on this agenda.

3. LOCAL GOVERNMENT ANNUAL FINANCIAL SETTLEMENT 2008/09

To receive an update on the Local Government Annual Financial Settlement 2008/09.
(*Report to follow*).

4. WYEBRIDGE ACADEMY - POSITION STATEMENT

To note the position on this project.
(*Pages 1 - 4*)

5. HEREFORDSHIRE CONNECTS PROGRAMME UPDATE

To recommend to cabinet the preferred technology to replace the current client systems (including CLIX) used within both Adult Social Care and the Children and Young People's Directorate.
(*Pages 5 - 18*)

6. COMMUNITY FORUMS

To report to Cabinet decisions by the Herefordshire Partnership Chief Executives' Group and Group leaders about the future of Community Forums.
(*Pages 19 - 22*)

7. THE HEREFORDSHIRE COMPACT

To approve the Herefordshire Compact. (*Pages 23 - 34*)

8. ANNUAL MONITORING REPORT

To approve the Annual Monitoring Report 2006/07 and its formal submission to the Secretary of State. (*Pages 35 - 100*)

9. LOCAL DEVELOPMENT SCHEME

To seek approval of the revised Local Development Scheme. (*Pages 101 - 130*)

10. PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT



To receive and adopt a Supplementary Planning Document (SPD) setting out the Council's policy on the use of planning obligations, following statutory public consultation. (Pages 131 - 208)

11. POLYTUNNEL DEVELOPMENTS IN HEREFORDSHIRE

To seek amendment of a Cabinet decision made on 22nd March 2007 where it was decided that all new polytunnel developments within the County be treated as development requiring planning permission "See Appendix 1".
(Pages 209 - 214)

12. COLWALL RAILWAY BRIDGE

To approve expenditure to provide a temporary Bailey Bridge over the sub-standard bridge in Colwall carrying the B4218 if the results of an assessment report show, on deliberation, that such a solution is the most appropriate means of opening the bridge to normal highway traffic.
(Pages 215 - 222)

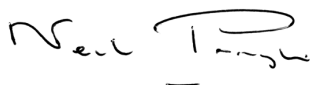
13. A BETTER LIFE: PERSONALISED SERVICES FOR PEOPLE WITH LEARNING DISABILITY IN HEREFORDSHIRE

To advise Cabinet of two major developments for services for people with learning disability and seek endorsement of the approach.
(Pages 223 - 238)

14. REVIEW OF POLLING STATIONS, POLLING PLACES AND POLLING STATIONS

To make comment on the proposed changes to the number and locations of polling stations in Herefordshire. (Pages 239 - 330)

Yours sincerely,



Copies to: Chairman of the Council
Chairman of Strategic Monitoring Committee
Vice-Chairman of Strategic Monitoring Committee
Chairmen of Scrutiny Committees
Group Leaders
Directors
Head of Legal and Democratic Services

N.M. PRINGLE
CHIEF EXECUTIVE





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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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WYEBRIDGE ACADEMY – POSITION STATEMENT

PORTFOLIO RESPONSIBILITY: CHILDREN'S SERVICES

CABINET

13 DECEMBER 2007

Wards Affected

St Martins and Hinton

Belmont

Hollington

Purpose

To note the position on this project.

Key Decision

This is not a Key Decision.

Recommendations

- THAT (a) the interim report on the progress on this project be noted and;**
- (b) the final decision on the Outline Business Case be deferred to the next meeting of Cabinet.**

Reasons

A report to Cabinet on the Outline Business Case was programmed for the meeting on 13th December. Despite the majority of the work being completed there are still some outstanding issues to address which should be completed in time to report to the next scheduled meeting of Cabinet on 10th January 2008.

Considerations

1. To complete the Outline Business Case which is required by the DCSF, work has been undertaken on
 - (a) **Design**

Two possible options have been identified on the existing site. The one preferred by Sponsors, Local Authority, and Planning and Highway Officers, and current school Chair of Governors and Headteacher involves the building of a new accommodation on the playing fields. This allows the existing school and other users to carry on in its current accommodation until the new accommodation is available (estimated September 2010).

Further information on the subject of this report is available from
George Salmon – Head of Commissioning and Improvement
Tel – 01432 260802

At present this has been costed above the indicative capital grant offered by Partnership for Schools. In the absence of a reply from PfS this is an area of risk for the Council which needs to be addressed before full support could be given to this option.

(b) **Third Party Use of the Site**

The needs of the South Wye Learning Centre and the 2XL Youth Provision can be met within the proposed Academy. There has been a meeting with the Chair of the Redhill Residents Association, who in the absence of a guarantee of a sole use area being available, believes that acceptable alternative provision could be achieved through the relocation and venue of some of the existing temporary accommodation to another local site. The Property Service Manager has advised that this could be achieved at the cost of £60,000 if no significant external works were required. This is being discussed further with Planning Officers.

(c) **Post-16 Provision**

Further discussion has been held involving the Sponsors, Learning Skills Council, Sixth Form College and College of Technology Staff and Local Authority. There is common agreement that post-16 provision should not begin until the new facilities are available i.e. September 2010. This would also allow some lead in time to develop appropriate and viable causes. There are risks to the Academy and Sponsors that they will have responsibility for delivering causes within tight budgets defined by the numbers of students staying on. This issue would be addressed in the three year period before any curriculum offer is made, and would be developed in a future vision in which students registered at one institution may be taught at another.

2. These are the major outstanding issues. The overall cost of the scheme and the alternative provision are the two areas in which further work will be done for the meeting on 10th January 2008.

Financial Implications

The Local Authority is responsible for building the new academy within the funding offered by Department of Children, School and Families. This currently stands at £20,184,404. The preferred option may require more expenditure, but this is dependant on Partnership for Schools approving that design and consequent increased allocation. A definite response from Partnership for Schools has not been received as yet.

Alternative accommodation for the Redhill Residents Association will require capital expenditure, varying between an estimated £50,000 to relocate temporary buildings to £250,000 for a permanent structure.

In revenue terms the academy should broadly be neutral, it being funded on the same basis of other schools in the County.

Risk Management

Robust project management will be put in place to deliver the new building within the allocated sum to the agreed timescale. The proposal to delay the creation of post-16 provision on site allows sufficient time to undertake the necessary planning and detailed discussion with partners including the college provider. It also means that appropriate accommodation will be available.

Alternative Options

The Local Authority could withdraw its support for the academy proposal as a whole. This would jeopardise the very real achievement that Wyebridge Sports College has made in recent years and leave the future of high school provision in the South Wye area uncertain.

Consultees

Sponsors

Headteacher and Chair of Governors of Wyebridge Sports College

South Wye Learning Centre

2XL Youth Project

Redhill Residents Association

South Wye Regeneration Partnership

Appendices

None

Background Papers

None identified

HEREFORDSHIRE CONNECTS PROGRAMME UPDATE

PORTFOLIO RESPONSIBILITIES: CORPORATE & CUSTOMER SERVICES & HUMAN RESOURCES, CHILDREN'S SERVICES, RESOURCES AND SOCIAL CARE ADULTS AND HEALTH

CABINET

13 DECEMBER 2007

Wards Affected

County-wide

Purpose

To recommend to cabinet the preferred technology to replace the current client systems (including CLIX) used within both Adult Social Care and the Children and Young People's Directorate.

Key Decision

This is a Key Decision because it will result in the Council incurring expenditure over £500,000.

Recommendations

- THAT**
- (a) Cabinet authorise the Head of Legal and Democratic Services to sign the framework agreement with Deloitte**
 - (b) Cabinet confirm Corelogic Framework as the preferred solution and authorise the Directors of Corporate & Customer Services and Resources, in consultation with the Director of Children's Services and Director of Adult and Community Services, to proceed with this acquisition on a fixed price basis through the Deloitte framework agreement.**

Reasons

Herefordshire Council's Adult and Community and Children and Young People's Directorates are undergoing rapid change in the way they work, deliver services to users and measure performance. As these services develop and change so must the processes that deliver those services and the underpinning tools and systems. Central to the delivery of this change is the core information system that supports practitioners in their work, enables managers to manage and allocate resources and provides a stable trusted basis for financial and performance management.

The current CLIX system is outdated and no longer meets the demands of the services it supports. It has been operational for over 11 years. Lack of a modern case management system has been highlighted by the Audit Commission as a significant factor in the poor performance of social care services. The Council has made a commitment to both CSCI (Commission for Social Care Inspection) and the DCSF (Department for Children, Schools

Further information on the subject of this report is available from
Akif Kazi on (01432) 261550 or Jonathan Riches on (01432) 383187

and Families) that it will have a new solution in place by summer 2008. As recently as 25th October 2007 Herefordshire Council received a letter from the DCSF querying the progress and with a requirement to set out a detailed timeframe.

A new system will provide full case management functionality with built in workflow, compliance with new Government initiatives such as eCaf (electronic Common Assessment Framework), ContactPoint (the 'information sharing index'), Single Assessment and self referral. The system will provide easier access to information by practitioners, safer and easier information sharing with partners, and will also allow other teams with the same process of referral/assessment/outcome to make use of the system. It will provide standard reports to meet statutory requirements, and provide the basis for adequate performance management. At present key performance data and management information requires an increased reliance on internal and external staff to gather the data.

The introduction of a new Social Care system will support the strategic drivers for change within both the Adult and Community and Children and Young People's Directorates.

Considerations

The replacement of systems for Social Care was identified as an early priority within the Herefordshire Connects programme, and formed part of the functional requirements specification within the tender documents. Each of the three suppliers that reached the tender stage of Herefordshire Connects, including Deloitte, proposed a SAP solution which included Social Care; however a combination of factors led the Council to consider alternatives to SAP. These were: -

- Lack of local government customers using SAP Social Care (SAP Social Care had been developed with Trafford MBC, and the only other existing customer was Staffordshire, who were part way through implementation at the time)
- Poor reference site visits for SAP Social Care
- Lack of relevant accreditation
- Cost pressures on the Programme whereby SAP was too expensive
- Real question marks as to whether SAP could be implemented by summer 2008

SELECTION PROCESS

1. In response to the concerns Deloitte worked with the Connects Core Team to determine the most appropriate way forward and developed the Children's and Adult's Services System Solution Verification document which, on the recommendation of Deloitte, was forwarded to Capita, Liquidlogic and Corelogic for completion.
2. Initial discussions were held with these three suppliers. However Capita and Liquidlogic did not fulfil the functional requirements and so OLM were also invited to make a submission.
3. The full functional requirements specification and an invitation to demonstrate were sent to OLM and Corelogic together with the scenarios on which the demonstration would be based. The scenario demonstrations enabled suppliers to demonstrate 'the system at work' to staff. They were the same scenarios used for the earlier demonstrations by SAP. The scenarios used, one covering adult care and other children's services, are listed in Appendix C, with explanatory notes in each column. They embody salient aspects of service delivery which either take too long to deliver at present or processes that cannot be completed with our current systems. They place quality service delivery, partnership working and the availability of management information at the core of our requirements.

4. The Scenario demonstrations were presented to an assessment panel of 32 staff, which included colleagues from the PCT together with staff from Adult Social Care, Children and Young People, Finance, Policy and Performance and ICT against an agreed agenda and format. Each scenario was scored by each member of the assessment panel.
 - Several specialist 'break-out' sessions were also run in the areas of for example, ICT, Finance and Performance Management.
 - Feedback was received from each 'break-out' session.
5. Response to Functional Requirements: Both Suppliers completed the functional requirements document. Their respective responses to identify areas where enhancement was currently underway as well as areas requiring further development.
6. Technical appraisal: A Technical assessment was also made of both proposals. The preferred option from a technical point of view is Corelogic Framework, OLM was seen as being based on obsolete technology.
7. Site visit and references: Both Worcestershire County Council and Nottinghamshire County Council were positive in terms of their experiences in working with Corelogic. Both are pleased with the implementation and could provide a useful learning resource for the authority. Worcestershire County Council had successfully migrated to Corelogic from CLIX, which, like Herefordshire, they had had from the time of the Hereford & Worcester County Council.

OTHER CONSIDERATIONS AND NEXT STEPS

Network Capability

Queries have been raised about the ability of the network feed within Bath Street being capable of supporting the extra load produced by the system, as Bath Street is not on the new network.

The system will be able to be used by employees in Bath Street. The connection from Bath Street to the data centre at Plough Lane (where the servers for the new system will be placed) has been measured and found to have sufficient capacity to accommodate the new social care system.

However, within Bath Street itself due to the age of the network technology inside the building, it is not possible to fully test whether the new system will perform as fast as everyone expects.

ICT Services cannot guarantee the performance of the new application within Bath Street, but will run the subjective performance tests during the design phase to monitor the performance of the application.

Should there be a performance problem post go-live it will be necessary either to relocate staff or upgrade the network within Bath Street.

Electronic Document Management

Queries have been raised around the proposals for electronic document management within Social Care.

The proposal is to use the internal system within Corelogic. This is a pragmatic choice, as it saves the cost of integration, and comes as standard with the Corelogic Framework software at no extra cost.

It does not prevent the later transfer to a corporate EDM system, as Framework has been successfully integrated with other EDM systems elsewhere.

This choice of EDM system does not impact upon the identified benefits in the Herefordshire Connects business case, as the data held is very specific to clients within Social Care, and is held in the system itself rather than being an alternate add-on requiring extra maintenance.

Data Centre Capacity

Although the Data Centre is approaching capacity there is sufficient space, cooling and power for the Social Care System (Corelogic) implementation, providing that the work of virtualising some servers is carried out.

As an identified project of high priority for the Council it is considered that the ability of the project to go ahead is unaffected.

Legal Agreement

Under the terms of a framework agreement currently being negotiated between Deloitte and the Council, Deloitte will be able to provide the Council with the various work packages required to implement the full Connects programme. Social Care represents about 10% of the overall Connects requirements and Deloitte would be responsible for delivering the goods and services needed to carry out the Social Care element as the first work package under the terms of the framework agreement.

In order to progress the social care solution it will be necessary to sign the framework agreement. This in no way binds Herefordshire Council to the totality of Herefordshire Connects.

Financial Considerations (from the Head of Financial Services)

Implementation of a social care solution forms part of the overall Herefordshire Connects programme and is included in the Medium Term Financial Management Strategy (MTFMS) 2008/09 – 2010/11. Within the three year timeframe of the MTFMS there is funding of £2.69m for the system. This compares with the cost of the current proposal over the same timeframe including on-going maintenance of £2.47m.

Analysis of the proposed expenditure indicates it is a mixture of capital and revenue expenditure. In line with accepted accounting practice, the revenue expenditure will be incurred in the financial year in which it is made; capital expenditure has been spread over five years (also in line with current accepted practice for an asset of this nature).

The following table is a summary of capital and revenue costs between January 2008 and March 2011.

Summary of costs

	2007/08	2008/09	2009/10	2010/11	Total
Capital Expenditure	£000s	£000s	£000s	£000s	£000s
Hardware	80.0				80.0
Implementation	491.0	407.0			898.0
License	373.0	66.0			439.0
PC Refresh		35.0			35.0
Revenue Expenditure					
Capital Financing Costs					
Hardware	1.8	2.9	2.2	1.4	8.3
Implementation	11.1	36.2	27.5	19.4	94.2
License	8.4	16.0	12.3	8.3	45.0
PC Refresh		1.6	1.3	1.0	3.8
Change Management	99.0	268.0			367.0
Maintenance	39.0	154.0	154.0	154.0	501.0
Total	1,103.2	986.7	197.2	184.1	2,471.2

In addition to the above, some costs will fall outside the current MTFMS timeframe of 2008-2011 and will need to be reflected in future financial strategies. Directorate budgets will need to absorb the ongoing maintenance costs from 2011/12 (£154,000 per annum) and capital financing charges totalling £21,000 to the revenue account will continue until 2013/14. In 2007/08 and 2008/09 there may be some additional internal costs if social workers are required to support the system's implementation. If their posts are backfilled there will be a cost but this is already part of the overall Connects funding built into the current MTFMS.

It is important to place this in the context of the overall budget for the Herefordshire Connects Programme which is £2.656m in 2007/08 and there does have to be a note of caution about the ability to capitalise costs incurred to date. This is because as with any capitalisation, if the overall Connects programme does not proceed and there is no asset created, then the costs incurred to date will have to be treated as revenue expenditure. This

Further information on the subject of this report is available from
Akif Kazi on (01432) 261550 or Jonathan Riches on (01432) 383187

would not apply to the Social Care element of the programme, because if this proceeds separately it will produce an asset and it will be appropriate to capitalise those costs.

In summary, the overall budget of £2.656m in 2007/08 is sufficient to meet the current financial commitments and the costs of the Social Care element of the programme that will fall in 2007/08. The current funding in the MTFMS for the Social Care programme is sufficient to meet those costs to be incurred up to the end of 2010/11 financial year.

What should be noted is that no further additional work outside of the Social Care programme should be undertaken with the Herefordshire Connects partners in the current financial year until there is certainty that the programme will proceed. This is because without that certainty and the subsequent ability to capitalise the expenditure the funding available is unlikely to be sufficient.

Conclusions and Recommendations

The Connects functional requirements were signed off by CMB last year and remain unchanged. The Directors for Adult and Community Services and Director of Children's Services will consider this report. It has been ratified by CMB. Deloitte have submitted a proposal to us based on Deloitte providing goods **and** services to implement the Corelogic Social Care solution.

Herefordshire Council needs a new Social Care system and all parties, from practitioners to finance to IT technicians have overwhelmingly recorded their confidence in the Corelogic Framework system. Herefordshire Connects endorses this decision and recommends that the Cabinet confirm Corelogic Framework as the preferred solution and authorise the directors of Corporate & Customer Services and Resources, in consultation with the Director of Children's Services and Director of Adult and Community Services to proceed with this acquisition on a fixed price basis.

In order to progress the social care solution it will also be necessary to sign the framework agreement.

Risk

Key Risk	Mitigation
By not starting the solution implementation late, the Council will not be able to meet its obligations to provide a new solution for Social Care.	Deloitte, Corelogic and Council staff are geared up to start the implementation.
The Project is not affordable	Ensure sufficient funding is available and earmarked prior to project start and that full budgeting monitoring is in place. Appoint a full time project accountant to the Programme to monitor spend. Ensure Milestone-based payments based on performance are in place.
The Council cannot meet new legislative changes in Social Care provision over the next two years and beyond	The Deloitte/Core Logic proposal is based on inclusive functionality upgrades to meet new legislative requirements.
If start date is delayed further external funding may be lost	Ensure implementation is started asap.
Staff buy in to new ways of working is not optimal	The Change Management team and the Project team will ensure that all staff are fully engaged throughout the project. This is clear from the breadth in the representation of staff in the selection process itself. 32 council staff as well as colleagues from the PCT, the Voluntary and Community Sector were engaged.
As with all Projects, there is a possibility that the project over runs	Regular monitoring and control coupled with the Project being done on a 'fixed price' milestone based approach with our partner Deloitte should mitigate this.
Council staff are not available	Each role in the proposal has been agreed and staff earmarked to do the role.

Alternative Options

Option A: Do Nothing.

The Council has made a commitment to both CSCI (Commission for Social Care Inspection) and the DCSF (Department for Children, Schools and Families) that it will have a new solution in place by summer 2008. In order to achieve this, a solution must start to be implemented now.

Option B: Variable Cost Option (time and materials).

The time and materials option from Deloitte offers the potential for overall lower cost, but with significantly greater risks. The cost differential is just over £65k. With this form of contract payment is not based on results, and should the project encounter difficulties Herefordshire Council would need to keep paying for the necessary resources until the project was completed.

It is therefore not recommended that this option be pursued.

Consultees

Deloitte

Office of Government Commerce

Audit Commission

Department for Children, Schools and Families

Worcestershire County Council

Nottinghamshire County Council

Appendices

Appendix A – Preference from each area

The results from the scoring of the scenarios are as follows: -

Section	Preference
Adults	Corelogic Frameworki
Children's	Corelogic Frameworki
Finance	Corelogic Frameworki
Performance Management	Corelogic Frameworki
Integrated Teams (Learning Disabilities, Mental Health Trust and Primary Care Trust)	Corelogic Frameworki

APPENDIX B – General Comments / Themes

General Comments / Themes (Corelogic)

- Easy to use
- Impressive depth in finance management
- Very willing for us to talk to their customers
- Very intuitive

General Comments / Themes (OLM)

- Easily identifiable as ICS format
- Can make areas mandatory
- Activity list clear and concise

APPENDIX C – REAL-WORLD WORK PLACE SCENARIOS TO IMPROVE SERVICE DELIVERY

SCENARIO 1: MAUD

Maud is in hospital following a fall and is referred to the Hospital Social Care Team for a social care assessment in order to assess her ability to cope on her own if she is to go home. Following this assessment a package of care is authorised – 1 hour in the morning and 1 hour in the evening each day, including weekends from STARRS, together with Meals on Wheels each lunch time and a British Red Cross mid-day visit, all for an initial period of 4 weeks when a further review will be undertaken. Maud goes home but two weeks into the care period she falls down the stairs resulting in a nighttime visit by the Emergency Duty Team who are able to access her notes on the system and undertake a further assessment of her needs. She is once again taken back into hospital for a further period of medical care. After a week in hospital she is then transferred to the joint initiative Hillside Intermediate Care Unit and arrangements are made for her to go home the following week with daily visits from the Outreach Team, a mobility frame and associated aids from the Integrated Community Equipment Store together with the package previously re-instated.

At the end of the two week period Maud is re-assessed by the Social Worker (Tracy) and following consultation with the Outreach Team the decision is made with Maud that she is unable to look after herself and does require residential care. Her existing care package is extended until the process to locate a suitable care home and ensure finance is available is completed. It will also be necessary for Maud to have a financial assessment to identify how much she is able to contribute to this cost. The necessary work is undertaken and documented by the Social Worker and within a week Maud has a placement agreed in a residential care home. On 10th June Maud is transferred into the home and a month later the Social Worker visits to ensure she is happy and reviews her situation. Maud is content in her new surroundings and the case is placed on review for six months.

Two months later the care home manager contacts Social Care – Maud is very distressed her “pocket monies” have disappeared from her drawer along with her bankbook. An Adult Protection Referral is completed and the case reported to the Adult Protection Committee. The Adult Protection process commences which involves carrying out the initial evaluation, deciding if emergency action is needed, investigating and agreeing the way forward. The outcome of the process also has to be documented.

How this will improve Service delivery:

Step	Details	
1	Referral Process	On admission to hospital notice of possible referral. Workflow. (Information sharing with partners; e.g. when customers leave hospital a care package may be required)
2	Assessment process	Workflow – recording and authorisation process (Assessment is currently paper based at the moment. Parts may be completed by PCT and parts by Social Care leading to multiple visits and duplicated effort)
3	Care Plan	Care Plan showing all services recommended including those provided by family and unmet needs (Currently Care plans are stored on paper records and unmet needs are not recorded)
4	Service provision/ Provider detail	Provider detail/monitoring outcomes/quality Provider’s ability to update system to show availability of service e.g. hours of care/bed etc. Actual service provision, delivery of that service and payment.
5	Re-referral	Ability to show multi-referrals during a period

Step	Details	
6	Out of Hours	Ability to access system 24/7 remotely and update
7	Integrated working	Accessibility by PCT workers and update. Occupational Therapist/district nurse referrals to ICES.
8	Integrated Community Equipment (ICES) Store	Automatic request for aids to be allocated and resourced – asset management identification and notification of stock levels.
9	Consultation	Ability to record reasoning behind decision being made
10	Financial	Once decision/service provided immediate financial assessment referral. Estimated costs available on screen. Commitment accounting. Income and payment monitoring.
11	Review	Systems ability to “flag-up” reviews required
12	Adult Protection Referral	Immediate notification to Adult Protection Committee and carer. Instigation of support process for carer.
13	Adult Protection Procedure	Full process including investigation and outcome recording

SCENARIO 2: FAMILY MOVES

The Smith household is made up of 4 individuals:

Joan Smith: An OAP who is known to Social Care and currently has a mobility aid from the Integrated Community Equipment Store on loan and attends the local Alzheimer Society Day care centre.

Sarah Smith: A Single Parent on housing & council tax benefit and is in receipt of Income Support.

John Smith: A primary school age child with SEN provision including 5 hours per week help. The child has behavioural and attendance issues at school. There have also been issues around his health, as he appears to have a poor diet and a skin condition. A CAF has been completed by the SENCO and that information has been shared with Children & Young People Services by the lead professional.

Robert Smith: Sarah's pre-school nephew whom she has recently started fostering

The family decide, with the help of Home Point (Herefordshire's Partnership with 5 major Registered Social Landlords), to move from a market town into the City, with all the resultant changes in school, nursery etc., and call into the local Info Shop to register their new addresses.

Sarah is no longer able to care for Joan, who has dementia and is moving into a care home following a social care assessment, the cost of which needs to be identified. The house that the rest of the family move into is poorly insulated and needs updating. John is due an annual review of his Special Education Needs statement. The cost of these needs is required by the Director of Children and Young People's Services. Sarah will shortly be looking to apply for a school placement for Robert, his social care case records have been transferred to another team following the move to the city and the Service Manager of that team has requested projected placement costs to the year end for Robert.

How this will improve Service delivery: -

Step	Details
1	<p>Change of address - Info</p> <p>Customer details entered just once and cascaded to all areas – Social Care, Homepoint, Revs and Benefits, Schools, Pre-placements, Electoral Registration.</p> <p>Additional "sales help"/signposting – Library tickets/bus pass etc/Welfare Rights</p> <p>(At present we would have to individually update each system this leads to inconsistent data and time lapses)</p>
2	<p>Adult Social care record – Joan</p> <p>Initial Record set up showing Adult Social Care involvement including ICES, day centre attendance, care process, assessment, etc.</p>
3	<p>Adult Social Care record - Joan</p> <p>Referral/Assessment/Approval of funding & allocation or selection of Care home /move/review</p> <p>Return of ICES (Integrated Community Equipment Store) equipment</p> <p>(Currently this is not linked to any system)</p> <p>To show workflow and document management</p>

Step	Details	
4	Adult Social Care /Children's Service record - Sarah	<p>Identified as Carer for Joan initially then closed. Foster parent and supporting procedures for Robert. Workflow & document management.</p> <p>Support to Sarah?</p> <p>Fostering payments to Sarah?</p> <p>(Ensure support is in place for both foster carer and client which takes much longer at the moment)</p>
5	Children's Services Robert	Assessment/procedure for Fostering/reviews
6	Children's Services Record - John	<p>SEN record detailing help provided, school etc. Referral of behavioural issues etc to Children's Services, health concerns to PCT – One child one record/ Workflow and Document Management – e-CAF referral to Social Care; e-CAF populates ICS template. IS Index</p> <p>(System links to enable information sharing with partner organisations such as PCT and Education are not present at the moment)</p>
7	Strategic Housing	<p>Grant for improvements – application and administration, outputs.</p> <p>Workflow and document management</p> <p>Links with Home Point/Social Care system</p> <p>Risk of Homelessness</p>
8	Children's Services	Ability to apply online for school placement for Robert
9	Adult Social Care Costing	<p>Has the costing element of Adult Social Care been covered?</p> <p>(Cost information is not readily available to Social workers leading to potential overspend)</p>
10	Children's Services Costing	<p>Has the costing element for Children's Services been covered?</p> <p>(Cost information is not readily available to Social workers leading to potential overspend)</p>

FUTURE OF COMMUNITY FORUMS

PORTFOLIO RESPONSIBILITY: CORPORATE AND CUSTOMER SERVICES AND HUMAN RESOURCES

CABINET

13 DECEMBER 2007

Wards Affected

County-wide.

Purpose

To report to Cabinet decisions by the Herefordshire Partnership Chief Executives' Group and Group leaders about the future of Community Forums.

Key Decision

This is not a key decision

Recommendation(s)

- THAT (a) **the decisions by Herefordshire Partnership Chief Executives' Group and Group Leaders referred to in this report be noted; and**
- (b) **Community Forums be managed and badged by Herefordshire Partnership in the future.**

Reasons

Community Forums are included within Herefordshire Council's Constitution, but a new style has been run as a pilot with West Mercia Constabulary, Herefordshire Division and HALC as a joint process since November 2006. Feedback from the forums suggest that issues residents bring up are much wider than just Herefordshire Council issues, and it is therefore essential to bring other public sector providers in to provide solutions at local level.

Considerations

1. In November 2006 Herefordshire Council, West Mercia Constabulary, Herefordshire Division and HALC began running joint Community Forums/PACTs (Partners and Communities Together) in nine locations in the County. This joint operation replaced the Council's existing Community Forums, as a pilot.
2. The pilot version of the Community Forums/PACTs differs from the traditional Community Forums in the sense that there are no presentations and agenda; they are also not chaired by elected members. Instead the approach is to ask local people to bring to our attention issues that affect their quality of life with a promise of detailed feedback and action, where possible back to local people within a specified period of time. The pilot Community Forums/PACTs are chaired by 'independent' chairs, to ensure that discussions are not biased towards the Chairs organisation

(i.e. a local Councillor or Police Officer).

3. The current pilot approach has been steered by a working group made up by officers of Herefordshire Council, Herefordshire Partnership and West Mercia Constabulary, West Mercia Division or HALC. A number of changes were made throughout the process to ensure that the process fits the needs of local people and the service providers.
4. Detailed feedback from local people (including Parish and Town Councillors) suggest that 86% of citizens attending the Forums intend to attend future forums. Further evaluation, based on the evaluation sheets completed by citizens attending the meetings shows that 87% of citizens attending found the Forums 'very useful', 'useful' or 'ok', .Half of the forums saw their attendance increased to between 30 and 60, with low attendances in Hereford Rural (which has always had low attendances) and South Wye. Publicity for the Forums is an issue that still needs addressing through the working group, as only 46% of attendees found out about the Forums through the local papers and 49% through 'other' means, which includes leafleting and word of mouth.
5. Community Forums are also one of the tools for partner organisations to inform their service planning by reflecting on issues, which are being brought to our attention. In addition, Herefordshire Council's Environment Directorate now has dedicated officer time to respond to and clarify issues, which are being raised at the Forums.
6. Cabinet decided on 12th July 2007 to refer the Community Forums to both the Herefordshire Partnership's Chief Executive's Group and Group leaders for further work to be undertaken and a report be sent to Cabinet.
7. Herefordshire Partnership Chief Executives' Group received a report by the Senior Community Involvement Officer about the progress of the Forums and the request to consider taking ownership of the Community Forums.
8. This request was supported at its meeting on 28th September. The Chief Executives Group also requested that the format of the Forums be kept under review to ensure that their appeal can be broadened. They also requested a proposal for new branding and a distinctive name for the Community Forums.
9. Group Leaders agreed at their meeting on 10th September 2007 to ask Herefordshire Partnership to run future Community Forums as a Partnership 'branded' activity, but also want to see more opportunities for promotion of Council issues through alternative methods. For example, the Council has needed to consult the public on their views and aspirations for a replacement Ledbury library during autumn and consideration is currently being give to budget preparation and events which need to support this. Some members have also requested that more serious consideration be given as to how such activities can be based on access for more rural communities. Advice and support for presentations and consultations was provided through the Herefordshire Partnership's Community Involvement team and the Council's research team.
10. This support and resource will remain in place and whilst the proposed new style of Community Forums does not lend itself to consultations or presentations, a variety of appropriate mechanisms are available and it is the Community Involvement teams role to advise and assist with this.

11. Cabinet may also wish to consider whether the Community Forums should be seen as an addition to rather than a complete replacement of existing or future consultation arrangements, which Herefordshire Council or partner organisations have or may have individually. The Partnership Community Involvement Team is available to assist members and officers to run effective consultation processes, which does include public meetings and presentations.

Financial and Legal Implications

Herefordshire Council already has an existing budget for the Community Forum Coordinator and running costs, which will be transferred to the Herefordshire Partnership Support Team. West Mercia Constabulary, Herefordshire Division is prepared to contribute a substantial proportion to the running costs, as this approach is part of their implementation of the National Neighbourhood Policing Strategy. This will ensure that sufficient financial resources will be available for both the new style Community Forums and ongoing Council-only consultations.

Separate arrangements will have to be made to ensure that the proposed changes will fit into the Council's constitution. The Head of Legal and Democratic Services will advise members in due course of the actions necessary.

Risk Management

Herefordshire Council sets to gain advantages through this partnership approach and being seen to be additionally responsive to local issues. Not agreeing to this approach may result in West Mercia Constabulary, Herefordshire running their public meetings independent of Herefordshire Council, with duplication and potential loss of public confidence in the Council's responsiveness to local people's issues.

Alternative Options

The alternative is to revert to the previous style of Community Forums without the Police's involvement. This however carries considerable reputational risks for Herefordshire Council, as the evaluation shows that an increasing number of citizens appreciate the opportunity to air their views through the chosen format and receive feedback.

Consultees

Herefordshire Partnership Chief Executives' Group

Group Leaders Herefordshire Council

Appendices

None

Background Papers

None identified

THE HEREFORDSHIRE COMPACT

PORTFOLIO RESPONSIBILITY: ECONOMIC AND COMMUNITY SERVICES

CABINET

13 DECEMBER 2007

Wards Affected

County-wide

Purpose

To approve the Herefordshire Compact.

Key Decision

This is not a Key Decision.

Recommendations

- THAT (a) the Herefordshire Compact be adopted; and**
- (b) codes of good practice be developed to support the implementation of the Herefordshire Compact.**

Reasons

In Herefordshire, there is an existing Health and Social Care Compact, which has been developed by relevant partners: the Council, the Primary Care Trust and the Alliance representing the Voluntary Sector. It is however, national government policy to have an agreed and published Local Compact covering all public sector services engagement with the voluntary and community sector at a local level. It is proposed that the Herefordshire Compact (Appendix 1) is endorsed by Herefordshire Partnership's Chief Executives Group and it will supersede the existing Health and Social Care Compact.

Considerations

1. The Compact was developed at a national level and is underpinned by a set of principles, as the basis for a partnership between government and the voluntary and community sector. Local Compacts aim to do this locally between the Voluntary and Community Sector (VCS), local authorities and other local public bodies.
2. A Local Compact provides a framework to promote and support partnership working between the Voluntary and Community Sector and public bodies. It is a statement of principles and practice which serves as a foundation for effective and productive relationships between partners. It is a means of strengthening and sustaining the VCS and supporting the aims and objectives of the statutory sector. The Local Compact is therefore of mutual benefit.

Further information on the subject of this report is available from Nina Bridges, Community Regeneration Manager on (01432) 260624

3. In Herefordshire, there is an existing Health and Social Care Compact, which has been developed by relevant partners, including the Council, the Primary Care Trust and the Alliance representing the Voluntary Sector. This has been used as the basis for consultation on a Local Compact which will cover the wider Herefordshire Partnership, including the Voluntary and Community Sector. The resulting document will form a countywide Local Compact to supersede the existing Health and Social Care Compact, to which all members of the Herefordshire Partnership will be able to sign up to.
4. The development of the Herefordshire Compact is being driven forward by the Local Compact Working Group (LCWG) which is made up of senior representatives nominated by the organisations represented on the Herefordshire Partnership Chief Executives Group.
5. A three-month consultation period on the draft Compact finished in mid August. Various tools were used as part of the consultation process, including the eConsult page on Herefordshire Council's website, news articles in various publications across the public and VCS sectors and a workshop event held on 6th July. In total, 18 written responses were received (13 from VCS organisations and 3 from Parish / Town Councils) as well as 50 people attending the event on 6th July. The responses were taken in consideration by the LCWG, in redrafting the Herefordshire Compact (Appendix 1).
6. Members of the Working Group are responsible for securing approval from their respective organisations. Amendments to the consultation draft have also been agreed with the Compact Code Implementation Group (CCIG), which currently oversees the Health and Social Care Compact. The redrafted Herefordshire Compact has been submitted to Herefordshire Partnership Chief Executives Group for approval.
7. A Local Compact is supported by Codes of Good Practice which help to turn the principles within the Compact into action. Nationally there are 5 codes of good practice which cover: Black and Minority Ethnic Voluntary and Community Sector organisations; Community Groups; Consultation and Policy Appraisal, Funding and Procurement and Volunteering. The Local Compact Working Group are currently considering which codes to prioritise, and will take into account national policy development.
8. A Funding and Procurement Code for Health and Social Care is already in place and the implementation of this will continue under the existing arrangements. The best practice from this Code will form the basis of consultation for the wider Funding and Procurement Code for the Herefordshire Partnership, to ensure consistency and avoid duplication.

Financial Implications

Whilst this report has no direct financial implications, it should be noted that Government policy is to encourage through local compacts that three year funding settlements for local authorities, be passed on to the Voluntary and Community Sector organisations which they fund. Closer working of this nature also fits with the Governments agenda for the Comprehensive Area Assessment and closer collaboration should lead to improved value for money.

Risk Management

The Council and the wider Herefordshire Partnership have good working relationships with Voluntary and Community Sector organisations in Herefordshire. However as it is national government policy to have an agreed and published Local Compact it detracts from the Council's reputation not to have one.

The new Comprehensive Area Assessment will measure councils' compliance to the national Compact code of practice for funding for the VCS. Whilst some service areas within Herefordshire Council have adopted a number of the principles of the national code, the development and implementation of a local code will be a priority once the Local Compact has been adopted.

Alternative Options

There are no Alternative Options.

Consultees

None

Appendices

Appendix 1 – A Local Compact for Herefordshire.

Background Papers

Strong and prosperous communities - The Local Government White Paper – October 2006;

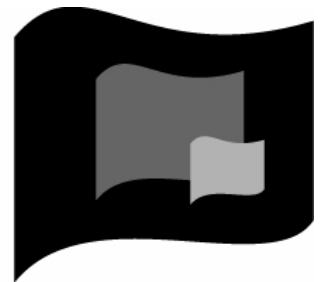
Developing and implementing the new comprehensive area assessment and associated inspection arrangements – Department for Communities and Local Government April 2007.

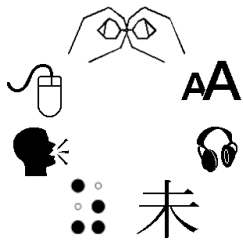
www.thecompact.org.uk

DRAFT

Herefordshire Partnership, working collaboratively for improved services and support for the community of Herefordshire

**THE HEREFORDSHIRE
partnership**





If you would like help to understand this document, or would like it in another format or language, please contact Karen Stanton from the Herefordshire Council Community Regeneration Team on 01432 383038 or email: kstanton@herefordshire.gov.uk

Purpose of the Compact

Third sector¹ (i.e. voluntary, community and not for profit organisations) and the public sector bodies in Herefordshire share a fundamental aim to serve and represent the interests of local people and communities. The purpose of the Compact is to set out the shared principles and commitments to action that will underpin our relationship as we work to achieve that aim. It is intended as a framework that will guide the work we do together.

Status of the Compact

This document is a mutual agreement between those who decide to endorse its principles and commitments to action. Its authority derives entirely from the respect accorded to it by the partners and from the extent to which it influences future decision making and developments. It is intended to be of both practical and symbolic significance.

Context for the Compact

There is a long tradition in Herefordshire of joint working between the statutory and voluntary and community sectors. We now wish to formalise and strengthen this work by the formation of a strong and healthy relationship founded in best practice between the public and third sectors. In particular, we wish to make sure that **trust, openness, fairness and consistency** characterise the relationships. This overall approach should enable the partners to contribute positively in maintaining and improving the quality of life for individuals and communities in Herefordshire.

This is especially important given the pace of change taking place in the role and functions of Local Government, the National Health Service and of other public sector services, and the opportunities and impact this has for local people and for the work of the third sector.

Voluntary, community and not for profit organisations, whether they are small local community groups and self-help associations or much larger national and international voluntary organisations or social enterprises, contribute significantly to the benefit of the community. They often assist the public sector in the achievement of major programmes of work directed at social, environmental, cultural and economic development, whilst still retaining their primary responsibility to their users, volunteers and members.

¹ Third Sector

There are a number of terms in common use such as: third sector, voluntary and community sector, charity, not for profit, social enterprise, which reflects the diversity of the sector. These organisations vary in size, income, activity and the way in which they are constituted, and will identify with some terms more than others. They can range from small local volunteer led community groups to large national well known organisations with turnovers over £100m. We have tried to word our Local Compact so that it captures them all, as they all have an important contribution to make.

It is generally considered that three sectors make up the economy: Private/commercial; State/public; Charity/voluntary/community etc. Hence the term 'third sector'

Shared Principles

- We believe that an independent and diverse Third Sector plays a crucial part in the lives of people and communities in Herefordshire.
- We believe that voluntary action is a valuable component of democratic society that makes a vital contribution to the well-being of people and communities in Herefordshire.
- We acknowledge that, in the development and delivery of public policy and services in Herefordshire, the public sector and the third sector have distinct but complementary roles and we believe that we will achieve more for the people and communities of Herefordshire by working together.
- We recognise that working in partnership provides the best opportunity to identify and agree common aims and the contribution that each partner is able to make in accordance with their capacity and without compromising their own purposes and objectives.
- We acknowledge that public sector bodies and the third sector have different forms of accountability and are answerable to a different range of stakeholders but that common to both is the need for **integrity, objectivity, accountability, openness, honesty and leadership.**
- We recognise and support the independence of voluntary, community and not for profit organisations in Herefordshire. This includes their right to campaign within the law in order to advance their aims, to comment on public sector policy, to challenge that policy irrespective of any funding relationship that might exist and to determine and manage their own affairs.
- We recognise that the third sector contributes significantly to the economy of Herefordshire and adds real value to local public sector funding.
- We acknowledge the importance of promoting equality of opportunity for all people regardless of race, age, disability, gender, sexual orientation, religion or geographic location.

Commitment to Action

We will develop and promote joint strategies reflecting local circumstances and needs to address common concerns such as social inclusion, community safety, health improvement, economic wellbeing, rural isolation and environmental issues.

We will achieve practical ways to support the maintenance and development of the infrastructure of the voluntary and community sector and actively encourage volunteering countywide.

The Compact will be reviewed annually to address its effectiveness, by the Local Compact Working Group, on behalf of the Herefordshire Partnership.

We will develop **Codes of Good Practice** for working together in line with national guidelines. Currently there are guidelines on the following;

- Black and Minority Ethnic (BME) Voluntary and Community Sector Organisations
- Community Groups
- Consultation and Policy Appraisal
- Funding and Procurement
- Volunteering

We are also committed to improving services and any other matters that will provide effective and open working relationships. In practical terms the development and implementation of the codes will lead to a number of changes:

- Consultation will be timely and allow adequate time for responses. Both easily accessible information and varied consultation methods will be used together with financial support to enable more people to participate
- Written materials should be clear and available through a variety of formats and languages
- Funding arrangements will be simple and proportionate, ensuring that processes are as simple as possible and in proportion to the amount of money involved

- Consistency and co-ordination – funders and purchasers should join-up or standardise parts of the funding or procurement process to minimise burdens on organisations and ensure focus on delivery. For instance, there is a funding and Procurement Code for Health and Social Care already in place in Herefordshire the implementation of which will continue under current arrangements and agreements. The best practice from this code will form the basis of the wider Funding and Procurement Code, to ensure consistency and avoid duplication.
- Volunteering must be open to everyone. We will work to enable more people to become involved in varied forms of voluntary activity and offer them the necessary support. We will also champion undertakings aimed at influencing behaviour to tackle barriers to volunteering.

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Mike Ashton, Chief Executive
Chamber of Commerce Herefordshire & Worcestershire

Lynda Wilcox, Chief Executive
Herefordshire Association of Local Councils

Neil Pringle, Chief Executive
Herefordshire Council

Richard Betterton, Chair
Herefordshire Infrastructure Consortium

Tamar Thompson, Acting Chief Executive
Herefordshire Primary Care Trust

Sharon Gray, Area Director
**Learning and Skills Council Herefordshire, Worcestershire and
Shropshire**

Richard Quallington, Nominated Representative
Voluntary Sector Assembly

Mark Turner, Chief Superintendent
West Mercia Constabulary

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This document has been produced and printed by the Herefordshire Partnership Local Compact Working Group. It is based on the Health and Social Care Compact for Herefordshire that was signed on 31 March 2004.

If you would like further information about the Compact, please contact Karen Stanton from the Herefordshire Council Community Regeneration Team on 01432 383038 or email kstanton@herefordshire.gov.uk

September 2007

ANNUAL MONITORING REPORT 2006-2007

PORTFOLIO RESPONSIBILITY: ENVIRONMENT AND STRATEGIC HOUSING

CABINET

13 DECEMBER 2007

Wards Affected

Countywide.

Purpose

To approve the Annual Monitoring Report 2006-2007 and its formal submission to the Secretary of State.

Key Decision

This is not a key decision.

Recommendation

THAT the Annual Monitoring Report 2006-2007 be approved for submission to the Secretary of State.

Reasons

To ensure that the Council's Annual Monitoring Report 2006-2007 is submitted to the Secretary of State in accordance with the requirements of the Planning and Compulsory Purchase Act 2004.

Considerations

1. The Planning and Compulsory Purchase Act 2004 introduced new provisions and requirements for development planning including the regular review and monitoring of development plans through mandatory Annual Monitoring Reports (AMR's). AMR's are based on a period running from 1st April to 31st March and submitted to the Secretary of State no later than the following 31st December.
2. In establishing the content of this AMR, the aim has been to continue with the methodology set out last year to maintain consistency with the guidance provided in the then ODPM publication 'Local Development Framework Monitoring: A Good Practice Guide', which outlines an *objectives-policies-targets-indicators* approach to the monitoring of development plan documents. Improvements have been made in line with subsequent requests from government and examples of best practice have been implemented where appropriate.
3. The AMR largely follows the thematic division of the chapters in the UDP. It is divided into core subjects such as housing, employment, retail etc, for which there is available monitoring data. Objectives for each topic areas are identified and appropriate policies linked to these are set out. Where the UDP expresses a specific requirement to be met, this is identified as a target against which progress can be

Further information on the subject of this report is available from
David Nicholson, Forward Planning Manager on 01432 261952

measured.

4. Throughout the Report there are sections of analysis, which interpret the monitoring results and provide additional comments on areas where data is currently lacking or where future monitoring could be enhanced to improve measurements of policy implementation.
5. The key findings of the AMR in respect of the topic areas are provided in an executive summary on page 3 of the report. Although the monitoring results provide useful data for an annual assessment to be made, in many instances it has only been possible to produce information on trends since 2004. This is not yet a long enough timescale to draw conclusive findings with enough certainty, particularly since the UDP was only adopted in March 2007.
6. The monitoring results do provide useful data for an annual assessment to be made, however it is not a large enough sample to draw conclusive findings. Over time the preparation of the AMR will enable more accurate assessments to be made, which will be used to develop future planning policies. However, in respect of housing and employment detailed monitoring has been undertaken over many years and clear trends in both topic areas are apparent.

Key Findings

7. Housing – between 01-02 and 04-05 completions were below the rate anticipated. However recent releases of some UDP sites has resulted in an increase in the rate of housing completions in the County with 840 dwellings being completed in 2006-7. The *percentage* and number of housing completions on previously developed land (brownfield) has increased on 05-06 figures with 644 brownfield completions representing 77% of all housing completions for the year, exceeding both regional and national targets. In terms of affordable housing, 120 units were completed in 06/07, an increase over the previous year (114 units). Moreover, the number of planning permissions for affordable housing and the fact that several of the larger UDP sites are now coming forward suggests that the rate of completions is likely to increase. In addition, the preparation of the Local Development Framework will provide an opportunity to review the effectiveness of the UDP affordable housing policies.
8. Employment - The amount of land developed for employment uses over the monitoring period was 24.58ha, significantly more than the annual County average of 6ha per annum that has been recorded since the mid 1980's. Around 65% of the completions in the year were located on previously developed (brownfield) land.
9. In the remaining areas of transport, town centres and retail, recreation and leisure, minerals, waste, development requirements, natural historic heritage and renewable energy, findings generally show that targets are being met or there has been progress towards meeting targets or monitoring requirements during the 06-07 monitoring period.

Financial implications

The Annual Monitoring Report is prepared and produced using existing budgets with no direct financial implications.

Risk Management

The production of an Annual Monitoring Report and its submission to the Secretary of State is a statutory requirement.

Alternative Options

There are no alternative options as preparation and submission of the Annual Monitoring Report is a statutory requirement.

Consultees

None.

Appendices

Appendix 1 – Annual Monitoring Report 2006-2007

Background Papers

- Planning and Compulsory Purchase Act 2004
- The Town and Country Planning (Local Development) (England) Regulations 2004
- Local Development Framework Monitoring: A Good Practice Guide (ODPM)
- Planning Policy Statement 12: Local Development Frameworks

Herefordshire
Local Development Framework

**ANNUAL MONITORING REPORT
2006-2007**

December 2007

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EXECUTIVE SUMMARY

This is the third Unitary Development Plan Annual Monitoring Report (AMR) produced for Herefordshire, in accordance with the Planning and Compulsory Purchase Act 2004. The AMR includes:

- contextual information for Herefordshire,
- a progress update on the implementation of the Local Development Scheme,
- an assessment on the extent to which policies in the UDP are being achieved,
- a comparative study from previous AMRs,
- updates on monitoring limitations, and
- new or continuing monitoring limitations and actions required.

The report covers the period 1st April 2006 to 31st March 2007.

Figure 1 below shows the overall progress of UDP policies during the reporting period and includes a comparison with previous years.

Key:
☺ = Policy achieving the target
☹ = policy making good progress on achieving the target
☹ = policy not achieving the target

Figure 1: Progress towards achieving UDP policy targets

UDP Objective	Description	Progress towards the relevant policies		
		06/07 AMR Results	05/06	04/05
H(1)	To fulfil the requirements for additional dwellings to satisfy local household growth, including those needing affordable housing, as well as migration into Herefordshire, collectively forming the allocation set out in Regional Spatial Strategy (RSS)	☺	☺	☹
H(2)	To provide the re-use of previously developed land and buildings for housing purposes, in preference to the use of Greenfield land	☺	☺	☺
H(3)	To promote the more efficient use of land for residential developments	☹	☹	☹
H(4)	To fulfil the needs for additional affordable dwellings in the county	☹	☹	☹
H(5)	To promote a sustainable pattern of development by ensuring that	☺	☺	☺

	sufficient new housing is made available in sustainable locations primarily within urban areas and the larger rural settlements			
E(1)	To ensure a balance of employment opportunities throughout the county, through the provision of a portfolio of employment sites to reflect the differing development needs of businesses and to give a choice in terms of size, location, quality and use class	☺	☺	☺
E(2)	To encourage the use of previously developed land for employment purposes in preference to greenfield land	☺	☹	☺
E(3)	To avoid the loss of existing employment land and premises to other uses	☹	☺	☺
T(1)	To promote a sustainable pattern of residential development by ensuring that sufficient new housing is made available in sustainable locations primarily within urban areas and larger rural settlements, taking account of relative accessibility by public transport and the availability of services	☹	☹	New Indicator – no data for 04/05
TCR(1)	To ensure that central shopping and commercial areas continue as the main focus of shopping, employment, services and facilities in Hereford and the market towns, where they are well served by public transport and readily accessible by the community as a whole by means other than the private car. To safeguard and improve local village centres that are readily accessible by walking and cycling	☹	☹	☹
RL(1)	To promote opportunities for new and improved recreation, leisure and sports facilities in sustainable locations	☹	☹	☹
M(1)	To ensure the continued supply of primary extraction aggregates for the local construction industry and to satisfy the wider aggregate needs arising in the region	☺	☺	☺
M(2)	To ensure the use of secondary aggregates and recycling	☹	☹	☹

W(1)	To achieve a more sustainable waste management process by using the BPEO methodology and taking into account the principles of the waste hierarchy, the proximity principle and regional self-sufficiency	☺	☺	☺
NHH(1)	To conserve and enhance the natural heritage of the county and avoid, wherever possible, adverse environmental impacts of development. To minimise any unavoidable adverse environmental impacts by means of measures to mitigate or compensate for any loss or damage, including restoration or enhancement, provision of replacement features and future management	☹	☹	☹

Section 1: INTRODUCTION

Legislative Requirement for Production of Annual Monitoring Reports

- 1.1 The Planning and Compulsory Purchase Act 2004 introduced a new system of Development Plans, which at local level requires local planning authorities to replace Unitary Development Plans (UDP's) (or local plans) with Local Development Frameworks (LDF's).
- 1.2 Paragraph 4.45 of Planning Policy Statement 12 (PPS12) states that the regular review and monitoring of Development Plans is a fundamental feature of the Government's plan, monitor and manage approach to the new planning system. The introduction of mandatory Annual Monitoring Reports (AMR's) was thus brought about through the requirements of Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations 2004. From 2005 it is a legal requirement for local authorities to produce an AMR each year, based on a period running from 1st April to 31st March. Each AMR must be submitted to the Secretary of State no later than the following 31st December.
- 1.3 AMR's are required to assess:
 - (a) the implementation of the Local Development Scheme (LDS); and
 - (b) the extent to which policies in the Local Development Documents are being achieved.

Herefordshire AMR 2007 Content and Format

- 1.4 This is the third AMR produced by Herefordshire Council and is likely to vary somewhat from future reports produced in subsequent years, as the LDF progresses through the early stages of preparation into implementation. A second revision to the Local Development Scheme was completed in January 2007 and a further revision to the LDS, which updates the list of documents to be included in the LDF, will revise the timetable for their production, to be published early in 2008. Progress towards the implementation of this timetable can therefore be gauged. However, since no LDF policies are yet in place, this AMR is concerned with the assessment of policies contained in the UDP, formally adopted in March 2007.
- 1.5 Previous reports described the need for a consistent approach to the preparation of AMR's from the outset. You will notice that this AMR follows the same format as last years report, incorporating changes in accordance with best practice. Examples include the use of more maps; the use of tables to replace the written word and placing less relevant and more detailed information, such as the contextual indicators, in appendices to reduce the reports overall length.

Limitations of the Annual Monitoring Report

- 1.6 It was acknowledged in the regional feedback letter to our authority that as Herefordshire Council is in a transitional phase from the old planning system into the new that we do not have "smart policy objectives or targets" in the

current AMR. With regards to the LDF process in June 2007 the General Scoping Report for the Sustainability Appraisal (SA) of the LDF was published. This is available on the Council's website www.herefordshire.gov.uk and sets out how Development Plan Documents (DPDs) in terms of environmental, social and economic impacts will be assessed. This includes a framework for assessing the effects of plans (Appendix A3) and it is from these indicators that we will be able to assess the "smart policy objectives and targets" that will be developed through the LDF process. The first of these DPDs will be the core strategy. Consultation upon an Issues Paper took place in September 2007 and October 2007 and asked members of the public, key stakeholders and others for their views on planning Herefordshire's future and shaping places up to 2026. Please refer to the LDS chapter or the website (as above) for further details.

- 1.7 Throughout this report updates have been given on deficiencies in the monitoring information. Where such gaps in data are identified, the AMR continues to set out steps that could be taken to improve future data collection. However, improvements are currently limited due to the transitional period the plan making process is in. As the LDF takes shape and policies emerge and start to be implemented, the information available will improve and be more relevant in the new planning system. As the evidence base being gathered for the LDF and indicators to support the SA become useful accurate tools to measure policies, deficiencies in information and data are likely to reduce. Improvements are continually being made to increase resource efficiency such as improvements in IT/GIS data and staff training requirements in the new planning system.

Section 2: LOCAL DEVELOPMENT FRAMEWORK PREPARATION

Monitoring the Local Development Scheme

Introduction

- 2.1 This section reports on progress in achieving the timetable and milestones set out in the Council's Local Development Scheme (LDS). The relevant version of the Scheme is that operative from January 2007.
- 2.2 Each proposed Local Development Document identified in the LDS is listed below, with a brief review of progress in meeting the milestones and timetable in the reporting period, 2006/2007. Where slippage in the original timetable is identified, this is explained further in appendix 3 and includes an indication of the revised programme. Timetable revisions will be incorporated in the annual review of the LDS.

Summary of progress

- 2.3 Figure 2 below summaries the achievement of the Local Development Scheme revised timetable, January 2007 for this reporting period, 2006/2007. The majority of the timetabled documents achieved their milestones. The Development Control Policies DPD was not advanced as a result of the diversions of staff resources and a further update on this DPD is available in Appendix 3.

Figure 2: Local Development Scheme 2007 Achievements

Key

- ☺ - LDS timetable target achieved
☹ - LDS timetable target missed
☺ - LDS timetable target achievement uncertain

Document	2006/2007
Unitary Development Plan	☺
Statement of Community Involvement	☺
Core Strategy	☺
Planning obligations SPD	☺
Edgar Street Grid SPD	☺
Development Control Policies DPD	☹
Archaeology and Development SPD/Historic Landscapes SPD	☺
Model Farm, Ross-on-Wye SPD	☺
Polytunnels SPD	N/A - was not timetabled – update in Appendix 3.
Sustainability Appraisal	☺

Section 3: HOUSING

Objective H(1)

To fulfil the requirements for additional dwellings to satisfy local household growth, including those needing affordable housing, as well as migration into Herefordshire, collectively forming the allocation set out in Regional Planning Guidance (RPG11).

3.1 UDP Policies relating to Objective H(1)

- S3 Housing (strategic policy setting out the housing provision figures and general aims and objectives of housing policies)
- H2 Hereford & the market towns: housing land allocations
- H5 Main villages: housing land allocations
- H6 Housing in smaller settlements
- H9 Affordable housing
- H10 Rural exception housing

3.2 Target H(1)

Meet UDP requirement of 12,200 dwellings to be provided within the period 1996-2011.

3.3 Core Indicators H(1)

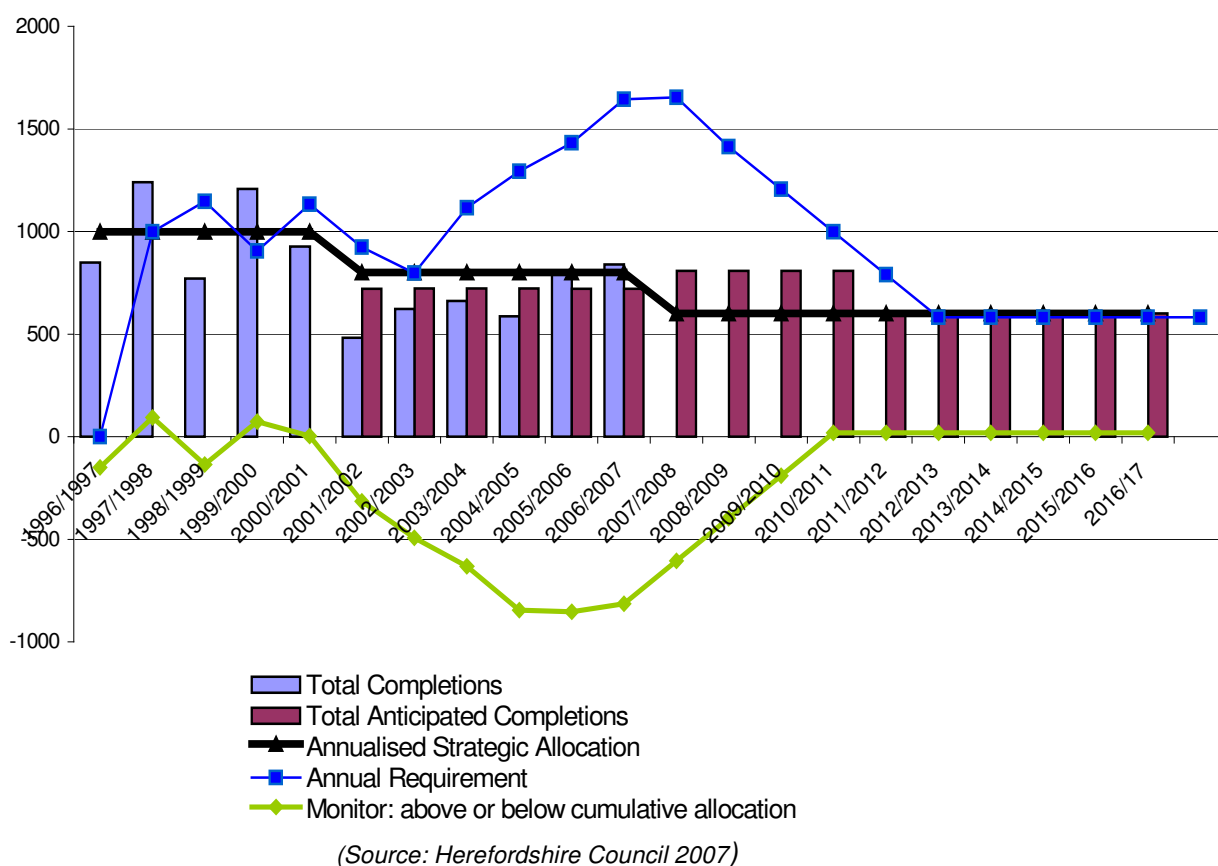
Housing trajectory showing;

- net additional dwellings since the start of the UDP period (1996)
- net additional dwellings for the current year
- projected net additional dwellings over a 10 year period
- the annual net additional dwelling requirement
- annual average number of net additional dwellings needed to meet overall housing requirements, having regard to performance in previous years.

3.4 Figure 3 shows the housing trajectory as at the beginning of April 2007. It shows the actual housing completions that have taken place during the UDP period between beginning of April 1996 and end of March 2006. The graph also shows the annualised strategic allocation up to 2016. This rate is based upon the annual average rate of housing provision for Herefordshire as set out in Table 1 of the Regional Spatial Strategy (RPG11, June 2004). Appendix 5 sets out the 5-year housing supply situation for Herefordshire in accordance with the requirements of PPS3.

3.5 The graph shows that the rate of housing completions between 2001/2 and 2004/5 was below that required to achieve UDP housing targets. The recent release of a number of UDP sites has resulted in an increase in the rate of housing completions in the County. In 2006-7 840 dwellings were completed in Herefordshire.

Figure 3: Housing Trajectory 1996-2017



Objective H(2)

To promote the re-use of previously developed land and buildings for housing purposes, in preference to the use of greenfield land.

3.6 UDP Policies relating to Objective H(2)

- S3 Housing
- H2 Hereford & the market towns: housing land allocations
- H5 Main villages: housing land allocations
- H6 Housing in smaller settlements
- H8 Agricultural & forestry dwellings and dwellings associated with rural businesses
- H14 Re-using previously developed land and buildings

3.7 Targets H(2)

There is a UDP target to achieve 68% of new dwellings on previously developed land and buildings over the period 2001-2011 (policy S3). In addition there is a national target to achieve 60% of new housing on previously developed land (PPS3).

3.8 Core Indicator H(2)

The percentage of new and converted dwellings on previously developed (brownfield) land.

3.9 Figure 4 provides a breakdown of this year's housing completions, indicating those on previously developed land. It shows that the proportion of new dwellings built on previously developed land is higher than that required by national targets (60% of new housing on previously developed land).

Figure 4: Housing Completions

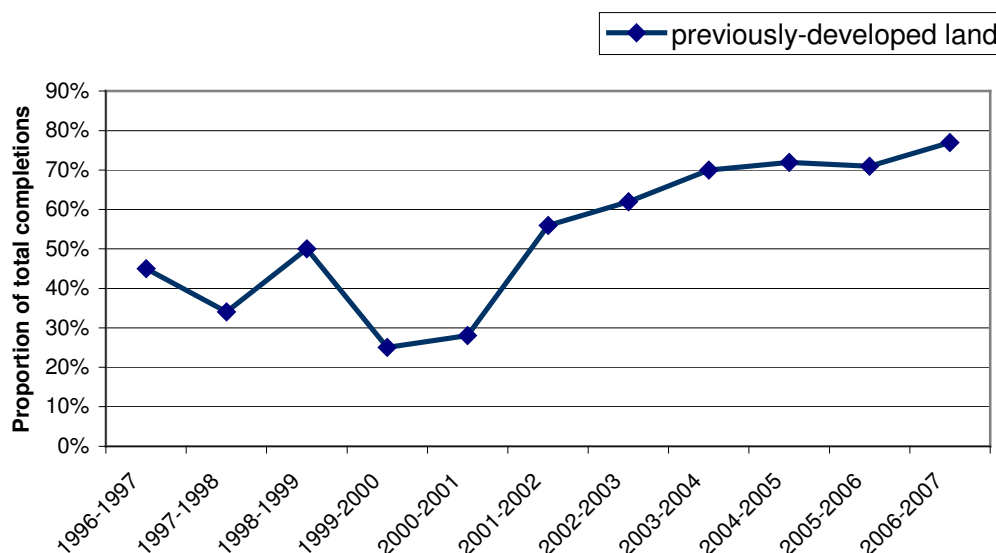
	Actual Completions 06-07	Proportion of Total 06-07	Actual completions 05-06	Proportion of Total 05-06
Former Residential	195	23%	162	20%
Former Employment	107	13%	141	18%
Other Brownfield	342	41%	261	33%
Total Brownfield	644	77%	564	71%
Greenfield	196	23%	227	29%
Total Completions	840	100%	791	100%

(Source: Herefordshire Council Housing Land monitoring 2007)

3.10 Local Indicator H(2)

The annual percentage of total completions occurring on previously developed land since the commencement of the UDP period (1996).

Figure 5: Percentage of Completions on Previously Developed Land (1996-2007)



(Source: Housing Land monitoring 2007)

3.11 Figure 5 shows that the growth in the proportion of dwellings completed on previously developed land has increased significantly since 1996, and the Council has exceeded the Government's target since 2002-3 and for the last four years, has achieved the UDP target. In addition to those dwellings

completed within the County of the 2561 outstanding planning permissions in Herefordshire 1971 (77%) are located on previously developed land.

Objective H(3)

To promote the more efficient use of land for residential developments.

3.12 UDP Policies relating to Objective H(3)

- S3 Housing
- H2 Hereford & the market towns: housing land allocations
- H5 Main villages: housing land allocations
- H6 Housing in smaller settlements
- H13 Sustainable residential design
- H15 Density

3.13 Targets H(3)

The UDP, in policy H15, provides the following guideline for minimum new site densities for sites of 1ha or over in Hereford and the market towns:

- Town centre and adjacent sites, between 30 and 50 dwellings per hectare;
- Other sites, at least 30 dwellings per hectare.

3.14 Core Indicator H(3)

The percentage of new dwellings completed at:

- (i) less than 30 dwellings per hectare;
- (ii) between 30 and 50 dwellings per hectare; and
- (iii) above 50 dwellings per hectare

3.15 Figure 6 sets out the density of completions for development in Herefordshire over last three years. It can be seen that the percentage of dwellings built below 30 dwellings, at 37% remains significant. In respect of the target set in policy H15, there were 195 dwellings completed over the reporting period on sites over 1 hectare in the urban areas of Hereford and the market towns. These were built at an average density of 35 per hectare, thus meaning that the UDP target is being achieved. There were no completions on sites of over 1 hectare in size in any of the County's town centres during 2006/7.

Figure 6: Density of Completions

	2004-5		2005-6		2006-7	
	Number	Proportion of Total	Number	Proportion of Total	Number	Proportion of Total
Less than 30 dwellings /ha	258	44%	295	37%	308	37%
30-50 dwellings /ha	135	23%	305	39%	304	36%
Over 50 dwellings /ha	194	33%	191	24%	228	27%
Total	578	100%	791	100	840	100

(Source: Herefordshire Council Housing Land monitoring 2007)

Objective H(4)

To fulfil the needs for additional affordable dwellings in the County.

3.16 UDP Policies relating to Objective H(4)

- S3 Housing
- H2 Hereford & the market towns: housing land allocations
- H5 Main villages: housing land allocations
- H6 Housing in smaller settlements
- H9 Affordable dwellings
- H10 Rural exception housing

3.17 Target H(4)

The UDP, in strategic housing policy S3, sets an approximate figure of 2,300 affordable dwellings to be provided within the County over the Plan period.

3.18 Core Indicator H(4)

The number of affordable housing completions during the reporting period.

3.19 Figure 7 sets out the 2006/2007 affordable housing completions broken down into social rented and intermediate housing. Between 1996 and 2006/2007, 1081 affordable homes were completed at an average of 97 dwellings per annum. Although this is less than the rate required to meet the UDP target of 2,300 affordable dwellings by 2011, it is anticipated that the number of affordable housing schemes coming forward will increase as UDP allocations come forward. However, the provision of affordable housing in both urban and rural areas of Herefordshire is an issue of concern and will be subject to continued monitoring.

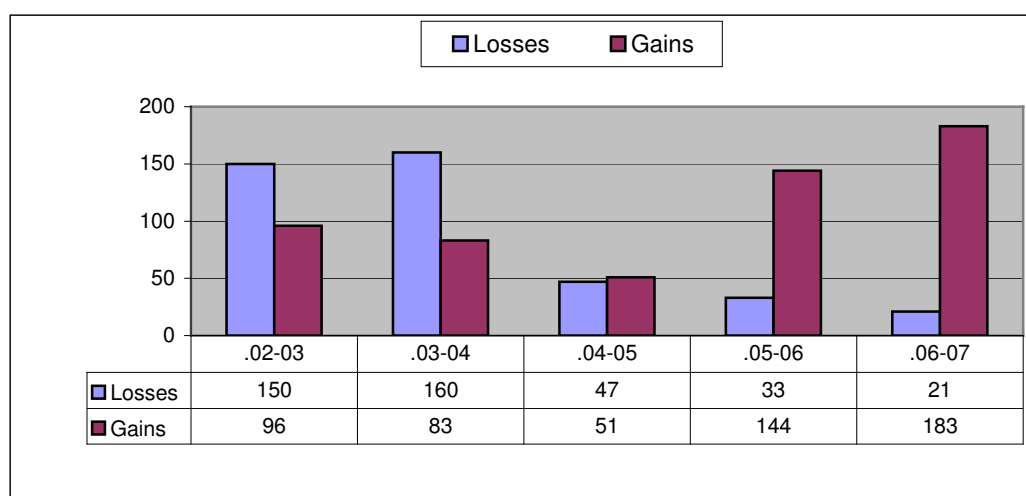
Figure 7: Affordable Housing Completions 2006/2007

	Number
Social Rented	78
Intermediate	42
Total	120

(Source: Herefordshire Council Housing Land monitoring 2007)

3.20 The national 'Right to Buy' policy has had an effect on affordable housing numbers in the years since local government reorganisation in 1998. Figure 8 covers available information over the past five year period and shows that the total losses of affordable homes amounts to 565. However, in the last three years the gains have outnumbered the losses.

Figure 8: Affordable Homes – Losses and Gains 2002-2007



(Source: Housing Strategy Statistical Appendix 2003/04, HFR 2002/03, Strategic Housing Finance Officer and RSL's)

Note: LA/Stock Transfer Company losses in 02/03 include demolition of 15 properties. RSL gains include both rented and shared ownership properties.

Objective H(5)

To promote a sustainable pattern of development by ensuring that sufficient new housing is made available in sustainable locations primarily within urban areas and the larger rural settlements.

3.21 UDP Policies relating to Objective H(5)

- S3 Housing
- H1 Hereford & the market towns: settlement boundaries & established residential areas
- H2 Hereford & the market towns: housing land allocations
- H4 Main villages: settlement boundaries
- H5 Main villages: housing land allocations
- H6 Housing in smaller settlements
- H7 Housing in the countryside outside settlements

3.22 Target H(5)

Most housing provision (57%) will be concentrated in Hereford and the market towns, then a lesser amount (26%) in the more sustainable main villages, with the third tier of the housing strategy catering for rural housing needs (17%) (policy S3).

3.23 Local Indicator H(5)

The numbers and proportion of housing completions since 1996 in the various locations set out in the UDP settlement strategy.

3.24 The table in Figure 9 shows that over the UDP period, the distribution of housing completions is close to that anticipated in policy S3. Housing completions in Hereford and the market towns are 2% lower than the target, with slightly higher proportions being completed in the rural area. The Plan proposes a target of 12,200 dwellings up to 2011. Figure 9 shows that up to

April 2007 8,876 completions were achieved, equating to 73% of the total requirement.

Figure 9: Completions (1996-2007) based on the UDP Settlement Strategy

Location	Actual Completions 1996-2007	Percentage of Total Completions	1996-2011 UDP Target (Policy S3)
Hereford City	2261	25%	----
Leominster	495	6%	----
Ross-on-Wye	587	7%	----
Ledbury	1018	11%	----
Bromyard	396	4.5%	----
Kington	130	1.5%	----
Market Towns Total	2,629	30%	----
Combined Hereford City & Market Town	4,890	55%	57%
Main Villages Total	2351	26%	26%
Smaller Settlements	594	7%	----
Other Rural Areas	1044	12%	----
Combined Smaller Settlements & Rural Areas	1649	19%	17%
County Total	8876	100%	100%

(Source: Herefordshire Council Housing Land monitoring)

Shortfalls in Housing Information

- 3.25 There are various improvements that could be made to develop the efficiency of data collection and thereby progress the assessment of development plan policies. Resolving these issues is likely in the medium term, depending to some extent upon the availability of resources. An update on this matter will be provided in subsequent AMR's.

Section 4: EMPLOYMENT

Objective E(1)

To ensure a balance of employment opportunities throughout the County, through the provision of a portfolio of employment sites to reflect the differing development needs of businesses and to give a choice in terms of size, location, quality and Use Class.

4.1 UDP Policies relating to Objective E(1)

Although most policies in the employment chapter of the UDP could be said to contribute to the achievement of this overarching objective, the following policies are considered to be those most relevant:

- S4 Employment
- E1 Rotherwas Industrial Estate
- E2 Moreton-on-Lugg Depot
- E3 Other employment land allocations
- E7 Other employment proposals within and around Hereford & the Market Towns
- E10 Employment proposals within or adjacent to main villages
- E11 Employment proposals in the smaller settlements & open countryside

4.2 Target E(1)

Provide 100ha of land for Part B employment development in a range of locations throughout the County.

4.3 Core Indicators E(1)

- (i) the amount of land developed for employment by type;
- (ii) the amount of land developed for employment, by type, which is in development and/or regeneration areas defined in the development plan; and
- (iii) employment land supply by type.

4.4 Figure 10 shows the amount of land developed for employment use in the monitoring period 2006-2007, and also provides a breakdown by use class type. The total area of employment land completions in Herefordshire in this reporting period is 24.58ha and of this the total floorspace is 39,491m² (39.49ha). This is significantly higher than the annual average of 6.00ha per annum (calculated over the past 21 years).

Figure 10: Employment Completions 2006-2007 by Type

	B1a	B1c	B2	B8	Other employment uses	TOTAL
Floorspace (m²) of Completions 2006-2007	8,117	2,058	9,780	19,536	0	39,491m ² (24.58ha total area)

(Source: Herefordshire Employment Land monitoring 2007)

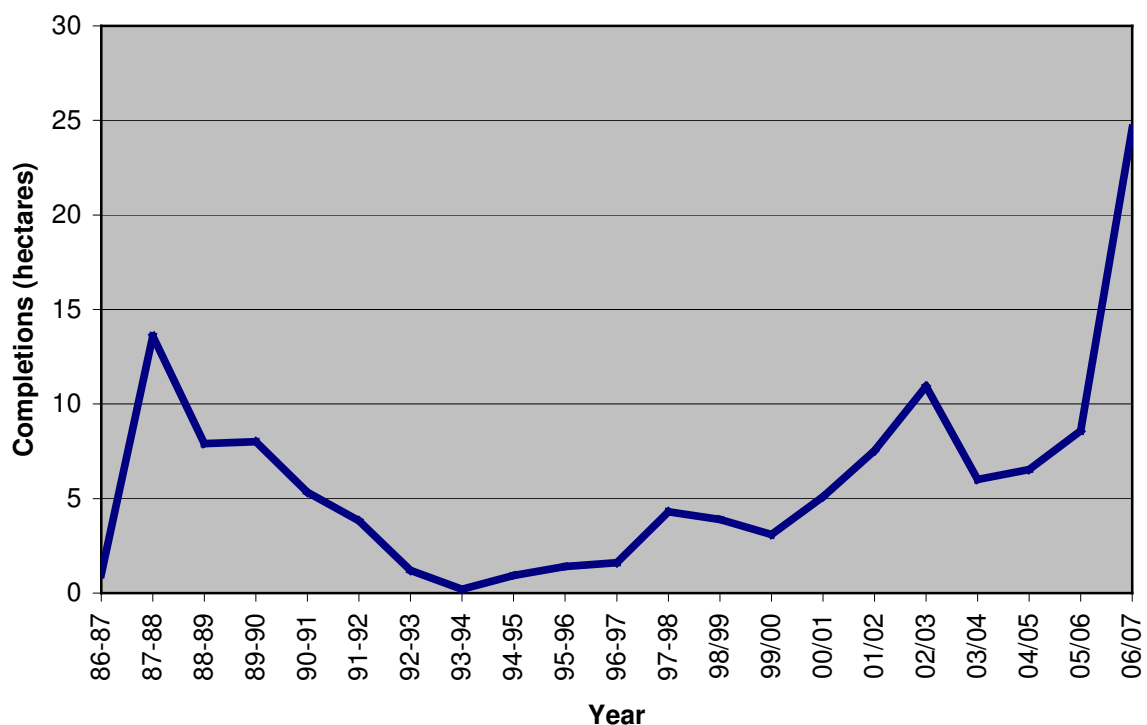
4.5 Local Indicators E(1)

The following local indicators can provide some additional background data that is useful when assessing the way that employment developments have taken place across the County historically and can also be used in the future to compare trends and changes over the later phases of the UDP period.

- (i) Employment completions 1986-2007;
- (ii) Geographical distribution of employment land completions.
- (iii) Current supply of employment land.

4.6 Figure 11 traces the rate of employment completions since the mid-1980's when monitoring commenced. Although it is difficult to explain the fluctuations in the overall rate, it appears that the nature of employment development in Herefordshire is cyclical.

Figure 11: Completions of Employment Land 1986-2007



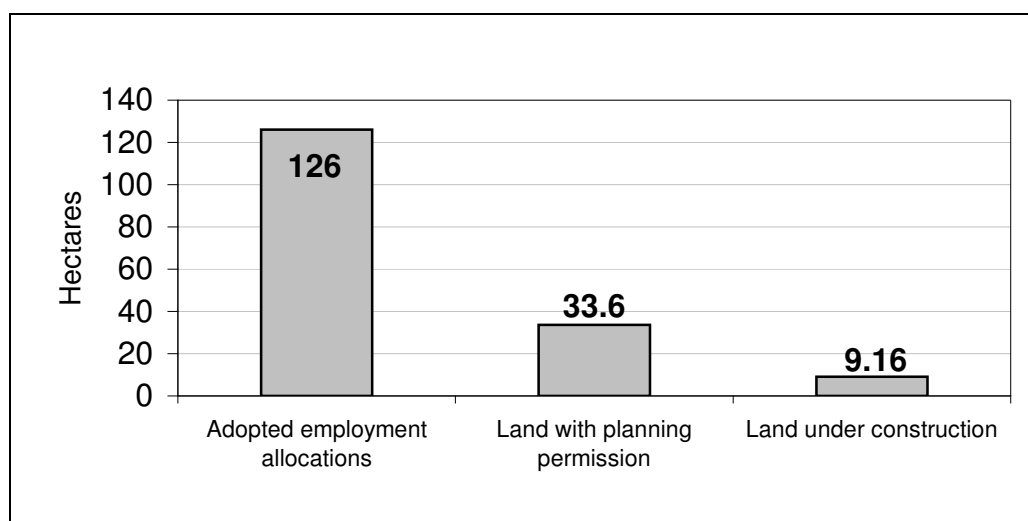
(Source: Herefordshire Employment Land Study 2007)

4.7 The Plan's overall development strategy was developed alongside the strategic approaches being undertaken through Objective 2 and the Rural Regeneration Zone. Through these programmes, regeneration activity will be concentrated in key locations with the greatest potential to create sustainable employment growth and maximise employment opportunities, to the benefit of the wider rural areas. There have been a total of 24.58ha (100%) of completions in the Rural Regeneration Zone (RRZ) as identified in RPG11 (the RRZ covers most of the County, apart from the urban area of Hereford). The level of completion is the highest figure recorded in more than 20 years of monitoring employment completions in the County and means that around 82ha of the 100ha UDP employment land target has been achieved.

Supply

- 4.8 Herefordshire currently has some 168.76 ha of land available for employment use on 125 sites. This land is either allocated for employment uses within the adopted local plans (126.0 ha), benefits from unimplemented planning permissions (33.6 ha) or is currently under construction (9.16 ha). Figure 12 illustrates these findings.

Figure 12: Current Supply of Employment Land



(Source: Herefordshire Employment Land monitoring 2007)

- 4.9 Figure 13 represents a breakdown by use class type, however as many planning permissions are for mixed use developments these are also shown.

Figure 13: Total Supply of Employment Land by Use Class

B1/B2	38.71 ha
B1/B2/B8	64.04 ha
B1/B8	22.94 ha
B1a	6.61 ha
B1a/c	1.62 ha
B1c	13.58 ha
B2	9.41 ha
B2/B8	3.94 ha
B8	7.91 ha
Total	168.76 ha

(Source: Herefordshire Employment Land monitoring 2007)

Objective E(2)

To encourage the use of previously developed land for employment purposes in preference to greenfield land.

4.10 UDP Policies relating to Objective E(2)

- S4 Employment
- E1 Rotherwas Industrial Estate

- E2 Moreton-on-Lugg Depot
- E3 Other employment land allocations
- E7 Other employment proposals within and around Hereford & the Market Towns
- E10 Employment proposals within or adjacent to main villages
- E11 Employment proposals in the smaller settlements & open countryside
- E15 Protection of greenfield land

4.11 Targets E(2)

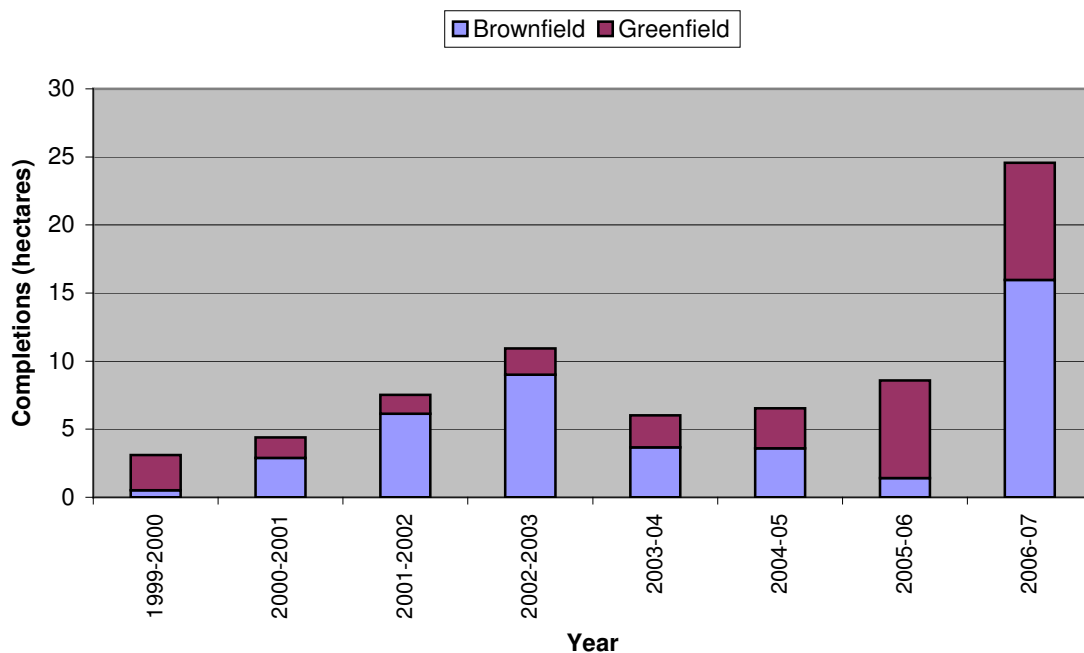
There are no specific targets set out in the UDP for the amount of employment land to be developed on previously developed sites, however re-using previously developed land before greenfield land is central to the aims of sustainable development.

4.12 Core Indicator E(2)

The percentage of land developed for employment use by type, which is on previously developed land.

4.13 There is no data on the amount of employment *by type* on previously developed land for this monitoring period, however information on overall completions is available. 65% of all completed employment development over the past year was on previously developed land as shown in Figure 14.

Figure 14: Previous Uses of Employment Land Completions



(Source: Herefordshire Employment Land monitoring 2007)

Objective E(3)

To avoid the loss of existing employment land and premises to other uses.

4.14 UDP Policies relating to Objective E(3)

S4 Employment

E5 Safeguarding employment land and buildings

4.15 Targets E(3)

There are no specific targets set out in the UDP for acceptable amounts of employment land that can or cannot be lost to other uses. However, it is recognised that it is important that both the existing and proposed supply of land and buildings for employment uses is protected for such purposes if the UDP is to successfully maintain and enhance employment opportunities throughout the County.

4.16 Core Indicators E(3)

(i) The losses of employment land in development/regeneration areas and local authority areas.

(ii) The amount of employment land lost to residential development.

4.17 8.31ha of employment land were granted planning permission for other uses during the monitoring period.

4.18 Of the 8.31ha total employment land lost to other uses; 7.71ha was from within the Rural Regeneration Zone and 0.6ha were from Hereford City (outside the Rural Regeneration Zone area). 7.79ha of the total loss were reallocated to residential uses primarily as a result of the adoption of the UDP.

Section 5: TRANSPORT

Objective T(1)

To promote a sustainable pattern of residential development by ensuring that sufficient new housing is made available in sustainable locations primarily within urban areas and larger rural settlements, taking account of relative accessibility by public transport and the availability of services.

5.1 UDP Policies relating to Objective T(1)

- S3 Housing
- H1 Hereford & the market towns: settlement boundaries & established residential areas
- H2 Hereford & the market towns: housing land allocations
- H4 Main villages: settlement boundaries
- H5 Main villages: housing land allocations

5.2 Targets T(1)

As set out in the UDP, the anticipated proportions of total dwellings anticipated in the various areas of the County between 1996 and 2011 are:

Hereford City:	29%
Market Towns:	28%
Main Villages:	26%
Rural Areas:	17%

5.3 Core Indicators T(1)

The percentage of new residential development within 30 minutes public transport time of a GP, hospital, primary and secondary school, employment and a major health centre.

5.4 The UDP housing strategy is centred on the desire to provide new housing in the most sustainable areas of the county. The Plan's general housing policy S3 defines the strategic distribution of the additional housing in the county within the Plan period. A key feature is the determination of a hierarchy of settlements in accordance with the overall development strategy of the Plan. Hereford is the central hub of the county and provides a good range of facilities, followed by the market towns and then the main villages. This latter group was identified according to their size, the availability of public transport links to nearby towns and the number of facilities within these larger villages.

5.5 Whilst information on the precise criteria as set out in the core indicator T(1) may not be gathered, in terms of 30 minutes from a GP etc, it is accepted that the major centres of Herefordshire (Hereford, Leominster, Ledbury, Kington, Ross-on-Wye and Bromyard) provide essential services and new development within the 30 minute rule of these locations, will therefore satisfy the indicator. However, it is also recognised that due to the rural nature of Herefordshire that many primary schools, GPs and other essential services are situated in very rural locations outside of the 30 minute public transport

rule of the main centres and therefore do provide some of the essential services that the more isolated communities require.

- 5.6 The following data has been collected in relation to the hierarchical settlement housing strategy as set out in the Plan and is considered to be similar in its aims of considering how well the UDP polices are achieving sustainable development patterns. Figure 21 provides a mapped representation of completions during the reporting period over a GIS layer of public bus and rail services within 30 minutes of one or more of the main centres of Herefordshire.
- 5.7 The housing chapter of this report and figure 15 reveals that the wider rural areas are continuing to accommodate more new housing developments than anticipated, being 2% more than the expected proportion between 1996-2011. This can be shown by the applications appearing outside of the green shaded area of the map and outside of Hereford and the 5 market towns.
- 5.8 This is the second time that this method has been used to assess the indicator and the effectiveness of the relevant UDP policies. A comparison between this years mapped data and last years can be found in Appendix 4. It can only be suggested in these earlier comparisons between 2005/2006 and this year's survey for 2006/2007, represented in figure 22 below, that as housing continues to be completed outside of Hereford and the main market towns that it would be advised that a review of the process for approving such development in these locations, contrary to the policies set out above, is needed. However, it should be noted that the larger developments and the majority of new housing development is being located in the most sustainable locations in terms of links with public transport routes.

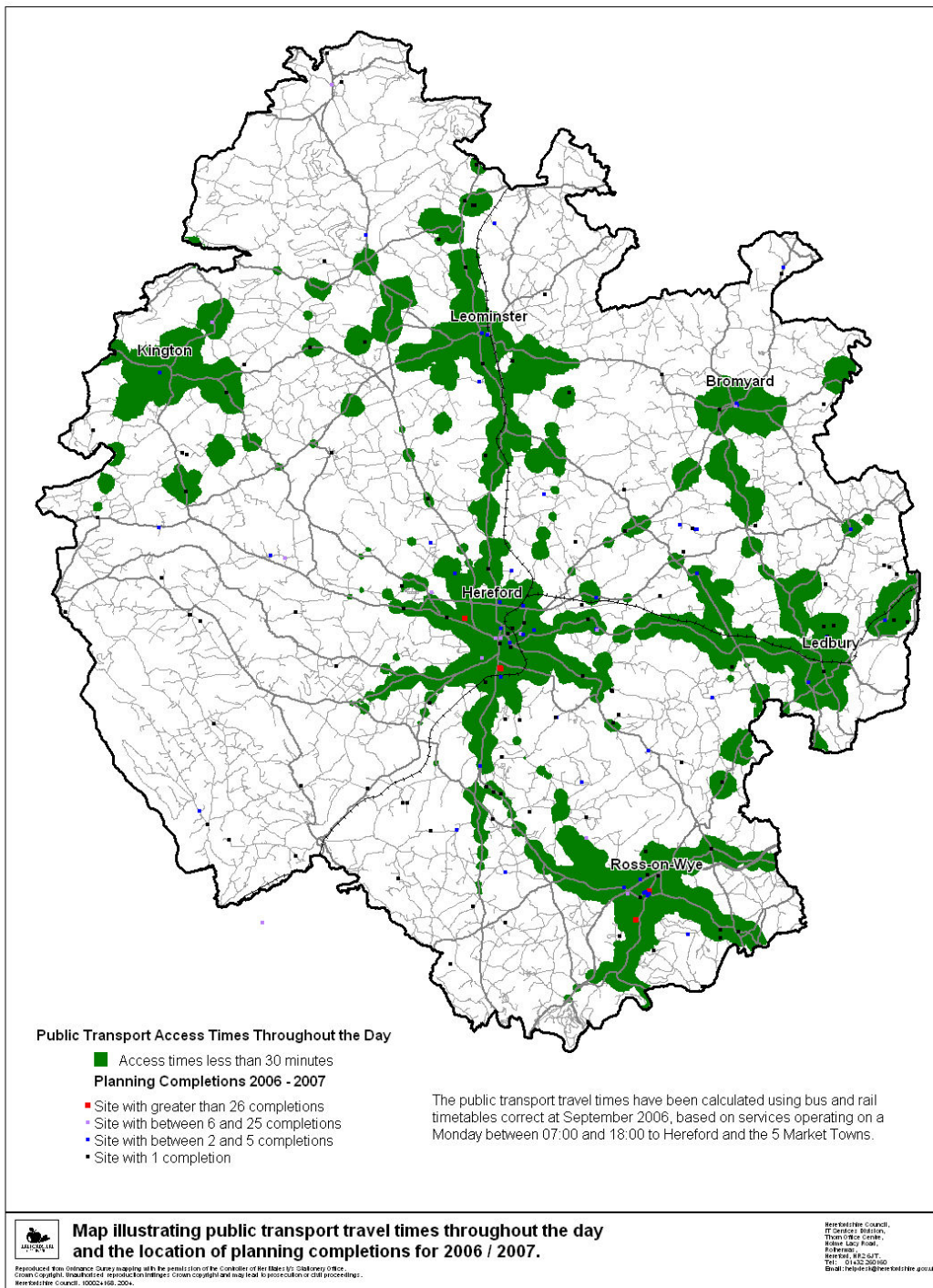
Limitations

- 5.9 Last year we reported that the public transport routes may vary year on year, however this years routes are the same as last year. In fact an improvement on the road network has been made in the mapping system and as such the data is more robust. It is however understood that a change is likely in next years AMR. Policies contained within the UDP regarding location of development must consider this and not rely on the proximity of public transport routes as the sole reason for locating development in a particular area. It is acknowledged that appropriate locations will often have multiple sustainable attributes.

Shortfalls in Transportation Information

- 5.9 A core indicator to calculate the percentage of completed non-residential development complying with car parking standards set out in the UDP continues to have restricted data availability. The issue is being addressed and it is anticipated that data collection will be improved in the medium term for forthcoming AMR's.

Figure 15: Dwelling Completions for 06/07 Within 30 Minute Public Transport Time to Hereford and the 5 Market Towns



Section 6: TOWN CENTRES AND RETAIL

Objectives TCR(1)

To ensure that central shopping and commercial areas continue as the main focus of shopping, employment, services and facilities in Hereford and the market towns, where they are well served by public transport and readily accessible by the community as a whole by means other than the private car.

To safeguard and improve local village centres that are readily accessible by walking and cycling.

6.1 UDP Policies relating to Objective TCR(1)

S5	Town centres and retail
TCR1	Central shopping and commercial areas
TCR2	Vitality and viability
TCR3	Primary shopping frontages
TCR4	Secondary shopping frontages
TCR5	Uses outside Class A of the Use Classes Order
TCR6	Non-retail uses
TCR8	Small scale retail development
TCR9	Large scale retail & leisure development outside shopping & commercial areas
TCR10	Office development
TCR11	Loss of existing offices
TCR13	Local and neighbourhood shopping centres
TCR14	Village commercial facilities

6.2 Targets TCR(1)

Although no specific targets are set out in the UDP, its policies are in line with National Policy guidance, the Regional Spatial Strategy and they support the Herefordshire Partnership's Economic Development Strategy. It adopts a strategy to protect and enhance the vitality and viability and maintain the retail and general facilities hierarchy within the County: Hereford, the market towns and local, neighbourhood and village centres. The Plan's guiding principles look to enhance the role of settlements as service centres, improve opportunities for access to services and guide new developments to locations that offer a choice of transport modes.

6.3 Core Indicators TCR(1)

- (i) The amount of completed retail and office development completed within the monitoring period.
- (ii) The percentage of completed retail and office development in town centres.

6.4 For the reporting year of 2006-2007 there were no retail completions over the regional threshold of 1,000 m². However, there were a number of schemes over this threshold that are currently under construction that are expected to be completed within the next year and therefore will be reported in next years AMR.

Shortfalls in Retail and Class A Office Development Information

- 6.5 In the past the local authority has not collected information for below the 1000 m² threshold which is required for the regional monitoring. However, it is recognised that in order to set targets and monitor the implication of policies in the emerging LDF a more comprehensive approach will be necessary. Therefore, all retail development, irrespective of floorspace, is anticipated to be monitored in future years.

Section 7: Recreation and Leisure

Objective RL(1)

To promote opportunities for new and improved recreation, leisure and sports facilities in sustainable locations.

7.1 UDP Policies relating to Objective RL(1)

S8	Recreation, sport and tourism
RST1	Criteria for recreation, sport and tourism development
RST5	New open space in/adjacent to settlements
RST6	Countryside access
RST10	Major sports facilities

7.2 Targets RL(1)

There are no specific UDP targets for this type of development, however the Plan acknowledges that recreation, leisure and sports opportunities can contribute to the quality of life of residents and visitors; support local economies and community regeneration, and help the diversification of work opportunities in both urban and rural areas. In providing such facilities the Plan states the importance of balancing the benefits with any adverse effects on local communities, amenity and the environment.

7.3 Core Indicators RL(1)

- (i) Amount of completed leisure development.
- (ii) Percentage of completed leisure development in town centres.
- (iii) Percentage of eligible open spaces managed to Green Flag award status.

7.4 The annual hotel and leisure regional monitoring study sets a threshold on leisure permissions on or over 1,000m² gross built development, therefore only the larger developments of this kind are monitored, omitting smaller scale developments. Any amendment made by the West Midlands Regional Assembly will be updated in subsequent AMR's as appropriate.

7.5 Core Indicators RL(1)

- (i) Amount of completed leisure development.
There were no hotel completions in Herefordshire however, there was one leisure completion (within the aforementioned threshold), details are given in figure 16 below:

Figure 16: Leisure completions 2006/2007

Use Class	Description	Gross Floorspace (m ²)	Planning Application Number	Address
D2	Indoor Family Play Centre	1262	DCCE2006/1254/F	122-124 Widemarsh Street, Hereford

7.6 Core Indicators RL(1)

(ii) Percentage of completed leisure development in town centres.

The leisure completion shown in figure 16 above was in a city centre location and as the only completion during 2006/2007 the percentage of leisure development in town centres was 100%.

Shortfalls in Hotel and Leisure Information

7.7 In the past the local authority has not collected information for hotels below 5 bedrooms or leisure development below 1000m² thresholds, which is required for the regional monitoring. However, it is recognised that in order to set targets and monitor the implication of policies in the emerging LDF a more comprehensive approach will be necessary. Therefore, all hotel and leisure development, irrespective of bedroom capacity or floorspace is anticipated to be monitored in future years.

Open Spaces

7.8 Herefordshire Council has completed its initial Open Spaces Audit, in line with PPG17 and is now considering the findings. A working group has been set up to take forward these findings into improving the quality and accessibility of open space, sports and recreation facilities across the county.

7.9 Herefordshire was split into 9 geographical areas for the audit. Within each of these areas, open space, sports and recreation provision has been assessed in terms of quantity and quality, focusing on the settlements as defined in the hierarchical approach set out in the UDP, along with strategic facilities, such as Queenswood Country Park.

7.10 The main findings of the audit concern quality and accessibility of the existing provision. Deficiencies in the different types of provision vary across the 9 areas. These findings are anticipated to be taken forward with 'action plans' and 'strategic priorities' identified both on a countywide level, and also in regards to the 9 geographical areas used in the audit, although specific details are yet to be confirmed.

7.11 Core Indicators RL(1)

(iii) Percentage of eligible open spaces managed to Green Flag award status.

Herefordshire Council uses the Green Flag standards as a method of rating its sites. In the audit, Green Flag standards were incorporated into the methodology used by the auditors. The data is currently being scrutinised, although of the site appraisals analysed, 13 of the 66 (20%) of facilities classified as 'Natural or semi natural greenspaces' in the PPG17 methodology, met or exceeded the Green Flag standard, 24 of the 37 (65%) facilities classed as 'Parks' in the PPG17 methodology inspected for quality, met or were above the Green Flag standard.

Future work

7.12 The audit of open space, sport and recreation has allowed for better and more appropriate use of resources, and informed issues such as planning gain and section 106 agreements. Development briefs, where appropriate can also take into account these findings and incorporate appropriate open

space and facilities. The information will also form the basis for the monitoring and review of open space and facility provision in terms of quality and quantity, in addition to informing existing and future planning policies.

Shortfalls in Recreation Information

- 7.13 It has not been possible to do a comparative study on the available data for open spaces between last years AMR and this as the data sets were not complete and as such likely to be inaccurate. This is due to slow progress in formulating the "Action Plans". Due to unforeseen problems with the original data produced by the consultants, additional work has had to be undertaken to ensure the data is correct, which has meant revising the entries on the Geographical Information System before work could proceed. This is currently being undertaken and nearing completion and it is anticipated that the development of the Action Plans and next stages can be started towards the end of this year. An update on this will be provided in next years AMR for 2007/2008 when it is also hoped that a full data set will be available.

Section 8: MINERALS

Objective M(1)

To ensure the continued supply of primary extraction aggregates for the local construction industry and to satisfy the wider aggregate needs arising in the region.

8.1 UDP Policies relating to Objective M(1)

- S9 Minerals
- M3 Criteria for new aggregate mineral workings
- M5 Safeguarding mineral reserves

8.2 Targets M(1)

Government policy for aggregates provision is essentially that an adequate and regular supply of minerals must be provided, subject to environmental and sustainability considerations. A landbank of permitted reserves of sand and gravel sufficient to meet 7 years production should be maintained; more may be needed for crushed rock.

8.3 The guidelines are that provision should be made in the West Midlands for the production of 162 million tonnes (mt) of sand and gravel and 93mt of crushed rock over the period 2001 to 2016. West Midlands Regional Aggregates Working Party (WMRAWP) policies require that appropriate provision should be made in the region for the supply of nationally and regionally significant minerals.

8.4 The WMRAWP recommends the following sub-regional apportionment for Herefordshire:

- Sand & Gravel: 28% of regional production (0.283mt pa for 2001-2016)
- Crushed Rock: 7.3% of regional production (0.424mt pa for 2001-2016)

8.5 Core Indicators M(1)

(i) Production of primary land won aggregates.

The West Midlands Regional Aggregates Working Party (WMRAWP) annual report 2004 reported that the latest sale figures (2004) for Herefordshire were as follows:

- Sand and gravel sales of 250,000 tonnes per annum (slightly down on annual apportionment)
- Crushed rock sales of 460,000 tonnes per annum (slightly above annual apportionment).

Whilst the 2005 WMRAWP figures have not yet been received they are not thought to be much different than those reported for 2004.

8.6 The UDP figures for production are based on reserves of sand and gravel through until 2025 and crushed rock to 2044. Information on primary aggregate production for Mineral Planning Authorities (MPA's) is collected annually by each MPA from operating companies on behalf of the WMRAWP. This information is:

- (a) requested annually (by calendar year)

- (b) in arrears (the most recent figures available are 04/05, most recent request was for production in 2005 and is to be reported in 06/07)
- (c) provided on a confidential and voluntary basis. All returns are collected by MPA's and forwarded to the RAWP Secretary for agglomeration, in a way that protects commercial sensitivity, for subsequent publication in the RAWP annual reports (most recent report, 2004).

8.7 Primary extraction aggregates for Herefordshire for the period 04/05, i.e. sales of:

▪ Sand & Gravel	250,000 tonnes
▪ Crushed Rock	460,000 tonnes
▪ Total	710,000 tonnes

(Source: WMRAWP Annual Report 2004)

8.8 As sales of primary extraction aggregates in the County are relatively stable, follow national trends and have not been affected by any significant local developments, there is no reason to believe that the 2005 figures will be significantly different from those stated above.

Objective M(2)

To encourage the use of secondary aggregates and recycling.

8.9 UDP Policies relating to Objective M(2)

S9 Minerals

M6 Secondary aggregates and recycling

8.10 Targets M(2)

There are no specific targets and therefore no allocation apportionment set out in the UDP for the use of alternatives to naturally occurring aggregates or other minerals. However, policy M6 states that proposals for the production, processing, treatment and storage of such alternatives should be encouraged.

8.11 Core Indicators M(2)

(i) Production of secondary/recycled aggregates.

(ii) Secondary/recycled aggregates are produced in two general ways:

(The above includes sites with specific planning permissions for such production; and at 'other' sites where processing takes place in association with other recycling activities.)

As with previous years it is unknown as to how much aggregate is produced from secondary or recycled sources in the county.

Limitations in Minerals Information

8.12 Data gathering and its reliability has continued to be a problem at both regional and local level. It is hoped that a local level system of monitoring can be developed to assess general production levels as well as to inform future Development Plan Documents. This will enable an evidence base to be compiled to assess the effectiveness of policy use in meeting plan objectives as well as relevance towards future necessary Development Plan Documents. Future AMR's will report on these findings to inform any recommendations for change.

Section 9: WASTE

Objective W(1)

To achieve a more sustainable waste management process by using the BPEO methodology and taking into account the principles of the waste hierarchy, the proximity principle and regional self-sufficiency.

9.1 The aforementioned objective is broad and overarching, relating to all policies within the waste chapter of the Plan. The UDP sets out a number of additional more specific objectives in paragraph 12.2.2 that can be found in the adopted UDP available at the following link: http://www.herefordshire.gov.uk/docs/Forwardplanning/12_WASTE_.pdf

9.2 UDP Policies relating to Objective W(1)

- S10 Waste
- W1 New waste management facilities
- W2 Landfilling or landraising
- W3 Waste transportation and handling
- W7 Landfill gas utilisation
- W8 Waste disposal for land improvement
- W11 Development – waste implications

9.3 Targets W(1)

No specific targets are set in the UDP for the production, treatment or disposal of waste. However, the specific objectives outlined in paragraph 12.2.2 of the UDP provide an overview of how it is intended for waste management to be carried out over the Plan period.

9.4 Core Indicators W(1)

- (i) Capacity of new waste management facilities by type; and
- (ii) Amount of municipal waste arising by management type, and the percentage each management type represents of the waste managed.

9.5 Core Indicators W(1)

- (i) Capacity of new waste management facilities by type:

Figure 17: New waste management facility planning permissions granted 2006 - 2007

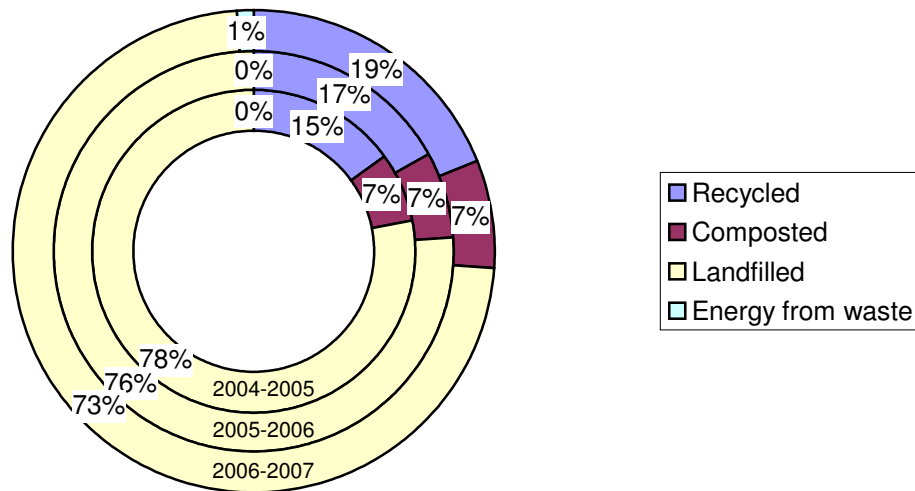
Address	Description	Wastes to be managed	Annual throughput capacity, (tonnes to nearest 1,000)
Stoney Street Industrial Estate Madley	Waste treatment (using autoclave) and recycling facility including construction of new building	Municipal arisings (MSW and Commercial waste)	100,000
Unit 11 Bromyard	Waste transfer station	Construction/Demolition	15,000

Industrial Estate, Bromyard		waste	
Unit 18 Thorn Business Park, Rotherwas	Extension to waste transfer station	Domestic trade / building and household waste	10,000
Pontrilas Timber Builders Merchants, Pontrilas	Biomass power generation plant	Woodchip	90,000
Litfield House Farm, Lyonshall, Kington	Clinical waste transfer station (Certificate of lawfulness for use of land)	Veterinary waste	<1,000
Ashe Farm, Much Birch	Waste transfer station	Plastic farm waste	No limit (plastic is collected and baled into 500-600kg bales)
Kinsham Farm, Kinsham	Waste Transfer Station	Agricultural plastic waste	400
Litfield House, Lyonshall	Incinerator (Certificate of lawfulness for use of land)	Domestic pets	<1,000
Total			217,400 (excludes the no limit authorised for plastic farm waste operation at Ashe Farm)

Limitations in waste information

- 9.6 The previous AMR underwent a trial to establish if additional information obtained from the Environment Agency for the number of Waste Management Licences (WMLs) issued in Herefordshire would increase the informative nature of the approach being tested. However, following a review of this approach for this AMR it was felt that by identifying those WMLs that had been issued by the Environment Agency, nothing additional was being given in terms of whether the UDP waste policies were achieving their target. Therefore this approach is no longer being maintained.
- 9.7 A feasibility study is being held with the Environment Agency to establish if they can provide a list of those WML applications they receive that have been deemed exempt from requiring a WML under the WML Regulations 1994. It is thought at this early stage, that this information (to be provided quarterly to the council) will assist in identifying those operations although exempt from WML requirements may still require planning permission. This will aid in capturing those operations that would ordinarily slip through the planning system. This identification process would then assist in achieving a number of the more specific objectives set out in the UDP paragraph 12.2.2. An update will be provided in subsequent AMRs.
- 9.8 Core Indicators W(1)
- (ii) Amount of municipal waste arising by management type and the percentage each management type represents of the waste managed:

Figure 18: Percentage trends of municipal waste by management type 2004-2007



9.9 Figure 18 represents the percentages of municipal waste, by waste management type in the county over the last monitoring period. Municipal waste recycled has increased on last year by 2% from 16,231t to 16,922t; composting has remained the same at 7%, increasing in tonnage marginally from 6,148t to 6,657t; and landfilled municipal waste has decreased by 3% (4,714t) from 70,602t to 65,888t. The policies over the past 3 years have seen a continued composting regime, although no improvement; a steady increase in recycling and decrease in landfill dependency, with new sources of energy capture being made from waste. However, greater improvement is still required to move away from the principal waste disposal method, landfill. (Source: Herefordshire Council Waste Management Section)

Shortfalls in Waste Information

9.10 Improvements over the short term were achieved and reported on in last years AMR and medium term improvements are moving in the right direction. Developing trend data by repeating and comparing figures over time for municipal waste management types is improving monitoring and interpretation. Although the WMLs information used last year did not perform as expected (see paragraph 9.6 above) a feasibility study is being developed (see paragraph 9.7 above) to look into those facilities that do not require a WML due to an exception rule, but may require planning consent. An update on these matters will be provided in subsequent AMRs.

Further Work

9.11 The monitoring of the LDF in the future is likely to include waste streams that go beyond municipal waste and will start to include industrial and commercial waste and demolition and construction waste with the possibility of reporting hazardous waste streams too, if necessary. This update is likely to be for the mid term and therefore subsequent AMRs will provide further details when necessary.

Section 10: DEVELOPMENT REQUIREMENTS

Objective DR(1): To avoid inappropriate development in areas at risk of flooding, and to direct development away from areas at highest risk (PPS25).

10.1 UDP Policies relating to Objective

S2 Development Requirements

DR7 Flood Risk

10.2 Target

There are no specific UDP targets for development requirement policies, however the Plan is required through PPS25 to give priority in allocating or permitting sites for development in descending order of flood risk. There have been modifications to PPS25, however these have not been incorporated into the UDP or AMR. The following interprets those areas identified by the Environment Agency maps for zone 3a, 3b and 3c prior to these modifications and are also used in the UDP policies.

Zone 3a, developed areas – all land within settlement boundaries unless it forms a functional flood plain;

Zone 3b, undeveloped and sparsely developed areas – all land outside settlement boundaries unless it forms a functional flood plain; and

Zone 3c, functional flood plain – land within or outside settlement boundaries.

10.3 Core indicator DR1

Number of planning permissions granted contrary to the advice of the Environment Agency;

- (i) Inappropriate development in the flood plain;
- (ii) Development that adversely affects water quality.

10.4 Core indicator DR1

- (i) Inappropriate development in the flood plain;

For the current monitoring year, one planning permission granted, contrary to Environment Agency advice.

Figure 19: Planning applications granted contrary to the advice of the Environment Agency on flood plain grounds

Planning Application Number	Location	Description	Date of Permission
DCNW2005/1819/F	Paytoe Lane, Leintwardine	Proposed Coach Hire Business	03/07/06
<p>Reason for granting consent: The advantages to the local community, especially in providing an operating base for the applicant who, in turn, provides a form of sustainable travel, which is locally in demand, was sufficient reason for the planning committee to outweigh the floodplain objections of the environment agency.</p>			

10.5 Core indicator DR1

(ii) Development that adversely affects water quality.

There were four planning applications in 2005-6 (the latest currently available information) that resulted in Environment Agency's (EA) objections regarding water quality, however through negotiation and prior to approval, conditions or other amendments were made to the applications that resulted in the EA objection to the application being withdrawn. Therefore, no planning permissions were granted contrary to Environment Agency advice on development that could adversely affected water quality.

Shortfalls in Development Requirements Information

10.6 As a new core indicator and due to the information provided at the regional level the Environment Agency records currently only show the previous reporting period and therefore the information on which the above is based upon and above does not show information for 2006/2007. It is hoped that future AMRs will report the latest information and an update on this will be provided in next years AMRs.

Section 11: NATURAL HERITAGE

Objective NHH (1)

To conserve and enhance the natural heritage of the County and avoid, wherever possible, adverse environmental impacts of development.

To minimise any unavoidable adverse environmental impacts by means of measures to mitigate or compensate for any loss or damage, including restoration or enhancement, provision of replacement features and future management.

11.1 UDP Policies relating to Objective NHH (1)

- S7 Natural and historic heritage
- LA5 Protection of trees, woodlands and hedgerows
- NC1 Biodiversity and development
- NC2 Sites of international importance
- NC3 Sites of national importance
- NC4 Sites of local importance
- NC5 European and nationally protected species
- NC6 Biodiversity Action Plan (BAP) priority habitats and species
- NC7 Compensation for loss of biodiversity
- NC8 Habitat creation, restoration and enhancement
- NC9 Management of features of the landscape important for flora & fauna

11.2 Targets NHH (1)

Although there are no specific targets set out in the UDP, the following sets out more specific objectives of biodiversity policies:

- safeguard international, national and local protected areas of nature conservation and geological importance, and species listed in the UK and local BAP from inappropriate and unnecessary development;
- ensure no net loss of either the quality nor quantity of biodiversity in the County;
- help meet the aims of the BAP for Herefordshire; and
- encourage the provision of features of value to wildlife in all development schemes.

11.3 Core Indicators NHH (1)

Change in areas and populations of biodiversity importance, including:

- (i) change in priority habitats and species (by type); and
- (ii) change in areas designated for their intrinsic environmental value including sites of international, national, regional, sub-regional or local significance.

Local Biodiversity Action Plan (LBAP) Update

- 11.4 The LBAP is being revised in three phases. The first of these was completed in the last reporting year and looked at lowland and woodland habitats, whilst phases two and three will be reviewed in the next monitoring round. Phase two is due to review upland and wetland habitats and phase three will cover

the remainder. The reviews are due to be completed in the short term and once complete will result in smart targets which will be more compatible with the emerging LDF. Further information on how the council is addressing biodiversity can be found in the draft Biodiversity Strategy 2007-2010 at: http://www.herefordshire.gov.uk/docs/Environment/Biodiversity_Strategy_110907.pdf

National UK Priority Habitats and Species Update

- 11.5 There are 156 Priority Species in the LBAP and of these 59 are also UK BAP priorities, approximately 18 of these are also legally protected under European and National law. A recent national review of priority habitats and species has resulted in a larger list being reported. In light of this update the LBAP priority Habitats and Species will be considered for review when appropriate.
- 11.6 Core Indicator NHH (1)
(i) change in priority habitats (by type)
Figure 20 shows a total gain of 1,445 square metres of lowland habitats such as grassland and orchards and quite a significant loss of 566 metres of hedgerow, whilst there was no net change in upland, woodland, or wetland habitats.
- 11.7 The losses in hedgerow were mainly due to the Rotherwas Access Road application, however the replanting and additional hedgerow will not be implemented until next year and hence will be reported in next years AMR.
- 11.8 Core Indicator NHH (1)
(i) change in priority species (by type)
Figure 21 shows there were no proposals that resulted in any notable change in priority species. The Conservation Section maintains an overview of proposals that affect priority species in order to assess any major changes in their populations. Proposals affecting priority species, namely bats, barn owls and great crested newts, were sought to mitigate against adverse effects such as providing roosting nests or replacement habitats. No monitoring on the impact of these works has been undertaken within the period in view of the nature and extent of where they occur.
- 11.9 Core Indicator NHH (1)
(ii) change in areas designated for their intrinsic environmental value including sites of international, national, regional, sub-regional or local significance.
Figure 22 shows Herefordshire's designated sites indicating their size in hectares for this monitoring period and includes 2005/2006 as a baseline to establish any change and therefore can be used to assess if we are moving in the desired direction of change as set out in the UDP. There have been planning applications in designated sites, but no changes to their areas or boundaries have been reported.
- 11.10 The Inspector in his report on the UDP objections recommended removing the Site of Interest for Nature Conservation (SINC) designation at Broomy Hill, Hereford of 1.6ha. The Council subsequently accepted this loss at the proposed modifications stage and the adopted UDP, March 2007 now reflects this change, as does Figure 22.

Figure 20: Change in Priority Habitats 2006-2007

Priority Habitat	Planning Application Number and Site Address	Status of Application	Proposed Habitat Loss	Proposed Habitat Gain	Proposed Net Change in Priority Habitat	Conservation Planning Application Condition/Advice Implemented (Yes/No)
Lowland Habitats	DCSE2006/1944/F Brockhampton Ch.	Decided	45sqm. grassland		-45sqm grassland	Yes
Lowland Habitats	DCCE2006/2327/F Old School Lane	Decided		1400sqm grassland	+1400sqm grassland	Yes
Lowland Habitats	DCNE2006/2894/F Hillend	Decided		90sqm orchard	+90sqm orchard	Yes
Lowland Habitats Totals					+1445sqm	
Upland Habitats Totals					0	
Woodland Habitats Totals					0	
Wet Habitats Totals					0	
Other Distinct Habitats	DCNW2006/0535/H N of Eardisley	Decided	63m hedgerow	63m hedgerow	0	Not applicable
Other Distinct Habitats	DCNW2006/2396/H Orleton	Decided	18m hedgerow	18m hedgerow	0	Not applicable
Other Distinct Habitats	DCSE2006/3154/H Treworgan Farm	Decided	211m hedgerow	222m hedgerow	+11m	Not applicable
Other Distinct Habitats	DCCE2006/3337/H Dinedor Cross	Decided	184m hedgerow	124m hedgerow	-60m	Not applicable
Other Distinct Habitats	DCCE2006/3945/H Watery Lane, Hereford	Decided	600m hedgerow		-600m	Not applicable
Other Distinct Habitats	DCCE2007/0074/H Bullinghope	permission given	320m hedgerow		-320m	Not yet
Other Distinct Habitats	DCNC2007/0628/H Ullingswick	Decided	20m hedgerow		-20m	Not applicable
Other Distinct Habitats	DCCE2006/1110/F Whitestone Business Park	Decided		188m hedgerow	+188m	Yes
Other Distinct Habitats	DCCW2006/1148/F Fromington Nursery	Decided		70m hedgerow	+70m	Yes
Other Distinct Habitats	DCNC2006/1962/F Hazeldene	Decided	45m hedgerow		-45m	No
Other Distinct Habitats	DCNE2006/2894/F Hillend	Decided		210m hedgerow	+210m hedgerow	Yes
Other Distinct Habitats Totals					-566m	

(Developed using LBAP)

Figure 21: Change in Priority Species 2006-2007

Associate Habitat	Priority Species	Planning Application Number and Site Address	Status of Application	Proposed Species Loss	Proposed Species Gain	Proposed Net Change in Priority Species	Conservation Planning Application Condition/Advice Implemented (Yes/No)
Lowland Habitat	Adder					0	
	Barn Owl	DCSW2006/3273/F Coed Lank	Decided	0	0	0	Yes
	Pink waxcap					0	
	High-brown fritillary					0	
	Tree sparrow					0	
Woodland Habitats	Upland oak woodland					0	
	Wood white					0	
	Grizzled skipper					0	
	Bats					Not available	
	Peal-bordered fritillary					0	
Wet Habitats	Water vole					Not available	
	White clawed crayfish					Not available	
Other Distinct Habitats	Noble chafer					0	
	Carder bumblebee					0	
	Black poplar					0	
	Dormouse					0	

(Developed using LBAP)

Figure 22: Change in area of sites designated for their intrinsic environmental value

Designated Sites	Planning Application Number and Site Address	Status of Application	Proposed Loss of Designated Site Area	Proposed Gain of Designated Site Area	Proposed Net Change of Designated Site Area	Conservation Planning Application Condition/Advice Implemented (Yes/No)	2005/2006 Hectares Baseline	2006/2007 Total Net Change of Designated Site Area (baseline minus net change)
Special Areas of Conservation	None						1,119	
Sites of Special Scientific Interest	None						5,060	
National Nature Reserves	None						216	

Special Wildlife Sites	None						18,862	
Sites of Importance for Nature Conservation	Broomy Hill (identified in the deposit draft UDP)	Deleted from adopted UDP following recommendation from the Inspector	1.6ha	0	-1.6ha	N/A	88	86.4ha
Local Nature Reserves	None						243	
Totals							25,588	25,586.4

(Developed using LBAP)

Limitations in Natural Heritage Information

11.11 The Herefordshire Biological Records Centre reported last year on the limitations on species information and this advice is still relevant for this reporting period. In brief, reporting on changes in Priority Species continues to be problematic due to difficulties in obtaining and maintaining robust records-keeping and systems to monitor impacts, whether positive or negative, that any completed development management programmes or planning agreements have on the locality of species occurrences.

11.12 Only on a small proportion of planning applications are sought advice upon biodiversity and priority habitats and species and are reported in the above tables (approx 250 applications a year compared with 4000 that are received). This is an inaccurate record of how many applications, if approved, are affecting biodiversity and priority habitats and species in particular. Furthermore, it is worth noting that the hedgerow regulations that the data collection is based on do not include all hedgerows. For example, garden curtilage hedgerows are not included.

Further Work

11.13 Additional work is planned in time for next year to help provide a more comprehensive approach in terms of monitoring all applications for any potential impact on biodiversity; habitats and species in particular, and hence aid implementation of a monitoring system to inform an appropriate person to the commencement of developments that affect biodiversity. This is a medium term challenge that is being looked at as part of monitoring for the emerging LDF. Progress on this will be reported on in future AMRs.

11.14 The Green Infrastructure Study which is currently being developed as part of the LDF process and evidence base is likely to provide significant information which could potentially feed into future AMRs and address the issues raised in this section. Figure 23 provides a brief update on additional monitoring requirements for habitats and species from last years AMR and indicates where further work is still needed.

Figure 23: Additional Monitoring Requirements for Priority Habitats and Species

Tasks	Action & Timescale	2006/2007 update
Council Conservation Section and HBRC in liaison with partners including Natural England and Herefordshire Nature Trust to produce and implement plan to gather new priority habitat and species data through survey.	Review resources required and produce plan for subsequent implementation by 2007.	No baseline data on priority habitats however quantifiable data is underway and on going. An audit on missing data is complete, while SSSIs are to be reviewed first followed by SWSs (starting from 1990's). One third of data on species has been gathered but no baseline is available.
Council GIS, Conservation Section and HBRC to ensure that priority habitat and selected species data, when available, is plotted onto the Council's IT systems.	Ongoing.	Green Infrastructure study may be able to provide a significant amount of data previously difficult to obtain.
Council to promote existence of Biodiversity Supplementary Planning Guidance (updated November 2005).	Promotion strategy is now in place. Training sessions for development control officers has been implemented and a standard presentation has been developed for groups outside the council.	A strategic approach is needed here with contributions from Herefordshire Partnership.
Planning Department to devise a form for Planning Officer to complete and send to Conservation Section when a planning permission is granted that will result in a loss to a priority habitat or species and/or when planning conditions specified by Conservation Section to protect these features are not applied.	Due to a lack of staff resources a system was unable to be put in place in 2006. It is now proposed for 2007.	A basic manual method has been devised and is operational in the Conservation Section. Improvements could be made.
Review the procedure for consultation on when development commences on sites containing priority habitats and species to be forwarded to Planning Ecologist.	Bat site information available to DC planning registration as at 2006. However, not a full range of habitats and species are notified.	Continued resource issues make this a medium term project. However, is likely to be addressed through the LDF process and evidence base.
Conservation Section to liaise with Development Control to consider option for amending current planning application form to request information concerning priority habitats and species from applicants.	Planning application form under review nationally, implementation and review locally when guidance available.	Guidance on One AAP, the new national planning application form, is available. However, it continues to be a medium term project as the LDF process gets underway.

(Update Source: Forward Planning Monitoring Meeting 002 of 25/04/07)

11.15 Although progress has been made in obtaining monitoring information further work is still needed to ensure a successful monitoring regime in line with the council's section 28G duties. This will provide the necessary updates to any annual change in sites designated for their intrinsic environmental value. An update will be provided in subsequent AMR's.

Section 12: RENEWABLE ENERGY

Objective CFS (1)

Recognise the role of renewable energy and support it's environmentally acceptable use.

12.1 UDP Policies relating to Objective CFS (1)
 S11 Communities Facilities and Services
 CF4 Renewable Energy

12.2 Targets CFS (1)
 There are no specific targets set out in the UDP for renewable energy policies. However, policy CF4 in the UDP seeks to provide guidance on the considerations that will be applied to renewable energy development proposals.

12.3 Local Indicators CFS (1)
 (i) Applications for renewable energy
 Figure 24 represents the applications received this reporting period for renewable energy schemes in Herefordshire. The figure is up on last year from 1 application to 5 applications, none of which had been started at the time of survey.

Figure 24: Renewable Energy Applications

Application Number	Development Proposal	Site Location	Status of Application
DCNC2006/1300/F	Erection of a wind turbine with a 5m rotor diameter approved 13 th June 2006	Bromyard Queen Elizabeth School	Approved, not started
DCNC2006/1720/F	Retrospective application for erection of electricity generating wind turbine approved 28 th Sept 2006	Ledwyche Farm Bleathwood	Approved, not started
DCCW2006/2845/F	Off Grid turbine on a small holding approved 18 th Oct 2006	Hawkersland Burmars Marden	Approved, not started
DCCW2006/3908/F	2m diameter wind turbine to provide electricity on small project by the Bulmer Foundation approved 7 th Feb 2007	Upper House Farm Westhope	Approved, not started
DCCW2007/0326/F	Lighting column including wind turbine and solar panel approved 29 th Mar 2007	Burghill School	Approved, not started

AMR Update

- 12.4 In last years AMR it was reported that one application was received for a wind turbine at Whitecross School, Hereford. The application was granted approval however the wind turbine had yet to become operational. Following a review it can be reported for 2006/2007 that the turbine is still to be erected and is therefore not operational. Future AMRs will provide an update.
- 12.5 It was reported last year that improvements were needed in the council's MVM system to monitor renewable energy planning applications. A system has still not been devised however, options are being considered to capture this more efficiently, possibly through the new national planning application form 1-APP. It therefore continues to be difficult to gather data effectively. Information in figure 24 above shows those applications approved for renewable energy developments, for this monitoring period.

Limitations and Further Work

- 12.6 The applications summarised in figure 24 above do not show the amount of energy that is proposed for production from the schemes. Progress on this is hoped to be short term and figures should be available for next years AMR. In addition, the collection of information upon the carbon dioxide savings would be advantageous but this is likely to be a long term aspiration and could be addressed through the LDF process. An update on progress on this issue will be provided in subsequent AMR's as necessary.

Appendix 1: Glossary

the Act: the Planning and Compulsory Purchase Act 2004.

Annual Monitoring Report (AMR): part of the *Local Development Framework*, the AMR will assess the implementation of the *Local Development Scheme* and the extent to which policies in *Local Development Documents* are being successfully implemented.

Area Action Plan: used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents*.

Contextual indicators: measure changes in the wider social, economic, and environmental background against which policies operate. As such, they help to relate policy outputs to the local area.

Core Strategy: sets out the long term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The core strategy will have the status of a *Development Plan Document*.

Development Plan: as set out in Section 38 of the Act, an authority's Development Plan consists of the relevant *Regional Spatial Strategy* and the *Development Plan Documents* contained within its *Local Development Framework*.

Development Plan Documents (DPDs): spatial planning documents that are subject to independent examination, and together with the relevant *Regional Spatial Strategy*, will form the *Development Plan* for a local authority area for the purposes of the Act. They can include a *Core Strategy*, site specific allocations of land, and Area Action Plans (where needed). Other *Development Plan Documents*, including generic development control policies, can be produced. They will all be shown geographically on an adopted proposals map.

Evidence base: information gathered by a planning authority to support the preparation of Local Development Documents. Includes quantitative and qualitative data.

Housing trajectories: means of showing past and future housing performance by identifying the predicted provision of housing over the lifespan of the Local Development Framework.

Local Development Document (LDD): the collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Order (LDO): allows local planning authorities to introduce local permitted developments rights.

Local Development Framework (LDF): the name for the portfolio of *LDDs* and related documents. It consists of *DPDs*, *Supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *AMR*. It

may also include *LDOs* and simplified planning zone schemes. Together all these documents will provide the framework for delivering the spatial planning strategy for a local authority area.

Local Development Scheme (LDS): sets out the programme for preparing *LDDs*. All authorities must submit a scheme to the Secretary of State for approval within six months of commencement of *the Act*.

Monitoring: regular and systematic collection and analysis of information to measure policy implementation.

Outcomes: macro-level real world changes which are influenced to some degree by *LDF* outputs.

Outputs: the direct effects of a policy e.g. number of housing completions, amount of employment floorspace etc.

Output indicators: measure the direct effect of a policy. Used to assess whether policy targets are being achieved in reality using available information.

Plan, Monitor and Manage: means of measuring and reviewing policy, involving the adjustment of policy through monitoring if necessary.

Policy implementation: assessment of the effectiveness of policies in terms of achieving their targets. Measured by use of *output and contextual indicators*.

Use Class: The Use Class describes the use of each property according to the Town and Country Planning (Use Classes) Order 1987 (as amended).

Regional Spatial Strategy (RSS): sets out the region's policies in relation to the development and use of land and forms part of the *Development Plan*. Planning Policy Statement 11 "Regional Spatial Strategies" provides detailed guidance on the function and preparation of RSSs.

Saved policies and plans: existing adopted *Development Plans* are saved for three years from the date of commencement of *the Act*. Any policies in old style *Development Plans* adopted after commencement of *the Act* will become saved policies for three years from their adoption or approval. The *LDS* should explain the authority's approach to saved policies.

Strategic Environmental Assessment Directive (SEA): A European Directive 2001/42/EC "on the assessment of the effects of certain plans and programmes on the environment".

Supplementary Planning Documents (SPDs): provide supplementary information in respect of the policies in *DPDs*. They do not form part of the *Development Plan* and are not subject to independent examination.

Sustainability Appraisal (SA): generic term used in this guidance to describe the form of assessment that considers social, environmental and economic effects that fully incorporates the requirements of the *SEA Directive*.

Targets: thresholds that identify the scale of change to be derived from policies over a specific time period (e.g. number of affordable homes to be built by a set date).

Appendix 2: Herefordshire's profile

Setting the Context for Policies of the UDP: Contextual Indicators

Regional Context

- 2.1 The UDP has been prepared in the context of the West Midlands Regional Spatial Strategy (formerly Regional Planning Guidance – RPG11). The West Midlands Regional Spatial Strategy (RSS) is part of the national planning system. Its main purpose is to provide a long term land use and transport planning framework for the Region. It determines (amongst other things) the scale and distribution of housing and economic development across the Region, investment priorities for transport and sets out policies for enhancing the environment. Also incorporated into the RSS is the Regional Transport Strategy.
- 2.2 The RSS has statutory status and all Local Development Plan Documents must conform to its principles, policies and proposals. The RSS was published in June 2004 by the ODPM (now DCLG). In approving the document, the Secretary of State identified a number of policy issues that needed to be addressed in revisions of the document. The revisions are being brought forward on a multi-track basis. The first phase focused on a 'Black Country Sub-Regional Study' an examination in public took place early in 2007 and the document will be finalised in 2008. Phase 2 commenced in November 2005 and included housing figures, employment land, transport and waste. A preferred option will be submitted to the Secretary of State late in 2007. Work on Phase 3 is beginning in 2007 and will be looking at: critical rural services, recreational provision, regionally significant environmental issues and provision of a framework for Gypsy and Traveller sites.
- 2.3 The Regional Economic Strategy produced in 1999 jointly by Advantage West Midlands (AWM) and the West Midlands Regional Assembly (WMRA) offers a 10 year vision for economic development, which is set within the overall framework of the RSS (formerly RPG11). The Strategy recognises the challenges and opportunities represented by areas such as Herefordshire and identifies actions such as workspace and infrastructure as key elements of local economic development. The Regional Economic Strategy is currently being updated and is expected to be published by the end of 2007.
- 2.4 Herefordshire's economic vulnerability is reflected in and recognised by its inclusion in a wide range of European, national and local funding and other initiatives. These include EU Objective 2, UK Government Single Regeneration Budget and Countryside Agency's Market Towns Initiative and AWM Regeneration Zone and Rural Development Programme. The UDP's overall development strategy was developed alongside the strategic approach being taken through Objective 2 and the Rural Regeneration Zone. Regeneration activity is to be concentrated in key locations with the greatest potential to create sustainable employment growth and maximise employment opportunities, to the benefit of the wider rural areas.

- 2.5 A Regional Housing Strategy was submitted to ODPM (now DCLG) in June 2005. It covers the period 2005-2021. Two primary aims of the strategy are; to give confidence to developers that the West Midlands is committed to develop and support vibrant housing markets within the context of the Urban and Rural Renaissance policies of the RSS; and to develop sustainable housing and sustainable communities. Both the UDP and the Council's Housing Strategy 2005/2008 have been developed against a background of joint working at Regional level, including the Regional Housing Partnership, the GOWM and Herefordshire Council's annual Regional Housing Strategy.

Geography

- 2.6 Figure 25 below shows the County of Herefordshire in relation to the region. Herefordshire covers an area of 217,973 ha.

Figure 25: Herefordshire geographic context with the West Midlands



- 2.7 The main geographical feature of the County is the River Wye, which enters Herefordshire near the Welsh town of Hay-on-Wye, flows east to Hereford

and then southwards, leaving the County at the Wye Gorge, downstream of Ross-on-Wye. Most parts of the County are drained by the Wye river system, although parts of the east and south east are in the Severn Valley and the north is drained by the River Teme, a tributary of the Severn.

- 2.8 The County's landscape is one of rolling hills and wide river valleys interspersed with small villages. The eastern edge of the County borders with Worcestershire that runs along the line of the Malvern Hills, which rise to over 400 metres above sea level. The Black Mountains in the south west of the County form another elevated area.
- 2.9 The City of Hereford is the major centre for civil and ecclesiastical administration, health, education and leisure facilities, shopping and employment. Five market towns surround the City at about 10-15 miles distant: Leominster to the north, Bromyard to the north east, Ledbury to the east, Ross-on-Wye to the south east and Kington to the west.

Population

- 2.10 A new method of apportioning international migrants to local authorities has meant that Herefordshire's population estimates for the years 2002 to 2005 have been revised downwards, whilst the 2006 mid-year estimate of 177,800 is one thousand lower than the original estimate for mid-2005 (*ONS Mid-Year Estimate 2006*). The revised Herefordshire estimate for mid-2005 is 177,300, which suggests that the county's population grew by 0.3% between mid-2005 and mid-2006. This revised estimate is 1,500 people (0.8%) lower than the original figure of 178,800.
- 2.11 The county is sparsely populated, with the fourth lowest county population density in England. Just below one-third of the population lives in Hereford City, about a fifth in the market towns and almost half in rural areas. Figure 26 below shows a breakdown of the County's population showing the number of people living in Hereford and the market towns, based on the 2001 Census information.

Figure 26: Herefordshire's Urban Population

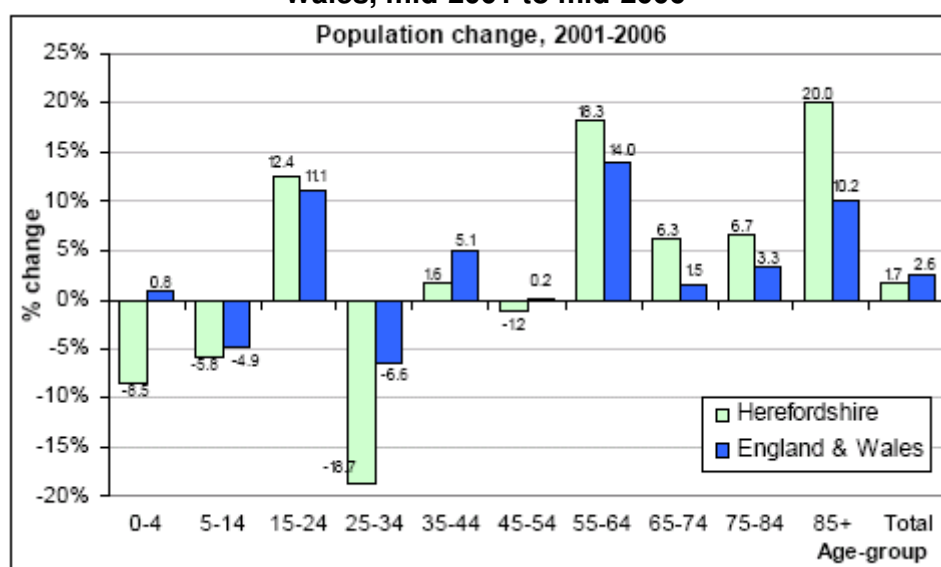
Hereford	Leominster	Ross-on-Wye	Ledbury	Bromyard	Kington
54,850	11,100	10,100	8,850	4,150	2,600

(Source: 2001 Census)

- 2.12 The number of deaths per annum is currently about 2,000, whilst the annual number of births is lower at about 1,600. The Total Fertility Rates (i.e. the average number of children that would be born per woman if women experienced the age-specific fertility rates throughout their child-bearing lifespan) for the 2006 calendar year, as published by ONS are as follows; Herefordshire 1.86, which is slightly below the rate for England and Wales of 1.87; and further below the West Midlands regional rate of 1.96.
- 2.13 The population of Herefordshire grew by 1.7% between 2001 and 2006: an increase of 2,900 people from 174,900. The average annual rate of change suggests, this growth is just slightly below that of the population of England and Wales as a whole (2.6%).

- 2.14 Figure 27 below illustrates, there have however, been more dramatic changes within age groups. Changes have generally been in the same direction as nationally, except for the decreases in the number of under 5s and 45-54 year-olds in Herefordshire.
- 2.15 The increases in the numbers of people in the over-65 age groups in Herefordshire have however, been more than double the equivalent national increases. Most dramatically, the number of people aged 85 and over in Herefordshire has increased by 20.0%, which represents an increase of 800 people.
- 2.16 The number of 25-34 year-olds in Herefordshire fell by 18.7% (3,800 people) over the period – almost three times the national decrease. However, the largest absolute change in the county was an increase of 4,000 people in the 55-64 year-old age group.
- 2.17 The net effect of the changes within the working age population⁹ was an overall increase of 1,200 people of working age in Herefordshire between 2001 and 2006. This translates to a growth of 1.2%, although this is lower than the equivalent national increase (3.7%).

Figure 27: Population change (%) by age group in Herefordshire and England & Wales, mid-2001 to mid-2006



Source: Population Estimates Unit, ONS © Crown Copyright.

Employment

- 2.18 The Labour Force Survey measures the number of residents in an area who are employed both within and outside the County. The number of Herefordshire residents in employment in 2003/2004 was 87,000 (reported in last years AMR in error as 81,000). This comprised 78.6% of the population of working age, higher both in the West Midlands region (73.4%) and nationally (74.3%), and also higher than most neighbouring counties. (Source: Herefordshire Economic Assessment 2005-2007)
- 2.19 The narrow economic base inherited from pre-industrial times largely persists in Herefordshire. Whilst it can be argued that Herefordshire still has a dependency on food production and processing and rural resource

management, where previously administrative services and tourism have also been evident, the potential economic vulnerability has resulted in a decrease in these areas. With continued diversification in Hereford and the market towns into more specialised manufacturing and service sectors (including wholesale retail and repair services and health and social work) these are now the sectors employing the most people in Herefordshire.

- 2.20 Outside agriculture, more employment is in declining sectors and less in growth sectors than the national economy, partly reflecting the prevalence of small-scale farming. The business size profile is characterised by a few large employers, mainly in the food processing sector, very few medium sized enterprises and a great number of small firms.
- 2.21 Figure 28 below shows a breakdown of employment by sector using Annual Business Inquiry (ABI) data, the latest for which was 2004, released in 2005. Due to the way that this data is collected the table excludes information on the self-employed. The wholesale, retail and repair trades sector employs the most people in Herefordshire (20% of all employees, followed by manufacturing (17%) and health and social work (14%). These three sectors account for 51% of employees. This pattern is broadly similar to that in the West Midlands region, which used to employ most people in manufacturing, but which has seen a change over recent years.
- 2.22 As previously stated, the data collected does not include self-employed people. At the time of the 2001 census there were 17,119 people self-employed in Herefordshire (20% of the working population), an important factor in Herefordshire since more people are self-employed here than in other areas. Furthermore, the ABI underestimates the number of employees working in the agriculture, hunting and forestry sector as farmers are classed as proprietors (self-employed) rather than employees.

Figure 28: Employment by Sector (excluding self employed)

Industry	Herefordshire		West Midlands	England
	No.	%	%	%
Agriculture, hunting and forestry	4,091	5.9	0.8	0.8
Electricity, gas & water supply (primary)	100*	0.1	0.5	0.4
Mining & quarrying (primary)	100*	0.1	0.1	0.1
Manufacturing industries	11,685	17.0	16.6	11.9
Construction	4,136	6.0	4.3	4.4
Transport, storage & communications (distribution, transport etc.)	2,794	4.1	5.4	6.0
Wholesale and retail trade and repair trades (distribution, transport etc.)	13,679	19.9	18.5	18.1
Hotels & restaurants	4,164	6.0	6.2	6.8
Real estate, renting & business activities	6,671	9.7	14.2	16.5
Financial intermediation (business & other services)	813	1.2	3.0	4.1
Other community, social & personal service activities (business & other services)	2,829	4.1	4.5	5.1

Education (public sector)	6,103	8.9	9.6	9.1
Health & social work (public sector)	9,512	13.8	11.3	11.3
Public administration & defence; compulsory social security (public sector)	2,204	3.2	4.9	5.3
Total employees	68,906			

**Figures are rounded to the nearest 100. (Source: ABI 2004 full & part-time employees)*

2.23 Statistics collected for the purposes of the Herefordshire Economic Assessment 2005-2007 and the Quarterly Economic Report 2005 show that unemployment rates in Herefordshire increased by 7% from 1,459 in October 2004 to 1,563 in October 2005. Both the West Midlands (16%) and Great Britain (8%) saw increases in October 2005 from October 2004 figures. Herefordshire's unemployment remains lower than the region (by 1.5%) and nationally (by 2.3%).

2.24 Further data from the Herefordshire Partnership November Quarterly Economic Report 2005 indicates that Herefordshire has annual gross median earnings of £18,312.57; lower than the region which is at £20,987.50; and nationally at £22,749.93. In addition, employees in the County work longer hours than their regional and national counterparts.

Housing

2.25 The 2001 Census classified housing tenure into four categories: owned outright, buying, rented privately and rented from local authority/housing association. Figure 29 shows the percentage of households with different types of tenure in the County as compared to the region and to England and Wales. Herefordshire has a higher proportion of houses which are owned outright – this would be expected to follow from the County's age distribution, with its higher than average number of older people (particularly the over 60's) who are likely to have paid off a mortgage.

2.26 The proportion of socially rented properties in Herefordshire is lower than the average. Since November 2003 when the Council transferred its housing stock, all the socially rented units are rented from Registered Social Landlords (RSL's) (housing associations). Although 26 RSL's have a presence in the County it is primarily 6 RSL's whom between them, own the bulk of Herefordshire's social housing. Most social housing is found in Hereford and the market towns, but four rural parishes (Colwall, Kingstone, Credenhill and Weobley) had over 100 units of social housing (in 2001) and 51 parishes has 20 units or more. *(Source: Herefordshire Economic Assessment 05-07)*

Figure 29: Housing Tenure

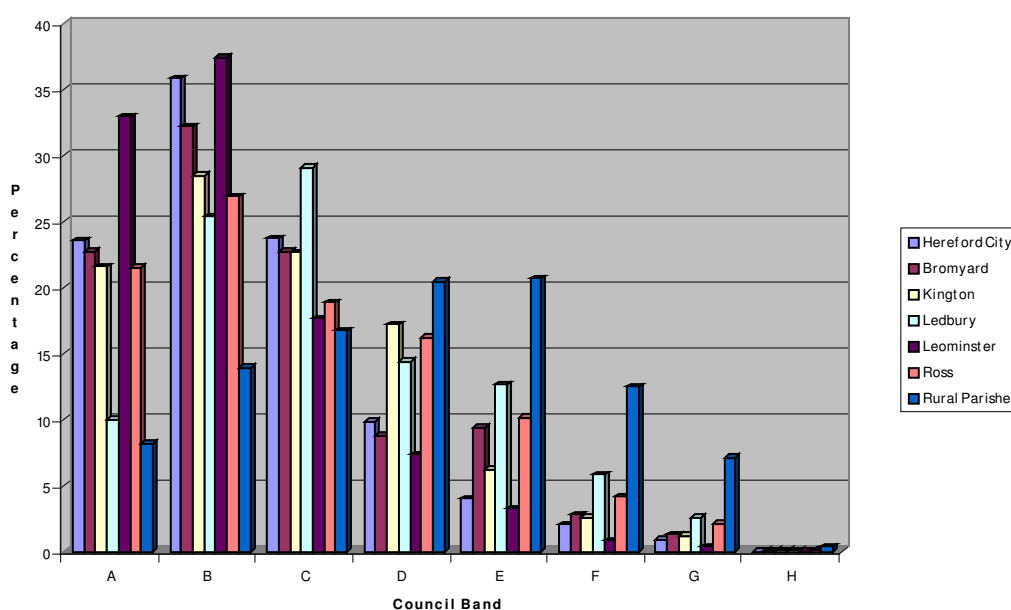
Tenure	Herefordshire	West Midlands Region	England & Wales
Owned outright	36%	30%	29%
Owned with a mortgage or loan	35%	39%	39%
Shared ownership (i.e. part rent / part mortgage)	0.86%	0.67%	0.64%
Socially rented from a Housing Association or from the Council	15%	21%	19%
Privately rented or 'other' (includes tied homes)	13%	10%	12%

(Source: 2001 Census)

2.27 The Herefordshire Partnership November Quarterly Economic Report November 2005 contains further information on a study by the Joseph Rowntree Foundation (JRF) on house price to income ratio estimates for young households. The study focused on households with one or two adults in work, for relatively inexpensive homes on the open market. Herefordshire was 5.51, the second highest in the West Midlands, after South Shropshire at 5.53. (Source: State of Herefordshire Report 2007)

2.28 The distribution of council tax bands was not available for 2005/2006, however figure 30 illustrates this contextual indicator for this reporting period 2006/2007. Leominster has the most percentage of properties in band A; Hereford City follows Leominster very closely in band B; Ledbury has the most properties in band C; property bands D, E, F and G are highest in rural parishes, whilst band H is generally even between urban and rural locations. Of all the Council bands, the greatest number of properties falls within Band B.

Figure 30: Distribution of Council Tax Bands in Herefordshire 2006/2007



Skills

2.29 Figure 31 and 32 provide data on levels of literacy and numeracy in Herefordshire compared with regional and national statistics. The results are grouped into low, lower and very low. These categorisations are those used by the Basic Skills Agency. 'Low' means on the borderline of functional literacy and numeracy. Those falling within this category may need little, if any instruction to reach the national average. 'Lower' denotes those who have some skills, although these may be weak. This group of adults may have difficulties in coping with at least some of the everyday literacy and numeracy requirements. 'Very Low', most adults in this group need intensive instruction to bring them up to the basic level.

2.30 In Herefordshire the five wards with the highest levels of poor numeracy are Belmont (42%), St. Martins (35.3%), Leominster North (30.2%), Hinton (29.6%) and Holmer (28.6%). (Source: Herefordshire Economic Assessment 2005-2007)

Figure 31: Estimated Numeracy Levels Locally, Regionally and Nationally

	Low %	Lower %	Very Low %	Total %
Herefordshire	10.3	7.5	6.0	23.8
West Midlands	13.7	8.6	7.4	29.7
England	12.0	7.0	5.0	24.0

(Source: Basic Skills Agency 2001)

2.31 In Herefordshire the five areas with the highest levels of poor literacy are Belmont (36%), Merbach and Castle (both 35%), St. Martins (32.5%) and Golden Cross (31.7%). According to the West Midlands Household Survey 2002, 93% of respondents in Herefordshire have neither numeracy nor a literacy deficiency. This compares favourably with the average for the region, which was 89%. (Source: Herefordshire Economic Assessment 2005-2007)

Figure 32: Estimated Literacy Levels Locally, Regionally and Nationally

	Low %	Lower %	Very Low %	Total %
Herefordshire	17.7	3.5	4.2	25.5
West Midlands	15.8	5.9	6.1	27.9
England	15.0	5.0	4.0	24.0

(Source: Basic Skills Agency 2001)

Deprivation

2.32 The Index of Multiple Deprivation 2004 from ODPM is used widely to identify areas of deprivation. Deprivation levels have been calculated by combining a number of indicators across seven domains into a single score and rank for each Super Output Area in England. The seven domains are income;

employment; health and disability; education; skills and training; barriers to housing and services; living environment deprivation and crime.

- 2.33 When looking at the overall IMD there are 7 SOAs in Herefordshire within the 25% most deprived in England; 6 of these are in Hereford (centre and south of the River Wye) and 1 in Leominster. 2 of these areas also fall within the 20% most deprived in England: the area in Leominster and 1 in Hereford City. (Source: State of Herefordshire Report, 2007)

Environment

- 2.34 Herefordshire contains a wealth of listed buildings, registered parks and gardens, scheduled ancient monuments and conservation areas. These add to the special built quality and environmental character of many areas of the County and their protection and enhancement is recognised as an important ingredient for economic and neighbourhood renewal. Figure 33 provides a breakdown of the numbers of such historic environments.

Figure 33: Herefordshire's Historic Environment

Listed Buildings (Grades I, II & II*)	Registered Parks & Gardens	Scheduled Ancient Monuments	Conservation Areas
≈5,918	24	262	64

(Source: ≈English Heritage & Herefordshire Council)

- 2.35 Herefordshire is considered to be the West Midlands' most rural county and boasts a quality of landscape that is nationally acclaimed. Herefordshire has two landscape areas of national significance, the Wye Valley Area of Outstanding Natural Beauty (AONB) in the south and Malvern Hills AONB in the east. Both are supported by management plans, which seek to conserve landscape character through various forms of land management. The UDP, through its policies, looks to complement the management plans, reconcile development needs and visitor pressure with the conservation of the AONB's landscape and natural resources, and restore vulnerable and degraded landscapes when opportunities arise.
- 2.36 The UDP policies have been informed by a systematic assessment of landscape character, rather than reliance on local designations to give added protection to important areas of landscape not covered by national designations. The countywide landscape character assessment undertaken by Herefordshire Council will be instrumental in the determination of development proposals. Policies ensure that development proposals throughout the County will need to clearly demonstrate that their design and layout incorporate opportunities to conserve, restore and enhance distinctive landscape character and, where necessary and appropriate, any prominent landscape features. Proposals must also pursue environmental and maintenance arrangements to ensure environmental benefits are maintained over time.
- 2.37 Herefordshire is host to many important habitats and species. The importance of the nature conservation and geological resources is reflected in the number and variety of international, national, and local designated sites. Figure 34 identifies the types and numbers of such designations across Herefordshire.

Sites of Importance for Nature Conservation (SINCs) continue to be represented and have the same level of protection as Special Wildlife Sites (SWSs).

Figure 34: Conservation Designations in Herefordshire

Special Areas of Conservation (SAC's)	Sites of Special Scientific Interest (SSSI's)	National Nature Reserves (NNR's)	Special Wildlife Sites (SWS's)	Sites of Importance for Nature Conservation (SINCs)	Local Nature Reserves (LNR's)	Regionally Important Geological Sites (RIGS)
4	77	3	709	56	7	117

(Source: Herefordshire Council Biological Records Centre, Earth Heritage Trust)

- 2.38 Herefordshire also contains areas of archaeological importance. It is recognised that archaeological remains are a valuable but fragile part of our heritage; once destroyed they can never be replaced. Maintaining this resource is an important part of the Council's commitment to conservation. The UDP's policies aim to protect and enhance archaeological sites and their wider settings. In addition to a large number of nationally designated Scheduled Ancient Monuments, the county also contains non-scheduled but nationally important archaeological sites and those of regional and local importance. Such areas are afforded protection through UDP policies.
- 2.39 The archaeological importance of Hereford city centre was recognised by the designation in 1983 of a large part of the central area as an Area of Archaeological Importance (AAI). Designation confers on developers and their agents the duty of giving prior notification of new proposals to Herefordshire Council, which has a statutory right to enter the site to make records concerning all development.
- 2.40 The council are also striving to improve geological diversity, known as geodiversity, through developing a Geodiversity Action Plan (GAP). The consultation phase of the GAP for Herefordshire was completed in March 2007. Funding was obtained from the Aggregates Levy Sustainability Fund through Natural England, to carry out an audit of geodiversity sites in Herefordshire in 2007-8 and this is currently underway. An update on this will be provided in the next AMR.

Appendix 3: Local Development Framework preparation

Monitoring the Local Development Scheme

Introduction

- 3.1 This section reports on progress in achieving the timetable and milestones set out in the Council's Local Development Scheme (LDS). The relevant version of the Scheme is that operative from January 2007.
- 3.2 Each proposed Local Development Document identified in the LDS is listed below, with a brief review of progress in meeting the milestones and timetable in the reporting period. Where slippage in the original timetable is identified, this is explained and an indication of the revised programme given. Timetable revisions will be incorporated in the annual review of the LDS.

Unitary Development Plan

- 3.3 In 2006-2007 work continued to progress the Unitary Development Plan to adoption, forming the main priority focus for resources. The Inspector's Report was received in March 2006 and Proposed Modifications were placed on public deposit in September. The Plan was adopted in March 2007. A subsequent High Court challenge was made to the allocation of land at Bullinghope for residential development. This legal procedure is underway.

Statement of Community Involvement

- 3.4 The Statement of Community Involvement was adopted in March 2007, ahead of the scheduled date of May 2007.

Core Strategy

- 3.5 Work on the Core Strategy began as planned in September 2006. Early consultation on issues to be addressed was undertaken in June 2007, with a more formal consultation on this aspect in September 2007, in line with the LDS programme. The LDF Task Group, comprising Cabinet members and Partnership representatives, was established in summer 2007 to drive the Core Strategy forward and ensure alignment with Community Strategy and Local Area Agreement priorities.

Planning obligations SPD

- 3.6 Work commenced in April 2006, with early initial consultation on options taking place in August 2006. Public participation was carried out in line with the LDS programme in March 2007. Adoption has been delayed beyond the planned date of July 2007 by the need to consider and address significant consultation responses and incorporate further information.

Edgar Street Grid SPD

- 3.7 This design framework for the regeneration of the Edgar Street Grid area of Hereford has been prepared in accordance with the LDS programme. Public consultation took place in May-July 2007, and the SPD was recommended for adoption at Planning Committee in September 2007.

Development Control Policies DPD

- 3.8 Work on this document began as scheduled in April 2007, after the end of the reporting period. Progress was initially affected by the diversion of staff resources into the Polytunnels SPD (see below). Subsequently, the scope and purpose of this document has been reviewed with the Government Office in the light of emerging experience and requirements. As a result, it has been decided to not proceed further with this DPD. The LDS will be revised accordingly. An alternative approach based on places is to be pursued.

Archaeology and Development SPD/Historic Landscapes SPD

- 3.9 Work on these documents began as planned in January 2007, although competing pressures within the conservation section have affected progress. Revised timetables will be incorporated in the LDS.

Model Farm, Ross-on-Wye SPD

- 3.10 Work began as planned in January 2007. The SPD is presently in abeyance pending the resolution of a planning application for the site.

Polytunnels SPD

- 3.11 At the end of the reporting period, Cabinet resolved to prepare an SPD on the issue of polytunnels. An addendum to the Scheme was issued and progress on the document is proceeding according to this timetable.

Sustainability Appraisal

- 3.12 Throughout the reporting period, work was carried out to produce a General Scoping Report, providing an overall approach to the Sustainability Appraisal of the Local Development Framework. This work, including consultations with the statutory environmental agencies, was completed in June 2007.

Appendix 5: Herefordshire Five Year Housing Supply April 2007

Introduction

- 5.1 The requirement is for the period beginning April 2007- end March 2012 and consists of:
- a. Housing requirement to meet the Unitary Development Plan (UDP) housing requirement up to 2011; and
 - b. One year of the current Regional Spatial Strategy (RSS) average annualised housing provision for Herefordshire as set out in Table 1 of the RSS¹.

Calculations

Figure 35: UDP housing requirement

1)	UDP Housing target 1996-2011	=12,200
2)	Completed dwellings 1996-2007	= 8,836
3)	Housing requirement 2007-2011	= 3,364
4)	Regional Spatial Strategy (RSS) average annualised housing provision for Herefordshire 2012	= 600
5)	Total requirement 2007-2012 (3 + 4)	= 3,964

Figure 36: Housing supply as of 1st April 2007

Dwellings with Planning permissions	Not started	1,865
	Under construction	696
UDP Allocated Housing sites (without planning permission)		1,606
Total supply 2007		4,167

- 5.2 Outstanding planning permissions within the County are considered to be available, suitable and achievable in terms of paragraph 54 of PPS3, while the UDP housing sites are proposed within a recently adopted document (March 2007) and there is no evidence at present to suggest that these sites will not be developed within 5-years.
- 5.3 Work on developing the evidence base for the Local Development Framework (LDF) includes the preparation of a Housing Land Availability Assessment (HLAA), which may identify additional land that could contribute to a five-year housing supply in future years.

¹ Note RSS Housing figures for Herefordshire are currently expressed as maxima (no minima is set).

LOCAL DEVELOPMENT SCHEME

PORTFOLIO RESPONSIBILITY: ENVIRONMENT AND STRATEGIC HOUSING

CABINET

13 DECEMBER 2007

Wards Affected

County wide.

Purpose

To seek approval of the revised Local Development Scheme.

Key Decision

This is not a key decision.

Recommendation

THAT the revised Local Development Scheme be approved and have effect from 31 January 2008.

Reasons

To ensure that the Council's Local Development Scheme, a statutory requirement of the Planning and Compulsory Purchase Act 2004, is up to date.

Considerations

1. The Planning and Compulsory Purchase Act 2004 introduced a new system of development planning, known as the Local Development Framework. One of the requirements placed on local planning authorities is to publish a statement of how their forward planning work will be organised over a three year period – known as the Local Development Scheme. The Scheme must be revised as necessary.
2. Cabinet considered the first Scheme in 2004 and since then there has been a programme of annual reviews, linked to completion of the Annual Monitoring report. Both the Scheme and the Annual Monitoring report are approved by Cabinet, prior to submission to Government Office.
3. The revised Scheme (copy attached) has been prepared to reflect the following factors:
 - The need to roll the Scheme forward a year and include revised proposals for local development documents, taking account of advice from Government Office (GO) and the Planning Inspectorate (PINS) as experience of implementing the new system is accrued.

Further information on the subject of this report is available from
David Nicholson, Forward Planning Manager on 01432 261952

- The adoption of the UDP in March 2007, and the taking forward of recommendations made by the Inspector following the UDP Inquiry.
 - The need to address the emerging provisions in the current Phase 2 review of the Regional Spatial Strategy (RSS), notably new housing development for the period up to 2026, responding to the higher level of house building required by Government. There is also continuing recognition in the RSS of the role of Hereford as a “settlement of significant development” (replacing the previous designation of Hereford in the RSS as a sub-regional foci).
 - The need to take forward the partnership for growth with Government set out in the identification of Hereford as a ‘New Growth Point’, by addressing the delivery of housing growth in and around the City. The levels of growth will be confirmed through the current RSS review process.
 - Current timetables for Supplementary Planning Documents (SPD).
 - The increased emphasis being placed by GO and PINS on the development of a “sound” evidence base to underpin the LDF. Considerable work is underway across a range of topics in this regard, and this must be completed or progressed to certain stages in order to support the development of various LDF policy documents.
4. The revised Scheme includes the following principal amendments:
- Unitary Development Plan: amendments to record the adoption of the UDP and the demise of the former Structure/Local Plans, together with their related Supplementary Planning Guidance;
 - Hereford Area Action Plan (AAP): inclusion of a new proposal for an AAP to be prepared for Hereford, taking forward the City’s Growth Point status and RSS proposals for the City in an integrated manner and including the delivery of housing, employment and retail growth in a balanced fashion;
 - The deletion of the proposed Development Control Policies Development Plan Document (DPD). This document was proposed in last year’s Scheme as a means of taking forward UDP development control policies on a County-wide basis. However, this approach has been reviewed over the summer with Government Office, PINS and the Planning Advisory Service. As a result of these discussions, a revised approach is to be taken, comprising: reference to national and regional planning policies wherever possible, avoiding duplication; setting out key policies within the Core Strategy; and including more specific policies within subsequent DPD’s. This will include the proposed Hereford AAP, to be followed with a further DPD or DPD’s dealing with the market towns and rural areas. This locationally specific approach will facilitate a greater emphasis on ‘place shaping’.
 - SPD’s: timetables have been reviewed for Supplementary Planning Documents for archaeology and development, historic landscapes and Model Farm, Ross-on-Wye.
5. There has been no change to the Core Strategy timetable. The revised Scheme assumes that the Edgar Street Grid and Planning Obligations SPDs are adopted as planned.

6. As work on establishing the Local Development Framework is underway, the UDP will of course continue to provide an overall policy framework. It will be necessary to apply to Government Office to allow relevant UDP policies to be 'saved' beyond March 2010 (when the three year transitional period expires), where these are needed to enable effective planning control and have not yet been superseded by elements of the new system.
7. Following approval by Cabinet, the revised Scheme must be submitted to Government Office with a four week period for comment before it can come into effect. The date for the Scheme coming into effect included in the recommendation is subject to possible variations arising from this process.

Financial implications

The work programme set out in the Scheme is based on in house resources and the availability of external funding for the Local Development Framework (LDF) via Growth Point and the new Housing and Planning Delivery Grant from 2008/9.

Risk Management

Maintenance of the Local Development Scheme is a statutory requirement. The various risk factors to achieving the Scheme's programme are:

- The availability of staff resource
- Funding being available to support the timely and necessary development of the evidence base
- The extent to which national and regional housing requirements are subject to change as the RSS review process continues
- Linked to this, the RSS review proceeding to timetable
- Anticipated changes to statutory regulations and PPS12, coupled with proposals expected to emerge in the forthcoming Planning Bill.

Alternative Options

There are no alternative options, preparation of the Local Development Scheme being a statutory requirement.

Consultees

Government Office for the West Midlands

Appendices

Appendix 1 – Revised Local Development Scheme

Background Papers

Planning Policy Statement 12: Local Development Frameworks



Herefordshire Council

LOCAL DEVELOPMENT SCHEME

Third Review · **January 2008**

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1. Introduction

The Local Development Scheme

This is the Council's Local Development Scheme - an accessible guide to the documents setting out the Council's planning policies.

The Scheme lists existing planning policy documents and explains how the Council will organise and manage its forward planning work over the next three years as it continues to establish a Local Development Framework for Herefordshire.

This edition of the Scheme replaces that published in January 2007. As well as recording the adoption of the Unitary Development Plan in March 2007, the new Scheme reflects the need to respond at the local level to proposals for housing and other growth in the County arising through the Regional Spatial Strategy. These emerging proposals also reflect the Council's continuing participation in the New Growth Point programme, comprising a partnership with Government to ensure the delivery of sustainable growth.

The Scheme will be kept up to date through regular reviews as these are required and to maintain a three year forward programme.

What's in the Scheme

In the Scheme you'll find:

- A section explaining some of the terms used in the Local Development Framework system (section 2);
- A section setting out all the documents which form or will form part of the Local Development Framework in the period covered by this Scheme (section 3). With completion of the Unitary Development Plan, work is focussing on proposals for new local development documents. For these, the Scheme includes a schedule and profiles setting out the main stages in their preparation, including the arrangements for community involvement;
- A section dealing with Supplementary Planning Guidance, explaining how this will be treated in the transition to the Local Development Framework (section 4); and
- A supporting statement, which explains how all these documents work together and how the Council will manage their preparation (section 5).

National, regional and local contexts

The Council's planning policies have been developed within a well-established context at national, regional and local levels.

At national level, the Government's Planning Policy Statements set out policies on key land use matters.

At regional level, the Regional Spatial Strategy was published as Regional Planning Guidance for the West Midlands (RPG11) in June 2004. The Regional Spatial Strategy forms part of the statutory 'development plan' and runs to 2021. The Strategy is undergoing a phased series of reviews. Phase 2 of the review, which includes housing, employment, centres, transport and waste aspects and looks ahead to 2026, is timetabled to run from November 2005 to 2009.

Other regional policy documents, such as the Regional Housing and Economic Strategies, have spatial dimensions and will need to be taken into account. The Regional Economic Strategy is also under review. The Regional Sustainable Development Framework provides an overall context for the consideration of sustainability issues in plan making.

At local level, the Council's spatial planning policies in the Local Development Framework are being aligned with the priorities set out in the Community Strategy. Joint working through a task group comprising senior Council members and Partnership representatives ensures an integrated approach. The Local Area Agreement provides the delivery plan for these strategies, and the Local Development Framework has an important role to play in achieving desired outcomes defined in the Agreement.

The Framework must also reflect and integrate with other local plans and strategies including the Local Transport Plan and the Economic Development and Housing Strategies.

2. The Local Development Framework

This section is a brief guide to some of the main terms used in this Scheme.

The Local Development Framework (LDF) provides for the Council to prepare a series of Local Development Documents (LDDs).

There are several types of LDDs. The most important are Development Plan Documents (DPDs), with a key role in the determination of planning applications. Supplementary Planning Documents (SPDs) offer further detail in support of DPD policies and proposals. Finally, there is the Statement of Community Involvement (SCI), which sets out how the Council will involve the community.

These and other terms are explained below.

AMR	Annual Monitoring Report		The Council's annual report to Government on progress in preparing the documents set out in the LDS, and on how far planning policies are being achieved.
-	Community Strategy		Drawn up by local partnerships to show how local areas will address social, economic and environmental issues. The Herefordshire Community Strategy was published in June 2006.
DPD	Development Document	Plan	The most important documents within the Local Development Framework, subject to independent examination and with 'development plan' status in the determination of planning applications. DPDs can include: <ul style="list-style-type: none"> • Core Strategy • Site specific allocations of land • Area Action plans • Proposals maps
LDF	Local Framework	Development	A portfolio of LDDs which collectively set out the spatial strategy for the Council's area, balancing land use pressures arising from economic, social and environmental demands.
LDD	Local Document	Development	DPDs, SPDs and the SCI are all Local Development Documents, collectively forming the LDF.
LDS	Local Scheme	Development	The Scheme sets out a 3 year programme for preparing LDDs.
RSS	Regional Spatial Strategy		Provides a spatial framework to inform the preparation of LDDs and Local Transport Plans by local authorities, and of other strategies and programmes that have a bearing on land use, in order to deliver a coherent framework for regional development.
SA	Sustainability Appraisal		An assessment of the economic, social and environmental impacts of the policies and proposals in LDDs.
SCI	Statement of Community Involvement		Explains to local communities and other stakeholders how and when they will be involved in the preparation of LDDs.

SEA	Strategic Assessment	Environmental	An assessment of the environmental impacts of the policies and proposals in LDDs.
SPD	Supplementary Document	Planning	These give more detail about the policies and proposals in DPDs. As a Local Development Document, they form part of the Framework, but do not have the status of DPDs.
SPG	Supplementary Guidance	Planning	Previously prepared to offer more detailed guidance to the Unitary Development Plan. Will be superseded by SPDs as the Local Development Framework system is introduced.

More details can found from the Department for Communities and Local Government at www.communities.gov.uk.

3. Local Development Documents

Herefordshire Unitary Development Plan

The Herefordshire Unitary Development Plan (UDP) was adopted in March 2007. The UDP has been prepared to ensure consistency with current Government Planning Policy Statements. The Plan has also been developed to be consistent with the Regional Spatial Strategy (RSS) for the period up to 2011 (the end date of the UDP). This particularly applies to the provision of housing overall and the Plan's housing strategy; to the Plan's employment policies, intended to help achieve rural renaissance, and to Plan housing, city centre and transport proposals designed to support and reflect Hereford's role within the Strategy. Similarly the Plan's general policies on matters such as design, transport and the environment reflect principles set out in the Strategy. Throughout, the UDP has a strong emphasis on the delivery of sustainable development in the County, reflecting both the RSS and the Community Strategy for Herefordshire.

The UDP has the status of a Development Plan Document. It will be operative as part of the Framework for a three year period from the date of adoption. Discussions will be held with the Government Office as to whether the life of selected UDP policies can be extended beyond the three year period, taking into account the close links that exist between UDP policies, the RSS and the Community Strategy, and the need to ensure effective planning control while successor documents to the UDP are put in place.

Progress on Local Development Documents

In tandem with the completion of work on the UDP, the Council has also been seeking to put in place aspects of the Local Development Framework. A full review of progress over the last year is included within the Annual Monitoring Report. In summary:

- Statement of Community Involvement adopted in March 2007.
- Core Strategy commenced in September 2006 with issues consultation as timetabled in September 2007.
- Supplementary Planning Documents for the Edgar Street Grid regeneration area in Hereford and on planning obligations completed during the year, adding to the SPD's previously issued in the form of development briefs for two UDP housing sites.
- A number of other Supplementary Planning Documents progressed during the year, including commencing work on an SPD on polytunnels.

The previous Scheme included proposals for a Development Control Policies DPD, with a Development Allocations DPD to follow. In discussions with the Government Office and the Planning Inspectorate, and reflecting national experience in implementing the LDF system, these proposals have been reviewed. It is now proposed to give a clearer spatial focus to the Herefordshire Local Development Framework. This will be achieved by taking forward two 'place based' DPDs as follows, in addition to continuing work on the Core Strategy:

(a) Hereford Area Action Plan. This will give effect to Hereford's status as a New Growth Point, and address the emerging RSS phase 2 review proposals for Hereford as a settlement of significant development. Because the RSS provides specific guidance in terms of the balanced growth requirements at Hereford, a start can be made on this document whilst the Core Strategy is still in preparation. Its early preparation will confirm the feasibility of delivering growth, whilst the area-wide approach will allow the implications of growth proposals in a historic market town setting to be assessed comprehensively, including infrastructure needs arising. The focus on a specific location as a basis for the Plan will also help in ensuring that growth is accommodated in a way which recognises, supports and shapes Hereford's 'sense of place'.

(b) outwith Hereford, it is envisaged that a single DPD will be proposed in a future review of this Scheme to set out spatial planning policies as required for the market towns and the wider rural areas. The scope and content of this document must have regard to the need to avoid duplicating national policy statements; to the provisions of the RSS, including for rural renaissance; and to the policies and proposals arising through the Core Strategy, which will establish the distribution of development outside of Hereford, particularly in terms of the growth to be accommodated in the various market towns and other settlements. Pending its preparation and adoption, the policies and proposals of the UDP will provide the basis for planning control in these areas, together of course with the RSS and national policies.

Local Development Documents recommended by the UDP Inquiry Inspector

The UDP Inquiry Inspector identified or supported a number of areas of work to be taken forward within the Local Development Framework, as Development Plan Documents, rather than as part of the UDP. His recommendations were subject to the priorities of the Council in preparing development plan documents as part of the Local Development Framework.

The areas of work recommended by the Inspector were as follows:

- Carry out a detailed assessment of the quantitative and qualitative need for employment land in Hereford
- Consider bringing forward a local development document addressing the need for specific sites for waste recycling, treatment and disposal following the partial review of the RSS in respect of waste matters
- Review the settlement boundary of Hereford and the established residential area in the vicinity of Kings Acre Road in an early development plan document
- Review the settlement boundary of Bromyard in the vicinity of the junction of Panniers Lane and Leominster Road in an early development plan document
- Allocate the following sites at Hereford for housing purposes in a development plan document: Broomy Hill (36 dwellings); The Greyfriars (22 dwellings); Land off Yazor Road and north of Whitecross School (148 dwellings); and Land at Whitecross Road (47 dwellings).
- Allocate land at Merrivale, Ross-on-Wye (21 dwellings) for housing purposes in a development plan document
- Review the settlement boundaries of Almeley (in the vicinity of Almeley Manor) and Staunton-on-Wye (in the vicinity of Bliss House) in an early development plan document
- Address the accommodation needs of Gypsies and Travellers in the preparation of new development plan documents
- Re-examine employment allocations in Kington in a development plan document that examines the potential of land at Hatton Gardens

These recommendations were accepted by the Council, with the exception of that in relation to the review of the settlement boundary at Kings Acre Road, Hereford. In this case, the Council considered that the decision to commit to a review should be undertaken in a wider re-appraisal of the overall settlement boundary for Hereford, within the context of the Local Development Framework when dwelling requirements are known. The proposed Hereford Area Action Plan will now provide the vehicle for this consideration. This document will also address those recommendations in respect of site allocations for housing purposes at Hereford.

The Core Strategy will address the Inspector's recommendations on employment land and Gypsy and Traveller accommodation. An employment land review was commissioned as part of the development of the evidence base for the LDF in October 2007. The recommendations in respect of a Waste DPD, and housing and employment allocations and settlement boundary amendments outwith Hereford, are considered further below (see Future work).

Three year programme for Local Development Documents

The programme of forward planning work for the next three years from April 2008 comprises the following documents.

- Core Strategy
- Hereford Area Action Plan
- Polytunnels SPD
- Archaeology and Development SPD
- Historic Landscapes SPD
- Model Farm SPD

The Council's proposals for these Local Development Documents are set out in detail in the Schedule, Programme and Profiles which follow overleaf. The programme assumes that work on the review of the RSS, essential to establishing a strategic context for the Council's Core Strategy, proceeds as proposed.

The programme also takes account of the conformity requirements arising under the planning system, particularly in that the Core Strategy needs to be established ahead of other Development Plan Documents; and reflects the need to give priority to the development of the evidence base for the LDF in providing a sound foundation for Local Development Documents.

Local Development Documents supporting the UDP

A range of further guidance is identified in the UDP including topic studies and site development briefs and when required and resources permitting these will be brought forward as Supplementary Planning Documents. In some cases it may be necessary to commence work on such Documents in advance of their inclusion in the Scheme. In such cases they will be incorporated as an addendum to the published Scheme.

Proposals Map

The Proposals Map comprises the UDP Proposals Maps. The Map will be updated over time as new Local Development Documents are adopted.

Parish Plans

Parish Plans add value to planning at local level by setting out a greater level of detail than the Council might wish to include in Development Plan Documents. Prior to the advent of the new system, local community statements produced as Parish Plans or Village Design Statements were adopted as Supplementary Planning Guidance to either the Local Plans in the County, or to the UDP. The new system has introduced additional requirements which must be met if the land use and spatial planning components of such documents are to form part of the Local Development Framework as Supplementary Planning Documents. These relate to the conformity requirements of the new system and to the need for requisite community involvement and sustainability appraisal. Certain of these steps must be undertaken by the Council itself as local planning authority, rather than the group preparing the Plan.

This Scheme does not identify any Parish Plan for progression as a Supplementary Planning Document. Rather, Parish Plans are now recognised by the Council through adoption of their planning elements as further planning guidance to the UDP and as an expression of local distinctiveness and community participation. The Council will work with Parish Councils and others in moving Parish Plans forward and will offer further guidance and advice as to the best way to proceed as the new system is developed.

Details of Parish Plans and Village Design Statements completed to date in the County can be found in section 4.

Joint working

It is not envisaged that any joint working with other local planning authorities in the preparation of local development documents will be required. Liaison with the Brecon Beacons National Park Authority will continue in respect of cross boundary planning issues arising at Hay-on-Wye/Cusop. Due regard will be paid to emerging LDFs for adjoining authority areas and to the Wales Spatial Plan in drawing up local development documents.

Future work

The UDP Inspector recommended that the Council consider bringing forward a local development document addressing the need for specific sites for waste recycling, treatment and disposal. This would follow on from the approval and publication of the phase 2 review of the RSS in respect of waste matters, incorporating a Regional Waste Strategy. This is timetabled for 2009. The Council has accepted this recommendation of the Inspector. The need for a local development document dealing with specific sites for waste recycling, treatment and disposal will be kept under consideration as the RSS partial review and the development of the Council's LDF proceeds. Any proposals will be included within a future review of the Scheme.

As discussed above, a timetable will be established in a future Scheme review for a DPD addressing the market towns and rural areas, to meet specific development requirements arising through the RSS review and the Core Strategy and provide a framework of spatial planning policies. This DPD will also deal with the Inspector's recommendations on relevant housing and employment allocations and reflect necessary settlement boundary amendments.

Document title	Status	Description	Chain of conformity	Consultation	Public participation	Submission to Secretary of State	Adoption
Core Strategy	Development Plan Document (DPD)	Sets out the vision and objectives for the LDF, together with the spatial strategy.	Must be in general conformity with the RSS	September – October 2007	September – October 2008	June 2009	July 2010
Hereford Area Action Plan	Development Plan Document (DPD)	Sets out proposals for the delivery of sustainable housing and other growth at Hereford, including regeneration proposals within the urban area.	Core Strategy	September – October 2009	September – October 2010	June 2011	September 2012
Polytunnels	Supplementary Planning Document (SPD)	Provides further planning guidance on the assessment of proposals for polytunnels	Unitary Development Plan	September 2007	January – February 2008	N/A	May 2008
Archaeology and Development	Supplementary Planning Document (SPD)	Provides further planning guidance on the treatment of archaeological considerations in the planning process.	Unitary Development Plan	December 2007 – January 2008	February – March 2008	N/A	September 2008
Historic Landscapes	Supplementary Planning Document (SPD)	Provides further planning guidance on the treatment of historic landscapes in the planning process.	Unitary Development Plan	February – March 2008	April – May 2008	N/A	October 2008
Model Farm	Supplementary Planning Document (SPD)	Provides further planning guidance for development proposals for the site.	Unitary Development Plan	September 2007	April – May 2008	N/A	October 2008

Schedule of Local Development Documents

	2007/08												2008/09											
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Polytunnels SPD																								
Preparation of draft document																								
Public participation																								
Finalise document																								
Adoption																								
Archaeology and Development SPD																								
Preparation of draft document																								
Public participation																								
Finalise document																								
Adoption																								
Historic Landscapes SPD																								
Preparation of draft document																								
Public participation																								
Finalise document																								
Adoption																								
Model Farm, Ross-on-Wye SPD																								
Preparation of draft document																								
Public participation																								
Finalise document																								
Adoption																								

Supplementary Planning Documents programmes

Local Development Document profiles

Core Strategy

Document details

Role and subject	Sets out the vision and objectives for the Local Development Framework, together with a spatial strategy, illustrated on a key diagram, for the period up to 2026 (in line with the current review of the Regional Spatial Strategy).
Geographic coverage	County wide
Status	Development Plan Document
Chain of conformity	Must be in general conformity with the Regional Spatial Strategy

Timetable

Commencement and evidence gathering	September 2006 – August 2007 Evidence base subject to review and updating
Issues and options consultations	September – October 2007 and February – March 2008
Preparation of preferred options	April – August 2008
Public participation on preferred options	September – October 2008
Preparation of submission DPD	November 2008 – May 2009
Submission to Secretary of State	June 2009
Public consultation on submitted DPD	June – July 2009
Pre-Examination meeting	October 2009
Examination	December 2009
Receipt of Report	May 2010
Adoption	July 2010

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Council to approve Preferred Options consultation document; submission DPD, including consideration of representations arising from the Preferred Options consultation; and to adopt, all following proposal by Executive.
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant/Housing and Planning Delivery Grant. Consultancy support in developing aspects of the evidence base.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Hereford Area Action Plan

Document details

Role and subject	Sets out proposals for the delivery of sustainable housing and other growth at Hereford, including regeneration proposals within the urban area and infrastructure requirements
Geographic coverage	Hereford
Status	Development Plan Document
Chain of conformity	Core Strategy

Timetable

Commencement and evidence gathering	June 2008 – August 2009
Issues and options consultation	September – October 2009
Preparation of preferred options	November 2009 – August 2010
Public participation on preferred options	September – October 2010
Preparation of submission DPD	November 2010 – May 2011
Submission to Secretary of State	June 2011
Public consultation on submitted DPD	June – July 2011
Pre-Examination meeting	November 2011
Examination	January 2012
Receipt of Report	June 2012
Adoption	September 2012

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Council to approve Preferred Options consultation document; submission DPD, including consideration of representations arising from the Preferred Options consultation; and to adopt, all following proposal by Executive.
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant/Housing and Planning Delivery Grant.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Polytunnels Supplementary Planning Document

Document details

Role and subject	Provides further planning guidance on the assessment of proposals for polytunnels.
Geographic coverage	County wide
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	June – December 2007
Public participation	January – February 2008
Consider representations and finalise SPD	March – April 2008
Adoption	May 2008

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Archaeology and Development Supplementary Planning Document

Document details

Role and subject	Provides further planning guidance on the treatment of archaeological considerations in the planning process.
Geographic coverage	County wide
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	June – January 2008
Public participation	February – March 2008
Consider representations and finalise SPD	April – August 2008
Adoption	September 2008

Arrangements for production

Lead service	Conservation/Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Historic Landscapes Supplementary Planning Document

Document details

Role and subject	Provides further planning guidance on the treatment of historic landscapes in the planning process.
Geographic coverage	County wide
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	June 2007 – March 2008
Public participation	April – May 2008
Consider representations and finalise SPD	June – September 2008
Adoption	October 2008

Arrangements for production

Lead service	Conservation/Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Model Farm, Ross-on-Wye Supplementary Planning Document

Document details

Role and subject	Provides further planning guidance for development proposals for the site. The SPD, together with the UDP, will be used for development control purposes in determining relevant planning applications.
Geographic coverage	Model Farm, Ross-on-Wye
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	March 2007 – March 2008
Public participation	April - May 2008
Consider representations and finalise SPD	June – September 2008
Adoption	October 2008

Arrangements for production

Lead service	Economic Regeneration, Social and Economic Regeneration/Forward Planning, Planning Services
Management arrangements	Executive
Resources	Advantage West Midlands Market Towns Initiative funds and in house resources
Involving stakeholders and the community	As defined in the Statement of Community Involvement

4. Supplementary Planning Guidance

Supplementary Planning Guidance to the UDP

Supplementary Planning Guidance is no longer to be prepared under the arrangements for the Local Development Framework. However, there are a number of such documents which remain in use under the transitional arrangements, and which provide supplementary guidance to the UDP. These are:

- Design and development requirements SPG
- Reuse and adaptation of rural buildings SPG
- Biodiversity SPG
- Landscape Character Assessment SPG

In addition, a number of local communities have brought forward Village Design Statements and Parish Plans, which have been adopted as interim SPG to the UDP:

- Village Design Statement for Ewyas Harold
- Parish Plans for Belmont Rural, Bishopstone Group Parish, Middleton on the Hill and Leysters, Pembridge and the Border Group of Parishes, Weobley and Wellington.

Parish Plans are now recognised through adoption of their planning elements as further planning guidance to the Unitary Development Plan and as an expression of local distinctiveness and community participation. Parish Plans for Burghill, Kings Caple, Cusop and Tarrington have been endorsed in this way.

Site development briefs for UDP proposal sites have been produced as follows: land opposite Sutton St Nicholas Primary School; Frome Valley Haulage Depot, Bishops Frome; and Tanyard Lane, Ross-on-Wye.

The above documents do not form part of the Local Development Framework and it is not intended that they will be converted to Supplementary Planning Documents. They will continue to be used to provide guidance to further and help implement UDP policies and proposals. They have benefited from a range of consultation processes, which are detailed within them.

Village Design Statements for Colwall, Cradley and Storridge, Leintwardine and Much Marcle, which were adopted as SPG to the former Local Plans, continue to offer relevant design guidance for developments coming forward in these communities.

5. Supporting statement

How the Local Development Documents work together

The diagram overleaf illustrates how the various documents discussed in this Scheme will work together to provide a Local Development Framework for Herefordshire.

Evidence base

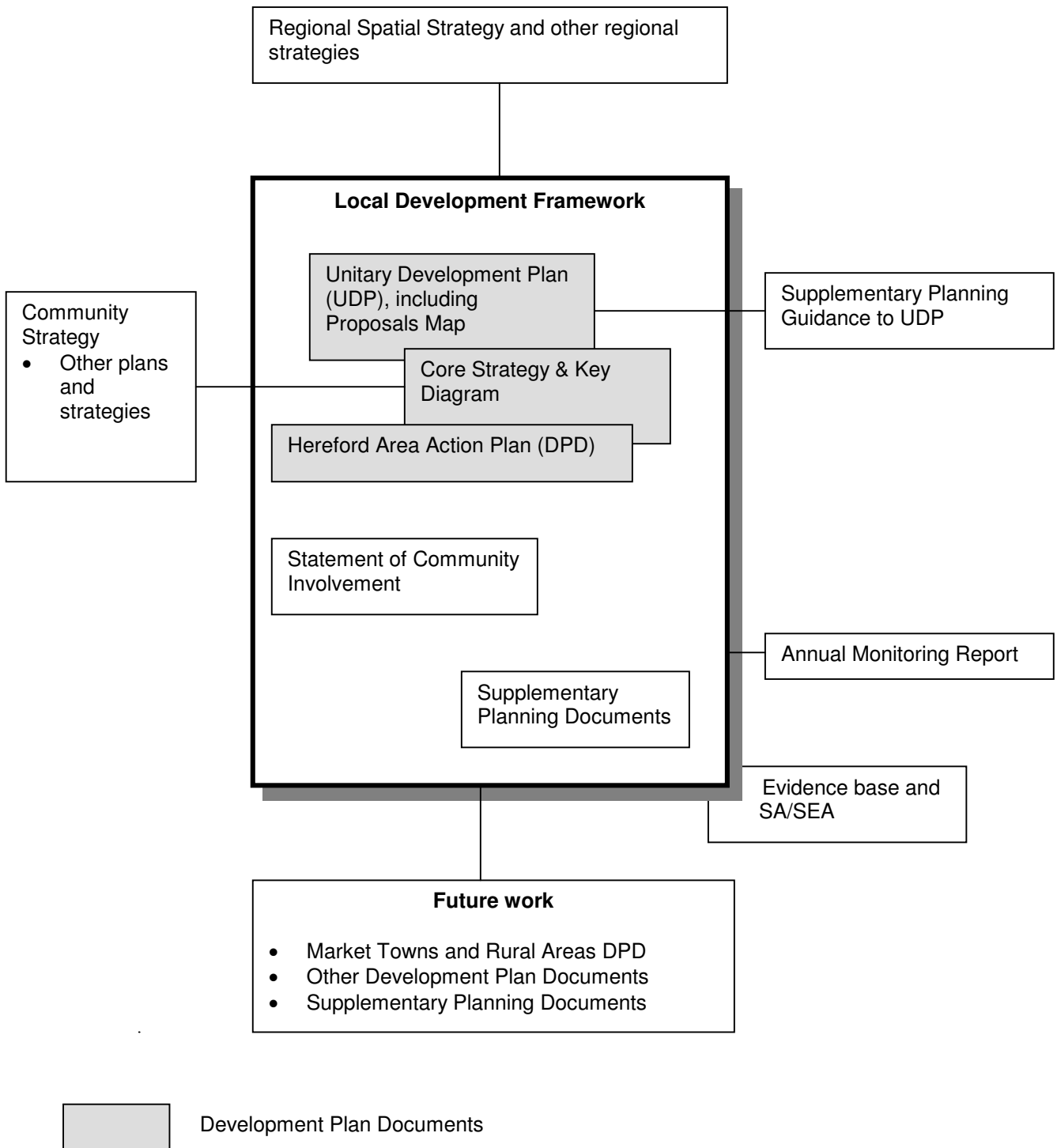
The Council has a sound basis of evidence to use in developing its Framework. Much of this has been built up and refined over a period of time, while in other subject areas specific studies have been commissioned and are underway. The evidence base comprises the following principle resources and technical studies:

Title	Current edition	How the evidence base will be managed
Annual Monitoring Report (incorporates housing and employment land studies)	2006-2007	Annual review
Housing Needs Studies	County wide study 2005. Studies for individual settlements as resources permit	Rolling programme of studies based on settlements
Housing Land Availability Assessment	Study in preparation	Monitored through annual housing land study and periodic review
Sub-regional Housing Market Assessment	Study in preparation using consultants	Periodic review
Water Study, comprising assessment of water supply, treatment, infrastructure and flooding (PPG25 Strategic Flood Risk Assessment)	Study in preparation using consultants	Periodic review
National Land Use Database (NLUD)	2006 submission to national database	Annual review
Employment Land Review	Study in preparation using consultants	Periodic review
Retail study (PPS6 Assessment)	Study in preparation using consultants	Periodic review
Green Infrastructure Study	Study in preparation using consultants	To be developed into a Green Infrastructure Strategy (subject to Growth Point funding)
Open space study (PPG17)	Study in preparation using consultants	Periodic review

Title	Current edition	How the evidence base will be managed
Transportation Assessment/Hereford SATURN model	Prepared for UDP and further developed for the Hereford Transport Review	To be reviewed on a multi-modal basis in 2008 to incorporate likely LDF development requirements to 2026 (subject to Growth Point funding)
Regional monitoring of offices, retail, hotels/leisure, minerals and waste	Regional Planning Guidance Annual Monitoring report, 2006	Annual return to Regional Planning Body

The evidence base is being further developed as part of continuing work on the Local Development Framework and further studies will be undertaken or commissioned as required. In particular, bids to Government have been made in October 2007 to access New Growth Point funding in a number of areas, addressing transportation, green infrastructure and other environmental issues raised. If successful, these bids will allow studies to go forward to assist with the delivery of sustainable housing growth, through the Hereford Area Action Plan in particular.

The evidence base feeds into and is supplemented by information collected for other Council and Herefordshire Partnership Strategies, including the Housing Strategy and the Economic Development Strategy.



The Local Development Framework for Herefordshire

Sustainability appraisal, strategic environmental assessment and appropriate assessment

Local Development Documents have to be prepared with a view to contributing to the achievement of sustainable development – the simple idea of seeking a better quality of life for everyone, now and for future generations. Planning authorities also have to meet the requirements of the European Union Directive on strategic environmental assessment (SEA). Sustainability appraisal (SA) is a systematic and iterative appraisal process, incorporating the requirements of the SEA Directive. The appraisal process has an important role to play in the production of Local Development Documents, ensuring that policies reflect sustainable development principles by providing information on the potential social, environmental and economic effects of policies.

To ensure that a consistent approach is taken to SA throughout the Local Development Framework process, the Council has prepared a General Scoping Report which defines an overall framework for sustainability appraisal. This will be used as a baseline in all subsequent appraisals to be conducted on Local Development Documents.

SA is an integral part of the production of both DPDs and SPDs from the outset. At specific stages in the process of producing these documents appraisal reports will be produced, for instance, to accompany the submission of DPDs to the Secretary of State.

In addition to SA and to meet the requirements of the European Habitats Directive, the Council will undertake an Appropriate Assessment of DPDs and SPDs where it is determined that they are likely to have significant effects upon the conservation objectives of a site designated as a European site of nature conservation interest (Special Protection Areas) and Special Areas of Conservation. While recognising that SA and Appropriate Assessment are two distinctively separate processes, the Council will undertake them in conjunction with one another in accordance with Government guidance. In accordance with this guidance, outputs for Appropriate Assessment will be clearly distinguishable and reported on separately.

Delivering the Framework

The planning policies set out in the Local Development Framework will be delivered in many ways. The refusal or grant of planning permission, and the use of planning conditions and obligations, will remain one of the most important means by which the Council's planning policies are implemented. However the emphasis on a spatial planning approach - which seeks to reconcile competing demands for land in a planned way – means that working with others has become more important.

Here, the link between the documents comprising the LDF and the Community Strategy is all important. The Framework is a key mechanism for delivering the land use aspects of the Plan, but also provides a long term spatial context within which the Herefordshire Plan can be progressed.

The need to recognise the link between land use planning policy and the Community Strategy has long been recognised in Herefordshire. The UDP is already set firmly within the overall Community Strategy approach. These close links will be continued and strengthened as the LDF is established. The SCI for instance builds on existing community consultations undertaken by the Herefordshire Partnership.

Council procedures for approval

The Local Development Framework forms part of the Council's overall Policy Framework as defined in the Constitution. The Executive (Cabinet including the Leader of the Council) has responsibility for proposing elements of the Policy Framework to Council, with the Cabinet Member (Environment and Strategic Housing) having responsibility for planning and land use matters (excluding development control). The following responsibilities for approving different documents within the Framework reflect the varying conformity arrangements, and the fact that documents differ both in the extent to which they define policy and are used in the determination of planning applications.

Development Plan Documents: Council, following proposal by Cabinet

Supplementary Planning Documents: Cabinet Member, following consultation with Planning Committee.

Statement of Community Involvement and Local Development Scheme: Cabinet, following consultation with Planning Committee.

Monitoring and review

The Local Development Framework system incorporates an Annual Monitoring Report – the AMR. This must be compiled on a financial year basis and submitted to the Government Office by the end of the calendar year. The AMR tracks progress against the targets and milestones set out in this scheme for producing LDDs, and the extent to which policies in LDDs are being achieved.

Each year a report will be submitted to the Council's Cabinet via the Planning Committee that will:

- Specify to what extent the timescales set out in the LDS for the production of LDDs are being met
- Review the extent to which policies within LDDs are being achieved, focussing initially on key policy areas where information is available and where national, regional or local targets have been set.
- In particular, the AMR will report on the number of dwellings built in Herefordshire during the period covered by the Report and relate this to relevant LDD policies
- Consider whether any policies need amendment because they are not working as intended or are not achieving sustainable development objectives and, if so, suggest ways to achieve this
- Consider the need to review the LDS in the light of the AMR. The Scheme will be revised each time the list of Local Development Documents changes, either by addition of a new proposed Document or through significant revision to the timetable for the preparation of a Local Development Document.

Monitoring is undertaken within the Forward Planning section of the Council. In addition, the Herefordshire Partnership carry out a monitoring exercise against the ambitions and aims of the Community Strategy. This is published as a regular 'State of Herefordshire' Report. Over time, the monitoring of planning policies set out in the AMR will need to be aligned with that carried out on the Community Strategy, reflecting the role of the LDF as the key delivery mechanism for those Strategy ambitions with a spatial dimension.

PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT

PORTFOLIO RESPONSIBILITY: ENVIRONMENT AND STRATEGIC HOUSING

CABINET

13 DECEMBER 2007

Wards Affected

Countywide.

Purpose

To receive and adopt a Supplementary Planning Document (SPD) setting out the Council's policy on the use of planning obligations, following statutory public consultation.

Key Decision

This is not a key decision.

Recommendations

THAT

- (a) the Planning Obligations Supplementary Planning Document and associated Sustainability Appraisal be agreed and adopted; and**
- (b) appropriate amendments be made to the Planning Committee Scheme of Delegation to Officers, following which the Supplementary Planning Document be brought into effect.**

Reasons

The SPD forms part of the Council's emerging Local Development Framework. The statutory preparation process has incorporated two periods of consultation and final approval is now required. Amendments are required to delegation arrangements prior to the SPD being brought into effect.

Considerations

1. Within the Local Development Framework, Supplementary Planning Documents (SPD) are produced to expand on and provide additional information and guidance in support of Development Plan Documents. The Herefordshire Unitary Development Plan (UDP) has the status of a Development Plan Document and its policies have been "saved" as part of the Council's new Local Development Framework for a minimum three-year period. Policies S1 and DR5 of the UDP refer to planning obligations.

Further information on the subject of this report is available from
David Nicholson, Forward Planning Manager on 01432 261952

2. The aims of the SPD are to:
- Provide as much certainty as possible to landowners, prospective developers and other interested parties;
 - Ensure a uniform application of policy;
 - Ensure the process is fair and transparent;
 - Enable developers to have a 'one stop shop' approach to establishing likely contributions expected; and
 - Facilitate a speedier response from the authority to development proposals.
3. The SPD has been drawn up taking into account an initial consultation and information gathering exercise, including selected Parish Councils and a number of interested organisations and stakeholders. Formal consultation on the draft document was undertaken in March/April.
4. The comments received in relation to the specific questions raised in the formal consultation are summarised in general terms in the table below, with an explanation as to how they have been addressed in the final SPD. All written comments have been summarised, recorded and responded to in a full Consultation Statement. The Consultation Statement (copy available on request from the Committee Manager (Executive)) will be published with the adopted SPD and accompanying Sustainability Appraisal.

Council's Consultation Question	General response	How addressed in SPD
1. Is our policy of publicising the types of contributions that will be sought and quantifying them as far as possible the right approach?	Support.	No change.
2. Does the SPD provide sufficiently clear guidance on what developer contributions we will seek?	Agreement. Some concern that summary table was confusing. "Scheme of Works" referred to needs explaining.	Summary Table 2 revised. "Scheme of Works" explained further in Para 1.7.4. "Developer Guide" to be prepared once SPD adopted.
3. Are all the areas for which we are seeking developer contributions appropriate?	Appropriate, although concern expressed that contributions for education, waste and community services do not relate to policy DR5 of the UDP and therefore contrary to PPS12 Para 2.43.	Provision of community services, education, recycling etc. constitute "community benefits" referred to in Policy DR5. No changes to these. However changes made to delete contributions to Training and Employment.

Council's Consultation Question	General response	How addressed in SPD
4. Are there other areas for which we should seek contributions?	Other topics raised such as renewable energy, sewerage/water disposal and cemeteries/allotments.	No change to SPD regarding the issue of renewable energy. It was considered but determined that this issue would be best covered by a new overarching policy in the forthcoming Core Strategy rather than in an SPD based on the existing UDP. Further text has been added regarding the issues of water/sewerage disposal, cemeteries and allotments.
5. Are the thresholds for contributions set at the right level?	<p>Varying response that threshold levels could detrimentally affect viability of smaller scale housing and employment proposals and detrimentally affect the economy.</p> <p>Objections received that new provision of affordable housing either solely or as part of larger schemes (as opposed to rural exception sites) should not have to contribute to other community facilities i.e. open space, education, community services etc</p> <p>Threshold for housing is too low – too onerous and will lead to delay in determining planning applications and significant impact on Council resources.</p>	Contributions towards training and development for business removed. Contributions from employment generating uses scaled down with more use specific thresholds introduced. Housing thresholds for contributions remain unchanged, but amendments made to calculations for transport, open space and education – see relevant sections. With regard to requiring further contributions from affordable housing, given commitment to providing additional affordable housing in the County and fact that those in local need occupy affordable housing, requirement for further contributions have been waived. However, most new market housing will impact on the community in some way and should therefore contribute towards making that development sustainable.
6. Are the formulae for determining contributions appropriate, fair and reasonable? (General – for specific areas, see below)	Varying response – some concern raised that formulae too rigid. A number of objections to the 2% monitoring fee were received.	No change to fees but ceiling introduced. It is relevant and appropriate to charge in relation to complying with the requirements of Circular 5/05 for accurate monitoring and review of the processing, spending and reporting of planning obligations in Herefordshire, for which a new member of staff will need to be appointed.
Transport	Objections that methodology used does not reflect rural nature of shire county.	Transport section revised significantly to take on board rural-urban differences.

Council's Consultation Question	General response	How addressed in SPD
Affordable Housing	Various specific objections to wording.	Addressed in Affordable Housing Section of the SPD.
Community Services	Objections that requirements for contributions towards community services e.g. libraries is not specifically referred to in UDP policy and therefore does not comply with PPS12.	Provision of library services, community halls, health and emergency services etc are considered to constitute community benefits, which directly relate to Policy DR5 of the UDP. No change.
Education	Objections that education section not transparent in assessing need for contributions. Should be reference in SPD to school capacity as basis for assessing need.	Education contributions reviewed to take on board Herefordshire-specific research. Reference to capacity of existing schools now made.
Employment and Training	Objections that asking for contributions from new proposals for employment generating uses will deter economic development in the County.	Employment -generating use contributions scaled down to reduce any possible detrimental impact on economic performance and to encourage urban/rural regeneration.
Open Space	Objections to methodology in using land acquisition and provision costs in off-site open space contributions calculations where enhancement only of existing open space is proposed. Objections to 20-year cost of maintenance.	Methodology for calculation revised to refer to contributions per dwelling size using average persons per dwelling statistics. Maintenance costs reduced to 15 years in line with other local authorities.
Town Centres	Objections to 1% for Art. Need to recognise that some major ESG developments will already be providing significant infrastructure. Objections to commercial developments making contributions to community/recreational facilities. Objections to all housing making contributions to public realm improvements in town centre.	No change to SPD in respect of contributions to Art as this is an example of policy DR5 requirement. Agree clarification of requirements to major ESG proposals. Amendments to make clear that only certain commercial developments are to make contributions to open space. Contributions from housing to public realm will need to satisfy tests of reasonableness.
Waste Reduction	Objections that requirements for contributions towards recycling and waste are not specifically referred to in UDP policy and therefore do not comply with PPS12.	Provision of recycling and waste facilities is considered to constitute community benefit, which directly relate to Policy DR5 of the UDP. No change.

Council's Consultation Question	General response	How addressed in SPD
7. Can we simplify and improve the presentation of this SPD, to make it more accessible to people not directly involved in the planning system?	Some concern that SPD too complicated and difficult for members of the public to interpret.	Executive summary redrafted. A separate developer/householder friendly leaflet is to be produced for distribution to applicants.

5. Copies of the final SPD and Sustainability Appraisal are appended as Appendix 1 and 2 respectively. The SPD has been drafted in three parts and includes an executive summary.
 - Part 1: Context – covering obligation types, priorities, policy context and community involvement.
 - Part 2: Code of Practice – defining the Council's approach and procedure for negotiating, preparing and completing obligations, including monitoring and management.
 - Part 3: Community Infrastructure – sets out the obligation areas, thresholds and tariffs where appropriate and justified.

6. All statutory procedures set out in the relevant regulations regarding the preparation and consultation arrangements for an SPD have been complied with. The comments received from both the initial consultation and the draft version have been fully considered in making the SPD a more informed and inclusive document.

7. The main changes, summarised in the table above, reflect the Council's commitment to the provision of affordable housing; urban and rural regeneration proposals, particularly employment generating proposals from B1 (Business), B2 (General industrial) and B8 (Storage or distribution) uses; and recognition of the commitment to sustainable development. Once adopted, the document will make clear the subject areas for planning obligations required from current UDP policies and in particular policy DR5 Development Requirements. The document will need to be kept under review and is expected to need future change to reflect new and emerging planning documents arising from the Local Development Framework. Where formulae have been used to determine standard charges, the costs applied will need regular review to ensure that the cost price index is maintained.

8. Reference is made in the table to the requirement arising for a Section 106 Monitoring Officer not only to ensure transparency of documentation and to help audit the Council's arrangements for planning obligations, but also to ensure demonstrable tracking of obligations so that they are secured with monies and benefits accrued, spent and delivered. A further role for the Officer will be to co-ordinate the Programme of Works - programmes and schemes over a five year rolling period for which developer contributions will be sought. It is envisaged that the Officer will most appropriately be based in Planning Services, reflecting the role of that Service in negotiating and co-ordinating service requirements in respect of individual development proposals. The post will need to work effectively across the Council and to that end should report direct to the Head of Service and have the ability to link in to corporate asset management and capital monitoring groups.

9. The Council will need to review its current procedures for agreeing obligations through the planning application process. The Planning Committee scheme of delegation to officers restricts the extent to which planning applications with an associated obligation are delegated. The numbers of applications subject to an obligation is expected to increase as a result of the thresholds in the SPD. Under the current scheme, this would lead to relatively modest proposals being brought to Committee which would otherwise be determined by officers. To avoid adverse impacts on application handling times, it is suggested that the scheme of delegation be amended to incorporate reference to the SPD. Planning applications with an obligation which in the opinion of the relevant officer accorded with the provisions of the SPD could then be determined under delegated powers in the ordinary way. There would be no other change to the provisions under which applications are reported to Committee. The SPD would not be brought into effect until these amendments had been made, being applied to planning applications received from that point.
10. Where applications subject to Section 106 agreements are dealt with under delegated powers it may be appropriate to include periodic reports for information to the Planning Committee or Area Sub-Committees in much the same way as is done with planning appeals.
11. The SPD will assist in pre-application discussions and will provide a transparent and accountable procedure by which planning obligations are negotiated and secured for development within the Council. When introduced, it will be a material consideration in the determination of planning applications where contributions are sought.

Financial implications

Adoption of the SPD is expected to enhance the ability of the Council to secure appropriate benefits through planning obligations by setting a clear framework for the circumstances in which such benefits will be sought and thereby offer a clear and consistent approach to maximise the benefits of planning obligations for local communities. Appointment of a monitoring officer with a corporate role will help to ensure that planning obligation agreements are implemented effectively and that the resources generated are allocated in accordance with corporate priorities, thereby improving value for money. It is anticipated that the 2% monitoring fee will generate enough income to pay for this post.

Risk Management

It is important that the relevant statutory procedures are followed in preparing the SPD. The Council's intention to prepare and adopt the SPD is set out in the Local Development Scheme, with earlier stages having been completed. There is a reputational risk if the SPD is not adopted to fulfil the Scheme programme.

Alternative Options

Not to prepare the SPD.

Consultees

Pre-draft consultation as detailed in the Consultation Statement.

Member Seminar November 2006

Planning Committee January 2007 and Planning Committee members November 2007.

The six-week formal consultation process on the draft SPD took place between 1 March 2007 and 12 April 2007.



Herefordshire Council

Planning Obligations

Supplementary Planning Document

December 2007

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Summary

1 Introduction

The Supplementary Planning Document (SPD) on planning obligations provides advice to developers and applicants for planning permission on the use of planning obligations in the planning application process in Herefordshire. It specifically provides guidance on how the Council will implement Herefordshire Unitary Development Plan (UDP) Policy DR5 on Planning Obligations and identifies the types of community infrastructure where developer contributions will be sought as part of a proposed development. Appendix 1 of the document contains a list of other specific UDP policies, which also relate to planning obligations. The SPD will form the basis for pre-application discussions and negotiation when determining planning applications.

2 Planning Obligations

Planning obligations, sometimes called “Section 106 Agreements” are legally binding agreements entered into between a local authority and a developer and are an established and valuable way of bringing development in line with the objectives of sustainable development as articulated through relevant local, regional and national planning policies. Planning conditions may also be used to help deliver sustainable developments, for instance, which embrace enhanced energy and environmental standards. Part one of the SPD sets out the policy context of planning obligations and explains what they are and the purpose of this document. Part two explains the Council’s overall approach to dealing with planning obligations and securing developer contributions. Part 3 of this document sets out the different types of community infrastructure or policy areas that provide further clarity for negotiations on planning obligations, or in the preparation of development briefs and area action plans.

3 Any new development may require mitigation to make it acceptable. Such mitigation could be the subject of an obligation involving a contribution. The Council have deemed it necessary for contributions to be sought from all additional new residential units (unless exceptions apply) and industrial / commercial developments (including retail) above certain size thresholds and where a need is identified. Figure S1 below lists the types of development most commonly expected to make a contribution and the types of community infrastructure and facilities affected. The provision of affordable housing either through UDP Policy H9 or Policy H10 (rural exception sites) is excluded from developer contributions in this policy document.

Figure S1 - Contributions for different types of development

Development Type	Transport	Affordable Housing	Community Services	Education Facilities	Open Space/Sport	Town centres	Waste	Bio-diversity	Landscape
Residential (1 or more dwellings including flats)	√	√ ²	√	√	√	√	√	√	√
Retail (A1)	√				√	√		√	√
Financial and professional Services (A2)	√				√	√		√	√
Offices (B1)	√				√	√		√	√
Industrial (B1, B2)	√							√	√
Warehousing/Storage (B8)	√							√	√

1.Note: this table is not comprehensive and other contributions may apply.

2.Applies to residential schemes of 6 or more dwellings in Kington and Main Villages and 15 or more units in Hereford & Market Towns (except Kington) as per UDP policy H9.

- 4 On site affordable housing, open space, community facilities and some transport infrastructure should normally be provided as part of any new, particularly larger, development and will be made a condition (or agreement) of any planning permission. In some cases, however, off-site provision or a financial contribution towards these facilities/infrastructure may be more appropriate and will form an agreement of the permission. However, for smaller developments, which will have a cumulative impact, it will be more cost effective to make a single improvement after a number of such developments have been carried out. Therefore, where appropriate, a fund will be created for the pooling of financial contributions. They will be ring-fenced to the programmes and schemes identified in the relevant planning agreements. In the unlikely event that financial contributions secured from developers cannot be spent within the timescale provided for in the agreement, the money will be refunded.
- 5 The Council will seek to ensure that where off-site provision of a facility is required there is a functional or geographical relationship with the development proposed. To assist in this process it is proposed to prepare a list of programmes and schemes – a “Programme of Works” for the County covering a five-year period for which developer contributions will be sought. The document will relate to the objectives set out in the Community Strategy and be reviewed annually to ensure it remains up to date.
- 6 Circular 05/2005 states that ‘local authorities are encouraged to employ formulae and standard charges where appropriate, as part of their framework for negotiating and securing planning obligations.’ The Circular recommends that the levels for such charges be published ‘in advance in a public document’. Figure S2 at the end of this summary provides a quick reference tool for applicants and developers of the contributions expected from particular types of development and the formulae and/or standard charges, which will apply to assess a contribution. More information on the policy justification, thresholds and, where appropriate, the formulae used to calculate the appropriate level of contribution for the various types of community infrastructure, are set out in Part 3 of the SPD. Not all types of contribution are included in this summary; others may apply on a site-by-site basis e.g. contributions towards biodiversity or landscaping. Where formulae have been used to determine standard charges, the costs applied in each formula will be kept under review and periodically adjusted to ensure that the cost price index is maintained.
- 7 The contributions described are those the Council would expect to seek from typical forms of development. Applicants are advised to discuss the potential for planning obligations with Council officers at the earliest possible stage in preparing their development proposals. Negotiations for the purchase of land should be undertaken on the basis that any developer contributions which may be sought can only be finally determined through the planning application process.

8 **Negotiating Planning Obligations**

In determining planning applications, the Council will have regard to government guidance as well as to local planning policies. It will consider whether a planning obligation is necessary or whether the use of planning conditions, attached to the planning permission, are more appropriate. It will also consider, in accordance with Circular 5/05, whether a planning obligation is:

- relevant to planning;
 - necessary to make the proposed development acceptable in planning terms;
 - directly related to the proposed development;
 - fairly and reasonably related in scale and kind to the proposed development; and
 - reasonable in all other respects.
- 9 The Council’s approach to seeking developer contributions is set out in a clear process, in Figure 1 in the main document below, which ensures that the negotiation of contributions is transparent and efficient for both the applicant, the authority and any other interested parties.
 - 10 Drafting of planning obligations will be undertaken by the Council’s solicitors. In order to ensure that agreements are dealt with quickly and efficiently, the developer should provide, at the same time as the planning application is submitted, evidence of title to the land, a draft heads of terms for the agreement and a solicitor’s undertaking to pay the Council’s reasonable legal costs whether or not the matter proceeds to completion. Developers should also inform the Council immediately of any

change in ownership of the application site, as failure to do so can lead to delays in determining the application.

- 11 Later in the process, agreed heads of terms for the agreements (including when they will be triggered and a time frame for completion of the agreement) will be set out in the Planning Committee report and placed on Part 1 of the Statutory Register. This process helps to ensure a speedy completion of the agreement or undertaking following the Committee resolution.
- 12 If a developer considers that the level of obligations would render their proposal unviable, the Council will expect the detailed finances of the proposal to be shared with the Council in a financial appraisal. For the Council to consider such an argument, it will be essential that the developer shares information substantiating this on an “open book” basis. Any deviation from the standard obligations will need to be an unusual exception and the developer will be required to demonstrate the exceptional circumstances that give rise to the case made. If the Council agrees that a scheme cannot reasonably afford to meet all the normal requirements, these may be prioritised through negotiation with the developer and consultation with other parties, subject to the scheme being acceptable in all other respects. In determining the priority of contributions, the Council will have specific regard to the objectives of the Community Strategy and the various schemes/programmes to implement those objectives (see Para 5 above).
- 13 **Monitoring Planning Obligations**
The Council (through the appointment of a monitoring officer) will track compliance with each provision contained in a legal agreement as a development proceeds to ensure that all service departments are spending financial contributions and completing non-financial obligations in accordance with the terms of agreements. In order to provide this service, the Council will levy an administration charge on each legal agreement equivalent to 2% of the value of the contribution, unless agreed otherwise with the applicant in circumstances where the level of financial contribution exceeds £100,000. This will be in addition to the normal costs and any external specialist advice costs required for processing and completing the legal agreement.

Figure S2 – Summary of Developer Contributions for Residential (1 or more dwellings) and Business Development

	Community Infrastructure	Contribution (£)	Total Contribution
Dwellings			
1 bed dwelling	Transport *	1465-2092	£2,776 – 3,403
	Affordable Housing**	Up to 35% on site	
	Education (where there is no capacity in local school)	-	
	Open space***	1071	
	Library Facilities	120	
	Recycling and Refuse	120	
2 bed flat	Transport *	1,465 – 2,092	£6,677- 7,304
	Affordable Housing**	Up to 35% on site	
	Education (where there is no capacity in local school)	2,005	
	Open space***	2,941	
	Library facilities	146	
	Recycling and Refuse	120	
2/3 bed dwelling	Transport*	1,750 – 3,686	£9,578 – 11,566
	Open space***	3,978	
	Library Facilities	146-198	
4+ bed dwelling	Transport*	3,440 – 4,915	£15,130 – 16,605
	Affordable Housing**	Up to 35% on site	
	Education (where there is no capacity in local school)	6,485	
	Open space***	4,844	
	Library Facilities	241	
	Recycling and Refuse	120	
Businesses			
Retail (A1-5) per 100sqm (except discount supermarkets)	Transport >500sqm threshold*	5,052-39,671	£6,582 – 41,201
	Open space***	1,530	
	Town Centres/Public Realm	Direct improvements	
Offices (B1) per 100sqm	Transport*	6,087-11,178	£7,362 – 12,453
	Open space***(> 500sqm threshold)	1,275	
	Town Centres/Public Realm	Direct improvements	
Industrial (B1/B2) per 100sqm	Transport*	2,369-3,385	£2,369- 3,385
Warehousing/Storage (B8) per 100sqm	Transport*	1,310-1,871	£1,310- 1,871

Notes

* Transport contributions vary according to accessibility zones - see section 3.1

** Where 15 or more dwellings are proposed in Hereford and the Market Towns (except Kington) or 6 or more dwellings are proposed in the Main Villages (including Kington)

*** Open space contributions exclude any contribution towards sports facilities using the Sport England calculator

It should also be noted that the Council's actual legal costs of preparing agreements along with a cost for processing and monitoring them (2% of the total value of the contributions required) will also be expected.

Floor areas and numbers of dwellings are based on net additional amount created.

Part 1 – Context

1.1 Purpose of Supplementary Planning Document

1.1.1 Supplementary Planning Documents (SPD) provide more detailed planning guidance to supplement the policies of the development plan and are a material consideration in the determination of planning applications.

1.1.2 The aim of this SPD is to:

- Provide as much certainty as possible to landowners, prospective developers and other interested parties;
- Ensure a uniform application of policy;
- Ensure the process is fair and transparent;
- Enable developers to have a ‘one stop shop’ approach to establishing likely contributions expected; and
- Facilitate a speedier response from the authority to development proposals.

1.1.3 The purpose of this document is to make clear to all interested parties the Council’s policy on planning obligations – it supports and amplifies Policies S1 and DR5 of the UDP. This part of the document sets out what planning obligations are and their policy context. Part 2 details the Council’s approach in using planning obligations and outlines the process for their negotiation, monitoring and review.

1.1.4 Part 3 of the document sets out different types of community infrastructure or policy areas that provide further clarity for negotiations on planning obligations, or in the preparation of development briefs and area action plans. “Community Infrastructure” is the term used for the purpose of this SPD to cover all the physical, environmental and social aspects required to support a community on a daily and long-term basis. Planning obligations are used when a proposal that would have an unacceptable impact on community infrastructure could be overcome by the use of a financial contribution or “in-kind” benefit. The types of community infrastructure include:

Community Infrastructure
Accessibility, Transport and Movement
Affordable Housing
Biodiversity
Community Services
Education Facilities
Flood Risk Management, Water Services and Pollution Control
Heritage and Archaeology
Landscape
Open Space, Sports and Recreation Facilities
Town Centres, Community Safety and Public Realm
Waste Reduction and Recycling

1.1.5 This document will therefore assist in pre-application discussions and will provide a transparent and accountable procedure by which planning obligations are negotiated and secured for development. It will be applied to all new planning applications received 6 months after it has been formally adopted by the Council’s Cabinet and will not be applied retrospectively.

1.2 Consultation

1.2.1 This SPD has been the subject of extensive consultation in compliance with the Town and Country Planning (Local Development) (England) Regulations 2004. The processes undertaken and responses to this consultation are described in a separate “Consultation Statement” which can be found on the Council’s website. The responses received to the consultation have shaped the final version of this document, specifically a greater focus on the priority of facilitating more affordable, local need housing provision in the County and the need to promote Herefordshire’s business economy (with a consequent relaxation in contributions in both instances).

1.3 Definitions and Purpose of Planning Obligations

1.3.1 Definition

A planning obligation is a legally binding agreement between the local planning authority and a developer (and the landowner where the developer does not own the land) to use land in a specified way, or to restrict the development or use of the land, or to meet costs in connection with the development to enable it to become acceptable in planning terms. Planning obligations can be provided by developers “in kind” (where the developer builds or provides directly the matters necessary to fulfil the obligations), by means of a financial payment, or in some cases a combination of both. Planning obligations are enforceable by the local planning authority and are registered as local land charges.

1.3.2 Planning obligations are normally entered into under Section 106 of the Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991) and Section 299A of the Act where planning obligations relate to Crown or Duchy Land. Financial contributions towards the carrying out of highway improvements may also be secured under Section 278 of the Highways Act 1980.

1.3.3 Purpose

Planning obligations are the means by which a local planning authority can secure contributions, improvements or mitigation works to offset any adverse impact of new development. Whilst most new development is necessary and provides direct benefits for the communities to which they relate i.e. new and improved housing, shops or employment provision, it can sometimes place additional burdens on existing services and infrastructure as well as have adverse impacts on the local natural environment. For example, residential development can increase demand for new school places and community facilities and add to the number of people using open space and recreation facilities. New commercial development will increase the number of people travelling in and around an area such as Hereford and will therefore add to congestion and pressure on public transport, car parking, air quality and public safety.

1.3.4 Therefore, it is the overriding objective of this SPD that, in the interests of sustainable development, it is reasonable to expect developers to contribute towards the financing of new or improved infrastructure directly related to new development proposals. These may include new build development as well as changes of use where planning permission is required. Each change of use case will be considered on its merits and against the Council’s priority of promoting regeneration. Contributions can often be secured on site by means of planning conditions attached to the planning permission, but where conditions cannot be used, improvements can be secured through planning obligations. In this way, the provision of new or additional infrastructure that is necessary to serve new development can be secured, so that planning permission can be granted for new development proposals which accord with the development plan.

1.4 Types and Use of Planning Obligations

1.4.1 Planning obligations comprise planning agreements and unilateral undertakings. A **planning agreement** is a legal agreement entered into by the planning authority and the applicant that sets out the form a planning obligation will take. For example, a planning agreement under s106 could set out in detail payments of a financial contribution towards local schools impacted by the development. Planning obligations run with the land and so bind successive landowners. If the applicant (developer) does not own the land then the landowner must also be involved in the planning agreement. Other parties with an interest in the land such as mortgagees must also join in the planning agreement. A standard form of planning agreement has been produced by the Department of Communities and Local Government (DCLG) in conjunction with the Law Society which can be found on their website at www.communities.gov.uk. This will also be made available on the Council’s web site.

1.4.2 A **unilateral undertaking** is an undertaking by the applicant offered to the authority to try to overcome obstacles to the grant of planning permission and may be offered at any point in the planning application process. They do not require any agreement by the authority, which therefore may have no involvement in the drafting of the planning obligations. However, local authorities do not have to accept unilateral undertakings offered by the developers if they do not feel they overcome the objections to the granting of planning permission. At appeal against refusal they may

be offered by applicants to overcome the local authority's objections, when it is up to the Planning Inspector to decide its suitability or otherwise. Such obligations may require payment of financial sums for a specific purpose either in a single sum or periodically for an indefinite or specified period. A standard form of a unilateral undertaking is available from the Council's Legal and Democratic Services.

- 1.4.3 Planning obligations can either be negative (preventing or restricting development or the use of land) or positive (requiring specified operations or activities to be carried out on the land). Obligations can be used to **prescribe** the nature of a development (e.g. indicating that a proportion of housing is affordable); or to secure a contribution from a developer to **compensate** for a loss or damage created by a development's impact (e.g. loss of open space); or to **mitigate** a development's impact (e.g. through increased public transport provision). The outcome of all of these uses of planning obligations should be that the proposed development concerned is made to accord with local, regional or national planning policies.

1.5 Grampian Conditions

- 1.5.1 Herefordshire Council makes full use of Grampian style conditions in lieu of planning obligations where these are relevant and can speed up decision-making. A Grampian condition is usually applied to link on-site development to actions that lead to delivery of off-site infrastructure. Examples of Grampian conditions include the submission of schemes detailing how school places, transport improvements or health facilities necessitated by the development shall be secured.

1.6 Planning Policy Context

1.6.1 National context

Government guidance on planning obligations is provided in Circular 05/2005. The Circular gives guidance on the types of obligations that may be acceptable. Local planning authorities are also recommended to publish guidance themselves for potential developers in order that the Council's approach is clear and easy to understand. This information is provided in this document with the aim of providing a fast, predictable, transparent and accountable system. Central government encourages the use of formulae and standard charges where appropriate and the publishing of standard heads of terms, agreements/undertakings or model agreements wherever possible.

- 1.6.2 Circular 05/05 emphasises the need for contributions that are required from a development to meet five stringent tests set. They must be:

- relevant to planning;
- necessary to make the proposed development acceptable in planning terms i.e. required to bring a development in line with the objectives of sustainable development as set out in the UDP. These are the matters which, following consultation with potential developers, the public and other bodies, are agreed to be essential in order for the development to go ahead;
- directly related to the proposed development (there should be a functional or geographical link between the development and the item being provided as part of the developer's contribution);
- fairly and reasonably related in scale and kind to the proposed development (planning obligations should not be used solely to resolve existing deficiencies in infrastructure provision or to secure contributions to the achievement of wider planning objectives that are not necessary to allow consent to be given for a particular development); and
- reasonable in all other respects (unreasonable requirements may be open to awards of costs).

- 1.6.3 These tests are to prevent developers being over-burdened by requests from local authorities as well as preventing a perception that developers may be "buying" planning permissions.

1.6.4 Additionally, there is further guidance on the issue of planning obligations in national policy statements (PPG's and PPS's). These set the context for including appropriate policies in development plans and for negotiating on planning applications. The Department for Communities and Local Government (DCLG) issued Planning Obligations Practice Guidance in July 2006 which can be viewed on their website www.communities.gov.uk.

1.6.5 At the time of writing, the government is also considering the use of **Planning Gain Supplements** whereby a proportion of the increase in the land values of a particular site is used to manage the impact of growth in local communities and fund improvements in the local and regional infrastructure. If the Planning Gain Supplement approach is implemented, then planning obligations and the advice contained in this SPD will need to be reviewed.

1.6.6 Regional Context

The Regional Spatial Strategy for the West Midlands (RSS) was adopted in 2004 and has Development Plan status. It sets the land use policy direction for the County up to 2021. Policy UR4 (Social Infrastructure) stresses the importance of the role of local authorities in facilitating the co-ordination of land use and investment decisions with improved service delivery. The RSS is currently being reviewed and can be viewed on the website (www.wmra.gov.uk).

1.6.7 Local Context

The Herefordshire Unitary Development Plan strategic policy S2 (Development Requirements) and development criteria policy DR5 (Planning Obligations) set out the circumstances where obligations will be used and the benefits that will be sought in furtherance of the Plan's strategy.

DR5 Planning obligations

To further the strategy of the Plan planning obligations will be sought to achieve community, transport and environmental benefits where these benefits are reasonable, necessary, relevant, and directly, fairly and reasonably related to the proposed development. The circumstances in which such benefits will be sought will be identified in relevant Plan policies and may be further detailed in supplementary planning guidance.

1.6.8 A number of other UDP policies refer specifically to the use of planning obligations in considering development proposals. These are listed in Appendix 1. The UDP was formally adopted in March 2007. Following changes to the planning system, the Council is now preparing a new spatial plan called a Local Development Framework comprising a Core Strategy document as well as other development plan documents. This SPD will be reviewed accordingly, when the Core Strategy is finalised.

1.7 Council Priorities

1.7.1 The government suggests a transparent process for developer contributions based on achieving the policy priorities for a particular area. The Herefordshire Community Strategy (June 2006) is the result of extensive consultation with local communities, local businesses, the cultural community, public sector providers and the voluntary and community sector. The strategy sets out how a range of partnerships can work together to help ensure the overall economic, social and environmental well being of the County.

1.7.2 The Council's Corporate Plan (2006 to 2009) translates the outcomes contained in the Community Strategy into Council "priorities" with targets, indicators and actions. Together, these documents articulate the needs of the community and consideration of the weight to be given to the provision of infrastructure or use of contributions should be linked closely to the Council's top priorities. The Corporate Plan can be seen on the Council's web-site at www.herefordshire.gov.uk and the Community Strategy can be seen on the Herefordshire Partnership web-site at www.herefordshirepartnership.com.

1.7.3 The top priorities that specifically relate to land-use planning issues link to the following outcomes in the Herefordshire Community Strategy. Those that are most relevant to this SPD on Planning Obligations are:

- more and better paid employment;
- more adaptable and higher skilled workforce;
- reduced traffic congestion through access to better integrated transport provision;
- reduced health inequalities and promotion of healthy lifestyles;
- children and young people have healthy lifestyles and engage in positive behaviour;
- reduced levels of, and fear of, crime, drugs and anti-social behaviour;
- fewer accidents;
- cleaner, greener communities; and
- people are active in their communities and fewer are disadvantaged.

1.7.4 Although developments will have a wide-ranging impact on a local community, the Council will need to consider whether the degree of impact is so great that permission would not be granted. The Council will identify those matters, which will require prioritisation in a particular location, given the extent and context of a development proposal and the needs of the local community. This will be balanced against the benefits of a proposal e.g. environmental enhancement, conservation or provision of facilities with an overall view taken on the merits of the proposal. A “Programme of Works “ highlighting priority needs in specific areas will be prepared and updated annually by the Council. This will establish the context for the negotiation of benefits. However, contributions towards education, transport, employment, community facilities and affordable housing are almost always necessary in Herefordshire at present.

1.8 **Community Involvement in Pre-Application Consultation**

1.8.1 The aim of the Herefordshire Statement of Community Involvement (SCI) (March 2007), is to set out details for greater community involvement in the plan making and development control process. It states that if development proposals fall within certain definitions of significant development and are therefore more likely to require developer contributions, the Council will expect applicants and developers to have engaged the local community at an early stage.

1.8.2 These consultations should include details of prospective developer contributions. This reflects national advice which states that the process of negotiating planning obligations should be conducted as openly as possible and members of the public should be given every reasonable assistance in locating and examining planning obligations which are of interest to them. The SCI can be viewed at www.herefordshire.gov.uk.

1.8.3 Where Parish Plans or Village Design Statements are adopted by the Council as further Planning Guidance, they can also be used to inform the Council’s position regarding developer contributions associated with development proposals within the area. This would make contributions in line with the European Union Landscape Convention i.e. “an area, as perceived by people, whose character is the result of the action and interaction of natural and/or human factors”.

1.9 **Sustainability Appraisal**

1.9.1 In accordance with government guidance, this SPD has been subject to a Sustainability Appraisal, which can be found at www.herefordshire.gov.uk. The Sustainability Appraisal tests the performance of this SPD against a series of environmental, social and economic objectives. These were devised as part of the General Scoping Report of the Sustainability Appraisal of the Herefordshire Local Development Framework which can also be found on the Council’s website.

Part 2 – A Code of Practice

2.1 The Council's Approach

2.2.1 In the context of legislation, government guidance and the UDP, the Council's approach to the negotiation of planning obligations is based on the following **key principles**:

- i. The procedures will be operated in accordance with the fundamental principle that planning permission may not be bought or sold.
- ii. A planning obligation will only be sought when it is material to the planning decision on a proposal and, where a particular planning obligation is required to make a development proposal acceptable, planning permission will not be granted without it.
- iii. A planning obligation will not be sought when a planning condition may be more appropriately used. It is likely that each application will have to be considered on an individual basis. In the following cases however, conditions are generally insufficient and a planning obligation may be used:
 - 1 Where action is required beyond the normal scope of a condition;
 - 2 Where there is a need to facilitate the transfer of land through the use of appropriately worded negative covenants;
 - 3 Where the obligation relates to off-site works and a Grampian style condition is not appropriate; and
 - 4 Where there is a requirement to pay financial contributions.
- iv. A planning obligation will not be sought to redress existing deficiencies or lack of capacity in existing facilities, services or infrastructures (except in respect of open space deficiencies in accordance with Para 33 of PPG17).
- v. The nature of a planning obligation likely to be required will be made known as early as possible in the planning process.
- vi. The overall extent of the planning obligation sought will have regard to what is reasonable in terms of the scale of the development and its impact.
- vii. The acceptability of the development proposal will be decided on the balance of its planning merits, taking into account the planning application and whether the planning obligation, which has been negotiated as a whole, is sufficient to overcome and satisfactorily address any impact arising from that proposal.
- viii. As referred to above, a vital test of proposed planning obligations is that they must be necessary to make a proposal acceptable in land-use planning terms. They should not be sought where the connection does not exist or is too remote.

2.2 Procedure for Negotiating a Planning Obligation (See Figure 1)

2.2.1 Pre Application Stage

The planning case officer assigned to the application will direct the applicant during any pre-application discussions to the UDP policies relevant to the proposal and to any relevant supplementary planning guidance/documents, including this SPD on Planning Obligations. Having regard to the guidance contained in this SPD, applicants will also be encouraged to come forward with proposals for planning obligations (agreements/undertakings or conditions) that are relevant and related to their development proposals before submitting a formal proposal in order to speed up the application process.

2.2.2 From 1st April 2008 developers will be required to submit draft Heads of Terms of any necessary agreement with their planning application when they first submit it in order for it to be validated. Heads of Terms will include:

- The sums of money, where required for off-site expenditure to meet planning policy objectives;
- A period (usually 10 years) within which the expenditure must take place and/or the essential infrastructure is provided;
- Provisions for repayment of any sums not used within the set time periods;
- Details for the provision of affordable housing (where relevant) including phasing requirements (see Affordable Housing section in Part 3 of this document);
- A commitment to cover the Council's reasonable legal and planning costs in preparing the agreement; and
- The timetable for completing the agreement (which must be done before the permission can be issued).

2.2.3 **Application Appraisal Stage**

Once an application is submitted, the negotiation on any potentially appropriate obligations will proceed at the same time as consideration of the planning application, and will include an assessment of whether or not planning conditions will suffice instead of an obligation. This process is without prejudice to the determination of the application. Where there have been no pre-application discussions, the case officer will also direct the applicant to the UDP policies and supplementary planning documents, including this SPD on planning obligations.

2.2.4 Where the need for an agreement or undertaking has been identified, the Heads of Terms must be agreed before the application can be reported to Committee. (Where the Council's constitution allows for agreements to be varied or entered into under delegated powers then the agreements must be finalized before the permission can be issued). Where applications are reported to Committee for determination the Heads of Terms will be included as an appendix to the Committee report. Any negotiations over the Heads of Terms are without prejudice to the final determination of the application by the relevant committee. The key element of the negotiation will be to confirm that the applicant agrees with the matters to be included in the obligation. The case officer will ensure that the nature and scale of matters for inclusion as obligations are identified and will notify Members, Parish Councils and other interested consultees after validation.

2.2.5 **Committee**

By the time the proposal is considered by the relevant Committee, the Heads of Terms must be agreed. This process helps ensure a speedy completion of the agreement or undertaking following the Committee resolution. Any recommendation to grant planning permission will be made subject to the completion of a satisfactory legal agreement or undertaking within a specified time period, and will authorise Legal Services to complete the legal agreement or accept the undertaking. The relevant Committee will decide whether to approve the application as set out in the report and whether the proposed obligations are appropriate. If an agreement is required in order to meet planning policy objectives, and or other material planning considerations, but is not signed within the agreed timetable, then the planning application will be regarded as "Deemed Refused" and no further action will be taken on it.

2.2.6 **Completing the Legal Agreement or Undertaking**

A legal agreement or undertaking may be drafted prior to the relevant Committee resolution in the above circumstances or following the Committee resolution. The draft obligation will be sent to the applicant's solicitor for comment and any negotiations will be progressed through each party's legal team. The agreement or undertaking will have a unique planning application reference number that will be used on all correspondence and monitoring arrangements for the planning obligations.

2.2.7 Prior to completion of the obligation, the Council's legal team will ensure that all financial and title and other matters are in order. The legal agreement or undertaking will need to be signed by all parties with an interest in the land – as well as the owner this will include mortgagees, tenants and developers with options to purchase, conditional contracts etc. When the legal agreement is completed, the planning case officer will issue the planning permission.

2.2.8 **Post Completion**

The Council will register the agreement or undertaking and consents as a local land charge and the applicant may be required to register the agreement or undertaking as a charge against the title to the property at HM Land Registry through his/her solicitor in accordance with the terms of the agreement or undertaking. The Council will also update the statutory registers.

2.3 **Monitoring of Planning Obligations**

2.3.1 The S106 monitoring officer, case officer and the legal officer will hold a copy of the completed obligation. The monitoring officer will be the first point of contact for an applicant when making payments or serving notices as required by an agreement. The monitoring officer will then ensure that payments are allocated to the appropriate funds or supplied to the service provider as appropriate and will issue receipts and acknowledgements of compliance where necessary.

2.3.2 The monitoring officer will track compliance with each obligation in the agreement as the development proceeds. All agreements/undertakings will be monitored through the use of a Planning Obligations database.

2.3.3 An Annual Report on planning obligations will be produced detailing the status and use of planning agreements, monies received and spent, works carried out and future priorities. This will form part of the Corporate Plan process within the Council and the Scrutiny Committee will also consider the Report.

2.3.4 The planning obligation database will also refer to the UDP policies used in determining the application. This can then be used for monitoring the policies of the UDP in appraising their effectiveness in working towards sustainable development and referred to in the Annual Monitoring Report.

2.4 **Development Viability**

The Council recognises that the impacts of a development that may need to be accompanied by a planning obligation must be weighed together with all other material considerations including any positive benefits of the development, in determining whether planning permission should be granted. Therefore, in exceptional circumstances, the Council may consider that the benefits from a development outweigh the need for mitigation and may waive or reduce contributions. However, it will be for the developer to provide robust evidence, possibly in the form of a financial appraisal, to support their case.

2.5 **Management**

2.5.1 **Pooled Benefits**

Where appropriate and particularly on small residential schemes, contributions from several developers will be pooled to enable the necessary benefits to be secured. The pooled benefits will still relate to the development from which they were raised. This is consistent with Circular 5/05 paragraph B22. The pooled benefits approach facilitates the realisation of benefits from smaller, cumulative developments as well as being able to effectively manage larger developments on a case-by-case basis. This approach will be particularly relevant to the regeneration of the Edgar Street Grid area in Hereford, Green Infrastructure Strategy and rural communities.

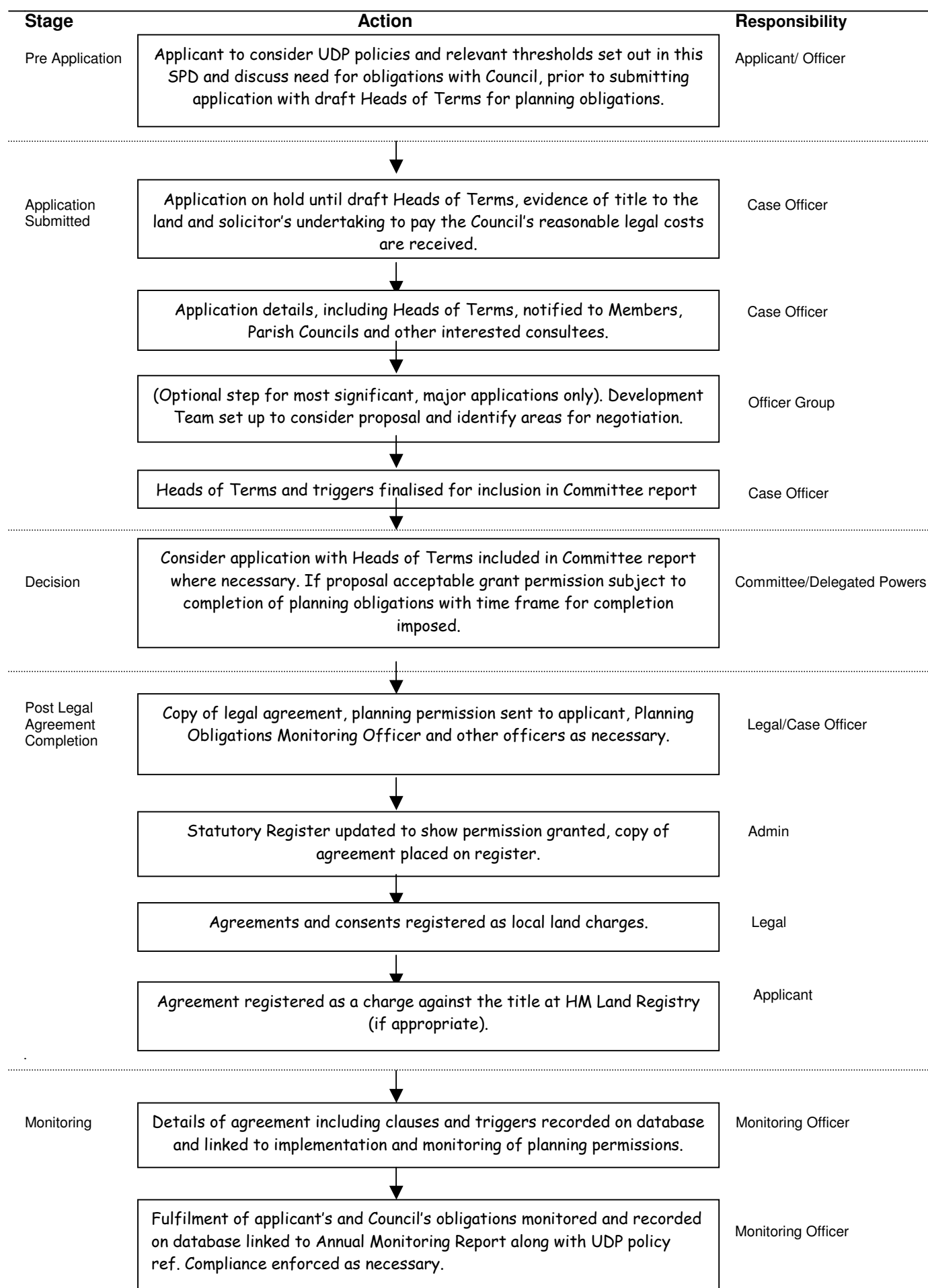
2.5.2 **Ring Fenced Funds**

For smaller schemes and where a cash sum is required as part of an obligation, this will be placed in a fund controlled by the organisation responsible for the provision of the service or facility, and reserved for that purpose. This will ensure transparency in the planning obligations process.

2.5.3 **Unspent Funds**

In the unlikely event that financial contributions secured from developers cannot be spent within 10 years of the completion of the development or as negotiated to suit the circumstances of the development, the contributions or such unexpended parts will be refunded. Developer's financial contributions will be adjusted for inflation in accordance with Building Costs Information Service (RICS) all in tender price index or such other indices as the Council consider appropriate, calculated from the date of the planning agreement or unilateral undertaking, to the date of payment.

Figure 1 – Procedure for Negotiating, Preparing and Completing a Planning Obligation



Part 3 – Community Infrastructure

3.1 Accessibility, Transport and Movement

Introduction

3.1.1 On-site provision of sustainable transport infrastructure and appropriate provision for disabled access should be incorporated into overall scheme design for most new development proposals. The quality and effectiveness of this provision will be a consideration in the determination of the planning application. Typically, sustainable transport infrastructure will include provision for cycle parking, pedestrian and cycle routes through the site and public transport waiting facilities. Dependent on the development, specific parking provision may be required for disabled users or residents.

3.1.2 Specific off-site works and contributions to sustainable transport services may also be required to mitigate the direct impact of the development scheme on the transport network. Contributions might be required for:

- Improvements to public transport services;
- passenger waiting facilities;
- improvements to junctions and the provision of traffic lights;
- road widening/passing bays;
- pedestrian and cyclists facilities;
- pedestrian crossings;
- pedestrian and cycle routes and links to existing routes;
- traffic calming schemes; and
- the introduction of street parking restrictions.

Where a travel plan is required, the Council will seek contributions to cover the provision of sustainable travel information to site users and to support the ongoing development of the plan.

3.1.3 In addition to the above, new developments may also have cumulative impacts on the transport infrastructure of the County. This is particularly the case for developments that generate trips into and within Hereford City area, where traffic congestion, severance and poor air quality are significant issues. Where development impacts on these types of issue, the Council will seek contributions towards schemes such as park and ride, general traffic management improvements, public car park improvements and also towards sustainable travel infrastructure, promotional campaigns and literature. Contributions from development towards these schemes will be pooled to secure the future provision of the scheme or promotion activity, in accordance with Circular 05/2005.

Policy Justification

3.1.4 Planning Policy Guidance 13 (Transport, March 2001) states that “planning obligations may be used to achieve improvements to public transport, walking and cycling, where such measures would likely influence travel patterns to the site involved, either on their own or as part of a package of measures...” New development should therefore contribute to the improvement and development of a more sustainable and integrated transport system. This may include support for travel plans required as a result of a development proposal, or contributions to conventional public transport services.

3.1.5 Within the Regional Spatial Strategy, Hereford is identified as the key location in the County for future housing and employment growth. Outside of the city, almost the entire County is identified as a Rural Regeneration Zone where sustaining rural communities, tackling rural problems and addressing local needs are the main priorities.

3.1.6 The Council, as Highway Authority, seeks financial contributions where appropriate to promote specific schemes and types of schemes identified in the Local Transport Plan 2 (LTP2). The LTP2, which covers the period up to 2011, sets out as its objectives - delivering accessibility, tackling congestion, making roads safer, and improving air quality. Delivery is by implementation of a

number of measures set out in investment strategies. LTP2 can be viewed on the Council's website. The Herefordshire UDP has been prepared alongside LTP2 and wherever appropriate, obligations will be sought to bring forward proposals and to implement policies in these plans. The UDP policies considered particularly relevant to the development of a S.106 Strategy on transport are detailed in Appendix 1.

Assessment of need

3.1.7 The LTP2 provides a comprehensive assessment of the transport needs of the County over the period 2006/7 to 2010/11 and sets out a longer term strategy for Hereford City and its immediate surrounding rural hinterland. The LTP sets out the following transport strategies to help address the needs of:

- Countywide accessibility strategy;
- Integrated transport strategies for Hereford and for the market towns and rural areas;
- Road safety strategy; and
- Asset management strategy for maintaining the transport network.

3.1.8 Whilst Herefordshire is a mainly rural area and is sparsely populated, it has significant transport issues. These range from severe congestion within Hereford City itself to access to transport for remoter rural communities. Accessibility planning software (Accession) has been used to identify specific areas of need particularly in respect of rural access.

Transport Issues in Hereford

3.1.9 Transport limitations in Hereford have restricted its growth. Key issues include:

- Regular congestion through the central area and poor air quality;
- Traffic intrusion in residential areas;
- Poor reliability and quality of public transport;
- Poor pedestrian facilities and a limited cycle network reducing the attractiveness of sustainable modes of transport; and
- Impact of the school run.

3.1.10 The LTP2 sets out a package of measures required to release travel capacity needed to accommodate development and regeneration and to allow Hereford to fulfil its role as a sub-regional centre. However, substantial additional funding is required to support these measures and bring forward key initiatives, which will help address these issues.

3.1.11 A further set of major development proposals with significant implications for transport, focus on the Edgar Street Grid in Hereford. The master plan scheme for this area includes improved facilities for walking, cycling and public transport. This is in addition to new road infrastructure and the downgrading of existing roads to reduce severance between the city centre and the grid area.

Rural Transport Issues

3.1.12 The key transport issues affecting the rural area and market towns focus on providing for access to services, maintaining an extensive road network, reducing road traffic accidents and provision of sustainable transport infrastructure in the market towns. Support for public and community transport is an important element of helping address these needs and reducing the impact of longer distance traffic movements within the County. Consistent cost increases associated with supported public transport services (which cover the majority of services outside Hereford City) have been experienced during recent years and are anticipated to continue to put pressure on the Council's ability to maintain the extent and frequency of the public transport network over the LTP2 period. A greater reliance on community transport may help with more specific provision that addresses social exclusion but will not help address modal shift (i.e. moving away from the use of the private car to more sustainable forms of transport e.g. cycling and walking). Planning contributions will be sought to support the public transport network and community transport and also to provide sustainable transport infrastructure in the market towns. Where appropriate, contributions will also be sought to achieve road safety improvements.

Transport Assessment

3.1.13 In 2007 the Department for Transport published its updated Guidance on Transport Assessments (TA). The Guidance along with other planning documents such as PPS1 and PPG13 emphasise the value of early discussions between developers and the local authority in relation to TA's. This ensures all parties have a better understanding of, and reach consensus on, the key issues to be addressed in respect of a particular development including the likely range and scale of any mitigation measures required. The Council will require TAs (or Transport Statements) to be provided, in accordance with the guidance, and it is likely that the TA will further inform the level of contributions required for transport measures.

Developments for which Contributions will be sought

3.1.14 All developments that cause increased trips and have a wider transport impact can be expected to be the subject of an obligation. The main sources of development funding towards transport will come from housing and retail developments whilst employment and other developments will also need to contribute at a level commensurate with the level of movements generated by the development. However, affordable housing provided as part of larger market housing schemes and rural exception sites will be exempt from contributions towards transport. In addition, to assist and promote the rural economy, contributions from developments in accordance with UDP policies E11,12 and 13 will be excluded.

3.1.15 Many planning applications will be accompanied by a transport assessment, which will be used to assess the application and decide if specific on-site and off-site measures are required to make it acceptable. Where the impacts of a proposed development are not so easily identifiable by on-site or off-site mitigation measures but clearly impact upon the wider transport network, contributions to identified LTP measures and/or UDP policies will be required. The Council will judge each development site on its merits and will seek contributions for any development proposals where transport impacts would require mitigation through the provision of off-site transport infrastructure.

3.1.16 For significant developments sufficient contributions will be required to fully fund complete transport-related schemes. For smaller developments, contributions will generally be pooled in ring-fenced accounts until such time as they can be spent on agreed measures in the LTP2 or other local transport strategies. In accordance with Circular 05/2005, contributions will be spent on schemes that support the contributing development.

Contributions

Formula and Standard Charges

3.1.17 Circular 05/2005 states that 'local authorities are encouraged to employ formulae and standard charges where appropriate, as part of their framework for negotiating and securing planning obligations.' The Circular recommends that the levels for such charges be published 'in advance in a public document'. Figure 2 below provides an example of standard charges for certain types of development including residential, retail and employment. The table is provided as an illustration of the formula, which could be applied to any land use proposed in the County.

3.1.18 The standard charges have been based on a formula which takes into account:

- future development set out in the Unitary Development Plan (equating to around an additional 26,500 daily trips derived from TRICS – Trip Rate Information Computer System);
- shortfall in funding for transport improvements outlined in the LTP2 (amounting to around £12.3M);
- typical trip generation for specific land uses with a weighting to focus on trips generated in the peak hour (derived from TRICS); and
- a weighting to take into account the accessibility of a site (derived from the Accession model for the County). Sites with a better accessibility rating will pay a reduced contribution.

Location and Accessibility

3.2.19 The Transport Contribution table incorporates an accessibility factor, which reduces the level of contributions sought from developments located in more accessible locations, acknowledging the increased likelihood that these developments have greater potential to encourage sustainable transport. The assessment was carried out using the Council's Accession model for the County. The model maps accessibility in terms of journey times via sustainable modes of walking, cycling and public transport to destinations, which sustain a basic level of services. Three accessibility zones have been identified ranging from high to low accessibility. These are shown on Figure 3 at the end of this section and this will form the basis for applying the standard charges. The public transport factors influencing the level of accessibility experience throughout the County will be reviewed on a regular basis to take into account public transport timetable updates.

Worked example

The following worked example helps illustrate how the standard charges have been developed and how they will be applied based on the development of 50x 3-bedroom houses in central Hereford.

Cost/trip (LTP2 shortfall/UDP development trip generation) x 24hr trip generation for 3-bedroom house x peak hour weighting x accessibility weighting (for highly accessible site) x number of units

$$£468 \times 7.73 \times 1.02 \times 0.7 \times 50 = £129,000$$

Negotiation on Standard Charges

3.2.20 In line with Government guidance, the charges indicated in the Table will not be applied rigidly in all circumstances without regard to the context of an individual application and site. Unique aspects of each application will help form further consideration of these charges. Matters which may influence the use of the standard charges include:

- A travel plan which sets clear targets for reducing car trips with associated contributions if targets are not achieved
- The amount of parking to be provided with a development having regard to the maximum standards set out in the Council's Highways Design Guide for New Developments
- The level of trip generation with the development ascertained through a Transport Assessment

Figure 2 – Transport Contributions

Development Type	24-hour weekday total vehicle trip	Accessibility		
		High	Medium	Low
Residential - 4 bed house	10.30	£3,440	£3,932	£4,915
Residential - 3 bed house	7.73	£2,580	£2,949	£3,686
Residential - 2 bed house	5.15	£1,720	£1,966	£2,457
Flat	3.01	£1,465	£1,674	£2,092
B1 (office) per 100m ²	14.09	£7,825	£8,943	£11,178
B1 (Business Park) per 100m ²	10.56	£6,087	£6,956	£8,695
B2 per 100m ²	6.73	£2,369	£2,708	£3,385
B8 per 100m ²	3.54	£1,310	£1,497	£1,871
Retail >500sqm - Non food superstore per 100m ²	40.86	£5,052	£5,774	£7,217
Retail >500sqm - Food superstore per 100m ²	138.15	£27,770	£31,737	£39,671
Retail - Discount Supermarket per 100m ²	102.33	£8,561	£9,784	£12,229

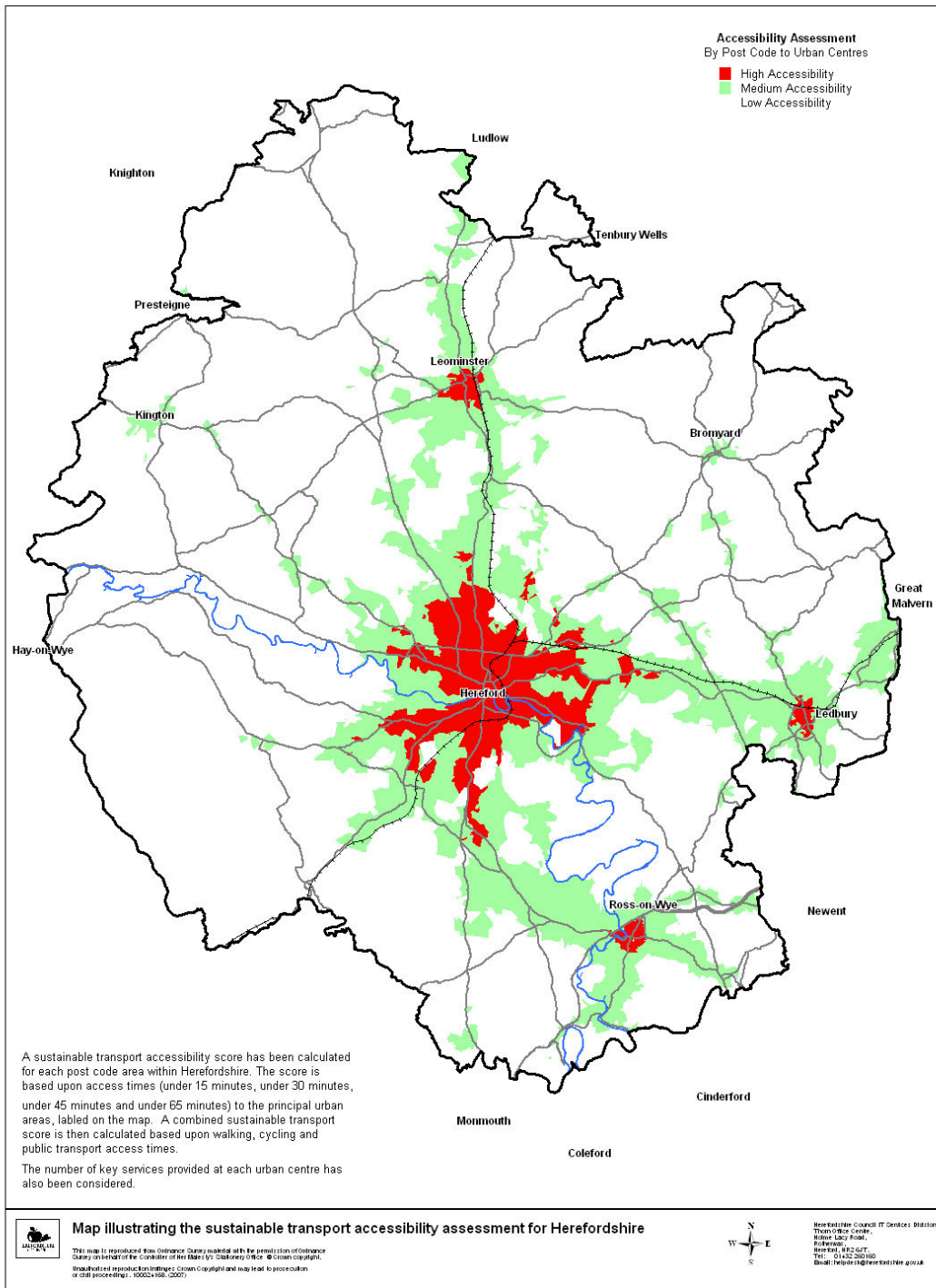


Figure 3 – Transport Accessibility Zones

3.2 Affordable Housing

3.2.1 The council is strongly committed to the delivery of affordable housing within Herefordshire and will make effective use of its planning powers to secure affordable housing to satisfy local housing requirements.

3.2.2 Policy justification

National government advice on affordable housing has been issued in the form of Planning Policy Statement 3 on Housing (PPS3) and its sister document "Delivering Affordable Housing" (November 2006).

3.2.3 In regional policy terms, Herefordshire falls within the Rural Regeneration Zone identified in Policy RR2 of the West Midlands Regional Spatial Strategy, June 2004, where emphasis will be given ... *"to providing affordable housing to meet local needs, in existing settlements, wherever possible, and making full use of the existing housing stock."* (Policy RR2, part C (iv)).

3.2.4 Locally, policy guidance is set out in the Council's adopted UDP policies H2, H5, H6, H9 and H10, although the whole issue of the provision of affordable housing will be reviewed as part of the preparation of the new Local Development Framework.

3.2.5 Assessment of need

In addition to regional research to support the provision of affordable housing throughout Herefordshire, Planning Services and Strategic Housing Services within the council have worked together to establish need for affordable housing and identify opportunities for provision. The Herefordshire Housing Needs Assessment 2005 and a rolling programme of local research supports the view that there is a significant need to provide affordable housing throughout the County and that the main tenure of housing that appreciably meets housing needs in Herefordshire is the social rented sector delivered through a Registered Social Landlord (RSL). This local need is generated through the situation that average wages in the County are significantly below both the regional and national averages, but average house prices are high compared with elsewhere in the region. Many households will therefore find it difficult to purchase on the open market in Herefordshire.

3.2.6 Supply and demand data, collated by Home Point, a choice based lettings scheme for across Herefordshire, will also be taken into account when determining the types, sizes and tenure mixes for each individual proposed development. Key housing issues and priorities for Herefordshire (set out in the Herefordshire Housing Strategy 2005-2008 which is regularly reviewed and updated) will be reflected in the mix of types, sizes and tenures being requested.

3.2.7 Thresholds for contributions

The proportion of affordable housing will be based on the net developable site area and the total number of units. The net developable site area includes access roads, within the site, private garden space, car parking areas, incidental open space and landscaping and children's play areas. It excludes any major distributor roads, primary schools, open spaces serving a wider area and significant landscape buffer strips.

3.2.8 Policy H9 of the UDP requires affordable housing at an indicative target of 35% of new housing proposals. As this is an indicative target and in view of the evidence outlined in the Housing Needs Assessment 2005, requests for a percentage affordable housing provision of more than 35% may be made in particular situations. The 35% target figure will be reviewed as part of the preparation of the Local Development Framework (LDF) and in the light of Planning Policy Statement 3. Currently, however, UDP Policy H9 and this guidance will apply:

- Where 15 or more houses are proposed in Hereford and the market towns (except Kington) or 6 or more houses are proposed in the main villages (including Kington); or
- To all sites of more than 0.5 hectare in Hereford and the market towns and of more than 0.2 hectare in the main villages and also where the Council reasonably considers that development of a site has been phased, or a site sub-divided or parcelled in order to avoid the application of the affordable housing policy, whether in terms of number of units or site size. In these circumstances the whole site will be assessed; or

- Where the Council reasonably considers that a development scheme has been specifically designed to fall under the threshold or a site's potential is not being fully realised; or
- If having had a scheme approved, a subsequent proposal for additional housing units brings the cumulative total over the threshold.

3.2.9 With outline planning permission, it is appreciated that full details on units etc. may not be known. The Council will, in these cases, seek to secure the percentage of affordable housing as outlined in the appropriate policy with detailed negotiations to be contained in a S106 Agreement and Heads of Terms.

3.2.10 Tenure and dwelling type/size/mix

The Council requires affordable housing to be provided on sites that are large enough to accommodate a reasonable mix of types, sizes and tenure of housing. Discussion with Strategic Housing Services is essential from the earliest stage of pre-application negotiations. The size, type and tenure of affordable units that are provided should reflect the mix that is necessary to support the Council in meeting its highest priority housing needs and provide a balanced variety of housing. In general this means a demand for primarily two and three bedroom units as well as one and four bedroom units. However, site location and scheme design may indicate that a different mix may be appropriate e.g. a town centre site may be more appropriate for predominantly one or two bedroom flats. The local authority will ultimately determine this.

3.2.11 Where an alternative form of tenure other than rented is to be provided the developer must prove to the local authority that such housing will meet the needs of those who cannot afford market housing prevailing in the locality. The properties must be made available to local people in housing need in perpetuity in line with occupancy criteria as used for rural exception sites. The Council will also need to be satisfied that a legal mechanism is in place to ensure an objective assessment has been undertaken justifying that the prospective purchaser is in local need.

3.2.12 Involving a Registered Social Landlord (RSL)

The Council will seek to ensure that any affordable housing produced through the implementation of policy H9 or H10 be offered for ownership and management to registered social landlords that are the Council's preferred partners. This will ensure that the properties will be managed effectively due to a local presence. Nomination rights to the Council will be sought in any negotiations between the developers and the RSL by asking that all affordable housing secured will need to be advertised through the local lettings agency, "Home Point."

3.2.13 The Council would wish to satisfy itself before granting planning permission, that secure arrangements are made to ensure that the benefit of affordable housing for local people will be enjoyed by successive as well as initial occupiers of the property i.e. in perpetuity. This will normally be secured through a planning obligation. Planning obligations will be used to set out a cascade mechanism to ensure that occupiers are always found for affordable housing. An appropriate planning obligation will also normally require that a specified proportion of market housing on a site cannot be occupied until the affordable element has been built, transferred to an RSL on the specified terms and is suitable for occupation.

3.2.14 Affordability

This SPD uses the definition of affordable housing as set out in Planning Policy Statement 3, which excludes low cost market housing. To assess affordability relevant to Herefordshire, both house prices and incomes have been taken into account and certain assumptions, following research with mortgage lenders, have been used to ensure that local households have the ability to access the properties being delivered. House Price data is taken from the Quarterly Economic Report published by the Herefordshire Partnership in conjunction with the Council and this data is derived from statistics received from HM Land Registry, which relates to the term 'market price' as being the average house prices. Figures on Herefordshire earnings are given by ASHE, (Annual Survey of Hours and Earnings), published by the Office of National Statistics annually in November. This provides information on the median gross annual earnings of a full time worker on adult rates in Herefordshire. The assumption is that first-time buyers will obtain a 95% mortgage – this is the assumption used in the report "Affordability and the Intermediate Housing Market" by Steve Wilcox, published by the Joseph Rowntree Foundation in October 2005.

3.2.15 Multipliers for borrowing purposes are taken from the same, above-mentioned report, which reflect current practice. Other assumptions are that:

- For dual earners, the second earner will work part time, earning $\frac{1}{2}$ full time amount. Census figures for Herefordshire show that for Herefordshire families with dependant children where there are 2 earners, in nearly $\frac{3}{4}$ of cases the second earner works part time; and
- through natural progression applicants are better able to secure a larger deposit (10%). Also occupancy conditions are assumed as follows:
 - 1 bed dwelling occupancy = single earner with 5% deposit
 - 2 bed dwelling occupancy = dual earner with 5% deposit
 - 3 bed dwelling occupancy = dual earner with 10% deposit

3.2.16 Therefore based on the above assumptions, an affordable purchase price would be calculated as follows:

- 1 bed dwelling = single earner with 5% deposit: median earnings x 3.75 + 5% deposit / 0.95
- 2 bed dwelling = dual earner with 5% deposit: 1.5 x median earnings x 3.25 / 0.95
- 3 bed dwelling = dual earner with 10% deposit: 1.5 x median earnings x 3.25 / 0.9

3.2.17 Where properties are provided for rent by an RSL, these rents should not exceed the Housing Corporation Target rents. Where properties are provided for Shared Ownership or New Build Homebuy (to which S/O is now referred), housing costs should not exceed 30% of the gross earnings using the above assumptions. This assumption has derived from research in practices used by other authorities and reference to the Family Expenditure Survey 2000 – 2001 from the Office of National Statistics. Should this figure be exceeded or information is not provided, then housing for rent will be requested. Where house prices continue to rise, the Council will be seeking confirmation of housing costs prior to accepting this form of tenure. "Intermediate housing for rent" is a subject currently being researched by the Council and up to date information should be sought from Strategic Housing Services.

3.2.18 Design considerations

The design of developments that incorporate affordable housing should be tenure neutral and well integrated with the market housing. This may involve the distribution of small groups of affordable housing across a site, rather than it all being concentrated in one location. The marginalisation of the affordable housing from the remainder of the development should be avoided. All affordable rented, shared ownership and home buy units are to be built to the current Housing Corporation Scheme Development Standards (SDS) and the code of sustainability that apply at the time of the full planning application. In addition, it is expected that the units be developed to Lifetime Homes standards unless there are constraints upon the overall proposed development. Developers will be required to provide full information as to these constraints and each application will be considered on its own merit prior to the discharge of this requirement.

3.2.19 Off-Site Provision and Commuted Payments

The Council will always seek the provision of affordable housing on site except in very exceptional circumstances. This assists in providing affordable housing on sites in line with national and local policies. In **exceptional** cases, however, the Council may be prepared to enter into agreements to accept affordable housing on alternative sites provided by the developer or through contributions of commuted payments towards provision of land and affordable units elsewhere. This will be where both parties agree that on-site provision of affordable housing will not be viable or practical and it will be difficult to meet the requirements for affordable housing because of special market or site considerations.

- 3.2.20 Where, in exceptional circumstances, the affordable housing units are to be provided by the developer on an alternative identified site, the local planning authority will require details of the scheme as part of the application for the proposal site in the same way as if it were provided on site. Alternative sites should generally be within the vicinity of the development site and equally well located in terms of amenities and facilities. The number of units to be provided off site should equate to the number to be provided had the site been suitable on the application site. It should not be provided on an alternative site that would also require the provision of affordable housing under planning policy.
- 3.2.21 The payment in lieu calculated for off-site provision of affordable housing covers the basic costs associated with construction of the commensurate number of units. In addition the associated costs of site acquisition, servicing project management and professional and legal fees involved in delivering the affordable housing elsewhere will have to be taken into account in calculating the appropriate level of contribution. This is justified as the need to incur these costs has arisen directly through a failure to provide affordable housing on site in the first instance. Applicants will also have to bear the costs of any financial evaluation and development appraisal work required to ascertain the veracity of submitted material in support of payments in lieu. See Figure 3 below.
- 3.2.22 Any commuted sums will normally be required prior to the occupation of the first dwelling on the site and will be ring-fenced to ensure that they are used to provide affordable housing within the County. If the sums have not been used within a period of 10 years, then they will be repaid.

Figure 4: Commuted Payments for Off-site Provision of Affordable Housing

From residential development

Cost of constructing affordable element of proposed scheme * + cost of serviced land in the area of the application site + professional/legal fees

* to SDS and Lifetime Homes standards

3.2.23 General Information for Applicants

Applicants for planning permission should be aware that the provision of affordable housing will have an impact on the value of land, as well as implications for housing mix and layout. It is therefore essential that an approach be made to the local authority to establish the affordable housing policies and requirements pertaining to the development; a development brief will be provided by the Strategic Housing Services department outlining the need, requirements and other considerations for each individual proposal.

- 3.2.24 Applicants should also be aware that affordable housing schemes brought forward through planning policies will not be supported by grant funding. Therefore, land that is likely to be subject to such affordable housing should be valued accordingly, as the land upon which the affordable housing is to be sited will effectively reduce the overall value. Only in exceptional circumstances will grant funding be considered and this will be in negotiation with the developer and the council, for e.g. where above level 3 of the code of sustainable homes is exceeded and can be demonstrated prior to approval.

3.3 Biodiversity

3.3.1 Policy Justification

The justification for requiring obligations in respect of the natural environment is set out in Circular 05/2005 (Para B16). Planning Policy Statement 9 (PPS9) "Biodiversity and Geological Conservation" sets out the government's objectives for biodiversity conservation.

3.3.2 The key principles established in PPS9 include:

- Enhancing existing features of biodiversity importance;
- Protecting and restoring existing features of value to biodiversity;
- Identifying and delivering an expansion of range of existing habitats and species; and
- Ensuring connectivity of habitats to provide for migration, dispersal and genetic exchange of species.

3.3.3 Policies in the UDP relating to biodiversity are listed in Appendix 1. The Councils Biodiversity SPD provides further in-depth guidance to these policies (see Chapter 6 "Creating new wildlife habitats and enhancing biodiversity on development sites"). The Herefordshire Biodiversity Action Plan (published by the Herefordshire Biodiversity Partnership) is a proven mechanism for focusing resources by means of local partnerships to conserve and enhance national and local biodiversity. The functions of Local BAPs are:-

- To translate national targets for species and habitats into effective action at the local level
- To identify targets for species and habitats important to the local area and reflecting the values of local people
- To stimulate effective local partnerships to ensure programmes for biodiversity conservation are developed and maintained in the long term
- To raise awareness of the need for biodiversity conservation and enhancement in the local context
- To ensure opportunities for conservation and enhancement of biodiversity are promoted, understood and rooted in policies and decisions at the local level
- To provide a basis for monitoring and evaluating local action for biodiversity priorities, at both national and local levels.

3.3.4 Development proposals provide many opportunities for building-in beneficial biodiversity or geological features as part of good design. PPS9 states that when considering proposals, local planning authorities should maximise such opportunities in and around developments using planning obligations where appropriate. The type of measures introduced may be guided by priorities established in the local Herefordshire BAP or the regional biodiversity strategy – "Restoring the Region's Wildlife" 2005.

3.3.5 Thresholds for contributions:

Planning obligations may be required for any development, which would affect a site, area or feature of biodiversity interest and where required works cannot be secured as part of the application or via planning condition. Obligations will also be sought to help create or restore habitat networks. On larger developments, the provision of additional habitat protection works beyond the application site may be secured via a Section 106 Agreement.

3.3.6 How contributions will be calculated and used:

Each case will be unique and it is therefore inappropriate to provide standard formula for contributions towards biodiversity. However, the Council will ring fence any sums received and ensure that contributions are used to enhance existing sites, create new ones or to offset any adverse impacts of development on biodiversity. Possible contributions may be required for:

- Implementing conservation agreements with management plans to secure the appropriate management of sites of importance for biodiversity;
- Implementing and/or maintaining landscaping schemes beyond the application site area; and/or
- Enhancing existing or creating new sites to benefit amenity.

3.3.7 Herefordshire Biodiversity Partnership and parties other than the Council, such as the Herefordshire Nature Trust or Parish Councils, may carry out the spending of developer contributions arising from planning obligations on biodiversity, landscaping or enhancement schemes.

3.4 Community Services

3.4.1 Policy justification

The provision of community services such as healthcare, libraries, community centres, halls and youth centres, heritage facilities, and facilities for emergency services contributes to quality of life and is a vital part of a sustainable community. The justification for seeking obligations in respect of community services is set out in Circular 05/2005 (Para B15). In addition, it is a guiding principle of the Community Strategy for Herefordshire (June 2006) that people and businesses in all areas of the County should have access to services and opportunities. Additional population arising from new developments, even from small residential schemes, may increase demand on existing community services in the County. This increase in demand may require refurbishment, redevelopment or even the provision of new facilities to support and extend existing services and, therefore, new developments will be expected to contribute to any necessary facilities or services. Finally, the Council has adopted a number of Parish Plans, which have examined the particular needs of their areas. Where identified, the community needs/requirements will be used to inform any necessary contributions.

3.4.2 Assessment of need

Community services are provided by a wide variety of organisations and it is inevitable that no single methodology is applicable to identifying the needs generated by new development. However, the following assessment can be made:

- are any community services being lost as a result of a development?
- are any adequate compensatory community services being (re) provided within the development proposal?
- are adequate alternative services available in the vicinity of the site to compensate for any loss?
- are any deficiencies in specific community services in the area compounded by the new development?
- are existing services adequate to cope with increased usage or demand e.g. do local doctor surgeries have spare capacity to take on extra patients?
- are existing services conveniently located and accessible to additional users e.g. new residents, employees or shoppers?
- are there any specific identified community needs in the local area that will be exacerbated by a new development?
- does the scale and nature of development justify the need for completely new or additional services?
- is existing funding inadequate to provide the requisite services generated by increased demands?
- has any community facility been identified within any Parish Plan?

3.4.3 Planning permission will only be granted for development involving the loss of community services if it can be shown that there is no longer a need for the site or building in any form of community use, or that there is an acceptable alternative means of meeting the need. A planning condition or obligation may be sought where replacement services are to be provided to ensure that the new services are completed and made available prior to the occupation of the rest of the development. In addition, provision or improvement of community services should be on site in the case of large-scale development or where there is already a community use on site, unless an alternative off-site location relates better to other services in the area and is easily accessible using sustainable methods of transport.

3.4.4 As a Public Library Authority, Herefordshire Council has a statutory duty to provide a comprehensive, efficient and modern library service to those who live, work or study within its boundaries. The nature of public libraries and their services has evolved substantially in recent years and modern libraries now provide not only traditional book stock but also multimedia and the space and technology for public access to computers, the Internet and associated training. The Disability Discrimination Act has set new standards for physical access and adaptive technology has become a standard requirement. The Department of Culture, Media and Sport sets Public Library Standards, which all authorities are required to meet. The Council currently fails to meet a

number of the standards, and the development of new housing within the County increases the resource strain on the Council's Library Services.

3.4.5 **Thresholds for contributions**

A form of needs assessment on the basis outlined above should normally be undertaken for any proposal that results in the loss of a community service and/or involves a proposal of additional residential units. Contributions will be sought from private residential all development as well as residential homes, student accommodation and sheltered housing, the residents of which may also make use of community services. Affordable housing and rural exception sites will normally be exempt from S106 contributions for community services on the basis that the provision of such housing is a priority for the Council.

3.4.6 In cases (particularly small residential schemes) where developments are too small to provide part or all of the facility/service required, contributions will be pooled with others in a specific ring-fenced community services fund until such time as the required works can be carried out. If the sums have not been used within a period of 10 years, then they will be repaid.

3.4.7 **How contributions will be calculated and used**

The level of contributions sought for local community services will be based on need as well as on the costs of providing such buildings, including equipment and initial maintenance, in accordance with the guidance set out below.

3.4.8 **Community centres, youth centres, halls**

New residential development may be required to contribute towards the provision, enlargement or improvement of community centres, youth centres and halls. However, without a countywide assessment of existing community facilities or evidence of a committed/progressing project, it is difficult to formulate a standard charge for provision. Therefore, until such time as an assessment of need is available, developer contributions towards community halls etc will be made on a case-by-case basis in consultation with Cultural Services.

3.4.9 Where new provision or improvements to local community services are required, particularly for development proposals of more than 200 dwellings, the Council will generally encourage multi-purpose buildings which can provide accommodation for many different community groups and locations for learning (with crèche and computer facilities on site). In certain circumstances, contributions may be channelled to partner organisations in the voluntary or community sectors that have the capacity and capability to manage such resources.

3.4.10 **Calculation for contributions to *Library Services***

The calculation for library contributions will be based on the following information:

- Average number of persons per dwelling (taken from the 2001 Census) –2.32.
- The Herefordshire requirement for net library floorspace per 1000 population is currently 30 sq.m, whilst the International Federation of Library Associations recommends a standard of 42 sq.m.
- The provision cost per m² of library floor space taken from comparative costs from other local authorities and weighted for Herefordshire.

3.4.11 Any contributions would be subject to index linking as set out elsewhere in this guidance. Contributions secured through planning agreements will be spent on the provision of new library books and/or improvement works to the nearest public library to the development.

Library Services

For residential development, provision is based on 30sq.m of library space per 1,000 population. Where a financial contribution is made, it is calculated on the basis of construction and equipment cost of £2880 per sq.m. The contribution required is therefore:

Number of persons generated x £86 per person (£2880 x 30/1000)

3.4.12 Using the average occupancy information derived from the 2001 Census detailed in Appendix 2, the above calculation equates to the following contributions in Figure 5 per dwelling size:

Figure 5: Calculation for Provision of Library Services

Contribution by Dwelling Size (bedrooms)	Average Occupancy	Total (£)
1	1.4	120
2	1.7	146
2 bed flat	1.7	146
3	2.3	198
4+ beds	2.8	241
All dwellings	2.3	198

3.4.13 Health and emergency services

The Council recognises the social benefits of the provision of excellent medical and health facilities to the community. There is a logical link between increases in the population and a corresponding increase in health demands. Where there is an identified need for further medical and health facilities, the Council will seek to ensure that planning permission for new housing is granted only where such services can be provided. In considering whether contributions will be sought towards the provision of health services, the Council will liaise with their NHS Primary Care Trust and other relevant agencies; they will give consideration to relevant health documents such as the Local Delivery Plan.

3.4.14 The needs of children and their carers should be catered for in publicly accessible facilities such as shopping or leisure centres. Crèches, baby changing facilities and feeding places, and supervised play areas can assist carers' access to jobs, training and other facilities. The Council will therefore encourage the provision of childcare facilities in all significant development schemes that are likely to be visited by children and their carers. If facilities cannot be incorporated within a scheme the Council may require contributions to fund alternative facilities elsewhere.

3.5 Education Facilities

3.5.1 Policy justification

The advice in Circular 05/05 is clear that developer contributions should only be sought where the need for additional facilities arises as a consequence of the new development. Moreover, they should be fairly and reasonably related in scale to the proposed development. Therefore developers would be expected to make an appropriate contribution towards enhancing existing education facilities or new provision where there is insufficient school places to support the development.

3.5.2 The UDP seeks to retain existing educational land and buildings unless there is no longer a requirement for the facilities and that alternative, locally based school provision within reasonable walking distance, is available (Policy CF5).

3.5.3 Assessment of need

Herefordshire has an unusually high number of schools (103) in relation to the overall size of the school population (23,000). There are a significant number of small schools, both primary (ages 4-10) and secondary (ages 11-15), many of which are affected by rural isolation and long journey times for pupils attending school. Thirty-five primary schools have fewer than 100 pupils, and five high schools have numbers below 600. The cost of school transport amounts to more than 6% of the education budget. The issue of small schools is a significant factor in the determination of local authority policy and strategy.

3.5.4 It is also the Council's responsibility to develop and support provision of early years education (pre-school) and nursery places. There is a continuing need for additional capacity arising from demographic changes as well as continuing changes in education. Where development falls within an area identified by the Children and Young People's Directorate as being full in terms of early years provision, a contribution towards provision will be sought.

3.5.5 Thresholds for contributions

Education contributions will only be sought from residential developments providing additional units and where the implementation of the development will result in the generation of additional numbers of children in excess of that which local educational facilities on permanent buildings can accommodate in terms of capacity or when measured against qualitative standards set out in the Education Building Bulletins.

3.5.6 School capacity

The threshold for contributions will depend on the size of the development and the number of surplus places at schools serving the development. The Council will refer to data in its School Organisation Plan, which is updated annually. This will indicate the extent to which additional capacity will be required to cater for the additional demand. The size of the development is determined by the net gain in dwellings.

3.5.7 Developments have been divided into bands based on the size of the development. A contribution will be requested if the number of spare places meets the trigger point for that band in at least one-year group at each of the catchment schools.

- For a development of 30 or fewer dwellings, contributions will be sought for schools that have no spare places in at least 1-year group.
- For a development of 31-60 dwellings, contributions will be sought for schools that have 1 or no spare places in at least 1-year group.
- For a development of 61-99 dwellings, contributions will be sought for schools which have 2 or fewer spare places in at least 1-year group
- For developments of 100 or more dwellings, the Council will seek to negotiate with the developer.

3.5.8 Pre-school capacity

Section 11 of the Childcare Act 2006 places a duty on Local Authorities to carry out a *Childcare Sufficiency Assessment* leading towards the duty to secure sufficient childcare from April 2008. This puts the onus on Local Authorities to take into account any planned residential development, which may increase population in an area annually. Should this capacity be affected by any proposed developments then the developer would be expected to make Pre-school contributions.

3.5.9 Exemptions from educational contributions

Not all residential developments will create a need for school places. Therefore, the following types of residential accommodation will not be subject to education contributions: sheltered housing, rest homes, nursing homes, hostels, student accommodation, holiday homes, one bedroom units or from other specialist housing where it can be demonstrated that the nature of the accommodation will not lead it to being occupied by children. Rural exception sites and affordable housing generally will normally be exempt from S106 contributions for contributions on the basis that they are fulfilling a need for housing for people already in the local community.

3.5.10 How contributions will be calculated and used

The additional pressure new developments will place on educational facilities is assessed on a case-by-case basis. Where developer contributions are required, they will be calculated from the number of children likely to be generated by the development and the costs of providing additional facilities/services needed. These components are now explained in turn.

3.5.11 Pupil Yield

Where developer contributions are required, they will be calculated from the number of children likely to be generated by the development – the pupil yield. From an analysis of 2001 Census for Herefordshire, the following is an estimate of the pupil yield for each dwelling size:

Size of dwelling>	2+bed flat/maisonette/apartment	2/3 bed house/bungalow	4+ bedroom house/bungalow
Pupil yield per school			
Pre-school	0.011	0.023	0.034
Primary pupil yield	0.093	0.163	0.267
Secondary pupil yield	0.059	0.111	0.228
Post 16 pupil yield	0.005	0.005	0.005

These pupil yield estimates will be calculated alongside the building cost multiplier (see below).

3.5.12 Size of dwelling

The contribution will vary according to the number, size and type of dwellings proposed. An analysis based on 2001 Census figures shows that actual number of pupils living in 2+bedroom flats/apartments for example is lower than that in a standard 2+bedroom house. Therefore, the contribution from flats/apartments will be lower. Similarly, a 4+bedroom dwelling is assumed to have a higher number of child occupants and the contribution will be higher.

3.5.13 Building Cost Multiplier

This is essentially a cost per pupil for building new accommodation. It is set annually by the Department for Education and Skills (DfES) in August/September, ahead of the financial year and can be found on the DfES website¹. The figures are based on the weighted average of two separate multipliers, one for totally new schools and one for extensions to existing schools. The figure includes an area adjustment to reflect the actual costs involved in the local area. According to the DfES Building Bulletin 99 (Briefing Framework for Primary School Projects 2nd Edition) the overall total net area recommended for nursery places is the same as that for primary school places and hence the reason the same building cost multiplier is applied. In the case of Herefordshire, the

¹ can be found at:

<http://www.teachernet.gov.uk/management/resourcesfinanceandbuilding/schoolbuildings/designguidance/costinformation/>

cost multipliers for the 2006/07 financial year has an area adjustment factor of 0.95 and works out currently as follows*

DfES Basic building cost multiplier	Herefordshire 2006/7
Primary/nursery £ 10, 372	£ 9,853
Secondary £ 15, 848	£15, 055
Post 16 £ 17, 013	£16,162

*The figures above will be reviewed and amended according to DfES building cost multiplier rates on an annual basis.

3.5.14 Developer contributions for education will normally be sought for:

- Pre-school places/nursery places
- 5 – 11 years (primary schools)
- 11 - 16 years (compulsory secondary school age)
- 16 + (post statutory school-age, in schools)
- Children with special educational needs beyond the capacity of existing schools in the area. These children have been included in the population figures and represent 1% of the population. The Children's and Young People's Directorate will decide what proportion of the final calculated contribution should be dedicated to this category.

3.5.15 For larger developments of 100 or more dwellings, the Council will negotiate a contribution either in cash or land, or both. More detailed analysis will be undertaken on the current and future availability of school places based on the timing and size of the development and other knowledge about education provision in the area e.g. school reviews.

3.5.16 Calculation for Provision of Education Services

Cost per dwelling = Pupil Yield per school category x Building Cost Multiplier

Figure 6 - Education contributions per house type 2006/7*

Contribution by No of bedrooms	Pre - school	Primary	Secondary	Post 16	Total
2+bedroom flat/apartment	£113	£919	£892	£81	£2,005
2/3 bedroom house/bungalow	£228	£1,610	£1,665	£81	£3,584
4+bedroom	£333	£2,633	£3,438	£81	£6,485

*The figures above will need to be reviewed and amended according to the DfES latest calculations.

3.6 Flood Risk Management, Water Services and Pollution Control

3.6.1 Policy Justification

Planning Policy Statement 25 'Development and Flood Risk' (2006) sets out the Government's policy on the role of land use planning in reducing the risk of flooding. Planning obligations may be used to restrict the use of sites, or to ensure that developers carry out the necessary works and any future maintenance requirements in relation to flood risk. Guidance on pollution issues can be found in Planning Policy Statement 23 'Planning and Pollution Control (2004)' which states that any consideration of the quality of land, air or water and potential impacts arising from development, possibly leading to impacts on health, is capable of being a material planning consideration, in so far as it arises or may arise from or may affect any land use. The Environment Agency promotes the use of obligations to promote justifiable environmental outcomes, where the scope of improvement lies outside the scope of planning conditions.

3.6.2 Thresholds for Contributions

For any development where conditions are inadequate, the Council will seek to negotiate a s.106 obligation in relation to development affecting flood risk or air quality.

3.6.3 How contributions will be calculated and used

Flood Risk Management

Where a flood risk assessment has been undertaken which identifies the mitigation measures necessary for a development to proceed, developers will be expected to enter into an obligation to deliver these measures and secure a proper maintenance regime. It is considered appropriate in certain circumstances in the management of residual risk to seek a developer contribution for major applications proportionate to the increased burden on the flood warning system and emergency services for the lifetime of the development. Financial contributions will be calculated on a site-by-site basis.

3.6.4 Water Services

In addition, where developments increase demand for water services developers may be required to support off-site infrastructure costs including the facilitation of new sewer capacity. Equally, the disposal of surface water is a material planning consideration in the determination of planning applications, and in some circumstances, is properly the subject of a planning obligation, for example, in the use of sustainable drainage systems (SUDS). Applicants may be required to enter into a planning obligation to secure the adoption and maintenance of any proposed systems.

3.6.5 Air Quality, Groundwater and Contaminated Land

The Council will expect appropriate air quality amelioration measures to accompany any major planning application and this matter should be discussed with the Council at an early stage of the planning process. In certain instances a contribution from the developer towards additional monitoring, especially in town centre locations, may be appropriate. This may follow the pattern of the provision of additional diffusion tubes, a real-time survey before the submission of proposals, or an ongoing programme of either type. The purchase, installation, operation and maintenance of air quality monitoring equipment or provision of other assistance or support to enable the implementation or monitoring of actions in pursuit of an Air Quality Action Plan can legitimately be sought as a planning obligation, in accordance with Planning Policy Statement 23. There will be a special interest in the impact on air quality arising from developments within or adjacent to an Air Quality Management Area (AQMA), of which there are two existing (Hereford and Leominster) and one proposed (A40 Ross) in Herefordshire.

3.6.6 In certain circumstances there will be a need for the developer to provide continued groundwater and surface water monitoring and any further remediation measures required after planning conditions have been discharged as part of a planning obligation.

3.7 Heritage and Archaeology

3.7.1 PPG's 15 (Planning and the Historic Environment) and 16 (Archaeology) provide advice on controls for the protection of historic buildings, conservation areas and archaeological remains. Herefordshire contains a wealth of listed buildings, numerous conservation areas and a variety of archaeological remains, including scheduled ancient monuments and sites of archaeological importance. These sites and buildings constitute unique resources that require protection and enhancement.

3.7.2 Thresholds for contributions:

Where conditions are inadequate, the Council will seek to negotiate a s.106 obligation in relation to development within or affecting conservation areas, listed buildings, archaeological and other heritage features or historic parks and gardens.

3.7.3 How contributions will be calculated and used

The type of agreements and level of contribution will be assessed on a case-by-case basis. Examples of types of development where planning agreements may be negotiated include:

- Enhancing conservation areas - development where works outside the application site are required to offset the impact of the development, for example tree planting within a conservation area;
- Cases where permission would not usually be granted, but enabling works (for example residential development) are required to secure the restoration of a listed building or building in a conservation area. In such cases the developer will be required to ensure the restoration works are completed prior to the completion or occupation of the enabling works;
- In some cases undertaking excavation and recording of important archaeological remains and other archaeological work may be necessary prior to new development. Normally, required investigations and necessary works will be secured via planning condition, however in certain circumstances it may be necessary to secure these works via a planning obligation; or
- In exceptional circumstances, to control the timing of demolition of a listed building or building in a conservation area. In cases where the demolition of a listed building is required to facilitate a new development a s.106 obligation may be required to control the timing of the demolition works, so that demolition cannot take place prior to the contract being let for the new development.

3.8 Landscape

3.8.1 Policy Justification

The justification for requiring obligations in respect of the natural environment is set out in Circular 05/2005 (Para B16). Planning Policy Statement 7 (PPS7) "Sustainable Development in Rural Areas" sets out the government's objectives for the rural environment. The key principles established in PPS9 are:

- To promote good quality, sustainable development that respects, and where possible, enhances local distinctiveness and the intrinsic qualities of the countryside; and
- Continued protection of the open countryside for the benefit of all, with the highest level of protection for our most valued landscapes and environmental resources.

3.8.2 UDP policies LA5, LA6 and NC9 relate to landscape issues and planning obligations and are listed in Appendix 1. The Council has also produced Supplementary Planning Guidance on "Landscape Character Assessment" to complement and provide further detail for policy LA2. The assessment itself provides a detailed account of the natural, cultural and visual dimensions of landscape, classifying, describing and evaluating its character as well as promoting opportunities for conservation, restoration, enhancement and mitigation.

3.8.3 Thresholds for contributions:

This will be assessed on a site-by-site basis where development affects a landscape, element in the landscape or feature in the landscape that could not be protected, enhanced or mitigated through the use of planning conditions or secured as part of a planning application. This may include additional landscape works beyond the application site.

3.8.4 How contributions will be calculate and used:

Contributions will be calculated on a site-by-site basis and relate directly to the conservation and enhancement measures recommended in the Landscape Character Assessment SPG and may include:

- Hedge planting;
- Tree and orchard planting;
- Re-instating features that would restore the scale and pattern of enclosure and settlement;
- Reinforcing distinctive elements in the landscape through appropriate management; and/or
- Restoration of elements within Historic Parks and Gardens and cultural landscapes.

3.8.5 In Areas of Outstanding Natural Beauty (AONB's), contributions from development may be pooled to enable delivery of AONB Management Plans.

3.9 Open Space, Sports and Recreation Facilities

3.9.1 Policy justification

The justification for requiring obligations in respect of open space and sports facilities is set out in Circular 05/2005 (Para B15). Planning Policy Guidance Note 17 (PPG17) states in Para 33 that 'planning obligations should be used as a means to remedy local deficiencies in the quantity or quality of open space, sports and recreation provision' and that 'local authorities will be justified in seeking planning obligations where the quantity or quality of provision is inadequate or under threat, or where new development increases local need'. It goes on to say, this will be justified where local authorities have undertaken detailed assessments of needs and facilities and set local standards. The Herefordshire Unitary Development Plan also contains policies concerning the provision, protection and enhancement of open space, sports and recreation facilities across the County. These are listed in Appendix 1. Planning obligations will, therefore, be sought to improve the quality and/or quantity of open space provision in a local area; this is in addition to private amenity space provided as part of a scheme (UDP Policy H19).

3.9.2 Assessment of need

In line with PPG17, an audit of open space has been carried out in Herefordshire, and this takes the form of an assessment of not only the existing levels, standards and quality of open space in the County, but also future needs as well as under and over supply at the local level. This audit is currently in draft form, but when finalised, the information will be used to update UDP policy requirements, which are based on the existing National Playing Fields Association (NPFA) standards. Although the audit of open space took place after the drafting of the UDP, provision was made within the plan for the findings of the audit to inform the requirements placed upon developers with regards to open space and sports provision. The UDP Inquiry Inspector supported this approach – see Para 10.5.3. When approved, the audit will be made available on the Council's web-site and will be used not only to update existing UDP policies but also to develop new policies for the forthcoming Local Development Framework.

3.9.3 A preliminary report of the audit indicates that:

- there are issues of quality and quantity in the existing open spaces and deficiencies in these areas need to be redressed; and
- there are also issues concerning accessibility of existing open space and recreation provision by local residents.

3.9.4 Sports contribution for Sport and Leisure Facilities (Public and Private)

Sport England has provided guidance through their Good Practice Guide "Providing for Sport and Recreation Through New Housing Development" 2001, for securing sport and recreation at the local level. Therefore, in addition to seeking planning obligations towards open space provision/enhancement, Herefordshire Council use the "facilities calculator model" developed by **Sport England** to determine contributions resulting from increased demand for community sports facilities created by new development and any increased population. Currently, the model focuses on indoor facilities but once research has been completed this will be rolled out to include outdoor sports as well. For outdoor facilities the assessment of need will be carried out using the PPG17 audit of open space – see 3.9.2.

3.9.5 This contribution is required on all new residential developments and commercial developments above the thresholds in Figure 8 in order to meet the government's national strategy for improving sport and physical activity. (In cases where they are too small to provide part or all of the facility required, they will be pooled with other contributions until such time as the required works can be carried out). For developments of over 60 dwellings which are required through UDP policy H19 to provide either on site and/or off site contributions towards outdoor formal sports facilities, the Sport England requirement will be used for determining the value of the contribution and where necessary form the basis for negotiations around the total on/off site package of facilities to be provided. In some instances a contribution for both indoor and outdoor facilities may be required. This will be done on a case-by-case basis. For commercial developments (Fig 8) the Sports contribution will be assessed for both indoor and outdoor facilities using the Sports Facilities Calculator model and PPG17 open space audit methodology. Off site contributions will normally be directed to the key facilities within the locality in which the development is proposed. See www.sportengland.org.uk

and UDP Para 10.5.3. The calculation for the contributions towards sports facilities is based on the following: -

Figure 7 – Calculation for contribution towards Sports Facilities

Average occupancy per dwelling or Number of employees/3 x cost of provision of facilities/County population

3.9.6 Open space and Outdoor Recreation

Thresholds for contributions towards open space

The Council will generally seek contributions for off-site open space provision or enhancement in respect of all residential developments where the required amount of open space to meet our standards (in accordance with current UDP policies H19 and RST3) cannot practically or desirably be provided on site. However, the emerging open spaces assessment recommends that the provision of LAPs on all new development sites should be minimised, particularly on larger developments. (A LAP is a small area of open space specifically designed and laid out for young children to play, close to where they live). LAP's are now considered to offer little in terms of play value but are very costly to maintain. Therefore, unless specifically agreed, and until such time as new local standards are developed in accordance with PPG17, LAPs will not be sought on all new developments but rather, a financial contribution may be sought instead.

3.9.7 For many developments, the financial contributions arising from the scheme are unlikely in themselves to be sufficient to provide new recreation space or carry out necessary improvements to recreation space in the locality. In these cases the Council will hold the money in a ring-fenced account until such time as sufficient funding can be secured to provide new recreation space or carry out improvements to recreation space conveniently located for occupiers of the development. Exceptions relating to contributions towards open space will be made for affordable housing, sheltered housing, rest homes and nursing homes.

3.9.8 Certain commercial sites will be expected to provide areas of landscaped amenity open space of an appropriate size, scale and character within or adjacent to the development. In most instances, the Council is unlikely to adopt these areas. Therefore, if it is not feasible or desirable to make on-site provision, developers may be required to contribute to the improvement of conveniently located green spaces or recreation facilities likely to be used by their staff.

Figure 8 - Thresholds for contributions towards open space for residential and commercial developments

Contributions towards on-site or off-site provision/enhancement, equivalent to:	Dwellings	Retail (A1)	Financial and professional Services (A2)	Office (B1)
Appropriate levels of open space on a pro rata basis	1-10	-	-	-
Small children's play area (LAP)	10 – 30	-	-	-
+ Informal play space for older children. (LEAP)	30-60	-	-	-
+ Outdoor play space for youth and adult and POS to at least the min standard (NEAP and outdoor sports facilities)	60+	Above 300 sq m (Off site contribution)	Above 100sq m (Off site contribution)	Above 500sq m (Off site contribution)
Sports Facilities Contribution for Sport and Leisure facilities (public and private)	All dwellings	Above 300 sq m (Off site contribution)	Above 100sq m (Off site contribution)	Above 500sq m (Off site contribution)

3.9.9 How contributions for open space will be calculated and used

On-site provision

In areas identified in the open space audit as having quantity deficiencies, open space provision will normally be required to be made on site as described in Figure 8 and in UDP policies H19, RST3 and E8. **This will offset the need for off-site provision.** However, a maintenance payment will be required if the site is being offered for Council adoption – see Para 3.9.21 below. The provision should always relate to the development it serves in scale and nature and should be capable of use for a range of uses across a range of ages. Until the open space audit's assessment of open space standards is approved, the Council will use the National Playing Fields Association (NPFA) standards for calculating the open space provision i.e. a minimum amount of open space of 2.4 hectares of outdoor playing space per 1000 population to be provided. In addition, the Council require 0.4 hectares of public amenity open space per 1000 population – these requirements are set out in UDP Policy RST3.

Provision for children and young people	0.8 ha
Outdoor formal sports space	1.6 ha
Public open space	0.4 ha
Total	2.8ha per 1000 population

3.9.10 The population arising from new residential development will be assessed by assuming average persons per dwelling from the 2001 Census, currently an average of 2.3 persons per dwelling. From this, the area of open space that a particular development (according to the thresholds in Figure 8) should provide according to NPFA standards will be calculated (in cases involving redevelopment or conversion of existing residential properties, the population from dwellings lost will be discounted).

3.9.11 Guidance and requirements concerning the location and layout of on-site provision and types of equipment expected can be obtained from the Council's Parks, Countryside and Leisure Development Services. On-site playing fields may be sought on sites of 60 dwellings and over and the developer will be required to lay out the pitches and where appropriate provide pavilions with changing rooms, parking and all appropriate support infrastructure. In certain circumstances developers may be required to make provision of open space above that required by the adopted standards to provide for structural or shelter planting in order to reduce noise, to incorporate measures to control ground water, prevent flooding or promote sustainable urban drainage or to include measures to protect biodiversity and/or promote nature conservation. These areas will not count towards open space requirements unless a compelling case can be made.

3.9.12 **Off-site provision for residential schemes**

In some circumstances, (especially for small developments where it is not practical for open space or recreation facilities to be provided on site, since it would be too small to be of any practical use) it is likely to be more appropriate to seek financial contributions towards off-site provision of open space or recreation facilities. For residential development this will be based on the size of development proposed and the cost of acquiring and laying out a typical public park, sports area, children's play area or informal/natural green space, which would meet the requirements of NPFA standards. These contributions will be used for the enhancement of existing open space provision within the locality of the development to bring them up to standard and/or the enhancement/upgrading of key strategic facilities in the locality. Once the audit of open spaces is approved it will help determine key priorities for improvements based on local deficiencies, quality and thresholds. The emerging open space audit points to a need for substantial qualitative improvements to many open space areas to meet the needs of both the existing population and those occupying new developments. The Council will have regard to the findings of this audit in seeking contributions to off-site provision. Finally, there may be other forms of recreational provision, often in the form of projects such as skate parks or allotment gardens which may arise in response to a specific need where the contribution will be negotiated on a case by case basis.

3.9.13 The calculation for residential development will be based on the following information:

Figure 9 – Calculation for residential contributions towards off-site open space provision/enhancement

- Average number of persons per dwelling – based on Appendix 3
- The NPFA standard for the provision of outdoor playing space of 28m² per person
- The provision cost and maintenance per m² of a typical public open space

3.9.14 The composition of the NPFA standard and the cost of provision and maintenance per dwelling are set out in the following table – the annual costs of provision will be index-linked.

Figure 10 – Contributions per dwelling size

Recreation Type	Provision cost and maintenance cost per person	1 bed	2bed	3bed	4 bed
Provision for children and young people	£965	-	£1640	£2219	£2702
Outdoor formal sports space	£627	£878	£1066	£1442	£1756
Public open space	£138	£193	£235	£317	£386
Total		£1071	£2941	£3978	£4844

3.9.15 The above recreation types are defined as follows: -

- Provision for children and young people (LAPs (where appropriate)/ LEAPs, NEAPs)
- Outdoor formal sports provision including pitches
- Public Open Space (including Parks and Gardens, amenity green spaces, natural and semi natural green space and recreational rights of way).

3.9.16 The land acquisition costs (see 3.9.12) are based on the cost of land purchase in Herefordshire (Herefordshire Council’s Property Services). If the development does not provide any open space on site, an equivalent should be sought off site, which would require the purchase of land. If land cannot be found and the contribution is going to be more beneficially used to improve the quality of an existing site, the land acquisition cost is still required as there is no net increase in supply. This is supported by Sport England. Most developments will increase local population, thereby increasing the amount of space required under NPFA standards. In exceptional circumstances where a surplus of facilities can be proven this element would not be required.

3.9.17 The provision costs are based on comparable costs from recently developed facilities in Herefordshire, which are compatible with estimates published by NPFA and Sport England and other local authorities. Such contributions will be put towards the extension or enhancement of existing open space in the locality. If any public open space is provided on site, the amount of the contribution will be correspondingly reduced in accordance with the proportion of open space provided. The maintenance costs are based on 15 years.

3.9.18 Off-site provision for business schemes

For retail and business development, the Council consider it appropriate to base the level of contribution in line with that established for residential development, however, it is recognised that the demand will be less than that of residents and therefore the NPFA standards should be met for

every 1 in 3 employees. Likewise, the use of open space by employees and visitors to commercial developments will be unlikely to involve the use of equipped play space and this will therefore be excluded from the calculation.

3.9.19 The calculation for contributions to open space for the types of business development detailed in Figure 8 will be based on the following:

Figure 11: Calculation for contributions towards open space provision/enhancement from business development

The number of employees expected to be working in the proposed development divided by 3 x the provision cost and maintenance per person of outdoor open space less provision cost for young people (Figure 9).

N.B Employee/Floorspace Ratios explaining typical amounts of floorspaces per employee for different types of development are set out in Appendix 3.

3.9.20 Maintenance

In addition to the actual provision of open space where it is required on-site, a payment by the developer of a commuted sum to cover a 15-year cost of maintenance is also required. This would cover the life of the facility and is supported by RoSPA (Royal Society for the Prevention of Accidents). The tariff for calculation of commuted sums is index linked, and can be obtained from the Council's Parks, Countryside and Leisure Development Services. On payment of the commuted sum and when all liabilities for construction, equipment and maintenance have been met to the satisfaction of the Council, the open space will be transferred to the Council. If developers do not intend to offer these areas for adoption, the Council will need to be satisfied that alternative arrangements have been made for their long-term maintenance, usually through some form of private management agreement.

3.9.21 Public Rights of Way

Public rights of way are:

- used by local communities to gain access to the countryside;
- provide facilities for car free transportation around the local area;
- a vital component of the transportation network and have been incorporated into the Local Transport Plan; and
- used extensively for recreation activities such as dog walking, rambling, cycling, horse riding and running.

3.9.22 Key routes such as the Wye Valley Walk and the Mortimer Trail contribute towards the income generated by tourism every year. Contributions by developers where the use of public rights of way is likely to increase as a result of the development, may be required towards:

- the replacement of old footbridges, which are often too narrow for modern usage,
- replacement of stiles with gates to improve accessibility by all members of the public;
- the provision of surfaces that enable paths to be used all year round, rather than seasonally;
- upgrading the status of rights of way (e.g. footpath to bridleway); and
- future maintenance.

3.9.23 Contribution requests will include an assessment of needs created by the development; the Rights of Way Improvement Plan and Local Transport Plan should be consulted. There may be a degree of overlap with regards contributions towards transportation improvements, particularly in urban areas, see Transport section. The status, location and priority of public rights of way can be identified by contacting the Public Rights of Way team who will be able to advise on matters such as diversions and temporary closures. Path diversion to enable a development to be carried out would need to be paid for by the developer and would be separate to any contributions sought under s.106.

3.10 Town Centres, Community Safety and Public Realm

3.10.1 Policy Justification

The justification for requiring obligations in respect of town centres, community safety and the provision of areas of public realm, is set out in Circular 05/2005 (Para's B15- B19). Government Guidance (PPS6 Planning for Town Centres) states that 'it is essential that town centres provide a high-quality and safe environment if they are to remain attractive and competitive.' Well-designed public spaces and buildings, which are fit for purpose, comfortable, safe, attractive, accessible and durable, are all key elements which can improve the health, vitality and economic potential of a town centre. Circular 5/94 "Planning Out Crime", states that crime prevention can be a material consideration when planning applications are considered. Financial contributions from developers are highlighted in the Circular as a potential way that businesses can support town centre schemes to increase the feeling of community safety and benefit those businesses in the process.

3.10.2 The Council expects, in accordance with UDP policy DR1, that public art should be incorporated as an integral part of development, in order to offset the loss of, or impact on, any amenity and to contribute to the quality of the development and of the public space in the surrounding area. In appropriate circumstances a planning obligation may be required to achieve the above benefits.

3.10.3 Assessment of Need

Policy TCR2 of the UDP states that: 'the vitality and viability of Hereford city centre and the market towns will be maintained and enhanced by the following means.... (5). Seeking planning obligations to secure improvements to the public realm including public art, contributions to traffic management and environmental enhancement schemes, helping to make town centres more attractive places to visit.' Section 7.7.1R – 7.7.49R of the Herefordshire UDP sets out the background and objectives for the Council's approach to the regeneration of Hereford City - on the area of land known as the Edgar Street Grid (ESG). The Council are producing a separate Supplementary Planning Document (SPD) setting out an urban design framework for the regeneration of the ESG area. UDP policies TCR20R, 21R, 22R and 23R specifically refer to developer contributions: 'A financial contribution to the planning obligations identified will be sought, ensuring the overall aims of the Edgar Street Grid proposals are met.'

3.10.4 Thresholds for Contributions

All residential developments and other schemes in Hereford or the Market Towns fulfilling the following thresholds will be expected to contribute to art in the public realm, community safety or town centre regeneration. The thresholds are:

Residential	Retail (A1, A3,A4,A5)	Financial and professional Services (A2)	Office (B1)	D2 Leisure
All new dwellings	Above 300 sq m (Off site contribution)	Above 100sq m (Off site contribution)	Above 500sq m (Off site contribution)	Above 100sq m (Off site contribution)

3.10.5 For major developments, regarded as those where the gross floor space to be created is 1000 square metres or above, or the site area covers 1 hectare or more, it is preferable for developers to make direct improvements to the public realm (subject to agreement as to the specific nature of the works), to a standard satisfactory to the Council, in lieu of making contributions. Contributions may also be required from developments below the above thresholds where they affect regeneration projects in prominent town or village locations or abut public open space.

3.10.6 How contributions will be calculated and used

General Town Centre Improvements and Community Safety Measures

Development requirements and contributions will be directly related in scale and kind, and the type and level of contribution will ultimately be based on the location, nature and scale of the proposal. It will also depend upon a scheme's potential impact and the estimated cost of providing the requisite measure(s) identified in connection with the development to be implemented.

3.10.7 Depending on the scheme, the type of enhancement projects and measures will generally fall within the following broad areas:

- Landscape works including the provision and maintenance of public space
- Street furniture and lighting
- Litter management and recycling
- Crime prevention and safety e.g. CCTV
- Improved public transport
- Accessibility measures and/or associated highway works
- Signage
- Public facilities i.e. toilets and crèches
- Promotion and marketing
- Car parking improvements/park and ride facilities and management

3.10.8 In-terms of community safety, measures may include the design and layout of the scheme, lighting, CCTV cameras and works to existing pathways or other routes. In most cases, safety and security measures will be provided as an integral part of the development, or will be required by planning condition. In exceptional cases, a planning obligation may be sought towards strategic safety and security measures in order to create a safer environment within the area of the proposed development. In particular, contributions towards strategic safety and security measures will be sought from the following developments:

- All new major development proposals for leisure, entertainment and hotel developments, which are likely to attract clientele beyond 8.00pm at night;
- All late night cafes/restaurants, public houses and nightclubs which seek to attract clientele beyond 8.00pm at night; or
- Major town centre developments that will generate significant visitor numbers and trip movements, assessed on a case-by-case basis.

3.10.9 The costs of providing the necessary safety and security measures will be negotiated on a case-by-case basis pursuant to the location, nature and scale of the development and the type of safety and security measures which are identified as being necessary. In the case of CCTV schemes, where it is considered necessary to improve or provide a public CCTV scheme (which will be limited to town, district or local centres, public space and industrial estates), the Council may seek contributions towards the full or partial costs of a CCTV scheme and its running costs. The cost of providing a CCTV camera, linked to the central control room, is in the vicinity of £25,000 - £30,000. A full breakdown of the costs of providing a CCTV scheme in Herefordshire is outlined in Appendix 4. A contribution from developments towards the cost of provision would need to be commensurate with the location, scale and nature of the proposal.

3.10.10 ***Edgar Street Grid***

Regarding the ESG proposals, paragraph 7.7.15R of the UDP stipulates that the Plan policies for the grid area include a number of requirements to support regeneration. Developers will be expected to make financial contributions to these in compliance with policy DR5 of the Plan. Contributions may be expected from schemes outside of the Grid where appropriate, including those arising elsewhere in the city centre. The main requirements are:

- Provision of new and improved pedestrian/cycle routes to ensure good linkages through the site connecting the Grid developments to the existing fabric of the city, including the Courtyard theatre and the railway station;
- Contribution to the provision of park and ride facilities to serve Hereford and improve access to the area;
- Public realm improvements including enhancements to the railway station providing improved access for pedestrians, cyclists and drop-off facilities, and to the historic area around the Coningsby Hospital and the Blackfriars Friary;

- Provision of enhanced public transport facilities;
- The road link between Edgar Street and Commercial Road and extension of Canal Road;
- Provision of canal basin, wharfage, and visitor centre;
- A surface water and drainage management scheme utilising the Widemarsh Brook and the Canal where appropriate, in conjunction with other strategic flood mitigation measures undertaken elsewhere upstream;
- Relocation of the Hereford Livestock Market; and
- Provision of public offices and library.

3.10.11 It is recognised that the proposals for comprehensive regeneration of the Edgar Street Grid are likely to involve significant elements of “inherent self mitigation” in the form of major infrastructure provision. The Council will thus have due regard to this in the extent and level of any planning obligations and contributions sought by the Council in connection with such development proposals. The cost and provision of major infrastructure works as part of the Edgar Street Grid development proposals (for example highways improvements and contributions to flood alleviation schemes) may thus be off-set against obligations and contributions which may otherwise have been sought pursuant to this SPD. Where ESG development proposals provide off-site works which have an enabling benefit to non-ESG development sites, the Council shall seek a planning obligation from developers of such sites to contribute a fair and reasonable amount proportionate to the enabling benefit such off-site works have given to the relevant non-ESG development site.

3.10.12 **Public Art**

Public art comprises permanent or temporary works of art visible to the general public, whether part of the building or free-standing, and can include sculpture, fine art, water features, lighting effects, street furniture, new paving schemes, clocks, murals and signage, live art (exhibitions and performances), stained glass windows, textiles such as tapestries and flags, and metalwork such as gates and fences. In whatever form, public art has one consistent quality – it is site-specific and relates to the context of a particular site or location. Public art can improve the quality of the public realm and add to the process of local regeneration. Installing works of art in public places is a permanent means of improving the quality of the environment, which can contribute to the creation of a sense of place and local identity in public buildings, commercial developments, streets and parks. In improving the quality of a public space, public art can contribute to the overall value of a new development and hence increase its marketability. A successful scheme can make good commercial sense in that it helps set a building or development apart.

3.10.13 The Council will seek to ensure that the cost of public art provided in association with new developments equates to approximately 1% of gross development cost (excluding land values) of a development project. This approach follows the “Percent for Art” campaign sponsored by the Arts Council, which aims to improve the built environment by employing the talents of artists and craftspeople. The Council prefers that the artwork be incorporated into the development, or that the developer commission’s specific work to be part of the public space surrounding the building. Where it is shown that the artwork cannot be incorporated within the development, the Council will expect a financial contribution equivalent to 1% of the gross development cost. The financial contribution will be utilised to provide public art within the vicinity of the development, and may be pooled with other contributions. The Council will require an estimate of the building costs in order to assess the “percent for art” contributions. Developers will be encouraged to consult with artists, craftspeople, as well as the local community, at an early stage in the design process (preferably prior to the submission of a planning application) to promote social cohesion and the proper integration of the public art feature. The obligation should clarify the procurement and management process, location of the works, timetable for works, ownership, insurance and maintenance issues.

3.11 Waste Reduction and Recycling

3.11.1 Policy Justification

Planning Policy Guidance Note 10 'Planning and Waste Management' (1999) sets a policy framework for sustainable waste management. The Council is promoting a strategy of waste minimization through the development of recycling services and the reduction and reuse of materials currently going to landfill. The Council has made recycling one of its top priorities in its Corporate Plan 2006-9. In addition the Joint Municipal Waste Management Strategy for Herefordshire and Worcestershire 2004-2034 sets out the strategic context for waste management and disposal across the County as well as laying down recycling targets. The Council is looking to achieve a recycling rate of 30% by 2010.

3.11.2 Thresholds for Contributions

Developer contributions will be required from all residential developments towards recycling initiatives depending on the development and particular site characteristics.

3.11.3 As part of the objective to encourage the recycling of waste and to ensure that all development is of a high standard of design and layout, the Council will normally expect all development to:

- ensure adequate facilities for storage and collection of waste/recyclable materials are provided per dwelling (for developments involving flats, a recycling storage area with drop fronted bins will need to be provided on site); and
- kitchen sink waste disposal units are provided per dwelling/unit where home composting is unsuitable e.g. flats; and
- depending on the scale of development, either require the provision of a local, public recycling facility within a development site or secure a financial contribution towards the provision of, or improvements to, such a facility off-site, but in the locality.

3.11.4 How contributions will be calculated and used

On all new dwelling sites the Council will normally expect a financial contribution towards the cost/improvement of a local recycling facility. On residential developments of 50 or more dwellings the Council will normally require the provision of a local recycling facility on site. Where this cannot genuinely be provided, a financial contribution equivalent to the cost of providing and equipping a local recycling facility shall be paid to the Council. The inclusion of a neighbourhood recycling centre may be justified in larger developments (i.e. more than 200 units).

3.11.5 Recycling facilities provided as part of a new development shall be provided at an early stage in the development and shall normally be open for public use prior to any of the dwellings for that part of the estate having been completed and occupied. Prospective developers are encouraged to ensure that the occupants of new dwellings are able to minimise the amount of waste they produce. A storage space should always be provided for recoverable materials and, wherever practicable, facilities should be provided for home composting.

3.11.6 The day-to-day revenue costs of collection and recycling will be covered through householder's Council Tax.

3.11.7 Figure 12: Calculation for Off-site Provision of Recycling and Refuse Facilities¹

Contributions towards recycling and household waste facilities will be sought in accordance with the guidelines outlined above. The financial contribution, in lieu of on-site provision, is £120 per dwelling.

¹ This amount will be index-linked.

Appendix 1 – UDP Policies

Topic	UDP Policy	Associated Obligations
Strategic Policies	S1 S2	Sustainable Development Development Requirements
Development Requirements	DR1 DR3 DR4 DR5 DR7 DR10 DR13	Design and Public art Sustainable transport Environmental improvements Planning Obligations - general Flood Risk Contaminated Land Noise
Housing	H1/H2/H4/H5 H7/8 H9/10 H19	Housing land allocations/Affordable housing Occupancy Limitations/Agricultural dwellings Affordable Housing Open Space
Employment	E7 E16	Intensification of Use /Landscaping/Residential Amenity/ Intensive livestock units
Town Centre and Retail	TCR2 TCR19 to TCR23	Improvements to the public realm ESG - Traffic management contributions/Environmental enhancement scheme/Pedestrian and cycle links/Community safety/CCTV/Affordable housing/Infrastructure
Transport	T11 T12 T14	Parking provision Existing parking areas Safer routes to school
Natural and Historic Heritage	LA1 - LA5 LA6 NC5 NC7 NC9 HBA12 ARCH8	Protection of Trees and Woodland Landscape schemes including enhancement European and nationally protected species Compensation for loss of biodiversity Management of features of landscape importance Re-use of Rural Buildings Management strategies including access
Recreation, Sport and Tourism	RST1 RST4 RST5	Establishment of new facilities Safeguarding existing facilities New open space
Waste	W11	Waste implications of development

Appendix 2 – Average occupancy per dwelling

Dwelling Size (bedrooms)	Average Occupancy
1	1.4
2	1.7
2 bed flat	1.7
3	2.3
4+ beds	2.8
All dwellings	2.3

Source: Average Occupancy per Dwelling Source: Census 2001

Appendix 3 - Employee/Floorspace ratios

Description	Use Class	Net Floorspace per Employee (sqm)*	Gross Floorspace per Employee (sqm)**
Offices	B1 (a)	18.3	20.3
R&D/High Tech	B1 (b)	27.2	30.2
Financial and Professional Services	A2	19.9	22.1
Industrial	B1 (c)/B2	38.2	42.4
Warehousing	B8	78.2	86.9
Retail	A1	15.9	17.7

Source: Derived from Table 4.2, Use of Business Space and Changing Working Practices in the South East, DTZ/SEERA, 2004

* Net floorspace is the internal area including entrance halls, kitchens and built-in units but excluding toilets, stairways, lifts, corridors and common areas.

**Gross floorspace is calculated from the external dimensions of the building. The ratio is based on an assumption that net floorspace = 90% of gross.

Appendix 4: Costs of Providing CCTV

HEREFORDSHIRE CCTV

BUDGETARY COSTS FOR THE INSTALLATION OF CCTV

Please note the following price information is for guidance only and is subject to detail site survey and clarification of individual requirements. Additional camera sites may or may not involve additional monitors, display devices and recording systems, dependant on usage of spare capacity of the existing system or requirement to maintain spare capacity. Prices exclude additional control protocol driver equipment or data distribution equipment, as this will depend on system size at time of camera addition.

		£
1	20" Colour Photo-Scanner Camera on Building	3,840
2	20" Colour Photo-Scanner on 6m TC Pole	6,105
3	20" Colour Photo-Scanner on 8m TC Pole*	6,860
4	20" Colour Photo-Scanner on 10m TC Pole*	7,208
5	Adjustment for "Heritage" style top cowl on dome	+170
6	Adjustment for pole base by other	-700
7	General Control Room works and Project Management	1,620
8	Additional Quad Display Unit	694
9	8 x Channel Multiscope III System DVR	13,750
10	16 x Channel Multiscope III System DVR	16,290

*Combination camera / lamp poles

In addition to the above one off capital costs a contribution towards annual running costs would be levied. As a budgetary guide this figure would be in the region of £3,000 per annum.

Pricing Notes

1. Pricing within the above schedule has been provided as BUDGETARY GUIDANCE ONLY, SUBJECT TO CONFIRMATION OF DETAIL AND DOES NOT FORM A FORMAL QUOTATION.
2. Please note that Fibre Optic links are supplied under direct contract with BT RedCare Vision and are excluded from the above prices.
3. It is assumed that all wayleaves, permissions and searches would be undertaken by others, where necessary.
4. Price excludes any costs for Street Licences, if applicable
5. Prices exclude new electricity supplies, where required.

Planning Obligations SPD - Sustainability Appraisal Report



December 2007

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Non-Technical Summary

- A.1. As the role of a Supplementary Planning Document, or SPD, is to expand on the provisions of existing policies, the Sustainability Appraisal (SA) of the Planning Obligations SPD has focussed on assessing the sustainability effects of that SPD over and above the Herefordshire Unitary Development Plan (March 07) policies to which it relates.
- A.2. Planning obligations are a valuable way of bringing development in line with the objectives of sustainable development. The SPD is therefore expected to have a very positive impact on those matters that obligations would seek to address, such as the supply of affordable housing and sustainable transport.
- A.3. A Scoping Report for the Sustainability Appraisal was prepared in October 2006. This was based on the General Scoping Report prepared for the Sustainability Appraisal of the Local Development Framework (LDF). The Planning Obligations Sustainability Appraisal Scoping Report provides a review of a range of national, regional and local strategies and baseline data and was used to identify key sustainability issues for the SPD. The Scoping Report was consulted upon in November 2006; comments received were incorporated into the draft SA, which accompanied the draft SPD on Planning Obligations published for public consultation in March 07.
- A.4. The draft SA and SPD were consulted upon in accordance with statutory regulations for 6 weeks. The results of that consultation were used to inform the final versions of both the SPD on Planning Obligations and its associated SA. The results of those consultations are contained in the Consultation Statement accompanying the final SPD.
- A.5. The main changes to the SA relate to revisions made following from amendments to the final SPD which included deletions with respect to employment contributions and changes made to facilitate affordable housing provision, linking to social and economic priorities for the county.
- A.6. All the documents referred to above can be found on the Council's website in the forward planning pages.
- A.7. Figure A1 on the next page summarizes the appraisal of the whole SPD on Planning Obligations against the SA objectives set out in the LDF General Scoping Report referred to above. See also Appendix 4 to this document.

Figure A1 – Appraisal of likely significant effects of the Planning Obligations SPD

SA Objective	Cumulative Effect
To support, maintain or enhance the provision of high quality, local or easily accessible employment opportunities	☺
Secure a more adaptable and higher skilled workforce	☹
Maintain or enhance conditions that enable sustainable economy and continued investment	☺
Reduce road traffic and congestion, pollution and accidents and improve health through physical activity by increasing the proportion of journeys made by public transport, cycling and walking	☺☺
Improve the health of the people of Herefordshire, reduce disparities in health geographically and demographically and encourage healthy living for all	☺
Improve equality of access to and engagement in quality cultural, educational, leisure, sporting, recreational and community activities for all	☺☺
Sustainable regeneration	☺
Raise educational achievement levels across the County	☺☺
Reduce and prevent crime/fear of crime and antisocial behaviour in the County	☺
Reduce poverty and promote equality, social inclusion by closing the gap between the most deprived areas in the county and the rest of the county	☺
Provide everyone with the opportunity to live in good quality, affordable housing of the type and tenure, in clean, safe and pleasant local environments	☺☺
Reduce the amount of waste requiring disposal and minimise the use of non-reusable materials and encouraging recycling	☺☺
Value, maintain, restore and expand county biodiversity	☺
Use natural resources and energy more efficiency	☹
Value, protect, enhance and restore the landscape quality of Herefordshire, including its rural areas and open spaces	☺
Reduce Herefordshire's vulnerability to the impacts of climate change as well as its contribution to the problem	☺
Reduce the risk of flooding and the resulting detriment to public well-being, the economy and the environment	☺
Minimise local and global pollution and protect or enhance environmental resources	☺
Ensure integrated, efficient and balanced land use	☺
Value, protect and enhance the character and built quality of settlements and neighbourhoods and the county's historic environment and cultural heritage	☺

Consultation Undertaken

The consultation of this document was undertaken in accordance with the SEA Directive, (2001/42/EC) to ensure the views of stakeholders helped to shape a more informed and inclusive Supplementary Planning Document (SPD) on Planning Obligations.

Consultation took place over a six-week period, from 1st March 2007 to 12th April 2007. The comments received were logged and have shaped the final version of the Planning Obligations SPD, specifically with greater focus on the priority of facilitating more affordable, local need housing provision in the County and the need to promote Herefordshire's business economy (with a consequent relaxation in contributions in both instances).

1. Summary of Appraisal Process

- 1.1 A Scoping Report for the SA of the Planning Obligations SPD was prepared in October 2006. This was based on the General Scoping Report prepared for the Sustainability Appraisal of the Local Development Framework (September 2006). It included a proposed framework of objectives and indicators to be used to assess the sustainability impacts of the SPD and discussed the options as to how the SPD could be approached. Other sections of the SPD Scoping Report provided further information on how the objectives and indicators had been chosen, and how the sustainability appraisal would be carried out, including:
 - other relevant plans and policies considered;
 - baseline information about the main characteristics of the County and what some of the main sustainability issues are;
 - the broad options being considered for the SPD at this early stage; and
 - the proposed structure and level of detail to be included in the final SA report
- 1.2 The Scoping Report for the SA was released for consultation in November 2006, to the four main environmental bodies in accordance with government guidance¹. Comments received were considered and incorporated into the Draft Sustainability Appraisal and used to extend the key issues section.
- 1.3 The Draft SPD and associated SA were developed following from the Scoping Report SA and initial consultation with stakeholders. The alternative options were considered against the SA objectives as set out in the General Scoping Report for the LDF, the analysis of which is reproduced in Appendix 2 of this report. In addition, the objectives of the SPD were analysed, this is reproduced in Appendix 3. Finally, the cumulative sustainability effects of the whole SPD were considered against the SA objectives and this analysis is reproduced in Appendix 4. The Draft SPD and SA were published for a further consultation period of 6 weeks in March 2007, the results of this consultation have been analysed and help to inform both the final version of the SPD and ultimately the SA has been reviewed against the changes made to the SPD and amended accordingly.

2. Background

- 2.1 In accordance with the Planning and Compulsory Purchase Act 2004, all planning documents that make up a Council's Local Development Framework must undergo a Sustainability Appraisal (SA).
- 2.2 The main purpose of sustainability appraisal is to promote sustainable development through the better integration of sustainability considerations into the preparation and adoption of plans. This is done through appraising the social, environmental and economic effects from the outset of the preparation process so that decisions can be made which accord with the

¹ Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks (November 2005)

objectives of sustainable development. Sustainability Appraisal offers a systematic way of checking and improving plans as they are developed.

- 2.3 There is also a EU Directive, which requires a 'Strategic Environmental Assessment' (SEA) of plans and programmes, including development plans. The aim of this Directive is to ensure the compatibility of all land use plans with the environmental and conservation aims identified at a European level. (Appendix 1 details how this report complies with the SEA Directive). The government has issued guidance on how to incorporate the two processes as referred to above. The scope of the process has been extended to include social and economic issues and has been designed so that by carrying out one appraisal process, local authorities can satisfy the requirements of both SA and the European SEA Directive. In this report, SA should be taken to mean SA incorporating SEA.

3.0 Purpose of the report

This report represents the SA of the final version of the Planning Obligations SPD. Its aim is to assess the SPD against social, environmental and economic objectives, and to set out the information on which the appraisal is based. Readers should refer back to the General Scoping Report published in September 2006 in order to gain a fuller understanding of the approach to SA the Council is taking for all of the documents in the LDF. The General Scoping Report contains much of the background work that has informed the appraisal of the Planning Obligations SPD and some of the requirements of the SEA have been met in that work. All documents are available on the Local Development Framework pages of the Herefordshire website.

- 3.1 The Planning Obligations SPD provides advice to developers and applicants for planning permission on the use of planning obligations particularly when implementing UDP policies. It provides the further guidance to policies, particularly Policy S2 (Development Requirements) and Policy DR5 (Planning Obligations).

UDP Adopted March 2006
S2 – Development Requirements

The contribution that developments can make to a sustainable pattern of land use and development which respects the County's environmental resources will be secured by:

9. making use of planning conditions and planning obligations to further the strategy of the plan.

DR5 – Planning Obligations

To further the strategy of the Plan planning obligations will be sought to achieve community, transport and environmental benefits where these benefits are reasonable, necessary, relevant, and directly, fairly and reasonably related to the proposed development. The circumstances in which such benefits will be sought will be identified in relevant Plan policies and may be further detailed in supplementary planning documents.

- 3.2 Planning Obligations are a legal agreement between the planning authority and a developer and are entered into when granting planning applications. They are a method of securing contributions to address community and infrastructure needs associated with development, which would otherwise be deemed unacceptable in planning terms.

- 3.3 The overall objective of the SPD is: “that in the interests of sustainable development, it is reasonable to expect developers to contribute towards the financing of new or improved infrastructure directly related to new development proposals.”
- 3.4 The SPD clarifies when planning obligations would be negotiated and what benefits would be sought. It covers a range of topics including Affordable Housing, Accessibility, Transport and Movement, Community Facilities, Community Safety and Town Centres, Education Facilities, Leisure Facilities and Open Space, Biodiversity, Landscape, Waste and recycling.
- 3.5 The impact of the SPD will be monitored against the indicators as set out in Appendix 4. This will indicate to what extent the SPD is meeting its purpose and whether the policies need adjusting to more efficiently deliver its targets.

4.0 Sustainability Objectives, Baseline and Context

4.1 UDP Policy Appraisal

There is a requirement to appraise the base policy of an SPD to determine its sustainability impacts. The policies in the UDP underwent SA at the First, Revised Deposit and modification stages. It assessed the sustainability issues relating to the policies in a similar way, by setting out the effects of the policy on a number of sustainability objectives. Given the existence of this prior assessment and the fact that the policies cannot be altered at this stage of the plan making process, it was not deemed constructive to undertake a further assessment of these base policies. After a review of that appraisal, the SA of the Planning Obligations Supplementary Planning Document itself focused on assessing the effects of the SPD over and above the provisions of the policies, using the assessment criteria set out in the General Scoping Report for the LDF and the Subsidiary Scoping Report on Planning Obligations.

4.2 Links to other strategies, plans and programmes and sustainability objectives

The General Scoping Report contains a comprehensive review of all plans, strategies, guidance and legislation, which relate to sustainability. These documents range from international guidance and legislation at the highest level, through UK government policies and guidance, to corporate policies and strategies at the local level. They also include targets and objectives of regulatory and advisory organisations, e.g. Environment Agency. This information is set out in Appendix A1 of the General Scoping Report. Although all of the documents have implications for sustainability, not all of them are relevant to the preparation of the Planning Obligations SPD. Those plans and programmes, which are of particular relevance were extracted from the database and set out in the subsidiary Scoping Report for the SPD. A new document which has emerged since the Planning Obligations Scoping Report was published, is the Consultation report on Planning Gain Supplement (December 06), this document suggests further options for how planning gain supplement will be introduced, and mainly affects affordable housing and transport contributions. It is not considered to affect the draft Planning Obligations SPD. Another two documents which have recently been published are PPS3 and PPS 25, but neither of these documents are believed to have a significant impact on the sustainability appraisal of the draft Planning Obligations SPD.

4.3 The social, environmental and economic baseline

There are many sources of baseline information about the County covering a range of environmental, social and economic issues. As part of the preparation of the General Scoping Report, a wide variety of information relating to a number of different sustainability issues was collected. Most of this was presented at countywide level. This provided a broad overview of the key sustainability issues affecting the county as a whole in order to inform the preparation of the LDF. This information is set out in Appendix A2 of the General Scoping Report. As the SPD is of countywide relevance, it was not deemed necessary to collect any further baseline data relating to specific areas. This baseline information will be updated regularly.

4.4 Key Sustainability Issues

The review of plans, policies and programmes (Task A1) and the collection of baseline data (Task A2) provides the basis for determining key sustainability issues which need to be considered as part of the production of the SPD. The SA provides a mechanism to assess the impact the SPD can have on addressing these issues. The review of plans and data outlined in the scoping report is not exhaustive but represents the Council's view on the information, which is most relevant to the SPD process. The identification of the key issues provides the basis for development of SA and SPD objectives to ensure that they are addressed as part of future policy making decisions.

Figure 1: The key issues outlined within the Scoping Report include:

Key Issue	Summary
Employment	Reduce and manage reliance on traditional employment sectors and ensure Herefordshire can attract business in technology and knowledge intensive sectors. Lower average wages than region or nation.
Skills	Lack of skilled workforce could affect investment potential and increase "commuting in" from other areas to bridge the skills gap.
Transport and Travel	High reliance on the private car Low usage of public transport Traffic Congestion
Ill-health	Ageing population Disparities in health geographically and demographically
Access to essential facilities	Many small rural settlements without access to health, education, employment, retail or recreational facilities and with little public transport availability Desire to get more public participation in decisions affecting community particularly by hard to reach groups such as young people and gypsy travellers.
Sustainable Regeneration	Strengthen vitality and viability Strengthen role they play as focus for community activity
Education	Improve educational attainment across all age groups Lack of university in district
Provision of Affordable Housing	High ratio of property price to household earnings Shortfall of provision of affordable dwellings / increase in number of people on Home Point register Decline in average household size Lifetime homes needed and greater range of size and mix of tenure. Provision of gypsy sites
Reduction in waste/increase in recycling	Recycling targets not being met Increase in the amount of waste to landfill over time Reduced capacity of current landfill sites
Biodiversity	Protect and enhance sites and species of national, regional and local importance and minimise loss of biodiversity
Energy Use	Promote zero carbon development through energy efficiency and renewable generation

Other key issues were subsequently considered of relevance as part of the appraisal and include: Built Environment, Crime / Fear of Crime, Water Usage, Climate Change and Flood Risk, Reducing Poverty and Social Inclusion. These also stem from the General Scoping Report (September 2006).

4.5 SA Framework

This was identified in the Scoping Report of the Planning Obligations SPD. Subsequently, it was considered relevant to include all 20 objectives that were detailed in the General Scoping Report of the SA of the LDF (see Appendix A3 of that report).

5.0 Assessment of Significant Effects of the SPD

5.1 Outcome of the SA process

The Scoping Report stated that it was intended to appraise the options and then the SPD as a whole rather than appraising the individual elements of the guidance. The results of the appraisal, which assesses the expected outcomes of implementing the SPD against the other options and the impact of the whole plan against the SA framework sustainability objectives, are set out in the appendices to this report.

5.2 Appraisal Of Options

The Council consulted on a number of policy options in preparing the SPD. In accordance with the ODPM's SA guidance, the options included the 'do nothing' option (Option 1), essentially resulting in a continuation of the existing UDP policies and related Supplementary Planning Guidance. Other Options were:

- extending the range of infrastructure for which planning obligations would be sought, but not quantifying the contributions (Option 2)
- quantifying the likely levels of contribution to be sought for particular types of infrastructure (Option 3); and
- applying a general tariff to all new developments (Option 4)

From an assessment of the Initial Consultation paper responses and emerging government guidance, it became apparent that the 'do nothing' approach was not a viable option. Option 2 was considered favourably but lacked transparency and consistency. Option 3 was viable and considered most suitable for Herefordshire in the light of existing development patterns and obligation procedures. In result a combination of options 2 and 3 has been favoured in the draft SPD.

Appraisal of Option 1 – 'do nothing' or continuation of existing policies, as set out in Appendix 2, identifies no true negative effects. However, positive effects are assessed against three of the sustainability objectives; the provision of affordable housing, access to essential facilities and transport and travel. In respect of the other objectives, the effect was assessed as 'neutral' or 'uncertain' in the absence of specific guidance on the role of planning obligations.

In contrast, the appraisal of Option 4 – the tariff approach is assessed as positive against all but a couple of the sustainability objectives.

It is apparent from the appraisal that both the preferred option (options 2 & 3) and Option 4 score significantly better than Option 1 – the "do nothing" approach. Option 4 scores marginally better than the preferred option in terms of the sustainability objectives, however, the risk factors inherent in Option 4 are considered to be significant factors to be weighed against the marginal benefits of the "roof tax" approach.

5.3 The Appraisal of the Objective of the SPD

It is recognised that no development is 100% sustainable; however it is sometimes possible to remove or reduce any potentially negative impacts by certain mitigation measures. It is in fact the aim of the Planning Obligations SPD to address the impacts of development by securing the provision of community infrastructure. The specific objective of the preferred option is to secure contributions particularly (but not exclusively) for the topics listed in Part 3 of the SPD. Where relevant, planning obligations will also be required to provide appropriate compensation and/or mitigation wherever development would harm an environmental or community resource. The appraisal in Appendix 3 demonstrates that the objective of the SPD are compatible against the sustainability objectives as set out in the LDF SA Framework, with no negative effects being identified.

5.4 Significant social, environmental and economic effects of the SPD

It is expected that the SPD will have an overall positive effect on matters such as open space, biodiversity, supply of affordable housing and sustainable transport as well as other matters the SPD seeks to address. It will do so by clarifying for applicants and developers what they can expect in terms of financial implications on planning obligations necessary for a particular development and thereby increasing the speed, transparency and efficiency of the planning process (see Appendix 4).

5.5 Uncertainty and Risks

When assessing the SPD against most of the sustainability objectives there are obvious positive or negative effects and where there is such a precise effect this has been identified and explained in Appendix 4. However, the issue of uncertainty is a common theme in the SA process. The nature of the Planning Obligations SPD hopefully helps reduce uncertainty by providing specific guidance regarding the contributions that the Council would expect from typical forms of development. Since the need for planning obligations has to be considered on a case-by-case basis, not all development proposals may give rise to them; conversely, certain types of development may, perhaps because of size or complexity, create impacts that give rise to more extensive obligations than are set out in the guidance. It is therefore more difficult to predict the scale of the effects on the sustainability objectives and indicators.

5.6 Mitigation

Although the appraisal has not demonstrated any significant negative effects on the sustainability objectives it should be noted that the SPD can only give general guidance and may not identify specific mitigation measures required to deal with the impacts of particular developments. Other measures may be sought through more detailed policies or proposals or through the consideration of individual planning applications.

6.0 Further Work

6.1 This final SA report will be published to coincide with publication of the adopted SPD. The initial aim of the SA process is to ensure that the Planning Obligations SPD is sound in meeting social, environmental and economic sustainability objectives. The Planning Obligations SPD will form part of the Herefordshire Local Development Framework. It will be used in conjunction with the Unitary Development Plan in determining planning applications and the assessment of the impact of development. The use of the SPD will provide a clear, transparent approach, early in the development process ensuring that any adverse impacts of development are mitigated against and that development meets the sustainability objectives of the UDP and emerging LDF.

6.2 Monitoring

It is anticipated that a monitoring officer will track compliance of each obligation in an agreement as the development proceeds. All agreements/undertakings will be monitored through the use of a Planning Obligations database. An Annual Report on planning obligations will be produced detailing the status and the use of planning agreements, monies received and spent, works carried out and future priorities. This will form part of the Corporate Plan process within the Council and the Scrutiny Committee will also consider the Report. The planning obligation database will also refer to the UDP policies used in determining the application. This can then be used for monitoring the policies of the UDP in appraising their effectiveness in working towards sustainable development and referred to in the UDP Annual Monitoring Report. The sustainability or otherwise of the SPD will be reviewed through an annual review of the objectives, indicators and targets detailed in Appendix 4.

Appendix 1 – Compliance with the requirements for the environmental report under the SEA Directive

Information to be included in an Environmental Report under SEA Regulations	Relevant Sections in the SA Report
An outline of the Contents, main objectives of the plan and its relationship with other relevant plans and programmes.	Section 3 and 4
The relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan.	Appendix 2
The environmental characteristics of areas likely to be significantly affected.	4.3 and 4.4
Any existing environmental problems which are relevant to the plan, including in particular, those relating to any areas of a particular environmental importance, such as areas designated pursuant to Directives 79/409/EEC and 92/43/EEC.	4.4
The environmental protection objectives, established at International community or national level, which are relevant to the plan and the way those objectives and any environmental considerations have been taken into account during its preparation.	4.2 and 4.3
The likely significant effects on the environment, including on issues such as biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage, landscape and the interrelationship between the above factors.	4.4 and Appendix 4
The measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan.	5.6 and Appendix 4
An outline of the reasons for selecting the alternatives dealt with and a description of how the assessment was undertaken including any difficulties.	5.1, 5.2 and 5.3
A description of monitoring measures.	6.2
A non-technical summary of the information in the SA 1.0	A1 – A7, Figure A1.

Appendix 2 – Comparison of Options

SA Objective	Option 1	Option 2 and 3	Option 4
Employment	Would not address the need for small business/ starter units, training or business support.	Contributions could provide small business/ starter units and business support programmes.	Would encourage inward investment.
Skills	No specific requirements for training, college etc.	No specific requirements for training, college etc.	Requirements can be provided for training centres.
Sustainable Economy and Continued investment	No specific requirements currently	Low thresholds and high contributions could deter economic growth	Unsure as to the effect
Transport & Travel	Some contributions would be given to sustainable transport infrastructure, although only in specific areas.	Would result in contributions to sustainable transport infrastructures in all areas and improvements to road infrastructure.	Would provide contributions to sustainable transport infrastructure.
Ill-Health	Effects on health would be uncertain.	Formulae could be established.	Would provide contributions to health and well being.
Access to essential facilities	A degree of community facilities would be provided. However, it would not generally address community safety.	Community safety would increase and an increase in provision of community facilities, ie community buildings/ infrastructure.	A range of community facilities could be provided.
Sustainable Regeneration	Effects would be uncertain on the whole. However, limited provisions would be provided through current practice.	Provisions can be made where needed for enhancement and protection.	Unsure as to the effect.
Education	Current adhoc system would continue	Provide more certainty to the provision of school places and educational facilities.	Would encourage higher and further education provision.
Provision of affordable housing	There would be some provision of affordable housing, which would follow the 35% policy currently used.	Existing policy would continue to be used, however to ensure affordability no contributions will be sought from the affordable units on the site.	Affordable housing would be provided in tariff system.

Reduction in Waste / recycling	No particular criteria would be met due to no specific guidance available.	More provisions would be made to waste and recycling provisions.	Contribution would be made towards waste/recycling facilities.
Landscaping and Biodiversity	Effects would be dependable upon location and type of proposals coming forward.	Effects on biodiversity are dependant on the location and type of proposals coming forward. Additional benefits for AONB's.	Effects on biodiversity are dependant on the location and type of proposals coming forward.
Energy use	Uncertain as to the effect.	Formulae would be established	Uncertain Impact
Climate Change and Flood Risk	No provision currently allowed.	More provision could be provided depending on proposals coming forward.	More provision could be provided depending on proposals coming forward.
Social Inclusion and Reducing Poverty	Uncertain as to the effects	A more pro-active approach to community facilities would enhance community identity/reduce social deprivation.	Would reduce social deprivation and enhance community identity.
Heritage, Archaeology and Built Environment	Uncertain of the effects.	Contributions will be made towards public realm, landscaping and public art to improve and maintain our local heritage.	Better provision towards public art and landscaping to maintain local heritage and protect archaeological sites.
Crime and Fear of Crime	No provision currently provided	Would encourage contributions towards CCTV provision and other security measures	Would encourage contributions towards CCTV provision
Natural Resources	Effects would be dependable as to the location and type of proposals coming forward	Increase in development on existing brown field land	
Balanced Land Use	Density levels would be in accordance to current policies	Existing policy would continue to be used, with improvements to the Sustainable Transport infrastructure	Density level targets would be reached
Reduce the risk of flooding and the resulting detriment	Effects would be dependable upon location and type of proposals coming forward.	More provisions would be provided, especially in areas of greatest need.	Uncertain as to the full impact
Pollution	Uncertain as to the effects	Improvements to water quality and air quality	Uncertain as to the full impact

Appendix 3 –Testing Plan Objectives against SA Objectives

Plan: Planning Obligations Supplementary Planning Document

Plan Objective: To expect development to contribute towards the financing of new or improved infrastructure, directly related to and necessary for new development proposals, in the interests of sustainable development.

SA Objective	Possible Effect (please tick)			Explanation – Contributions towards	Mitigation and Enhancement
	Positive	Negative	Neutral		
To support, maintain or enhance the provision of high quality, local or easily accessible employment opportunities, suited to the changing needs of the local workforce	✓			Better employment facilities may be provided, as well as transport links.	
Secure a more adaptable and higher skilled workforce		✓		No request for contributions to skills development	
Maintain or enhance conditions that enable a sustainable economy and continued investment	✓			More smaller businesses may be encouraged to the County, improvements to local infrastructure	
Reduce road traffic and congestion, pollution and accidents and improve health through physical activity by increasing the proportion of journeys made by public transport, cycling and walking	✓			Improvements in road infrastructure, public transport, pedestrian & cyclist facilities, pedestrian crossings, traffic calming schemes etc...	
Improve the health of the people of Herefordshire, reduce disparities in health geographically and demographically and encourage healthy living for all	✓			More health services may be provided. Encourage better links.	
Improve equality of access to and engagement in quality cultural, educational, leisure, sporting, recreational and community activities for all	✓			More services may be provided. Improve current services.	
Sustainable Regeneration	✓			Improvements to city centre and town.	
Raise educational achievement levels across the County	✓			Provision of required school places/improved facilities	
Reduce and prevent crime/fear of crime and antisocial behaviour in the County	✓			Improve security / CCTV	
Provide everyone with the opportunity to live in good quality, affordable housing of the right type and tenure, in clean, safe and pleasant local environments	✓			Provide affordable housing as part of new development.	
Reduce the amount of waste requiring disposal and minimise the use of non-reusable materials and encourage recycling	✓			Improve waste disposal, recycling centres.	
Value, maintain, restore and expand county biodiversity	✓			Biodiversity enhancement, enhance landscape surrounding development	
Use natural resources more efficiently	✓			Provide renewable sources of energy or restrict use through design techniques.	
Value, protect, enhance and restore the landscape quality of Herefordshire, including its rural areas and open spaces	✓			Protect and enhance open spaces. Provide new open spaces.	
Reduce Herefordshire's vulnerability to the impacts of climate change as well as its contribution to the problem	✓			More funding towards sustainable modes of transport, flood risk reduction.	
Minimise local and global pollution and protect or enhance environmental resources.	✓			Improve public transport, more sustainable modes of transport, better infrastructure.	
Ensure integrated, efficient and balanced land use	✓			New community facilities may be provided following development of housing.	

Value, protect and enhance the character and built quality of settlements and neighbourhoods and the County's historic environment and cultural heritage	✓					Better infrastructure, services provided and provide protection to historic heritage.	
Reduce the risk of flooding and the resulting detriment to public well-being, the economy and the environment	✓					Provide more adequate defences	
Reduce poverty and promote equality, social inclusion by closing the gap between the most deprived areas in the County and the rest of the County	✓					Affordable housing, community facilities	

Appendix 4 – Predicting and evaluating the impacts of the whole SPD

Key: - 2 = major negative, -1 = minor negative, 0 =neutral, 1 = minor positive, 2 = major positive, ? = unknown

SA Objective and Appraisal Questions	Assessment of Effect (-2,-1,0,1,2,?)	Explanation of Assessment	Indicators	Target
01 To support, maintain or enhance the provision of high quality, local or easily accessible employment opportunities, suited to the changing needs of the local workforce				
1.1 Will it maintain or increase current employment rates in knowledge and technology intensive sectors?	+1	Contributions may support new employment opportunities.	Number employed in knowledge and technology intensive industries	Increase the number of people employed in intensive industries from 9339 to 10,286 by 2007/8
1.2 Will it provide flexible employment land near to the workforce or provide opportunities easily accessible by public transport?	+1	Possible impact in Edgar Street Grid.	Employment land developed by type	
1.3 Will it encourage fair and decent work conditions and increase median weekly earnings?	0		Average level of earnings compared to the West Midlands region	Close the gap between Herefordshire and the rest of the West Midlands and nationally
1.4 Will it help to increase diversity of job opportunities?	+1	Contributions would support the development of new employment.	Employment by sector	
02 Secure a more adaptable and higher skilled workforce				
2.1 Will it provide or facilitate through investment appropriate training and learning to help build, attract and retain a highly skilled workforce that meets existing and future needs?	0	Contributions to training deleted	Number of 16-19 year olds in education or training	
2.2 Will it reduce inequalities in skills across the county?	0	Contributions to training deleted	Percentage of adults without basic numeracy/literacy skills	By 2010 reduce the proportion of adults with low basic skills from 17% to 10%
03 Maintain or enhance conditions that enable a sustainable economy and continued investment				
3.1 Will it improve the resilience and/or diversity of business and the economy?	0	Contributions to training deleted	GVA per head	To raise GVA per head above the national average (RSS)

3.2 Will it provide or facilitate availability of appropriate sites and properties for new business opportunities or growth whilst using natural resources efficiently?	+1	Provide employment sites and new business opportunities on the Edgar Street Grid for example.	Amount/area of land available for development
3.3 Will it encourage and support a culture of enterprise and innovation, including social enterprise or the voluntary sector?	0		
3.4 Will it encourage corporate social and environmental responsibility, with county organisations leading by example?	0		
04 Reduce road traffic and congestion, pollution and accidents and improve health through physical activity by increasing the proportion of journeys made by public transport, cycling and walking			
4.1 Will it reduce the need to travel?	+1	Improved pedestrian/cycle links. Improved public transport / transport infrastructure	
4.2 Will it promote more sustainable transport patterns in areas suffering from congestion?	+2	Improved road network, transport technologies especially around new developments, e.g. Edgar Street Grid.	Change in annual average daily traffic volumes in Hereford and on the principle road network
4.3 Will it improve the quality and/or provision of integrated transport options in areas of need and that are accessible to all?	+1	Improvement to disabled access and routes to be used by disabled. Improve cycle routes and pedestrianisation.	Public transport patronage volumes
4.4 Will it increase the use of public transport, cycling and walking?	+2	Better provision of footpaths, cycle ways and public transport.	Percentage of resident population that travels to work by public transport, on foot or on cycle
4.5 Will it secure the implementation of green travel plans?	+1	Contributions will be made to go towards green travel plans.	Travel Plan coverage
4.6 Will it minimise risks associated with car travel?	+1	Improvements to road network and junction should improve safety.	No. of people killed or seriously injured on Herefordshire's roads
05 Improve the health of the people of Herefordshire, reduce disparities in health geographically and demographically and encourage healthy living for all			
5.1 Will it help to ensure there is adequate provision of healthcare services appropriate to local needs, which are accessible by sustainable modes of transport?	0	Contributions towards health need further development in future review infrastructures. Need to establish formulae.	Percentage of households in rural towns, villages and dispersed areas from key services
5.2 Will it help to reduce inequalities in health?	0	Contributions towards health need further development in future review.	Life expectancy in males and females

5.3 Will it encourage healthy lifestyles? E.g. reducing car use and maintaining or enhancing access to physical sports, green space, and recreation?	+2	Provision of open space facilities and sustainable transport infrastructure.	Measures of healthy lifestyles, e.g. physical activity, smoking rates, etc	Reduce smoking rate in 11-15yr olds by 50% from 1998 by 2010
06 Improve equality of access to and engagement in quality cultural, educational, leisure, sporting, recreational and community activities for all				
6.1 Will it maintain or increase the type or quality of facilities in areas where there is need, ensuring easy and equitable access by sustainable modes of transport?	+2	Open space facilities, community, education and leisure.	Quality of open spaces % of population within 20 mins travel time of a range of 3 sports facility types	
6.2 Will it promote Herefordshire's facilities to local people and tourists encouraging participation by all?	0		Percentage of residents using authority's cultural and leisure facilities	
6.3 Will it promote the use of inland waterways for leisure, recreation, telecommunication, freight transport and/or as a catalyst for urban and rural regeneration?	+1	Edgar Street Grid.	Number of regeneration projects	
07 Sustainable Regeneration				
7.1 Will it support viability or develop services and facilities appropriate to the community, function, character and scale of the centre and existing facilities using sustainable, resource- efficient designs?	+1	Edgar Street Grid.	Commercial yields	
7.2 Will it help create an appropriate range of independent, competitive and national retailers?	0			
7.3 Will it help reduce the number of vacant properties and support vitality?	0		Vacancy rate of Hereford and the Market Town premises	
7.4 Will it support or create high quality public realm and community/amenity space that is safe and encourages positive community interaction?	+2	Improvements to landscaping, public space, crime prevention etc.	Planning Obligations received towards improvements to town centres e.g. CCTV	
08 Raise educational achievement levels across the County				
8.1 Will it ensure that education infrastructure meets projected future demand and need?	+2	Contributions towards school places, including pre-school child care provision	Percentage of pupils achieving 5+ GCSE's or equivalent at grades A* - C	Increase from 93% to 95% by 2008
09 Reduce and prevent crime/fear of crime and antisocial behaviour in the County				
9.1 Will it enhance safety, security and reduce crime or fear of crime and anti-social behaviour?	+2	Increase in crime prevention through use of CCTV's. Designing out crime.	Violent crimes per 1000 population	Decrease from 2844 to 2533

9.2 Will it help improve quality of life and address the opportunity for crime or anti-social behaviour through design measures?	+1	Increase in crime prevention through use of CCTV's. Designing out crime.	Number of planning applications addressing "designing Out Crime" issues	
9.3 Will it encourage respect for people and property?	0	Unknown	Percentage of people satisfied with their community as a place to live	Increase proportion of adults satisfied with their community as a place to live
10 Reduce poverty and promote equality and social inclusion				
10.1 Will it ensure easy and equitable access to and provision of services and opportunities, including jobs and learning, and avoid negative impacts on different groups of people because of their ethnicity, gender, religion, disability, sexuality or age?	0		Percentage of Herefordshire households in rural towns, villages and dispersed areas from key services	
10.2 Will it enable the involvement of all affected parties, including hard to reach groups?	+1	Through consultation.	No. of applications involving Statements of Community Involvement	
10.3 Will it promote equality, fairness and respect for people and the environment?	+1	Town centre improvements.	Percentage of Herefordshire households in rural towns, villages and dispersed areas from key services	
10.4 Will it address poverty and disadvantage, taking into account the particular difficulties of those facing multiple disadvantages?	+1	Affordable housing provision	Percentage of population who live in areas that rank within the most deprived 20% of most deprived areas in the county	
11 Provide everyone with the opportunity to live in good quality, affordable housing of the right type and tenure, in clean, safe and pleasant local environments				
11.1 Will it increase access to good quality housing meeting people's needs? E.g. tenure, aspirations, location, affordability, size and type, accessible to disabled people?	+2	Direct impact in terms of policy already exists, but promoted in SPD	Average property price against median weekly earnings	
11.2 Will it increase the supply of affordable housing?	+1	Policy already exists but promoted in SPD.	Number of affordable housing provided in the County each year as a percentage of all new completions	2300 to be provided up to 2011 (UDP)
11.3 Will it reduce the percentage of unfit homes / empty homes?	0		Number of unfit and borderline unfit homes	

11.4 Will it improve the energy and resource efficiency of homes and reduce fuel poverty and ill health?	+1	Positively promoted in SPD.	Energy efficiency for Decent Homes	Raise to current Building Regulations
11.5 Will it increase the use of sustainable design techniques , improve the quality of housing and use sustainable building materials in construction?	0	To be addressed through Core Strategy DPD		
11.6 Will it improve the wider built environment and sense of place?	+1	Town centre improvements and provision of open space		
12 Reduce the amount of waste requiring disposal and minimise the use of non-reusable materials and encourage recycling				
12.1 Will it minimise the use of non re-usable materials?	+1	Waste and Recycling section		
12.2 Will it minimise waste from households, businesses etc including hazardous waste?	+2	Provides adequate facilities for storage and collection of waste/recycling at each dwelling and sink waste disposal units.	Amount of household waste collected per person per annum	Limit increase p.a. to 530.87kg per head
12.3 Will it promote re-use, recovery and recycling of waste?	+2	Actively encourages the recycling of waste.	Amount/percentage of all household waste that is recycled	
12.4 Will it deal with waste locally and/or through the best Practical Environmental Option?	0	Not covered in the SPD.	Number and location of recycling sites	
13 Value, maintain, restore and expand county biodiversity				
13.1 Will it protect or enhance habitats of international, national, regional or local importance – is an Appropriate Assessment required?	0	AA not required	No., area and condition of international, national, regional and locally designated sites	To halt the loss of biodiversity by 2010
13.2 Will it protect international, national, regional or locally important terrestrial or aquatic species?	0	Covered by UDP policies.	Changes in area and population of protected species	By 2010 achieve a sustained increase in the regional wild bird population
13.3 Will it maintain wildlife corridors and minimise fragmentation of ecological areas and green spaces?	+1	Covered by UDP policies, but promoted in SPD	No net change in length of hedgerows	
13.4 Will it manage sites in a way that protects or enhances their nature conservation value?	+1	Through contributions towards enhancements.	Percentage of Biodiversity Action Plan habitats restored and created	
13.5 Will it create new appropriate habitats?	+1	Promoted in SPD	No. of Planning Obligations entered into securing new wildlife areas	

14 Use natural resources and energy more efficiently				
14.1 Will it maximise energy efficiency and minimise the consumption of non-renewable energy i.e. from fossil fuels?	0	Will form basis of separate guidance in emerging LDF.	Energy consumption per capita	30% reduction in energy consumption by 2011
14.2 Will it minimise the consumption of water, land, soil, minerals, aggregates and other raw materials by all? E.g. through integrated transport, sustainable design, local supply chains. <i>(During the appraisal, each of these resources should be considered separately)</i>	Water 0 Land +1 Soil 0 Minerals etc 0	Land – covered under transport.	Percentage of homes built on previously developed land	68% of new dwellings to be built on previously developed land (RSS 2004)
14.3 Will it encourage the re-use/enhancement of existing buildings and minimise the need for new build?	0	Not covered in the SPD.	No. of empty homes brought back into use	
15 Value, protect and enhance the landscape quality of Herefordshire, including its rural areas and open spaces				
15.1 Will it value, enhance and protect natural environmental assets? E.g. AONBs, parks and open spaces	+1	Contributions may be pooled to enable distribution towards AONB management plans	Number and area of designated landscapes	
15.2 Will it encourage local stewardship of local environments, e.g. by promoting best practices in agricultural management?	0			
15.3 Will it ensure that environmental impacts caused by mineral operations and the transport of minerals are minimised?	0		No. of applications for mineral operations requiring EIA	
15.4 Will it promote the use of rural areas and open space by all, encourage easy non-car based access and accommodate the needs of disabled users?	0		Percentage of Public rights of Way network that is easy to use and clearly signed	
16 Reduce Herefordshire's vulnerability to the impacts of climate change as well as its contribution to the problem				
16.1 Will it reduce the county's contribution to climate change by reducing greenhouse gas emissions from transport, domestic, commercial and industrial sources?	+1	Sustainable transport contributions	Co2 emissions per head per year	Reduce carbon emissions per head from baseline of 14.5 tonnes to 11.25 tonnes per head
16.2 Will it increase the proportion of energy generated from renewable and low carbon sources including by micro-generation, Combined Heat and Power (CHP), district heating and in transportation?	0	Not directly covered in SPD	Renewable electricity and CHP generated as percentage of total electricity	Renewables should supply 10% of electricity by 2020
17 Reduce the risk of flooding and the resulting detriment to public well being, the economy and the environment				
17.1 Will it reduce flood risk both presently and taking into account climate change?	+1	Flood defence schemes will be implemented through contributions		

17.2 Will it prevent inappropriate development of the floodplain and include flood protection systems?	+1	Off site infrastructure works will be required.	No. of planning permissions granted contrary to the advice of the Environment Agency on flood defence grounds	
17.3 Will it promote sustainable urban drainage systems where appropriate?	+1	The disposal of surface water will be a material consideration.	No. of additional developments granted planning permissions with SUDs incorporated	
18 Minimise local and global pollution and protect or enhance environmental resources				
18.1 Will it minimise water, air, soil, groundwater, noise and light pollution from current activities and the potential for such pollution?	+1	Contaminated land and flooding.	Annual levels of particles and ozone tranquility (CPRE)	
18.2 Will it protect and enhance the quality of watercourses?	+1	Through sustainable urban drainage and improvements to contaminated land.	Water Quality	All inland waters to reach good ecological and chemical status by 2015
18.3 Will it provide opportunities to improve soil quality or reduce contaminated land?	+1	Direct benefits.	No. of known sites affected by contamination	
18.4 Will it help achieve the objectives of Air Quality Management Plans?	+1	Through direct mitigation measures sustainable transport options.	No./percentage population living within Air Quality Management Areas	
18.5 Will it encourage the use of clean technologies and water minimisation ?	0		No. of businesses with Environmental Statement ISO 14001/EMAS accreditation	
19 Ensure integrated, efficient and balanced land use				
19.1 Will it ensure new developments are in appropriate locations, optimising the use of previously developed land and buildings and are accessible by walking, cycling or sustainable transport and/or will increase the share of these transport modes?	+2	Improvements to public transport, road networks, cycle paths and footpaths.	Access to key services	

19.2 Will it encourage an appropriate density and mix of uses using sustainable resource efficient design?	0		Percentage of new dwellings completed at: less than 30 dwelling per hectare, Between 30 and 50 dwellings per hectare and over 50 dwellings per hectare	30-70 dwellings per hectare (PPG3, 2000)
19.3 Will it promote ways of meeting local needs locally by encouraging local sourcing of food, goods and materials?	0			
20 Value, protect and enhance the built quality of settlements and neighbourhoods and the County's historic environment and cultural heritage				
20.1 Will it preserve, protect and enhance Conservation Areas, Listed Buildings, archaeological remains and other sites and areas of historical heritage and cultural value?	+1	Mainly covered under UDP, but restoration works to listed buildings maybe affected, and the undertaking of archaeological work and recording of remains.		
20.2 Will it prevent development which is inappropriate in scale, form or design to its setting or to its function or local area?	0		No. of applications refused for scale, form or design reasons	
20.3 Will it encourage development that creates and sustains well-designed, high quality built environments that incorporate green space, encourage biodiversity and promote local distinctiveness and sense of place?	+1	Open spaces will be provided along with development.		
20.4 Will it encourage cleanliness and/or improve the general appearance of the area?	0		Public satisfaction surveys	

POLYTUNNEL DEVELOPMENTS IN HEREFORDSHIRE

PORTFOLIO RESPONSIBILITY: ENVIRONMENT AND STRATEGIC HOUSING

CABINET

13 DECEMBER 2007

Wards Affected

County-wide

Purpose

To seek amendment of a Cabinet decision made on 22nd March 2007 where it was decided that all new polytunnel developments within the County be treated as development requiring planning permission “*See Appendix 1*”.

Key Decision

This is a Key Decision because it is likely to be significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards.

It was not included in the Forward Plan however inclusion in the agenda gives the required notice in accordance with Section 15 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000.

Recommendation

That the above decision be amended in accordance with Counsel’s Advice as noted in “Reasons and Chronology” below. The decision should be amended in the following terms:-

- (i) Paragraphs (a) and (b) shall be deleted.
- (ii) New paragraphs (a) and (b) will be substituted:-
 - (a) Whether or not planning permission is required for new or existing polytunnel developments within the County will be determined on the facts of each case.
 - (b) Whether or not enforcement proceedings will be commenced or continued will also be determined on the facts of each case.

For avoidance of doubt, paragraphs (c) and (d) in the decision shall be retained.

Further information on the subject of this report is available from
Kevin O’Keefe, Legal Practice Manager on (01432) 260005

Reasons and Chronology

1. On 22nd March 2007 Cabinet made a decision as outlined in paragraph 1 above. As a result Solicitors representing a local grower alerted the Council of their intention to lodge Judicial Review proceedings in the High Court. Counsel's opinion was sought. His advice was that the question of whether or not permission is required is to be determined on the facts of each case.
2. The grower's Solicitors were informed that this policy would be followed in practice. A letter was sent to them dated 20th June 2007 to this effect. On that date they lodged a claim for Judicial Review. On 12th October 2007 the High Court agreed to allow a short period of consideration and on 15th November 2007 a Consent Order was executed wherein the grower withdrew his claim for Judicial Review.

Financial Implications

Should the decision not be amended there is a strong probability that further Judicial Review and other civil proceedings will be taken against the Council resulting in both adverse damages and cost awards being made.

Risk Management

1. Perceived risk: Inevitable result of prompt and expensive litigation if above course not followed.
2. Probable result: Adverse publicity as well as considerable expense.
3. Action to prevent risk: Amend Cabinet decision as specified above.

Alternative Options

There are no Alternative Options.

Consultees

None

Appendices

Appendix 1 – Cabinet Decision – 22nd March 2007

Background Papers

None identified.

WRITTEN STATEMENT OF A KEY DECISION CABINET

ITEM:	REVIEW OF THE VOLUNTARY CODE OF PRACTICE FOR THE USE OF POLYTUNNELS IN HEREFORDSHIRE
Members Present:	Councillors: RJ Phillips (Leader), Mrs LO Barnett, PJ Edwards, Mrs JP French, JC Mayson, DW Rule MBE (Deputy Leader), DB Wilcox, RM Wilson.
Date of Decision:	22nd March 2007
Exempt:	No
Confidential	No
<p>This is a key decision because</p> <p>It is significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards</p>	
<p>This item was not included in the Forward Plan however inclusion in the agenda gives the required notice in accordance with Section 15 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000.</p>	
Urgent Decision:	No
Purpose:	To report the findings of the Poly tunnel Review Working Group.
Decision:	<p>THAT</p> <p>(a) all <i>new</i> polytunnel developments within the County (be they for soil grown crops or table top growing or otherwise howsoever) be treated as development requiring planning consent. The usual application form will need to be completed in those circumstances;</p> <p>(b) enforcement proceedings be continued and/or initiated in accordance with the priorities below:</p> <p>(i) Enforcement proceedings to be continued in respect of those sites where notices have already been served and/or are in preparation</p> <p>(ii) Enforcement proceedings to be initiated during the growing season of 2007 in all cases where polytunnels are already known, or are suspected, to be outside the Code of Practice, there is a threat to acknowledged planning interests, and are approaching four years in situ</p> <p>(iii) Enforcement proceedings to be initiated after the end of growing season 2007 in all other cases where planning applications have not, by</p>

	<p>then, been submitted and there is a threat to acknowledge planning interest;</p> <p>(c) the Executives response be reported to the Environment Scrutiny Committee in due course; and</p> <p>(d) a Supplementary Planning Document be prepared on polytunnel developments to a timetable to be arranged by the Cabinet Member (Environment) and the Local Development Scheme be amended accordingly in consultation with growers and the community.</p>
Reasons for the Decision:	It is important that advice to the Council reflects the legal position whether established through statute sub-legislation or case law in the discharge of its functions. The Waverley case sets binding legal precedent, which must be followed, if the Council is to avoid the risk of challenge.
Options Considered:	As an alternative, Cabinet could choose not to implement the recommendations.
Declaration of Interest:	None.
Date the key decision is due to take effect:	29th March 2007

COUNCILLOR RJ PHILLIPS.....Date: 22nd March 2007
LEADER OF THE COUNCIL

To be completed by officer:	
Date consent received from Chairman of Environment Scrutiny Committee:	No response.
Subject to Call-in:	Not called in.
If yes was the decision modified?	
If yes Cabinet Member (.....) decision reference:	
Date original decision took effect:	

COLWALL RAILWAY BRIDGE

PORTFOLIO RESPONSIBILITY: HIGHWAYS AND TRANSPORTATION

CABINET

13 DECEMBER 2007

Wards Affected

Hope End Ward.

Purpose

To approve expenditure to provide a temporary bailey bridge over the sub-standard bridge in Colwall carrying the B4218 if the results of an assessment report show, on deliberation, that such a solution is the most appropriate means of opening the bridge to normal highway traffic.

Key Decision

This is a Key Decision because it is likely to be significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards.

It was not included in the Forward Plan however inclusion in the agenda gives the required notice in accordance with Section 15 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000.

Recommendation

THAT approval be given for the purchase and installation of a temporary bailey bridge, if this is considered the most appropriate means to carry the B4218 over the existing sub-standard bridge in Colwall.

Reasons

To allow access into the village for all normal highway vehicles including those serving businesses.

Considerations

1. Herefordshire Council closed the bridge to traffic following an inspection by Owen Williams, the council's engineering consultants, undertaken on Saturday / Sunday 11/12 August. The decision was made on the grounds of public safety.
2. At the inspection the bridge was observed to have deteriorated significantly since the previous inspection in 2004 and significantly greater than expected. Because of this the inspector had serious concerns as to the capacity of the bridge.
3. The bridge was closed to traffic on Wednesday 15 August based on recommendation of the inspection.

Further information on the subject of this report is available from
Andrew Culley, Programme & Contracts Manager on (01432) 261955

4. Owen Williams was asked to consider their recommendation again, in effect to check again that they had made the correct decision, on the safety of the bridge, based on the evidence available. They confirmed their recommendation to close the bridge.
5. The bridge was inspected again over the nights of 14/15, 15/16, and 16/17 October for the purpose of gaining more data to assess, with increased certainty and detail, the capacity of the bridge.
6. The results of the assessment using the later inspection data will be complete before Christmas. It will accurately assess all aspects of the bridge's strength taking into account the different elements and varying degrees of deterioration.
7. The work towards a resolution of to the bridge is based on a planned collection and assessment of complete and reliable data related to a number of possible scenarios for the bridge re-opening. This ensures that all possibilities are thoroughly reviewed and challenged and that the best outcome for all is achieved.
8. This assessment is crucial to successfully identifying the best solution to the bridge closure.
9. It is not appropriate to commit to any solution before the full evaluation, approval and challenge to the range of options available is completed. The range of alternatives is expected towards the end of the year.
10. One alternative that has been considered, with a design prepared, is the provision of a temporary "Bailey Bridge".
11. The proposed temporary bridge will be capable of carrying 40 tonne vehicles, though it will be under traffic signal control (as was the case before the closure in August). The bridge is termed "temporary" as it is currently envisaged that a full replacement of the existing structure will be required in the longer term.
12. If ordered the expected delivery period from the fabricator of a temporary bridge is 12 weeks.
13. This assessment is crucial to successfully identifying the best solution to the bridge closure.
14. It is important that officers are able to act promptly on their full deliberations following the delivery of the assessment report. This will minimize on the effects on the people and businesses of Colwall of the current restrictions. Approval of monies for this purpose, if a bailey bridge is deemed the most appropriate solution, allows this to happen.
15. Acknowledging the need for even light traffic to be allowed over the bridge at the earliest opportunity, engineers have designed a route with Network Rail that uses (i.e. follows) the less deteriorated beams. Light vehicles (up to 3 tonnes) have been allowed over the bridge since early December.
16. Businesses in the village are unable to receive deliveries from large heavy goods vehicles as the alternative routes into the village are either too narrow or contain numerous sharp, and even hairpin, bends. There have been a number of incidents where large vehicles have become stuck on the hairpin bend coming down the hill from the Wyche Cutting, on one occasion causing the road to be blocked for a two hours.

17. Public concern is very high and, until the route is reinstated, many continue to believe that the Council is doing nothing. A concerted communications plan is in place and reports regularly to those concerned.
18. The procurement for the supply of the temporary bridge would normally require competitive tendering. However, having searched the market, the supply of a bridge of the required length and loading capacity is only available from one source, Mabey Support Systems Ltd. The procurement of the supply of the bridge will, therefore, fall under paragraph 6.1(iii) of Appendix 5 to the Constitution – Contracts Procedures Rules, which the Director of Environment has approved. The installation if required, will be carried out by the Council's Partner Contractor, Amey Wye Valley.

N.B. The approval is on the basis of the position as currently described but the Director of Environment has asked that further enquiries be made about the supply position before the approval referred to in the paragraph is implemented.
19. Network Rail is the owner of the bridge and responsible for maintaining the structure (except for the surfacing). The Transport Act (1968) set out to clarify nationally the responsibilities for maintenance of railway structures. This was further defined by The Railway Bridges (Load Bearing Standards) Order (England and Wales) 1972. The loading applied depends on the age of the bridge and in broad terms is the load that would have ordinarily used the bridge at the time of its construction (due to changes in highway traffic this is significantly less than current highway loading).
20. Network Rail have confirmed they will be using the findings of the inspection to undertake an assessment of the bridge to establish whether it meets their legal obligations and hence what proportion of the costs of bringing the bridge up to the required standard will be paid by Network Rail (if any).
21. As owners of the bridge Network Rail require that it approves all proposals for works on or adjacent to the bridge. Network Rail has already approved the design and installation of the Bailey bridge.

Financial Implications

The estimate for the supply and installation of the temporary bridge is £450,000.

The budget for 2007/08 has been committed and hence the monies for a bailey bridge are not available from this source.

The £450,000 estimate is 70% of available annual capital budget within the council's Local Transport Plan allocation for all of the county's bridges. There is an ongoing requirement for inspection and maintenance of the county's bridge stock to meet minimum safety standards and ensure current access to the highway network. Monies taken from the 2008/09 budget would have an adverse effect on the maintenance and availability of the bridge stock across the county. However the need to resolve this issue is pressing and proceeding with the project may need to commence before the end of the financial year.

In order to provide funding certainty it is proposed that the project is paid for from within the overall LTP allocation. In order to backfill the use of LTP funding for this purpose a capital bid of £450,000 has been submitted for consideration. The bid will cover those projects to be deferred to fund the replacement bridge.

Risk Management

The capital bid could be refused and no temporary bridge is provided. Approval of the recommendation in this report in advance of the bids review will certainly add strength to the bid.

Alternative Options

Do nothing and await full replacement of the existing bridge. With an estimated programme for this work of 2011, the effect on businesses and road safety and corporate credibility considerations this is not a viable alternative.

Widen and strengthen other local roads up to the standard of the B4218. This option would require extensive land take, take longer to implement and be more expensive to construct.

The assessment report shows, that although the bridge is in a poor condition, it would be feasible to repair the bridge such that it will have a capacity to take all normal highway traffic until the bridge can be reconstructed.

Consultees

No consultations required.

Background Papers

Engineers report from Owen Williams on the initial survey of Colwall Railway Bridge dated 14th August 2007.

Environment General

Accountant: Cathy Stokes

Code	Scheme	Budget Holder	Lead Officer	CUPID Ref	Original Budget	Revised Forecast	Spend per Cedar	Commitments	Total Spend & Commitments	Revised Forecast
CC	JC				2007/08	30/09/07	29/11/07	29/11/07	29/11/07	30/11/07
					£	£	£	£	£	£
LTP	Hereford Integrated Transport Strategy:									
	Walking and Access									
M3145	LTP - Pedestrian Route & Disabled Access Imps	Clive Hall	Steve Thompson		75,000	75,000	20,274	49,554	69,828	
M3191	City Centre Pedestrian Enhancement	Richard Ball	Richard Ball			100,000	10,534	15,653	26,187	50,000
	Cycling									
M3140	LTP - Cycle Network Development	Andrew Cullley	Martin Jackson		200,000	200,000	95,397	(43,114)	52,283	
	Public Transport Minor Schemes									
M3183	Rail Improvements	Richard Ball	Amanda Barton			25,000	8,761	715	9,476	
M3135	LTP - Accessible Bus Network	Richard Ball	M Lane		45,000	45,000	1,553	48,422	49,975	
M3152	P Transp Info Access									
	Park and Ride									
M3136	LTP - Christmas Park and Ride	Richard Ball	Amanda Barton		20,000	20,000	68	10,688	10,756	
M3510	LTP - Park & Ride Permanent Site Development	Richard Ball	Amanda Barton		700,000	500,000	10,148	35,482	45,630	
	Rotherwas Access Road									
M3170	LTP - Rotherwas Access Road	Andrew Cullley	Mariead Lane		500,000	7,372,128	4,373,497	1,794,393	6,167,890	
	Outer Distributor Road	Richard Ball	Steve Burgess							
M3192	Hfd Intelligent Transport System	Richard Ball	Steve Burgess		25,000	25,000	382	2,077	2,459	
	Rural Areas & Market Towns Int Trans Strat:									
	Walking and Access									
M3112	LTP - Pedestrian and Disabled Access Imps	John Bodin	Andrew Lee-Jones		20,000	20,000	13,604	1,306	14,910	
M3159	LTP - Rural Footway Improvements	Andrew Cullley	Amanda Barton		60,000	60,000	5,508	405	5,914	
	Cycling									
M3154	LTP - Network of Cycle Routes and Pkg	Andrew Cullley	Martin Jackson		200,000	200,000	30,905	138,292	169,197	
	Public Transport Minor Schemes									
M3133	LTP - Rural Rail Imps	Richard Ball	Martin Jackson		100,000	75,000	13,536	43,695	57,231	

Environment General

Accountant: Cathy Stokes

Code	Scheme	Budget Holder	Lead Officer	CUPID Ref	Original Budget		Revised Forecast		Spend per Cedar		Commitments		Total Spend & Commitments		Revised Forecast	
					2007/08	30/09/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	30/11/07
CC	JC				£	£	£	£	£	£	£	£	£	£	£	£
M3153	var	LTP - Public Transport Minor Improvements	Richard Ball	Jim Davies	55,000	55,000	24,017	16,948	40,965							
M3180		HGV Projects	Richard Ball	Steve Burgess	50,000	50,000	(17,950)		(17,950)							
M3129		Travel Awareness Campaign	Richard Ball	Amanda Barton	35,000	35,000	18,336	13,055	31,391							
M3185		Accessibility Partnership Development	Richard Ball	Steve Burgess	30,000	30,000		30,000	30,000							
M3195		Public Rights of Way Access Imps	Rob Hemblade	Rob Hemblade	25,000	25,000	8,695	16,305	25,000							
		Countrywide Safety Strategy: Hearts and Minds														
M3521		School Travel Plan Support	Richard Ball	Amanda Barton	25,000	25,000	25,000	25,000	50,000							
		Minor Safety Schemes														
M3123	var	LTP - Minor Safety Improvements	Richard Ball	Andrew Lee-Jones	300,000	300,000	320,797	11,486	332,283							
		Traffic Calming														
M3122	var	LTP - Traffic Calming	Andrew Cullley	Mairread Lane	150,000	150,000	2,181	5,601	7,782							
		SRTS (Including 20mph zones)														
M3157	var	LTP - SRTS (Inc. 20 mph zones)	Andrew Cullley	Mairread Lane	380,000	380,000	170,324	89,675	259,999							
		Speed Control														
M3125	var	LTP - Speed limit reductions	John Bodin	Andrew Lee-Jones	60,000	60,000	35,491	34,554	70,045							
		Monitoring														
M3128	var	Monitoring (data collection)	Richard Ball	Steve Burgess	40,000	40,000	25,492	12,323	37,815							
		Highways Maintenance			6,144,000											
M3200	var	Capitalised Maintenance of Principal Roads	Pele Bhamber	Ben Hodgkiss		1,867,000	1,021,233	310,327	1,331,560							
M3201	var	Capitalised Maintenance of Non-Principal Roads	Pele Bhamber	Ben Hodgkiss		3,550,000	1,997,995	924,104	2,922,099							
M3202	var	Footways - Footways	Pele Bhamber	Ben Hodgkiss		1,065,000	222,085	404,029	626,114							
M3203		Embankments	Pele Bhamber	Ben Hodgkiss		100,000	80,339	3,686	84,025							

Environment General

Accountant: Cathy Stokes

Code	Scheme	Budget Holder	Lead Officer	CUPID Ref	Original Budget		Revised Forecast		Spend per Cedar		Commitments		Total Spend & Commitments		Revised Forecast	
					2007/08	30/09/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	30/11/07
CC	JC				£	£	£	£	£	£	£	£	£	£	£	£
M3196	Rights of Way Imps	Rob Hemblade	Rob Hemblade		25,000	25,000	13,641	11,359	25,000					25,000		
Bridge Maintenance																
M3300	Capitalised Ass'ment & Strength of Bridges	Andrew Culley	Martin Jackson		700,000	700,000	361,353	233,124	594,477					594,477		
M3507	LTP - Staff costs to be allocated over LTP	Pele Bhamber	Richard Ball		301,000	301,000		301,000	301,000					301,000		
	LTP TOTAL				10,265,000	17,475,128	8,893,196	4,540,144	13,433,341					13,433,341		50,000
Non LTP:																
M3171	Roman Road						65,870		65,870					65,870		
M3189	Ross On Wye Flood Alleviation Scheme		Martin Jackson		5,000,000	5,000,000	409,400	745,397	1,154,797					1,154,797		
M3601	Hfd City Enh - High Town & High Street	Geoff Hughes	Alan Ronald		233,201	260,000	87,542	110,222	197,764					197,764		60,000
M3515	Transport S106					2,306,275	-		0					0		
M3515	Asda S106								0					0		
M3515	Denco S106															
M3515	Mansonic Hall S106															
M3515	Commercial / Union St S106															
M3515	Kingspan S106					25,000	18,265		18,265					18,265		
M3515	Footways S106															
M3176	Crematorium Hereford		Colin Birks		2,000,000	2,157,798	188,543		188,543					188,543		
M3177	Leominster Closed Landfill Site Monitoring Infrastruct	Andy Tector	Bruce Chartres		485,000	481,604	68,037	295,968	364,005					364,005		
M3179	Public Convenience improvements	Colin Birks	Ray Parnell		540,786	403,443	205,147		205,147					205,147		497,552
M3188	Grafton Travellers Site	Andy Tector	Rob King		39,368	48,857	15,811		15,811					15,811		
M3197	Pembridge Travellers Site	Andy Tector	Rob King			8,766	-		-					-		
M3198	Land at Belmont Road					45,000	42,865		42,865					42,865		
M3186	Waste Performance and Efficiency	Andy Tector	Richard Wood			128,920			-					-		
M3531	LPSA2 - Street Scene	Bobbie Hadley	John Bodin		93,500	143,563	20,872	51,796	72,668					72,668		
M3530	LPSA2 - Road Safety	Richard Ball	Sarah Hanson		216,000	218,048	118,481	157,805	276,286					276,286		
M3532	Stretton Sugwas Closed Landfill Site		Bruce Chartres		70,000	70,000	72,919	39,545	112,464					112,464		
M3533	Strangford Closed Landfill Site		Bruce Chartres		18,000	18,000	409		409					409		
M3532	Stretton Sugwas Closed Landfill Site		Bruce Chartres		70,000	70,000			-					-		

Environment General

Accountant: Cathy Stokes

Code	Scheme	Budget Holder	Lead Officer	CUPID Ref	Original Budget		Revised Forecast		Spend per Cedar		Commitments		Total Spend & Commitments		Revised Forecast	
					2007/08	30/09/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	29/11/07	30/11/07		
CC	JC				£	£	£	£	£	£	£	£	£	£	£	£
M3534	Specific Road Safety Grant	Richard Ball	Simon Hobbs			70,464	70,464	70,464	70,464	70,464	70,464	70,464	70,464	70,464	70,464	70,464
	NON LTP TOTAL				8,765,855	11,455,738	1,384,625	1,400,733	1,400,733	1,400,733	2,785,358	2,785,358	2,785,358	2,785,358	557,552	557,552
	Expenditure to be Financed				19,030,855	28,930,866	10,277,821	5,940,878	5,940,878	5,940,878	16,218,699	16,218,699	16,218,699	16,218,699	607,552	607,552

‘A BETTER LIFE: PERSONALISED SERVICES FOR PEOPLE WITH LEARNING DISABILITY IN HEREFORDSHIRE’

PORTFOLIO RESPONSIBILITY: SOCIAL CARE ADULTS AND HEALTH

CABINET

13 DECEMBER, 2007.

Wards Affected

Countywide

Purpose

To advise Cabinet of two major developments for services for people with learning disability and seek endorsement of the approach.

Key Decision

This is not a key decision

Recommendation

- THAT (a) Cabinet endorse self-directed support as the mainstream service response to meeting the needs of people with learning disability from April, 2008, and authorise the Cabinet Member (Adult Social Care and Health) to agree the level of the Resource Allocation System; and**
- (b) Cabinet authorises officers to complete the partnership agreement negotiations on the detail of the contract with Focus Futures. A further report to be brought to Cabinet as a Key Decision for agreement of the contract and financial terms and conditions.**

Reasons

The success of the modernisation and improvement programme for Learning Disability Services, developed following a comprehensive needs analysis and the Commission for Social Care Inspection, depends on a new model of service; moving away from a service led response to a model based on independence and choice. The two initiatives described in this report are key aspects of this approach.

Considerations

1. There are currently 535 people with learning disability receiving services from Herefordshire Council. The joint Council and PCT (Primary Care Trust) service also supports 140 people placed locally by other Local Authorities who use local health services.
2. Learning disability is life long. There are degrees of impairment of intelligence that

Further information on the subject of this report is available from
Stephanie Canham, Head of Adult Social Care - Learning Disabilities on 01432 260320

can create different difficulties in understanding new or complex information. This might include a reduced ability in social functioning. Many people with learning disability also have sensory and physical impairments. They may also have other health problems such as epilepsy. Some experience an autistic spectrum disorder, which can make it difficult for them to interact with other people. Some show unpredictable or challenging behaviour especially when regular routines are disrupted.

3. National policy is set out in a white paper called Valuing People. It calls for good quality public services, which support and offer new opportunities for people with learning disabilities to lead full and productive lives as valued members of society and their local community.
4. This is reflected in the Community Strategy for Herefordshire, which promotes the independence and wellbeing of vulnerable and disadvantaged people.
5. The Council and PCT have made a commitment to working in partnership to improve the quality of life and opportunities available for people with learning disabilities. The aim is for people to live as independently as possible and to ensure that sufficient support is available to enable them to do so.
6. These strands are brought together by the Valuing People Partnership Board, which comprises representatives of service users, family carers, service providers, voluntary and community organisations and statutory agencies. The Board is a strategic body which works to identify the main issues, agree how proposals will be developed and put into place, and judge progress. The Board aims to engage widely, be outward looking and act as the champion for people with learning disability.
7. Learning disability services are commissioned jointly through the Council and PCT. The total budget for 2007/8 is £11.7 million of which the Council contributes £8.4 million and PCT £3.3 million. Additional money is spent on services which are mainly preventative in nature from the voluntary and independent sector who are also able to get grants from other sources.
8. Current social care spend on learning disabilities is at or below the average for the Council's family group of authorities and for England nationally. The 2006/7 per capita spend for 18-65s is £77.31, £87.16 for the family group and £90.85 for England.
9. Demand for services will continue to grow year on year. People coming into the service tend to have multiple needs and their parents have high expectations. Nationally and in Herefordshire this places a continuing and upward pressure on budgets, and this is likely to continue.
10. In Sept 2006 Herefordshire Council carried out a comprehensive needs analysis on the future social care needs for adults with learning disabilities in Herefordshire. This was in the context of increasing demand for services; higher public expectation and a historical pattern of financial overspend of the budget allocated to the service. This exercise concluded that the current level of expenditure would continue to be required to support the predicted number of additional service users over the coming five years, and to support current service users whose needs will increase. An additional £600,000 has been provided into the base budget this year to support the necessary change by providing more assessment, training and contract monitoring staff, additional advocacy and support for family carers.
11. The Commission for Social Care Inspection carried out an inspection of Herefordshire Councils service for people with learning disability in January and

February 2007. The inspection report identified significant weaknesses in current services. These weaknesses need to be addressed not just in Adult Social care but across the whole Council and its partners. An action plan has been instigated and progress is reported on all the Inspectors recommendations.

12. The Inspectors noted that Herefordshire Council placed more people in traditional residential care than comparator authorities. The impact of this is to tie up funding in buildings which cannot easily be released to invest in new community based services.
13. The inspectors welcomed the pilot work on self-directed care and recommended that Herefordshire Council should continue to promote individualised budgets.
14. In order to move away from the traditional, residential and building based service and to provide the more personalised service response which people with learning disability want, two major initiatives have been undertaken; a pilot of “**self directed support**” and a competitive dialogue process with potential partners to develop alternative models of **accommodation and support**.
15. **Self-Directed support:** The traditional social care model starts with an assessment provided through a social care professional. A list of identified needs is established, those needs meeting the authorities eligibility criteria are translated into a care plan, which sets out the options for providing the care and support required. The options are usually limited to services which the authority has commissioned or provide themselves - essentially a menu of predetermined services. The costs of such fixed provision are high and services are not sufficiently tailored to an individual’s personal wishes or requirements.
16. Self directed support (In Control) differs significantly in that the individual is helped to complete his/her own support needs assessment, identifying their needs and level of support they require. The level of need is translated into a resource band, which identifies the size of the individual budget. A plan is developed, either by the individual and his/her family or by independent “brokers” who establish the details of their support plan. The local authority confirms that the plan will meet the identified social care needs and that any risks are minimised.
17. A commitment to *Individualised/Personalised Budgets* sits at the heart of government policy for improving Social Care services. The Green Paper, *Independence, Well Being and Choice*, proposes that local authorities should develop models of care, which place the individual at the centre of the Social Care process. It recommends that local authorities build on the work of the *In Control* programme and develop individual budgets for adults assessed as needing social care.
18. This recommendation, which gives greater choice, flexibility and control to individuals, is also supported by the public. The Commission for Social Care Inspection MORI poll, as far back as 2004, found that ‘most people want to choose their social care with 73% saying that a person requiring social care should be able to choose their services and be given the money by the government or council to pay for them, rather than have the government or local council decide.’ This, and other more recent studies, have demonstrated increased public awareness and expectations of individualised service options, not only in Social Care but also in Health and Housing.
19. *In Control* is a development partnership between the National Family Carer Network and National Centre for Independent Living, Mencap, Care Services Improvement Partnership (CSIP), central government and approximately eighty local authorities. This improvement partnership is leading the delivery of a programme of change

towards self-directed support via individual /personalised budgets.

20. The programme of work for self-directed support has the following assumptions:
- Individual / personalised budgets fit better with what everyone in the community wants and expects for themselves.
 - Implementing Individual / personalised budgets will provide local authorities with the tools to target the allocation of funds more effectively and fairly, which will lead to improved equality of access and financial efficiency.
 - The improved financial efficiency of Individual / personalised budgets will help Adult Services to better meet their responsibilities to vulnerable people and the wider community.
 - Individual / personalised budgets underpin the philosophy of independent living and supporting older people and people with disabilities to become active and contributing citizens.
 - Individual / personalised budgets are more likely to be understood and supported by the public and politicians in the longer term.
21. Herefordshire Learning Disability Services have been members of the national *In Control* programme since March 2006 and have been working over the last year to develop systems around Individual / personalised budgets.
- At least twenty people with a learning disability in Herefordshire receiving an Individual / personalised budget and directing their own support.
 - A Resource Allocation Scheme has been developed and tested to enable the financial allocation of Individual / personalised budgets.
 - Those people who participated in Individual / personalised budgets work this year have been consulted about the impact of the new approach.
 - The Learning Disability Partnership Board and Carers' Groups have been consulted about the impact of the new approach.
 - The impact of the new approach on Learning Disability Services has been assessed from the point of view of both the service users and the Local Authority.
22. One of the most complex aspects of moving towards self directed support is the development of a Resource Allocation Scheme (RAS). It is the RAS that determines the amount of money available to the individual exercising their right to an individual / personalised budget and which would ultimately (taken as a whole system change) determine the total expenditure on Learning Disability Services in Herefordshire.
23. Twenty people were all offered budgets as part of the pilot this year, and they planned and arranged services within the financial allocations. The choices they made were either less or no more expensive than the traditional service (see participant snapshots)
24. Figure 1 outlines the current spend against the predicted spending costs using the *In Control* model. These predications are based on the profile of spending from a test group of fifty individuals.

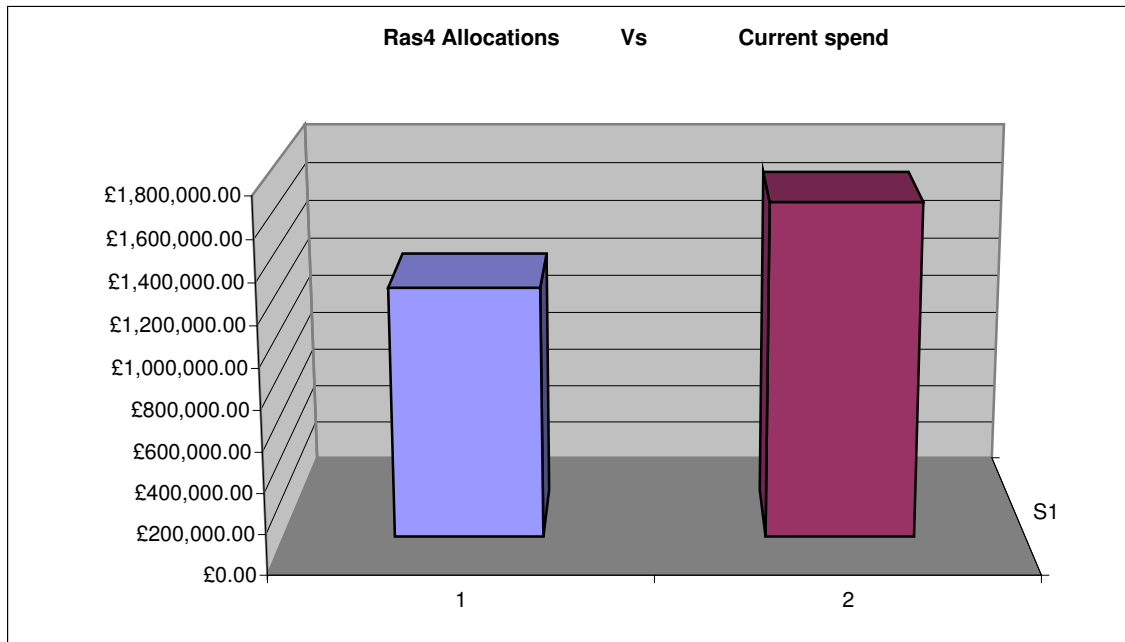


Figure 1

25. Comparing this data to *In Control* findings nationally the picture in Herefordshire is very similar to the pattern of expenditure nationally. Our local evaluation concurs with an emerging understanding across the national programme that individual / personalised budgets enable local authorities to predict and cap future spending. Part of this is the ability to maximise income from other sources, e.g. Independent Living Fund, health and community funding streams.
26. Participants in the Herefordshire programme reported greater satisfaction with the planning process and outcomes this year when they were provided with an individual / personalised budget. It gave them the opportunity to develop realistic goals and priorities and generated more commitment and ownership of the plan by all parties.
27. Further work is required to confirm a RAS for Herefordshire. This will involve a test of an additional sample of 50 service users to confirm that a fair budget is being set against an assessed level of need.
28. **Accommodation and support:** Where an individual lives is central to the nature of support and the opportunities available to them. The benefits and flexibilities of an individual budget are only possible if an individual is not living in institutional care. More people with learning disabilities want to have their own home in which they can determine how and who they are supported by. With the right level and quality of support an individual with learning disabilities can, for example, have a tenancy or own their own home through shared ownership.
29. As a result of a complex tender lasting more than a year using the competitive dialogue process, a preferred organisation has been selected to work in partnership with the Council to offer alternatives models of accommodation and support for adults with a learning disability.
30. Competitive dialogue (CD) is an European Union procurement process that incorporates a tender like any other more traditional tender process. The benefits of CD is that it has an extra stage before the invitation to tender where the buyer is able

to open dialogue with shortlisted suppliers to help create a specification that goes in the tender document. It is used where the buyer cannot easily arrive at a specification due to the complexity and or numerous solutions available. The CD process is a far more beneficial procurement process than a traditional tender as it allows for the dialogue stage. It is a fully compliant process introduced in January 2006 and the Council's Strategic Procurement manager advised it was the most appropriate procurement process for this particular project.

31. The property of Ivy Close, Ledbury Road will be leased to the successful party for a period of 25 years on a rent to be negotiated and then abated in line with the principal document.

The lease condition will include the following clauses:

- i. A full repairing and insuring obligation upon the tenant.
 - ii. No assignment or sub-letting without the Council's permission.
 - iii. Council's approval to any alterations or improvements to the property.
 - iv. A standard clause on forfeiture if the tenant fails to meet expected standards.
 - v. The precise wording and arrangements will be subject to negotiation between parties.
32. At the request of the Director an audit of this pre-contract stage was carried out to ensure the process secured value for money and took into account the Council's strategic priorities. Whilst there were some minor reservations over the relative weighting of the views of stakeholders, the conclusion of the audit was that the process was overall satisfactory and this did not distort the outcome of final selection of the partner organisation.
33. The criterion for the award of the tender was Cost (the most economically advantageous), and Quality and Technical or Professional ability based upon a 60:40 split/weighting in favor of Cost.
34. A detailed tender evaluation exercise evidenced that Focus Futures were the overall highest scoring tender (although they did not submit the lowest financial cost tender they were still within the stated budget). However, they were the highest scoring in terms of quality, technical and professional ability and convinced the tender evaluation group through their action plans and tender documentation that they have the right ethos, skills, capacity and capability to deliver the objectives (In contrast to the lowest cost tender).
35. In addition Focus Futures are experienced in the management and development of, not only learning disability services but also a wide range of services for vulnerable adults, and they will bring a wealth of skills and knowledge to Herefordshire.
36. As a result, the Director of Adult Services authorised officers to begin negotiations with the organization – Focus Futures - to agree the terms of the contract, which will commence in early 2008.
37. The principles of the partnership are:
- To ensure younger people with a learning disability are offered individualised

services to enable them to be supported as part of their local community.

- To ensure older people with a learning disability can remain in their local community, even when family members are no longer able to offer support.
- To ensure that individuals who are currently in more institutionalised services (such as residential care) are offered the opportunity to become part of a chosen community.
- To ensure resources are refocused to develop new opportunities which support the vision.

38. Within the above principles the contract will have a number of specific objectives and targets. These will include:

- Reducing the number of people living in registered care.
- Increasing the number of people who are living in their own home with support.
- Reducing the overall unit cost of services across the spectrum of accommodation and support options.

39. The contract will be legally compliant and based on the following principles:

1. The contract will be for a five-year period to allow sufficient time to implement change (the lease for Ivy Close is 25 years and will be a separate legal entity within the contract)
2. The contract will be within the financial envelope available.
3. The contract will result in savings across the accommodation and Support provision over the length of the contract.
4. The contract will embrace individualised budgets and the provider will carry the financial risk for this.

40. A further report will be brought to cabinet to agree the final detailed contract.

Financial Implications

Adopting individual budgets as the mainstream response to service user need provides an opportunity to deal with the ever increasing demand for services. It provides for quality services, tailored to the individual's needs, with potential budget savings.

The demand for services will continue to increase, especially with very disabled young people now reaching adulthood. Their aspirations are changing and people and their carers are now demanding provision which maximises their independence and choice and puts them in control of their own lives. The evidence shows that individualised budgets can provide a win-win situation, with people able to arrange community based housing and support services which more appropriately meet their needs and also cost less than the present residential care options. It is currently very difficult to find ways of reducing large budget overspends without affecting service and performance.

The accommodation and support partnership has a financial envelope (£3.2m) within current base budget and based on current services being transferred into the partnership. Using this resource base, the contract will require Focus Futures to provide new services, at a reduced unit cost based on promoting independence and drawing in additional funds from, for

example, housing benefit and Supporting People.

These two initiatives will have an impact on both improvements in range and quality of service and meeting demand for services but will not totally eliminate future pressures on the budget. Current spend on adults with learning disabilities is significantly above the allocated budget (approx 30% over) but still lower than comparator authorities and the England average

The current budget of £8.5 million is projected to overspend 07/08 by £2.6 million. It is difficult to see how savings can easily be made to bring this discrepancy in line without reducing services. There will continue to be significant overspending against the base budget, which will increase each year if no inflationary uplifts are applied, unless this is addressed. There are limited options that can be developed to deal with the budget gap.

The council has allocated £2.7m investment in adult social care to modernise services, of which £2.1m is intended to cover services for older people. There may therefore be some scope to vire some monies intended for services for older people – however this could have a negative impact on performance and service delivery for older people. We are also looking very carefully at the potential of additional Supporting People monies funding a greater element of the care provision for people with learning disabilities and at the possibility of additional income being secured from the PCT to address their relatively low investment in this area. Beyond those measures it is likely that action that would ensure the budget was brought back on line in 08/09 would require policy decisions on reducing services to individuals, changes to eligibility for service and moving people who are in settled residential placements to less expensive placements if they could be found. These initiatives would need to be carefully appraised for service and political impact.

Work is underway to explore the options outlined above including discussions with the PCT on a zero based budgeting exercise to agree joint objectives for the pooled budget and the relative contributions of partners and particular attention being focused on the PCT responsibilities under the new national framework for Continuing Health Care. This work will feed into the budget setting process for 2008/2009.

Risk Management

The local Resource Allocation System has been based on national work from In Control which appears to demonstrate that self-directed support does not cost more than traditional services while providing an improved quality of service. It can be adjusted in the light of experience.

Detailed work that has been completed throughout the tender so no major risks are identified associated with the negotiation of the Accommodation and Support Partnership contract. However, we have identified a number of risk management strategies that will be adopted to ensure success.

- Engaging Herefordshire PCT in the contract negotiation process.
- Ensuring senior management engagement in the negotiations.
- Ensuring financial and legal services are engaged in the process.

Risks identified to the implementation of partnership are as follows:

- The partner does not deliver on the identified targets.
- The identified savings are not realised.

- Service users, carers and staff are not fully engaged
- Housing developments are not delivered.

The partnership contract will address these specific issues and detail the action to be taken to minimise the risk they present. The successful organisation has already completed a detailed risk log in relation to the contract.

A partnership steering group will be responsible for overseeing the implementation of the contract and ensuring targets are met and outcomes achieved. The steering group will include senior officers from Herefordshire Council and PCT Learning Disability Services and contract and procurement.

As a result of the negotiations and based on the above principles, a further report will be presented to Cabinet to agree the awarding of the contract.

Alternative Options

The traditional model of service currently in operation does not have the potential to improve services or contribute to “capping” spend and is unsustainable. To continue with the current approach will bring ever increasing costs which will be unavoidable.

Consultees

Following a seminar with service users and carers, the Valuing people Partnership Board wrote to the Cabinet member for Adult Social Care and Housing expressing support for the proposal that In Control becomes the mainstream response to meeting service user need.

Service users, staff and family carers have involved in both the choice of accommodation partner and what they will be expected to deliver.

The Peoples Union

Staff

Service users and carers

Herefordshire Primary Care Trust.

Service Providers

Appendices

Appendix 1: Case Study – Hayley

Appendix 2: Case Study –Peter

Background Papers

Future social care needs and services for older people and people with learning disabilities in Herefordshire – November 2007

Commission for Social Care Inspection Report on Services for People with Learning Disability and the Council's action plan – Cabinet Report 21st June 2007 – Copy available in Members' Room or, on request, from Stephanie Canham.

Participant Snapshot - Hayley



Hayley is a lively, fun loving and sociable young woman who left school this year. She lives at home with her family and loves swimming, cycling and making music. She has high support needs and needs someone to support throughout the day and night for her to remain safe and well. Hayley also needs assistance with her communication to ensure that those around her understand her.

Life prior to *In Control*

Prior to *In Control* Hayley had left school and she and her family were considering her options. They had looked at Hayley leaving home to live at a residential college outside Herefordshire, but she was not offered a place this year. Hayley and her mother became very worried about the options that were available, as the places they had visited did not offer any of the activities or the levels of support that Hayley needed.

Hayley's goals, and aspirations

Hayley really wants to have a busy life in her local community. She wants the opportunity to go swimming, cycling and to join a music group. She does not want to stay in an unfamiliar place while her mother and father take a break from caring; she is keen to stay only with people she knows well. In the future, Hayley would like to have a home of her own but would like to share this with a friend.

Outcomes

Hayley and her family worked with a broker to think about her needs and aspirations and agreed a plan for the future.

cont...

Hayley needs help to do all the things she needs to do, so she employs two Personal Assistants, using money from the Independent Living Fund, who assist her to go swimming and cycling. The local Direct Payments Support Service helped Hayley recruit her Personal Assistants.

Hayley applied for a small project grant to set up a music group in her local area, which is great as she loves music and has met lots of new friends through the group.

Hayley used her individual budget from Herefordshire Council to arrange to pay a family friend to offer her a night per week overnight stay to allow her mum and dad a break from caring. Her individual budget also pays for all her daytime activity costs and for Personal Assistant time so that she can access activities at weekends.

Personal support	Annually From the ILF	£19364.80
Respite support	Annually	£7169.76
Sessional Costs	Annually	£4160.00
PA Support for week-ends	Annually	£2904.72
Annual Lump sum	Annually	£547.00
One off Brokerage cost @ £25.20 per hour for 25 hrs	Set up fee	£630.00
TOTAL OF ALL COSTS		£34776.28
Hereford Council Costs		£ 14,781.48
Income from ILF		£19,364.80

Traditional Service options - Costs

St Owens Day Centre	5 days per week	£24,845.60
Transport to St Owens	5 days per week	£2,730.00
Respite at Southbank	1 night per week	£8,580.00
Weekend support- Aspire	6 hours per weekend	£ 5,304.00
Total		£ 41, 459.60

Participant Snapshot – Peter



Life prior to In Control

Peter lives with his family in Herefordshire and had been attending college full-time over the last two years. He felt that he had done enough learning and was looking forward to life after college. He enjoyed spending time with his family but felt that he and they needed some time-out. He wanted the opportunity to meet new people and have new experiences now college had ended.

Peter needs support throughout the day and night to keep him safe and he enjoys being active but does not like noisy, crowded places.

Peter's aspirations and goals

Peter felt ready to leave education and now hoped that he could try out some new things. He was particularly interested in having a job and meeting people who live in his local community. He thought that he would like a place of his own eventually but is happy to live at home currently.

Outcomes

Peter created a plan himself, with support from his family and a broker, and used his individualised budget in the following ways:

- To pay a relative (who does not live with him) to provide short breaks for him away from his family home, which also gives mum and dad a break from caring.
- He used some of the money to buy gym membership at his local gym to allow him to go to the gym whenever he wants to and, with the help of the Direct Payment Support Service, he employed a Personal Assistant to support him to access the gym and leisure pursuits - mainly golf as this is Peter favourite activity- in the community.
- Peter used some money to buy a day a week at a local farm project where he is learning about farming and is meeting lots of new people.
- Peter is very keen to have a job and his experience from the farm project led to him being able to volunteer at a local racecourse. He hopes that he might one day be employed.

These are the details of how much each thing in my plan will cost...		
Support Hours	Annually	£7745.92
Start up for Gym	Start up only	£80.00
Annual Membership for Gym and swimming	Annually	£887.75
Haughton Farm	Annually	£1350
Entrance Costs	Annually	£1350
Travel	Annually	£500
Respite opportunities	Annually	£2600
Brokerage Cost	Start up	£378
Total cost of my support		£14891.67

Traditional Service Options Costs

Short Break at Southbank	2 days per month	£17,160.00
Widemarsh Workshop plus support	5 days per week	£ 16,104.40
Transport to Day Opps	5 days per week	£ 13,000.00
Total		£ 46,264.40

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

REPORT BY: THE RETURNING OFFICER

CABINET

13 DECEMBER 2007

Wards Affected

County-wide

Purpose

To make comment on the proposed changes to the number and locations of polling stations in Herefordshire.

Key Decision

This is a Key Decision because it is likely to be significant in terms of its effect on communities living or working in Herefordshire in an area comprising one or more wards.

It was not included in the Forward Plan however inclusion in the agenda gives the required notice in accordance with Section 15 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000.

Recommendation

THAT

- (a) **the existing arrangement of polling districts and polling places remain unchanged; and**
- (b) **the Returning Officer's recommendations as indicated in Appendix 2 (Changes to Polling Stations) and Appendix 3 (No changes to Polling Stations) be approved.**

Reasons

The Electoral Administration Act 2006 (EAA 2006) requires that relevant authorities conduct a review of all polling districts and polling places by the end of 2007 and that a further review be conducted every four years thereafter.

The Returning Officer must make representations to the relevant authority as to the location of existing or proposed stations.

The authority must publish the Returning Officer's comments within 30 days of receipt.

Further information on the subject of this report is available from
C Maund or J Rochefort on 01432 260110/0733

Considerations

1. Legislation requires the authority to carry out a review of all polling districts/polling places within Herefordshire. The law requires that all electors must have reasonable facilities to be able to vote and those venues chosen must be accessible for all electors including those with disabilities.

For the purposes of elections, areas within a parliamentary constituency are divided up into polling districts, polling places and polling stations.

- A polling district is a geographical sub-division of an electoral area such as a parliamentary constituency. In England, each parish should be in a separate polling district.
 - A polling place is a geographical area or building in which a polling station will be selected by the Returning Officer.
 - A polling station is the room or building where the poll takes place.
2. Herefordshire is a very rural area with over 200 parishes. Some of these parishes operate as groups. There is some sympathy with the view that it would be easier to deal with these as a single entity, however legislation requires that elections are organised per individual parish. Should parishes or group parishes wish to have their parish boundaries re-examined, the authority could consider such proposals under a separate process.
 3. At present Herefordshire has 168 registered polling stations.
 - a) Many polling stations serve small or very small numbers of electorate.
 - b) Some polling stations do not have adequate facilities for either electorate or staff e.g. inadequate disabled access, toilets or kitchens.
 - c) The costs of using polling stations:
 - 1 Presiding Officer and at least 1 Poll Clerk = £310
 - Travel expenses @ 40p per mile
 - Hire of venue – from £20 - £300 +

At present these costs are borne in part by each parish that uses a particular polling station. The authority could choose to maintain and fund existing polling stations but would need to consider the cost implications that such a decision would have on its budget.

- d) There has been an increasing difficulty in finding staff to cover polling stations in very rural areas particularly in the south of the county. However by involving Human Resources, efforts are being made to encourage more staff to take an active interest in local democracy.
- e) Some polling stations serve two or more wards requiring two or more ballot boxes. This has led to electorate confusion, staff confusion and difficulties at the count. The proposals endeavour to assign electorate to polling stations within their ward.

- f) Postal voting has been available, on application, to all registered electorate since 2001, providing a viable and environmentally friendly alternative to using a polling station. In the 2003 local government elections, Herefordshire undertook an all postal voting pilot. This proved to be very successful and resulted in a 60.72% turnout for the council. Government legislation, brought in at the last minute, had a serious and negative impact on postal voting for 3rd May, 2007 elections. The authority acknowledges that this has undermined public confidence in postal voting and is putting in place strategies to address these issues. These include a concerted communication campaign to encourage postal voting as a secure and simple method by which the electorate can exercise its democratic right.
 - g) Some areas such as Shrewsbury and Atcham, have run successful pilots in electronic voting (e-voting). These types of pilots are authorised by government. If further pilots in e-voting are proposed, the authority should consider making an application as another way of encouraging voter participation in elections.
 - h) Candidates will be encouraged to take a more pro-active role in future elections as a way of raising voter turn out. To this end the Electoral Registration Office will produce a campaign leaflet for candidates suggesting ways of reaching out to electors whilst remaining within the legislation. In particular candidates will be encouraged to offer assistance to voters who wish to vote at polling stations.
4. The review commenced in July with a questionnaire sent out to all existing polling station venues to establish the level of their facilities and accessibility. Responses varied in the quality of information returned. Some venues no longer wished to be used, some were unclear regarding access, some were undergoing renovation and several did not respond at all. Information received in response to the questionnaire is set out in Appendix 4.
 5. The second stage of the review set out to examine in greater detail those polling stations that had low numbers of electorate. A list of polling stations servicing 300 or less electorate was created and this is attached at Appendix 5. This includes details of eligible voters, number of postal voters, number of voters in the 2007 election, percentage of turnout and an example of cost per voter.
 6. A set of proposals was made based on this list plus other requests to review specific polling stations. These proposals were sent out to the Consultees listed below on 1st October, 2007. The proposals were also made available on the Council website and at the Electoral Registration Office and the Info Shops. The consultation period ended on 31st October, 2007.
 7. Responses to the proposals were received from MPs, Members, Parish Clerks and Parishioners and details of these responses are set out in Appendix 1. Based on the responses received the proposals have been revised and are attached to this report at Appendix 2 and 3. Appendix 2 sets out the wards where changes to polling stations are proposed. The criteria used when making these proposals is as follows:

- Polling Stations that service 300 or fewer electors
- Polling Stations about which complaints have been made
- Polling Stations venues that no longer wish to be used
- Polling Stations that are located outside the ward area of the electorate that use them
- Polling Stations that split electoral registers

The rationale used when making these proposals is as follows:

- Since 2001 all registered electors are entitled to have a postal vote without giving a reason for the request
- Some Polling Stations do not have adequate facilities for either electorate or staff e.g. disabled accessibility, parking etc.
- Costs of Polling Station – 1 Presiding Officer and at least 1 Poll Clerk ; Hire cost of the Polling Station; travel expenses to rural areas
- Difficulty of finding staff to cover very rural areas
- Problems where Polling Stations cover 2 or more wards – electorate confusion; staff confusion; extra staffing costs.

For ease of reference the appendix is set out in the following format:

- Ward name
- Current situation of Polling Stations
- The initial proposal that was sent out for consultation
- The recommendations now proposed taking into account any representations made
- The reasons for the recommendations
- Number of postal voters

Appendix 3 sets out the wards where there are no changes proposed to the polling stations.

Risk Management

That electors refuse to use new polling places and do not apply for postal voting as an option thus decreasing the turnout at elections. This is a reputational risk for the Council as it should endeavour to achieve a significant electorate turn out for local government elections.

Alternative Options

There are no Alternative Options. The review is required by legislation.

Consultees

Unitary Councillors

Parish Councils

Bill Wiggin MP

Paul Keetch MP

Hereford Conservatives

Hereford Access for All

Hereford Stroke Club

Leominster Shop Mobility

Aspire/Choices

Cordless Club

North Herefordshire Conservative Association	Scope
Hereford Constituency Labour Party	Herefordshire Headway
Leominster Constituency Labour Party	Herefordshire Mencap
Hereford Liberal Democrats	Herefordshire Service Users
Leominster Liberal Democrats	Age Concern
Hereford Constituency Green Party	Deaf Direct
Leominster Constituency Green Party	ECHO
Hereford Constituency UKIP Party	People's Union
Leominster Constituency UKIP Party	RNIB
Workmatch Ltd	Community Voluntary Action

Appendices

1. Responses to Proposals for Polling Stations.
2. Recommendations – Wards with changes to Polling Stations
- 3, Recommendations – Wards with no changes to Polling Stations.
4. Responses to Polling Station Questionnaire
5. List of Polling Stations with 300 or less electorate.

Background Papers

1. The Electoral Administration Act 2006 (EAA 2006)

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS IN HEREFORDSHIRE 2007

RESPONSES RECEIVED TO PROPOSALS:

General Comments:

Convenience of walking to current polling station versus adverse environmental impact of driving to proposed polling station. Electors more likely to be discouraged / refuse to use proposed polling station. Unwillingness to use postal voting alternative, citing postal vote fraud in Birmingham and this year's difficulties with ballot paper printing.

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
23/10/07	Mr B Wiggins	MP	Bringsty Burghill Holmer & Lyde	Bredenbury Pipe and Lyde	Bredenbury Moreton-on-Lugg	Objection Objection	Keep status quo Keep status quo(different ward)
			Frome	All proposed changes		Objection	Keep status quo
			Castle	Kinnersley	Kinnersley Arms	Objection	Keep status quo
			Castle	Norton Canon	Norton Canon VH	Objection	Keep status quo
			Castle	Willersley	Whitney-on-Wye VH	Objection	Keep status quo
			Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
23/10/07 cont	Mr B Wiggin	MP	Hagley	Preston Wynne	Felton & Preston Wynne Mem. Hall	Objection	Keep status quo
			Hampton Court	Docklow & Hampton Wafre	Kings Head Pub, Docklow	Objection	Keep status quo
			Hope End	Mathon	Mathon VH	Objection	Keep status quo
			Hope End	Storrige	Storrige VH	Objection	Keep status quo
			Leominster S	Ivington	Ivington VH	Objection	Keep status quo
			Mortimer	All proposed changes		Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Knill	Titley VH	Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Rodd, Nash & Little Brampton	Titley VH	Objection	Keep status quo
31/10/07	Owen Howell	Agent for Hereford Lib Dems	Bringsty	Bredenbury	Bredenbury VH	Objection	Keep status quo
			Bringsty	Wacton	Bredenbury VH	Objection	Keep status quo
			Castle	Kinnersley	Kinnersley Arms	Objection	Keep status quo
			Castle	Norton Canon	Norton Canon VH	Objection	Keep status quo
			Castle	Sarnesfield	Norton Canon VH	Objection	Keep status quo

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
31/10/07 cont	Owen Howell	Agent for Hereford Lib Dems	Central & Three Elms			Gen. problems with current PS arrangements.	Try Salv. Army Offices; Courtyard Theatre; The Richmond Club; St Thoms Cantilupe Sch.
			Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
			Golden Valley N	Bredwardine	Bredwardine VH	Objection	Keep status quo
			Golden Valley S	Craswall	Craswall VH	Objection	Keep status quo.
			Golden Valley S	Newton	Newton St Margaret's VH	Objection	Keep status quo.
			Hollington	Ballingham	Old School Ballingham	Objection	Keep status quo.
			Liangarron	Llanrothal	Weish Newton	Objection	Keep status quo
			Kington	Kington Town & Kington Rural	Lady Hawkins Community Centre Kington	Objection (no change proposed)	Use local primary school
			Mortimer	Kinsham	Akwright Hall, Kinsham	Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Titley	Titley VH	Objection	Keep status quo
			Ross-on-Wye West	Ross-on-Wye West	Ashfield Park Primary School	Objection	Try St Mary's Church Hall, Tudorville Youth Centre or Bowling Club nr Old Maids Walk

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
31/10/07	Ms S Carr	Parliamentary Candidate (Lib Dem)	Countywide			Objection esp rural areas	Keep status quo
5/10/07	Cllr W S L Bowen	Cllr for Bircher Ward	Bircher	Richards Castle	Richards Castle VH	Objection	Keep status quo
8/11/07	Mrs J L Morris	Clerk to Brockhampton GPC	Bringsty	Brockhampton	Warren Farm, Brockhampton Park	Support retention of polling station	Keep status quo
31/10/07	Cllr S Robertson	Cllr for Burghill, Holmer & Lyde Ward	Burghill Holmer & Lyde	Pipe and Lyde	Moreton-on-Lugg	Objection	Keep status quo(different ward)
17/10/07	Mrs R Lovelace	Clerk to Kinnersley & District GPC	Castle	Kinnersley	Kinnersley Arms Pub, Kinnersley	Objection	Keep status quo.
			Castle	Letton	Kinnersley Arms Pub, Kinnersley	Objection	Keep status quo.
			Castle	Norton Canon	Norton Canon VH	Objection	Keep status quo.
		Clerk to Kinnersley & District GPC	Castle	Sarnesfield	Norton Canon VH	Objection	Keep status quo.
8/10/07	Ms L Abraham	Clerk to Yarkhall PC	Frome	Yarkhill	Yarkhill VH	Objection	Keep status quo.
8/10/07	Cllr P Morgan	Cllr for Frome Ward	Frome	Yarkhill	Yarkhill VH	Objection	Keep status quo.
			Frome	Acton Beauchamp	Stanford Bishop VH	Objection	Keep status quo.
			Frome	Evesbatch	Stanford Bishop VH	Objection	Keep status quo.
			Frome	Stanford Bishop	Stanford Bishop VH	Objection	Keep status quo.

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
8/10/07 cont	Cllr P Morgan	Cllr for Frome Ward	Frome	Munsley	Munsley WI	Objection	Keep status quo.
			Frome	Pixley	Munsley WI	Objection	Keep status quo.
			Frome	Moreton Jeffries	Burley Gate VH	Objection	Keep status quo.
			Frome	Much Cowarne	Burley Gate VH	Objection	Keep status quo.
23/10/07	Mr E P Parkes	Clerk to Much Cowarne GPC	Frome	Much Cowarne	Burley Gate	Objection	Keep status quo
			Frome	Moreton Jeffries	Burley Gate	Objection	Keep status quo
25/10/07	Mr M R Field	Clerk to Ocle Pychard GPC	Frome	Much Cowarne	Burley Gate	Objection	Keep status quo
			Frome	Moreton Jeffries	Burley Gate	Objection	Keep status quo
8/11/07	Mrs J L Morris	Clerk to Acton Beauchamp GPC	Frome	Acton Beauchamp	Stanford Bishop VH	Objection	Keep status quo.
			Frome	Evesbatch	Stanford Bishop VH	Objection	Keep status quo.
			Frome	Stanford Bishop	Stanford Bishop VH	Objection	Keep status quo.
8/11/07	Mr M R Field	Clerk to Ocle Pychard GPC	Frome	Much Cowarne	Burley Gate	Objection	Keep status quo
15/10/07	Mrs L Hart	Clerk to Monkland & Stretford PC	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo or use Eardisland
23/10/07	Mr M Weatherhead	Parishioner	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
24/10/07	Cllr J Goodwin	Cllr for Golden Cross w Weobley Ward	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
28/10/07	Cllr R Wheeler	Parish Cllr	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
29/10/07	Cllr R Hunt	Cllr for Leominster S Ward & Parish	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
30/10/07	Wendy Jancey	Parishioner	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
30/10/07	W C H Jancey	Parishioner	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
31/10/07	Mrs D Forster	Parishioner	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
31/10/07	Janet Butler	Parishioner	Golden Cross w Weobley	Monkland	Monkland VH	Objection	Keep status quo
15/10/07	Mr J Wilks	Clerk to Cusop PC	Golden Valley N	Cusop	Cusop	Objection to closing Cusop PS(done pre review)	Try Hay-on-Wye (Powis), Trevern Outdoor Centre
31/10/07	Ms D Bowen	Clerk to Wyeside Group PC	Golden Valley N	Bredwardine	Bredwardine VH	Objection	Go to Moccas
			Golden Valley N	Moccas	Moccas VH	Objection	Keep status quo
			Golden Valley N	Tyberton	Madley VH	Objection	Keep status quo
23/10/07	Mrs J Hope	Clerk to Longtown GPC	Golden Valley S	Craswall	Craswall VH	Objection	Keep status quo.
9 & 12/10/07	Cllr M Wilson	Chairman of Bartestree & Lugwardine GPC	Hagley	Lugwardine	Bartestree	Happy with proposals	
12/10/07	Mrs S Hanson	Parishioner	Hampton Court	Docklow	Kings Head Pub, Docklow	Objection to distance to proposed PS	Prefer Pudleston

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
10/10/07	Mrs P A Paxton	Clerk to Humber, Ford & Stoke Prior GPC	Hampton Court	Humber	Humber	Objection	Try Risbury
28/10/07	Cllr K G Grumbley	Cllr for Hampton Court Ward	Hampton Court	Docklow & Hampton Wafre	Kings Head Pub, Docklow	Objection	Keep status quo.
			Hampton Court	Grendon Bishop	Bredenbury VH	Objection	Keep status quo.
			Hampton Court	Hampton Charles	Norwood Cottage, Hatfield	Objection	None suggested but not the proposal
			Hampton Court	Hatfield & Newhampton	Norwood Cottage, Hatfield	Objection	None suggested but not the proposal
			Hampton Court	Humber	Humber PH	Objection	Keep status quo.
1/11/07	Mr J Wakefield-Jones	Parishioner	Hampton Court	Grendon Bishop	Bredenbury VH	Objection	Keep status quo.
21/11/07	Mrs S Hanson	Clerk to Hatfield & District PC	Hampton Court	Hatfield	Norwood Cottage, Hatfield	In support	Agree with proposal
			Hampton Court	Docklow	Kings Head Pub, Docklow	Objection	Would prefer Pudleston to Stoke Prior.
25/10/07	Cllr R Mills	Cllr for Hope End Ward	Hope End	Mathon	Mathon VH	? In support	
			Hope End	Storrige	Storrige VH	? In support	
15/10/07	Mrs D Taylor	Clerk to Mathon PC	Hope End	Mathon	Mathon VH	Objection	Keep status quo.

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
12/10/07	Mrs K Lomax	Clerk to Kington TC	Kington	Kington Town/Rural	Lady Hawkins Community Centre	Objection (no change proposed)	Kington Council Chamber or Markwick Cl. Comm Hall.
25/10/07	Mrs C Bromage	Clerk to Leominster TC	Leominster N	Leominster N	Bridge St. Sports Park	Objection (no change proposed)	Comm Rm, Paradise Ct, Hop Pole Inn, Comm. Centre
			Leominster S	Leominster S	Leisure Centre, Coningsby Rd	Objection (no change proposed)	
			Leominster S	Ivington	Ivington VH	Objection	Keep status quo.
29/10/07	Cllr R Hunt	Cllr for Leominster S Ward & Parish	Leominster S	Ivington	Ivington VH	Objection	Keep status quo.
30/10/07	Mr P Reed	Sec. Leominster Labour Party	Leominster S	Ivington	Ivington VH	Objection	Keep status quo.
			Leominster S	Leominster S	Leisure Centre, Coningsby Rd	Objection (no change proposed)	Try Royal British Legion or Leo. Junior School
31/10/07	Mr M Walker	Clerk to Welsh Newton & Llanrothal PC	Llangarron	Welsh Newton	Welsh Newton	Objection	Keep status quo
			Llangarron	Llanrothal	Welsh Newton	Objection	Keep status quo
31/10/07	Mrs J A Bailey	Clerk to Llangarron PC	Llangarron	Welsh Newton	Welsh Newton	Objection	Keep status quo
			Llangarron	Llanrothal	Welsh Newton	Objection	Keep status quo
9/10/07	Mrs J Yule	Clerk to Brockhampton w Much Fawley PC	Old Gore	Brockhampton	Brockhampton VH	Objection	Keep status quo
29/10/07	Cllr R Garnett	Parish Councillor	Old Gore	Brockhampton	Brockhampton VH	Objection	Keep status quo

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
3 & 8/10/07	Mr A Jacobus	Clerk to Titley & District GPC	Pembridge & Lyonshall w Titley	Knill	Titley VH	Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Rodd, Nash & Little Brampton	Titley VH	Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Staunton on Arrow	Staunton on Arrow Staunton on Arrow VH	Objection	Go to Titley
			Pembridge & Lyonshall w Titley	Titley	Titley VH	Objection	Keep status quo
8/10/07	Cllr R Phillips	Cllr for Pembridge with Lyonshall & Titley	Pembridge & Lyonshall w Titley	Knill	Titley VH	Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Rodd, Nash & Little Brampton	Titley VH	Objection	Keep status quo
			Pembridge & Lyonshall w Titley	Staunton on Arrow	Staunton on Arrow Staunton on Arrow VH	Objection	Go to Titley
			Pembridge & Lyonshall w Titley	Titley	Titley VH	Objection	Keep status quo
8/10/07	Cllr H Bramer	Cllr for Penyard Ward	Penyard	Hope Mansell	Hope Mansell VH	Objection	Keep status quo
24/10/07	Cllr R Smith	Cllr for Pontrilas Ward	Pontrilas	Aconbury	Little Birch VH	Objection	Keep status quo.
			Pontrilas	Little Birch	Little Birch VH	Objection	Keep status quo.

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
23/10/07 cont	Cllr R Smith	Cllr for Pontrilas Ward	Pontrilas	Garway	Garway PH	Objection	Keep status quo.
			Pontrilas	Llanwarne	Llanwarne VH	Objection	Keep status quo.
			Pontrilas	St Weonards	St Weonards VH	Objection	Keep status quo.
24/10/07	Miss J Griffiths	Clerk to St Weonards PC	Pontrilas	St Weonards	St Weonards VH	Objection	Keep status quo
25/10/07	Ms L Williams	Clerk to Garway PC	Pontrilas	Garway	Garway PH	Objection	Keep status quo.
31/10/07	Mr R Wilkins	Clerk to Aconbury PC	Pontrilas	Aconbury	Little Birch VH	Objection	Keep status quo
31/10/07	Ms L Callwood	Clerk to Little Birch PC	Pontrilas	Little Birch	Little Birch VH	Objection	Keep status quo
8/10/07	Cllr A Gray	Cllr for Ross-on-Wye East Ward	Ross-on-Wye West	Ross-on-Wye West	Ashfield Park Primary School	Objection	Try St Mary's Church or Bowling Club nr Old Maids Walk
8/10/07	Ms A Penfold	Parishioner (Disabled)	Ross-on-Wye West	Ross-on-Wye West	Ashfield Park Primary School	Objection	Several suggestions but all in East Ward
29/10/07	Mrs D Mason	Clerk to Ross TC	Ross-on-Wye West	Ross-on-Wye West	Ashfield Park Primary School	Objection	Try St Mary's Hall
29/10/07	Cllr C Bartrum	Cllr for Ross-on-Wye West Ward	Ross-on-Wye West	Ross-on-Wye West	Ashfield Park Primary School	Objection	Keep status quo
12/10/07	Mr C Butler	Candidate for Three Elms Ward	Three Elms	Three Elms	Whitecross High School	Objection	Try Courtyard Theatre
31/10/07	Cllr J Stone	Cllr for Upton Ward	Upton	Eye, Moreton & Ashton	Cawley Hall, Eye	Objection	Keep status quo (Cawley Hall undergoing renovation)

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
30/10/07	Cllr J Fishley	Cllr for Valletts Ward	Valletts	Kilpeck	Kilpeck VH	Concerned but no objection	
			Valletts	Kenderchurch	Ewyas Harold VH	Concerned but no objection	
		Cllr for Valletts Ward	Valletts	St Devereux	Wormbridge	Concerned but no objection	
			Valletts	Treville	Wormbridge	Concerned but no objection	
			Valletts	Wormbridge	Wormbridge	Concerned but no objection	
31/10/07	Mr M Walker	Clerk to Kilpeck GPC	Valletts	Kilpeck	Kilpeck VH	Strongly agree	
			Valletts	Kenderchurch	Ewyas Harold VH	Strongly agree	
			Valletts	St Devereux	Wormbridge	Strongly agree	
			Valletts	Treville	Wormbridge	Strongly agree	
			Valletts	Wormbridge	Wormbridge	Strongly agree	
4/10/07	Mr B Megson	Clerk to Bishopstone & District GPC	Wormsley Ridge	Bishopstone	Mansel Lacy	Objection (no change proposed)	Credenhill (different ward)
			Wormsley Ridge	Bridge Sollers	Mansel Lacy	Objection (no change proposed)	Staunton-on-Wye (different ward)

APPENDIX 1

Date received	Respondent	Office	Ward	Parish	Current Polling Station	Summary of comment	Suggestions
4/10/07 cont	Mr B Megson	Clerk to Bishopstone & District GPC	Wormsley Ridge	Byford	Mansel Lacy	Objection (no change proposed)	Staunton-on-Wye (different ward)
			Wormsley Ridge	Mansell Gamage	Mansel Lacy	Objection (no change proposed)	Staunton-on-Wye (different ward)

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS IN HEREFORDSHIRE 2007

FINAL RECOMMENDATIONS

This four yearly review, required by legislation, covers Polling Districts, Polling Places and Polling Stations.

THE PROPOSAL

To review all polling stations particularly

- Polling stations that service 300 or fewer electors
- Polling Stations about which complaints have been made
- Polling Stations venues that no longer wish to be used
- Polling Stations that are located outside the ward area of the electorate that use them
- Polling Stations that split electoral registers

with a view to re-allocating the electors to other polling stations.

THE RATIONALE

- Since 2001 all registered electors are entitled to have a postal vote without giving a reason for the request.
- Some Polling Stations do not have adequate facilities for either electorate or staff e.g. disabled accessibility, parking etc.
- Costs of Polling Station – 1 Presiding Officer and at least 1 Poll Clerk ; Hire cost of the Polling Station; travel expenses to rural areas.
- Difficulty of finding staff to cover very rural areas.
- Problems where Polling Stations cover 2 or more wards – electorate confusion; staff confusion; extra staffing costs.

FORMAT OF RECOMMENDATIONS

The Recommendations are set out for each Ward.

For Wards where changes are proposed to the existing polling station arrangements the following format is followed:

- Ward Name
- Current Situation of Polling Stations showing each polling station with its allocated polling district; the maximum number of electorate per each polling district; the total maximum number of electorate allocated to a particular polling station; the voter turnout from each polling station expressed as a %.
- The initial proposal that was sent out for consultation, in table format.
- The recommendations now proposed, taking into account representations made during the consultation period.
- The reasons for the recommendations.
- The number of postal voters in each affected polling district. Postal voters cannot vote at a polling station thereby reducing the maximum number of electors able to use a polling station.
- The difference in mileage between the existing polling station and the proposed polling station. This has been calculated using the AA website Travel Planner.

AYLESTONE WARD

CURRENT SITUATION

At present there are 3 polling stations for this urban ward, 1 of which is unavailable for the next 3 years due to extensive re-building of the Royal National College for the Blind (RNCB) and 1 of which there has been a complaint about (Aylestone Court). The presiding officer did not feel that the venue provided adequate security for the polling station room.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bryngwyn Court, Hereford HR1 1ER	H-AA	Aylestone	1427	1427	33.99
RNCB, Venns Lane Hereford	H-AB	Aylestone	1038		
	H-AC	Aylestone	1355	2393	25.16
Aylestone Court Hotel, Aylestone Hill, Hereford	H-AD	Aylestone	964	964	32.05

PROPOSAL – as per consultation

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bryngwyn Court, Hereford HR1 1ER	H-AA	Aylestone	1427	1427	33.99
St Francis Xavier Primary Sch, Venns Lane Hereford	H-AB	Aylestone	1038		
	H-AC	Aylestone	1355	2393	25.16
Aylestone Court Hotel, Aylestone Hill, Hereford	H-AD	Aylestone	964	964	32.05

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
St Francis Xavier PS or St Barnabas Church Hall	H-AB	Aylestone	1038	
	H-AC	Aylestone	1355	2393
Aylestone Court Hotel, Aylestone Hill, Hereford or alternative venue	H-AD	Aylestone	964	964

AYLESTONE WARD cont

REASON: The RNCB venue is unavailable for the next 3 years. Investigate using either St Barnabas Church Hall or St Francis Xavier School. This latter would be as a last resort.

No alternative venue to Aylestone Court Hotel available at present. To continue search for new venue.

POSTAL VOTES:

RNCB = 284

Ayelstone Court Hotel = 153

MILEAGE from old Polling Station to new Polling Station

From RNCB to St Francis Xavier or St Barnabas Church Hall – within a very short walking distance.

BIRCHER WARD

CURRENT SITUATION

At present there are 4 polling stations for this rural ward, 1 of which has an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Yarpole Parish Hall	L-DA	Croft & Yarpole	461		
	L-DC	Lucton	109	570	50.09
Kingsland Coronation Hall	L-DB	Kingsland	796	796	44.39
Orleton Village Hall	L-DD	Orleton	675	675	50.15
Richard's Castle Village Hall	L-DE	Richards Castle (Hereford)	223	223	51.33

PROPOSAL – as per consultation

That the number of polling stations be reduced to 3 at Kingsland, Orleton and Yarpole.

Polling Station	Register Code	Polling District	Electorate	Total
Yarpole Parish Hall	L-DA	Croft & Yarpole	461	
	L-DC	Lucton	109	570
Kingsland Coronation Hall	L-DB	Kingsland	796	796
Orleton Village Hall	L-DD	Orleton	675	
	L-DE	Richards Castle (Hereford)	223	898

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Orleton Village Hall	L-DD	Orleton	675	
	L-DE	Richards Castle (Hereford)	223	898

REASON: The polling station lies outside Herefordshire County Boundary. There is no alternative venue within Richards Castle (Herefordshire) Parish.

POSTAL VOTES:

Richards Castle = 27

MILEAGE: from old Polling Station to new Polling Station

From Richards Castle to Orleton = 3.2 miles

BRINGSTY WARD

CURRENT SITUATION

At present there are 5 polling stations for this rural ward, 1 of which has an electorate of 300 or less and 1 where there are concerns regarding accessibility.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bredenbury Village Hall	L-EA	Bredenbury	116		
	L-EL	Wacton	92	208	49.28
Warren Farm, Brockhampton Park	L-EB	Brockhampton	77		
	L-EF	Linton	294		
	L-EG	Norton	240	611	41.22
Edwyn Ralph Village Hall	L-EC	Collington	53		
	L-ED	Edvin Loach & Saltmarshe	40		
	L-EE	Edwyn Ralph	170		
	L-EI	Tedstone Wafre	63		
	L-EJ	Thornbury	93		
	L-EN	Wolferlow	14	433	33.33
Whitbourne Village Hall	L-EH	Tedstone Delamere	111		
	L-EM	Whitbourne	590	701	38.05
Upper Sapey Village Hall	L-EK	Upper Sapey	270		
	L-EO	Wolferlow	58	328	36.17

BRINGSTY WARD cont

PROPOSAL – as per consultation

That the number of polling stations be reduced to 4 at Brockhampton, Edwyn Ralph, Upper Sapey and Whitbourne.

Polling Station	Register Code	Polling District	Electorate	Total
Brockhampton Primary School	L-EB	Brockhampton	77	
	L-EF	Linton	294	
	L-EG	Norton	240	611
Edwyn Ralph Village Hall	L-EA	Bredenbury	116	
	L-EC	Collington	53	
	L-ED	Edvin Loach & Saltmarshe	40	
	L-EE	Edwyn Ralph	170	
	L-EI	Tedstone Wafre	63	
	L-EJ	Thornbury	93	
	L-EL	Wacton	92	
	L-EN	Wolferlow	14	641
Whitbourne Village Hall	L-EH	Tedstone Delamere	111	
	L-EM	Whitbourne	590	701
Upper Sapey Village Hall	L-EK	Upper Sapey	270	
	L-EO	Wolferlow	58	328

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Warren Farm, Brockhampton Park or Brockhampton Primary School	L-EB	Brockhampton	77	
	L-EF	Linton	294	
	L-EG	Norton	240	611
Edwyn Ralph Village Hall	L-EA	Bredenbury	116	
	L-EC	Collington	53	
	L-ED	Edvin Loach & Saltmarshe	40	
	L-EE	Edwyn Ralph	170	
	L-EI	Tedstone Wafre	63	
	L-EJ	Thornbury	93	
	L-EL	Wacton	92	
	L-EN	Wolferlow	14	641

BRINGSTY WARD cont

REASON: 3 objections to proposal. It is suggested that proposal stands. Unfortunately, Bringsty is an oddly shaped ward. To keep voting within ward boundaries excludes using Bromyard as an alternative polling station. There is also disagreement regarding the use of Warren Farm, Brockhampton Park as a polling station. 1 complaint was received after the 2005 & 2007 elections citing poor disabled access. However the parish council support the continued use of Warren Farm. It is suggested that this venue is inspected prior to a final decision.

POSTAL VOTES:

Bredenbury = 16
Brockhampton = 6
Linton = 25
Norton = 17
Wacton = 4

MILEAGE from old Polling Station to new Polling Station
From Bredenbury to Edwyn Ralph = 2.9 miles

BURGHILL, HOLMER & LYDE WARD

CURRENT SITUATION

At present there are 3 polling stations for this rural ward, 1 of which has an electorate of 300 or less and 1 of which is the main polling station in another ward (Moreton-on-Lugg Village Hall – 247 electors on the Pipe & Lyde register).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
The Simpson Hall, Burghill	L-GA	Burghill	1235	1235	42.97
Holmer Church Parish Centre,	L-GB	Holmer & Shelwick	1116	1116	27.88
Moreton-on-Lugg Village Hall	L-GC	Pipe & Lyde	247	247	32.10

PROPOSAL – as per consultation

That the number of polling stations be reduced to 2 at Burghill and Holmer.

Polling Station	Register Code	Polling District	Electorate	Total
The Simpson Hall, Burghill	L-GA	Burghill	1235	1235
Holmer Church Parish Centre,	L-GB	Holmer & Shelwick	1116	
	L-GC	Pipe & Lyde	247	1363

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Holmer Church Parish Centre,	L-GB	Holmer & Shelwick	1116	
	L-GC	Pipe & Lyde	247	1363

REASON: 2 objections received. It is suggested that the proposal stands as to maintain the status quo means Pipe & Lyde electors going to a polling station in another ward.

POSTAL VOTES:

Pipe & Lyde = 25

MILEAGE from old Polling Station to new Polling Station

From Moreton-on-Lugg to Holmer Church = 2.3 miles

CASTLE WARD

CURRENT SITUATION

At present there are 8 polling stations for this rural ward, 5 of which have an electorate of 300 or less and 1 of which has less than 100 elector (Huntington Parish Hall – 87 electors).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Almeley Village Hall	L-HA	Almeley	471	471	68.63
Brilley Village Hall	L-HB	Brilley	189	189	55.61
Staunton-on-Wye Village Hall	L-HC	Brobury w Monnington on Wye	51		
	L-HJ	Staunton-on-Wye	333	384	42.30
Eardisley Village Hall	L-HD	Eardisley	599	599	51.70
Huntington Parish Hall	L-HE	Huntington	87	87	54.02
The Kinnersley Arms	L-HF	Kinnersley	149		
	L-HG	Letton	71	220	48.62
Norton Canon Village Hall	L-HH	Norton Canon	199		
	L-HI	Sarnesfield	39	238	38.68
Whitney-on-Wye Village Hall	L-HK	Whitney-on-Wye	109		
	L-HL	Willersley & Winforton	161	270	41.35

CASTLE WARD cont

PROPOSAL – as per consultation

That the number of polling stations be reduced to 4 at Almeley, Brilley, Eardisley and Staunton-on-Wye.

Polling Station	Register Code	Polling District	Electorate	Total
Almeley Village Hall	L-HA	Almeley	471	
	L-HF	Kinnersley	149	
	L-HI	Sarnesfield	39	659
Brilley Village Hall	L-HB	Brilley	189	
	L-HE	Huntington	87	
	L-HK	Whitney-on-Wye	109	385
Eardisley Village Hall	L-HD	Eardisley	599	
	L-HL	Willersley & Winforton	161	760
Staunton-on-Wye Village Hall	L-HC	Brobury w Monnington on Wye	51	
	L-HG	Letton	71	
	L-HH	Norton Canon	199	
	L-HJ	Staunton-on-Wye	333	653

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Almeley Village Hall	L-HA	Almeley	471	
	L-HF	Kinnersley	149	
	L-HI	Sarnesfield	39	659
Brilley Village Hall	L-HB	Brilley	189	
	L-HE	Huntington	87	
	L-HK	Whitney-on-Wye	109	385
Eardisley Village Hall	L-HD	Eardisley	599	
	L-HL	Willersley & Winforton	161	760
Staunton-on-Wye Village Hall	L-HC	Brobury w Monnington on Wye	51	
	L-HG	Letton	71	
	L-HH	Norton Canon	199	
	L-HJ	Staunton-on-Wye	333	653

CASTLE WARD cont

REASON: 3 Objections to the proposals for this ward. Due to the low numbers of electorate at 5 of the polling stations it is suggested that the proposal stands. This is a large rural sparsely populated ward. Nowhere is very close to anywhere else thus travelling is going to be required for most activities.

POSTAL VOTES:

Huntington = 10
Kinnersley = 18
Letton = 4
Norton Canon = 13
Sarnesfield = 4
Whitney on Wye = 7
Willersley & Winforton = 23

MILEAGE from old Polling Station to new Polling Station

From Huntington to Brilley = 3.5 miles
From Kinnersley to Almeley = 1.8 miles
From Kinnersley to Staunton-on-Wye = 6.8 miles
From Norton Canon to Staunton-on-Wye = 2.5 miles
From Whitney-on-Wye to Brilley = 1.6 miles

FROME WARD

CURRENT SITUATION

At present there are 7 polling stations for this rural ward, 3 of which have an electorate of 300 or less and 1 of which is the main polling station in another ward (Burley Gate Village Hall – 18 electors on the Moreton Jeffries register and 311 on the Much Cowarne register).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Burley Gate Village Hall	L-KK	Moreton Jeffries	18		
	L-KL	Much Cowarne	311	329	47.76
Stanford Bishop Village Hall	L-KA	Acton Beauchamp	123		
	L-KI	Evesbatch	49		
	L-KP	Stanford Bishop	103	275	58.51
Ashperton Village Hall	L-KB	Ashperton	180		
	L-KF	Canon Frome	106		
	L-KH	Eggleton	51		
	L-KQ	Stretton Grandison	71	408	56.45
Putley Parish Hall	L-KC	Aylton	98		
	L-KJ	Little Marcle	97		
	L-KO	Putley	206	401	47.78
Bishop's Frome Village Hall	L-KD	Bishop's Frome	463		
	L-KE	Bishop's Frome	144		
	L-KG	Castle Frome	83	690	54.65
Munsley WI Hall	L-KM	Munsley	90		
	L-KN	Pixley	114	204	40.58
Yarkhill Village Hall	L-KR	Yarkhill	227	227	40.43

FROME WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 3 at Ashperton, Bishop's Frome and Putley

Polling Station	Register Code	Polling District	Electorate	Total
Ashperton Village Hall	L-KB	Ashperton	180	
	L-KF	Canon Frome	106	
	L-KH	Eggleton	51	
	L-KM	Munsley	90	
	L-KN	Pixley	114	
	L-KQ	Stretton Grandison	71	
	L-KR	Yarkhill	227	839
Bishop's Frome Village Hall	L-KA	Acton Beauchamp	123	
	L-KD	Bishop's Frome	463	
	L-KE	Bishop's Frome	144	
	L-KG	Castle Frome	83	
	L-KI	Evesbatch	49	
	L-KK	Moreton Jeffries	18	
	L-KL	Much Cowarne	311	
	L-KP	Stanford Bishop	103	1294
Putley Parish Hall	L-KC	Aylton	98	
	L-KJ	Little Marcle	97	
	L-KO	Putley	206	401

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Ashperton Village Hall	L-KB	Ashperton	180	
	L-KF	Canon Frome	106	
	L-KH	Eggleton	51	
	L-KM	Munsley	90	
	L-KN	Pixley	114	
	L-KQ	Stretton Grandison	71	
	L-KR	Yarkhill	227	839
Bishop's Frome Village Hall	L-KA	Acton Beauchamp	123	
	L-KD	Bishop's Frome	463	
	L-KE	Bishop's Frome	144	
	L-KG	Castle Frome	83	
	L-KI	Evesbatch	49	
	L-KK	Moreton Jeffries	18	
	L-KL	Much Cowarne	311	
	L-KP	Stanford Bishop	103	1294

FROME WARD cont

REASONS: 5 Objections to the proposals for this ward. Burley Gate Village Hall is in another ward, hence the proposal to move Moreton Jeffries and Much Cowarne voters to Bishop's Frome.

Yarkhill is well below the 300 electorate cut off. Should Stanford Bishop be retained simply because there is a new village hall? Munsley is also well below the 300 electorate cut off. It is suggested that the proposal stands.

POSTAL VOTES:

Acton Beauchamp = 16
Evesbatch = 2
Moreton Jeffries = 0
Much Cowarne = 28
Munsley = 7
Pixley = 12
Stanford Bishop = 10
Yarkhill = 22

MILEAGE from old Polling Station to new Polling Station

From Stanford Bishop to Bishops Frome = 3.3 miles
From Burley Gate to Bishops Frome = 6.8 miles
From Munsley to Ashperton = 2.8 miles
From Yarkhill to Bishops Frome = 3 miles

GOLDEN CROSS WITH WEOBLEY WARD

CURRENT SITUATION

At present there are 5 polling stations for this rural ward, 2 of which have an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bush Inn, Bush Bank	L-LA	Birley with Upper Hill	251	251	32.27
The Cedar Hall, Dilwyn	L-LB	Dilwyn	592	592	50.26
Eardisland	L-LC	Eardisland	392	392	42.86
Monkland Village Hall	L-LD	Monkland & Stretford	165	165	54.27
Weobley Village Hall	L-LE	Weobley	977	977	50.87

PROPOSAL - as per consultation

That the number of polling stations be reduced to 4 at Bush Bank, Dilwyn, Eardisland and Weobley.

Polling Station	Register Code	Polling District	Electorate	Total
Bush Inn, Bush Bank	L-LA	Birley with Upper Hill	251	251
The Cedar Hall, Dilwyn	L-LB	Dilwyn	592	592
Eardisland	L-LC	Eardisland	392	392
Weobley Village Hall	L-LD	Monkland & Stretford	165	
	L-LE	Weobley	977	977

RECOMMENDATIONS: - Changes to take effect at the next election - To keep the status quo.

Polling Station	Register Code	Polling District	Electorate	Total
Bush Inn, Bush Bank	L-LA	Birley with Upper Hill	251	251
The Cedar Hall, Dilwyn	L-LB	Dilwyn	592	592
Eardisland	L-LC	Eardisland	392	392
Monkland Village Hall	L-LD	Monkland & Stretford	165	165
Weobley Village Hall	L-LE	Weobley	977	977

GOLDEN CROSS WITH WEOBLEY WARD cont

REASONS: 11 Objections received, all for retaining Monkland Polling Station. On reflection, the initial proposal probably should have suggested that this move should have gone to Eardisland or Dilwyn. The turnout at Monkland in May was 54.27% not 75% as stated in some objections. In view of the number of objections and the illogical alternative, suggest that Monkland be kept but reviewed after the European and Parliamentary elections regarding turnout.

Although Bush Bank Inn is under the 300 threshold it serves an electorate on the eastern wedge of this ward and to moving the polling station would involve the electorate crossing the A4110.

POSTAL VOTES:

Monkland = 9

MILEAGE from old Polling Station to new Polling Station

From Monkland to Dilwyn = 3.4 miles

GOLDEN VALLEY NORTH WARD

CURRENT SITUATION

At present there are 7 polling stations for this rural ward, 4 of which have an electorate of 300 or less and 1 of which is the main polling station in another ward (Madley Parish Hall – 65 electors on the Tyberton register).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bredwardine Village Hall	H-MB	Bredwardine	161	161	37.80
The Community Centre, Clifford	H-MC	Clifford	415		
	H-MD	Cusop	298	713	39.64
Dorstone Village Hall	H-ME	Dorstone	297	297	53.4
Golden Valley Community Centre, Peterchurch	H-MG	Peterchurch	830	830	41.14
Madley Parish Hall	H-MI	Tyberton	65	65	25.76
Preston-on-Wye Village Hall	L-MA	Blakemere	71		
	L-MH	Preston-on-Wye	157	228	52.84
Moccas Village Hall	L-MF	Moccas	95	95	62.37

PROPOSAL - as per consultation

That the number of polling stations be reduced to 4 at Clifford, Dorstone, Peterchurch and Preston-on-Wye.

Polling Station	Register Code	Polling District	Electorate	Total
The Community Centre, Clifford	H-MC	Clifford	415	
	H-MD	Cusop	298	713
Dorstone Village Hall	H-MB	Bredwardine	161	
	H-ME	Dorstone	297	458
Golden Valley Community Centre, Peterchurch	H-MG	Peterchurch	830	830
Preston-on-Wye Village Hall	L-MA	Blakemere	71	
	L-MF	Moccas	95	
	L-MH	Preston-on-Wye	157	
	H-MI	Tyberton	65	388

GOLDEN VALLEY NORTH WARD cont

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Dorstone Village Hall	H-MB	Bredwardine	161	
	H-ME	Dorstone	297	458
Preston-on-Wye Village Hall	L-MA	Blakemere	71	
	L-MF	Moccas	95	
	L-MH	Preston-on-Wye	157	
	H-MI	Tyberton	65	388

REASONS: 2 Objections to the current proposals and 1 objection to a past decision (moving Cusop to Clifford VH). Re Cusop – The suggestion to use Hay-on-Wye is not feasible as that venue is in Powys. Trewern Outdoor Centre was also suggested but cannot be used because of security issues. The Centre is heavily used by school parties especially in May. It is suggested that there is no change to the current situation.

Re: Bredwardine & Moccas – If they combined the polling station would still be less than the 300 electorate cut off.

Re: Tyberton – The present polling station of Madley is in another ward hence the proposal to move to Preston-on-Wye.

Its is suggested that the proposals stand.

POSTAL VOTES:

Bredwardine = 17

Moccas = 0

Tyberton = 9

MILEAGE from old Polling Station to new Polling Station

From Bredwardine to Dorstone = 2.5 miles

From Moccas to Preston-on-Wye = 2.7 miles

From Madley to Preston-on-Wye = 3.5 miles

GOLDEN VALLEY SOUTH WARD

CURRENT SITUATION

At present there are 7 polling stations for this rural ward, 5 of which have an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Abbeydore Village Hall	H-NA	Abbeydore	238		
	H-NB	Bacton	49	287	36.99
Craswall Village Hall	H-NC	Craswall	116	116	57.02
Ewyas Harold Village Hall	H-ND	Dulas	66		
	H-NE	Ewyas Harold	726		
	H-NF	Llancillo	28		
	H-NK	Rowlstone	69	889	43.04
Longtown Village Hall	H-NG	Llanveynoe	82		
	H-NH	Longtown	393		
	H-NO	Walterstone	74	549	47.71
Escley & District Sports Pavillion, Michaelchurch Escley	H-NI	Michaelchurch Escley	147	147	43.26
Church Room Newton S	H-NJ	Newton	108	108	49.53
Vowchurch Church Hall	H-NL	St Margarets	133		
	H-NM	Turnastone	22		
	H-NN	Vowchurch	125	280	47.04

GOLDEN VALLEY SOUTH WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 5 at Abbeydore, Ewyas Harold, Longtown, Michelchurch Esley and Vowchurch.

Polling Station	Register Code	Polling District	Electorate	Total
Abbeydore Village Hall	H-NA	Abbeydore	238	
	H-NB	Bacton	49	287
Ewyas Harold Village Hall	H-ND	Dulas	66	
	H-NE	Ewyas Harold	726	
	H-NF	Llancillo	28	
	H-NK	Rowlstone	69	889
Longtown Village Hall	H-NG	Llanveynoe	82	
	H-NH	Longtown	393	
	H-NO	Walterstone	74	549
Esley & District Sports Pavillion, Michaelchurch Esley	H-NC	Craswall	116	
	H-NI	Michaelchurch Esley	147	
	H-NJ	Newton	108	371
Vowchurch Church Hall	H-NL	St Margarets	133	
	H-NM	Turnastone	22	
	H-NN	Vowchurch	125	280

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Esley & District Sports Pavillion, Michaelchurch Esley	H-NC	Craswall	116	
	H-NI	Michaelchurch Esley	147	
	H-NJ	Newton	108	371

REASONS: 2 Objections received for this ward. It is suggested that the proposals stand. This is a large sparsely populated rural ward with at present 5 polling stations serving electorate under the 300 cut off. One objection mentions the carbon footprint consequences but as it is such rural area it is difficult to see how that can be avoided regardless of where the polling station is placed. If environmental issues are of concern then postal voting should be encouraged.

POSTAL VOTES:

Craswall = 4
Newton = 11

MILEAGE from old Polling Station to new Polling Station
From Craswall to Michealchurch Esley = 2.1 miles

From Newton to Michealchurch Escley = 3 miles

HAGLEY WARD

CURRENT SITUATION

At present there are 3 polling stations for this rural ward, 1 of which has an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bartestree Village Hall	L-OA	Bartestree	213		
	L-OB	Lugwardine	1293	1506	36.57
Felton & Preston Wynne Memorial Hall	L-OC	Preston Wynne	119	119	52.38
Withington Village Hall	L-OD	Westhide	58		
	L-OE	Withington	1025	1083	30.70

PROPOSAL - as per consultation

That the number of polling stations be reduced to 2 at Bartestree and Withington.

Polling Station	Register Code	Polling District	Electorate	Total
Bartestree Village Hall	L-OA	Bartestree	213	
	L-OB	Lugwardine	1293	1506
Withington Village Hall	L-OC	Preston Wynne	119	
	L-OD	Westhide	58	
	L-OE	Withington	1025	1202

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Withington Village Hall	L-OC	Preston Wynne	119	
	L-OD	Westhide	58	
	L-OE	Withington	1025	1202

REASONS: 1 Objection and 1 comment in support. In view of low electorate numbers and small distance involved it is suggested that the proposal stands.

POSTAL VOTES:

Preston Wynne = 13

MILEAGE from old Polling Station to new Polling Station

From Felton & Preston Wynne to Withington = 2.1 miles

HAMPTON COURT WARD

CURRENT SITUATION

At present there are 8 polling stations for this rural ward, 4 of which have an electorate of 300 or less, 1 of which is situated in a garage and 1 of which is the main polling station in another ward (Bredenbury Village Hall – 66 electors on the Grendon Bishop register).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bredenbury Village Hall	L-PD	Grendon Bishop	66	66	55.22
Bodenham Parish Hall	L-PA	Bodenham	884	884	42.35
Kings Head Public House, Docklow	L-PB	Docklow & Hampton Wafre	120	120	50.43
Stoke Prior Village Hall	L-PC	Ford & Stoke Prior	260	260	51.32
Norwood Cottage (Garage) Hatfield	L-PE	Hampton Charles	32		
	L-PF	Hatfield & Newhampton	119	151	43.54
Hope-u-Dinmore Village Hall	L-PG	Hope-u-Dinmore	278		
	L-PI	Newton	43	321	27.68
Humber Parish Hall	L-PH	Humber	230	230	31.25
Pudleston Village Hall	L-PJ	Pudleston	141	141	54.61

HAMPTON COURT WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 5 at Bodenham, Hope-u-Dinmore, Pudleston and Stoke Prior.

Polling Station	Register Code	Polling District	Electorate	Total
Bodenham Parish Hall	L-PA	Bodenham	884	884
Stoke Prior Village Hall	L-PB	Docklow & Hampton Wafre	120	
	L-PC	Ford & Stoke Prior	260	
	L-PD	Grendon Bishop	66	
	L-PH	Humber	230	676
Hope-u-Dinmore Village Hall	L-PG	Hope-u-Dinmore	278	
	L-PI	Newton	43	321
Pudleston Village Hall	L-PJ	Pudleston	141	
	L-PE	Hampton Charles	32	
	L-PF	Hatfield & Newhampton	119	292

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Stoke Prior Village Hall	L-PC	Ford & Stoke Prior	260	
	L-PD	Grendon Bishop	66	
	L-PH	Humber	230	556
Pudleston Village Hall	L-PJ	Pudleston	141	
	L-PE	Hampton Charles	32	
	L-PF	Hatfield & Newhampton	119	
	L-PB	Docklow & Hampton Wafre	120	412

REASON: 6 Objections received. This is a large sparsely populated ward with several polling stations below the 300 electorate cutoff.

Several objections state problems with Stoke Prior Village Hall regarding disabled access and parking. The recent polling station questionnaire implies disabled access is available though parking may be an issue. However, Stoke Prior is just off the A44 whereas the alternative in Risbury (Humber Parish) is well off the A44. It is suggested that Stoke Prior is assessed before a final decision is made.

Grendon Bishop has to move as, at present, its polling station is in another ward.

Docklow has been moved to Puddleston in response to comments received.

HAMPTON COURT WARD cont

POSTAL VOTES:

Docklow & Hampton Wafre = 10
Grendon Bishop = 5
Hampton Charles = 1
Hatfield & Newtonhampton = 12
Humber = 37

MILEAGE from old Polling Station to new Polling Station

From Kings Head Docklow to Pudleston = 1.8 miles
From Norwood Cottage Hatfield to Pudleston = 3.1 miles
From Bredenbury to Stoke Prior = 6 miles

HOLLINGTON WARD

CURRENT SITUATION

At present there are 6 polling stations for this rural ward, 3 of which have an electorate of 300 or less and 1 polling station that no longer wishes to be used (Manor Rest Home Lower Bullingham).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
The Old School, Bullingham	H-QA	Bullingham	100	100	55.34
Little Dewchurch Village Hall	H-QB	Bolstone	39		
	H-QH	Little Dewchurch	331	370	52.16
Callow Parish Hall	H-QC	Callow	59		
	H-QD	Dewsall	16		
	H-QG	Haywood	149	224	46.88
Dinedor Village Hall	H-QE	Dinedor	215	215	53.70
Manor Rest Home, Lower Bullingham	H-QF	Grafton	112		
	H-QI	Lower Bullingham	201	313	35.78
Holme Lacy Village Hall	H-QJ	Holme Lacy	364	364	28.14

HOLLINGTON WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 4 at Callow, Dinedor, Holme Lacy and Little Dewchurch.

Polling Station	Register Code	Polling District	Electorate	Total
Callow Parish Hall	H-QC	Callow	59	
	H-QD	Dewsall	16	
	H-QF	Grafton	112	
	H-QG	Haywood	149	336
Dinedor Village Hall	H-QE	Dinedor	215	
	H-QI	Lower Bullingham	201	416
Holme Lacy Village Hall	H-QJ	Holme Lacy	364	364
Little Dewchurch Village Hall	H-QA	Ballingham	100	
	H-QB	Bolstone	39	
	H-QH	Little Dewchurch	331	470

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Callow Parish Hall	H-QC	Callow	59	
	H-QD	Dewsall	16	
	H-QF	Grafton	112	
	H-QG	Haywood	149	336
Dinedor Village Hall	H-QE	Dinedor	215	
	H-QI	Lower Bullingham	201	416
Little Dewchurch Village Hall	H-QA	Ballingham	100	
	H-QB	Bolstone	39	
	H-QH	Little Dewchurch	331	470

REASONS: 1 Objection received. Re Ballingham - In view of low electorate and poor turnout it is suggested that the proposals stand.

Re Grafton and Lower Bullingham - These polling districts have to move due to the Manor Rest Home no longer being available.

POSTAL VOTES:

Ballingham = 13

Grafton = 21

Lower Bullingham = 37

MILEAGE from old Polling Station to new Polling Station

From The Old School Ballingham to Little Dewchurch = 3 miles

From Manor Rest Home to Callow = 3.5 miles

From Manor Rest Home to Dinedor = 2.4 miles

HOPE END WARD

CURRENT SITUATION

At present there are 7 polling stations for this rural ward, 2 of which have an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bosbury Parish Hall	L-RA	Bosbury	578		
	L-RB	Coddington	83	661	29.55
Wyche Free Church, Upper Colwall	L-RC	Colwall	602	602	33.89
Colwall Village Hall	L-RD	Colwall	1291	1291	36.44
Cradley Village Hall	L-RE	Cradley	1076	1076	30.23
Storrige Village Hall	L-RF	Cradley	278	278	38.38
Mathon Parish Hall	L-RG	Mathon	241	241	43.04
Wellington Heath Memorial Hall	L-RH	Wellington Heath	368	368	41.07

HOPE END WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 5 at Bosbury, Colwall, Cradley, Upper Colwall and Wellington Heath.

Polling Station	Register Code	Polling District	Electorate	Total
Bosbury Parish Hall	L-RA	Bosbury	578	
	L-RB	Coddington	83	661
Wyche Free Church, Upper Colwall	L-RC	Colwall	602	602
Colwall Village Hall	L-RD	Colwall	1291	1291
Cradley Village Hall	L-RE	Cradley	1076	
	L-RF	Cradley	278	
	L-RG	Mathon	241	1595
Wellington Heath Memorial Hall	L-RH	Wellington Heath	368	368

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Cradley Village Hall	L-RE	Cradley	1076	
	L-RF	Cradley	278	
	L-RG	Mathon	241	1595

REASONS: 1 Objection and 1 comment. The Cradley registers have been combined at 1 polling station which will reduce confusion at the count and reduce the cost to the parish council. Suggest proposals stand.

POSTAL VOTES:

Cradley (L-RF) = 29

Mathon = 21

MILEAGE from old Polling Station to new Polling Station

From Storridge to Cradley = 1.2 miles

From Mathon to Cradley = 1.2 miles

KINGTON TOWN WARD

There were no proposals to alter the polling station arrangements. However there have been 2 requests to review the current situation as it is felt that the Leisure Centre is difficult to get to.

CURRENT SITUATION

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Youth Centre, Lady Hawkins Community Leisure Centre, Kington	L-TA	Kington	1955		
	L-TB	Kington Rural	443		
	L-TC	Lower Harpton	27	2425	39.59

It is suggested that the current situation remains for the immediate future to enable time to make a full assessment of the proposed alternative venues (Kington Council Chamber or Marwick Close Community Hall).

LEOMINSTER NORTH WARD

There were no proposals to alter the polling station arrangements. However there has been 1 request to review the current situation at Bridge Street Park Leisure Centre with regard to the specific complaint of poor access and parking for the elderly and disabled.

CURRENT SITUATION

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
The Methodist Church, Green Lane, Leominster	L-VA	Leominster North	1248	1248	31.76
Bridge Street Park Leisure Centre	L-VB	Leominster North	1138	1138	18.43
Community Centre, 1 Far Meadow, Barons Cross	L-VC	Leominster North	1828	1828	23.26

It is suggested that the current situation remains for the immediate future to enable time to make a full assessment of the proposed alternative venues (Paradise Court Community Room, The Hop Pole Inn or Leominster Community Centre)

LEOMINSTER SOUTH WARD

CURRENT SITUATION

At present there are 4 polling stations for this mixed urban / rural ward; 2 polling stations cover the urban area of the ward, 1 polling station which has an electorate of 300 or less and is in the rural area and 1 polling station which is in the North Ward but also doubles as a polling station for the South Ward – The Methodist Church, Green Lane.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
The Methodist Church, Green Lane, Leominster	L-WA	Leominster South	1211	1211	29.31
The Moravian Church Hall, South Street, Leominster	L-WB	Leominster South	985	985	24.83
Ivington Village Hall	L-WC	Ivington	222	222	48.65
Leominster Leisure Centre, Coningsby Road, Leominster	L-WD	Leominster South	1860	1860	24.70

LEOMINSTER SOUTH WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 3 wholly within the South Ward.

Polling Station	Register Code	Polling District	Electorate	Total
Royal Legion or Talbot Hotel, South Street, Leominster	L-WA	Leominster South	1211	1211
The Moravian Church Hall, South Street, Leominster	L-WB	Leominster South	985	985
	L-WC	Ivington	222	1207
Leominster Leisure Centre, Coningsby Road, Leominster	L-WD	Leominster South	1860	1860

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Royal Legion or Talbot Hotel, South Street, Leominster	L-WA	Leominster South	1211	1211
The Moravian Church Hall, South Street, Leominster	L-WB	Leominster South	985	985
Ivington Village Hall	L-WC	Ivington	222	222

REASONS: 4 Objections were received regarding the proposal to move the Ivington Register. With 222 electorate, there was a 48.65% turnout at the May 2007 elections. There were also objections to using the Leominster Leisure Centre, Coningsby Road due to access for disabled and elderly electorate. The difficulties in this ward are that there are few suitable locations within the South ward. All suggested alternatives are in the North Ward apart from Leominster Junior School which should only be used as a last resort.

It is suggested, in view of the general problems with the Leominster polling stations, that Ivington is retained for the present and that the existing and proposed venues are reviewed prior to a final decision.

LLANGARON WARD

CURRENT SITUATION

At present there are 5 polling stations for this rural ward, 2 of which have an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Bridstow Parish Hall	H-XA	Bridstow	693		
	H-XF	Peterstow	293	986	36.95
Llangarron Village Hall	H-XB	Llangarron	418		
	H-XE	Marstow	308	726	26.67
Llangrove Village Hall	H-XC	Llangarron	403	403	39.80
Welsh Newton Village Hall	H-XD	Llanrothal	82		
	H-XH	Welsh Newton	176	258	44.71
Sellack Village Hall	H-XG	Sellack	209	209	40.10

PROPOSAL - as per consultation

That the number of polling stations be reduced to 3 at Bridstow, Llangarron and Llangrove.

Polling Station	Register Code	Polling District	Electorate	Total
Bridstow Parish Hall	H-XA	Bridstow	693	
	H-XF	Peterstow	293	
	H-XG	Sellack	209	1195
Llangarron Village Hall	H-XB	Llangarron	418	
	H-XE	Marstow	308	726
Llangrove Village Hall	H-XC	Llangarron	403	
	H-XD	Llanrothal	82	
	H-XH	Welsh Newton	176	661

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Bridstow Parish Hall	H-XA	Bridstow	693	
	H-XF	Peterstow	293	
	H-XG	Sellack	209	1195
Llangrove Village Hall	H-XC	Llangarron	403	
	H-XD	Llanrothal	82	
	H-XH	Welsh Newton	176	661

LLANGARON WARD cont

REASONS: 3 Objections received regarding the closure of Welsh Newton polling station. This is a large sparsely populated rural ward. There have been difficulties getting staff to man some of these polling stations as several are on the edge of the county. In view of the low electorate and turnout at both Sellack and Welsh Newton it is suggested that these proposals stand.

Llangarron parish is split between 2 villages, Llangarron and Llanrothal . Both have polling stations for the Llangarron Parish. Although both are over the 300 electorate threshold the recent turn out was poor. The parish is also bearing the cost of maintaining 2 venues. It is suggested that the 2 polling stations remain for the present but that turnout should be reviewed after future elections

POSTAL VOTES:

Llanrothal = 3

Sellack = 19

Welsh Newton = 15

MILEAGE from old Polling Station to new Polling Station

From Welsh Newton to Llangrove = 1.7 miles

From Sellack to Bridstow = 3.7 miles

MORTIMER WARD

CURRENT SITUATION

At present there are 7 polling stations for this rural ward, 5 of which have an electorate of 300 or less).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Adforton St Andrews Church	L-YA	Adforton	108		
	L-YP	Walford, Letton & Newton	74	182	N/A
Aymestrey Village Hall	L-YB	Aymestrey	278	278	N/A
Brampton Bryan Parish Hall	L-YC	Brampton Bryan	113		
	L-YD	Buckton & Coxall	64	177	N/A
Leintwardine Village Hall	L-YE	Burrington	57		
	L-YH	Downton	45		
	L-YL	Leintwardine	662	764	N/A
Akwright Hall, Kinsham	L-YF	Byton	70		
	L-YG	Combe	35		
	L-YJ	Kinsham	56		
	L-YO	Stapleton	114	275	N/A
Wigmore Village Hall	L-YI	Elton	54		
	L-YK	Leinthall Starkes	74		
	L-YN	Pipe Aston	23		
	L-YQ	Wigmore	528	679	N/A
Lingen Village Hall	L-YM	Lingen	135		
	L-YR	Willey	41	176	68.38

MORTIMER WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 3 at Leintwardine, Lingen and Wigmore.

Polling Station	Register Code	Polling District	Electorate	Total
Leintwardine Village Hall	L-YC	Brampton Bryan	113	
	L-YD	Buckton & Coxall	64	
	L-YE	Burrington	57	
	L-YH	Downton	45	
	L-YL	Leintwardine	662	941
Lingen Village Hall	L-YF	Byton	70	
	L-YG	Combe	35	
	L-YJ	Kinsham	56	
	L-YO	Stapleton	114	
	L-YM	Lingen	135	
	L-YR	Willey	41	381
Wigmore Village Hall	L-YA	Adforton	108	
	L-YB	Aymestrey	278	
	L-YP	Walford, Letton & Newton	74	
	L-YI	Elton	54	
	L-YK	Leinthall Starkes	74	
	L-YN	Pipe Aston	23	
	L-YQ	Wigmore	528	1139

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Leintwardine Village Hall	L-YC	Brampton Bryan	113	
	L-YD	Buckton & Coxall	64	
	L-YE	Burrington	57	
	L-YH	Downton	45	
	L-YL	Leintwardine	662	941
Lingen Village Hall	L-YF	Byton	70	
	L-YG	Combe	35	
	L-YJ	Kinsham	56	
	L-YO	Stapleton	114	
	L-YM	Lingen	135	
	L-YR	Willey	41	381
Wigmore Village Hall	L-YA	Adforton	108	
	L-YB	Aymestrey	278	
	L-YP	Walford, Letton & Newton	74	
	L-YI	Elton	54	
	L-YK	Leinthall Starkes	74	
	L-YN	Pipe Aston	23	

	L-YQ	Wigmore	528	1139
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MORTIMER WARD cont

REASONS: 2 Objections received – 1 from the MP and 1 from a party agent. This is a large and sparsely populated rural ward with several small polling stations. As there is reasonable access to the proposed venues it is suggested that the proposals stand.

POSTAL VOTES:

Adforton = 7
 Aymestrey = 25
 Brampton Bryan = 6
 Buckton & Coxall = 21
 Byton = 6
 Combe = 1
 Kinsham = 2
 Stapleton = 10
 Walford, Letton & Newton = 12

MILEAGE from old Polling Station to new Polling Station

From Adforton to Wigmore = 1.5
 From Aymestrey to Wigmore = 3 miles
 From Brampton Bryan to Leintwardine = 2.7 miles
 From Kinsham to Lingen = 2.4 miles

OLD GORE WARD

CURRENT SITUATION

At present there are 8 polling stations for this rural ward, 4 of which have an electorate of 300 or less and 1 of which is the main polling station in another ward (Sellack Village Hall - 43 electors on the Foy part register).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Sellack Village Hall	H-ZD	Foy	43	43	44.19
Brampton Abbots Village Hall	H-ZA	Brampton Abbots	261		
	H-ZC	Foy	66	327	35.08
Brockhampton Parish Hall	H-ZB	Brockhampton	193	193	37.77
How Caple Grange, How Caple	H-ZE	How Caple	99		
	H-ZH	Sollers Hope	61		
	H-ZK	Yatton	89	249	48.37
Old School, Kings Caple	H-ZF	Kings Caple	265	265	50.19
Millennium Hall Upton Bishop	H-ZI	Upton Bishop	434	434	38.89
Much Marcle Memorial Hall	L-ZG	Much Marcle	525	525	38.74
Woolhope Parish Hall	L-ZJ	Woolhope	371	371	44.84

OLD GORE WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 5 at Brampton Abbots, How Caple, Much Marcle, Upton Bishop and Woolhope.

Polling Station	Register Code	Polling District	Electorate	Total
Brampton Abbots Village Hall	H-ZA	Brampton Abbots	261	
	H-ZC	Foy	66	
	H-ZD	Foy	43	370
How Caple Grange, How Caple	H-ZB	Brockhampton	193	
	H-ZF	Kings Caple	265	
	H-ZE	How Caple	99	
	H-ZH	Sollers Hope	61	
	H-ZK	Yatton	89	707
Millennium Hall Upton Bishop	H-ZI	Upton Bishop	434	434
Much Marcle Memorial Hall	L-ZG	Much Marcle	525	525
Woolhope Parish Hall	L-ZJ	Woolhope	371	371

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Brampton Abbots Village Hall	H-ZA	Brampton Abbots	261	
	H-ZC	Foy	66	
	H-ZD	Foy	43	370
Brockhampton Parish Hall	H-ZB	Brockhampton	193	
	H-ZF	Kings Caple	265	
	H-ZE	How Caple	99	
	H-ZH	Sollers Hope	61	
	H-ZK	Yatton	89	707

REASONS: 2 Objections received. Concern was expressed that a commercial premises was being used instead of a local village amenity. It is suggested, in view of representations made, that the registers originally proposed to use How Caple Grange should transfer to using Brockhampton Parish Hall.

POSTAL VOTES:

Foy (H-ZD) = 4
 Kings Caple = 32
 How Caple = 14
 Sollars Hope = 4
 Yatton = 19

MILEAGE from old Polling Station to new Polling Station
 From Foy (H-ZD) to Brampton Abbots = 6.4 miles

From How Caple to Brockhampton = 2.2 miles

PEMBRIDGE & LYONSHALL WITH TITLEY WARD

CURRENT SITUATION

At present there are 5 polling stations for this rural ward, 2 of which have an electorate of 300 or less).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Titley Village Hall	L-AAA	Knill	24		
	L-AAD	Rodd, Nash & Little Brampton	59		
	L-AAG	Titley	126	209	51.43
Lyonshall Memorial Hall	L-AAB	Lyonshall	556	556	41.59
Pembridge Village Hall	L-AAC	Pembridge	822	822	47.63
Shobdon Village Hall	L-AAE	Shobdon	629	629	38.31
Staunton-on-Arrow Village Hall	L-AAF	Staunton-on-Arrow	172	172	60.47

PROPOSAL - as per consultation

That the number of polling stations be reduced to 4 at Lyonshall, Pembridge, Shobdon and Titley.

Polling Station	Register Code	Polling District	Electorate	Total
Lyonshall Memorial Hall	L-AAB	Lyonshall	556	556
Pembridge Village Hall	L-AAC	Pembridge	822	822
Shobdon Village Hall	L-AAA	Knill	24	
	L-AAD	Rodd, Nash & Little Brampton	59	
	L-AAE	Shobdon	629	
	L-AAF	Staunton-on-Arrow	172	
	L-AAG	Titley	126	1010

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Titley Village Hall	L-AAA	Knill	24	
	L-AAD	Rodd, Nash & Little Brampton	59	
	L-AAF	Staunton-on-Arrow	172	
	L-AAG	Titley	126	381

PEMBRIDGE & LYONSHALL WITH TITLEY WARD Cont

REASONS: 4 Objections received. In view of representations made, it is suggested that Titley Village Hall remain as a polling station for Titley, Knill, Rodd, Nash & Little Brampton with the addition of Staunton-on-Arrow, especially as these parishes are a Group Parish with a total electorate of 381.

POSTAL VOTES:

Knill = 2
Rodd, Nash & Little Brampton = 3
Staunton-on-Arrow = 6
Titley = 9

MILEAGE from old Polling Station to new Polling Station
From Staunton-on-Arrow to Titley = 2.6 miles

PENYARD WARD

CURRENT SITUATION

At present there are 5 polling stations for this rural ward, 1 of which has an electorate of 300 or less).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Aston Ingham Village Hall	H-BBA	Aston Ingham	333	333	47.11
Hope Mansell Village Hall	H-BBB	Hope Mansell	232	232	39.66
Lea Village Hall	H-BBC	Lea	444	444	38.08
Linton Village Hall	H-BBD	Linton	784	784	38.43
Penyard Gardens, Weston-u-Penyard	H-BBE	Weston-u-Penyard	787	787	34.05

PROPOSAL - as per consultation

That the number of polling stations be reduced to 4 at Aston Ingham, Lea, Linton and Weston-u-Penyard.

Polling Station	Register Code	Polling District	Electorate	Total
Aston Ingham Village Hall	H-BBA	Aston Ingham	333	333
Lea Village Hall	H-BBB	Hope Mansell	232	676
	H-BBC	Lea	444	
Linton Village Hall	H-BBD	Linton	784	784
Penyard Gardens, Weston-u-Penyard	H-BBE	Weston-u-Penyard	787	787

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Lea Village Hall	H-BBB	Hope Mansell	232	676
	H-BBC	Lea	444	

REASONS: 1 Objection received. Because of low electorate and turnout it is suggested that the proposal stands.

POSTAL VOTES:

Hope Mansell = 35

MILEAGE from old Polling Station to new Polling Station

From Hope Mansell to Lea = 4 miles

PONTRILAS WARD

CURRENT SITUATION

At present there are 7 polling stations for this rural ward, 4 of which have an electorate of 300 or less.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Little Birch Village Hall	H-CCA	Aconbury	53		
	H-CCE	Little Birch	188	241	50.62
Garway Village Hall	H-CCB	Garway	286	286	42.91
Harewood End Inn	H-CCC	Harewood	21		
	H-CCD	Hentland	342		
	H-CCJ	Pencoyd	114		
	H-CCL	Tretire w Michaelchurch	62	539	39.37
Llanwarne Village Hall	H-CFF	Llandinabo	55		
	H-CCG	Llanwarne	226	281	40.93
Much Birch Community Hall	H-CCH	Much Birch	713	713	40.46
Orcop Village Hall	H-CCI	Orcop	344	344	42.31
St Weonards Village Hall	H-CCK	St Weonards	297	297	28.67

PONTRILAS WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 3 at Harewood End, Much Birch and Orcop.

Polling Station	Register Code	Polling District	Electorate	Total
Harewood End Inn	H-CCC	Harewood	21	
	H-CCD	Hentland	342	
	H-CFF	Llandinabo	55	
	H-CCG	Llanwarne	226	
	H-CCJ	Pencoyd	114	
	H-CCL	Tretire w Michaelchurch	62	820
Much Birch Community Hall	H-CCA	Aconbury	53	
	H-CCE	Little Birch	188	
	H-CCH	Much Birch	713	954
Orcop Village Hall	H-CCB	Garway	286	
	H-CCI	Orcop	344	
	H-CCK	St Weonards	297	927

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Little Birch Village Hall	H-CCA	Aconbury	53	
	H-CCE	Little Birch	188	241
Garway Village Hall	H-CCB	Garway	286	286
Harewood End Inn	H-CCC	Harewood	21	
	H-CCD	Hentland	342	
	H-CCJ	Pencoyd	114	
	H-CCL	Tretire w Michaelchurch	62	539
Llanwarne Village Hall	H-CFF	Llandinabo	55	
	H-CCG	Llanwarne	226	281
Much Birch Community Hall	H-CCH	Much Birch	713	713
Orcop Village Hall	H-CCI	Orcop	344	344
	H-CCK	St Weonards	297	297

PONTRILAS WARD cont

REASONS: 5 Objections received. In view of representations received it is suggested that the following amendments are made to the original proposals

Little Birch Village Hall to remain as a polling station for Little Birch and Aconbury polling districts in view of relatively good turnout at the May 2007 elections – 50.62%

Llanwarne Village Hall to remain as a polling station for Llanwarne and Llandinabo polling districts. Thus continuing to use a village hall in preference to relying on a public house.

Garway Village Hall to remain as a polling station for Garway polling district.

St Weonards Village Hall to cease as a polling station and its polling district to transfer to Orcop. This is in view of the low turnout at the May 2007 elections – 28.67%

POSTAL VOTES:

St Weonards = 42

MILEAGE from old Polling Station to new Polling Station

From St Weonards to Orcop = 3miles

ROSS WEST WARD

CURRENT SITUATION

All Ross West polling stations cater for well over 300 electorate. There have been several requests from Ashfield Park Primary School to locate the polling station at another venue.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Brampton Abbots C of E Primary School, Brampton Rd. ROW	H-EEA	Ross - West	1292		
	H-EEC	Ross Rural - West	455	1747	21.66
Ashfield Park Primary School, ROW	H-EEB	Ross - West	2494	2494	24.43

PROPOSAL - as per consultation

The original proposal was to transfer the Ashfield Park Primary School voters to the nearby Wilton Bridge Sports Centre.

Polling Station	Register Code	Polling District	Electorate	Total
Brampton Abbots C of E Primary School, Brampton Rd. ROW	H-EEA	Ross - West	1292	
	H-EEC	Ross Rural - West	455	1747
Sports Centre, Wilton Bridge, ROW	H-EEB	Ross - West	2494	2494

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
St Mary's Church Hall or The Bowling Club	H-EEB	Ross - West	2494	2494

REASONS: 5 Objections received, many concerning the fact that the Sports Centre is in a flood plain and does not have disabled access. Alternatives suggested are St Mary's Church Hall, Church Street or The Bowling Club, Old Maid's Walk. Both of these lie within the West Ward. It is suggested that both of these 2 alternatives are inspected prior to a final decision.

POSTAL VOTES:

Ross-on-Wye (H-EEB) = 327

MILEAGE from old Polling Station to new Polling Station

From Ashfield Park to Church Street/Old Maids Walk = 0.6 miles

ST MARTINS & HINTON WARD

CURRENT SITUATION

There are 6 polling stations for this mixed urban and rural. Manor Rest Home, Lower Bullingham Lane has requested not to be used as a polling station.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Hinton Youth Centre, Ross Rd Hereford	H-FFA	St Martins & Hinton	1031		
	H-FFB	St Martins & Hinton	996	2027	19.63
Putson Baptist Church, Webb Tree Ave. Hereford	H-FFC	St Martins & Hinton	1932	1932	21.25
Hunderton & Belmont Residents Assoc, Belmont Ave. Hereford	H-FFD	St Martins & Hinton	714	714	17.31
Residents Lounge, Pentwyn Ct, Pentwyn Ave Hereford	H-FFE	St Martins & Hinton	1113	1113	19.42
Haywood High Sch, Stanberrow Rd Hereford	H-FFF	St Martins & Hinton	1018	1018	19.74
Manor Rest Home, Lower Bullingham Lane, Hereford	H-FFG	Lw Bullingham, Withybrook Ward	1126	1126	20.16

ST MARTINS & HINTON WARD cont

PROPOSAL - as per consultation

Polling Station	Register Code	Polling District	Electorate	Total
Hinton Youth Centre, Ross Rd Hereford	H-FFA	St Martins & Hinton	1031	
	H-FFB	St Martins & Hinton	996	2027
Putson Baptist Church, Webb Tree Ave. Hereford	H-FFC	St Martins & Hinton	1932	1932
	H-FFG	Lw Bullingham, Withybrook Ward	1126	3058
Hunderton & Belmont Residents Assoc, Belmont Ave. Hereford	H-FFD	St Martins & Hinton	714	714
Residents Lounge, Pentwyn Ct, Pentwyn Ave Hereford	H-FFE	St Martins & Hinton	1113	1113
Haywood High Sch, Stanberrow Rd Hereford	H-FFF	St Martins & Hinton	1018	1018

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Putson Baptist Church, Webb Tree Ave. Hereford	H-FFC	St Martins & Hinton	1932	
	H-FFG	Lw Bullingham, Withybrook Ward	1126	3058

REASONS: It has not been possible to find an alternative venue to The Manor Rest Home within the register area. It is suggested that voters from Lw Bullingham, Withybrook Ward now vote at Putson Baptist Church.

POSTAL VOTES:

Lw Bullingham, Withybrook Ward = 105

MILEAGE from old Polling Station to new Polling Station

From Lower Bullingham Lane to Webb Avenue = 0.7 miles

THREE ELMS WARD

CURRENT SITUATION

There are 4 polling stations for this ward covering urban and rural areas, industrial estates and the race course. One polling station, Whitecross High School has recently moved location within the ward. It is now further out in the ward causing complaints from electors. Another polling station, Trinity Primary School, has requested not to be used as a polling station

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Whitecross High School, Three Elms Road	H-JJA	Three Elms	1584	1584	17.73
Westfield Hall, Highmore Street	H-JJB	Three Elms	2100		
	H-JJE	Three Elms	1146	3246	24.15
Hereford Leisure Centre, Holmer Road	H-JJC	Three Elms	964	964	17.10
Trinity Primary School, Barricombe Drive	H-JJD	Three Elms	1912	1912	26.29

THREE ELMS WARD cont**PROPOSAL - as per consultation**

Polling Station	Register Code	Polling District	Electorate	Total
Council Offices, Plough Lane	H-JJA	Three Elms	1584	1584
Whitecross High School, Three Elms Road	H-JJD	Three Elms	1912	1912
Westfield Hall, Highmore Street	H-JJB	Three Elms	2100	
	H-JJE	Three Elms	1146	3246
Hereford Leisure Centre, Holmer Road	H-JJC	Three Elms	964	964

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Council Offices, Plough Lane or Holy Trinity Church Hall Vowles CIs	H-JJA	Three Elms	1584	1584
Whitecross High School, Three Elms Road	H-JJD	Three Elms	1912	1912

REASONS: 2 Objections received regarding Whitecross High School and 1 request from Trinity Primary School not to be used again. The proposal to use council offices at Plough Lane may not be possible due to the terms of the lease. An alternative location suggested was the Courtyard Theatre though that location is at one end of the oddly-shaped H-JJA Polling District.

A more suitable venue may be Holy Trinity Church Hall, Vowles Close. It is very close to the old Whitecross School location. It is suggested that further investigation of alternative venues be taken prior to a final decision.

POSTAL VOTES:

Three Elms (H-JJA) = 207

Three Elms (H-JJD) = 219

MILEAGE from old Polling Station to new Polling Station

From Three Elms Rd to Vowles Close = 0.8 miles

From Barricombe Drive to Three Elms Rd = 0.3 miles

UPTON WARD

CURRENT SITUATION

At present there are 6 polling stations for this rural ward, 1 of which has an electorate of 300 or less and is undergoing renovation.

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Brimfield Village Hall	L-LLA	Brimfield	613	613	47.78
Cawley Hall, Eye	L-LLB	Eye, Moreton & Ashton	147	147	48.65
Luston Methodist Chapel	L-LLC	Eyton	98		
	L-LLG	Luston	446	544	38.19
Kimbolton Village Hall	L-LLD	Kimbolton	383	383	44.91
Leysters & Middleton-on-the-Hill Parish Hall	L-LLE	Leysters	106		
	L-LLH	Middleton-on-the-Hill	196	302	46.20
Little Hereford Parish Hall	L-LLF	Little Hereford	340	340	38.69

PROPOSAL - as per consultation

That the number of polling stations be reduced to 5 at Brimfield, Kimbolton, Leysters, Little Hereford and Luston.

Polling Station	Register Code	Polling District	Electorate	Total
Brimfield Village Hall	L-LLA	Brimfield	613	613
Kimbolton Village Hall	L-LLD	Kimbolton	383	383
Leysters & Middleton-on-the-Hill Parish Hall	L-LLE	Leysters	106	
	L-LLH	Middleton-on-the-Hill	196	302
Little Hereford Parish Hall	L-LLF	Little Hereford	340	340
Luston Methodist Chapel	L-LLB	Eye, Moreton & Ashton	147	
	L-LLC	Eyton	98	
	L-LLG	Luston	446	691

UPTON WARD cont

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Luston Methodist Chapel	L-LLB	Eye, Moreton & Ashton	147	
	L-LLC	Eyton	98	
	L-LLG	Luston	446	691

REASONS: 1 Objection received. Cawley Hall is currently undergoing renovation so an alternative venue is definitely required in the immediate future. It is suggested that the proposal stands.

POSTAL VOTES:

Eye, Moreton & Ashton = 8

MILEAGE from old Polling Station to new Polling Station

From Eye to Luston = 0.7 miles

VALLETTS WARD

CURRENT SITUATION

At present there are 6 polling stations for this rural ward, 2 of which have an electorate of 300 or less and 1 of which is the main polling station in another ward (Ewyas Harold Memorial Hall – 69 electors on the Kenderchurch register and 226 on the Kentchurch register). Wormbridge Centre is undergoing alterations and has requested not to be used.

Polling Station	Register Code	Polling District	Electorate	Total	& Turnout 2007
Ewyas Harold Memorial Hall	H-MMB	Kenderchurch	69		
	H-MMC	Kentchurch	226	295	31.42
The Pateshall, Allensmore	H-MMA	Allensmore	445	445	47.14
Kilpeck & District Village Hall	H-MMD	Kilpeck	153	153	54.78
Kingstone Village Hall	H-MME	Kingstone	888		
	H-MMH	Thrupton	27	915	33.65
Much Dewchurch Memorial Hall	H-MMF	Much Dewchurch	514	514	40.47
Wormbridge Centre	H-MMG	St Devereux	90		
	H-MMI	Treville	41		
	H-MMJ	Wormbridge	42	173	35.29

PROPOSAL - as per consultation

That the number of polling stations be reduced to 4 at Allensmore, Kilpeck, Kingstone and Much Dewchurch.

Polling Station	Register Code	Polling District	Electorate	Total
The Pateshall, Allensmore	H-MMA	Allensmore	445	445
Kilpeck & District Village Hall	H-MMB	Kenderchurch	69	
	H-MMC	Kentchurch	226	
	H-MMD	Kilpeck	153	
	H-MMG	St Devereux	90	
	H-MMI	Treville	41	
	H-MMJ	Wormbridge	42	621
Kingstone Village Hall	H-MME	Kingstone	888	
	H-MMH	Thrupton	27	915
Much Dewchurch Memorial Hall	H-MMF	Much Dewchurch	514	514

VALLETTS WARD cont

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Kilpeck & District Village Hall	H-MMB	Kenderchurch	69	
	H-MMC	Kentchurch	226	
	H-MMD	Kilpeck	153	
	H-MMG	St Devereux	90	
	H-MMI	Treville	41	
	H-MMJ	Wormbridge	42	621

REASONS: 2 comments received in support of proposal. It is suggested that the proposal stands.

POSTAL VOTES:

Kenderchurch = 9
 Kentchurch = 16
 St Devereux = 11
 Treville = 7
 Wormbridge = 3

MILEAGE from old Polling Station to new Polling Station

From Ewyas Harold to Kilpeck = 7.9 miles
 From Wormbridge to Kilpeck = 1.7 miles

WORMSLEY RIDGE WARD

CURRENT SITUATION

At present there are 4 polling stations for this rural ward, 1 of which is the main polling station in another ward (Weobley Village Hall – 77 electors on the Kings Pyon register).

Polling Station	Register Code	Polling District	Electorate	Total	% Turnout 2007
Weobley Village Hall	L-NNH	Kings Pyon	77	77	57.33
Community Centre, Mansel Lacy	L-NNA	Bishopstone	163		
	L-NNB	Bridge Sollars	23		
	L-NNC	Brinsop & Wormsley	105		
	L-NND	Byford	67		
	L-NNI	Mansel Gamage	43		
	L-NNJ	Mansel Lacy	115		
	L-NNL	Yazor	91	607	35.54
Canon Pyon Parish Hall	L-NNE	Canon Pyon	452		
	L-NNG	Kings Pyon	138	590	40.59
Wellington Community Centre	L-NNF	Dinmore	4		
	L-NNK	Wellington	816	820	35.38

WORMSLEY RIDGE WARD cont

PROPOSAL - as per consultation

That the number of polling stations be reduced to 3 at Canon Pyon, Mansel Lacy and Wellington.

Polling Station	Register Code	Polling District	Electorate	Total
Community Centre, Mansel Lacy	L-NNA	Bishopstone	163	
	L-NNB	Bridge Sollars	23	
	L-NNC	Brinsop & Wormsley	105	
	L-NND	Byford	67	
	L-NNI	Mansel Gamage	43	
	L-NNJ	Mansel Lacy	115	
	L-NNL	Yazor	91	607
Canon Pyon Parish Hall	L-NNE	Canon Pyon	452	
	L-NNG	Kings Pyon	138	
	L-NNH	Kings Pyon	77	667
Wellington Community Centre	L-NNF	Dinmore	4	
	L-NNK	Wellington	816	820

RECOMMENDATIONS: - Changes to take effect at the next election

Polling Station	Register Code	Polling District	Electorate	Total
Canon Pyon Parish Hall	L-NNE	Canon Pyon	452	
	L-NNG	Kings Pyon	138	
	L-NNH	Kings Pyon	77	667

REASONS: 1 Objection received. Unfortunately the parishes making up Bishopstone & District Group Parish Council do not lie completely within the Wormsley Ridge Ward. Thus the Parish Council's suggestions to use Credenhill and Staunton-on-Wye polling stations are not feasible.

Kings Pyon (L-NNH) is at present going to a polling station outside its ward and is split from the other part of the Kings Pyon (L-NNG) register. This is likely to cause confusion to the electorate, the polling station staff and at the count and the small parish of Kings Pyon has to bear the cost of 2 venues. It is suggested that the proposals stand.

POSTAL VOTES:

Kings Pyon (L-NNH) = 7

MILEAGE from old Polling Station to new Polling Station

From Weobley to Canon Pyon = 9.7 miles

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS IN HEREFORDSHIRE 2007

There are No Changes proposed to the polling stations for the following wards.

Ward	Polling Station
Backbury	Lady Emily Community Centre
	New Memorial Hall, Fownhope
	Hampton Bishop Community Hall
	Mordiford Primary School
Belmont	Belmont Community Centre
	St Francis Social Centre, Goodrich Grove
	Scout Hut, Blackmarston Road, Hereford
Bromyard	Stoke Lacy Village Hall
	The Bromyard Centre, Cruxwell St Bromyard
	Burley Gate Village Hall, Ocle Pychard
	Pencombe & Little Coware Village Hall
Central	St David's Hall, Cathedral Junior School, Hereford
	Residents Lounge, Brierley Ct, Turner Street Hereford
Credenhill	Breinton Village Hall
	Credenhill Community Centre
	Stretton Sugwas Village Hall
Kerne Bridge	Whitchurch & Ganarew Memorial Hall
	Goodrich Village Hall
	Robert Pashley Memorial Hall, Walford
Ledbury	Community Centre, Lawnside Rd, Ledbury
	Eastnor Castle
	St Katherine's Hall, High Street Ledbury
Ross-on-Wye East	Ross-on-Wye Youth Centre, Hill St. ROW
	Tudorville Youth Centre, Walford Rd ROW
	Larruperz Community Centre, ROW
St Nicholas	Chandos Methodist Church, Whitehorse St Hereford
	St Nicholas House, Friars St. Hereford
	Skittle Alley, Whitecross Club, Sollars Cls Hereford
Stoney Street	Clehongar Village Hall
	Eaton Bishop Village Hall
	Madley Village Hall
Sutton Walls	Marden Community Centre
	Moreton-on-Lugg Village Hall
	The Church, Sutton St Nicholas
Tupsley	Broadlands Primary School
	WRVS Riverside Cntr, Church Rd, Hereford
	Hampton Dene Primary Sch. Church Rd. Hfd

2007 REVIEW - RESPONSES FROM POLLING STATIONS AND /OR PRESIDING OFFICERS

PS Code	Polling Station	EXTERIOR										INTERIOR					
		Parking	Obstructed Pathways	External Lighting	Designated Entrance		Steps		Entrance Door		Entrance/Door mat	Access corridors		Floors nonslip	Toilet Facilities	Kitchen	Heating / Lighting
					Clearly seen	Disabled Access	Around building	Temp ramp	Disabled Access	Opening onto restricted place		Door sill or lip	Wheelchair				
1	The Pateshall Allensmore	Y	N	Y	?	Y	N (Use alt side door)	RAMP	N/A	?	N	N	Y	Y	Y	Y	Y
2	Callow VH	Y	N	Y	Y	Y	Y	RAMP	RAMP	Y	N	N	Y	Y	Y	Y	Y
3	Cleahonger VH	Y	N	Y	Y	Y	Y	RAMP	N/A	Y	N	N	Y	Y	Y	Y	Y
4	Eaton Bishop VH	Y	N	Y	Y	Y	Y	RAMP	N	Y	N	N	Y	Y	Y	Y	Y
5	Muchdewchurch Memorial Hall	Y	N	Y	Y	Y	Y	RAMP	N/A	Y	N	N	Y	Y	Y	Y	Y
6	Little Birch VH	Y	N	Y	Y	Y	N (Use alt side door)	N	RAMP	Y	Y	N	Y	Y	Y	Y	Y
7	Little Dewchurch VH	Y	N/A	Y	Y	Y	Y	Slight lip	N	N	N	Y	Y	Y	Y	Y	Y
8	Dinedor VH	Y	N	Y	Y	Y	Y	N	N/A	Y	N	N	Y	Y	Y	Y	Y
9	Manor Rest Home, Lower Bullingham, Hereford	DOES NOT WISH TO BE USED															
10	Holme Lacy VH	Y	N	Y	Y	Y	Y	N	N/A	Y	N	N	Y	Y	Y	Y	Y
11	Much Birch Community Hall	Y	N	Y	Y	Y	Y	RAMP	N/A	WITH HELP	N	N	Y	Y	Y	Y	Y
12	Fownhope New MH	Ltd	N	Y	Y	Y	Y	Y	N/A	Y	N	N	Y	Y	Y	Y	Y
13	Barrs Court Special School	DOES NOT WISH TO BE USED															
14	RNCB, Venns Lane, Hereford	UNDERGOING RENOVATION FOR 3 YEARS															
15	Broadlands Primary School, Prospect Walk Hereford	NO RESPONSE															
16	Brampton Abbots VH	Y	N	Y	Y	Y	Y	RAMP	N/A	Y	N	N	Y	Y	Y	Y	Y
17	Brockhampton PH (Hereford)	Y	N	Y	Y	Y	Y	N	N/A	Y	N	N	Y	Y	Y	Y	Y
18	How Caple Grange, How Caple	Y	N	Y	Y	Y	Y	N	N/A	Y	N	N	Y	Y	Y	Y	Y
19	Kings Caple Old School	Y	N	Y	Y	Y	N (Use alt side door)	Y	N	Y	N	N	Y	Y	Y	Y	Y

20	Upton Bishop Millennium Hall	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
21	Bridstow PH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
22	Harewood End Inn,	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	N	Y	Y
26	Sellack VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
27	Aston Ingham VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
28	Lea VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
29	Linton VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
30	Penyard Gardens, Weston-u-Penyard	NO RESPONSE																		
31	Brampton Abbotts Primary School	INCOMPLETE RESPONSE																		
33	Tudorville Youth Centre, Ross-on-Wye	N	N	Y	Y	N (Use alt side door)	RAMP	N/A	Y	N	?	N	?	Y	Y	Y	Y	Y	Y	Y
34	Hope Mansell VH	Y	N	Y	Y	Y	Y	N	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
35	Robert Pashley Memorial Hall,	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
36	Garway VH	Y	N	?	Y	Y	N/A	?	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
37	Llangarron VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
38	Llangrove VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
39	Llanwarme VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
40	St Weonards VH	Y	N	Y	Y	Y	N/A	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
41	Goodrich VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
43	Welsh Newton & Llanrothal VH	Y	N	Y	Y	Y	RAMP	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
	Whitchurch & Ganarew Memorial Hall	Y	N	Y	Y	Y	RAMP	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
44	Clifford Community Centre	Y	N	Y	Y	Y	N/A	N/A	Y	N	N	N	N	N/A	Y	Y	Y	Y	Y	Y
47	Dorstone Village Hall	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
48	Bredwardine VH	N	N	Y	Y	Y	N	N/A	Y	N	N	N	Y	N/A	Y	Y	Y	Y	Y	Y
49	Kingstone VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
50	Madley PH	Y	N	Y	Y	Y	RAMP	N/A	Y	N	N	N	N	N/A	Y	Y	Y	Y	Y	Y
51	Wormbridge Centre, Wormbridge	UNDERGOING RENOVATION. PREFER NOT TO BE USED																		
52	Craswall VH	Y	N	Y	Y	N (Use alt side door)	Y	N	Y	N	-	N	N/A	Y	Y	Y	Y	Y	Y	Y
	Esley Sports Pavilion, Michaelchurch																			
53	Esley	Y	N	Y	Y	N (Use alt side door)	N/A	N/A	Y	N	N	N	N	Y	Y	Y	N	Y	Y	Y
54	Longtown VH	Y	N	Y	Y	Y	N	N/A	Y	N	N	N	N	?	Y	Y	Y	?	Y	Y

83	Residents Lounge, Pentwyn Ct, Hereford	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
84	Wyebridge Sports College, Hereford	Y	N	Y	RAMP	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
85	Methodist Church, Hereford	N	N	N	N/A	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
86	St Nicholas House, Hereford	Y	N	Y	RAMP	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
89	Trinity PS, Hereford	N	N	Y	N/A	N/A	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
91	Hampton Dene PS	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
1400	Ashfield Park PS	N	Y	Y	Y	N	N	N	N	Y	N	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	?	
1401	WRVS Riverside Learning Centre, Hereford	Y	N	Y	N	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/Y	
1402	Aylestone Court Hotel, Aylestone Hill, Hereford	NO RESPONSE	NO RESPONSE	NO RESPONSE																									
1406	Hereford Whitecross Club, Hereford	Y	N/A	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
1407	Bryngwyn Court, Hereford	NO RESPONSE	NO RESPONSE	NO RESPONSE																									
L1	Bromyard Centre, Bromyard	Y	N	Y	N/A	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	
L2	Bredenbury VH	NO RESPONSE	NO RESPONSE	NO RESPONSE																									
L3	Pencombe & Little Cowarne VH	Y	N	Y	N/A	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L5	Edwyn Ralph VH	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L6	Upper Sapey VH	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L7	Stanford Bishop VH	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L8	Bishops Frome Village Centre	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L11	Storrige VH	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L12	Gallery, Warren Farm, Brockhampton Park, Bringsy	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L13	Whitbourne VH	Y	N	Y	-	-	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L14	Stoke Lacy VH	Y	N	Y	RAMP	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L15	Burley Gate VH	Y	N	Y	N	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L16	Brillley VH	Y	N	Y	N/A	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L17	Eardlsey VH	Y	N	Y	RAMP	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L18	Whitney-on-Wye VH	Y	N	Y	RAMP	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L19	Lady Hawkins Community Centre, Kington	Y	N	Y	RAMP	N/A	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/Y	

L20	Huntington PH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L21	Lyonshall MH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L22	Pembridge VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L23	Staunton-on-Arrow VH	Y	N/A	Y	Y	Y	Y	Y	?	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	Y	Y	Y	Y	
L24	Titley VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L25	Cawley Hall, Eye	UNDERGOING RENOVATION																									
L27	Norwood Cottage	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	?	
L28	Kimbolton VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L29	Leysters & Middleton-on-the-Hill PH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L30	Pudleston VH	Y	N	Y	Y	Y	Y	Y	?	V soon	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L31	Bodenham VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L32	Hope-u-Dinmore VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L33	Humber PH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L34	Stoke Prior VH	Y	?	Y	Y	Y	Y	Y	Y	N/A	Y	N	?	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L35	Luston Methodist Chapel	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L36	Coronation Hall, Kingsland	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	
L37	Monkland VH	Y	N	Y	Y	Y	Y	Y	Y	?	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L38	Shobdon VH	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L39	Brimfield VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L40	Little Hereford PH	Y	N	Y	Y	Y	Y	Y	?	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	
L41	Orleton VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N/A	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L42	Yarpole PH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L43	Aymestrey VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	
L45	Richards Castle VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L46	Wigmore VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	
L47	Arkwright Hall, Kinsham	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
L48	Adforton Church	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	
L49	Brampton Bryan PH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	Y	N	N	Y	
L50	Leintwardine VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	
L51	Lingen VH	Y	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y	
L52	Green Lane Methodist Church, Leominster	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	N	N	N	Y	Y	Y	Y	Y	Y	N/A	Y	N/A	N/A	N/A	Y	

L53	Community Centre, Barons Cross Leominster	Y	Y	N	Y	N/A	N/A	?	Y	?	N	Y	N	Y	?	Y	Y	Y	Y
L55	Moravian Church Hall, Leominster	Y	N	Y	Y	N/A	N/A	N	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L56	Leisure Centre, Coningsby road, Leominster	Y	N	Y	Y	N/A	N/A		N										
L57	Bush Inn, Bush Bank	Y	N	Y	Y	Y	Y	?	N	?	N	Y	N	Y	Y	Y	Y	Y	Y
L58	Canon Pyon PH	Y	N	Y	Y	N/A	N/A	N	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L60	Cedar Hall, Dilwyn	Y	N	Y	Y	N/A	N/A	N	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L61	Eardisland VH	Y	N	Y	Y	?	?		N										
L64	Kinnersley Arms,	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L65	Norton Canon VH	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L66	Weobley VH	Y	N	Y	Y	Y	Y	Y	N	N	N	Y	N	Y	N	Y	Y	Y	Y
L67	Preston-on-Wye VH	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L69	Mansel Lacy Community Centre	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L70	Moccas VH	Y	N	Y	Y														
L71	Staunton-on-Wye VH	Y	N	Y	Y	RAMP	RAMP	RAMP	N	RAMP	N	Y	N	Y	Y	Y	Y	Y	Y
L72	St Katherine's Hall, Ledbury	Y	N	Y	Y	Y	Y	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L73	Eastnor Castle, Eastnor	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	N	Y	Y	Y	Y
L74	Ledbury Community Hall, Lawnside Rd, Ledbury	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L75	Much Marcle Memorial Hall	Y	N	Y	Y	N/A	N/A	?	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L76	Putley PH	Y	N	Y	Y	Y	Y	Must use alt side door	N	N	Y	?	N	Y	Y	Y	Y	Y	Y
L77	Woolhope PH	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L78	Ashperton VH	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L79	Lady Emily Community Hall, Tarrington	Y	N	Y	Y	N/A	N/A	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L80	Yarkhill VH	Y	N	Y	Y	Y	Y	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L81	Bosbury Parish Hall	N	Y	Y	Y	RAMP	RAMP	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y
L83	Munsley WI Hall	Y	N	Y	Y														
L84	Mathon PH	Y	N	Y	Y	RAMP	RAMP	Y	Y	N	N	Y	N	Y	Y	Y	Y	Y	Y
L85	Wellington Heath MH	Y	Y	Y	Y	N	N	Y	N	N	N	Y	N	Y	Y	Y	Y	Y	Y

**POLLING STATIONS WITH ALLOCATED VOTERS
300 OR LESS**

POLLING STATIONS	ELIGIBLE ELECTORS	POSTAL VOTERS	MAXIMUM NO. OF ELIGIBLE VOTERS AT PS	NO. OF VOTERS WHO VOTED IN 2007	% TURNOUT 2007	WARD	COST OF POLLING STATION	COST PER MAX. NO. OF ELIGIBLE VOTERS AT PS
Huntington PH	87	10	77	47	54.02	Castle	£502.91	£6.53
Moccas VH	93	0	93	58	62.37	Golden Valley N		
Ballingham Old School	103	13	90	57	55.34	Hollington		
Newton St Margarets Church Room	107	9	98	53	53.27	Golden Valley S		
Craswall VH	114	4	110	65	57.01	Golden Valley S		
Kings Head PH, Docklow	117	9	108	59	50.43	Hampton Court		
Felton & Preston Wynne M H	126	12	114	66	52.38	Hagley		
Michaelchurch Escley Sports Pavilion	141	12	129	61	43.26	Golden Valley S		
Pudleston VH	141	19	122	77	54.61	Hampton Court		
Norwood Cottage, Hatfield	147	13	134	64	43.54	Hampton Court		
Cawley Hall, Eye	148	9	139	72	48.65	Upton	£492.05	£3.54
Kilpeck VH	157	16	141	86	54.78	Valletts		
Bredwardine VH	164	16	148	62	37.8	Golden Valley N		
Monkland VH	164	9	155	89	54.27	Golden Cross w Weobley		
Wormbridge Centre	170	21	149	60	35.29	Valletts		
Staunton-on-Arrow VH	172	6	166	104	60.47	Pembridge & Lyonshall w Titley	£461.35	£2.78
Brampton Bryan Parish Hall	173	27	146	No election		Mortimer		
Lingen VH	182	21	161	79	68.38	Mortimer		
Adforton Church	186	19	167	No election		Mortimer		
Brilley VH	187	16	171	104	55.61	Castle		
Brockhampton (H) VH	188	24	164	71	37.77	Old Gore	£490.15	£2.99
Munsley WI Hall	207	17	190	84	40.58	Frome		
Eastnor Castle, Eastnor	209	26	183	64	30.62	Ledbury		
Titley VH	210	14	196	108	51.43	Pembridge & Lyonshall w Titley		

Dinedor VH	216	22	194	116	53.7	Hollington			
Kinnersley Arms	218	22	196	106	48.62	Castle			
Ivington VH	222	15	207	108	48.65	Leominster S			
Callow Parish Hall	224	33	191	105	46.88	Hollington			
Richards Castle	226	25	201	116	51.33	Bircher			
Preston-on-Wye VH	229	13	216	121	52.84	Golden Valley N			
Yarkhill VH	230	20	210	93	40.43	Frome	£519.75	£2.48	
Hope Mansell VH	232	32	200	92	39.66	Penyard			
Mathon Parish Hall	237	21	216	102	43.04	Hope End			
Humber Parish Hall	240	37	203	75	31.25	Hampton Court			
Little Birch VH	241	24	217	122	50.62	Pontrilas			
Norton Canon VH	243	17	226	94	38.68	Castle			
Sellack Parish Hall	202/43	22	223	81/19	40.10/44.17	Llangarron & Old Gore			
How Caple Grange	246	38	208	119	48.37	Old Gore			
Bush Inn, Bush Bank	251	23	228	81	32.27	Golden Cross w Weobley			
Welsh Newton VH	255	15	240	114	44.71	Llangarron	£460.55	£1.92	
Kings Caple Old School	261	31	230	131	50.19	Old Gore			
Stoke Prior VH	265	31	234	136	51.32	Hampton Court			
Whitney on Wye VH	266	27	239	110	41.35	Castle			
Storrige VH	271	29	242	104	38.38	Hope End			
Bredenbury VH	207/67	21	253	102/37	49.28/55.22	Bringsty & Hampton Court			
Akwright Hall, Kinsham	275	19	256	No election		Mortimer			
Aymestrey	278	25	253	No election		Mortimer			
Llanwarne VH	281	32	249	115	40.93	Pontrilas			
Stanford Bishop VH	282	28	254	165	58.51	Frome			
Vowchurch Church Hall	287	34	253	135	47.04	Golden Valley S			
Garway VH	289	35	254	124	42.91	Pontrilas			
Abbeydore VH	292	30	262	108	36.99	Golden Valley S	£481.75	£1.84	
Dorstone VH	294	33	261	157	53.4	Golden Valley N			
St Weonards VH	300	37	263	86	28.67	Pontrilas			

Election for Lingen parish only

