

Ref: D&L/Bengeo NP Working Party

26 January 2018

TO: ALL MEMBERS OF BENGEO NEIGHBOURHOOD AREA PLAN WORKING PARTY

**Dear Councillor** 

A Meeting of the Bengeo Neighbourhood Area Plan Working Party will be held on:

WEDNESDAY, 1<sup>ST</sup> FEBRUARY 2018 IN THE ROBING ROOM, THE CASTLE, HERTFORD AT 2.00 PM

The Agenda is attached.

Yours sincerely

Mr J Whelan Town Clerk Page intentionally left blank.

# AGENDA - MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN WORKING PARTY TO BE HELD ON THURSDAY 01 FEBRUARY 2018 AT 2.00 PM IN THE ROBING ROOM, THE CASTLE, HERTFORD

#### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

#### 2. DECLARATIONS OF INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8<sup>th</sup> April 2013).

### 3. THE MINUTES

To confirm as correct the minutes of the meeting held on 30 November 2017 and to authorise the Chairman to sign the same.

# 4. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

# 5. <u>UPDATES ON THE PROGRESS OF THE BENGEO NEIGHBOURHOOD AREA PLAN</u>

To receive updates on the forthcoming survey for the residents in Bengeo (**PAPER A**).

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# REPORT TO A MEETING OF THE BENGEO NEIGHBOURHOOD AREA PLAN WORK PARTY – 01 FEBRUARY 2018

# AGENDA ITEM 5 – UPDATES ON THE PROGRESS OF THE BENGEO NEIGHBOURHOOD AREA PLAN

#### 1. PURPOSE OF THE REPORT

To advise the Members of the Working Party on the work completed since November 2017 for the production of the Bengeo Neighbourhood Area Plan (BNAP). This report also discusses the forthcoming ward-wide survey.

#### 2. BACKGROUND INFORMATION

The Working Party discussed at the previous meeting about the survey for businesses located in Bengeo. Currently, 21 responses have been received and the collection of data will continue if more businesses are contacted. The work focus has now shifted towards producing and applying a survey to ask the opinion of the residents in the ward.

#### 3. **CURRENT PROGRESS**

The members of the Community Steering Group, together with the Planning Consultant, have been working intensely on producing the survey. According to the initial timetable, collection of data should have started immediately after Christmas, however delays were caused by bad weather and the flu epidemic, which led to postponed meetings. When the survey questions were completed, the Members of the Working Party were contacted via electronic mail to comment on them. The Members of the Working Party have approved the survey in its current version (attached in Annex 1).

It is planned that the survey will run for five weeks, from Monday, 5 February until Sunday, 11 March 2018. Printed copies will be distributed to every household in the ward. The design of the pamphlet is currently being finalised. Apart from the survey, this would include a map of the ward, especially useful for people who might not be aware they are living in Bengeo ward, an introduction by the Chairman of the Community Steering Group, the logos of Hertford Town Council and of Love Bengeo, and details on how to return the completed paper.

To cover all households in Bengeo 3200 copies will be printed and BNAP volunteers will be delivering them in the week beginning on 5 February. Survey-takers will be informed of the preference for online completion of the survey. However, for those who prefer to fill it on paper, six collection points to return the forms will be organised at non-residential venues throughout the ward.

The survey will be promoted on the Hertford Town Council's website, Twitter and Facebook, as well as via the communication channels of the Bengeo Community Steering Group. Informative leaflets will also be put on public display boards, shops (including the TTIC), churches, etc.

An initial data analysis report will be produced by the Project Officer before 23 March 2018 and the results will be presented to the BNAP volunteers during a planned community workshop at the end of March. Depending on the number of paper-based surveys received, help might be sought for data input from the BNAP volunteers.

#### 4. COSTS ASSOCIATED WITH APPLYING THE SURVEY

#### **Typesetting**

As there was an urgent need to ensure the survey will be produced by Monday, 5<sup>th</sup> of February, approval for typesetting the survey was sought and obtained from the Members of the Working Party, for the maximum price of 200+VAT. The reason behind the urgency is that each operation is estimated to take a day or two, and the Working Party's decision would come only one and a half working days before the actual launch of the survey.

#### Printing and stitching

The estimated costs of printing the paper survey is estimated to be under £5,000. According to HTC's Constitution, Financial Regulations (2.3), point 10 on Order for Work, Goods and Services:

"Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement in 11.1."

However, it is good practice to ensure best value for any commissioned work, service and goods that are incurred from HTC's budget. For this reason, three formal quotes were sought and received from specialised agencies in Hertford. The recommended options are based on the "best price" criteria. The quotes have been offered for 3200 stitched booklets of A4 size. The booklet would have eight pages printed in colour, on paper that weighs 120gsm.

One company offered a price of £1,197.60+VAT, a second one offered a quote of £450 and a third one company offered a quote of £683.

The preferred option is to commission printing services from the second printing company, at a cost of £450 and no VAT.

#### Online survey

Online completion of questionnaires has several advantages over paper-based forms because there is no need to return the form and it saves time and costs associated with data input.

At the recommendation of the Planning Consultant, the Smart Survey software is the preferred option for the online survey. The company offers 14 days of trial, which the Chairman of the Community Steering Group is currently using to trial and test before official launch.

The cost of the Smart Survey is £50 per month. This refers to the Business package, which is the most suitable for the needs of a ward-wide survey. The survey package includes some helpful data analysis options, such as export to Excel, text analysis, and cross-tabs. It is estimated that the service would be needed for three months, meaning the allocation for the online survey should be £150.

It is likely that the costs of undertaking the Bengeo survey will be covered from a Locality grant. Locality describe themselves as 'the national network of ambitious and enterprising community-led organisations, working together to help neighbourhoods thrive.' There is grant funding available through this network to fund the production of Neighbourhood Plans. Hertford Town Council is eligible to apply for and receive this funding.

The Planning Consultant has already put in a bid requesting £1,600 to cover costs of undertaking the BNAP survey. This amount of money would allow for some flexibility, in case for instance, the response rate is unsatisfactory and the deadline is extended, or the content cannot be fit into eight pages and then the booklet could contain 12 pages, etc. It is likely that the application to Locality is successful, however in case the funding is not granted, the existing BNAP budget can cover the full cost of the survey.

#### **RECOMMENDATIONS**

It is RECOMMENDED that:

- a) The Working Party **notes** the report.
- b) The Working Party **approves** the recommended expenditure for undertaking the Bengeo survey.

Report by Maria lancu - Project Officer

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## **THE BENGEO GENERAL SURVEY**

### **HOUSING AND DEVELOPMENT**

In this section, we would like to understand more about housing needs in Bengeo and your preferences relating to the potential development of land.

		1 bed	2 bed	3 bed	4 bed	5 bed
Flats						
Bungalows						
Houses						
Live/work units						
Other (please specify)						
Private sale		Retirem	ent			
Private sale Affordable rent		Retiremo Assisted				
Affordable rent Shared ownership	housing	Assisted Other (p	living ease speci	,,	tick one	-
Affordable rent	housing	Assisted Other (p	living ease speci	t? Please		

		Any development	HERT4 <sup>1</sup> development
Don't have any concerns			
Air quality			
Light pollution			
Noise pollution			
Increased traffic			
Overloaded sewerage/drainage system	1		
Protection of the water supply			
Appearance and quality of new develop	pment		
Increase in crime/anti-social behaviour	•		
Weakened sense of community			
Oversubscribed health facilities			
Oversubscribed schools/nurseries			
Lack of safe play space			
Insufficient sports/leisure facilities			
Lack of adequate parking			
Loss of heritage features/character			
Loss of views around Bengeo			
Reduction in green spaces			
		<b>—</b>	
	onsider		or housing developmen
Are there any sites in Bengeo that you co Please identify where and explain why.		particularly suitable f	
re there any sites in Bengeo that you collease identify where and explain why.  What features of any new development  Min. of 2 car parking spaces per home		you like to see? Please	e tick all that apply.
re there any sites in Bengeo that you collease identify where and explain why.  What features of any new development  Min. of 2 car parking spaces per home	would	particularly suitable f	e tick all that apply.
what features of any new development  Min. of 2 car parking spaces per home  Secure cycle parking	would	you like to see? Please Electric car charging particularly suitable for the see?	e tick all that apply.
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Are there any sites in Bengeo that you conclude the series identify where and explain why.  What features of any new development  Min. of 2 car parking spaces per home Secure cycle parking Chimneys Discreet bin storage Private gardens Hi-tech factory-built construction Replicating local heritage features Timber framing/cladding	would	you like to see? Please Electric car charging p Bicycles provided Grey water recycling/ High Energy Efficience Renewable energy Green roofs	e tick all that apply.  points  frain water harvesting y  using local species

5)

6)

7)

<sup>&</sup>lt;sup>1</sup> HERT4 is the housing site allocation in the Draft District Plan on Bengeo Nursery and adjacent land alongside Sacombe Road.

### **TRANSPORT**

In this section, we would like to understand more about your means of travel and the improvements that could be made on the roads and pavements of Bengeo.

	Work	School/I	Nurs	sery/Childcare	Shopping/Leisure/Oth	er
Walk						
Bicycle				 _		
Mobility vehicle						
Motorbike						
Car						
Taxi						
Bus						
Train						
	•					
Wider pavements				More pedestria		
Less street furniture	on pavemen			Better street li		
Pavements cleared	of vegetation			Laga mantitua a a		
				Less parking or	n pavements	
Better pavement su	rfaces			Lower vehicle		
More off-road footp	rfaces path routes se	parated	□ I fro	Lower vehicles m cars/lorries		as
More off-road footp  Would any of the folthat apply.  More/better signage More joined up cyclest  Separation of cyclist	rfaces path routes se lowing encou e for cycle rou e routes ts and walkers	parated rage you	u to	Lower vehicles m cars/lorries  cycle more in a  Better street lig Lower vehicles Monitoring of	speeds  nd around Bengeo? Plea  ghting speed limits vehicle speeds	as
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			Support	Object	No opinion
A more pedestrian/cycle frien junction (Cowbridge & St And	• •	t Old Cross			
One way system going up Byd Street		d down Farquh	ar 🗆		
One way system going West o Cross Street	on Tower Str	eet and East o	n 🗆		
Shared walking/cycling route Lower Bengeo	along the ol	d railway line i	n 🗆		
Where do you park your house		? Please indica	te the relevant	number.	
Number of cars in your house					
Number of off-street parking	· · · · ·	our home			
Number of garage spaces at y					
Number of cars you regularly	park on the	street			
Issue		Rate 1-5	ested improver Suggested		
Issue  Vehicular access out of Harth (Sainsbury's/Leisure Centre)					
Vehicular access out of Harth	nam Lane				
Vehicular access out of Harth (Sainsbury's/Leisure Centre)	nam Lane ry's				
Vehicular access out of Harth (Sainsbury's/Leisure Centre) Pedestrian access to Sainsbu	nam Lane ry's h station				
Vehicular access out of Harth (Sainsbury's/Leisure Centre) Pedestrian access to Sainsbu Car parking at Hertford North Car parking at Bengeo Schoo Car parking at Mill Mead Sch	nam Lane ry's h station I				
Vehicular access out of Harth (Sainsbury's/Leisure Centre)  Pedestrian access to Sainsbu  Car parking at Hertford North  Car parking at Bengeo Schoo  Car parking at Mill Mead Sch  Car parking at Duncombe Sch	nam Lane ry's h station I ool				
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#### **COMMUNITY AND CULTURE**

Websites (please specify)

Other (please specify)

Current membership of groups/clubs

In this section, we would like to understand more about community-based and cultural activities in Bengeo and the premises in which they take place.

16) What stops you attending more community and cultural activities in Bengeo e.g. art

None of interest	Difficult to get to by public transport	
No one to go with	Lack of information	[
No step free access to premises	Not interested in attending cultural events	[
		ıll '

18) What facilities would you like to see provided as part of a new development in Bengeo? Please
tick all that apply.

Social media (please specify)

Word of mouth

Doctor's surgery/Clinic	Shop	
Dental surgery	Play facilities	
Public art	Sports/leisure facilities	

19) There is a proposal to develop a Hertford Arts Hub, including a 'Plus Tate' public art gallery and learning/exhibition space in Bengeo. This could be located at the currently derelict Old British School in Dimsdale Street and the old McMullen's Brewery in Hartham Lane.

Would you support the proposed redevelopment?

|--|

20) Should any of the following premises be protected from redevelopment/change of use and on average, how often do you use or visit each of these premises? (Please tick all that apply)

	Should be	At least	Less than	Never/
	protected	once a	once a	not
		month	month	aware of
Bengeo Primary School				
Duncombe School				
Mill Mead School				
Port Vale Scout Hut				

	Watermill Lane Scout Hut								
	Duncombe Road Hall								
	Bengeo Club								
•	The Old Barge Pub								
	Company Of Players Theatre								
	Courtyard Arts	П	П		П		П		
	Manic Ceramics				П		П		
	Made In Herts Studios				П		П		
ŀ	Niko Brown Glass	П			П		П		
ŀ	Hartham Leisure Centre		П						
	43 Cowbridge Café	П							
	Bengeo Football & Cricket Club		П				一		
	Sele Farm Bowls Club								
	Hertford Tennis Club								
ŀ	Bengeo Bowls Club				H		$\Box$		
	Deligeo Bowis elab				Ш		Ш		
	Premises		Suggeste	d im	prove	ments			
ŀ									
ŀ									
22)	Do you think new community facilities, by redeveloping an existing co						er.		
	Yes, by adding to an existing comm	unity facility	(specify v	hich	belov	v)			
	Yes, on a new site in Bengeo (speci	fy which bel	ow)						
	No, a new community centre is not	needed							
ŀ	Specify which community facility o						1		
L									
EN	VIRONMENT								
in ti	his section, we would like to unders	stand more	about the	use d	of gree	en spa	ces in	Benged	o, air
	lity and green lifestyles.				J			3	•
•	· ·								
23)	How important is it to protect the	following gr	een spaces	fror	n dev	elopm	ent? P	lease r	ate on
	scale of 1-5 where 1 = not at all im	portant, and	5 = extrer	nely	impo	rtant.			
			Γ	1			4	_	
	Old railway line // awar Barras 1			1	2	3	4	5	
	Old railway line (Lower Bengeo)								
	Millmead Park	1							
	Steps between The Avenue and M	olewood Ro	ad l			П			
	Woodland to rear of The Wick rec						ш		

	=	trawberry Fi	-										
		from Mole	wood Road t	o North	Road	dt						_	
	Other (plea	se specify) _											
-	-	ant is it to p							_	o? Ple	ase ra	te on	а
:	scale of 1-5	where 1 = n	ot at all imp	ortant,	and 5	= extre	emel	y impor	tant.				
	1	2	3	4		5							
25)	Which of the	e following s	should be pu	ursued t	o imp	orove o	ur aiı	r quality	y in Be	ngeo?	Pleas	e rate	on
	a scale of 1-	5 where 1 =	not at all in	portant	t, and	l 5 = ext	rem	ely imp	ortant				
						1		2	3	4		5	
	Promoting	walking and	cycling				]				]		
	Planting m	ore trees					]				]		
	Look after a	and protect	existing tree	es .			]				]		
	'Turn off er	ngine' signs i	in lay-bys/oເ	utside sc	hools	5 🗆	]				]		
	Other (plea	se specify)				l				ı			
ı													1
26)	Which of the	e following v	would you li	ke to se	e in E	Bengeo?	? Plea	ase tick	all tha	t app	y.		
		_	•										
	A commun	itv orchard				A wild	flow	er mead	dow				1
	More natu	-						ity apia		hives	:)		
		ity allotmen	t plot			7.00		ity apia	., (500		1		
l	7. 00111111011	ity anothici	t piot										_
27)	How import	ant is it for (	us to encour	rage mu	ltiple	uses of	fgree	en spac	es e.g.	comn	nunity	use o	of
		ng fields out		_	-		_	-	_		_		
		f 1-5 where			-			•	_	-	c. i ic	use it	
	1	2	3	4	arre,	5	CALI	cilicity in	inporte				
		П											
	Ш	Ш	ш										
20)	Mhat could	be done to i	incresce the	uso of a	~~~~		in D	00000 1	or out	doord	nort :	, nd	
_		activities?		7	_	-	יווי ט	engeo i	oi out	uooi s	port	iiiu	
1					рріў.								1
		more organ											
		equipment f			1 Out	aoor gyi	m						
		intenance o											_
		play facilitie											_
	Raising av	vareness of t	the uses of c	ur greei	n spa	ces							
29)		e following v	would help t	to keep	our g	reen sp	aces	cleane	r? Plea	se ticl	call th	at ap	ply.
	-	ycling bins											
	General li	tter bins											
	Dog litter	bins											
	Information	on on location	n of bins										
	Extra colle	ections in pe	ak periods										
		•											

Yes	Тп			No	П			
163	Ц			INO	ш			
ould	you be inte	rested in any	of the fo	ollowing	projects	to increase lo	cal or comi	munity
roduct	tion? Please	tick all that	apply.					
	lening club							
	munity gard							
		young people	e to grow	food				
	l swap even							
	<u> </u>	rom which fo			in an allo	tment shop		
		nation on gro		od				
Help fi	rom local sp	ecialist to gr	ow food					
Protec Water	ed? Please s t Bengeo Tower?	specify.				ed buildings t		
Protect Water Yes	t Bengeo Tower?	Protect ot	her histo	ric sites,	building		s (please lis	st)?
Protect Water Yes C ed buil SINES e only rstand it wer	t Bengeo Tower? No	Protect of Protect of Charles section if your the facilities	her histo	ww.histo	building ricengla in Bengo ocal busi	s or structure	ng/the-list	st)? _/ would
Protect Water (es   [ ed buil SINES e only rstand it wer engeo	t Bengeo Tower? No □  ildings search  SSES  answer this more about re available, ?	Protect of Protect of Charles section if your the facilities	her histo	ww.histo	building ricenglation Benge ocal busi	nd.org.uk/listi	ng/the-list	st)? _/ would
Protect Water /es [ ed buil  SINE: e only rstand	t Bengeo Tower? No □ ildings seare  SSES answer this more about	Protect of Protect of Charles section if your the facilities	her histo	ww.histo	building ricengla in Bengo ocal busi	nd.org.uk/listi	ng/the-list	st)? _/ would
Protect Vater Yes [ ed buil SINES e only rstand it wer engeo	t Bengeo Tower?  No □  ildings search  SSES  answer this more about re available ?  □	Protect of	her histo und at <u>w</u> v es in Ben <sub>i</sub> use a sha	business geo for lo	building ricengla in Bengo ocal busi kspace o	nd.org.uk/listi	ng/the-list	would
Protect Water Yes [] ed buil SINES e only rstand it wer engeo	t Bengeo Tower?  No □  ildings search  SSES  answer this more about re available ?  □	Protect of	her histo und at <u>w</u> v es in Ben <sub>i</sub> use a sha	business geo for lo	building ricengla in Bengo ocal busi kspace o	eo from your h	ng/the-list	would
Protect Vater Yes E ed buil SINES e only rstand it wer engeo Yes	t Bengeo Tower?  No □  ildings search  SSES  answer this more about re available ?  other busine	Protect of	nd at wy	business geo for lo	building ricengla in Bengo ocal busi kspace o	eo from your h	ng/the-list	would

### **ABOUT YOU**

Please provide the following information to help with the analysis of the survey.																
i) I a	am fil	ling i	n this	form o	on b	ehalf	of? Pl	ease t	ick or	ie.						
N	⁄lysel	f □		Му Но	use	hold										
ii) P	lease	fill i	n you	r postc	ode	:										
S	G12				SC	<b>G13</b>			-	SG14	4		_			
-	iii) Please supply your email address if you would like us to communicate with you further about the survey and the progress of the Bengeo Neighbourhood Area Plan:															
iv) How long have you lived in Bengeo? Please tick one.  Less than 5 years																
v) V	Vhat	age g	group	are yo	u in	? Plea	ase tick	one.								
	10-	19		20-29	9		30-39	) 🗆	4	0-49		50-59		60	)+	
vi) How many people are there in your household? Please tick one.																
	1		2		3		4		5+							
vii)	Whic	h of	the fo	llowin	g be	st de	scribes	s your	occup	ation	of yo	ur curre	nt hon	ne?		
	Owned								Sha	red ov	wners	hip				
	Private rented								Oth							
	Hou	sing	Assoc	iation r	ente	ed			Prefer not to say							

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY. YOUR RESPONSES WILL HELP INFORM THE DEVELOPMENT OF THE BENGEO NEIGHBOURHOOD AREA PLAN.

TO FIND OUT MORE PLEASE GO ON OUR WEBSITE

www.lovebengeo.org.uk