



BE 3 Land east of Cowley Hill (It is noted that this is in Shenley Parish)

Proposals

- 1 800 homes 40% affordable = 320 homes that will include, specialist supported and extra care living, self-build plots, gypsy & Traveller provision
- 2 Neighbourhood Centre with community, retail, work space
- 3 2 form entry Primary school 480 pupils Nursery reception Y1 to Y8 possible expanding to 3FE 720 pupils Nursery reception Y1 to Y8
- 4 Outdoor football Pitch
- 5 Public Open Space
- 6 Deliver off site Infrastructure and public realm improvements to include Leeming Rd local centre and wider Cowley Hill Ward
- 7 Explore training other local facilities for wider Community in Cowley Hill which foster links to education sector and nearby Film and TV studios.

Sustainable Transport

- 1 Provide safe walking & Cycling routes
- 2 Off site improvements local highway network
- 3 Secure public transport improvements
- 4 Ensure all home within 400 m of public transport
- 5 Low number of vehicular access points from both Cowley Hill and Well End Road.

Environmental Improvements

- 1 Locate water compatible development within areas of a flood zone???
- 2 Establish Physical wild life buffer zones to the woodland next to Well End Road which is a LWS; Silver Hill woodland strip and Birch wood Local wildlife site

High Quality Design

- 1 Follow an agreed masterplan and design code to secure a high quality environment which promotes Health & well- being & digital connectivity

- 3 Retain views towards, and respect the setting of listed and locally listed buildings



BE5 Elstree way Corridor

Proposals

Total 1580 dwellings 895 already built extra

- 1 685 within plan period to 2038
- 2 Mix of dwelling sizes tenures types. 40% as affordable for rent social & affordable = 274 of which 25% to be First Homes = 171. 103 to be intermediate housing
- 3 Consider specialist housing provision meeting care & support to comply with Policies H6 & H7
- 4 Mixed development, Flats along Elstree Way, Maybe houses where sites exist with more traditional design

Community Facilities

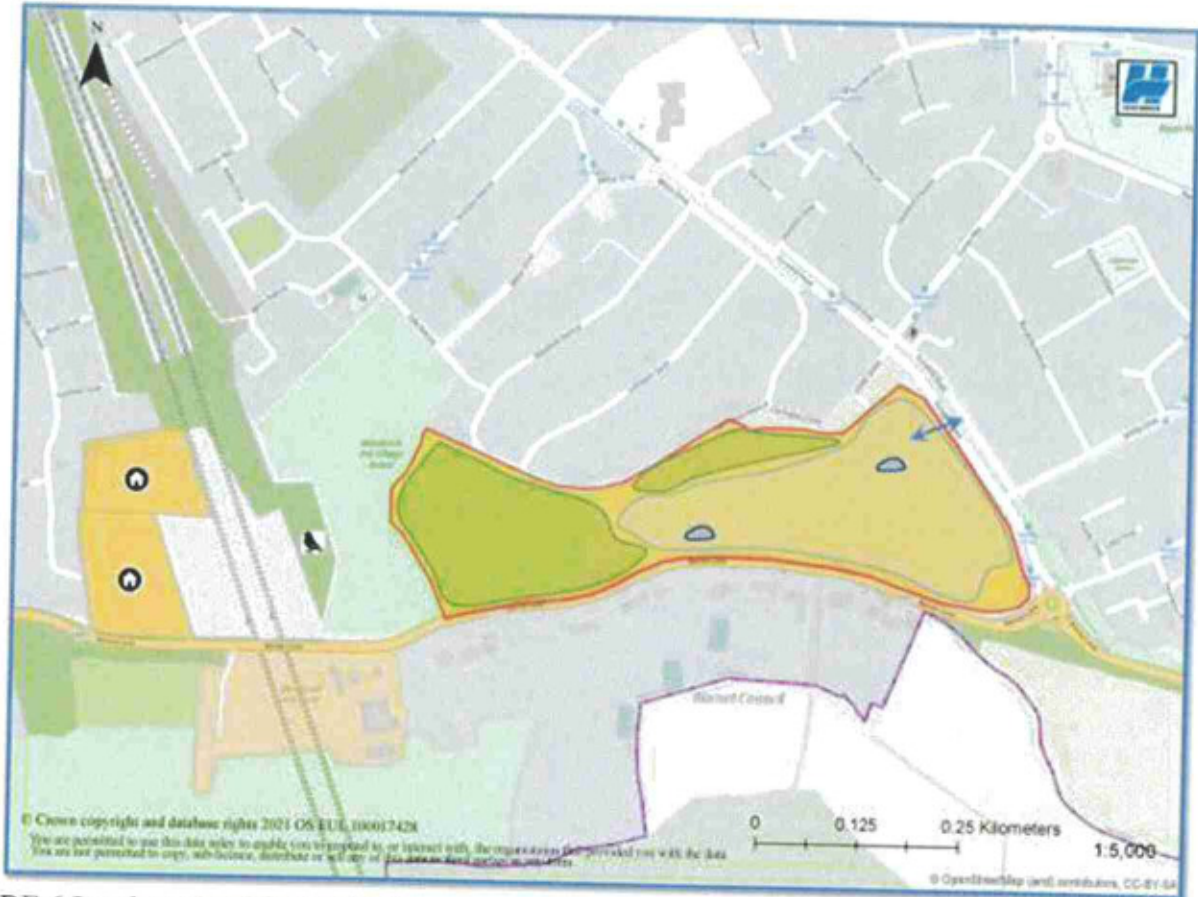
- 1 Retention civic centre, more intensification of public services and other Civic activities
 - 2 Relocate Fire station & ambulance station off site
 - 3 New health facility EWC location 2
 - 4 Improvements Maxwell Park & Meadow Park
 - 5 New and/or improved Civic spaces inc. around War Memorial & Civic Offices
 - 6 Developer contribution to new and/or extended primary school provision in B/wood
- Development proposals within or adjoining EWC should not put at risk the potential for these community facilities to be delivered

Sustainable Transport

- 1 Safe, sustainable & convenient throughout EWC for pedestrians, cyclists & public transport users.

- 2 Greater connectivity into & out of the area, inc. but not limited to links to Shenley Rd, Borehamwood & Hertswood Academy.
- 3 Developers contributions to highways schemes (HCC).
- 5 Off street parking to serve new developments should take standard for Accessibility from Zone 1 policy ST 4 to support further reductions
 - i) Shared use of Parking facilities
 - ii) Car club to serve Elstree Way & wider area with designated spaces at Civic Offices Car Park

BE6



BE 6 Land north of Barnet Lane

Proposals

- 1 Provide a sustainable new neighbourhood of 250 homes, mixed dwellings, inc. 40% affordable = 100 dwellings

Community facilities

- 1 Contributions to education, health & other community facilities in B/wood
- 2 On site Education and information Centre
- 3 Maintain Village Green located within site

Sustainable transport

- 1 Provide attractive and safe walking and cycling routes from development
- 2 Facilitate off-site improvements to local highway network inc. junction of Furzhill Road with pedestrians and cycle access from Carrington Ave and Linster Grove.
- 3 Ensure off site improvement to public transport to enhance existing service

Environmental & Compensatory green belt improvements

- 1 Establish a buffer zone to Woodcock Hill Fields Local Wildlife Site within the site as well as to retain the broadleaved woodland outside the LWS
- 2 Create wildlife corridors and ecological zones

- 3 Secure ecological enhancements to the portion of WHVG that falls within the site
- 4 Address the effects of noise and air pollution, within & outside the site, with focus on minimising any impact on existing AQMA at Shenley Rd, B/wood

High Quality Design

- 1 Follow an agreed masterplan & design code to secure a high-quality environment which promotes health, well-being and digital connectivity

The proposed secondary school will be located between the Caravan Park and Scratchwoods, Barnet, south of Barnet Lane.

HEL152 Lyndhurst Farm, Borehamwood, Green Belt

10 dwellings Residential development reflecting the previously developed status of part of the site, providing an opportunity to remove unsightly non-conforming uses in the green belt. Vehicular access from Green Street with connections to/from the site enhanced for sustainable modes. This will include providing a link to footpath 053 and a contribution to enhanced pedestrian and cycle routes on Green Street/Cowley Hill. Development will be required to minimise and where necessary mitigate the effects of any contamination on the site.

HEL218 Organ Hall Farm, Borehamwood Green Belt

165 Mix of dwelling sizes incorporating appropriately designed and located public open space and play provision.

Vehicular access from Theobald Street, with connections to/from the site enhanced for sustainable modes including a pedestrian crossing of Theobald Street and improved cycle routes towards the town centre.

Public footpath routes through the site will be retained and enhanced.

HEL369 Well End Lodge, Well End, Borehamwood Green Belt

15 dwellings. Mix of dwelling sizes with vehicular access into the site via existing access points from Well End Road, and incorporating access from the site through to strategic allocation BE3, Cowley Hill, Borehamwood.

Well End Lodge to be retained as part of proposals and all category A and B trees incorporated into the new development in way which will ensure their retention beyond 115 the lifetime of the scheme. The existing pond on site will also be retained and enhanced for ecological benefit.

HEL388 The Point, Shenley Road, Borehamwood Brownfield

150 mix of dwelling sizes as part of a mixed-use redevelopment comprising other appropriate town centre uses, including leisure, together with appropriate levels of parking and amenity space (see also Policy VTC3). Vehicular access to the site will be from Furzehill Road with connections to/from the site enhanced for sustainable modes.

Design to respond appropriately to the character of the surrounding area and minimise any impact on adjoining properties.

Design and layout should contribute to the regeneration and environmental enhancement of Borehamwood town centre.

could fall on those homes. The visual impact of any tower block(s) would blight the Town

HEL601 Green Street, Borehamwood Green belt

- 2 Residential development with vehicular access from Green Street. Existing trees and hedgerows will be retained and enhanced for ecology and visual gain. Removal and remediation of PDL required.

Elstree Aerodrome

Elstree Aerodrome is an important part of the national network of general aviation airfields and one of the most well-known and accessible of those in the south-east of the UK. Active since the 1920s it is a valuable asset of significant benefit to local businesses in the Hertsmere area, enabling them to take advantage of its air connections to the rest of the UK and to Europe as well as being of value for recreational and leisure purposes. It is one of only five general aviation aerodromes around London and the closest to Central London, located close to the strategic road and rail network, serving the film industry as well as other sectors of the economy within the borough and surrounding areas.



The aerodrome is safeguarded under Policy ST6 under which the Elstree Aerodrome Operator will be consulted on specific types of proposals. The location of the aerodrome outside the London TMA (Terminal Area) but close to excellent surface access routes gives it a particular advantage for access by air as part of a national network of general aviation airfields. Its operational importance as a pilot training, air taxi, leisure, emergency services, aircraft maintenance and engineering location as well as for other employment, aviation and aviation related uses is recognised by the council, consistent with the government policy in the NPPF on the importance of general aviation airfields.

The aerodrome, buildings and facilities are recognised to be in need of substantial upgrading to meet modern standards and their redevelopment for aviation and aviation-related uses will be supported. In the case of all development, consideration will be given to any relevant

national legislation including those imposed by the Civil Aviation Authority (CAA). As the aerodrome is licensed by the CAA as a relevant airport operator and statutory undertaker, it has permitted development rights for operational development that relates directly to the provision of services and facilities at Elstree Aerodrome.

The council will support the preparation of a planning brief to guide future development at the site recognising the importance of the facility and its location within the green belt. Its adoption as a Supplementary Planning Document (SPD), following public consultation, will enable any development outside of the identified envelope for the site to be planned sensitively, taking account of both local environmental constraints and the operational and economic needs of the operator.

Policy ST6 - Aviation safeguarding

The council will consult with the Elstree Airport Licensee on relevant proposals for development. It will only permit development proposals which:

- i) will not compromise the Aerodrome's operational integrity and general safety; and
- ii) are compatible with the continued use of the site as an aerodrome.

In accordance with Part 20 Class A of The Town and Country Planning (Permitted Development and Miscellaneous Amendments) (England) (Coronavirus) Regulations 2020, and Part 20 Schedule 2 Class ZA of The Town and Country Planning (General Permitted Development) (England) (Amendment) (No. 3) Order 2020, planning permission will be required for all development within 3km of the Elstree Aerodrome perimeter which would result in the creation of an additional storey/s to an existing building and/or demolition of buildings and construction of new homes in their place.

The council will consult the Heathrow Airport Operator on proposals for wind turbine development within the safeguarding zone around Heathrow Airport shown on the official safeguarding map.

This work will include the completion of a landscape and visual impact and green belt assessment.

Policy E5 - Elstree Aerodrome - Special Policy Area

To support the national network of general aviation airfields, development within the Elstree Aerodrome will be limited to operational activities and aviation related businesses. The following uses are therefore considered to be appropriate:

Uses which support the immediate needs of pilots, air crew, and passengers using the site including air taxi, air charter and pilot flying schools.

- Uses which support the operational requirements of pilots and passengers, including those associated with the provision of flying lessons.
- Activities relating to the management, operation and maintenance of the aerodrome and aircraft including fixed and rotary wing aircraft hangers, ground based aircraft engineering and maintenance facilities, and ancillary offices.
- Activities requiring extensive use of the airfield including for aerial surveys, training, mapping, filming (including air-to-air filming) and emergency services.

Other aviation and avionics activities, including associated research and development, will be supported where they are appropriate in size and scale to the location and suitable evidence has been provided to demonstrate that the part of the site is not required for any of the defined appropriate uses. The planning authority may seek to apply relevant conditions to restrict changes of land use within emerging new developments where appropriate.

Proposals for such development within the identified envelope will be supported where they:

- i) improve vehicular and pedestrian circulation within the site;

ii) improve sustainable operation of the aerodrome, reduce emissions, improve air

Policy Area

quality and mitigate against climate change in accordance with Policies SG1 and SG2; and

iii) support employment and training schemes to maximise local employment opportunities and help address skills deficits in the local population in accordance with Policy E10;

Proposals will not be permitted which:

i) exacerbate existing traffic or environmental conditions;

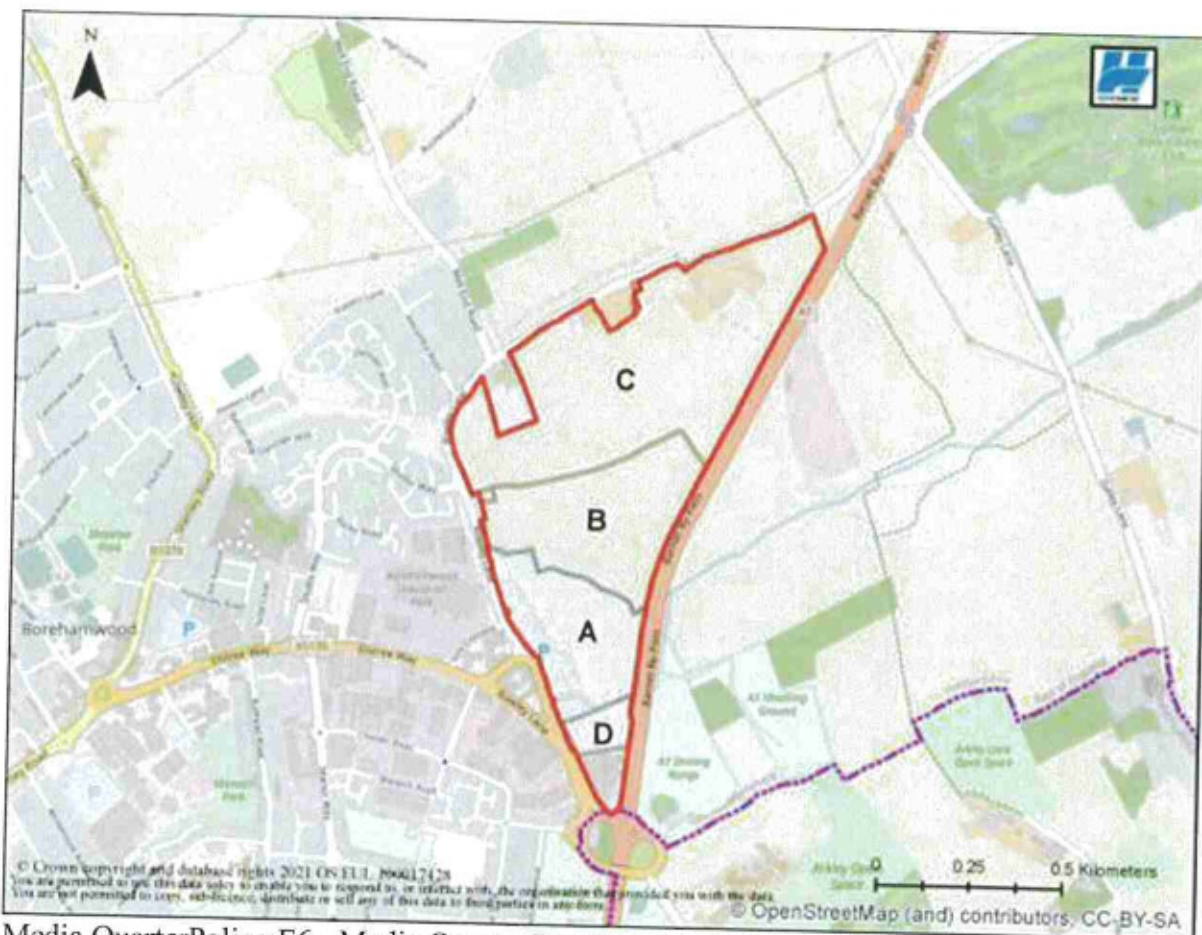
ii) have an adverse impact on the safe and effective operation of the Aerodrome in accordance with Policy ST6:

iii) prejudice the rationalisation and improvement of the area or have a significant urbanising effect on the site; or

iv) have a significant adverse impact on designated open space, sports and leisure facilities, wildlife sites, the ecological network, and the amenity of adjacent properties.

Proposals for such development outside of the identified envelope, where they require planning permission, will only be supported where they are in accordance with an adopted planning brief for the site and comply with the above criteria.

Green Travel Plans should accompany planning applications for any significant development at the aerodrome.



Media Quarter Policy E6 - Media Quarter Borehamwood - Special Policy Area

To further enhance the area's standing as a national centre for film and TV production, a Special Policy Area will establish a cluster of land uses to support the growth of the industry. This will comprise the following sites:

- ☐ Site A (11.3 ha land at Sky Studios Elstree) which has consent for 54,391m² of film and television studios
- ☐ Site B (15.1 ha land to the north of Sky Studios Elstree)
- ☐ Site C (34.8 ha land south of Rowley Lane)
- ☐ Site D (land south of Site A including 1.9ha land north of the Hilton Hotel).

In addition to the consented scheme at Site A, Sites B and C are identified for the delivery of a new film studio complex, together with associated facilities and supporting infrastructure. Vehicular access to Site B will be secured from Rowley Lane and vehicular access to Site C will be secured from Rowley Lane and from an enhanced junction between the A1, Rowley Lane and Holmshill Lane.

In order to achieve this the development will:

Site B:

- a) Provide up to 27,500m² of accommodation across 13 sound stages;
- b) Provide up to 9,300 m² of production support;
- c) Provide up to 15,500 m² of production offices;

Site C:

- d) Provide up to 56,500m² of space for new film studios, including 21 sound stages, to be delivered in the plan period;
- e) Provide up to 20,000m² of designated employment space for B2 (general industrial) and B8 (storage and distribution) uses which should be ancillary or complimentary to the film and TV sector and with the potential to serve TV/film operators across the wider area;
- f) Provide up to 8,000m² of designated space for Office use only, which should be

ancillary or complimentary to the film and TV sector with the potential to serve TV/film operators across the wider area;

g) Provide for a hotel of around 200 rooms to serve film and TV employees across the site and the wider area should it be demonstrated that there is insufficient hotel accommodation locally;

h) Provide an appropriately located and designed civic or open space, accessible to and managed for the benefit of the community in perpetuity;

Sites B and C

i) Apply planning conditions to E class designations and other appropriate mechanisms to prevent the introduction of uses that will undermine the overall economic performance of the Special Policy Area in line with the council's Corporate **Plan and Economic Development Strategy**;

j) Improve linkages and facilitate in creating opportunities for further investment in Film and TV production having regard to Policy E8;

Local employment skills and opportunities

k) Produce an Employment and Skills Plan (ESP), which ensures that the development, contributes towards the provision of local employment skills and opportunities in accordance with Policy E10;

l) Provide a 2,800m² college on Site C as an extension to Elstree Screen Arts (formerly Elstree UTC);

m) Offer improved engagement with all other relevant local education providers and community organisations within Elstree, and the local area, and provide suitable opportunities for training/apprenticeships, and work in both the construction phase and end use occupation;

n) Provide annual monitoring reports on the implementation of the Employment and Skills Plan (ESP);

Sustainable transport and modal shift

o) Ensure the development's integration with the town and wider area through enhanced accessibility and connectivity for all users by implementing the following provisions and measures:

i) Enhancement of pedestrian and cycle links within/through the site to promote active travel;

ii) Improvements to existing bus service serving Rowley Lane providing connections to Borehamwood town centre and the train station; and

iii) Improvements to the local highway network to mitigate the impact of development, to be agreed with the Highway Authorities including relevant improvements to Shenley Road, the Elstree Way Corridor and junctions with the A1;

p) Provide suitable and safe access for HGVs and LGVs which is segregated from other vehicular traffic, pedestrian routes and cycleways;

q) Provide a robust travel plan prior to occupation which maximises modal shift and sustainable travel behaviours in accordance with the Local Transport Plan;

Environmental and compensatory green belt improvements

r) Maximise opportunities for biodiversity net gains;

s) Minimise and mitigate the effects of pollution;

t) Secure environmental improvements and enhanced public access to the countryside nearby;

u) Improve and enhance the existing drainage and providing adequate space for surface water runoff, flood risk attenuation measures, including SUDS;

v) Create a new defensible green belt boundary through natural features and additional planting and landscaping where required;

High quality design

w) Working jointly with the council, produce a comprehensive whole site masterplan, to be accompanied by area character assessments and design codes;

Creating a net zero carbon development

x) Ensure the development is resilient to future circumstances by responding to climate change through a bespoke Climate Change and Energy Strategy which maximises opportunities to both secure carbon-neutral development and where possible, create carbon positive land use;

Infrastructure, delivery and phasing

y) Fund and secure the delivery of improvements to Borehamwood town centre in accordance with Policy VTC3 as part of an agreed package of off-site improvements;

z) Secure any required improvements to the local power supply and digital communications network, identifying opportunities to improve digital connectivity with both the local area and the local and wider film and television industry;

aa) Bring forward development on a phased basis with on and off-site infrastructure improvements undertaken at agreed stages in the delivery of new sites within the Special Policy Area;

bb) In the event of a planning application(s) not being made within 3 years of the adoption of the Local Plan, or planning permission not being implemented within 3 years or substantially completed within 5 years of being granted, the council will consider whether an early partial review of the plan is required in order to determine whether the Special Policy Area designation is still appropriate;

Site D

cc) On land north of the Hilton Hotel site, provide up to 8,000m² of designated employment space for either Film and TV production or for B2 (general industrial) and B8 (storage and distribution) uses with preference given to uses which are ancillary or complimentary to the film and TV sector and with the potential to serve film and TV operators across the wider area;

dd) On land north of the Hilton Hotel site, provide up to 2,500m² of designated space for Office use only, with preference given to uses which are ancillary or complimentary to the film and TV sector with the potential to serve TV/film operators across the wider area;

ee) On land north of the Hilton Hotel site, other employment uses, as defined in Policy E3 will only be considered where they are appropriate in size and scale to the location and suitable evidence has been provided to demonstrate that the site is not required for any of the defined appropriate uses;

ff) On land north of the Hilton Hotel site, development for B2 and B8 uses shall have regard to the operational requirements of Site A immediately to the north, in accordance with Policy ENV1;

gg) The hotel site at the southern end of the Special Policy Area, contains a significant amount of previously developed land and buildings: any proposal for development on this part of Site D should relate to the current use of the site or for additional B2 (general industrial) and B8 (storage and distribution) uses with preference given to uses which are ancillary or complimentary to the film and TV sector and with the potential to serve film and TV operators across the wider area; and

hh) Development within Site D shall be undertaken in accordance with criteria o) to u).

A flexible local economy

Accessibility to services and employment

The accessibility and connectivity of an employment area plays a key part in its success, and its suitability for different types of employment uses. All economic development will be

encouraged to consider ways of improving how employees, clients and suppliers can engage with each other and with other businesses and services. However, sites that have better accessibility to local services and transport connections, as well as the required broadband connectivity, provide the best opportunities for higher employment densities. The council will continue to limit major new office developments in the borough to most sustainable locations.

Working from home

More people are working from home and the Covid-19 pandemic has shown that many sectors have the capability to allow employees to work remotely. It is likely that the percentage of the working population that will work from home for at least part of the week is going to rise significantly. New development will need to cater for these changes in working behaviours and suitable digital infrastructure will need to be in place to facilitate working from home.

Supporting small businesses and local employers

There is a demand/need for all different sizes of units and office space. Nevertheless, a high proportion of demand for employment space is from Small and Medium Enterprises (SMEs) employing local people and which are serving local markets. These businesses often require affordable and flexible space in locations close to their customers. To reflect these requirements, the council will encourage new proposals to make provisions for smaller businesses and SMEs either through promoting access to tender opportunities for the procurement of goods and services, or providing suitable facilities.

Securing flexible and affordable workspace

Where provision of SME workspace has been agreed as part of the development, the council will seek to secure this via the use of planning obligations. In accordance with Policy E7, and subject to a viability report, the council will look to secure an element of affordable workspace on all large scale employment developments. The cost per square metre, or per workstation, that would be considered affordable will vary according to a range of factors such as location, type and quality of accommodation. Where an area of workspace has been specified as affordable, the council will work with developers to agree appropriate terms of affordability on a case by case basis. The following are examples of ways in which affordability could be considered:

- an element of the space could be provided at less than 90% of comparable market values for the relevant location;
- a sponsorship programme through which a number of local businesses are able to access space at reduced rents for an agreed period;
- an average of market rents paid by tenants in the area occupying an equivalent type and quality of space.

Where a policy compliant level of on-site provision cannot be made, this must be justified through a comprehensive development viability appraisal. Provisions for reappraising the viability of schemes may only form part of Section 106 planning agreements where the financial appraisal demonstrates that the required amount of affordable workspace that a scheme cannot be achieved. The benchmark land value for assessing viability should be based on the existing use value of the land plus a premium for the landowner. In circumstances where on-site contributions are exceptionally demonstrated not to be viable, the council will seek a financial contribution.

Policy E7 - A flexible local economy

Strategic allocations in the plan should incorporate sufficient flexibility to accommodate changing working and travel behaviours on the site, facilitating greater home and site-based working through the provision of the required infrastructure and workspace.

To support a flexible economy, the council will encourage development which makes

adequate provisions for Small and Medium Sized Enterprises (SMEs) and local businesses. Where suitable, major commercial developments should identify suitable opportunities for local and inward investment through the provision of:

- i) flexible and affordable office or workspace;
- ii) access to supply chain opportunities for local business;
- iii) full fibre connectivity infrastructure taking measures to reduce the impact on mobile connectivity in surrounding areas; and
- iv) local employment skills and training opportunities in accordance with Policy E10.

On all large development schemes, providing over 1,000m² employment floorspace or 100 homes, planning obligations may include a requirement for small and medium enterprises to be able to tender for the procurement of goods and services generated during the construction phase.

To ensure an appropriate configuration and mix of unit sizes, major employment developments will be required to provide the following:

- i) On offices and/or research and development facilities over 2,000m²
 - a) at least 20% of the floorspace should be made suitable for SME businesses, typically through floorplates of less than 100m²; and
 - b) 10% of the SME businesses provision should be affordable workspace, subject to a scheme's viability.
- ii) On large employment developments providing over 5,000m² of industrial and/or storage and distribution space
 - a) at least 25% of the floorspace should be made available through smaller industrial units below 250m²; and
 - b) 10% of the SME businesses provision should be affordable workspace, subject to a scheme's viability.

Where the provision of SME workspace has been agreed as part of the development, including affordable workspace, the council will seek to secure this through the use of Section 106 agreements. The council will work with developers to agree appropriate terms of affordability on a case by case basis.

Promoting the film and television industry

The NPPF encourages local planning authorities to adopt an approach which builds on the borough's economic strengths and capitalise on their performance and potential.

Borehamwood and Elstree, in particular, has a long history of association with film and television production going back to the early years of the 20th century. Following the approval of the new Sky Studios Elstree and recent investment at both BBC Elstree and Elstree Studios, it is clear that the locational benefits and industry expertise associated with local film and television production are as relevant as ever.

Building on its Creative Hertsmere Economy Development Strategy, the council wishes to continue to develop the film/TV production industry within Borehamwood and increase its ability to attract a very broad range of digital, creative and media-related businesses.

Applications for associated creative industries which support the local film and television sector, through all phases of production from initial concept and development through to post production and distribution will be encouraged. This may include companies which specialise in film production and operation, film

equipment, set design and costume, digital technology and editing, and marketing. Proposals for locating associated creative industries within designated Employment Areas should comply with the requirements of Policy E3.

To promote the creative industries and encourage further investment, a Local Development Order was introduced at BBC Elstree in 2020. Similar measures will also be considered elsewhere for studios based in or locating to the area. Where appropriate, the council will also

look to condition development to restrict certain E class uses which would be considered incompatible with the primary function of the site or locality as part of a hub for local film and television production.

Policy E8 - Promoting the film and television industry

The council will continue to promote the film and television industry in the borough recognising its importance to both the local and national economy. Applications for temporary or permanent development at Elstree Studios, BBC Elstree and the Media Quarter in Borehamwood, where permission is required, will be supported where it is directly connected with film production or associated creative industries.

Development adjacent to these sites should not compromise the operational integrity of the film studios. Where appropriate and to support the primary function of film and television studios, the council may look to restrict what other activities are permitted on the site, through the use of Section 106 agreements and planning conditions.

Subject to environmental constraints and other relevant policies in this plan, including Policies

E1 and E3, proposals for film and television production and ancillary/associated uses will be supported outside of the existing studio sites.

The council will work with relevant parties, including those bringing forward the Media Quarter designated under Policy E6, to identify a suitable site and mechanism for the delivery of a Film and Television heritage centre in Borehamwood.

Elstree Village

Elstree village lies to the west of Borehamwood and Elstree, where the A411 Watford Road/Barnet Lane crosses the former Roman Watling Street, now the A5183. It is a Tier 4 settlement and is the second largest village in Hertsmere. Elstree village retains its separate and distinct identity from this and other neighbouring towns and nearby London suburbs. The village is surrounded by countryside in a largely wooded landscape setting. Its centre is located on the crest of a ridge which runs eastward to the A1. The historic part of the village is designated as a conservation area and includes all but the more recent Composers Park housing development, close to the Centennial Park Employment Area to the south-west. The conservation area has two main parts: the High Street, noted for medieval and later historic buildings, and Elstree Hill North and South and Barnet Lane, which are later extensions from c.1900.

The village is well served by open space, with the main Composers Park being rated highly in both as quality and value terms. A small number of convenience retail and other business and service facilities are located around the crossroads in the centre of the village. The village also has a primary school and GP surgery as well as multiple places of worship.

Key issues and challenges

- The gap between the village and the western part of Borehamwood and Elstree is limited.
- Views into and out of the village – particularly of the spire of St Nicholas church – are important to its character. The settings of heritage assets also merit careful consideration.
- The A5183 (Elstree Hill) and A411 (Barnet Lane) carry significant levels of traffic. The A5183 provides access to Centennial Park and adjoining Employment Areas and beyond to the strategic road network via the A41.
- Physical constraints limit the scope for any further adjustments to the junction design in centre of the village; traffic congestion, particularly at peak times, often occurs.

- The area around the crossroads is a designated Air Quality Management Area (AQMA).
- The primary school and GP surgery are on constrained sites; opportunities for expansion are limited.

Key statistics for Elstree Village Population 1700 Households 700

New dwellings built 2018-21 (net) 5

Estimated new dwellings 2021/2-2037/8 235

Employment Revised employment boundary at Centennial Park, as well as newly designated Rural

Employment Areas

Existing public transport services Bus links to Borehamwood, Bushey and Watford.

Local Objectives

In addition to the borough-wide objectives, development will:

1. Define a new green belt boundary identifying the area within which growth can meet the needs of the village.
2. Protect the character of the village as a separate and distinctive settlement.
3. Deliver new homes which meet local needs through an appropriate and affordable mix of housing, including for elderly people and adults with additional needs.
4. Ensure an appropriately located site is available nearby for a replacement health facility to meet the needs of the local population.
5. Support local shopping facilities within the Primary Shopping Area of the neighbourhood centre.
6. Reduce traffic congestion and increase the availability and use of sustainable modes of transport both within the village and connecting it with other locations.
7. Support the sensitive re-use of any vacant listed buildings.
8. Protect existing Employment Areas to the south of the village and support the continued development of appropriately located new employment opportunities.
9. Secure the provision of enhanced access for local communities into the adjoining countryside.
10. Minimise any impact on the existing AQMA 5 at Elstree crossroads.

Proposed housing development

An anticipated 235 new homes will be provided in Elstree village, of which 190 are proposed to be delivered on two sites allocated through the Local Plan. These sites are:

HEL212 Land north of Watford Road Growth of key village 90 extra care units

HEL274 Land at Edgewarebury, Elstree Hill South Growth of key village 100 homes, including 6 adult disability units

The level of growth in general needs housing in the village is limited by Hertfordshire County Council's assessment of existing primary education capacity to meet the needs of the local community.

Proposed employment development

The following areas will be protected for their employment use:

Key Employment Area

- Centennial Park, The Waterfront and Lismirrane Industrial Estates,

Elstree – Key Green Belt site

Rural Employment Areas

- Bio Products Laboratory, Elstree – Key Green Belt site

Special Policy Areas

- Elstree Aerodrome, Elstree

Centennial Park, The Waterfront and Lismirrane Industrial Estates will form a single Key Employment Area. This will also include a new 5.2ha parcel of land HEL503 – Land adjoining Lismirrane Industrial Estate.

The Bio Products Laboratory (BPL) will comprise a newly designated Rural Employment Area within which the main operational requirements of the site will be supported. The vacant homes within the site fronting Dagger Lane, and which are no longer required by BPL, will be removed to provide additional operational land for BPL.

Elstree Aerodrome will be a newly designated Special Policy Area where development which relates to the main operational requirements of the site will be supported.

Elstree village neighbourhood centre

Insofar as it remains possible in the context of nationally increased permitted development rights, the retail function of Elstree village neighbourhood centre will be protected and enhanced, particularly within the Primary Shopping Area. The sensitive re-use of the listed and vacant public house / restaurant at Elstree crossroads will be supported.

Information on the infrastructure and community facilities required to support growth
Transport Enhanced pedestrian and cycle links between the employment and residential areas will be sought, as part of a wider strategy to improve links with nearby settlements including Borehamwood.

Education Hertfordshire County Council advises that the level of housing growth proposed for Elstree village can be accommodated by the current primary school.

Health Relocation of Schopwick GP Surgery: new site off Allum Lane identified to meet needs of Elstree village and western part of Borehamwood and Elstree.

Parks and Open Space

Edgewarebury House Farm: new public open space will be available and it will be managed in perpetuity for the benefit of the local community.

Proposed employment development

The following areas will be protected for their employment use:

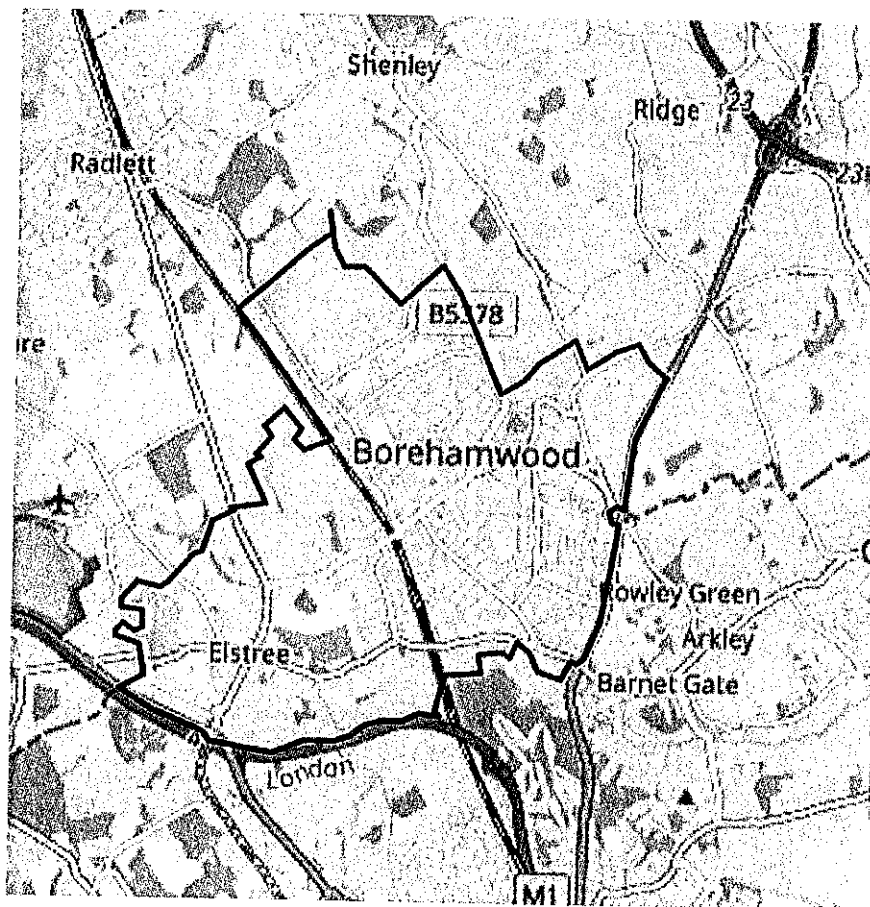
- Centennial Park, The Waterfront and Lismirrane Industrial Estates,

Rural Employment Areas

- Bio Products Laboratory, Elstree – Key Green Belt site

A Neighbourhood Plan for Elstree and Borehamwood

A tailored route map



Report to Elstree and Borehamwood Town Council

October 2021

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1. Introduction

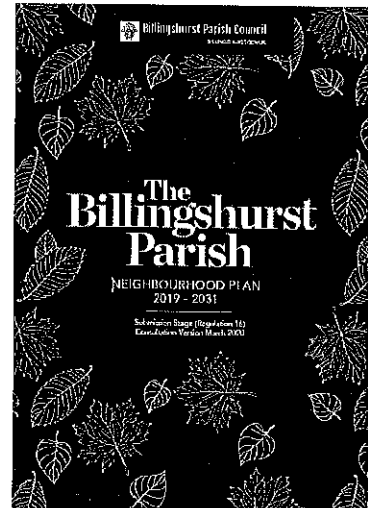
- 1.1. This report has been commissioned by Elstree and Borehamwood Town Council to provide guidance on the neighbourhood plan process, opportunities offered and potential steps to achieving a plan for the area.
- 1.2. Neighbourhood plans were introduced into the planning process by the Localism Act 2011. They give communities an opportunity to have a tangible input in guiding development in their area and setting out how land should be used. Informed by the local community, the plan will identify a vision for the area and set objectives for the next 15 to 20 years. The detailed planning policies will seek to deliver that vision by setting out, for instance, where new development should be located, and how it should be designed. There is the opportunity to allocate sites for different types of development such as housing, retail, and office space and to designate areas of community greenspace. Furthermore, the plan can be used as a way of identifying priorities for community infrastructure as well as wider community projects and aspirations.
- 1.3. Because neighbourhood plans will ultimately form part of the development plan for the area, they must undergo a rigorous process, which involves consultations, an independent examination, and a local referendum. If a majority vote is achieved at this final stage, the Plan is 'made' (adopted) by the local authority and sits alongside the Local Plan to inform planning decisions in your area.
- 1.4. This document provides further information about us as independent planning consultants. It gives an overview of the neighbourhood planning process. It then provides a portrait of Elstree and Borehamwood, including key demographic and other information of note. This is followed by a review of the strategic planning context for the area, including an overview of national policy, and the implications of the adopted and emerging Hertsmere Local Plans for Elstree and Borehamwood. Taken together with the initial planning aspirations of the Town Council, this will provide the context against which to consider the areas where a neighbourhood plan would most likely add value to the planning system at the local level.
- 1.5. The final section sets out the key steps involved in neighbourhood planning and proposes a route map for the development of the Elstree and Borehamwood Neighbourhood Plan, which can be used to inform further discussions with the Town Council and emerging Neighbourhood Plan Steering Group.

2. About us

- 2.1. We are a small, friendly team of associates bringing together many years of expertise in planning, community engagement and mapping. Our experience of neighbourhood plans is very broad ranging from support for small rural parishes and market towns to larger towns and urban areas including in London. Alison Eardley has been working with neighbourhood planning groups for over ten years and will provide the day-to-day lead for the project. Chris Bowden is the Director of Navigus Planning and brings a wealth of planning knowledge and experience, having led on neighbourhood plans across the country. We are supported by Jake Sales, a qualified GIS mapper. Together, we have an extensive and successful track record in neighbourhood planning.
- 2.2. In 2019, the Warnham Neighbourhood Plan we supported was awarded an Excellence in Planning Award by the Royal Town Planning Institute. Most recently 'made' plans include our Caterham, Chaldon and Whyteleafe plan, a complex plan involving a cluster of local councils, the Totternhoe Neighbourhood Plan and Billingshurst Neighbourhood Plan.
- 2.3. We take a thorough but flexible approach to neighbourhood planning, working with each group to understand their skillsets to establish where our support can be used to greatest effect. In short, we can provide a full range of services for a neighbourhood plan from start to finish.
- 2.4. We are familiar with planning in Hertfordshire, where we have or continue to assist a number of local councils including Ashwell, St Stephen, Wheathampstead, Totternhoe, Abbots Langley and Ware.
- 2.5. As a result, we have a thorough knowledge of the local planning framework and situation regarding the emerging Local Plan and are therefore well placed to help you navigate your thorough approach through the neighbourhood planning process.

Testimonials

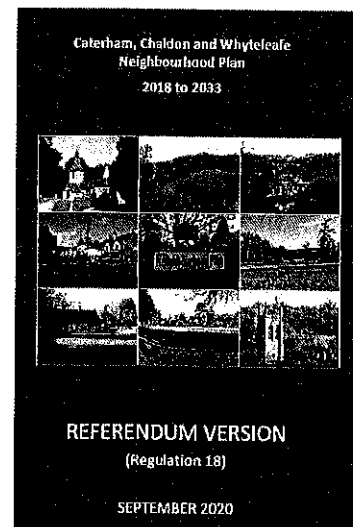
- 2.6. **Billingshurst Neighbourhood Plan:** This rural parish incorporates the main settlement of Billingshurst, which is categorised as a large village within the settlement hierarchy of the Local Plan. The Parish Council set a budget of approximately £25k to complete the work, and we supported all elements of this. The settlement is subject to a number of large strategic allocations that needed to be considered in the context of the emerging Neighbourhood Plan. We drafted a series of policies on a variety of areas including economic policies, such as the flexible re-use of historic buildings, supporting the visitor economy and improving the public realm.



- 2.7. The Plan has recently passed Referendum. The Examiner commented, *“There is a very clear focus on safeguarding local character and the specific role of the village centre. It also proposes a series of local green spaces. In the round the Plan has identified a range of issues where it can add value to the strategic context already provided by the wider development plan”*.

Contact: Greg Burt, Clerk to the Council, 01403 782555, clerk@billingshurst.gov.uk

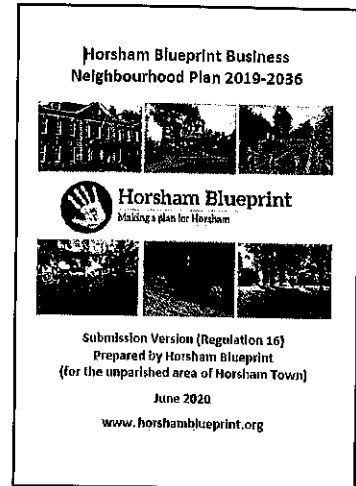
- 2.8. **Caterham, Chaldon and Whyteleafe Neighbourhood Plan:** This is an example of four local and village councils working together to produce a neighbourhood plan for their shared boundaries, including the town of Caterham and its surrounding villages, with a collective population of just under 27,000 people. Prior to our involvement, the Neighbourhood Forum had undertaken a Regulation 14 version of their Plan, however the feedback from the Local Authority suggested that much work was needed to ensure that it complied with strategic policy. We were invited to support the project at this point and worked closely with the group to review their vision and objectives to draft a range of robust policies that would achieve their desired aims. There was a focus on defining and preserving local character, including both built heritage and local views.



- 2.9. The Plan successfully passed its referendum and is making a difference locally.

Contact: Jeremy Webster, Chair of the Neighbourhood Plan Steering Group, jeremy.webster50@gmail.com

- 2.10. **Horsham Blueprint Business Neighbourhood Plan:** Horsham is the principal settlement in Horsham district in West Sussex and is an historic market town with a population of approximately 27,000 people. The neighbourhood area incorporates the entire town centre of Horsham, and its surrounding residential properties. For this reason, it was designated as a Business Neighbourhood Plan. Following a range of engagement activities, we were invited to support the group in translating this into a set of policies and associated actions. There is a significant focus on town centre and local economy policies, but also on safeguarding green space and the green infrastructure network and celebrating the rich heritage of the town. The plan also seeks to improve active travel opportunities within the town, promoting walking and cycling and setting out specific areas where routes – including historic ‘twittens’ – can be enhanced and extended.
- 2.11. The project was wholly funded by Locality grants, which included the additional grant as the group was considered ‘complex’ due to the size of the settlement, the fact that it was a Business Neighbourhood Plan and that it was led by a forum as there is no town or parish council in this area. The Plan has passed examination and is awaiting referendum.



Contact: Andrew Cooke, Chair of the Business Neighbourhood Forum, a.cooke@gmx.com

3. The Neighbourhood Plan Process

What is a neighbourhood plan?

- 3.1. A neighbourhood plan is a document that contains planning policies to guide development and land-use within a designated neighbourhood area. It will be used by those wishing to submit a planning application, to inform their proposal, and by local authority planning officers and local and borough councillors in their role in determining the outcome of applications.
- 3.2. Neighbourhood plans are prepared in accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011 and the Neighbourhood Development Planning Regulations 2012 (as amended). Once 'made', the plan forms part of the strategic development plan for the local planning authority area, carrying equal weight to the local plan policies. The plans therefore have a legal status and must be considered when future plans and proposed actions are considered and implemented.

What can a neighbourhood plan include?

- 3.3. There is scope for a variety of different topics to be covered in a neighbourhood plan, depending on what is important to the community. This can include policies relating to housing, the environment, the local economy, community and recreational facilities and walking and cycling.
- 3.4. There are several types of planning policy common to neighbourhood plans:
 - **Generic policies:** these are simple policies which apply universally to development across the entire neighbourhood plan area and which all planning applications will need to be mindful of. For example, a spatial policy could set out where development is considered to be suitable and where it should be avoided.
 - **Criteria based policies:** these policies include a set of requirements that should be met by development proposals, as appropriate. For example, a policy on the design of development might require applicants to consider materials used, orientation of their proposal, the height of the proposal and impact on neighbouring properties.
 - **Site specific policies:** these are policies which apply only to particular areas of land only, rather than the whole area. For example, you may wish to identify a site to allocate housing, or a site for a new community facility. Equally, this might be used to allocate a site for a particular use, such as a green space or allotment. There is no requirement for neighbourhood plans to allocate sites, including for housing.
 - **Protective policies:** these policies enable you to identify specific features or sites within the area and protecting them. For instance, there might be heritage assets that are not nationally listed but which are important locally, or there might be natural features that you wish to protect from development.
- 3.5. Importantly the neighbourhood plan policies must confirm to national policy, as set out in the National Planning Policy Framework. They must also conform to the strategic policies of the

adopted local plan. Where a new local plan is being prepared, this can also be used to inform the neighbourhood plan.

- 3.6. Some matters sit outside the planning system (such as the setting of speed limits, school provision, healthcare and strategic highways issues) or matters covered by other planning procedures (such as new or extended conservation areas). Whilst these will not form part of the planning policies, they can be included as community projects/aspirations or as infrastructure priorities. It is useful to include projects and priorities as these can inform the allocation of any developer funding, such as section 106 and community infrastructure levy.
- 3.7. An important consideration is that the neighbourhood plan is not a tool to prevent development, rather to shape it.

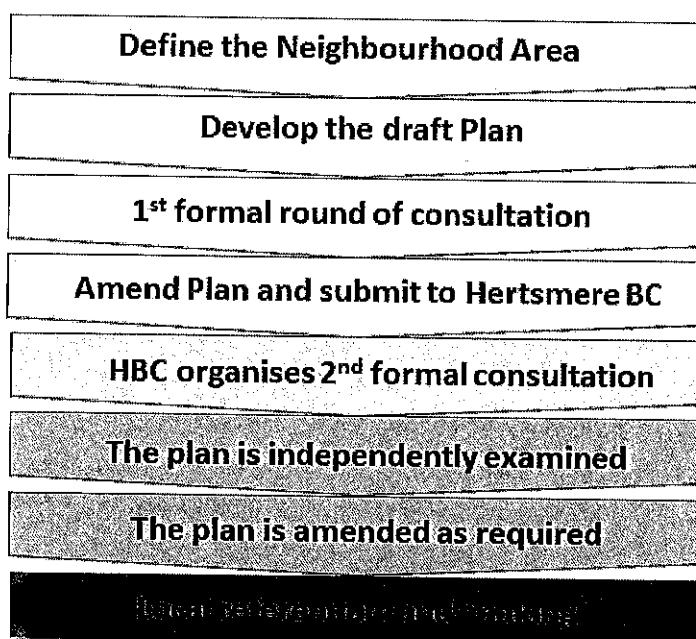
Who prepares the neighbourhood plan?

- 3.8. In a 'parished' area, such as yours, the Town (or Parish) Council is the 'qualifying body' legally required to lead the neighbourhood plan process. It is common, however, for councils to set up a separate steering group, usually comprising a mix of local councillors and volunteers, to oversee the project. Additional volunteers can assist in specific topics to be covered by the plan.
- 3.9. The local authority has a statutory duty to support the plan preparation process. Different authorities offer different support, but during the development phase, this might include assisting with identifying evidence, providing help with mapping, offering ongoing advice to the group and reviewing emerging policy ideas. The local authority is responsible for running the second round of formal consultation on the plan (the so-called Regulation 16 consultation), as well as organising and funding the examination and the referendum. They receive government grants to assist in this.
- 3.10. Support is also available to groups from Locality, the organisation overseeing the implementation of neighbourhood planning at a national level. They offer advice via their website and newsletter, including case studies and workshops. They also offer direct support:
- **Grant funding:** a basic grant of up to £10,000 per neighbourhood planning group is available. 'Complex' groups can access a further grant of £8,000, taking the total to £18,000. Your area would be considered complex as it has a population of over 25,000 people.
 - **Technical Support:** There are many technical support packages available to apply for. A consultant will be allocated to you to prepare a bespoke piece of work, for instance on understanding your local housing need, preparing Design Guidance for your area and undertaking masterplanning. Further information on the packages available can be found here: [Neighbourhood Planning Grant & Technical Support Guidance Notes - Locality Neighbourhood Planning](#)

What are the key steps in the neighbourhood plan process?

- 3.11. The main steps involved in preparing a neighbourhood plan are set out below. On average, it takes between 12 and 24 months for groups to go through the process from the start to finish. This is dependent on the scope of the plan, time available from volunteers and external support.

Neighbourhood Plan process



- 3.12. The process as it applies to Elstree and Borehamwood is described in detail in Chapter 4 of this document. It will require a Steering Group to oversee the work, the recruitment of volunteers from the community to gather evidence and engagement with the wider community and other organisations.

4. About Elstree and Borehamwood

Borehamwood and Elstree (the part of the built-up area west of the railway as distinct from Elstree village)

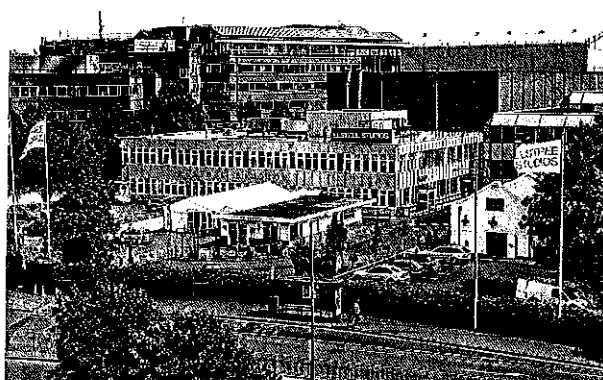
Population	36,500	
Households	14,785	
New dwellings built 2018-21 (net)	835	
Estimated new dwellings 2021/2-2037/8	2,770	
Employment	New and extended Employment Areas within the town and new Media Quarter at Rowley Lane	
Existing public transport services	Good rail and bus links to London and a number of other key towns in the area	

- 4.1. This is the largest town in Hertsmere, and its only Tier 1 settlement. Borehamwood has good rail and bus links; the A1 runs north/south adjacent to the eastern edge of the town. It is a location for many of the retail and service facilities serving both the town itself and the surrounding area. There are good quality well used open spaces across the town.



- 4.2. The town has an international reputation for film and television production with significant investment in the industry planned, including at Sky Studios Elstree and at Elstree Studios. Borehamwood is also a source of employment in other sectors including Research and Development, retail and Communications and IT.

- 4.3. Over recent years Borehamwood has seen a significant number of new homes, with the Elstree Way Corridor being a focus for growth through a programme of residential led regeneration



guided by the Elstree Way Corridor Area Action Plan (EWCAAP), adopted in 2015. A total of 895 homes have been delivered so far; there is potential for a further 685 homes on other sites. Other key elements of the EWCAAP include improvements to open space and public realm, pedestrian and cycle connections with the town centre, highway improvements and the enhancement of facilities for the delivery of civic and public services.

- 4.4. An anticipated 2,770 new homes will be provided in Borehamwood, of which 2,155 are proposed to be on nine sites allocated through the Local Plan.

Key challenges identified at the strategic level:

- East/west road links with other parts of the borough are not so well developed.
- The growth in and around the town has impacted on levels of traffic (compounded by high volumes of through traffic) and an increased demand on local services including education and health provision.
- In terms of the community's health and well-being, the Cowley Hill ward remains one of the most deprived in the county, as assessed against the measures used in the Indices of Multiple Deprivation.
- There is a deficit across all types of open space (except amenity green space) and relative gaps in accessibility for the local community to open space in several locations.
- The long-term effects of the Covid pandemic and collapse of national chains with a local presence such as Debenhams will need to be addressed through both the Local Plan and the council's Economic Development Strategy.

Local Objectives

In addition to the borough-wide objectives, development will:

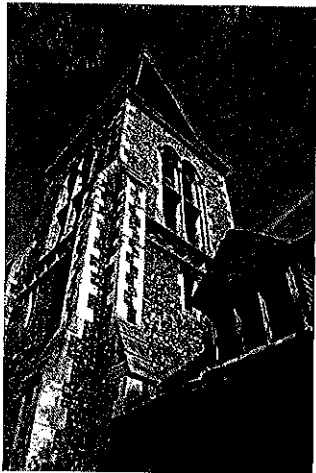
1. Define a new green belt boundary identifying the area within which growth can meet the needs of the village.
2. Protect the character of the village as a separate and distinctive settlement.
3. Deliver new homes which meet local needs through an appropriate and affordable mix of housing, including for elderly people and adults with additional needs.
4. Ensure an appropriately located site is available nearby for a replacement health facility to meet the needs of the local population.
5. Support local shopping facilities within the Primary Shopping Area of the neighbourhood centre.
6. Reduce traffic congestion and increase the availability and use of sustainable modes of transport both within the village and connecting it with other locations.
7. Support the sensitive re-use of any vacant listed buildings.
8. Protect existing Employment Areas to the south of the village and support the continued development of appropriately located new employment opportunities.
9. Secure the provision of enhanced access for local communities into the adjoining countryside.
10. Minimise any impact on the existing AQMA 5 at Elstree crossroads.

Elstree village

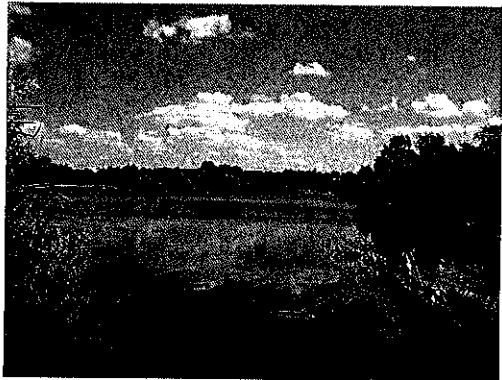
Population	1700
Households	700
New dwellings built 2018-21 (net)	5
Estimated new dwellings 2021/2-2037/8	235
Employment	Revised employment boundary at Centennial Park, as well as newly designated Rural Employment Areas
Existing public transport services	Bus links to Borehamwood, Bushey and Watford

4.5. Elstree village lies to the west of Borehamwood and Elstree, where the A411 Watford Road/Barnet Lane crosses the former Roman Watling Street, now the A5183. It is a Tier 4 settlement and is the second largest village in Hertsmere. Elstree village retains its separate and distinct identity from this and other neighbouring towns and nearby London suburbs.

4.6. The village is surrounded by countryside in a largely wooded landscape setting. Its centre is located on the crest of a ridge which runs eastward to the A1. The historic part of the village is designated as a conservation area and includes all but the more recent Composers Park housing development, close to the Centennial Park Employment Area to the south-west. The conservation area has two main parts:



the High Street, noted for medieval and later historic buildings, and Elstree Hill North and South and Barnet Lane, which are later extensions from c.1900.



4.7. The village is well served by open space, with the main Composers Park being rated highly in both as quality and value terms. A small number of convenience retail and other business and service facilities are located around the crossroads in the centre of the village. The village also has a primary school and GP surgery as well as multiple places of worship.

Key challenges identified at the strategic level

- The gap between the village and the western part of Borehamwood and Elstree is limited.
- Views into and out of the village – particularly of the spire of St Nicholas church - are important to its character. The settings of heritage assets also merit careful consideration.

- The A5183 (Elstree Hill) and A411 (Barnet Lane) carry significant levels of traffic. The A5183 provides access to Centennial Park and adjoining Employment Areas and beyond to the strategic road network via the A41.
- Physical constraints limit the scope for any further adjustments to the junction design in centre of the village; traffic congestion, particularly at peak times, often occurs.
- The area around the crossroads is a designated Air Quality Management Area (AQMA).
- The primary school and GP surgery are on constrained sites; opportunities for expansion are limited.

Local Objectives

In addition to the borough-wide objectives, development will:

1. Define a new green belt boundary identifying the area within which growth can meet the needs of the village.
2. Protect the character of the village as a separate and distinctive settlement.
3. Deliver new homes which meet local needs through an appropriate and affordable mix of housing, including for elderly people and adults with additional needs.
4. Ensure an appropriately located site is available nearby for a replacement health facility to meet the needs of the local population.
5. Support local shopping facilities within the Primary Shopping Area of the neighbourhood centre.
6. Reduce traffic congestion and increase the availability and use of sustainable modes of transport both within the village and connecting it with other locations.
7. Support the sensitive re-use of any vacant listed buildings.
8. Protect existing Employment Areas to the south of the village and support the continued development of appropriately located new employment opportunities.
9. Secure the provision of enhanced access for local communities into the adjoining countryside.
10. Minimise any impact on the existing AQMA 5 at Elstree crossroads.

5. The Strategic Planning Policy Context

- 5.1. It is important to consider the strategic planning context, as the Neighbourhood Plan will need to be in general conformity with this.

National Planning Policy

- 5.2. The Neighbourhood Plan must have regard to the policies set out in the National Planning Policy Framework (NPPF): [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/national-planning-policy-framework-2019)
- 5.3. The National Planning Policy Framework (NPPF) states at paragraphs 29 and 30:

*“Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. **Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies**¹.*

*Once a neighbourhood plan has been brought into force, **the policies it contains take precedence over existing non-strategic policies in a local plan covering the neighbourhood area, where they are in conflict**; unless they are superseded by strategic or non-strategic policies that are adopted subsequently.”*

- 4.1. There have been several updates to the NPPF, most recently in July 2021. This includes stronger clauses on issues such as the design of development, with greater emphasis on the role of communities and the importance of natural features, such as trees, to create attractive spaces.
- 4.2. Other changes at the national level, that will potentially impact on the scope of the neighbourhood plan include:
- The emerging Environment Bill – this is likely to introduce targets to achieve a ‘net gain in biodiversity’ as a result of development. This is helpful for planning groups wishing to map out their environment and the features and habitats it comprises, to influence how that net gain is most effectively delivered.
 - Amended Use Classes – each type of development – retail, housing, leisure centre etc. – is classified within a ‘Use Class’. In September 2020, the Use classes were refined. The use classes relating to shops, offices, leisure centres and health centres (among others) were combined, which means that it is now possible to change from one use to another without the need for planning permission. This also makes it easier for different uses to be reflected within one building.
 - Converting to residential – from August 2021, the need for planning permission was revoked for certain uses wishing to convert to residential dwellings. This includes shops, restaurants and offices.
 - The introduction of First Homes – a new type of affordable housing has been introduced very recently, aimed at enabling key workers, first time buyers, or those with a local connection to an area, the prospect of purchasing a house at additional discounts.

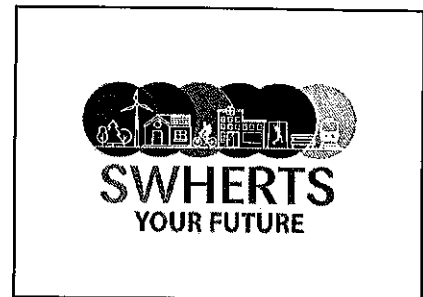
¹ Neighbourhood plans must be in general conformity with the strategic policies contained in any development plan that covers their area.

Local Planning Policy

- 5.4. The policies of the Neighbourhood Plan must also be in general conformity with the strategic policies of the adopted Hertsmere Local Plan, which comprises four documents:
- Core Strategy (PDF 1.70mb), adopted January 2013.
 - Elstree Way Corridor Area Action Plan (PDF 7.51mb), adopted July 2015; Find out more about the Elstree Way Corridor Area Action Plan,
 - Site Allocations and Development Management (SADM) Policies Plan (PDF 7.57mb), adopted November 2016; Find out more about the SADM Policies Plan.
 - Policies Map.
- 5.5. A new Local Plan is being developed which, once adopted, will set out the strategy for growth and development to 2038, replacing the existing documents. It is currently being consulted on in draft form, following which it will be amended into its Submission Version, for a further round of consultation, before being examined. The new Local Plan is scheduled to be adopted in the summer of 2023. It is sensible to consider the emerging policies when preparing the neighbourhood plan.
- 5.6. The Elstree Corridor Area Action Plan (2015) is a spatial strategy for the coordinated development and design of the area known as the Elstree Way Corridor.
- 5.7. The neighbourhood plan should not seek to repeat policies contained in the strategic plans. Rather it should add locally specific detail where required.

Emerging Joint Strategic Plan

- 5.8. The local authorities of Dacorum, Hertsmere, St Albans, Three Rivers, and Watford Councils are preparing the South West Herts Joint Strategic Plan, which will consider how the challenges of growth in the wider South West Hertfordshire area can be addressed longer term (i.e. to 2050). For instance, a key aim will be to ensure that infrastructure - such as transport, schools, health, and utilities (for example, water and sewerage) - are properly co-ordinated and delivered alongside the need for new homes and jobs.



6. Overview and implications of the adopted and emerging Local Plans for the Elstree and Borehamwood Neighbourhood Plan

- 6.1. The table below provides an overview of the policies contained in the adopted local plan as well as those indicated for the emerging local plan. It sets out where there could be an opportunity to add greater detail in the neighbourhood plan. Further potential neighbourhood plan policy ideas may arise from the local engagement.

What does the adopted Core Strategy say?	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
Housing		
<p><u>Number and location</u></p> <ul style="list-style-type: none"> CS1: Borough-wide need for at least 3,990 new homes across the Borough between 2012 and 2027. In the period up to 31 March 2019, 2745 dwellings had been completed, at an average of 392 per annum. CS2: As the main settlement within the Borough, Borehamwood is identified as being the primary focus for development, both to address local housing need, but also to contribute to the wider strategic housing need. 	<ul style="list-style-type: none"> H1: The emerging Local Plan is seeking to deliver a minimum target of 12,160 homes in the 16-year period from submission of the Local Plan in 2022 to 2038. H1: Borehamwood and Elstree to deliver 2,770 homes to be delivered through existing allocations/commitments, windfall sites and new allocations. Individual parishes have not been allocated a minimum requirement to be delivered via their neighbourhood plans. 	<p>Whilst you have an opportunity to allocate sites in the neighbourhood plan for housing, given the quantum of development proposed at a strategic level for the area, you may wish to focus your policies on the nature of that housing, for instance the types of homes to be delivered and its design.</p> <p>Contributing to the emerging Local Plan consultation would provide the best opportunity to have your say on overall housing numbers and give feedback on the individual sites being considered, including infrastructure requirements.</p> <p>Conclusion – no need for housing allocations</p>

What does the adopted Core Strategy say? <u>Housing mix and affordability</u>	What does the emerging Local Plan say?	<u>Implications/ opportunities for Neighbourhood Plan</u>
<ul style="list-style-type: none"> CS4: Developments of five or more dwellings should comprise at least 35% affordable homes. CS7: Requires a mix of housing, but does not specify the precise nature of this. 	<ul style="list-style-type: none"> H2: Developments of ten or more dwellings should comprise at least 40% affordable homes. %s of the affordable tenures is provided. H6: size and type (within each tenure) to reflect need demonstrated in the affordable housing strategy. H9: Supports self- and custom-build. 	<p>You could explore the specific housing needs within your area – ideally split by the two settlements - to construct a policy that ensures your local housing needs are delivered. <u>This might address your concerns about limiting one-bedroom developments</u>, although this would need to be robustly justified. Supporting evidence to consider:</p> <ul style="list-style-type: none"> - A top-down Housing Needs Assessment (Locality Technical Support): to set out the types of homes required, in terms of size, affordability, tenure. - This could be supported by engagement with the community to understand their concerns about housing locally and their potential housing needs over the lifespan of the plan. There may be scope for a bottom-up Local Housing needs study, which CDA Herts might deliver. <p>In terms of affordability, the top-down housing needs assessment could explore the relative gap between average local incomes and house prices. This could inform a First Homes policy if we can, for instance, demonstrate a need for greater discounts for certain house buyers.</p> <p>Conclusion – include a policy on Housing mix, including affordability, to ensure that local housing need is being addressed.</p>

What does the adopted Core Strategy say?	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Character and Design</p> <p>Local character</p> <ul style="list-style-type: none"> SP1: development should be in-keeping with local character. CS22: promotes high quality design SADM30: sets out design criteria. 	<ul style="list-style-type: none"> ENV5: expects development to conserve, enhance, restore the landscape character of the area. ENV7: seeks to protect the natural features of the landscape, in particular trees and planting new trees. Design Section: Sets out design criteria. 	<p>There is an opportunity to establish what is meant by 'local character' within your area. This would add greater detail to the strategic policies, which support development to be 'in keeping', but do not provide the detail of what that means. Likely to have different elements of local character for different parts of the overall area.</p> <p>This could potentially address your point relating to limiting 'tower block' developments (bearing in mind the national planning policy framework strongly advocated 'optimal use of space').</p> <p>Potential to explore retention of the gap between Elstree Village and Borehamwood.</p> <p>Conclusion – Commission a Design Guide for the area (Locality Technical Support)</p>
<p>The historic environment</p> <p>Heritage assets</p> <ul style="list-style-type: none"> CS14: general policy to conserve heritage assets in the borough. 	<ul style="list-style-type: none"> Section 12 includes a suite of policies protecting and conserving local heritage assets in the area. 	<p>Opportunity to identify any locally important heritage assets that are not, for instance, nationally listed, or which do not appear on the Heritage Environment Record (accessed using the online Heritage Gateway). Additionally, opportunity to identify heritage at risk.</p> <p>Conclusion – Opportunity to identify non-designated heritage assets and include these in a policy. Also a link across to a potential policy to promote tourism and associated facilities.</p>

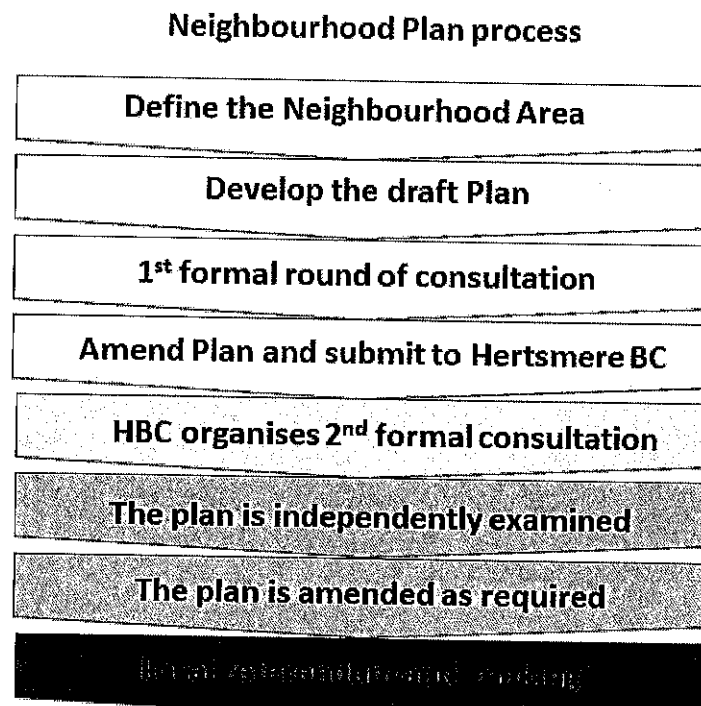
What does the adopted Core Strategy say?	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>The natural environment</p> <p><u>Preserving features of the natural environment</u></p> <ul style="list-style-type: none"> CS12: Seeks to preserve the natural environment and requires proposals to look for opportunities to enhance it. CS15: promotes access to green areas of the borough. CS16/CS17: sets out how development should contribute to sustainable design (inc. issues such as flooding, energy consumption, pollution etc.). <p><u>Local Green Space</u></p> <ul style="list-style-type: none"> SADM25: Safeguard 'local green spaces' 	<ul style="list-style-type: none"> ENV1: Essentially updates CS16/CS17 ENV3/ ENV4: Requires net gain in biodiversity (although no minimum requirement provided); sets out that national and local designated sites should be protected and enhanced. ENV7: seeks to protect the natural features of the landscape, in particular trees and planting new trees. ENV8: sets out that development should contribute to the green and blue infrastructure network. LF6: Safeguards Local Green Spaces that have been identified. 	<p>Biodiversity - Many areas use the neighbourhood plan as an opportunity to map out – at the local level – their green and blue infrastructure network, identifying features, habitats, spaces and corridors that enable movement of wildlife and provide places for flora and fauna to flourish (such spaces can also provide recreational opportunities). A policy would help to protect that network and provide a ready opportunity for developers who need to deliver their biodiversity net gain but cannot do this wholly on site. The Local Wildlife Trust can provide a comprehensive report to underpin this policy, and we would recommend commissioning them to prepare a report for your area.</p> <p>Local Green Space – Identify your Local Green Spaces, which are demonstrably special and which should be safeguarded from inappropriate development.</p> <p>Conclusion: Two potential policies: one mapping your green and blue infrastructure network, identifying important natural features; the other designating Local Green Spaces. This could link to other improvements to 'beautify/green' public areas.</p>

What does the adopted Core Strategy say? Getting around (walking and cycling)	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Car parking (residential)</p> <ul style="list-style-type: none"> CS25: sets out parking standards by type of development and how the amount of parking will be determined. <p>Walking and cycling</p> <ul style="list-style-type: none"> CS26: Identifies existing 'greenways' and supports additional ones and also extensions to the rights of way network. 	<ul style="list-style-type: none"> ST4: Also sets out parking standards and promotes, where possible, non-car modes. ST2: Supports opportunities to provide additional non-car routes, e.g. for walking and cycling. 	<p>Parking is a difficult area to influence, particularly in Hertfordshire, where the Local Transport Plan (LTP4) is heavily in favour of supporting non-car modes / sustainable car modes. Depending on the particular issue, it will be very difficult to, for instance, increase parking provision per home. It would be better to focus a policy on the walking/cycling network, and how this can be improved, extended and better promoted.</p> <p>Equally, public transport falls outside the remit of the neighbourhood plan. It can be discussed but is dealt with by the Highways Authority and private companies, supported by strategic policies in the local plan.</p> <p>Conclusion – Include a policy to add additional local detail to CS16 and ST2 - map out your walking and cycling network, showing the key residential areas and facilities (e.g. town/local centres, schools, recreation etc.). Consider which are the primary routes connecting up the facilities and ensure these are well-signed, pleasant and accessible. Also show where improvements can be made that will link up areas, address accessibility issues, link to the wider countryside.</p> <p>You could also show where EV points could be located within the area.</p>

What does the adopted Core Strategy say? The local economy / local employment	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Commercial employment sites</p> <ul style="list-style-type: none"> CS8: Designates (key) employment areas: Elstree Way (Borehamwood), Stirling Way (Borehamwood) and Centennial Park (Elstree) and safeguards these. CS9: Designates local employment areas: Borehamwood Enterprise Centre, Theobald Court (BW), Lismirrane Industrial Park (E) CS10: limits uses within employment areas to former B Use Class. SADM8: Safeguards against loss of employment space in sites noted above and other larger employment uses. Also safeguards land between Rowley Lane and the A1 at Elstree Way in Borehamwood for future employment use. CS11: Supports developments associated with the film and television industry. 	<ul style="list-style-type: none"> E1: Reclassifies employment areas and safeguards them for these uses: <ul style="list-style-type: none"> Key: Centennial Park; Elstree Way Main: Stirling Way; Imperial Place Local: Borehamwood Enterprise Centre; Theobald Court (BW) Rural: Bio Products Lab E5: Safeguards the continued aviation use of Elstree Aerodrome. E6: Sets out criteria for land use to support film and TV at Media Quarter, BW. E7: Supports provision for local business inc. SMEs. E8: Promoting film and TV industry and ensuring the areas allocated for this are not eroded by other uses. E10: Requires all larger schemes to demonstrate how they are supporting local employment provision. 	<p>The existing policies relating to commercial space (identifying where these are and retaining their use for this purpose), these appear to be pretty comprehensive.</p> <p>You mention promoting employment opportunities for all sectors of the community – it may be better to work with HBC's economic development team on this, to ensure that this aspect is embedded in their requirement for larger proposals to submit, with their application, an Employment and Skills Plan (see Policy E10 of emerging Local Plan).</p> <p>A further area you might want to explore relates to tourism and the visitor economy/ promoting the cultural heritage of the area. If there are aspirations for, for instance, a heritage centre of museum, we could support this and identify sites for such – perhaps to add additional detail to E8, or as part of the mix of uses within on of your town / local centres. You could also explore whether there is a gap in the provision of supporting infrastructure for the tourism industry (accommodation etc.) – this will link across to other topic areas such as promoting walking/cycling and green spaces.</p> <p>Conclusion – potential for a policy to promote the visitor economy locally and services/assets to support that.</p> <p>Dialogue with the economic development team on training opportunities for local people.</p>

What does the adopted Core Strategy say? <u>Town centres / local centres</u>	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<ul style="list-style-type: none"> CS20: Seeks mixed use in BW town centre and other locations where this is appropriate CS28: Designates BW as a town centre and safeguards its use as such. C30: Supports proposals that will contribute to providing an evening economy. 	<ul style="list-style-type: none"> E9: Supports a mix of uses in BW centre and other locations, where relevant. VTC1: Designates BW as a Major Town Centre and focusses a mix of uses here. VTC3: Details areas of opportunity to improve the centres. <p>The hierarchy of centres is defined and range of other comprehensive policies included.</p>	<p>The strategic policies on town and local centres are pretty comprehensive.</p> <p>Your list of potential aims includes an aspiration to promote high quality retail opportunities to cater to local needs. The neighbourhood plan cannot compel particular retail providers to locate to the area. The local plan already promotes a mix of uses.</p> <p>Conclusion – the opportunity may lie in exploring ease of access to the centres from residential areas and improving the public realm in terms of accessibility and its overall look and feel – this would also potentially help with your visitor economy aims.</p> <p>This would add additional local detail to emerging policy VTC3.</p>
<p>Community facilities</p> <ul style="list-style-type: none"> CS19: Safeguards against loss of community facilities and supports dual use of facilities. 	<ul style="list-style-type: none"> LF1/3: Safeguards against loss of community/local facilities and open space/ recreation. LF2: Supports the provision of enhanced / new facilities. 	<p>If there are particular facilities that you would wish to safeguard against loss, you could name these here. If there are facilities lacking, or in need of improvements/expansion, this could be included within a policy, thus adding additional local detail to the broad strategic policies.</p>

7. Potential approach to the neighbourhood plan



Step 1: Define the Neighbourhood Area

Step 1.1: Designating the neighbourhood plan area (November 2021)

- 7.1. You will need to apply to Hertsmere Borough Council (HBC) to officially designate the neighbourhood area. It is recommended that the area aligns with your parish boundary, which means that no formal consultation is required to enable the designation. The ultimate plan will contain policies that cover the entire area and policies more relevant to a particular area – so this does not preclude you focussing on Elstree and Borehamwood slightly separately if you wish. The application will require a letter setting out that you wish to prepare a neighbourhood plan and a map showing the boundary to be designated.

Step 1.2: Familiarisation visit /inception meeting and development of a parish profile (November/December 2021)

- 7.2. We would seek to visit early on to meet the initial group and familiarise ourselves with the area, being mindful of the Covid-19 distancing rules as necessary. This provides an opportunity to have a look at the settlements and wider parish, along with the allocated sites, and get to know the area a bit better.
- 7.3. The visit could usefully coincide with a meeting with the group currently leading the process, to discuss the proposal and next steps.
- 7.4. During this early phase, we will develop a profile of the neighbourhood area that will form part of the evidence base for the Plan. It will contain key information about demographics, housing, the landscape and local economy, as well as setting out the planning context within which we

are working. This can then be used to help identify challenges and opportunities for the area as well as the emerging vision and objectives for the Plan. It will also provide helpful background material for the Working Groups, which will be formed to focus on individual topics.

Step 1.3: Setting up the initial Steering Group (November / December 2021)

- 7.5. We would assist you in setting up the Steering Group to oversee the work on the plan. This would normally comprise a mix of local councillors and members of the public, who are committed to supporting the project. Normally a fairly compact group is helpful, perhaps 8 members. It may be that the initial group expands as more engagement is undertaken, particularly the launch events. Otherwise, we find it can be helpful to draw members, who have connections with other formal groups in the area. We can help you put together a Terms of Reference for the Group, setting out key roles and responsibility and relationship with the Town Council (which is helpful in terms of feedback on progress and managing budgets).
- 7.6. As we progress through the process, we will be setting up Working Groups to explore individual topics, such as local green spaces, design and so forth. Experience has shown that it can be helpful if each of these Working Groups is headed up by a member of the Steering Group. This makes it easier to feed back the work of each Working Group to the overarching Steering Group.

Step 1.4: Project plan and engagement/communications strategy (December 2021)

- 7.7. We will assemble an initial timeline for the project and put together an engagement and communications strategy – this will set out the different groups/individuals to talk to and the best channels to reach them by. In addition, it will help to co-ordinate the activities of the emerging Working Groups, with a member of each group reporting back to the Steering Group regularly. From a communications perspective, the strategy will describe how and when to report back to the community on progress, through a variety of methods, such as social media, newsletters, e-bulletins etc.
- 7.8. There are plenty of ways to get people involved and keep them updated, including:
- Maintaining a dedicated website and undertaking social media activity
 - Placing regular update bulletins in local newsletters, press and noticeboards
 - Posters and banners to encourage engagement at key parts of the process
 - Online Zoom webinars and focus group meetings to discuss topics
 - Piggy backing onto other events and activities already taking place
 - Photograph and drawing competitions
 - Creation of a logo
 - Postcards and leaflets
 - Parish and village 'walkabouts'
 - Online surveys



- 7.9. A key stakeholder will be the local authority and we will initiate an early meeting with them to discuss the plan and commit to ongoing dialogue. They will also be able to share what support they can offer too to the group.

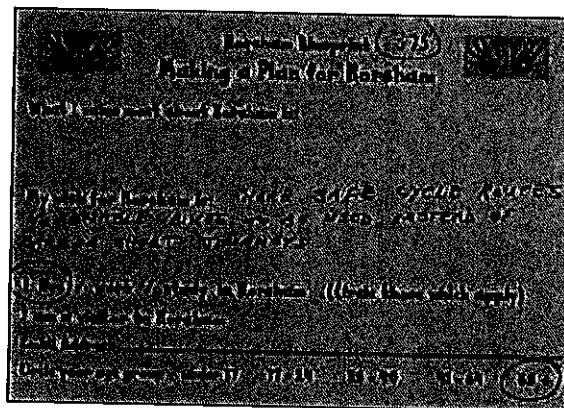
Stage 2: Develop the Plan

2.1: Launching the Plan with the community (January/ February)

- 7.10. We recommend hosting a drop-in launch event over an afternoon or evening (or combination), whereby the local community are invited to come along and learn about the plan. It provides a useful way of telling local people what the plan can and cannot do as well as beginning to gather some initial views on what locals think is important to safeguard and where opportunities for improvements might be. We often, for instance, will have an area set up for people to leave post-it notes about what they like, what they do not like and what could be improve.



- 7.11. The events can be used to recruit volunteers either to join the Steering Group or to take part in topic Working Groups.
- 7.12. If this is not possible, for instance if there are covid restrictions in place, we could consider an initial postcard campaign, where each household is delivered a card upon which they can write what they like about where they live and what could be improved (example below from the Horsham Neighbourhood Plan). This could also be run as an online survey and also an online Zoom session (or number of) to introduce people to the concept of neighbourhood planning.



- 7.13. Findings from this initial activity will provide a helpful starting point for the Working Groups, which will be tasked with a series of steps to work on to develop their themes into objectives and ultimately policies.

2.2: Gathering evidence about the topic areas (2022 to early 2022)

- 7.14. This represents the lions share of the work on the plan and activity will take place over a period of time. Each of the Working Groups will be tasked with exploring their topics – we can brief the groups and help them scope out their work. They will be guided initially by the comments received at the launch events and the guidance from the consultants, bearing in mind where opportunities lie based on the review of the Local Plan.
- 7.15. Evidence gathering will fall into three main categories:
- i. Hard evidence – information drawn from existing reports and data relating to the topic. For instance, the evidence documents underpinning the local plan that relate to the area, the census data, ONS data, information available locally from groups and organisations.
 - ii. Commissioned evidence – for example, we advise commissioning Locality to undertake a Housing Needs Assessment and Design Guide (free Technical Support). In addition the Wildlife Trust can prepare a biodiversity report for the area. Evidence could also include primary research, such as walkabouts of the local area, mapping of local routes etc.
 - iii. Local engagement – speaking to individuals and groups about the topic areas to gain input and feedback from the local perspective – using the engagement strategy as a guide on how to do this and the sorts of activities that work well.
- 7.16. Some groups like to prepare an initial questionnaire, but as this can be fairly costly, often we find it more prudent to do this sort of exercise a bit further down the line, once we have a clearer idea of the scope of the plan and information missing/required. Many groups produce a community questionnaire and additional ones tailored to local businesses and younger people.

2.3: Preparing a draft vision and objectives (Spring 2022)

- 7.17. In parallel with the evidence gathering, a first task for the Working Groups will be to identify key objectives for their areas. These can be used by the Steering Group to construct a draft vision and objectives for the neighbourhood plan – which would be tested with the community (again using the engagement strategy to guide the right mechanisms). Getting early feedback and buy-in to this is incredibly helpful as it means that the rest of the work is underpinned by community backing.

2.4: Drafting the policies based on robust evidence (2022 to early 2023)

- 7.18. We will support the Working Groups in developing their ideas into emerging policies and ensuring that the underpinning evidence is robust. We will propose a structure for the emerging plan, that we will fill in as the information is progressed. It would be helpful for the group to collate photographs for inclusion.
- 7.19. Mapping will be required to illustrate policies. Our GIS mapper will create these for the Plan.

2.5: Informal consultation on the emerging policies (March 2023)

- 7.20. At this point, we would have a draft version of the Plan. We recommend asking HBC, who we will be in ongoing dialogue with, to undertake an informal health check of this draft, prior to it going to the first formal round of consultation at so-called Regulation 14. We have found such health checks to be very helpful and it can speed up the next part of the plan process as the local authority's comments will have already largely been considered, and where necessary, integrated prior to the formal consultation.
- 7.21. While this is taking place, informal consultation on the draft plan can take place with the community, to ascertain support for the policies and whether any final amendments are required.
- 7.22. We will integrate the comments received from WBC and ensure that all of the policies are worded appropriately and conform to both the National Planning Policy Framework (NPPF) and the adopted Local Plan Review.
- 7.23. Community actions – Whilst not essential to include, there may be projects and aspirations that arose from the community engagement that can be included in the Plan. These will not be assessed by the Examiner, as they are not land-use related, but nevertheless can be a helpful depository for ideas that local people feel would be important to address. Any infrastructure priorities, that might be funded by developer contributions including Community Infrastructure, can also be included in the Plan.
- 7.24. This would also be the time to have the Plan 'screened' by HBC to determine whether a Strategic Environmental Assessment (SEA) and/or Habitats Regulation Assessment (HRA) is required. It is a legislative requirement to undertake this screening, which assesses the potential policies to ascertain whether they are likely to have a significant (negative) environmental impact on the area. If housing/employment sites are not being included in the plan, it is unlikely that an SEA/HRA will be required. Even if an SEA is not required, it can be helpful to prepare a brief Sustainability Statement to accompany the Plan, setting out how you have sought to consider the impacts of policies on the environment, local community and economy.

Stage 3: First round of formal consultation on the Plan

3.1: Pre-Submission Regulation 14 consultation (May to June 2023)

- 7.25. The Pre-Submission Version Neighbourhood Plan will need to be consulted on for a minimum of six weeks, both with the community and with a number of statutory consultees, for instance Historic England, Natural England and the Environment Agency. We will assist you in finalising the list of statutory consultees and can help to prepare the letter to email with the Plan and supporting documents. We will also prepare a summary of the plan for use locally and a short questionnaire that can be used by local people to provide feedback. We can support you on developing the engagement and communications programme to be run in parallel with the consultation, which could include for instance, drop in events, banners, posters and presentations to individual groups.

Stage 4: Amend Plan and submit to HBC

4.1: Finalising the Submission Version Neighbourhood Plan and supporting documents (July – August 2023)

- 7.26. Following the Regulation 14 consultation, we will assist you in collating the comments received. It will be necessary to consider each one carefully and record a response from the Steering Group as to how to address it. This will most likely lead to some amendments to the draft plan.
- 7.27. This is also the time to finalise the supporting documents that will need to be submitted to Hertsmere Borough alongside the neighbourhood plan:
- Basic Conditions Statement – setting out how each neighbourhood plan policy conforms to both the Local Plan and the National Planning Policy Framework
 - Consultation Statement – setting out the storyline of the plan process and how you have sought to provide everyone with an opportunity to get involved. It will also include a copy of all the comments received during the Regulation 14 consultation and how these were addressed to inform the Submission Version Plan.
 - Sustainability Statement – as noted previously, if an SEA is not required, we recommend that preparing a Sustainability Statement is good practice to illustrate how you have proactively considered sustainability factors while developing the Plan.
 - Equalities statement – within the Consultation Statement, it is recommended to provide a statement about how you have ensured that all groups have been adequately provided an opportunity to get involved.
 - Evidence base
- 7.28. It is important to note that from this time onwards, the Plan is largely in the hands of WBC, who are responsible for actioning the remaining steps of the process.

Stage 5: HBC organises the 2nd formal consultation

5.1: The Regulation 16 (Submission Version) consultation (September to October 2023)

- 7.29. HBC will check that they have received the correct documents and will organise a second formal consultation, known as the Regulation 16 consultation. This will run for a minimum of six weeks and, as with the first consultation, will request comments from the community and statutory consultees. Representations will be collated in readiness to send to the Examiner.
- 7.30. You will most likely wish to undertake further promotional activities at this point, to encourage people to provide input and publicise the fact that the Plan is progressing.
- 7.31. During this consultation, HBC will contract an independent examiner. They will normally receive a shortlist of suitable candidates and you will have an opportunity to choose which one you prefer. We will advise you on this.

Stage 6: The Plan is independently examined

6.1: The examination (by early 2024)

- 7.32. The Examiner will visit the parish and may submit questions to WBC, which will be shared with the Steering Group. We can assist you in responding to any queries directed to the Town Council.
- 7.33. The Examiner's role is to make sure that the Plan meets the Basic Conditions. Sometimes a public hearing is held, but this is unusual and only likely where there is something particularly controversial in the plan.
- 7.34. The Examiner will first issue a fact-checking report, which is purely to check spellings and accuracy of content. There is no opportunity at this stage to query the Examiner's findings or modifications. Once agreed, the Examiner will issue their final report, which may include recommended modifications to the Plan.

Stage 7: The Plan is amended as required

7.1: The referendum version plan (February 2023)

- 7.35. We will assist you as necessary in modifying the Plan, as required by the Examiner. At this point in the process, you might wish to have the Referendum Version Plan professionally designed, in readiness for sharing with the community.
- 7.36. WBC will formally accept the Plan and prepare for the referendum

Stage 8: Local referendum and 'making'

8.1: The final stages of the Plan (May 2023)

- 7.37. Whilst it is the responsibility of WBC to arrange the referendum, you will wish to publicise it to encourage as many people as possible to take part, although the Town Council itself cannot encourage voters to vote one particular way.

8.2: Implementing the Plan

- 7.38. Once the Plan has been 'made', there will be a series of actions that will need to be undertaken to ensure that the policies are being interpreted and used in the way intended. It will also be necessary to maintain a watching brief on changes to the planning policy landscape, both at the national and local planning authority levels, which may have an impact on the plan's policies. Finally, any non-planning-related projects and activities that were identified will need to be prioritised for delivery, in partnership with other organisations.
- 7.39. Specific actions that will need to be undertaken are as follows:
- Pursuing the projects and activities that are not policy-based, but nevertheless contribute to the delivery of the Plan.
 - Commenting on planning applications or consultations relating to the Neighbourhood Plan area – the Town Council has a role in ensuring that the policies are being adequately considered, where relevant, in decisions to determine the outcome of planning applications in the area. A meeting between local councillors, planning committee members and the

supporting planning officers at HBC would be a useful step in ensuring that the purpose and application of the policies is fully understood by all parties. This will assist in ensuring that policies are interpreted and applied in the way intended.

- Monitoring the application of the policies to ensure they have been applied consistently and interpreted correctly in response to planning applications – during the preparation of the Plan, there may be scope to identify indicators to measure the effect that each policy is having and the extent to which this is delivering against the associated objective. As a minimum, the Town Council would wish to maintain a log of planning applications relating to the area, detailing which Plan policies have informed the Town Council response and the outcome of the decision. This will assist in understanding whether the policies have been used in the manner intended or whether changes may be required, for instance in any future review of the Neighbourhood Plan.
- Maintaining a dialogue with the Borough Council regarding the timing and content of the emerging Local Plan – it will be important to consider the policies in the emerging document and how these may impact the Neighbourhood Plan policies. The adoption of the Local Plan may trigger a light-touch review of the Neighbourhood Plan.
- Maintaining a watching brief on the national policy landscape – changes at the national level may impact on the policies contained in the Local Plan and the Neighbourhood Plan. It is therefore important to keep abreast of this, as this could also provide a trigger to undertake a light-touch review of the Neighbourhood Plan.
- Maintaining a dialogue with neighbouring authorities.
- Maintaining a dialogue with the local community on the plan implementation – ensuring that all records of how the plan has been used should be made public. It is recommended that a regular update – for instance at the Annual Parish Meeting – is provided, to feed back to the community on progress about both the effectiveness of the policies and the pursuing of the projects. Such a report might also be embedded into WBC's annual Authority Monitoring Report, to illustrate how the Neighbourhood Plan is contributing to the delivery of strategic policy.
- Considering gaps in the Neighbourhood Plan – local issues, concerns or opportunities may arise during the lifespan of the Plan that trigger the need for the inclusion of a new policy. Such issues can be most effectively understood by maintaining open dialogue with the community and other partners.

7.40. Whilst it is not a legislative requirement to review a Neighbourhood Plan, it is good practice to do so periodically. This may be because of any of the points noted above. A light-touch review will enable the Town Council to keep the Neighbourhood Plan up to date in general terms, and to ensure that it remains in general conformity with the wider development plan. In this context, it could consider a review of the neighbourhood plan within six months of the adoption of the new Local Plan. Any review should be undertaken in partnership with and ensuring the engagement of the wider community.

8. Our Team, timings and costings

Our Team

- **Alison Eardley**, BSc Hons, PGDip (Urban and Rural Planning) with Distinction, AssocRTPI would provide the lead support for the project and day-to-day contact with the client group. Alison is the founder of Alison Eardley Consulting and brings over 15 years of experience in strategy and policy development combined with hands-on community engagement and project delivery. Having previously held senior roles in local government, central government and the third sector, Alison is an experienced planner, having worked with a considerable range of communities on their neighbourhood plans. She regularly gives presentations to local councils and communities on the opportunities presented by through neighbourhood planning, most recently on delivering affordable housing.
- **Chris Bowden**, BA Hons, MPhil (Town Planning), MRTPI, would support the technical planning inputs of the work. Chris is the founder of Navigus Planning and has over 15 years' experience in private consultancy. Chris's recent experience includes leading on numerous neighbourhood plans including for Cranleigh in Surrey, Old Windsor in Berkshire and, with Alison, Billingshurst in West Sussex. He has undertaken numerous training workshops for parish and town councils on the implications of government policy and the requirements for a neighbourhood plan.
- **Jake Sales**, BA Hons, MSc, would provide GIS inputs to support mapping. Jake is primarily a geographer and GIS specialist with ten years of GIS consultancy experience. He is a freelance consultant, following a role at Roger Tym & Partners where he worked for six years. Jake provides analytical and cartographic inputs to many of Alison and Chris' studies and projects. Jake has experience in working on SHLAAs and specialises in conservation management.

Timings and costings

- 8.1. The potential timings of the Plan are difficult to estimate as it depends on the complexity of the project. In the context of most plans taking between 12 and 24 months to prepare, the timings noted above would suggest a referendum in May 2023.
- 8.2. Our daily rate is £550 plus VAT and expenses (which are mainly related to travel and subsistence - car travel is charged at 45 pence per mile). We have found that Zoom is a very effective method of meeting groups and keeps the costs down in terms of time and travel.
- 8.3. An indicative breakdown of costs is shown overleaf, divided into the Key Stages and assuming that site allocations for housing / employment are not being included. Please note that this is a preliminary cost and depends very much on the complexity of your Plan.
- 8.4. We find it helpful to discuss the indicative costs with the group to understand if there are areas where the group considers it might take a greater lead or where more assistance is required. This is particularly helpful if you are working within a tight budget, so we can try and identify ways to reduce costs.
- 8.5. We estimate that this support will require us providing approximately 43 days. This equates to £24,287.50 plus VAT (VAT number is 294 8493 44) or £29,145 including VAT. This excludes costs


relating to engagement, such as printing, room hire etc – we have included a healthy budget for consultation and engagement.

- 8.6. One point to note is that we only charge on a 'time spent' basis so you only pay for the time you incur, up to this fee ceiling.
- 8.7. As I believe you are aware, grants are available from Central Government for up to £10,000 basic grant and a further £8,000 for 'complex' groups, for which you satisfy the criteria. We can help you with the grant application form if required. There is more information here: <http://mycommunity.org.uk/take-action/neighbourhood-planning/support-grants/> .

Kind regards



Alison Eardley

Alison Eardley Consulting


	Alison	Chris	Jake	Other
Define Neighbourhood Area	£550.00	£550.00	£400.00	
Designate the neighbourhood area	0.25			
Familiarisation visit / Inception meeting	1	1		
Develop profile and strategic review	0.5			
Set up initial steering group inc. terms of reference	1			
Project Plan and engagement/comms strategy	1			
Develop the Plan				
Launch events – planning and taking part, report	2		0.5	
Briefing and supporting working groups in evidence	5	5		Technical support (Locality) / Wildlife Trust
Draft vision and objectives + engagement	3	1		
Drafting the policies + supporting mapping	6	3	2	
Informal consultation	2	1		
First round of formal consultation				
Pre-submission (Regulation 14) consultation	2			
Amend Plan and submit to HBC				
Amend the plan	2	0.5		
Prepare supporting documents	2			
HBC organises 2nd round of consultation				
Regulation 16 consultation	0.5			HBC organise
Plan is independently examined				
Examination support	0.5			
The Plan is amended as required				
Modify Plan	0.5			
Local referendum and 'making'				
Referendum support	0.5			
Total Days	29.75	11.5	2.5	Total
Cost				43.75
Expenses	£16,362.50	£6,325.00	£1,000.00	£23,687.50
Consultant Cost	£300.00	£300.00	£0.00	£600.00
Material for engagement and communications	£16,662.50	£6,625.00	£1,000.00	£24,287.50
Wildlife Trust Report	£5,000			£5,000.00
Total Cost	£100			£100.00
	£29,387.50			£29,387.50

Report to Environment and Planning Committee 15th November 2021 for agenda item 7: Neighbourhood Plan

"A Tailored Route Map" provided by Alison Eardley Consulting – which I hope all have read – appears to provide a comprehensive way forward for Elstree & Borehamwood Town Council to move forward with its Neighbourhood Plan. I guess the next step is to decide what needs to be done now: a decision to move forward at E&P and then Full Council, and/or identifying some local volunteers to be on the steering committee or....?

I did raise some questions with Alison for clarification – see below for the questions and answers (in red):

Can I assume that where there is mention of "The Local Authority" (or in some instances WBC p.28 et seq (1)) this is a reference to the local planning authority, Hertsmere B.C.?

Yes, that is correct. The 'W' is a typo and should read 'HBC'.

You have separated out Elstree Village from the rest of the parish area. My feeling is for us to recognise three separate parts of the parish, Elstree Village, the remaining parts of Elstree, and Borehamwood to the East of the railway as they are distinct. I will be very happy to provide a tour as I have come to know the area fairly well after over 45 years!

If the areas are 'separate' in terms of their identities (according to locals) then it would make sense to identify them that way in the plan – some policies might be valid across the area as a whole, others might be more salient depending on the local area – for instance a local character or design policy. A tour would be very helpful!

You mention AQMA 5 at Elstree Crossroads. What options are there to provide for improved air quality in other locations e.g. Shenley Road?

Air quality is a tricky issue as inevitably many, if not most, urban areas nowadays are in effect above the specified air quality limits for the various particulates.

The issue of air quality in most places is largely a result of vehicular transport and congestion. In this regard, you could identify, within the neighbourhood plan, the most congestion junctions/routes in the area and seek to ensure that any new development fully scopes out (and mitigates) their potential impact so that air quality is not worsened.

For air quality more generally, in order to understand the extent of the air pollution in particular locations, a full air quality monitoring study would need to be undertaken. The results of such a study would be needed to lobby the local authority to put Air Quality Management Areas (AQMAs) in place in the locations where the study showed legal limits were either being breached or were close to being breached.

Until such time as Central Government policy robustly addresses the threat of air pollution, plan-making (including through neighbourhood plans) has limited tools to address this in areas where air pollution is not already established as a major health risk.

Whilst the 'Neighbourhood planning in a climate emergency' document available online references the Knightsbridge Neighbourhood Plan as an example of what is possible, as the case study on p12 of that document acknowledges, Knightsbridge is an area where the annual legal limits for air pollution are regularly breached within the first week of the year; in other words, the case is incontrovertible. Even then, the Examiner of the Knightsbridge Neighbourhood Plan and its 'Healthy Air' policy noted that air quality is not an issue that the community can deal with in isolation.

If air quality is a concern locally, the best approach in seeking to address the issue of air quality would be to have assessments undertaken at the junctions/locations where you consider that air pollution is most severe. Depending on the extent to which legal limits are likely to be breached, the Town Council would then be in a position to lobby the district council for AQMAs to be put in place and potentially a local air quality strategy to be devised. But this would not easily translate into a neighbourhood plan policy.

Would Hertsmere assist you in measuring air quality? Or is there a local university you could call on?

Does the definition of a green belt boundary to parts of the parish provide any additional strength to limit development of the green belt when no very special circumstances exist?

You cannot use the Neighbourhood Plan to designate areas of Green Belt – although you can remove areas from the Green Belt, if the strategic 'hook' is in place to enable you to do that (and e.g. if you wanted to allocate a site that currently falls in Green Belt). Green Belt can be developed but only in certain circumstances as set out in paras 147 to 141 of the National Planning Policy

Framework https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf Boundaries can be changed through a Green Belt review, that would be undertaken at the strategic level.

The draft local plan as out for consultation appears to be flawed in terms of the location and quantity of housing proposed (according to experts). Will we have to wait for the next edition before we know exactly what it will contain in this respect, and how might that impact our Neighbourhood Plan?

Yes. It's very possible and common for a neighbourhood plan to be prepared in parallel to an emerging Local Plan. Your NP has to conform to existing policy, but should synchronise with the emerging policies – a number of local plans (here in Kent) have recently fallen foul at examination as a result of housing numbers and location – it's a case of keeping a close eye on how the plan progresses.

What are "First Homes"? I recall no mention in the Hertsmere Local Plan. Would that mean we could have a clear field to include guidelines for how many can be built in our parish?

It's a new type of affordable housing – replacing Starter Homes: <https://www.gov.uk/guidance/first-homes> (the big document) and link to the summary here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/864267/Guide_to_First_Homes.pdf They were introduced earlier this year so will not be contained in the draft local plan, although I suspect officers are looking at this and preparing a policy note on it.

P.18

para.CS7 I believe there are provisions expressing a preference for family sized dwellings in the current LP.
para.H2 %s = typo?

CS7 – we could check that

H2 – this was my shorthand way of saying that percentages for the different types (e.g. social rent/ affordable market etc.) are provided in the emerging local plan), without copying them all out.

What is "blue infrastructure"?

Apologies – I tend to use the phrase green and blue infrastructure to describe green areas (corridors, woodlands etc.) and blue waterways (streams, ponds, rivers etc.)

What is an "evening economy"?

More jargon – sorry about that! By this, I mean the idea of encouraging a town centre to provide facilities that encourage footfall into the evening. So retail opening later on, more cafes and restaurants – it's one way of encouraging greater spend in a local area.

Is there a particular role who would normally be the main contact at HBC, or might it vary?

Some local authorities have a dedicated Neighbourhood Plan Officer and we would normally liaise with them and they would signpost us to the other officers. Other areas have the Strategic Planning Officers who we deal with.

Ollie Olive Butchins



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

Application for a Grant 2021/22

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

The Chai Center aka Jewish Life Centre Unit 5 Keystone Passage Borehamwood Herts
WD6 1AE

.....
.....
.....
.....

**IMPORTANT: PLEASE INCLUDE BELOW THE NAME THAT THE CHEQUE
WOULD BE MADE PAYABLE TO IF SUCCESSFUL WITH POSTAL ADDRESS IF
DIFFERENT FROM ABOVE:**

The Chai Center (Postal address as above).....

**IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR
CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH
THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:**

Constitution/Regulations Included ☒ Accounts/Financial Statement Included ☒

.....

2. Name, address, daytime telephone / fax number and email of individual we should contact about this application:

Chaim Hoch – 07538799524 – chaim.hoch@gmail.com – 4a Allum Lane WD6 3PJ

3. Amount requested: Grant or Loan:

£15,000

Grant

4. Please explain why financial assistance is requested:

Following last years hugely successful Chanukar event which the Town Council and Councillors made happen, we are planning an even larger event with a 'festival' vibe to it for this year.

There will be either a DJ or a singer attending. We are looking at the option of bringing one of the great modern Chassidic singers subject to funding. This year assuming all continues as it has been, we will offer a drive-in option and a walk-in option. Only preregistered individuals and vehicles will be allowed to attend with entrances guarded by security. We will once again offer free meals for those who preregister and will ask for a suggested donation. This will allow for many families who are struggling financially to obtain a nice free dinner for their children on the night. There will also be an option to buy food from other vendors on the evening.

There will be substantial costs involved with the project which we estimate will be about £30,000 to cover the technical setup together with the food, security, staffing and volunteer costs.

We will be able to provide more detail closer to the time. We are looking for sponsorship for this event and if the town council could support 50% of the costs it will make this event happen.

The Chanukah menorah lightings have always been special in their ability to bring together people of all faiths and walks of life across Elstree and Borehamwood. In the past couple of years the need has become even greater in that our community requires positive projects to look forward to more than ever. Events like this will support people in their struggle with mental health challenges many have developed over the course of the past two years as well give opportunities to feed people who are struggling.

We are extremely excited about this and believe it will make a powerful impact for the good in our community.

5. Briefly describe the aims of your organisation:

The Jewish Life Centre aims to provide opportunities for people in the Elstree & Borehamwood community to connect with Jewish learning and values through a range of programmes events and educational platforms. These are open to all and not limited to people of the Jewish faith. In particular the public events that we organise have, in the past, created great opportunities for cross communal engagement and understanding.

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

Through our range of activities we estimate that several thousand individuals are impacted on an annual basis. These are estimated to be 95% locals to Elstree and Borehamwood.

7. Where do the funds come from to pay your current expenses?

Mostly private donors.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

We are in the process of applying for funds from Hertsmere Borough Council.

9. Please summarise your financial position from the latest accounts as below:

Year ending 31 July 2020

Total reserves at start of year: £63,949

Total income for the year: £68,925

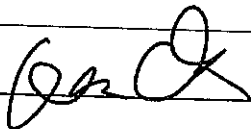
Sub-Total: £132,974

Expenditure for the year: £94,002

Total reserves at end of year: £38,872

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed: 

Position in Organisation: Rabbi

Print name: **Chaim Hoch**

Date: 26/08/2021

REGISTERED CHARITY NUMBER: 1174613

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020
FOR
THE CHAI CENTER
TRADING AS
THE JEWISH LIFE CENTRE**

KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

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Independent Examiner's Report	2
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Detailed Statement of Financial Activities	10

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1174613

Principal address

Unit 12E Keystone Passage
Borehamwood Shopping Park
Hertfordshire
WD6 4PR

Trustees

M Goldstein (resigned 20.1.2020)
Ms M Redbart
A Brandman
A Braun (appointed 23.7.2020)

Independent Examiner

KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

Approved by order of the board of trustees on and signed on its behalf by:

.....
A Braun - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE CHAI CENTER**

Independent examiner's report to the trustees of The Chai Center

I report to the charity trustees on my examination of the accounts of The Chai Center (the Trust) for the year ended 31 July 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an Independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Anthony Cowan
KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

Date:

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2020**

		2020 Unrestricted fund £	2019 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		68,925	132,714
EXPENDITURE ON			
Raising funds		33,861	11,357
Other		60,141	58,087
Total		94,002	69,444
NET INCOME/(EXPENDITURE)		(25,077)	63,270
RECONCILIATION OF FUNDS			
Total funds brought forward		63,949	679
TOTAL FUNDS CARRIED FORWARD		38,872	63,949

The notes form part of these financial statements

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**BALANCE SHEET
31 JULY 2020**

	Notes	2020 Unrestricted fund £	2019 Total funds £
FIXED ASSETS			
Tangible assets	4	68,099	79,125
CURRENT ASSETS			
Debtors	5	-	6,766
Cash at bank		47,046	12,286
		<u>47,046</u>	<u>19,052</u>
CREDITORS			
Amounts falling due within one year	6	(43,273)	(34,228)
NET CURRENT ASSETS		<u>3,773</u>	<u>(15,176)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>71,872</u>	<u>63,949</u>
CREDITORS			
Amounts falling due after more than one year	7	(33,000)	-
NET ASSETS		<u>38,872</u>	<u>63,949</u>
FUNDS			
Unrestricted funds	9	38,872	63,949
TOTAL FUNDS		<u>38,872</u>	<u>63,949</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by;

.....
A Braun - Trustee

The notes form part of these financial statements

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The only exception to this is where donations are received with the intent that it will pay for expenditure which will arise in a future period, in which case the income is deferred to be matched against that future expenditure.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2020 nor for the year ended 31 July 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2020 nor for the year ended 31 July 2019.

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other debtors	-	6,766
	<u>-</u>	<u>6,766</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	27,531	11,495
Other creditors	15,742	22,733
	<u>43,273</u>	<u>34,228</u>

7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020 £	2019 £
Bank loans (see note 8)	33,000	-
	<u>33,000</u>	<u>-</u>

8. LOANS

An analysis of the maturity of loans is given below:

	2020 £	2019 £
Amounts falling between one and two years: Bank loans - 1-2 years	5,500	-
Amounts falling due between two and five years: Bank loans - 2-5 years	16,500	-
Amounts falling due in more than five years: Repayable by instalments: Bank loans more 5 yr by instal	11,000	-

9. MOVEMENT IN FUNDS

	At 1.8.19 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
General fund	63,949	(25,077)	38,872
TOTAL FUNDS	<u>63,949</u>	<u>(25,077)</u>	<u>38,872</u>

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	68,925	(94,002)	(25,077)
TOTAL FUNDS	<u>68,925</u>	<u>(94,002)</u>	<u>(25,077)</u>

Comparatives for movement in funds

	At 1.8.18 £	Net movement in funds £	At 31.7.19 £
Unrestricted funds			
General fund	679	63,270	63,949
TOTAL FUNDS	<u>679</u>	<u>63,270</u>	<u>63,949</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	132,714	(69,444)	63,270
TOTAL FUNDS	<u>132,714</u>	<u>(69,444)</u>	<u>63,270</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.18 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
General fund	679	38,193	38,872
TOTAL FUNDS	<u>679</u>	<u>38,193</u>	<u>38,872</u>

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	201,639	(163,446)	38,193
TOTAL FUNDS	<u>201,639</u>	<u>(163,446)</u>	<u>38,193</u>

10. RELATED PARTY DISCLOSURES

During the year, there were payments of £5,000 made to related parties for services provided to the charity.

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2020**

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	65,786	120,992
Gift aid	3,139	11,722
	<u>68,925</u>	<u>132,714</u>
Total incoming resources	68,925	132,714
EXPENDITURE		
Raising donations and legacies		
Chanukah	1,153	1,562
Purim	367	616
Lag B'Omer	-	336
Shavuot	779	431
Other event costs	27,927	2,923
Costs of hosting	1,001	3,354
Classes and clubs	2,148	944
Rosh hashanah	486	294
Sukkot	-	897
	<u>33,861</u>	<u>11,357</u>
Other		
Rent	24,644	21,371
Support costs		
Management		
Insurance	769	676
Telephone	685	360
Advertising	1,232	3,272
Sundries	5,423	882
Consulting	-	5,000
Legal and professional	-	3,686
IT software and consumables	889	234
Accountancy	720	660
Cleaning	3,902	2,165
Fixtures and fittings	16,446	19,781
	<u>30,066</u>	<u>36,716</u>
Finance		
Bank charges	5,431	-
Total resources expended	94,002	69,444
Net (expenditure)/income	(25,077)	63,270

This page does not form part of the statutory financial statements

CONSTITUTION

Foundation Model

30th June 2017

The Chai Center

Charitable Incorporated Organisation

Registered Charity No. 1174613

Charity Trustees

Chaim Hoch, Devorah Leah Hoch, David Shindler

PHILIP & JONNY CHODY

CHARITY CONSULTANTS

4 Woodville Court Woodville Road
London NW11 9TR

T. 020 8209 0043

E. jchody@btconnect.com

- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

- (a) "the CIO" includes any company in which the CIO:
 - (i) holds more than 50% of the shares; or
 - (ii) controls more than 50% of the voting rights attached to the shares; or
 - (iii) has the right to appoint one or more directors to the board of the company;
- (b) "connected person" includes any person within the definition set out in clause 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 18 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is five. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows:

1. CHAIM HOCH
2. LEAH HOCH AND
3. DAVID SHINDLER

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Information for new charity trustees

Charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

Retirement and removal of charity trustees

A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

Any person retiring as a charity trustee is eligible for reappointment.

Making of decisions by charity trustees

A decision may be taken either:

at a meeting of the charity trustees; or

by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

Delegation by charity trustees

The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (Amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by

a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has/have signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

- the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
- (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
- (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

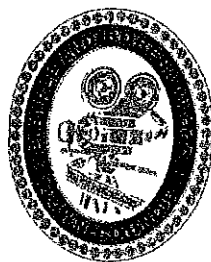
"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **"Communications Provisions"** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

Application for a Grant 2021/22

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

The Chai Center aka Jewish Life Centre Unit 5 Keystone Passage Borehamwood Herts
WD6 1AE

.....
.....
.....
.....

**IMPORTANT: PLEASE INCLUDE BELOW THE NAME THAT THE CHEQUE
WOULD BE MADE PAYABLE TO IF SUCCESSFUL WITH POSTAL ADDRESS IF
DIFFERENT FROM ABOVE:**

The Chai Center (Postal address as above).....

**IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR
CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH
THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:**

Constitution/Regulations Included **X** Accounts/Financial Statement Included **X**

.....

2. Name, address, daytime telephone / fax number and email of individual we should contact about this application:

Chaim Hoch – 07538799524 – chaim.hoch@gmail.com – 4a Allum Lane WD6 3PJ

3. Amount requested:

£15,000

Grant or Loan:

Grant

4. Please explain why financial assistance is requested:

Following last years hugely successful Chanukar event which the Town Council and Councillors made happen, we are planning an even larger event with a 'festival' vibe to it for this year.

There will be either a DJ or a singer attending. We are looking at the option of bringing one of the great modern Chassidic singers subject to funding. This year assuming all continues as it has been, we will offer a drive-in option and a walk-in option. Only preregistered individuals and vehicles will be allowed to attend with entrances guarded by security. We will once again offer free meals for those who preregister and will ask for a suggested donation. This will allow for many families who are struggling financially to obtain a nice free dinner for their children on the night. There will also be an option to buy food from other vendors on the evening.

There will be substantial costs involved with the project which we estimate will be about £30,000 to cover the technical setup together with the food, security, staffing and volunteer costs.

We will be able to provide more detail closer to the time. We are looking for sponsorship for this event and if the town council could support 50% of the costs it will make this event happen.

The Chanukah menorah lightings have always been special in their ability to bring together people of all faiths and walks of life across Elstree and Borehamwood. In the past couple of years the need has become even greater in that our community requires positive projects to look forward to more than ever. Events like this will support people in their struggle with mental health challenges many have developed over the course of the past two years as well give opportunities to feed people who are struggling.

We are extremely excited about this and believe it will make a powerful impact for the good in our community.

5. Briefly describe the aims of your organisation:

The Jewish Life Centre aims to provide opportunities for people in the Elstree & Borehamwood community to connect with Jewish learning and values through a range of programmes events and educational platforms. These are open to all and not limited to people of the Jewish faith. In particular the public events that we organise have, in the past, created great opportunities for cross communal engagement and understanding.

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

Through our range of activities we estimate that several thousand individuals are impacted on an annual basis. These are estimated to be 95% locals to Elstree and Borehamwood.

7. Where do the funds come from to pay your current expenses?

Mostly private donors.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?
If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

We are in the process of applying for funds from Hertsmere Borough Council.

9. Please summarise your financial position from the latest accounts as below:

Year ending 31 July 2020

Total reserves at start of year: £63,949

Total income for the year: £68,925

Sub-Total: £132,974

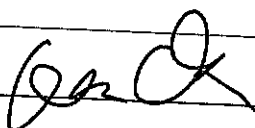
Expenditure for the year: £94,002

Total reserves at end of year: £38,872

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed: _____



Position in Organisation: _____ Rabbi _____

Print name: Chaim Hoch

Date: 26/08/2021

REGISTERED CHARITY NUMBER: 1174613

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020
FOR
THE CHAI CENTER
TRADING AS
THE JEWISH LIFE CENTRE**

KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

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Detailed Statement of Financial Activities	10

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 July 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1174613

Principal address

Unit 12E Keystone Passage
Borehamwood Shopping Park
Hertfordshire
WD6 4PR

Trustees

M Goldstein (resigned 20.1.2020)
Ms M Redbart
A Brandman
A Braun (appointed 23.7.2020)

Independent Examiner

KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

Approved by order of the board of trustees on and signed on its behalf by:

.....
A Braun - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE CHAI CENTER**

Independent examiner's report to the trustees of The Chai Center

I report to the charity trustees on my examination of the accounts of The Chai Center (the Trust) for the year ended 31 July 2020.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Anthony Cowan
KBSP Partners LLP
Chartered Accountants
Harben House
Harben Parade
Finchley Road
LONDON
NW3 6LH

Date:

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2020**

		2020 Unrestricted fund £	2019 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		68,925	132,714
EXPENDITURE ON			
Raising funds		33,861	11,357
Other		60,141	58,087
Total		<u>94,002</u>	<u>69,444</u>
NET INCOME/(EXPENDITURE)		<u>(25,077)</u>	<u>63,270</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		63,949	679
TOTAL FUNDS CARRIED FORWARD		<u><u>38,872</u></u>	<u><u>63,949</u></u>

The notes form part of these financial statements

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**BALANCE SHEET
31 JULY 2020**

	Notes	2020 Unrestricted fund £	2019 Total funds £
FIXED ASSETS			
Tangible assets	4	68,099	79,125
CURRENT ASSETS			
Debtors		-	6,766
Cash at bank	5	47,046	12,286
		<u>47,046</u>	<u>19,052</u>
CREDITORS			
Amounts falling due within one year	6	(43,273)	(34,228)
NET CURRENT ASSETS		<u>3,773</u>	<u>(15,176)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>71,872</u>	<u>63,949</u>
CREDITORS			
Amounts falling due after more than one year	7	(33,000)	-
NET ASSETS		<u>38,872</u>	<u>63,949</u>
FUNDS			
Unrestricted funds	9	38,872	63,949
TOTAL FUNDS		<u>38,872</u>	<u>63,949</u>

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by:

.....
A Braun - Trustee

The notes form part of these financial statements

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. The only exception to this is where donations are received with the intent that it will pay for expenditure which will arise in a future period, in which case the income is deferred to be matched against that future expenditure.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 20% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2020 nor for the year ended 31 July 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2020 nor for the year ended 31 July 2019.

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Other debtors	2020	2019	
	£	£	
	<u>-</u>	<u>6,766</u>	
6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
Trade creditors	2020	2019	
Other creditors	£	£	
	27,531	11,495	
	15,742	<u>22,733</u>	
	<u>43,273</u>	<u>34,228</u>	
7. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR			
Bank loans (see note 8)	2020	2019	
	£	£	
	<u>33,000</u>	<u>-</u>	
8. LOANS			
An analysis of the maturity of loans is given below:			
Amounts falling between one and two years:	2020	2019	
Bank loans - 1-2 years	£	£	
	<u>5,500</u>	<u>-</u>	
Amounts falling due between two and five years:			
Bank loans - 2-5 years	<u>16,500</u>	<u>-</u>	
Amounts falling due in more than five years:			
Repayable by instalments:			
Bank loans more 5 yr by instal	<u>11,000</u>	<u>-</u>	
9. MOVEMENT IN FUNDS			
	At 1.8.19	Net movement in funds	At 31.7.20
Unrestricted funds	£	£	£
General fund	<u>63,949</u>	<u>(25,077)</u>	<u>38,872</u>
TOTAL FUNDS	<u>63,949</u>	<u>(25,077)</u>	<u>38,872</u>

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	68,925	(94,002)	(25,077)
TOTAL FUNDS	<u>68,925</u>	<u>(94,002)</u>	<u>(25,077)</u>

Comparatives for movement in funds

	At 1.8.18 £	Net movement in funds £	At 31.7.19 £
Unrestricted funds			
General fund	679	63,270	63,949
TOTAL FUNDS	<u>679</u>	<u>63,270</u>	<u>63,949</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	132,714	(69,444)	63,270
TOTAL FUNDS	<u>132,714</u>	<u>(69,444)</u>	<u>63,270</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.8.18 £	Net movement in funds £	At 31.7.20 £
Unrestricted funds			
General fund	679	38,193	38,872
TOTAL FUNDS	<u>679</u>	<u>38,193</u>	<u>38,872</u>

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 JULY 2020**

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	201,639	(163,446)	38,193
TOTAL FUNDS	<u>201,639</u>	<u>(163,446)</u>	<u>38,193</u>

10. RELATED PARTY DISCLOSURES

During the year, there were payments of £5,000 made to related parties for services provided to the charity.

**THE CHAI CENTER
TRADING AS THE JEWISH LIFE CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2020**

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	65,786	120,992
Gift aid	3,139	11,722
	<u>68,925</u>	<u>132,714</u>
Total incoming resources	68,925	132,714
EXPENDITURE		
Raising donations and legacies		
Chanukah	1,153	1,562
Purim	367	616
Lag B'Omer	-	336
Shavuot	779	431
Other event costs	27,927	2,923
Costs of hosting	1,001	3,354
Classes and clubs	2,148	944
Rosh hashanah	486	294
Sukkot	-	897
	<u>33,861</u>	<u>11,357</u>
Other		
Rent	24,644	21,371
Support costs		
Management		
Insurance	769	676
Telephone	685	360
Advertising	1,232	3,272
Sundries	5,423	882
Consulting	-	5,000
Legal and professional	-	3,686
IT software and consumables	889	234
Accountancy	720	660
Cleaning	3,902	2,165
Fixtures and fittings	16,446	19,781
	<u>30,066</u>	<u>36,716</u>
Finance		
Bank charges	5,431	-
Total resources expended	94,002	69,444
Net (expenditure)/income	(25,077)	63,270

This page does not form part of the statutory financial statements

CONSTITUTION

Foundation Model

30th June 2017

The Chai Center

Charitable Incorporated Organisation

Registered Charity No. 1174613

Charity Trustees

Chaim Hoch, Devorah Leah Hoch, David Shindler

PHILIP & JONNY CHODY

CHARITY CONSULTANTS

4 Woodville Court Woodville Road
London NW11 9TR

T. 020 8209 0043

E. jchody@btconnect.com

- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").
- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) "connected person" includes any person within the definition set out in clause 30 (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 18 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is five. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows:

1. CHAIM HOCH
2. LEAH HOCH AND
3. DAVID SHINDLER

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Information for new charity trustees

Charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

Retirement and removal of charity trustees

A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

Any person retiring as a charity trustee is eligible for reappointment.

Making of decisions by charity trustees

A decision may be taken either:

at a meeting of the charity trustees; or

by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

Delegation by charity trustees

The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause 28 (Amendment of constitution), clause 29 (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by

a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has/have signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

- the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
- (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
- (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
- (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

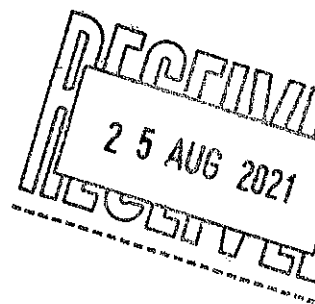
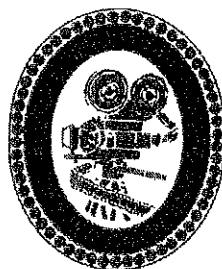
"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **"Communications Provisions"** means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A **"poll"** means a counted vote or ballot, usually (but not necessarily) in writing.



Elstree and Borehamwood Town Council

Grants Awarded to Local Organisations (Application)

Application for a Grant 2021/22

1. Name of the Organisation & Address where your activities are normally based:

ORGANISATION NAME AND POSTAL ADDRESS:

Elstree & Borehamwood Unity Network

.....

9 Cowley Hill, Borehamwood, Hertfordshire WD6 5NJ

.....

.....

.....

.....

IMPORTANT: PLEASE INCLUDE BELOW THE NAME THAT THE CHEQUE WOULD BE MADE PAYABLE TO IF SUCCESSFUL WITH POSTAL ADDRESS IF DIFFERENT FROM ABOVE:

Elstree & Borehamwood Unity Network

.....

IMPORTANT: PLEASE TICK TO VERIFY YOU HAVE INCLUDED YOUR CONSTITUTION/REGULATIONS AND A COPY OF YOUR ACCOUNTS WITH THIS APPLICATION OR INDICATE WHY THESE ARE NOT AVAILABLE:

Constitution/Regulations Included ☒ Accounts/Financial Statement Included ☒

.....

2. Name, address, daytime telephone / fax number and email of individual we should contact about this application:

Mrs Martine Eni

9 Cowley Hill

Borehamwood

Hertfordshire

WD6 5LE

Tel: 07852 967 160

Email: interculturalbe@gmail.com

3. Amount requested: Grant or Loan:

£1,000

Grant

4. Please explain why financial assistance is requested:

This grant will support our organisation in creating the fourth Diversity Festival with a real focus on diversity in our multicultural local community. A celebration of the rich diversity of Elstree and Borehamwood.

It is needed because our town is growing constantly, yet a part of the population is not involved and these are the outcomes we work towards, to get a bigger part of the population to come, get involved and learn about what our diverse community here in Hertfordshire has to offer in the spirit of sharing and learning.

We plan to benefit our community of Elstree and Borehamwood and all its residents. This event hopes to benefit our community as one people, educating and celebrating our wonderful diversity and rich mix of cultures. We will demonstrate that together we win every time.

The Diversity Festival is a yearly event over a weekend in October, this year it is planned for the 30th and 31st October 2021. The Diversity Festival is a melting pot of cultures with an array of activities including live music, a fashion show, live debates and a community lunch.

5. Briefly describe the aims of your organisation:
1. This weekend is planned as a celebration of the diversity of our local community of Elstree & Borehamwood.
 2. We will show what communities and black history is about through presentation of some of the diverse offerings it has to showcase.
 3. We will demonstrate that together we win every time.
 4. The event is planned to reoccur yearly.

6. How many people benefit from, or participate in your activities and how many of these are residents of Elstree and Borehamwood?

The Diversity Festival is an inclusive event for all ages, all communities, all abilities within Elstree and Borehamwood and the wider community.

In 2018 & 2019 we had an attendance of over 500 people of all ages, all abilities and all ethnicities. In 2020 we held the Diversity Festival online via Youtube, please find link to the recording: <https://www.youtube.com/watch?v=le7B8Z4Tq9w>

7. Where do the funds come from to pay your current expenses?

The funds are made up of grants and donations normally (Diversity Festival 2018 & 2019). In 2020 the event took place online due to Covid-19.

8. Do you receive grants from any other source, or have you applied for any elsewhere as well as making this application?

If so, provide details stating amounts and date received (details of all applications for funding from the National Lottery MUST be disclosed).

Yes, we have applied for a Hertsmere Borough Council Community Grant and WIIS funding.

9. Please summarise your financial position from the latest accounts as below:

Year ending.....2020.....

Total reserves at start of year: £2921.50 (cash balance)

Total income for the year: £0

Sub-Total: £2921.50

Expenditure for the year: £530.69

Total reserves at end of year: £ 2,390.81

10. Please certify the accuracy of this application by signing the following statement:

I certify that to the best of my knowledge and belief, the information provided in this application is true and correct.

Signed: Martine Eni Position in Organisation: Chair

Print name: **MARTINE ENI**

Date: **11th August 2021**

Please find detailed below estimated costs of the Diversity Festival 2021:

1. Food & Drink: £800
2. Entertainment & Activities: £2,900
3. Volunteer expenses: £450
4. Marketing, Logistics, Printing & Photographer: £850

Total Cost: £5,000



Elstree & Borehamwood Unity Network

CONSTITUTION of inception April 2018

1. NAME

The name of the Group is the **ELSTREE & BOREHAMWOOD UNITY NETWORK**

2. OFFICE

The office of the Group for usual business and postal deliveries shall be at 9 Cowley Hill Elstree & Borehamwood WD6 5LE Hertfordshire UK.

3. OBJECTS

The objects of the Group are :-

- a) Support, create and manage the yearly **Black History and community Festival** event in October of each year. Develop and integrate any ongoing event and organisation to valorise and support the better cohesion in our community.
- b) Create, manage and support any integration activity that will enable our community of Elstree & Borehamwood, Hertsmere to flourish in inter racial and inter ethnical relations.
- c) To support any inter community artist and group in the Arts and Cultural domain in the realm of possibilities and provision.

4. POWERS

The Group will use all legal, financial and ethical means to carry out its objects.

5. USE OF ASSETS

The income and property of the Group may only be used for the promotion of its objects and no part of its income and property shall be paid or transferred directly or indirectly in any way whatsoever as a profit to members of the Group or to its trustees and/or co-optees to the management committee.

6. PAYMENTS AND REMUNERATION

The Group may make payments in good faith for reasonable and proper remuneration to any member, officer or employee of the Group for any services rendered to the Group and of out-of-pocket expenses to the management committee and volunteers based on write justification and agreement by the committee;

7. AMENDMENTS TO THE CONSTITUTION

No additions, alterations or amendments shall be made to this Constitution except by Special Resolution passed by two-thirds of the committee members.

8. DISSOLUTION

The Group may be dissolved by a resolution passed by a simple majority of those present and voting at a Special General Meeting of which twenty-one clear days' notice shall have been given. Such resolution may give committee directions for the disposal of any assets held by the Group provided that such directions are proper in law and that any property remaining after the satisfaction of all debts and liabilities shall not be paid to the members of the Group but shall be given or transferred to other non for profit and charitable organisation(s) having objects similar to the objects of the Group.

9. MEMBERS

Full committee members must be eighteen years old. Younger people may be admitted to membership as Associate Members. The Committee will draw up rules for membership and conduct. Anyone refused membership or having membership withdrawn shall be notified in writing and shall have the right to make representations to the Committee within twenty-eight days of the decision being taken. New members may be accepted into the Group after notice of any Meeting has been issued but shall not be entitled to vote at that Meeting.

10 a. A committee member may at any time withdraw from the Group by giving at least seven clear days' written notice to the Group. Members shall not transfer their membership to someone else. Membership will terminate on a member's death.



Elstree & Borehamwood Unity Network

10 b. A Trustees member may at any time withdraw from the Group by giving at least seven clear days' written notice to the Group. Trustees Members shall not transfer their membership to someone else. Membership will terminate on a member's death. Trustees are supporting the group by giving guidance and support and will receive minutes of meetings and will be able to comment on the said minutes. Their comments will be presented to the Committee members without failure.

MEETINGS

11. The Group shall hold an AGM (AGM) every year, to take place within fifteen months of the previous one. The AGM shall take place on a date and at a time and location decided by the Committee which must specify these details in notices calling it. The first AGM must be held within fifteen months of the date of setting up the Group.

12. All meetings of the members other than AGM shall be called General Meetings except a meeting to dissolve the Group which shall be called a Special General Meeting.

13. The Committee may call a General Meeting whenever they think fit and also if the case of an emergency is established in writing by $\frac{3}{4}$ of the committee. If the Committee cannot form a quorum at Committee meetings, the remaining Committee members must call a General Meeting.

14. NOTICE OF MEETINGS

At least twenty one clear days' notice in writing of every AGM and at least fourteen clear days' notice in writing of every other Meeting, specifying the place, the day and the hour of the meeting and the reason for calling it. A meeting may be convened by such notice as those members may think fit with the consent of a majority of the members having the right to attend and vote at the meeting. The chair will be allowed the acceptance of proxy votes only.

15. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice shall not invalidate any resolution passed at any meeting.

16. AGM BUSINESS

The AGM shall consider the income and expenditure account and the balance sheet, the Annual Report of the Group, the Committee's Report, the Audit Report, the appointment of Auditors and the election of Committee Members.

17. QUORUM AT GENERAL MEETINGS

No business shall be transacted at a Meeting called by the Committee unless a quorum is present when the meeting proceeds to business. Until otherwise decided at a Meeting called by the Committee a quorum shall be one third of the members or three members, whichever is the greater.

18. If within half an hour from the time appointed for the holding of a Meeting called by the Committee a quorum is not present, it shall be adjourned to such other time and place as the Committee shall determine. Whenever a meeting is adjourned for fifteen days or more all persons entitled to it shall be given notice of the new date, time and location of the meeting. If the meeting is adjourned for thirty days or more, notice must be given as if a new meeting were being called.

19. If within half an hour from the time appointed for the holding of the reconvened General Meeting called by the Committee no quorum as specified in Article 11 is present, such persons as are present shall form the quorum, provided that at least three members entitled to vote are present.

20. If within half an hour from the time appointed for the holding of a General Meeting called by the members a quorum is not present, the meeting shall be dissolved. The quorum for such a meeting shall be ten per cent of the members entitled to vote.

21. ADJOURNMENTS

The Chairperson may adjourn the meeting to another time, date or location with the consent of any meeting at which a quorum is present, and will have to do so if those present want it to happen. If the adjournment is for more than thirty days, new notices must be sent to every person entitled to receive one. When the meeting resumes, only the outstanding business from the original meeting shall be dealt with.



Elstree & Borehamwood Unity Network

22. CHAIRPERSON.

The Chairperson of a General Meeting shall normally be the chairperson of the Group but may be any other person who those present at the meeting deem appropriate by the Chair.

23. At any Meeting a resolution put to a vote shall be decided on a show of hands unless the Chairperson or at least three persons present demand that there is a secret ballot. Any special resolution except a resolution for dissolution must be carried by the votes of two thirds of those members entitled to vote, including proxy votes. A declaration by the Chairperson of the meeting that a resolution has been carried, or carried by a particular majority, or unanimously, or lost shall be final and an entry to that effect shall be made in the minute book as conclusive evidence of the fact.

24. There shall not be a secret ballot to decide who chairs the meeting or to decide if the meeting should be adjourned, and such decisions shall be taken by a simple majority on a show of hands.

25. If a secret ballot is called, the Chairperson shall decide how it is to be conducted; it shall be conducted at the meeting, but may be held at the end of the meeting.

26. Every person entitled to vote shall have one vote. In the event of there being a tie, the Chairperson has a second or casting vote.

27. If a special resolution is being put to a Meeting and all the persons entitled to vote vote by proxy their votes shall be counted as if they attended and voted at that Meeting. There is no need for the Meeting to take place physically.

28. No person shall be entitled to vote on any question either in person or by proxy at any Meeting who has not been accepted into membership.

29. It shall be assumed that every person voting is entitled to vote at the Meeting unless an objection is raised at the meeting or before the meeting in the case of proxy or postal voting. Any objection shall be dealt with by the Chairperson whose decision shall be final.

30. Votes may be cast either personally, by post or by proxy. An organisation may vote by proxy or otherwise only by its authorised representative whose name has been given to the Secretary at least seven days before the meeting takes place. A proxy must be appointed by a written document (which need not be in English) but which must be in this form, or as near to it as possible:

Trustee or Committee Member **

I, {name of Committee Member}
of {address of Member}
a committee member entitled to vote in Meetings of the ELSTREE & BOREHAMWOOD UNITY

NETWORK Group

hereby appoint (name of appointee)
of (address of appointee)
as my proxy to vote for me on my behalf at the AGM / Special General Meeting / General Meeting **
of the Group to be held on ____ and at any resumed meeting after an adjournment.

Signed
on (day) (month) 20 (__)

**delete as appropriate

Proxy forms must be given to the Secretary at least forty-eight hours before the meeting or resumed meeting is to take place. The proxy form is only valid for the meeting in respect of which it is given including any resumed meeting after an adjournment.

THE COMMITTEE

ELSTREE AND BOREHAMWOOD UNITY NETWORK ACCOUNT 2020/2021	
Expenses	Income
1 Brochures	B/F
2 Poster and Design	Sponsors
Leaflets and	Ticket sales(door)
3 Distribution	Ticket (Eventrite)
4 Tickets Printing	Grant (BRTC)
5 Artist/Entertainers	HCC (Councilors)
6 Craft Supplies	HBC (Councilors)
7 Visual Impaired (donation)	
8 Gazebo	
9 Uniforms (T Shirt)	
10 Gratitude (donation)	
11 Volunteering Cost	
12 Food and Drinks	
13 Sunclies(table cloth)	
14 Photography and Art	
15 Flowers	
16 Web hosting	
Virtual Diversity	
17 Event	
18 Bank Charges	
TOTAL	
£	£
0	2921.5
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
125.45	
400	
5.24	
530.89	
	2921.5 £2,921.50
	Closing balance £2,390.81
	Bank Balance at 30/6/2021 £2,374.12
	Cash in hand £16.69
	£2,390.81

£2,390.81



Elstree & Borehamwood Unity Network

Date:
Signature

Treasurer
Martyn Niman
Date:
Signature

Secretary
Marianne Mercer
Date:
Signature

Board of Trustees

Cllr Victor Eni
Date:
Signature

Mr Nick Male
Date:
Signature

Rabbi Jeff Berger
Date:
Signature

Cllr Farida Turner
Date:
Signature

The Group may have a list of Patrons which will be published at every AGM.



Elstree & Borehamwood Unity Network

55. Auditors shall be appointed by the AGM.

NOTICES

56. A notice may be served by the Group upon any member either personally or by sending it through the post in a prepaid envelope by first class post or by electronic mail to the address appearing in the register of members.

57. Unless otherwise agreed at a General Meeting, notices will only be sent to members with an address in the United Kingdom.

58. Any notice which is posted will be deemed to arrive within three days of being posted. A record of posting must be kept because evidence of posting is deemed to be evidence of the notice arriving at its destination.

RULES

59. The Committee shall make any rules and regulations to make the running of the Group easier or more efficient or which may be necessary to give effect to this Constitution and any such rules and regulations must complement, not conflict, with it. The Group in a General Meeting has the power to change any such rules and regulations.

GLOSSARY

1. The words in the first column have the meaning set out in the second column, if not inconsistent with the subject or context-

The Constitution	This Constitution of the Group for the time being in force
The Group	This Group (Committee members and Trustees)
The Committee	The Management Committee for the time being of the Group
Month	Calendar month
In writing	Written, printed or lithographed, or partly one and partly another, and other modes of representing or producing words in a visible form
Clear days	In relation to a period of notice means that period excluding the day on which the notice is given or deemed to be given and the day for which it is given or on which it is to take effect
Post	Includes electronic mail

Words importing the singular number only shall include the plural number and vice versa
Words importing the feminine gender only shall include the masculine gender
Words importing persons shall include registered companies

SIGNATURES

Committee members:

Chair
Martine Eni



Elstree & Borehamwood Unity Network

31. NUMBER OF COMMITTEE MEMBERS

Until otherwise determined by a General Meeting, the Committee shall have at least three and not more than eleven members. Until the first AGM, the first Committee members shall be as named on the original signed Constitution.

32. FILLING COMMITTEE VACANCIES

The remaining Committee Members may appoint a member of the Group to fill a vacancy within fourteen days of the vacancy arising on a temporary or permanent basis. Anyone so appointed shall remain in office only until the return of the person being replaced or until the next AGM, whichever is sooner, when she/he must resign. She/he shall be eligible for election subject to the rules set out below. If it is not possible to form a quorum of the Committee, a General Meeting must be called to elect new Committee and no business shall be lawfully transacted whilst such a meeting is pending except the acceptance of new members of the Group.

33. No person who is not a member of the Group shall be a Committee member. Persons with a particular skill to contribute to the Group may be co-opted to attend and contribute to committee meetings but shall not be entitled to vote.

34. The business of the Group shall be managed by the Committee who may do all such acts and exercise all such powers as are not required to be done by a General Meeting.

DISQUALIFICATION OF COMMITTEE MEMBERS

35. A COMMITTEE MEMBER MUST VACATE HER/HIS OFFICE IF:

- she/he becomes of unsound mind
- she/he ceases to be a member of the Group .
- she/he gives written notice of resignation
- she/he fails without giving a reason to attend three consecutive Committee' meetings
- two thirds of the Committee vote to remove her/him from office on the grounds that she/he has brought the Group into disrepute PROVIDED THAT she/he has been given an opportunity to be heard at a Committee meeting.
- a simple majority of the Committee vote to remove her/him from office on the grounds of gross misconduct and/or fraud in dealing with Group business.
- Members of the Group vote by a majority to remove or replace her/him at a General Meeting, the replacement serving until the next AGM.

36. QUORUM AND VOTING

The Committee shall regulate their meetings as they think fit and shall determine the quorum necessary for the transaction of business. Unless otherwise determined, three shall be a quorum. Questions shall be decided by a majority, but every effort shall be made to decide questions unanimously. In the case of a tie, the Chairperson of the meeting shall have a second or casting vote.

37. ARRANGING COMMITTEE MEETINGS

The Committee shall meet as often as they so decide but at least once in every calendar quarter. The Committee shall decide when their next meeting is to take place. Meetings may be physical or virtual. Any one of the Committee may instruct the Secretary at any time to call a meeting of the Committee giving seven clear days' notice in writing. A member who is outside the United Kingdom is not entitled to receive notice of the meeting or cast a vote unless the contrary has been agreed by the Committee before she/he leaves the United Kingdom.

38. OFFICERS OF THE COMMITTEE

If required The AGM shall elect a member as Chairperson to preside at all Committee meetings at which she/he is present. Other officers than the Secretary may also be elected at the AGM or if not, they may be appointed by the Committee at the next Management Committee meeting following the AGM. Other officers may include a Vice-Chairperson, Secretary, Treasurer and others as required. Should an officer resign or be removed during her or his term of office, the Committee shall elect a replacement, who may remain in post until the next AGM. Other officers may be appointed by the Committee as the occasion may require during the year.

39. A meeting of the Committee at which a quorum is present shall be competent to exercise all the authorities and powers by or under the regulations of the Group for the time being vested in the Committee.

**Elstree and Borehamwood Town Council
Calendar of Meetings for 2022**

MON	10 Jan 2022	E&P	Meeting Room, Fairway Hall	7.00pm
WED	19 Jan 2022	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
WED	19 Jan 2022	FULL COUNCIL	Main Hall, Fairway Hall	7.30pm
TUE	1 Feb 2022	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
THU	3 Feb 2022	GENERAL MANAGEMENT	Meeting Room, Fairway Hall	7.00pm
TUE	15 Feb 2022	E&P	Meeting Room, Fairway Hall	7.00pm
TUE	1 March	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
WED	2 March	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
WED	9 March	ANNUAL PARISH COUNCIL	Main Hall, Fairway Hall	7.30pm
TUE	15 March	E&P	Meeting Room, Fairway Hall	7.00pm
WED	23 March	YOUTH CONCIL	Meeting Room, Fairway Hall	6.30pm
WED	23 March	FULL COUNCIL	Main Hall, Fairway Hall	7.30pm
WED	30 March	TRANSPORT & COMMUNITY SAFETY	Main Hall, Fairway Hall	7.00pm
TUE	5 April	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
MON	11 April	E&P	Meeting Room, Fairway Hall	7.00pm
WED	13 April	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
THU	28 April	GENERAL MANAGEMENT	Meeting Room, Fairway Hall	7.00pm
WED	11 May	ANNUAL COUNCIL & MAYOR MAKING	Main Hall, Fairway Hall	7.30pm

MON	23 May 2022	E&P	Meeting Room, Fairway Hall	7.00pm
WED	25 May 2022	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
WED	25 May 2022	TRANSPORT & COMMUNITY SAFETY	Main Hall, Fairway Hall	7.00pm
THU	26 May 2022	GENERAL MANAGEMENT	Meeting Room, Fairway Hall	7.00pm
TUE	7 June 2022	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
WED	15 June 2022	FULL COUNCIL	Main Hall, Fairway Hall	7.30pm
TUE	21 June 2022	E&P	Meeting Room, Fairway Hall	7.00pm
WED	22 June	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
WED	6 July 2022	TRANSPORT & COMMUNITY SAFETY	Main Hall, Fairway Hall	7.00pm
THU	14 July	GENERAL MANAGEMENT	Meeting Room, Fairway Hall	7.00pm
TUE	19 July	E&P	Meeting Room, Fairway Hall	7.00pm
THU	28 July	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
TUE	6 Sept	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
WED	14 Sept	FULL COUNCIL	Main Hall, Fairway Hall	7.30pm
TUE	20 Sept	E&P	Meeting Room, Fairway Hall	7.00pm
WED	28 Sept	TRANSPORT AND COMMUNITY SAFETY	Main Hall, Fairway Hall	7.00pm
THU	6 Oct	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
THU	13 Oct	GENERAL MANAGEMENT	Meeting Room, Fairway Hall	7.00pm
WED	19 Oct	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
TUE	15 Nov	ENTERTAINMENTS	Meeting Room, Fairway Hall	7.30pm
TUE	17 Nov	GENERAL MANAGEMENT	Meeting Room, Fairway Hall	7.00pm
WED	23 Nov	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm
TUE	29 Nov	E&P	Meeting Room, Fairway Hall	7.00pm
WED	30 Nov	FULL COUNCIL	Main Hall, Fairway Hall	7.30pm
WED	7 Dec	TRANSPORT & COMMUNITY SAFETY	Main Hall, Fairway Hall	7.00pm
WED	14 Dec	YOUTH COUNCIL	Meeting Room, Fairway Hall	6.30pm

AGENDA ITEM 8

Elstree and Borehamwood Town Council

2021/22


Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
118	FP	AAI Security Systems	Fire Alarm Maint to 31/08/2021	£420.00	£70.00	1415/104	LGA 1972 s. 111
119	FP	Borehamwood Brass Band	Fest. Concert Meadow Park 01/08/2021	£200.00	£0.00	3229/302	LGA 1972 s. 145
120	FP	H Jones (Reimburse)	Stationery & Band Stand Event	£26.77	£0.00	1422/104	LGA 1972 s. 111
121	CC	Credit Card/Screw Fix	H&S Workwear	£22.90	£3.81	2746/207	LGA 1972 s. 111
122	CC	Credit Card/Various Shops	Festival Items	£119.50	£0.00	3232/302 & 3127/3142/301	LGA 1972 s. 145
123	FP	Chubb Fire & Security Ltd	Hose Reels Maintenance	£640.37	£106.73	1415/104	LGA 1972 s. 111
124	FP	Debenhams Ottaway	Legal Fees: Car Parks	£774.00	£129.00	1456/104	LGA 1972 s. 111
125	FP	Eclipse Legal Services	Legal Fees: Car Parks	£78.00	£13.00	1456/104	LGA 1972 s. 111
126	DD	RMS Elavon	Card Machine July 21	£6.73	£0.79	1451/104	LGA 1972 s. 111
127	FP	Frank Cooper & Son Ltd	Seasonal Support Grass Cutting	£168.00	£28.00	2140/201	SHAA 1908 s. 23
128	FP	HAPTC	Clerk Training	£30.00	£0.00	1405/104	LGA 1972 s. 111
129	FP	Hemel Hempstead Band	Fest. Concert Meadow Park 25/07/21	£150.00	£0.00	3229/302	LGA 1972 s. 145
130	FP	Hertsmere Borough Council	Publication TC Issue #42	£6,868.80	£208.80	4566/405	LGA 1972 s. 142
131	FP	Hertfordshire County Council	Stationery	£76.52	£12.75	1422/104	LGA 1972 s. 111
132	FP	Hertfordshire County Council	Payroll: Superannuation August 21	£5,621.17	£0.00	1301, 1303/103	LGA 1972 s. 112 (1)
133	FP	HMRC	Payroll: Tax & NI August 21	£5,866.44	£0.00	1301, 1303/103	LGA 1972 s. 112 (1)
134	FP	Lamps & Tubes Illuminations Ltd	Replacement Time Clock for Festive Lights	£1,486.80	£247.80	4870/408	LGA 1972 s. 145
135	FP	Lamps & Tubes Illuminations Ltd	Structural Inspection Festive Lights	£2,336.10	£389.35	4868/408	LGA 1972 s. 145
136	FP	METRO Bank	Payroll: August 2021	£14,217.63	£0.00	1301/103	LGA 1972 s. 112 (1)
137	FP	P Miller (Reimbursement)	Kitchen Supplies / Travel Expenses	£19.55	£0.00	1408, 1410/104	LGA 1972 s. 111
138	FP	Microsoft	ON-Line Services 31/7/20-20/8/21	£1,203.84	£200.64	1440/104	LGA 1972 s. 111
139	DD	Right Fuelcard Company	Transit Van Fuel 9/8/21	£14.14	£2.36	2944/209	LGA 1972 s. 111
140	DD	Right Fuelcard Company	Transit Van Fuel 16/8/21	£12.82	£2.14	2944/209	LGA 1972 s. 111
141	FP	D Salter (Reimbursement)	Festival Items	£24.87	£0.00	3142/301	LGA 1972 s. 145
142	DD	Total Gas & Power	Hall Gas Supply 30/4/21-30/6/21	£174.37	£8.31	1614/106	LGA 1972 s. 111
143	CC	DVLA	Transit Van Tax to 30/08/2022	£275.00	£0.00	2945/209	LGA 1972 s. 111

144	CC	CJ Watson Ltd	Transit Van MOT & Repair	£801.16	£124.39	2943/209	LGA 1972 s. 111
145	FP	First Fence	Stapleton Allotments Fencing (s.106 project)	£1,798.21	£299.70	9023/902	SHAA 1908 s. 23
			Total Amounts	£43,433.69	£1,847.57		


Councillor

25-Aug-21


Finance Officer


Responsible Finance Officer

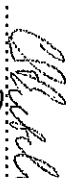
Confirmed Approved Signed by Council on.....25/08/21

[LGA: Local Government Act] [Open Spaces Act]
 [PCA: Local Parish Councils Act]
 [WM (LAP) A: War Memorials (Local Authorities' Powers) Act]
 [LGRA: Local Government and Ratings Act]
 [LG (MP) A: Local Government (Miscellaneous Provisions) Act]
 [SHAA: Small Holding & Allotment Act]
 [LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
 [Employee Fidelity, Employers Liability (Compulsory Insurance)]
 [Local Authorities' Powers Act Extended by Local Government Act]

Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT		Statutory Power
					Reclaim	Nominal Code	
146	FP	R Jarvis	Head Steward Civic Festival Events x 26.5 Hrs	£302.55	£0.00	3210/302	LGA 1972 s. 145
147	FP	J J Bentham	Steward Civic Festival Events x 7 Hrs	£63.00	£0.00	3210/302	LGA 1972 s. 145
148	FP	P L Bentham	Steward Civic Festival Events x 7 Hrs	£63.00	£0.00	3210/302	LGA 1972 s. 145
149	FP	P Bruno	Steward Civic Festival Events x 10.5 Hrs	£94.50	£0.00	3210/302	LGA 1972 s. 145
150	FP	P M Cull	Steward Civic Festival Events x 3 Hrs	£27.00	£0.00	3210/302	LGA 1972 s. 145
151	FP	M Eddon	Steward Civic Festival Events x 8 Hrs	£72.00	£0.00	3210/302	LGA 1972 s. 145
152	FP	Mrs S Fuller	Steward Civic Festival Events x 3 Hrs	£27.00	£0.00	3210/302	LGA 1972 s. 145
153	FP	A Gill	Steward Civic Festival Events x 7 Hrs	£63.00	£0.00	3210/302	LGA 1972 s. 145
154	FP	P E Holmes	Steward Civic Festival Events x 12 Hrs	£108.00	£0.00	3210/302	LGA 1972 s. 145
155	FP	C Monahan	Steward Civic Festival Events x 23 Hrs	£207.00	£0.00	3210/302	LGA 1972 s. 145
156	FP	H Stammers	Steward Civic Festival Events x 4 Hrs	£36.00	£0.00	3210/302	LGA 1972 s. 145
157	DD	BT	Telephone Charges to August 21	£144.02	£24.00	1420/104	LGA 1972 s. 111
158	FP	Mrs Rebecca Butler	Returned Hall Deposit	£200.00	£0.00	1681/106	LGA 1972 s. 111
159	FP	Debenhams Offaway	Legal Fees: Leases	£186.00	£31.00	1456/104	LGA 1972 s. 111
160	FP	Enfield Brass Band	Fest: Concert Meadow Park 18/07/21	£150.00	£0.00	3229/302	LGA 1972 s. 111
161	FP	Hearts Services	First Aid Civic Fest	£228.00	£0.00	3143/301	LGA 1972 s. 145
162	FP	H Jones (Reimbursement)	Meeting Filming Equipment	£102.98	£0.00	1439/104	LGA 1972 s. 111
163	FP	Mrs C R Levy	Returned Hall Deposit	£200.00	£0.00	1681/106	LGA 1972 s. 111
164	FP	P Miller	Travel Expenses	£37.26	£0.00	1408/104	LGA 1972 s. 111
165	FP	N Robinson (Reimbursement)	Eye Test VDU	£25.00	£0.00	1415/104	LGA 1972 s. 111
166	DD	Purchase Power	Franking Machine Postage Rental	£683.19	£79.19	1421/104	LGA 1972 s. 111
167	DD	Right Fuelcard Company	Transit Van Fuel	£56.22	£9.37	2944/209	LGA 1972 s. 111
168	DD	Waterlogic GB Ltd	Water Cooler Rental	£13.66	£2.28	1410/104	LGA 1972 s. 111
			Total Amounts	£3,089.38	£145.84		

03-Sep-21


Councillor


Councillor


Finance Officer


Responsible Finance Officer

Confirmed Approved Signed by Council on.....24/01/21.....

[LGA: Local Government Act] [Open Spaces Act]

[PCA: Local Parish Councils Act]

[WM (LAP) A: War Memorials (Local Authorities' Powers) Act]

[LGRA: Local Government and Ratings Act]

[LG (MP) A: Local Government (Miscellaneous Provisions) Act]

[SHAA: Small Holding & Allotment Act]

[LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]

[Employee Fidelity, Employers Liability (Compulsory Insurance)]

[Local Authorities' Powers Act Extended by Local Government Act]

Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT		Nominal Code	Statutory Power
					Reclaim			
169	FP8/9/21	Absolute Maintenance	All Sites Work	£138.00	£0.00		1301/103	LGA 1972 s. 111
170	FP8/9/21	Absolute Technologies	IT Support	£192.50	£0.00		1439/104	LGA 1972 s. 111
171	FP	HMRC	Payroll: Tax & NI September 2021	£6,009.92	£0.00		1301, 1302/103	LGA 1972 s. 112 (1)
172	FP	Hertfordshire County Council	Payroll: Superannuation September 2021	£5,692.31	£0.00		1301, 1303/103	LGA 1972 s. 112 (1)
173	FP	96866	Returned Hall Deposit	£200.00	£0.00		1681/106	LGA 1972 s. 111
174	FP	METRO Bank	Payroll: September 2021	£14,331.05	£0.00		1301/103	LGA 1972 s. 112 (1)
175	FP	96866	Returned Hall Deposit	£200.00	£0.00		1681/106	LGA 1972 s. 111
176	DD	RMS Elevation	Card Machine Transaction Fees Sept 21	£27.35	£0.79		1451/104	LGA 1972 s. 111
177	DD	Right Fuelcard Company	Transit Van Fuel (Drawing Fee Aug 21)	£2.03	£0.34		2944/209	LGA 1972 s. 111
178	CC	Seawfix	Yellow Trimmer for Mower Strimmer	£39.98	£6.66		2143/201	SHAA 1908 s. 23
179	DD	Waterlogic GB	Water Cooler Rental	£13.66	£2.28		1410/104	LGA 1972 s. 111
			Total Amounts	£26,846.80	£10.07			

14-Sep-21



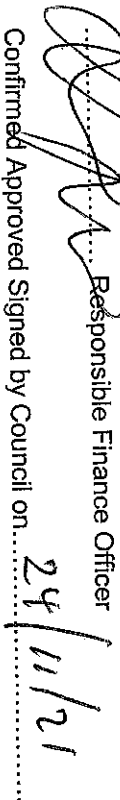
Councillor



Finance Officer



Responsible Finance Officer



24/11/21

Confirmed Approved Signed by Council on

- [LGA: Local Government Act] [Open Spaces Act]
- [PCA: Local Parish Councils Act]
- [WM (LAP) A: War Memorials (Local Authorities' Powers) Act]
- [LGRA: Local Government and Ratings Act]
- [LG (MP) A: Local Government (Miscellaneous Provisions) Act]
- [SHAA: Small Holding & Allotment Act]
- [LA (Members Allowance) (England) Regulations 2003, SI 2003/1021]
- [Employee Fidelity, Employers Liability (Compulsory Insurance)]
- [Local Authorities' Powers Act Extended by Local Government Act]

Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
180	FP	M Chodosh	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
181	FP	S Duncan	Returned Hall Booking	£145.00	£0.00	1681/106	LGA 1972 s. 111
182	FP	ESS Hire	Festival Hand Held Radios x 15	£210.00	£35.00	3248/302	LGA 1972 s. 145
183	FP	Fantastic Fireworks	Fireworks Display 5/11/21	£12,000.00	£200.00	313/301	LGA 1972 s. 145
184	FP	H M Hickmott	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
185	FP	L Jaffe	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
186	FP	R N Nwanikwo	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
187	FP	Parkside Community Primary School	15% Swimming Contribution	£184.40	£0.00	4363/403	LGA (MP) 1976 s.19
188	FP	PKF Littlejohns LLP	External Audit Fee 2020/21	£1,560.00	£260.00	1457/104	LGA 1972 s. 111
189	DD	Right Fuelcard Company	Transit Van Fuel	£15.42	£2.57	2944/209	LGA 1972 s. 111
190	CC	Smith of Derby	Elstree St Nicholas Clock Maintenance	£309.60	£51.60	2538/205	PCA 1957 s. 2
191	FP	Tell me Everything	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
192	FP	Zurich Municipal	Transit Van Insurance 8/11/21-07/11/22	£640.49	£0.00	2945/209	LGA 1972 s. 111
193	FP	Ellis Landscapes	Stapleton Fencing/Materials and Labour	£2,910.84	£0.00	2186/201	SHAA 1908 s. 23
Total Amounts				£18,975.75	£549.17		

29-Sep-21

Councilor

Councilor

Finance Officer

Responsible Finance Officer

Confirmed Approved Signed by Council on 24/11/21

[Open Spaces Act]

[LGA: Local Government Act]

[PCA: Local Parish Councils Act]

[WM (LAP) A: War Memorials (Local Authorities' Powers) Act]

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Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT		Nominal Code	Statutory Power
					Reclaim			
194	DD	BT	Telephone Charges September 21	£143.90	£23.98		1420/104	LGA 1972 s. 111
195	FP	Frank Cooper & Son	Grass Cutting x 2 Allotment Sites	£168.00	£28.00		2140/201	SHAA 1908 s. 23
196	CC	GT Towing	Trailer Hire Deposit Allotments Work	£19.20	£0.00		2142/201	SHAA 1908 s. 23
197	FP	Hearns Coaches Ltd	School Swimming Programme Sept 2021	£3,202.50	£0.00		4363/403	LGA (MP) 1976 s.19
198	FP	M Hymn	Returned Hall Deposit	£200.00	£0.00		565	LGA 1972 s. 111
199	FP	Independent Memorial Inspection	Scheduled War Memorials Clean	£3,984.00	£664.00		2203/202	LGA 1948 s. 133
200	FP	Lamps & Tubes Illuminations Ltd	Christmas Lights Display 2021 Rental	£15,282.00	£2,547.00		4846/408	LGA 1972 s. 145
201	FP	Little Kickers	Returned Booking Fee	£228.00	£0.00		1681/106	LGA 1972 s. 111
202	FP	Riata Business Solutions	Digital Tax Annual Software Support	£70.80	£11.80		1423/104	LGA 1972 s. 111
203	FP	Saffron Green Primary School	15% Swimming Contribution	£92.39	£0.00		4363/403	LGA (MP) 1976 s.19
204	FP	J Shelds	Returned Hall Deposit	£200.00	£0.00		565	LGA 1972 s. 111
205	FP	Smith of Derby	All Saints Church Clock Maintenance	£298.80	£49.80		2538/205	PCA 1957 s. 2
206	CC	Toolstation	x3 Allotment Chain Locks	£54.54	£9.09		2116/201	SHAA 1908 s. 23
207	FP	WWW.trophy365.com	Gardening Trophy + Engraving	£77.50	£0.00		2117/201	SHAA 1908 s. 23
			Total Amounts	£24,021.63	£3,333.67			


06/10/2021



Councillor



Finance Officer



Responsible Finance Officer

Confirmed Approved Signed by Council on.....

24/11/21

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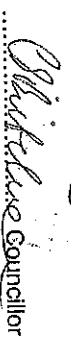
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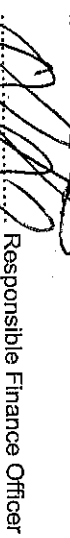
Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT		Statutory Power
					Reclaim	Nominal Code	
208	FP	97052	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
209	DD	Castle Water	F Hall Supply 1/8/21-31/1/22	£412.22	£0.00	1612/106	LGA 1972 s. 111
210	CC	Dell Products	X1 Warden Laptop	£442.46	£73.74	3248/302	LGA 1972 s. 111
211	DD	Eleven RMS	Card Machine Transaction Fees	£55.19	£0.79	1451/104	LGA 1972 s. 111
212	FP	HMRC	Payroll: Tax & NI October 21	£5,898.42	£0.00	1301,1302/103	LGA 1972 s. 112 (1)
213	FP	Hertfordshire County Council	Payroll: Superannuation October 21	£5,625.41	£0.00	1301,1303/103	LGA 1972 s. 112 (1)
314	FP	METRO Bank	Payroll: October 2021	£14,199.01	£0.00	1301/103	LGA 1972 s. 112 (1)
215	FP	Miles Plumbing	Repair of Blockage For new Basin	£40.00	£0.00	1637/106	LGA 1972 s. 111
216	FP	P Miller	Travel Expenses	£8.74	£0.00	1408/104	LGA 1972 s. 111
217	DD	Purchase Power	Postage Top-Up	£208.00	£0.00	1421/104	LGA 1972 s. 111
218	DD	Right Fuelcard	Transit Van Fuel Sept 21	£13.38	£2.23	2944/209	LGA 1972 s. 111
219	DD	Right Fuelcard	Transit Van Fuel Oct 21	£134.17	£22.36	2944/209	LGA 1972 s. 111
220	DD	Right Fuelcard	Fuel Drawing Fee Oct 21	£2.03	£0.34	2944/209	LGA 1972 s. 111
221	FP	97054	Returned Hall Deposit	£200.00	£0.00	565	LGA 1972 s. 111
222	DD	Sharp Business Systems	Photocopier Rental 1/8/21-31/10/21	£336.18	£56.03	1438/104	LGA 1972 s. 111
223	DD	Total Energies	Hall Electricity 1/6/21-31/8/21	£152.85	£7.28	1613/106	LGA 1972 s. 111
224	DD	Total Energies	Office Electricity 1/6/21-31/8/21	£319.19	£15.20	1613/106	LGA 1972 s. 111
225	DD	Waterlogic GB	Water Cooler Rental	£13.66	£2.28	1410/104	LGA 1972 s. 111
Total Amounts				£28,260.91	£180.25		



14-Oct-21





Confirmed Approved Signed by Council on 24/11/21

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[Open Spaces Act]

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Schedule of accounts for payment and resultant cheques signed

Voucher No	Payment Method	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
226	CC	Argos	Site wardens Replacement Telephones	£229.96	£0.00	1420/104	LGA 1972 s. 111
227	FP	Boreham Wood Football Club	Payment for Advertising 21/22	£1,600.00	£0.00	1488/104	LGA 1972 s. 111
228	FP	97056	Returned D Deposit	£200.00	£0.00	565	LGA 1972 s. 111
229	DD	Hertfordshire County Council	Stationery	£90.55	£15.09	1422/104	LGA 1972 s. 111
230	FP	97051	Returned D Deposit	£200.00	£0.00	565	LGA 1972 s. 111
231	FP	97063	Returned D Deposit	£200.00	£0.00	565	LGA 1972 s. 111
232	CC	1p Mobile	Warden Sim Cards x 3	£90.00	£15.00	1420/104	LGA 1972 s. 111
233	FP	RMS	Transaction Fee September 21	£5.20	£0.87	1451/104	LGA 1972 s. 111
			Total Amounts	£2,615.71	£30.96		

22-Oct-21

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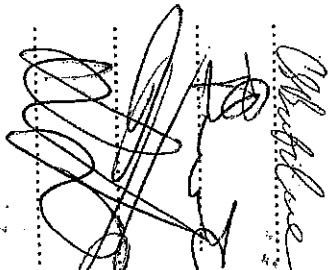
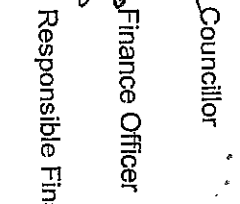
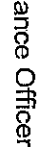
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 Councillor
 Finance Officer
 Responsible Finance Officer

Confirmed Approved Signed by Council on 28/11/21

Schedule of accounts for payment and resultant cheques signed

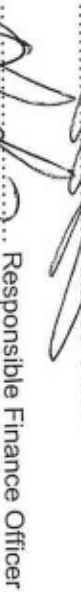
Voucher No	Payment Method	Payee	Details	Amount £	VAT Reclaim	Nominal Code	Statutory Power
234	CC	AVG	3 Year Internet Security	£621.12	£0.00	1439/104	LGA 1972 s. 111
235	FP	J C Amer	ENTS Provision for Fireworks /Christmas	£1,500.00	£0.00	4847/408	LGA 1972 s. 145
236	FP	Absolute Maintenance	All Site Maintenance	£36.00	£0.00	1301/103	SHAA 1908 s.23
237	FP	Absolute Technologies	IT Support	£850.00	£0.00	1439/104	LGA 1972 s. 111
238	DD	BT	Telephone Charges October 21	£144.62	£24.10	1420/104	LGA 1972 s. 111
239	FP	Debenhams Ottaway	Legal Fees	£144.00	£24.00	1456/104	LGA 1972 s. 111
240	FP	Hertsmere Borough Council	Town Crier Production Issue #43	£6,271.30	£189.60	4566/405	LGA 1972 s. 142
241	FP	Inspire All	96 Shenley Rd Hall Hire 28/1/21	£269.50	£0.00	4847/408	LGA 1972 s. 145
242	FP	Microsoft	Annual Subscription 5/10/21-4/10/22	£406.08	£67.68	1439/104	LGA 1972 s. 111
243	FP	P Miller	Travel Expenses/Kitchen Supplies	£47.91	£0.00	1408,1410/104	LGA 1972 s. 111
244	FP	Riattas Business Solutions	Booking Software Annual Support	£355.20	£59.20	1440/104	LGA 1972 s. 111
254	DD	Right Fuelcard Company	Fuel Drawing Fee	£2.03	£0.34	2944/209	LGA 1972 s. 111
246	801334	Royal British Legion Poppy Appeal EEU2	x 5 Remembrance Day Poppy Wreaths	£85.00	£0.00	1430/104	LGA 1972 s. 137
247	FP	D Sailer	Travel Expenses	£55.70	£0.00	1408/104	LGA 1972 s. 111
			Total Amounts	£10,788.46	£364.92		

03-Nov-21


 Councillor


 Councillor


 Finance Officer


 Responsible Finance Officer

 Confirmed Approved Signed by Council on 24/11/21

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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/21

and recorded as minute reference:

COUNCIL MINUTE 21/22 (iv)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS
WWW.ELSTREEBOREHAMWOOD-TC.CO.UK

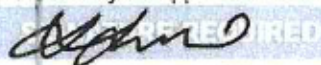
Section 2 – Accounting Statements 2020/21 for

Elstree and Borehamwood Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	452,060	383,246	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	472,718	493,879	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	143,430	65,131	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	298,832	308,787	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	386,130	198,605	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	383,246	434,864	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	389,538	438,490	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,563,730	1,558,559	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	N/A	N/A	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

23/06/21

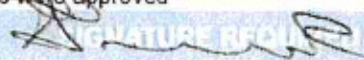
I confirm that these Accounting Statements were approved by this authority on this date:

23/06/21

as recorded in minute reference:

COUNCIL 21/22 Min 15 (v)

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Elstree & Borehamwood Town Council – HT0037**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)