

BUSINESS CASE FOR THE MUCH HADHAM PARISH LIGHTING PROJECT

Submitted by MUCH HADHAM PARISH COUNCIL

July 2020

Summary

This business case presents a proposal from Much Hadham Parish Council to update its parish lighting now by:

- converting lamps to LED lanterns;
- replacing a number of lights with standard columns and heritage lanterns;
- decommissioning and removing lights no longer needed.

The alternative is to continue replacing one or two lights each year.

The Parish Council intends to apply to the Secretary of State for Housing, Communities & Local Government for a loan of £40,000 over a borrowing term of 10 years to enable this project to be completed now as opposed to at least a further eight years. The annual repayments for this loan and interest will be approximately £4,428.

When the Parish Council approved its Forward Financial Plan in January 2020, the following sums were included for replacing street lights: £6,100 for the current financial year (2020/21) and £5,000 per annum in subsequent years. This demonstrates that the Parish Council can easily afford to service this loan whilst maintaining some contingency for unforeseen events. It is clear that the council tax precept does not need to be increased for the purposes of the loan repayment.

Residents in Much Hadham have been consulted on this project and the proposal to take out a loan to enable the parish lighting to be updated now. Based on the feedback received, the majority of residents are in favour of the Parish Council progressing with the project and obtaining a loan.

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1. Background

Much Hadham parish lighting needs to be updated due to its age and high carbon footprint.

1.1. The provision of street lighting in Much Hadham is shared between the Parish Council and Hertfordshire County Council. The Parish Council owns 37 lights and the majority of these are becoming increasingly unreliable, due to age, and have a high carbon footprint.

1.2. There are a number of benefits to updating the parish lighting and these include:

- better (brighter) night time lighting making footways safer;
- “Greener” in reducing energy consumption and therefore carbon dioxide emissions;
- reduces risks associated with corroded columns falling over or being knocked over by vehicles;
- once updated, ownership of the parish lighting will be transferred to Hertfordshire County Council so the responsibility for management, monitoring and maintenance is in more professional hands;
- transfer of ownership will provide an on-going cost saving to the Parish Council as it will no longer be required to meet the annual electricity supply and maintenance costs (approximately £2,000 per annum currently); and
- under Hertfordshire County Council’s management, the new lights can be managed more flexibly in terms of lamp brightness and hours of illumination.

1.3. Since 2017, the Parish Council has been proactively seeking to improve the parish lighting by replacing one or two lights a year, in some cases being forced to replace a light due to damage, the rate of progress being limited by precept funding. Recent replacement work is detailed in the table below.

Location	Why done
Tower Hill (FL59R)	Planned replacement. Standard column with heritage lantern, opposite Nimney House
Church Lane (FL1R)	Planned replacement for lights not working by iconic St Andrew’s Church.
Church Lane (FL2R)	
Almshouse light (FL61R)	Replacement due to accident - column lightly knocked by vehicle and fell.
Londis light (LP57)	Replacement due to storm damage

- 1.4. At its June 2020 meeting, the Parish Council approved the establishment of a task and finish group to progress upgrading the Parish Council's street lighting, including public consultation and preparation of a business case for its funding by loan. (*Minute ref: 20/79*)
- 1.5. It was also agreed at this meeting that the replacement street light columns should be the standard ones as opposed to the more elaborate "heritage" ones although the lanterns would be "heritage" style in keeping with existing lanterns. This would keep the project affordable.
- 1.6. The benefits of completing this project in one go as opposed to piecemeal are:
- immediate gain from enjoying all of the benefits referred to earlier (para 1.2) sooner than otherwise possible;
 - reduction in future supplier risk by ordering now from an established supplier;
 - greater certainty over cost and the inflation risk is eliminated;
 - interest rates are currently about as low as it is possible to get, so funding costs are minimised. The savings in annual supply and maintenance costs closely match the loan interest cost i.e. it could largely fund itself; and
 - spreading the repayment of the funding over 10 years reflects and matches the long-term nature of the investment.
- 1.7. An update on the project was reported to the 7th July Parish Council meeting. This update was posted on the home page of the Parish Council website and on Facebook. In addition, it is included in the draft Minutes for the meeting, also available on the Parish Council website – meetings page.

2. Project details

Renovate a number of lights and decommission and remove existing lights that are no longer required.

- 2.1. The parish lighting project aims to replace the estate of lights with modern LED lanterns and columns, decommission and remove existing lights that are no longer required and to pass full responsibility for and the ownership of the estate to Hertfordshire County Council. In addition, the intention is to complete this work in the most cost efficient way possible.
- 2.2. This project relates to 34 lights within the parish. A detailed list of each light is provided in Appendix A which has been summarised by proposed action in the table below:

Proposed action	Number of lights	Cost
Convert to Standard LED Lantern with CMS	5	£1,709.64
New heritage lantern and CMS	2	£1,776.00
New standard 5 metre steel column with Standard LED Lantern and CMS	1	£1,400.00
New standard 5 metre steel column with heritage lantern and CMS	5	£10,500.00
New standard 5 metre column with heritage lantern and CMS	8	£16,800.00
Disconnect electrical supply and remove column	13	£10,844.08
	34	£43,029.72

- 2.3. Since beginning the project in June, the proposed actions and costs associated with the project have reduced from £46,000 to the current total reported in the table above.
- 2.4. The project proposes using standard columns as opposed to heritage columns. The key reasons for this are:
- Heritage columns are approximately £1,000 more expensive than a standard column. With 16 columns to replace, this would increase the loan requirement by £16,000 and add, at the same repayment rate as a £40,000 loan, an additional 4.5 years to the length of the loan i.e. a loan term of 14.5 years as opposed to the proposed 10 years;
 - Heritage columns would imitate Victorian times whereas properties on the High Street are predominantly Tudor or Georgian; and
 - Standard columns with heritage lanterns is a compromise of current style and imitation historic style which will, in time, contribute to rich tapestry of village architecture that spans over 1000 years.

- 2.5. Discussions with an architectural heritage charity revealed that they do not consider giving financial support to replica heritage projects. Their preference is to source either genuine old lighting columns which meet safety standards or using contemporary columns which provide a contrast but in time will achieve their own “heritage” status.
- 2.6. Planning permission is not required to replace public footway lighting nor does the Conservation Area Management Plan adopted by East Herts Council in 2014 mention the lighting. Although some of the lights may be in proximity to listed buildings, none are curtilage listed as they would never have been within the property boundary or even in the same ownership as the property, nor are they functionally related to the listed buildings, which were built many years prior to the lights being installed.

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3. Financial

Much Hadham Parish Council can afford to service the proposed loan of £40,000 for the parish lighting project.

- 3.1. Much Hadham Parish Council approved its Forward Financial Plan, covering the financial years 2020/21 to 2024/25, at its January 2020 meeting (Appendix B-1).
- 3.2. When this plan was approved, the underlying assumption was that work on the parish lighting would be undertaken annually, one or two lights at a time so that the burden on the precept was spread out. This is reflected in the financial profile relating to this project in this Plan: £6,100 for the current financial year (2020/21) and £5,000 for the remaining years covered by the plan. (Orange highlighted line Appendix B-1)
- 3.3. The Parish Council is now proposing that it updates all the parish lighting by obtaining a loan to cover the project cost. The current estimated cost for this work is £43,029.72 (Section 2) and the proposed loan value is £40,000. Based on current estimated repayment costs available from the Public Works Loan Board (PWLB), the Parish Council would repay this loan and interest through half yearly instalments of £2,214 over 10 years. This sum is within the existing financial provision for replacing street lighting, approved in January 2020, clearly demonstrating that the council tax precept does not need to be increased for the purposes of the proposed loan.
- 3.4. The intention is not to seek a loan to cover the full cost of the project as £3,000 will be funded from earmarked funds. The Parish Council did not spend the funds available for replacing street lights in the preceding financial year. This sum, £5,000, will be used to reduce the borrowing requirement as well as to provide a contingency for unforeseen works as the project progresses. Past experience has demonstrated that there can be issues with breaks in underground circuits or existing wiring.
- 3.5. The Forward Financial Plan has been updated to reflect the impact of the proposed loan. (Appendix B-2) In addition to demonstrating the impact of the borrowing and the full project cost, a number of other adjustments have been made. These are noted in the table overleaf together with reasons. The key message is that in addition to being able to afford the loan, the Parish Council will no longer need to increase the precept as it had planned to do so in subsequent years and will retain a healthy balance for investing in other local projects.

All changes highlighted in green in Appendix B-2 bar the loan repayment which is orange.

Plan line	Comment
Overall comment	2019/20 has been updated to reflect the actual outturn given the year has ended. Only key items highlighted in following lines.
Income: Precept	No longer need to increase the precept as previously planned in 2021/22 and 2022/23
Income: PWLB loan – Parish lights	Recognition of the proposed loan receipt.
Income: VAT reclaimed	Reclaim made in March 2019 for two years which was not received until the current financial year.
Expenditure: PWLB loan repayment – Parish lights	Recognition of the loan repayments. Lower in the current financial year as anticipate only making one half yearly repayment and not two.
Expenditure: Street lighting (energy and maintenance)	Assumption that the parish lighting project will be completed and handed over to Hertfordshire County Council from the start of the 2021/22 financial year therefore no further payments will be required from the Parish Council.
Expenditure: Street lighting (replacement programme)	Reflection of the project cost (£43,029.72) together with a specific light being replaced as outside the local shop (£1,918.67) in the current financial year and thereafter, no further costs.
Earmarked funds	Highlighting the funds earmarked at the conclusion of the previous financial year and subsequently used in terms of street lighting.

3.6. As demonstrated by the Forward Financial Plan, the Parish Council does not envisage being in a position where it would default on this loan. In addition, the Parish Council has an existing loan, with an outstanding balance at 31st March 2020 of £66,004.35, which it has been comfortably servicing since May 2015.

4. Public consultation

The majority of residents in Much Hadham support the Parish Council in its plans to upgrade the parish lighting by taking out a loan to do it now.

- 4.1. Discussions regarding street lighting have been a regular occurrence at Parish Council meetings, more so in recent years when it was agreed to start updating one or two street lights on an annual basis. (Para 1.3)
- 4.2. During the first six months of this calendar year, the Parish Councillor taking the lead for street lighting, undertook one to one surveys with 65 randomly selected parishioners. The following five questions were asked:
- Are you interested in the parish lighting system?
 - Should the system be safe and reliable?
 - Is a cost per household of about 20 pence per week acceptable?
 - Should lights be removed if they are very close to other lights or located where there is very little foot traffic?
 - Should the Parish be reducing its Carbon footprint?
- 4.3. The overall results for this survey demonstrate that there is community support for the proposed parish lighting project. (Appendix C-1)
- 4.4. Following the June 2020 Parish Council meeting, the task and finish group publicised the project in a number of ways, utilising all methods of communication available from print media such as the Parish Magazine to social media such as Facebook. (Appendix C-2) In addition, different coloured twine was attached to mark the action being taken for affected lights:
- yellow twine – lights which will be renovated with standard columns and Heritage lanterns; and
 - pink twine – lights which will be decommissioned and removed because they are no longer needed.
- 4.5. As part of publicising the project, Much Hadham residents were asked to respond to two specific questions, detailed below.

1	Are you in favour of Much Hadham Parish Council proceeding with its project to upgrade the parish lighting?
2	Are you in favour of Much Hadham Parish Council taking out a loan for this project so that it can be done now?

4.6. The results from this survey highlight that 71% are in favour of proceeding with the project and 69% are in favour of the Parish Council taking out a loan to undertake this work now. In total, 52 residents responded to this survey, as summarised overleaf. (Appendix C-3)

Question		Survey Monkey responses		Responses emailed to Clerk		Total	
1	Proceed with project to upgrade the parish lighting?	Yes	29	Yes	8	Yes	37
		No	8	No	13	No	15
							52
2	Take out a loan for this project so that it can be done now?	Yes	28	Yes	8	Yes	36
		No	3	No	13	No	16
							52

4.7. In addition to answering the yes/no questions, a number of residents also provided comments. The two key themes from these comments are:

- keep the costs as low as possible; and
- prefer “heritage” style columns not standard columns.

4.8. Responses to these key themes have been included within the project details section of this business case (Section 2).

APPENDIX A

PROJECT BY LIGHT

SUMMARY

Street Name	Column No	Location	Proposed Action	Cost	Cost	No.
Station Road	2	Outside Southdene	Convert to Standard LED Lantern with CMS	£300.00		
Broadfield Close	5	Adjacent to grassed area.	Convert to Standard LED Lantern with CMS	£300.00		
Station Road	31	Outside Highbank	Convert to Standard LED Lantern with CMS	£369.88		
Broadfield Way	2	Oppositte house no 10	Convert to Standard LED Lantern with CMS	£369.88		
Oudle Lane	4	Outside House No 5	Convert to Standard LED Lantern with CMS	£369.88	£1,709.64	5
Tower Hill	66	Outside Bull Cottage	New heritage lantern and CMS	£888.00		
High Street	71	Junction with New Barns Lane	New heritage lantern and CMS	£888.00	£1,776.00	2
Station Road	3	Outside Orchard House	New standard 5 metre steel column with Standard LED Lantern and CMS	£1,400.00	£1,400.00	1
Widford Road	51	Oppositte Station Road	New standard 5 metre steel column with heritage lantern and CMS	£2,100.00		
Widford Road	52	Opposite Laureldene	New standard 5 metre steel column with heritage lantern and CMS	£2,100.00		
Tower Hill	55	Junction with Malting Lane	New standard 5 metre steel column with heritage lantern and CMS	£2,100.00		
Tower Hill	56	Outside Kings Cottage	New standard 5 metre steel column with heritage lantern and CMS	£2,100.00		
Tower Hill	57	Outside Londis Store	New standard 5 metre steel column with heritage lantern and CMS	£2,100.00	£10,500.00	5
Tower Hill	62	Outside School	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
Tower Hill	63	Near War Memorial	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
Tower Hill	64	Outside The Orchard	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
Tower Hill	65	Outside Forge Cottage	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
High Street	67	Outside The Collarmakers House	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
High Street	68	Outside The Square	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
High Street	70	Outside The Bank House	New standard 5 metre column with heritage lantern and CMS	£2,100.00		
Oudle Lane		Junction with Church Lane	New standard 5 metre column with heritage lantern and CMS	£2,100.00	£16,800.00	8
Windmill Way	F5	Near house nos 77-91odd	Disconnect electrical supply and remove column	£834.16		
Windmill Way	4	Oppositte Long Acres	Disconnect electrical supply and remove column	£834.16		
Broadfield Way	1	South corner with B1004	Disconnect electrical supply and remove column	£834.16		
Broadfield Way	3	Outside Flank House	Disconnect electrical supply and remove column	£834.16		
Broadfield Close	4	Outside Housing Association Houses	Disconnect electrical supply and remove column	£834.16		
Widford Road	53	Outside Eastcote	Disconnect electrical supply and remove column	£834.16		
Widford Road	54	Opposite Kettle Green Lane	Disconnect electrical supply and remove column	£834.16		
Tower Hill	60	Opposite Play Area	Disconnect electrical supply and remove column	£834.16		
High Street	69	Outside Swifts	Disconnect electrical supply and remove column	£834.16		
Oudle Lane	5	Opposite House No 10	Disconnect electrical supply and remove column	£834.16		
Oudle Lane	6	Opposite School Entrance	Disconnect electrical supply and remove column	£834.16		
Malting Lane		Outside Ashmount House	Disconnect electrical supply and remove column	£834.16		
Tower Hill	58	Outside Chells	Disconnect electrical supply and remove lantern - column to remain in situ	£834.16	£10,844.08	13
					£43,029.72	34

FORWARD FINANCIAL PLAN – APPROVED JANUARY 2020

Minute reference: 20/11 (iii)

FORWARD FINANCIAL PLAN 2020/21 TO 2024/25

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	ACTUAL	EXPECTED	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	£	£	£	£	£	£	£
INCOME							
Precept	39,000.00	39,000.00	43,000.00	44,000.00	45,000.00	45,000.00	45,000.00
Litter Agency	4,086.91	4,209.51	4,235.00	4,275.00	4,315.00	4,355.00	4,395.00
New Homes Bonus	9,804.00	13,467.00	10,000.00	-	-	-	-
Pavilion income	1,428.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Grant	18,443.59	3,500.00	300.00	300.00	300.00	300.00	300.00
Burial fees (ring fenced to Burial Authority)	4,760.00	4,100.00	2,640.00	2,640.00	2,640.00	2,640.00	2,640.00
Other	149.39	2,228.15	60.00	60.00	60.00	195.00	60.00
VAT reclaimed	9,753.37	6,167.59	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	87,425.26	73,672.25	66,235.00	57,275.00	58,315.00	58,490.00	58,395.00
EXPENDITURE							
Staff costs	6,663.84	6,973.20	7,000.00	7,070.00	7,140.00	7,210.00	7,280.00
PWLB loan repayment	5,387.46	5,387.46	5,387.46	5,387.46	5,387.46	5,387.46	5,387.46
Administration costs	2,863.52	2,900.00	3,300.00	3,350.00	3,400.00	3,450.00	3,500.00
Insurance	3,793.88	3,800.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00
Audit fees	720.00	730.00	730.00	740.00	750.00	760.00	770.00
General Data Protection Regulation compliance	335.00	35.00	35.00	35.00	35.00	35.00	35.00
Election expenses	-	51.15	-	-	-	-	-
Maintenance of open spaces	7,183.82	8,400.00	21,800.00	15,000.00	12,000.00	10,000.00	10,000.00
Litter Agency	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00
War memorial (lighting and maintenance)	652.01	690.00	1,100.00	700.00	710.00	720.00	730.00
Street lighting (energy and maintenance)	4,437.79	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Street lighting (replacement programme)	-	16,829.62	6,100.00	5,000.00	5,000.00	5,000.00	5,000.00
Pavilion (running expenses and maintenance)	2,883.17	3,700.00	3,400.00	3,450.00	3,500.00	3,550.00	3,600.00
Grants and donations (Section 137 expenditure)	300.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Sport and recreation grants (Section 106 funded)	-	1,500.00	1,500.00	-	-	-	-
Village Hall improvements	9,832.65	-	-	-	-	-	-
Neighbourhood Plan	7,525.95	11,850.02	2,000.00	-	-	-	-
Capital - Roller shutter at Pavilion	-	-	2,000.00	-	-	-	-
Capital - Bollards at Moor Place Gate	-	-	800.00	-	-	-	-
Speed Indicator Device (capital)	5,100.00	-	-	-	-	-	-
Capital - laptop	524.17	-	-	-	-	-	-
Capital (to be allocated)	-	-	-	2,000.00	2,000.00	2,000.00	2,000.00
Burial ground (ring fenced to Burial Authority)	1,972.19	2,602.00	2,500.00	2,540.00	2,580.00	2,620.00	2,640.00
VAT	6,167.59	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	70,351.04	77,456.45	73,560.46	61,180.46	58,410.46	56,640.46	56,850.46
SURPLUS/DEFICIT	17,074.22	- 3,784.20	- 7,325.46	- 3,905.46	- 95.46	1,849.54	1,544.54
BALANCE BOUGHT FORWARD	47,098.12	64,172.34	60,388.14	53,062.68	49,157.22	49,061.76	50,911.30
Add SURPLUS/less DEFICIT	17,074.22	- 3,784.20	- 7,325.46	- 3,905.46	- 95.46	1,849.54	1,544.54
BALANCE CARRIED FORWARD	64,172.34	60,388.14	53,062.68	49,157.22	49,061.76	50,911.30	52,455.84
BALANCE CARRIED FORWARD RELATES TO:							
Parish Council	47,134.88	41,852.68	34,387.22	30,381.76	30,226.30	32,055.84	33,600.38
Burial Authority	17,037.46	18,535.46	18,675.46	18,775.46	18,835.46	18,855.46	18,855.46
	64,172.34	60,388.14	53,062.68	49,157.22	49,061.76	50,911.30	52,455.84
Remember in relation to the Parish Council balance:							
~ Section 106 monies for sport or recreation	6,070.00	4,570.00	3,070.00	3,070.00	3,070.00	3,070.00	3,070.00
~ earmarked for Neighbourhood Plan (2018/19 grant bal:	2,455.50	-	-	-	-	-	-
~ earmarked for 3 replacement street lights	8,832.30	-	-	-	-	-	-
LEAVING AVAILABLE FOR PARISH COUNCIL	29,777.08	37,282.68	31,317.22	27,311.76	27,156.30	28,985.84	30,530.38
Tax base	940.05	974.57	962.60	962.60	962.60	962.60	962.60
Band D equivalent	£41.49	£40.02	£44.67	£45.71	£46.75	£46.75	£46.75

FORWARD FINANCIAL PLAN – PROPOSED FOR PARISH LIGHTING LOAN

FORWARD FINANCIAL PLAN 2020/21 TO 2024/25

	2018/19 ACTUAL £	2019/20 ACTUAL £	2020/21 BUDGET £	2021/22 BUDGET £	2022/23 BUDGET £	2023/24 BUDGET £	2024/25 BUDGET £
INCOME							
Precept	39,000.00	39,000.00	43,000.00	43,000.00	43,000.00	43,000.00	43,000.00
PWLB loan - Parish lights	-	-	40,000.00	-	-	-	-
Litter Agency	4,086.91	4,209.51	4,235.00	4,275.00	4,315.00	4,355.00	4,395.00
New Homes Bonus	9,804.00	13,467.00	10,000.00	-	-	-	-
Pavilion income	1,428.00	971.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Grant	18,443.59	1,562.25	300.00	300.00	300.00	300.00	300.00
Burial fees (ring fenced to Burial Authority)	4,760.00	5,000.00	2,640.00	2,640.00	2,640.00	2,640.00	2,640.00
Other	149.39	2,373.47	60.00	60.00	60.00	195.00	60.00
VAT reclaimed	9,753.37	-	12,381.76	5,000.00	5,000.00	5,000.00	5,000.00
	87,425.26	66,583.23	113,616.76	56,275.00	56,315.00	56,490.00	56,395.00
EXPENDITURE							
Staff costs	6,663.84	6,973.20	7,000.00	7,070.00	7,140.00	7,210.00	7,280.00
PWLB loan repayment - Pavilion	5,387.46	5,387.46	5,387.46	5,387.46	5,387.46	5,387.46	5,387.46
PWLB loan repayment - Parish lights	-	-	2,214.00	4,428.00	4,428.00	4,428.00	4,428.00
Administration costs	2,863.52	2,804.40	3,300.00	3,350.00	3,400.00	3,450.00	3,500.00
Insurance	3,793.88	3,764.27	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00
Audit fees	720.00	730.00	730.00	740.00	750.00	760.00	770.00
General Data Protection Regulation compliance	335.00	35.00	35.00	35.00	35.00	35.00	35.00
Election expenses	-	51.15	-	-	-	-	-
Maintenance of open spaces	7,183.82	4,368.80	21,800.00	15,000.00	12,000.00	10,000.00	10,000.00
Litter Agency	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00	4,008.00
War memorial (lighting and maintenance)	652.01	685.60	1,100.00	700.00	710.00	720.00	730.00
Street lighting (energy and maintenance)	4,437.79	2,444.95	2,000.00	-	-	-	-
Street lighting (replacement programme)	-	11,079.62	44,918.67	-	-	-	-
Pavilion (running expenses and maintenance)	2,883.17	4,191.46	3,400.00	3,450.00	3,500.00	3,550.00	3,600.00
Grants and donations (Section 137 expenditure)	300.00	-	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Sport and recreation grants (Section 106 funded)	-	1,500.00	1,500.00	-	-	-	-
Village Hall improvements	9,832.65	-	-	-	-	-	-
Neighbourhood Plan	7,525.95	11,422.49	2,000.00	-	-	-	-
Capital - Roller shutter at Pavilion	-	-	2,000.00	-	-	-	-
Capital - Bollards at Moor Place Gate	-	-	800.00	-	-	-	-
Capital - Speed Indicator Device (£5,100); laptop (£524.1	5,624.17	-	-	-	-	-	-
Capital (to be allocated)	-	-	-	2,000.00	2,000.00	2,000.00	2,000.00
Burial ground (ring fenced to Burial Authority)	1,972.19	3,294.70	2,500.00	2,540.00	2,580.00	2,620.00	2,640.00
VAT	6,167.59	6,214.17	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	70,351.04	68,955.27	114,593.13	58,608.46	55,838.46	54,068.46	54,278.46
SURPLUS/DEFICIT	17,074.22	- 2,372.04	- 976.37	- 2,333.46	476.54	2,421.54	2,116.54
BALANCE BOUGHT FORWARD	47,098.12	64,172.34	61,800.30	60,823.93	58,490.47	58,967.01	61,388.55
Add SURPLUS/less DEFICIT	17,074.22	- 2,372.04	- 976.37	- 2,333.46	476.54	2,421.54	2,116.54
BALANCE CARRIED FORWARD	64,172.34	61,800.30	60,823.93	58,490.47	58,967.01	61,388.55	63,505.09
BALANCE CARRIED FORWARD RELATES TO:							
Parish Council	47,134.88	43,057.54	41,941.17	39,507.71	39,924.25	42,325.79	44,442.33
Burial Authority	17,037.46	18,742.76	18,882.76	18,982.76	19,042.76	19,062.76	19,062.76
	64,172.34	61,800.30	60,823.93	58,490.47	58,967.01	61,388.55	63,505.09
Remember in relation to the Parish Council balance:							
~ Section 106 monies for sport or recreation	6,070.00	4,570.00	3,070.00	3,070.00	3,070.00	3,070.00	3,070.00
~ earmarked for Neighbourhood Plan (2018/19 grant bal:	2,455.50	-	-	-	-	-	-
~ earmarked for replacement street lights	8,832.30	5,000.00	-	-	-	-	-
LEAVING AVAILABLE FOR PARISH COUNCIL	29,777.08	33,487.54	38,871.17	36,437.71	36,854.25	39,255.79	41,372.33
Tax base	940.05	974.57	962.60	962.60	962.60	962.60	962.60
Band D equivalent	£41.49	£40.02	£44.67	£44.67	£44.67	£44.67	£44.67

PUBLIC CONSULTATION: SUMMARY – ONE TO ONE SURVEY

Between January and June 2020, 65 parishioners, randomly selected, were asked about the proposal to improve the parish lighting system.

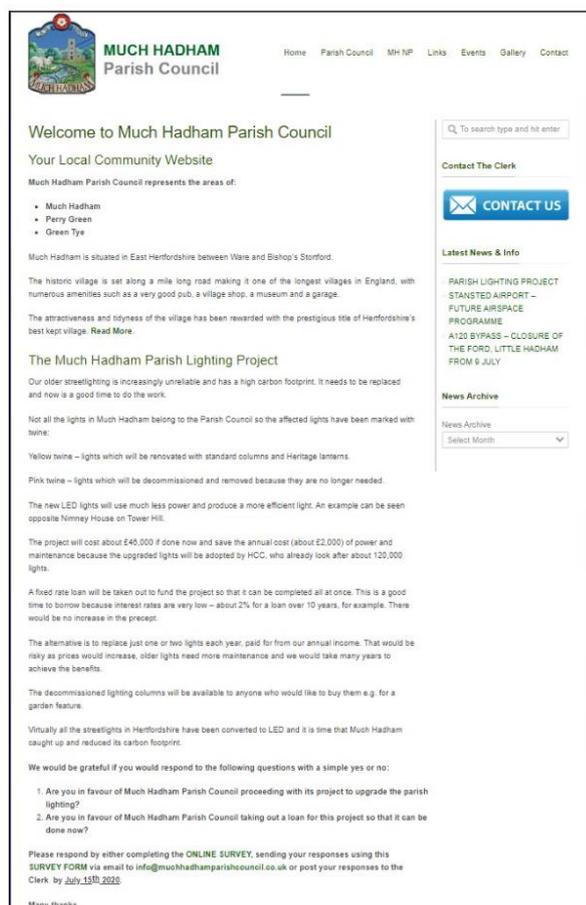
The results are summarised in the table below:

	Question	Yes	No	Maybe
1.	Are you interested in the parish lighting system?	44	7	14
2.	Should the system be safe and reliable?	63	0	2
3.	Is a cost per household of about 20 pence per week acceptable?	52	5	8
4.	Should lights be removed if they are very close to other lights or located where there is very little foot traffic?	60	1	4
5.	Should the Parish be reducing its Carbon footprint?	55	6	4

This indicates that people are generally in favour of the Parish lighting plan.

PUBLIC CONSULTATION: COMMUNICATION CHANNELS

The Parish Lighting Project was communicated to Much Hadham residents in a number of ways: the July Parish Magazine; home page of the Parish Council’s website; detailed posters on noticeboards around the parish and outside Londis and on the Parish Council’s Facebook page and Twitter account



Much Hadham Parish Council
Ian Hunt

The Much Hadham Parish Lighting Project

Our older street-lighting is increasingly unreliable and has a high carbon footprint. It needs to be replaced and now is a good time to do the work.

Not all the lights in Much Hadham belong to the Parish Council so the affected lights have been marked with twine:

Yellow twine - lights which will be renovated with standard columns and Heritage lanterns.

Pink twine - lights which will be decommissioned and removed because they are no longer needed.

The new LED lights will use much less power and produce a more efficient light. An example can be seen opposite Nimney House on Tower Hill.

The project will cost about £46,000 if done now and save the annual cost (about £2,000) of power and maintenance because the upgraded lights will be adopted by HCC, who already look after about 120,000 lights.

A fixed rate loan will be taken out to fund the project so that it can be completed all at once. This is a good time to borrow because interest rates are very low – about 2% for a loan over 10 years, for example. There would be no increase in the precept.

The alternative is to replace just one

or two lights each year, paid for from our annual income. That would be risky as prices would increase, older lights need more maintenance and we would take many years to achieve the benefits.

The decommissioned lighting columns will be available to anyone who would like to buy them e.g. for a garden feature.

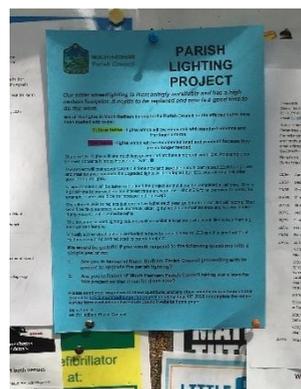
Virtually all the street-lights in Hertfordshire have been converted to LED and it is time that Much Hadham caught up and reduced its carbon footprint.

We would be grateful if you would respond to the following questions with a simple yes or no.

1. Are you in favour of Much Hadham Parish Council proceeding with its project to upgrade the parish lighting?
2. Are you in favour of Much Hadham Parish Council taking out a loan for this project so that it can be done now?

Please send your responses to these questions and any other comments you have on this project to info@muchhadhamparishcouncil.co.uk by **July 15th 2020** or complete the online survey form available on the Parish Council website home page.

Many thanks
Much Hadham Parish Council



PUBLIC CONSULTATION: SUMMARY – SURVEY

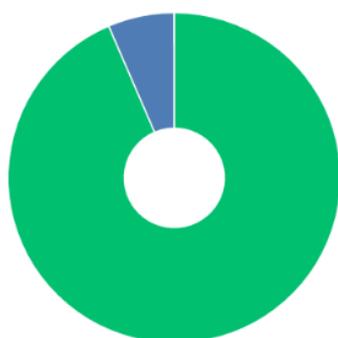
A survey was undertaken from the end of June until 15th July 2020 that asked 2 specific questions:

1. Are you in favour of Much Hadham Parish Council proceeding with its project to upgrade the parish lighting?
2. Are you in favour of Much Hadham Parish Council taking out a loan for this project so that it can be done now?

The results from this survey were collected in three ways: through Survey Monkey; via Facebook or email to the Clerk.

Survey Monkey

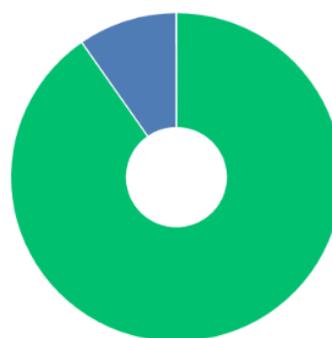
1. Are you in favour of Much Hadham Parish Council proceeding with its project to upgrade the parish lighting?



Answered: 31 Skipped: 0

Yes	93.55%	29
No	6.45%	2

2. Are you in favour of Much Hadham Parish Council taking out a loan for this project so that it can be done now?



Answered: 31 Skipped: 0

Yes	90.32%	28
No	9.68%	3

The following comments were received:

- I would like the village lighting to be updated but without any more money being spent than necessary.
- They are just street lights. No need for them to cost loads of money.... Especially if that money could be put to good use.
- Now is the time to take out a loan as a Parish Council. It is also the time to put money into our economy to keep employment up.
- Good to get the lighting sorted now before it starts getting dark again. They will look very similar and save money so it can be spent on other local needs. The economy is on a downward trend and people are going to need help from the Parish Council. Well done for being so diligent in spending our money wisely and in meeting our interests.
- Given the current adverse situation it is imperative that the PC take the most cost efficient approach to upgrading the street lights for the good of the people of the parish.
- I would like the lighting to be updated but at the lowest cost possible. I'm not particularly bothered by heritage style lighting.

- I would prefer the heritage style of post it's more in keeping with the village and the newer style in my opinion are plain and ugly.
- Would ask that we retain the heritage columns which are in keeping with a conservation village.
- Would prefer Heritage light and post.
- The street light at the bus stop before (north) of the Post Office should be kept. People who get the early buses shouldn't have to do so in the dark.
- Please keep the old fashioned look of the existing lamp lighting. In keeping with the buildings in the village.
- Heritage columns are much more expensive and would have no historical value. The standard columns are a genuine representation of current style. Considering the High St has many Tudor and Georgian properties current design is just as appropriate as Victorian.
- I want to support the PC with this venture, but feel the information provided lacks clarity over whether it would be possible to achieve the stated objectives whilst retaining the much preferred and in keeping heritage style columns. Without this detail and, any associated long-term financial implications, it is not possible for residents to take a fully informed view. I agree with the objectives and would fully support both the project and loan if the new posts could retain a heritage look. Clearly this is a trade off against feasibility and costs. Without this, I can only honestly answer the direct 'yes/no' question with a no.
- Please keep the old fashioned look of the existing lamp lighting. In keeping with the buildings in the village.
- Two more lights have now failed beyond repair. They could have been replaced by now if it wasn't for this delay.
- If it has to eventually be done I agree we should do it now with the low interest loans.
- I have given an "in principle" response to the above, if there had been an "I don't know" box I might have ticked that as not all the information needed has been provided above. How many lights with yellow twine are there? It is hard to know whether £46K really represents good value without knowing how many lights it is for? And how many lights in total will be removed? You have given no indication of what amount you intend to sell the lights for afterwards? Will that income be used to pay off the loan, or put towards something else / specific?
- Any decisions that help the environment and are cost affective in the long run should be authorised.
- This needs to be done for environmental and safety reasons alone

Facebook

The Facebook post reached 638 people with two comments being made:

1. 46k ???? Get another quote. As a business plan it doesn't make sense
2. I hope only fittings are replaced not the actual lamp post, or someone getting a free holiday lol. It is possible to get solar street lights, Led's, minimum maintenance! Could be done by fire brigade for 'community donation '

Email to the Clerk

No:	No. of residents	Proceed	Loan	Comment
1	1	Yes	Yes	<p>1. I agree to an upgrade to the parish lighting. BUT...! I notice that all the Victorian street lamps are set for renovation (which I hope includes repainting?) which is great but the only one on the other side of the road (directly opposite us) is down to be decommissioned – why? Initially I would be pleased if Xxxxx Xxxxx in Thurgoods or the new owner of Swifts, or whoever is responsible, could be encouraged to cut down or back the privet that almost entirely obscures the lamp and renovate like the others. Update: subsequent email - privet being cut back</p> <p>2. It seems an exorbitant amount of money for the Parish Council to fund but I guess it is what it is and having watch a few herberts changing a light bulb last year I am not surprised it seemed to require 2 vehicles, 5 blokes and involved a lot of swearing huffing and puffing from the “foreman”. I hope this is enough to save this lamp or do you need me to rally support from the neighbours..?!</p>
2	1	Yes	Yes	
3	2	Yes	Yes	<p>In response to your two questions our answer would be:- 1. Yes 2. Yes However, we are not in agreement with the suggestion of the removal of column 53 completely as this is acts a safety measure for the official traffic calming in conjunction with the warning signal and light, which on several occasions has failed. The traffic calming approach would be plunged into darkness as there are no other street lights leading up to the obstruction.</p> <p>However there is excessive lighting over the calming feature or beyond (Columns 811, 812, 813)but not on the approach to it.</p> <p>There have already been several occasions where the calming feature has been demolished and is currently in that condition and requires urgent attention from the County Council.</p> <p>I would be grateful if you could assess this removal again and provide some traffic lighting evidence that supports the removal.</p>

No:	No. of residents	Proceed	Loan	Comment
4	2	No	No	<p>In favour of both question 1 and question 2 in the Parish Magazine, providing the replacement lights are in keeping with the age and character of the village.</p> <p>Therefore, I have a question. In relation to the lights with yellow twine, they are to have standard columns and heritage lanterns. What does the 'standard column' look like? Is it the one used when the light near the almshouses was replaced?</p> <p>UPDATE: I have just looked at the lighting outside Nimney House and it looks totally out of character for the village. As I said earlier, this is a once in a lifetime opportunity to get the lighting right. The old lights are in keeping with the village and as the light near the church gate and the light near the almshouses have been replaced by heritage columns and heritage lanterns it would seem obvious to me to continue the style throughout the village conservation area. As it is a conservation area is it possible to replace heritage columns with standard columns without planning permission and listed building consent as many lights are within the curtilage of listed buildings?</p> <p>I would certainly not support borrowing money to replace the heritage columns with standard columns but I would support borrowing money to replace with heritage columns and heritage lanterns.</p>
5	2	Yes	Yes	Both Xxxx and I are in favour of you taking out a loan for this project.
6	1	Yes	Yes	Yes I am in favour of Much Hadham taking out the loan so the lighting project can be carried out now.
7	1	No	No	I am in favour of the PC proceeding with its project to upgrade the parish lighting providing it uses heritage not standard columns. Providing heritage columns are used , I would be in favour of the PC taking out a loan for this project.
8	1	No	No	<p>“Standard” columns just don’t seem appropriate, compared to the heritage column set outside the almshouses or even the more sculpted forms used elsewhere. The MH Conservation Plan (Mat 2014) emphasises that our historic environment is fragile and that its “ various historic and architectural elements ...interact in a complex manner creating a ‘unique sense of place’ “. The lights are a key element in this . Indeed in my view it could be argued that some of the existing ones could be considered as non designated heritage assets (policy MH HA2 of the draft neighbourhood plan) . This is especially so when they are compared to other proposals on that list . I also wonder what the advice of Historic England, Aecom, or East Herts Conservation Officer might be on the alternatives available.</p> <p>Hopefully the PC will proceed with its excellent initiative but with lights that have both heritage columns and lanterns.</p>

No:	No. of residents	Proceed	Loan	Comment
9	1	No	No	The proposed standard light columns are in my opinion not in-keeping with the heritage of the village. I do not believe proper reasonable consultation with the village has taken place on this matter and I should like to raise awareness of the proposed project
10	1	No	No	Further to the above in the recent Parish Magazine, I have compared the 2 options and there is no question that my vote has to be in favour of the heritage version. The ordinary version with the lantern top is not in sympathy with the village.
11	1	No	No	I strongly favour the heritage version lamp standard as the modern version sticks out like a sore thumb, we have much to be grateful for in Much Hadham and should go the extra mile to keep the village style. Thank you for the chance to comment
12	1	No	No	I've read the details regarding the new lighting in the village. Although i am happy to have new lighting, there is no option to say whether you are happy with the style of the lights. Heritage lights are great, but do not look great with the modern columns. I feel there should be an option for villagers to vote on the style so they are in keeping of this beautiful village.
13	1	No	No	I understand you intend to remove the street light opposite our house, Longacres, at the top of Station Road. Yes the light is old and yes it is leaning but at least it gives light to the junction/ corner of Station Road and Windmill Way. Traffic at present use this bend at speed and do not keep to their side of the road, as my neighbours the Xxxx in Maryland can testify to having had their wall demolished a couple of times. I think it is very important to have a street light on this bend, any bend in fact. I believe decommissioning it would save £30 a year, not a high price to put on safety? I don't understand why you think it is no longer needed, it was put there for a purpose and the junction is only getting busier, I'm sure it could easily be converted to led lights.

No:	No. of residents	Proceed	Loan	Comment
14	1	Yes	Yes	<p>Agree that the parish lighting be upgraded and funding is by way of a loan.</p> <p>Comments relating to streetlight No.4 at junction of Windmill Way leading off from Station Road. Streetlight No. 4 was presumably installed to provide illumination at the junction of Windmill Way and Station Road and whilst the LED No. 21 does provide some illumination its spread does not extend sufficiently to fully cover to the junction.</p> <p>The next street light in Station Road is outside Ruffledene so without No.4 the distance including the junction between No.3 and LED No. 21 appears to be approximately 60 metres which is far greater than the linear gap between streetlights elsewhere along Windmill Way (Averaging approximately 30 metres up to Millers View).</p> <p>This together with the junction being a crossover point for the Public Bridleway and discontinuation of the pavement at the boundary with Station Road would suggest that without the existing level of lighting the junction will become more hazardous at dusk and night-time for pedestrians, horse riders and motorists without a replacement for No.4.</p> <p>The Parish will recall funding the purchase and refurbishment of the redundant telephone kiosk which now provides an historic information point relating to the old windmill and railway which would be enhanced by a new lighting column with a Heritage lantern.</p>
15	1	No	No	<p>I do not agree with the current solution proposed to upgrade the parish lighting. However, were heritage columns to be used, I would be in favour of both the project itself and the taking out of a loan for the project. If heritage columns aren't to be used, I am in favour of neither the project nor the loan.</p>
16	1	No	No	<p>I am in favour of the proposal to upgrade the lighting in Much Hadham to LED. However, I do not support the substitution of the current "heritage" columns with "standard" columns as exemplified by the one on Tower Hill. This standard column looks completely out of character and proportion with its "heritage" lantern fitted on top. If all the "heritage" columns are replaced I believe it would have a detrimental effect on the overall character of the village landscape and particularly the High Street.</p> <p>I cannot understand why the lighting columns need to be changed. Surely all that needs to happen is to simply replace the bulbs with LEDs and upgrade the wiring if necessary. I would have thought such a project to be much cheaper than 46,000 pounds. Has such an option been debated by the Parish Council?</p> <p>With regard to the financing of bulb replacement and rewiring, I would be in favour of the Parish Council taking out a loan if necessary so that upgrading to LED can be undertaken now.</p>

No:	No. of residents	Proceed	Loan	Comment
17	1	No	No	I'm sure a lot of thought has gone into this lighting project. However, we still have a largish loan on the pavilion and I think that if we need to take out another loan, I'd point out that the scout hut is falling down.
18	1	No	No	I agree in principle with the project but my preference would be to use heritage lighting columns unless that would be prohibitively expensive. Could the PC please provide some information on why they have recommended standard columns?

In total, 20 residents responded directly to the Clerk. In summary for each question:

1. Are you in favour of Much Hadham Parish Council proceeding with its project to upgrade the parish lighting? **Yes 8 No 13**
2. Are you in favour of Much Hadham Parish Council taking out a loan for this project so that it can be done now? **Yes 8 No 13**

APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

1. Name of Council	MUCH HADHAM PARISH COUNCIL
2. Name of Clerk	MS FIONA FORTH
Working Address (inc. Postcode)	40 CALVERLEY CLOSE, BISHOP'S STORTFORD, HERTS CM23 4JJ
Email address	INFO@MUCHHADHAMPARISHCOUNCIL.CO.UK
Telephone	01279 861869 OR 07545 089445
3. Name of Chair	MRS PENNY TAYLOR
Home Address (inc. Postcode)	BRANDS, KETTLE GREEN LANE, MUCH HADHAM SG10 6AD
Telephone	01279 844941 OR 07719 589993
Email address	VPGWP@BTINTERNET.COM
5. District/Unitary Council area	EAST HERTS
6. Purpose of Borrowing Please give a brief description of the purpose for which funds are required. Example of Capital projects : Purchase of land/building or, construction/building works or, provision of other assets or; provision of grants to another body for a Capital project.	PARISH LIGHTING PROJECT- CONVERSION TO LED LIGHTING IN CONJUNCTION WITH REPLACEMENT OF SOME LIGHTS AND DECOMMISSIONING OF OTHERS
7. Total Contract/Project Value	£43,029.72
Funding from Council's own resources	£3,000.00
Funding from other sources	£0
Amount to be borrowed	£40,000.00
8. Deadline for approval (if applicable) If borrowing is required by a specific date – eg an auction date, or to meet match-funding requirements - give details here	NO DEADLINE
9. Is funding from other sources confirmed?	NOT APPLICABLE

10. Proposed Borrowing Source	PWLB			
11. Intended Borrowing Term (please specify the number of years)	10 YEARS			
12. Details of Existing Loans	1 st loan	2 nd loan	3 rd loan	4 th loan
	£80,000	£	£	£
Date Taken Out	MAY 2015 – LOAN REF: PW504056			
Amount Outstanding	£66,004.35	£	£	£
Unexpired Term	15.5 YEARS			
13. Are you increasing Precept to fund this borrowing?	NO			
What will be the amount and percentage of the planned increase per annum?	£	% NOT APPLICABLE		
What will cost band D per annum?	£ NOT APPLICABLE			
14. If applicable, have you assessed the extent of public support to increase precept for this loan?	NOT APPLICABLE			
If yes, what were the results of the assessment to increase precept for this loan?	NOT APPLICABLE			
15. Precept for previous year:	TOTAL PRECEPT £39,000 £40.02 for Band D (2019/20)			
Precept for Current year:	TOTAL PRECEPT £43,000 £44.67 for Band D (2020/21)			
Precept for next year:	APPROVED JANUARY 2020: TOTAL PRECEPT £44,000 £45.71 for Band D (2021/22) PROPOSED REVISION JULY 2020: TOTAL PRECEPT £43,000 £44.67 for Band D (2021/22)			
16. Number of Electorate	1,646			
17. Value and purpose of all funds, capital/revenue reserves and balances currently held.	<p>£18,742.76 BURIAL AUTHORITY – FOR MANAGEMENT, IN PERPETUITY OF BURIAL GROUND.</p> <p>£43,057.54 PARISH COUNCIL – GENERAL REVENUE BALANCE</p> <p>£4,570.00 SECTION 106 MONIES – FOR SPORT AND RECREATION</p> <p>£5,000.00 REPLACEMENT STREET LIGHTS – EARMARKED FOR LIGHTING PROJECT</p>			

18. Have you provided the following supporting evidence?	Please tick the appropriate boxes below
a) Full Council minutes with resolution to apply to MHCLG for borrowing	YES – WILL BE
b) Report to the Council	YES – WILL BE
c) Council Budget for current year and next year if available	YES – WILL BE
d) Council Budget for current year and next year if available	YES – DUPLICATES c)

**19.
Approval of Full Council**

The above application was agreed by resolution of the full council on (date), the Report to Council and Budget attached have been taken to and approved by the full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.

The Council undertakes to notify the Ministry of Housing, Communities and Local Government (MHCLG), as soon as reasonably practicable, in the event:-

- of not exercising the approval, or,
- it finds that the original amount requested is greater than the actual borrowing need.

SIGNED..... **DATE.....**
(Chair of the Council)

NAME...MRS PENNY TAYLOR.....

SIGNED..... **DATE.....**
(Responsible Financial Officer)

NAME...MS FIONA FORTH.....

Please send signed, completed forms and all supporting information to your county association of local councils.

Failure to submit all required information will delay your borrowing approval.