

25/07/2022

Dear Sir/Madam

**Invitation to Tender Ref: 261**  
**Scope of Service: Options Study – Greenwood Park, St Albans**

St Stephen Parish Council (SSPC) is pleased to invite you to tender to produce an options study for improving facilities at Greenwood Park.

The tender documents comprise this ITT letter, rules of tendering and the ITT documents.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their ability to carry out the contract, previous experience, pricing, service levels and delivery timeline to meet the requirements of St Stephen Parish Council for this assessment.

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant. Elements of the contract can be subcontracted out but this must be made clear in the applicant's tender and details of the proposed company undertaking the work shared with SSPC.

Any questions concerning this document or the tendering process or requests for site visits should be sent via email no later than 12<sup>th</sup> Aug 2022. Deadline for submission is **Tuesday 30<sup>th</sup> August 2022**

If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

St Stephen Parish Council may either waive or insist on strict compliance with any requirement set out within this ITT. St Stephen Parish Council reserves the right not to contract or contract only in part with any applicant.

The information supplied within this ITT and accompanying documents reflects St Stephen Parish Council's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- St Stephen Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
- St Stephen Parish Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant;
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
- Neither this ITT nor any information supplied by St Stephen Parish Council should be relied on as a promise or representation as to its future requirements;
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Tenderer Declaration Form, **Appendix A**, and return with the completed proposal, as per the instructions set out in this ITT.

Yours faithfully

*Sue Hake*

Sue Hake

Parish Clerk

**Tender Contact:**

Sue Hake  
St Stephen Parish Council  
Station Road,  
Bricket Wood,  
St. Albans AL2 3PJ

[clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

01923 681443 option 1

## **Scope of Procurement: Specification for Options Study– Greenwood Park**

### **Summary**

The St Stephen Parish Council Strategic Plan proposes the relocation of its administrative and maintenance facilities from Bricket Wood to the Greenwood Park (GWP) site. Additional requirements at the GWP site might include an expansion of the driveway to two lane, additional car parking spaces, disabled parking provision and electric car charging points. Desirable elements would be the inclusion of space for a Community Orchard and Garden and potentially extensions to existing buildings to include a café and additional community rooms. This Brief is for the design and spatial planning work to provide a minimum of three options to be presented as part of a Public Consultation regarding the proposed works at Greenwood Park.

### **Background**

St Stephen Parish Council have two main community centres at separate sites within the Parish, each with an office and meeting rooms. Both buildings have not been brought up to date in terms of disabled access and energy efficiency and we have got to the point whereby it is not considered to be cost effective to update the Parish Centre site in Bricket Wood. This gives us the opportunity to consolidate the parish council staff together at the busier Greenwood Park site in Chiswell Green. The Council would like to continue to provide meeting space in both Chiswell Green and Bricket Wood but offices do not necessarily need to remain at Bricket Wood and staff accommodation could be housed at Greenwood Park in some form, either as an extension to the existing Community Centre or pavilion or as a new stand alone building. The Maintenance Facilities and workshop/office could also relocate from the Parish Centre site and be accommodated at Greenwood Park.

### **St Stephen Parish Council Buildings and land holdings in relation to this contract:**

Parish Centre, Barn, Grounds compound, car park and Parish Centre Field  
Station Road  
Bricket Wood  
St Albans  
AL2 3PJ

Greenwood Park incl Community Centre, Pavilion, tennis courts and two allotment sites with three car parks  
Off Tippendell Lane  
Chiswell Green  
St Albans  
AL2 3HW

North Close Play Area and open space  
Chiswell Green  
St Albans  
AL2 3HB

### **Contract requirements**

The St Stephens Parish Council Fixed Asset Development Strategy proposes the closure of its facilities at Bricket Wood and the relocation of the Administrative Offices, Council Chamber and Maintenance Facilities at the Greenwood Park site. This Brief is for the design and spatial planning work to provide a minimum of three options to be presented as part of a Public Consultation regarding the proposed works at Greenwood Park.

## Outline of Requirements

1. The administrative staffing area should have easy access for the public but provide safety for the members of staff, minimum area required 60m<sup>2</sup> and including a separate toilet. Council Chamber should also be easily accessible with minimum floor area 60m<sup>2</sup>, room should serve combined purpose as Council Chamber/Meeting Room and be available for hire. Disabled facilities including induction loop. AV presentation facilities including the ability to record meetings. **Essential**
2. New staff accommodation to be linked to existing facilities in the community centre – **Desirable** (could possibly be linked to Pavilion – see later)
3. Improvements to existing Greenwood Park Community Centre
  - **Community Centre** is well used and fairly fully booked, however, running costs are very high, the Parish Council want to make substantial improvements in relation to its energy efficiency and to take opportunity for energy generation from the south westerly facing roof slope. We would wish to reduce the energy use of the building by approximately 75%. **Essential**
  - **Changing room and toilet facilities** are poorly arranged and inadequate in terms of provision for disabled. We would also wish to move towards gender neutral facilities. **Essential**
  - **The kitchen facilities** are inadequate and only of domestic fixture standard. We would wish to have one kitchen that could cope with commercial facilities (stainless steel etc) and a secondary facility to enable some kitchen provision to be provided to other Hire areas when the main kitchen is being utilised. **Essential**
  - Provision for incorporating café within the building or extension **Desirable**
4. Improvements to Pavilion
  - **Public toilet facilities** to be updated in accordance with current guidance/best practice- including provision of fully compliant assisted care facility. **Essential**
  - Internal pavilion facilities to be improved including dedicated Kitchen / food prep area. Remaining facilities to be enlarged to provide suitable additional hire space, inc. storage and food/drink prep facilities. **Desirable**
  - **Energy efficiency** to be updated as per Community Centre. **Essential**
5. New Maintenance Team facilities

The existing facilities comprise of a historic barn of 180m<sup>2</sup> which acts as a store, workshop, vehicle store, office and welfare facilities. This is very awkwardly laid out due to the constraints of the historic barn. With good planning a purpose built facility could probably be reduced to 150m<sup>2</sup>. In addition, there is a fenced compound of 240m<sup>2</sup> at the current site (Bricket Wood) and an existing storage container at Greenwood Park, which will need to be included. Location needs to be in easy reach of the new administration facilities and access for deliveries on HGVs. **Essential**

6. Parking and Access

Greenwood Park was designed as a facility for the entire Parish of St Stephen and therefore parking is required for those not within walking distance. Its appeal for both planned events and general recreational use is spreading beyond the Parish. Whilst parking has always been a problem for specific events, the existing parking is now struggling to cope with general weekend use, particularly in good weather. The existing parking has a number of issues.

The disabled parking is not well linked to the entrance to the Community Centre. Much of the parking is at the North End of the site, some distance from the most popular areas – the play area and the Community Centre

The 'Top' car park is not surfaced and unmarked making its use inefficient

All of the Car Parking is poorly landscaped, unattractive and lacks any ecological interest.

7. It is likely that the moving of the facilities from Bricket Wood will require using some of the existing parking area. This must be replaced. Part of this brief is an analysis of what additional parking is required. Options should indicate estimated existing capacity and proposed new.

**Essential**

**Parking provision should take into account the guidance in the Constraints section of this brief and include surfacing and marking out. Note particularly the section regarding allotments.**

8. The Access road is narrow and relies upon passing places for vehicles to pass. It would be desirable to enable 2-way traffic, either by widening the road or creating an 'in-out' system. This should include measures to ensure safety for all park users **Desirable**
9. Budget – we would need a very general budget for the various options – this will be largely for comparing merits of options rather than guidance on construction cost. **Essential**

Constraints and Council guidance

Council guidance - The Parish Council has a Strategic Plan which includes a vision and a set of objectives, particularly towards sustainability. It is important that the options address these objectives and we would therefore be looking to see proposals that reduce energy use and increase efficiency, including the use of sustainable materials. We would also wish to see the proposals to include measures that improved the overall biodiversity of Greenwood Park and therefore minimises its environmental impact. This can be by offsetting withing the park.

Planning – The Park is all within the Metropolitan Green Belt, and although small scale recreational facilities are acceptable, the Park is somewhat more than this and will therefore be considered a 'non-conforming use' in Planning terms. This is likely to restrict any built development or car parking in the vicinity of the Tippendell Lane boundary and might restrict significant incursion to the land to the East of the site, away from the Built-up area of Chiswell Green. In preparing options we expect some initial discussion with the district council planning dept regarding this.

Existing Facilities – The Play Area, Tennis Courts, Cricket and Football Pitches may be complicated to reposition and the Football and Cricket Pitches. Any extensions of buildings and car parks in this direction would need to consider these constraints.

**Allotments** – There are currently 2 existing allotment areas within GWP, one close to the main Tippendell Lane entrance and the other at the North Close end of the park.

In principle the Council is not opposed to relocating allotments if required to get the best solution. As the sites are statutory, this would however require Secretary of State Permission and would result in a delay of at least a year in implementation, due to the period of notice required etc. Allotment holders are generally opposed to moving however, the Parish Council are prepared to manage this situation if required for the benefit of the wider community.

The North Close site has a covenant stating it can be used as a public recreation ground only. The North Close site could comfortably accommodate up to 30 additional allotments (there are 45 on the existing Tippendell Lane site). Any option including relocation of any allotments will need to include North Close site in its assessment of Biodiversity and ecological benefit/disbenefit as well as including access/parking, provision of toilet facilities and indicative costs of preparation of the new plots and moving any structures etc. from existing plots.

### **Other Matters**

The Parish has committed to providing space for 2 community initiatives at Greenwood Park, these are separate from this brief but it might be helpful to identify any suitable space, bearing in mind the synergies with some of the other facilities on site.

These are a Community Garden and Community Orchard.

### **Award Criteria:**

The Contract will be awarded on the basis of the following weighted award criteria:

	<b>Award Criteria</b>	<b>Weighting</b>
<b>AC1</b>	<b>Conformance to Specification</b> Submissions which do not, in the opinion of St Stephen Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	<b>PASS/FAIL</b>
<b>AC2</b>	<b>Price</b>	<b>50%</b>
<b>AC3</b>	<b>Technical Merit (Quality)</b>	<b>50%</b>
	<b>TOTAL</b>	<b>100%</b>

The **Technical Merit** criteria are made up of the following sub-criteria:

<b>AC3.1</b>	<b>Adequate qualified personnel for the range of requirements</b>	<b>50%</b>
<b>AC3.2</b>	<b>Previous experience in similar areas of work</b>	<b>30%</b>
<b>AC3.3</b>	<b>Quality of presentation of options through graphic design</b>	<b>10%</b>

<b>AC3.4</b>	<b>Ability to execute given tasks with minimal supervision</b>	<b>10%</b>
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Tenderers may then be invited for interview. This stage will be used to moderate your scores (+/- 5) at ITT stage by clarifying information provided in your company's bid.

<b>AC4</b>	<b>Interview</b>	<b>Not Scored</b>
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**Tenderers invited to the Interview stage will be expected to provide any suitably qualified/skilled staff required during this process free of charge.**

St Stephen Parish Council reserves the right to invite other Tenderers, by rank order, to participate in the Interview stage if required.

#### **Terms for Submission of Tenders**

Applicants can sub-contract elements of the specification, provided details of subcontracting company are provided. If you can only supply part of the specification please quote for that/those element/s and make clear in the pricing schedule that certain elements are not being included.

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **17:00 hours (5pm) on Tuesday 30<sup>th</sup> August 2022**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via e mail to: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk).

Subject Heading: CONFIDENTIAL TENDER DOCUMENTS REF 261

Or via post to:

The Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ

Marked CONFIDENTIAL TENDER DOCUMENTS REF 261, for the attention of: Sue Hake, Parish Clerk.

#### **Confidentiality and Disclaimer**

This ITT is not an offer capable of acceptance, but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by St Stephen Parish Council commits St Stephen Parish Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. St Stephen Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in St Stephen Parish Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of St Stephen Parish Council in connection with this ITT. The applicants shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with St Stephen Parish Council during the bidding process should only be with the individuals named in the covering letter above sent from St Stephen Parish Council dated **25 July 2022** as the St Stephen Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of St Stephen Parish Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with St Stephen Parish Council.

Please provide a response to this ITT by completing the appendices listed below and providing any additional or supporting information, which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include "Not applicable" where appropriate.

### **Response/Return of Invitation to Tender**

Tenderers are advised that it is **compulsory** to complete and return all of the following documents. Failure to do so will mean that your tender is not considered.

#### **1. Completion of Tenderer Declaration (Appendix A)**

### **Questions**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk) no later than the 12 August 2022. Only questions submitted to this email will be answered.

All responses received and any communication from tenderers will be treated in strict confidence.

### **Material Misrepresentation**

St Stephen Parish Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

### **Collusive Bidding**

Collusive bidding is unacceptable by St Stephen Parish Council. Any tenderer that is caught by St Stephen Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a).** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b).** Communicates to any person other than St Stephen Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c).** Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused

to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to St Stephen Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

### **Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

### **Relationship with Members of the Council**

If a candidate for any tender is to his knowledge related to any Member of the Council or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

### **Appendices**

- A - Tenderer Declaration Form
- B – Conditions of contract
- C - Site maps showing extent of land ownership
- D - Fixed Assets Development Strategy
- E - St Stephen Parish Council Strategic
- F – Land Registration documents
- G - DEC Certificates/reports for Greenwood Park Community Centre and EPC for Greenwood Park Pavilion

## APPENDIX A Tenderer Declaration Form

Declaration by Tenderer

ITT Title: ST STEPHEN PARISH COUNCIL REF: 261

1. I, \_\_\_\_\_, certify that I am the person duly authorised to sign tenders for and on behalf of

\_\_\_\_\_, the tenderer, and having read the documents, offer to supply the goods, services or works:

- as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
- under the terms and conditions indicated
- at the NET price (or prices) specified below:

£

\_\_\_\_\_ + VAT

2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
- Communicate to a person other than St Stephen Parish Council, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender

- Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
  - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.
  5. I understand that St Stephen Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as St Stephen Parish Council may decide. St Stephen Parish Council is not bound to accept the lowest or any tender.
  6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
  7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by St Stephen Parish Council.

Authorised Signatory	
Date	
Name in BLOCK LETTERS	
Job Title	
Telephone Number	
E-mail address	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time. Use the checklist to ensure that you have submitted the relevant documents (see paragraph 6.4)

**APPENDIX B – Conditions of contract**

This will be a Short Form Contract for the supply of good and/or services based on the Government model.

**APPENDIX C - Site maps showing extent of land ownership**

See accompanying pdf document

**APPENDIX D - Fixed Asset Development Strategy**

See accompanying document

**APPENDIX E – St Stephen Parish Council Strategic Plan**

See accompanying document

**APPENDIX F – Land Registration documents**

**APPENDIX G - DEC Certificates/reports for Greenwood Park Community Centre and EPC for Greenwood Park Pavilion**

See attached document.



## **Fixed Assets Development Strategy**

– this document was produced following discussion and decisions taken at Fixed Asset committee 25-11-2021. It was agreed by Full Council on 17 February 2022

### **Topic: Future strategy for development of the Parish Council developed sites**

Park Street Pavilion

St Stephen Parish Centre and Barn

Greenwood Park

### **Background**

In the context of adoption of the Parish Strategic Plan, the Fixed Asset Committee recommends moving from a reactive, single-year approach to managing our fixed assets toward a proactive, multi-year rolling development strategy. This would allow us to set directions and implement long-term solutions, rather than continuing to respond (or not) to ‘crises’.

Recent committee discussions have therefore focused on both how to address urgent matters and how to get to where we want to be (aligned with the Strategic Plan objectives). This has resulted in the proposed development strategy (below), which seeks to characterise issues associated with our major fixed assets, make proposals to address their shortcomings, note constraints on those proposals and provide indicative budgets and timescales.

The Fixed Assets committee will provide regular updates to Full Council on progress and constraints, along with proposed updates to the plan.

### **Resolutions made at Fixed Assets Committee (3 Feb 22) and Full Council in support:**

- 1 The Council task the Fixed Asset Committee to set up a Task and Finish group to progress the Development Strategy, and liaise with Community & Leisure (wider Community) in respect of the Community Facilities required.
- 2 The Council provide a figure of £30,000 in the 22/23 budget to enable the Task & Finish Group to commission initial designs and employ professional support /obtain advice regarding planning, source funding etc.
- 3 The Council provide a figure of £150,000 in the 22/23 budget to commence work on providing replacement allotment plots on the North Close open area and additional car parking on re-located allotments off drive to Greenwood Park. Work to include new community orchard, surfacing and lighting to existing car parks, possible additional parking accessed from Watford Road for allotment holders and essential safety work to GP Pavilion patio. (With a view to similar budgeted for 23-24).
- 4 Initial proposals to include project proposals for accessing S106 funding held by SADC for improvements to Leisure Facilities and Green Infrastructure in St Stephen.

## Fixed Asset Development Strategy

PARK STREET PAVILLION			
Issues / Assessment	Proposals	Constraints	Budget /Timescale
<p>Building is in poor condition, particularly internally.</p> <p>Good quality changing facilities for sports use required. Park Street fairly well served for Community Facilities but possible long-term opportunities if club becomes available.</p>	<p>Maintain facilities only until asset devolved to Parish from SADC; then re-assess in terms of longer-term improvements</p>	<p>Transfer of ownership from District Council not complete.</p> <p>Separate ownership of bar facility restricts options</p>	<p>Maintenance only</p> <p>No additional budget requirements in 22/23</p>

ST STEPHEN PARISH CENTRE			
Issues / Assessment	Proposals	Constraints	Budget /Timescale
<p><b>MAIN BUILDING</b></p> <p>Despite a shortage of Community Facilities in Bricket Wood, our facilities are not fully utilised. Size and accessibility are the main issues.</p> <p>Council offices and chamber not accessible for disabled or for visitors. Not feasible to remedy.</p> <p>Building in poor structural condition – some continuing movement, roof in poor condition, external rendering failing. Very poor energy efficiency</p> <p>Imminent redevelopment of</p>	<p>The current facilities need to be replaced.</p> <p>The admin office and Council Chamber need to be relocated, possibly at Greenwood Park but other options may be viable or become available.</p> <p>New improved Community facilities need to be provided in Bricket Wood.</p> <p>Financing of relocation will require selling the existing site for residential development.</p>	<p>Finding alternative accessible and convenient location for alternative Community facilities is difficult and will need to be done first. (Donkey Field still uncertain). Investigate other options</p> <p>If Admin Office to move to Greenwood Park it will take min 18 months before site became available</p> <p>Planning – the site is in the Green Belt. The approval for the QEQM development and existing buildings help but not a straightforward proposition.</p>	<p>In practical terms unlikely to be approved and finalised quicker than 2 years with at least a further year for construction.</p> <p>Maintenance decisions to be based on a 3 – 5 year basis.</p> <p>22/23 Budget to include consultation /design fees and Staff time. <b>(Budget £10,000)</b></p>

adjacent site for special needs residential, with shared access, will further limit viability of hire facilities.  The existing site is not fit for purpose.			
BARN			
The Barn is structurally in good condition but its design not ideally suited for maintenance depot. High energy & maintenance costs .  Not efficient base due to travel time to Greenwood Park.  Conflict with QEQM centre, possible need to include with development of Parish Centre to make viable	Relocate Maintenance / Groundskeeping depot to new facility at Greenwood Park (possibly to other site in conjunction with Office if this does not go to Greenwood)	Availability of alternative facilities. (Can decision pre-empt Office move?)  Alternative use – needs planning evaluation and financial appraisal Although Barn is not listed, opposition to any proposal involving demolition/replacement likely to be substantial.	Maintenance decisions to be based on a 3 – 5 year basis.  Design / Planning consultation work in with budget above

GREENWOOD PARK			
Issues / Assessment	Proposals	Constraints	Budget /Timescale
MAIN BUILDING			
Strong usage of facilities suggests they are generally what is required, though alternative facilities might provide for unmet demand.  Specific issues identified that need to be addressed.	The current facilities should be substantially updated and extended, dealing with the issues listed.  As well as energy efficiency measures include energy generation (Solar PV).  Provide a community orchard at North Close open space or	Moving the allotments – 12 months notice has to be given to allotment holders and it would be appropriate to have the alternative site ready and available well before taking back existing allotments.  Planning – the site is in the Green Belt. The	Work on new allotments, community orchard etc and possibly some of the work to the main building can commence 22/23 as can some car parking work – <b>Suggest £150,000 budget in coming year (and similar 23-24)</b>

<ol style="list-style-type: none"> <li>1. Inadequate Kitchen facilities</li> <li>2. Toilets – disabled</li> <li>3. Size of Orton Hall</li> <li>4. Reception facilities.</li> <li>5. Energy inefficient.</li> </ol> <p>Increasing use of facilities and site as a whole have identified a problem with lack of parking – also existing ‘rough’ car park H &amp; S issue.</p>	<p>Greenwood Park, as well as relocating the Tippendell Lane allotments to North Close – adding additional Watford Rd car parking.</p> <p>Provide additional car parking on existing Allotment site. Surface top car Park and improve lighting /drainage.</p> <p>Design and construct new Maintenance / Groundskeeping depot</p> <p>Assuming Greenwood Park is confirmed as site for new Office / Council Base – commission design</p>	<p>site is allocated for Community / Sports use so, in principle it should be acceptable, but it is not certain.</p> <p>Keeping facilities largely available during works will add to cost.</p> <p>Finance restraints. Grants, Loans, cross funding from Parish centre will require considerable work.</p>	<p>In practical terms remaining work for unlikely to be approved and finalised quicker than 2 years with at least a further year for construction.</p> <p>22/23 Budget to include consultation /design fees and Staff time to bring these forward. <b>(Budget £20,000)</b></p>
PAVILLION			
<p>Public toilet facilities poor and not compliant with disabled and discrimination guidance / legislation</p> <p>Meeting space facilities underused and unattractive for hirers</p> <p>Subsidence to patio area.</p>	<p>Include in plans for main building to renovate facilities with possible extension to make facilities more attractive to hirers.</p> <p>Monitor patio area and make safe until more comprehensive works agreed</p>	<p>Financial restraints.</p> <p>Work sensibly carried out with works to Main building to benefit for cost efficiencies.</p>	<p>Maintenance decisions to be based on a 3 – 5 year basis.</p> <p>Design / Planning consultation work in with budget above</p> <p><b>Budget £5,000 for temporary works re Patio (inc. in £150,000 in main budget)</b></p>



## St Stephen Parish Council: Strategic Plan 2021 – 2026

Adopted: 18 February 2021

Reviewed: 22 December 2021

Review due: May 2022

### THE PARISH COUNCIL VISION

<b>Community</b>	<i>Support our local communities, encourage inclusion and diversity</i>
<b>Environment</b>	<i>Protect and enhance our local environment</i>
<b>Governance</b>	<i>Promote participation, good management and efficiency</i>

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## **Executive Summary**

The nature of local government has changed significantly over the last decade and it is likely that parish councils will continue to take on more responsibilities in the future.

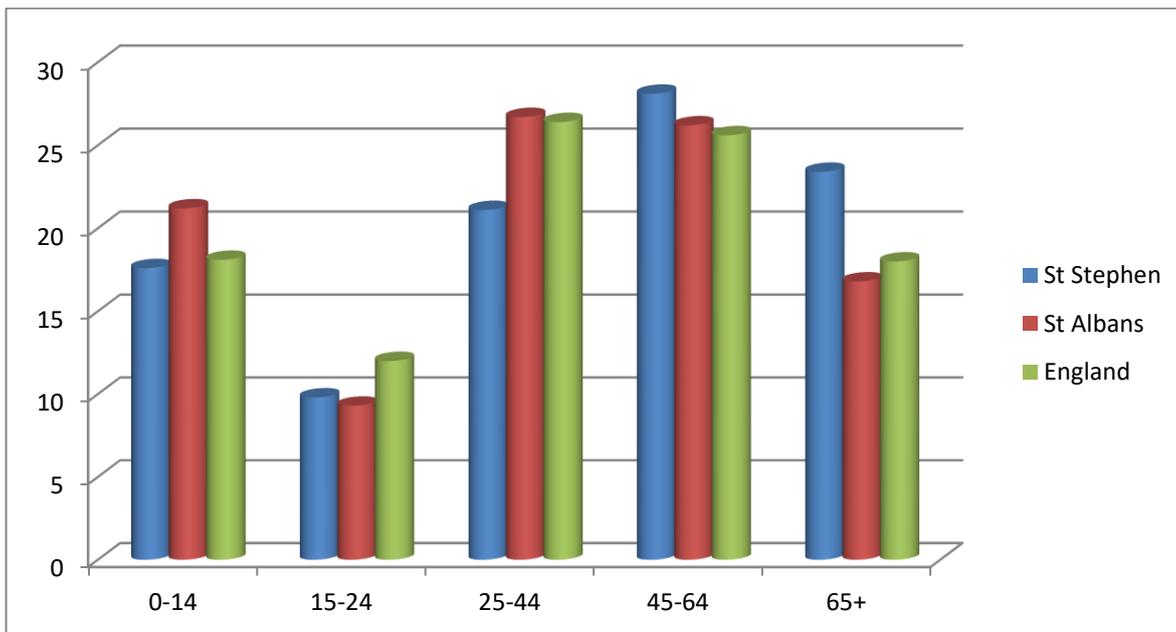
This plan sets out the priorities the Council has set itself for the next five years (2021–2026), in order to ensure that it is best placed to meet those challenges. The aim of the Plan is to give the community an understanding of what the Parish Council is working on and what it aims to achieve. It is intended to be a working document which the Council will update regularly.

# Profile of the Parish

The Parish consists of three main villages Bricket Wood, Chiswell Green and Park Street, with the latter incorporating the areas of How Wood, Frogmore and Colney Street. The division of the Parish by the M1 (running north to south) and the M25 (running east to west) means that community identity is much focussed on the three individual main villages rather than the Parish as a whole. The Parish Council recognises that while each village flourishes independently, it looks to support and provide services for the community as a whole.

The population of the Parish is 13,865 (2011 census). This is approximately 10% of those living in St Albans district. Estimates from 2017 suggest that the Parish population has since risen by 2.2% to 14,177 – a figure which is expected to increase still further given the three housing developments of Harperbury Park (232 dwellings) Hanstead Park (138 dwellings) and Lancaster Gate (100 dwellings), which are already under construction, plus the target of an additional 90 units per year for the next decade as proposed by the recent Housing Needs Assessment, prepared for the District Council by AECOM in August 2017. Latest Government advice, which is informing the St Albans Emerging Local Plan, suggests that the target for St Albans District may be 913 homes per year between 2020 and 2032, with a significant proportion likely to be identified as within the Parish.

Compared to the District, the Parish has a high percentage of residents aged 65+, which account for nearly one quarter of its population. Equally, there is a high proportion of adults aged between 45 and 65 years. By implication the proportion of younger adults (aged 25 to 44 years) is much lower than the District and has fallen significantly since the beginning of the millennium.



## **How St Stephen Parish Council works**

The Parish Council consists of 12 representatives who are democratically elected every four years (or co-opted to fill vacancies). The Parish is divided into 4 political wards that have the following number of representatives.

Bricket Wood East	1 Council Member
Bricket Wood West	3 Council Members
Chiswell Green	3 Council Members
Park Street	5 Council Members

From these 12 councillors a chair and vice-chair are elected annually.

The Parish Council makes decisions through committees and working parties that have delegated authority in line with the Council's standing orders. The Council has five Committees that decide (to varying extents) the strategic direction and organise much of the day to day business of the Council.

The Parish Council is funded by generating income through services delivered (such as hire of halls and sports pitches) and through raising a precept on the council tax charge. The 2020/2021 Council budget set a precept of £558,143 which equates to a council tax charge of £86.59 p.a. per council tax band D household. The Council's net expenditure for 2020/2021 is budgeted to be £725,409. (the difference being made up from hire income and grants)

Supporting the Parish Council is an officer structure to deliver services and to ensure that all decisions are made appropriately. The structure is headed by the Clerk, who is also the Council's statutory Responsible Financial Officer. The Clerk in turn is supported by a number of staff as shown below.

### **Committee Structure**

<b>Full Council</b>	<b><u>Reports to</u></b>
Finance	Full Council
Human Resources	Full Council
Community & Leisure	Full Council
Annual Events Working Party (AEWP)	C&L / Full Council
Planning & Environment	Full Council
Neighbourhood Planning	P & E / Full Council
Fixed Assets	Full Council
Future Developments Working Party	Fixed Assets/Full Council

Other working parties or Task & Finish Groups (T&FG) to be agreed from time to time by Full Council – to be set with fixed time limit, only extended by resolution of Full Council.

# **Parish Council Objectives**

## **1. Improve the ways in which we understand, engage with and involve members of the Parish community**

### *Understanding our community*

- ✓ Conduct regular Parish surveys and consultation exercises with residents and community groups, to better understand their needs and aspirations

### *Engaging with our community*

- ✓ Create and maintain a database of community contacts
- ✓ Identify new opportunities for community engagement, for example by establishing a Youth Council or similar
- ✓ Improve the accessibility, relevance, ease of use and immediacy of our communication channels, including social media

### *Involving our community*

- ✓ Increase involvement of the community in Parish Council activities, for example by:
  - including Residents Association representatives on committees and task-and-finish groups
  - supporting and encouraging local organisations to adopt and run community events
  - working with local sports groups, clubs and residents' groups to improve the range and quality of facilities available
  - seeking more involvement by local schools
  - increasing public input into the community awards scheme

## **2. Provide value-for-money by delivering our services with greater effectiveness and efficiency**

- ✓ Improve the organisational management and efficiency of the Parish Council, for example by:
  - reviewing the staffing structure and objectives to ensure they reflect changing legislative and community needs
  - providing induction for new staff and members, and a training programme for staff
  - monitoring the competitiveness of hire charges and affordability
- ✓ Develop and implement a fixed assets strategy including, for example:
  - developing a fixed assets maintenance programme
  - evaluating the viability of the Parish Centre as a community and office space in the short, medium and long term
  - undertaking cost v benefit analyses associated with the provision of playgrounds, parks and sports pitches
  - exploring the opportunities for expansion at Greenwood Park Community Centre
- ✓ Improve our forward-planning, for example by:
  - developing succession planning for and flexibility in staff and members
  - formalising a process to identify Parish Council projects
  - considering future opportunities and challenges, including anticipated increases in powers and responsibilities

- ✓ Improving our financial control, for example by:
  - reviewing Actual v Budget v Forecast reconciliations by the Finance Committee and presented to Full Council
  - developing an investment strategy and undertaking ongoing management of investments
  - reviewing supplier performance to ensure continued value-for-money
- ✓ Pursue all possible appropriate forms of alternative revenue and funding, including maximising Section 106 (or Community Infrastructure Levy) monies available, including:
  - liaising with District Councillors to share strategy
  - advancing project planning to facilitate swift and easy release of funds

### **3. Promote the wellbeing, sustainability and inclusivity of our community**

#### *Wellbeing*

- ✓ Promote positive planning and influencing local development, e.g., by:
  - delivering the Neighbourhood Plan
  - proactively engaging with major planning applications
  - promoting the Parish in the Local Plan development
- ✓ Seeking to safeguard the separate identities of the three villages and their environs, for example by:
  - protecting green corridors to prevent coalescence
  - promoting distinctive characteristics and features of the individual villages

#### *Sustainability*

- ✓ Promote and provide opportunities for the reduction of waste and increase of recycling, for example by:
  - encouraging 'paperless' office and digital communication
  - upgrading litter bins to recycling bins
  - promoting the use of more sustainable materials within the Parish Council, and by our concessions, licence holders and hirers
- ✓ Raise environmental awareness amongst employees and the community, for example by:
  - supporting events and organisations such as Sustainable St Albans, Ver Valley Society etc.
- ✓ Review and reduce energy costs and associated emissions Parish Council wide, for example by:
  - considering options for purchasing fuel efficient/electric/hybrid vehicles when replacing fleet
  - installing solar panels at Parish Council facilities
  - installing electric car charging points
- ✓ Promote and support a Community Energy Scheme
- ✓ Investigate grey water harvesting
- ✓ Protect green spaces, and promote and instigate environmental enhancement schemes, for example:
  - new tree and shrub planting
  - new ponds and water environments
  - environmental and habitat management
  - developing a green spaces works programme

*Inclusivity*

- ✓ Ensure the type and frequency of Parish Council events reflects a wide range of community interests
- ✓ Promote and support local voluntary groups
- ✓ Ensure that the Parish Council continues to provide diverse and inclusive leisure facilities
- ✓ Assess and improve disabled access and facilities in Parish Council facilities

## Action Plan

Priority	Action	Responsible Committee/Officer	Performance Indicator	Timescale
	<b>Improve the ways in which we understand, engage with and involve members of the Parish community</b>			
1	Carry out Parish Survey	Community and Leisure	Draft to Community and Leisure committee Jan 22	Results published Mar 2022
2	Develop updated Communication strategy	Comms T&FG/Full Council	Draft strategy Jun 2022	Adopted Sep 2022
1	Delivering the Neighbourhood Plan	Neighbourhood Plan Steering Group	Draft for referendum Feb 2022	Adopted 2022
2	Promoting the Parish in the St Albans Local Development Plan	Planning & Environment	Input into District Local Plan Process	Ongoing to 2025?
3	Promoting diverse and inclusive leisure provision to meet the needs of the community as whole – review existing and update list of projects (Appendix A)	Community & Leisure	Review and update list of priorities following parish survey Aug 22	Dependent on funding
3	Support social needs within the whole community – initial contact with Residents Assns., Church, community, School and Youth Groups – update in Parish survey	Full Council / Youth T&FG	Projects identified and added to action plan & future projects list following Parish Survey Aug 22	Ongoing
1	Review Community events calendar – to lead on from Parish Survey and approach to community organisations	Community & Leisure/AEWP	2022/23 Plan for events by Mar 2022 2023/24 plan for events by Sep 2022	Ongoing
2	Establishing a Youth Council and/or delivering youth centred project/s	Full Council / Youth T&FG	Consultation with youth service providers/schools/groups Jul 2021 Project Plan and budget Sep 21	Sep 22- Sep 24

Priority	Action	Responsible Committee/Officer	Performance Indicator	Timescale
1	Inviting Res Assn / community group reps onto Community and Leisure and task and finish/working groups	Com & Leisure/ AEWP/Youth/ Woodbury Field	Initial invites by Spring 2021	Ongoing
2	Improving the community awards scheme with greater public input to awards – Follow on from appointing Community reps on committees.	Com & Leisure	Run community awards Sep-Dec 21 Review process Jan 22	Ongoing
2	Review involvement with the local schools (primary & secondary)	Com & Leisure/Youth T&FG	Start process Oct 22	Ongoing
2	Create and maintain database of contacts throughout Parish	Admin staff / communications T&FG	Identify need through parish survey Start compiling Sep 22	Jan 23 - ongoing
	<b>Provide value-for-money by delivering our services with greater effectiveness and efficiency</b>			
1	Undertaking a cost vs benefit review of services delivered by the parish council in terms of value for money eg sports pitches/play facilities/community centres and identify cost savings	Finance	Initial report Sep 22 –annual review	Ongoing
1	Following a review of the viability of the Parish Centre as a community and office space, plan for alternative facilities	Fixed Assets	Instruct consultant/project manager Jun 22	Report by Sep 22
1	Exploring the opportunities for expansion at Greenwood Park Community Centre	Fixed Assets	Instruct consultant/project manager Jun 22 Feed into budget Nov 22	Phase 1 Jan 23
1	Reviewing the staffing structure and objectives to ensure they meet with changing legislative and community needs	Clerk / HR	Instruct consultant Jan 22 Report Mar 22 Instigate changes Jun 22	Ongoing
2	Gaining the Local Council Award – ensuring policies and processes of the Council are good practice	Clerk / HR	Report to HR with action plan	April 23

Priority	Action	Responsible Committee/Officer	Performance Indicator	Timescale
2	Developing green spaces management plans	Planning & Environment / Finance	Consultation summer 22	Management plans complete Nov 22 Ongoing implementation
1	Developing a fixed assets maintenance programme	Fixed Assets / Finance	Initial programme Apr 22 + 6 monthly review	Ongoing
1	Training and development for staff and members	HR / Full Council	Training audit Mar 22. Annual review following appraisals	Ongoing
1	Developing an investment strategy and undertaking ongoing management of investments	Finance	Develop initial plan and update process Feb 2022	Ongoing
1	Reviewing supplier performance to ensure continued value for money	Clerk / Finance	Review timetable Apr 22. Annual Report to Finance in Sep	Ongoing
1	Formalising a process to identify suitable projects for listing, subject to available funding (S 106. Etc.)	Full Council	Initial List December 2021 Annual review February with this Strategy	Ongoing
	<b>Promote the wellbeing, sustainability and inclusivity of our community</b>			
2	Encourage paperless office and digital communication	Clerk & admin staff	Monitor expenditure on paper through budgeting process	Ongoing
2	Review waste collection and disposal systems to ensure efficient with increased recycling	Community & Leisure	Review Sept 2022 Implement changes and monitor	Ongoing
2	Improve sustainability in materials – adopt policies and procedures for increased sustainability eg use of peat/bedding plants	Planning & Environment	New policy end 2022/ programme of review of contracts	Ongoing
3	Supporting events & local organisations such as: Sustainable St Albans, Ver Valley Soc. Etc.	Community & Leisure	Cllrs & Admin to monitor organisations / press & social media and feed into office –	Ongoing

Priority	Action	Responsible Committee/Officer	Performance Indicator	Timescale
			'diary' to be a 'to note' item on Full Council Agendas	
2	Considering options for purchasing fuel efficient/electric/hybrid vehicles	Staff/Fixed assets	Rolling replacement programme devised Spring 2022	Ongoing
1	Plan for enhancing community and staff facilities at GWP inc solar panels, electric car charging points, accessible toilets, office space, increased car parking, new sport hall floor, energy efficient heating/lighting, grey water harvesting	Fixed Assets / Finance	Budgeting process, staff resource in place, funding plan, feasibility study, plans	2023/24
3	Promote and support Community Energy Scheme	Community & Leisure	Initial Report Summer 2022	2023/24
2	Tree & Shrub Planting - New ponds & water environments – Develop ongoing programme of development and enhancement on Parish controlled land	Planning & Environment	John Bell Copse – Winter/Spring 2021 Green space management plans complete Nov 22	Ongoing
1	Assess and develop accessibility enhancement programme, inc accompanied facilities at Greenwood Park	Fixed Assets	Fixed Asset Development Strategy Winter 21/22	Implementation ongoing dependent on funding

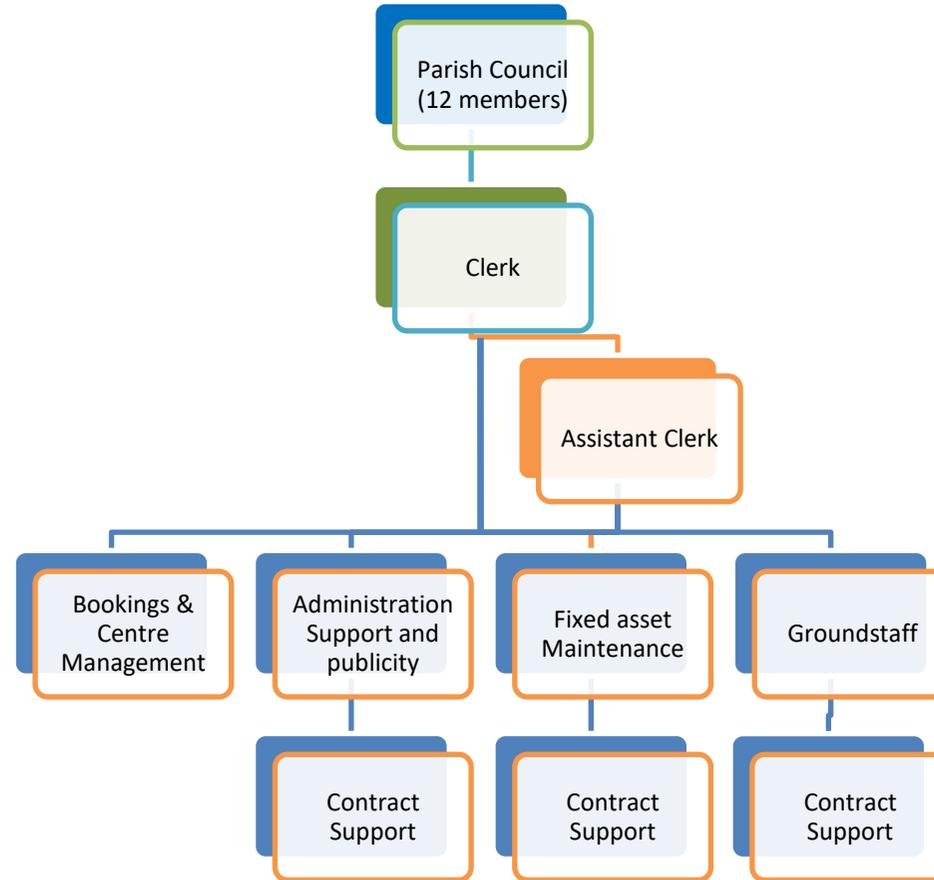
## Appendix A – Projects Awaiting Funding

Priority	Loc	Item	Status of Scheme	Requires Planning /Approval	Est. Cost	Likely funding	Committee / Area	Notes
1	BW	Woodbury Field access, drainage & wetland	Concept	Poss	£45k	Council	Fixed Assets	
1	BW	Woodbury Field improve play and sports facilities	Initial Plans	Yes	£95k	S106 earmarked – part with SADC	Fixed Assets	Needs drainage /access done first
3	BW	Hanstead Wood – take on ownership/management	Concept	S106 amendment	£250K	Developer	Full Council	Dependent on developer transfer and commuted sum
2	BW	Blackgreen Wood management plan implementation	Concept	FC permission	£30K	Woodland Improvement grant / other grant	Fixed Assets	Management plan to be written/ commissioned
1	CG	Greenwood Park – extend facilities, car parking, office space, accessibility, energy efficiency measures, electric car charging points	Concept	Yes	£150K	Council/ Green grants/ loan /S106 Leisure fund with SADC	Fixed Assets	Budget for project management and first phase in 22/23
2	CG	Cherry Hill Play Area - Replace fence with native hedge and widen footpath	Planned	No	£12K	S106 S106 Green infrastructure fund with SADC	Fixed Assets	Previously agreed at Leisure committee

Priority	Loc	Item	Status of Scheme	Requires Planning /Approval	Est. Cost	Likely funding	Committee / Area	Notes
2	CG	North Close – creation of community orchard and garden, allotments and car parking	Concept	No	£50K?	Council/grant	Fixed Asset/Community & Leisure	
2	CG	St Julians Wood management plan implementation	Concept	FC permission	£30K?	Woodland Improvement grant / other grant	Fixed Assets	Management plan to be written /commissioned
2	CG	Boundary improvements – planting up, coppicing and fencing GWP boundaries	Concept	No	£20K?	S106	Fixed Assets	Management plan to be written /commissioned
3	CG	Astroturf pitch in GWP	concept	Yes	£100K	Sports Eng	Fixed Assets	
2	PS	Park Street Pavilion – structural work, bi-fold/patio doors, flooring, energy efficient heating	concept	No	£20K	Lottery, future S106	Fixed Assets	Needs devolvment of asset first
1	PS	Enhance play facilities at Park Street Rec	Initial plans	No	£100K	Council/future S106	Fixed Assets	First phase planned Feb 2022
2	PS	War memorial – restore wall and memorial, extend paving	Concept	No	???	Sponsorship/ grant/council	Fixed Assets	

## Appendix B

### St Stephen Parish Council – Outline of Organisation Structure



The Parish Council employs external support services to assist in the key areas of Information Technology, Human Resources and Health & Safety.

# **Appendix C**

## **Assets & Resources**

The Parish Council owns and manages a range of assets, as summarised below

### **Community buildings**

Greenwood Park Community Centre

Greenwood Park Pavilion

Park Street Pavilion (on long term lease from St Albans District Council)

Parish Centre

Parish Centre Barn (staff only)

### **Parks and open spaces**

Greenwood Park

Park Street Recreation Ground (on long term lease from St Albans District Council)

Parish Centre field

Woodbury Field (on a long term lease from St Albans District Council)

North Close

Mayflower Road

Cherry Hill

Park Street War Memorial

### **Woodland**

Blackgreen Wood

St Julians Wood (within Greenwood Park)

### **Sports pitches**

#### **Greenwood Park**

1 Cricket Square

3 Senior Football Pitches

1 Junior / 9v9 Football Pitch

1 Mini / 5v5 Football Pitch

#### **Park Street**

1 Cricket Square

1 Senior Football Pitch

1 9v9 Football Pitch

#### **Bricket Wood**

Informal pitch – Parish Centre

### **Allotments**

Park Street Lane - 5 full plots

Watford Road - 25 full plots

Tippendell Lane - 44 full plots

## **Children's Play Areas**

### **Chiswell Green**

Cherry Hill, Greenwood Park, North Close

### **Park Street**

Mayflower Road, Park Street Recreation Ground

### **Bricket Wood**

Woodbury Field

The Parish Council has responsibility for, and undertakes

- ✓ Management, maintenance and development of its parks, including play areas and sports pitches
- ✓ Provision of a sports hall, pavilions and rooms for hire
- ✓ Upkeep of many of the bus shelters within the Parish
- ✓ Facilitating the organisation of, and support for various community events and activities,
- ✓ Provision of grants and discounts to support charities and local organisations
- ✓ Monitoring of planning applications and other policies and providing comment to District Council
- ✓ Accessing Section 106 funding available as a consequence of local development, *(Current potential Projects are listed in Appendix B attached)*

The Parish Council is in the process of developing a Neighbourhood Plan, which is well advanced and nearing the referendum stage. It also responds to consultations on planning matters at district, county and national levels.

The Parish Council maintains its own website and publishes occasional newsletters to inform the community of developments and upcoming activities. It also has its own Twitter account and manages a Greenwood Park Community Centre Facebook page. It contributes to local community social media groups, where appropriate.



## Title register for:

**Greenwood Park, Tippendell Lane, St Albans (Freehold)**

**Title number: HD553635**

Accessed on 19 July 2022 at 21:50:25

This information can change if we receive an application. This service can not tell you if HM Land Registry are dealing with an application.



**This is not an official copy. It does not take into account if there's a pending application with HM Land Registry. If you need to prove property ownership, for example, for a court case, you'll need to order an official copy of the register.**

## Register summary

<b>Title number</b>	HD553635
<b>Registered owners</b>	St. Stephen Parish Council  St. Stephens Parish Centre, Station Road, Bricket Wood, St. Albans AL2 3PJ
<b>Value stated</b>	£1,100,000 on 18 May 2016

## A: Property Register

This register describes the land and estates comprised in this title.

<b>Entry number</b>	<b>Entry date</b>	
1	2016-05-18	HERTFORDSHIRE : ST ALBANS

The Freehold land shown edged with red on the

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plan of the above title filed at the Registry and being Greenwood Park, Tippendell Lane, St Albans.

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2                      2016-05-18                      The land has the benefit of the following legal easements granted by a Conveyance of land forming part of the site of 93 Watford Road dated 11 May 1984 made between (1) The Parish Council of St Stephen and (2) Medicen Limited (Purchaser):

"2. The Purchaser hereby as beneficial owner grants to the Council in fee simple (a) for the benefit of the Council and its successors in title the owners and occupiers for the time being of the Council's adjoining land and every part thereof and their respective servants and Licensees (in common with the Purchaser and all other persons having the like right) a right of way from time to time and at all times hereafter with or without vehicles of any description from and to the public highway called Watford Road over and along the land shown coloured yellow on plan B AND THE PURCHASER HEREBY COVENANTS with the Council to construct and thereafter until the same shall be taken over by the local authority maintain in good and substantial repair a new roadway upon the land shown coloured yellow on plan B and (b) the right (causing as little inconvenience as possible and making good any damage caused thereby) to take up the water supply pipe under the land hereby conveyed and the right to lay a water supply pipe under the said land coloured yellow on plan B and thereafter to maintain the same for the purpose of supplying water to the Council's adjoining land and any part thereof".

NOTE: The land coloured yellow referred to is shown tinted brown on the title plan.

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

**Class of Title:** Title absolute

<b>Entry number</b>	<b>Entry date</b>	
1	2016-05-18	PROPRIETOR: ST. STEPHEN PARISH COUNCIL of St. Stephens Parish Centre, Station Road, Bricket Wood, St. Albans AL2 3PJ.
2	2016-05-18	The value stated as at 18 May 2016 was £1,100,000.

## **C: Charges Register**

This register contains any charges and other matters that affect the land.

**Class of Title:** Title absolute

<b>Entry number</b>	<b>Entry date</b>	
1	2016-05-18	<p>By a Conveyance dated 30 September 1974 made between (1) Broadland Properties Limited (Vendor) and (2) The Parish Council of St. Stephen (Council) the land in this title was conveyed with other land subject as follows:</p> <p>"subject to ..... a Lease of a strip of land along the northern boundary of the land shown coloured yellow on the said drawing made the Twentieth day of January 1966 between the said KAREN GERTRUD CAROLINE BIERRUM of the one part and UNITED KINGDOM OIL PIPE-LINES LIMITED of the other part So far as the said ..... Lease relate to and affect the property hereby conveyed".</p> <p>NOTE 1: The northern boundary of the land in this title forms the northern boundary of the land shown coloured yellow referred to.</p>

---

NOTE 2: Neither the original Lease dated 20 January 1966 nor a certified copy or examined abstract thereof was produced on first registration.

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2                      2022-05-20                      The land is subject to any rights that are granted by a Lease of a Valve Site dated 27 July 2021 made between (1) St. Stephen Parish Council and (2) United Kingdom Oil Pipelines Limited and affect the registered land.

NOTE: Copy filed under HD602065.



## Title register for:

**Land lying to the east of Watford Road, St Albans (Freehold)**

**Title number: HD563390**

Accessed on 19 July 2022 at 22:03:05

This information can change if we receive an application. This service can not tell you if HM Land Registry are dealing with an application.



**This is not an official copy. It does not take into account if there's a pending application with HM Land Registry. If you need to prove property ownership, for example, for a court case, you'll need to order an official copy of the register.**

### Register summary

<b>Title number</b>	HD563390
<b>Registered owners</b>	St. Stephen Parish Council  The Parish Centre, Station Road, Bricket Wood, St. Albans AL2 3PJ
<b>Value stated</b>	£10,000 on 19 April 2017

### A: Property Register

This register describes the land and estates comprised in this title.

Entry number	Entry date	
1	2017-04-19	HERTFORDSHIRE : ST ALBANS  The Freehold land shown edged with red on the

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plan of the above title filed at the Registry and being Land lying to the east of Watford Road, St Albans.

## **B: Proprietorship Register**

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

**Class of Title:** Title absolute

<b>Entry number</b>	<b>Entry date</b>	
1	2017-04-19	PROPRIETOR: ST. STEPHEN PARISH COUNCIL of The Parish Centre, Station Road, Bricket Wood, St. Albans AL2 3PJ.
2	2017-04-19	The value stated as at 19 April 2017 was £10,000.

## **C: Charges Register**

This register contains any charges and other matters that affect the land.

**Class of Title:** Title absolute

<b>Entry number</b>	<b>Entry date</b>	
1	2017-04-19	A Deed of Covenant of unknown date made between (1) The National Playing Fields Association and (2) The Parish Council of St. Stephen contains covenants but neither the original deed nor a certified copy or examined abstract of it was produced on first registration.

# Display Energy Certificate

## How efficiently is this building being used?

St Stephen Parish Council  
Greenwood Park Community Centre  
37 Tippendell Lane  
ST. ALBANS  
AL2 3HW

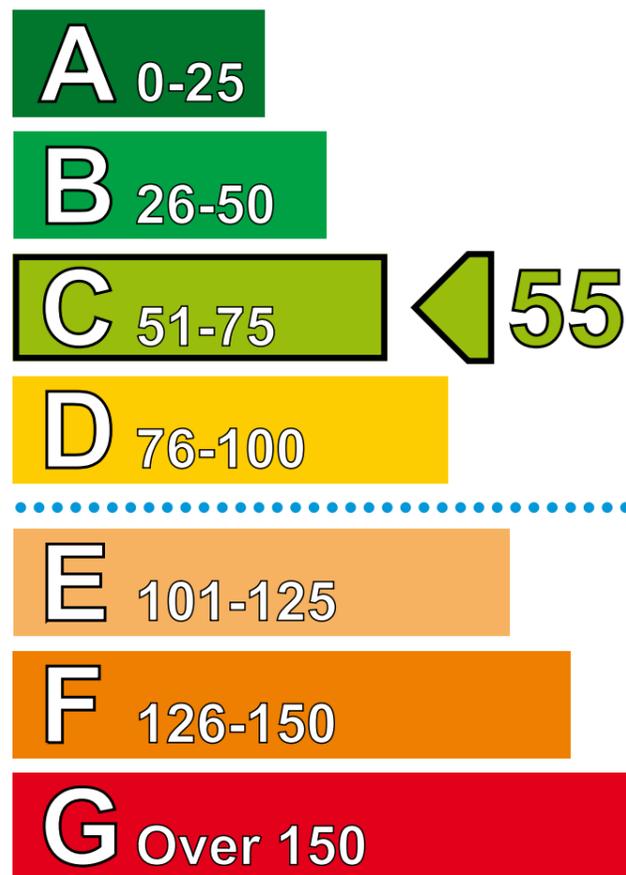
**Certificate Reference Number:**  
0910-2905-0101-6880-8094

This certificate indicates how much energy is being used to operate this building. The operational rating is based on meter readings of all the energy actually used in the building including for lighting, heating, cooling, ventilation and hot water. It is compared to a benchmark that represents performance indicative of all buildings of this type. There is more advice on how to interpret this information in the guidance document *Display Energy Certificates and advisory reports for public buildings* available on the Government's website at: [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates).

### Energy Performance Operational Rating

This tells you how efficiently energy has been used in the building. The numbers do not represent actual units of energy consumed; they represent comparative energy efficiency. 100 would be typical for this kind of building.

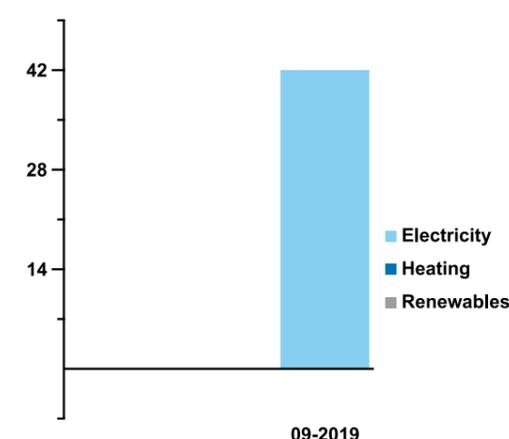
More energy efficient



Less energy efficient

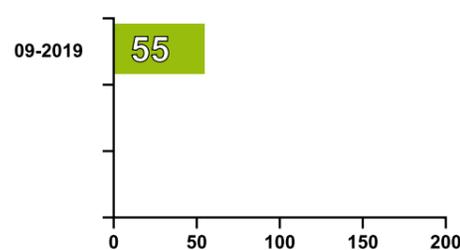
### Total CO<sub>2</sub> Emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO<sub>2</sub>.



### Previous Operational Ratings

This tells you how efficiently energy has been used in this building over the last three accounting periods.



### Technical Information

This tells you technical information about how energy is used in this building. Consumption data based on actual meter readings.

**Main heating fuel:** Grid Supplied Electricity  
**Building environment:** Heating and Natural Ventilation  
**Total useful floor area (m<sup>2</sup>):** 698  
**Asset Rating:** Not available

	Heating	Electricity
Annual Energy Use (kWh/m <sup>2</sup> /year)	0	110
Typical Energy Use (kWh/m <sup>2</sup> /year)	297	95
Energy from renewables	0%	0%

### Administrative Information

This is a Display Energy Certificate as defined in the Energy Performance of Buildings Regulations 2012 as amended.

**Assessment Software:** DCLG, ORCalc, v3.6.3  
**Property Reference:** 290058860000  
**Assessor Name:** Mrs. Lisa Ward  
**Assessor Number:** EES/019949  
**Accreditation Scheme:** Elmhurst Energy Systems  
**Employer/Trading Name:** Lisa Ward Energy  
**Employer/Trading Address:** 11Alston Road, Hemel Hempstead, HP1 1QU  
**Issue Date:** 24-09-2019  
**Nominated Date:** 18-09-2019  
**Valid Until:** 17-09-2029  
**Related Party Disclosure:** Not related to the occupier.

Recommendations for improving the energy performance of the building are contained in the associated Recommendation Report - 9269-2081-0010-0800-8595. You can obtain contact details of Elmhurst Energy Systems at [www.elmhurstenergy.co.uk](http://www.elmhurstenergy.co.uk).

# Recommendation Report



This report is associated with a Display Energy Certificate.

**Report Reference Number: 9269-2081-0010-0800-8595**

**Building Occupier**

St Stephen Parish Council

**Address**

Greenwood Park Community Centre  
37 Tippendell Lane  
ST. ALBANS  
AL2 3HW

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Building Type(s): Dry Sports And Leisure Facility

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**ADMINISTRATIVE INFORMATION**

Issue Date:	2019-09-24
Valid Until:	2029-09-23
Total Useful Floor Area (m <sup>2</sup> ):	698
Assessment Software	DCLG, ORCalc, v3.6.3
Property Reference	290058860000
Type of Inspection	Physical

**ENERGY ASSESSOR DETAILS**

Assessor Name:	Mrs. Lisa Ward
Employer/Trading Name:	Lisa Ward Energy
Employer/Trading Address:	11Alston Road, Hemel Hempstead, HP1 1QU
Assessor Number	EES/019949
Accreditation Scheme:	Elmhurst Energy Systems

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## 1. Background

This is a Recommendation Report as defined in the Energy Performance of Buildings (England and Wales) Regulations 2012 as amended. This Recommendation Report accompanies the relevant Display Energy Certificate.

This section provides general information regarding the building:

Total Useful Floor Area (m <sup>2</sup> ):	698
Building Description:	Single storey community centre dominated by a sports hall
Building Environment:	Heating and Natural Ventilation
On-site renewable energy sources:	Not applicable
Separable energy uses discounted:	Not applicable

Fuel Types:	Quantity Used (kWh)
Electricity	76799
Not used	0
Not used	0

## 2. Introduction

This Recommendation Report was developed based on an inspection of the building. It was produced in line with the Government's approved methodology.

In accordance with Government's current guidance, the Energy Assessor is required to use plans or undertake a building inspection in order to gather information to produce this Recommendation Report.

### 3. Recommendations

The following sections list recommendations selected by the energy assessor for the improvement of the energy performance of the building. The recommendations are listed under four headings: short payback, medium payback, long payback, and other measures.

#### **a) Recommendations with a short payback**

This section lists recommendations with a payback of less than 3 years:

<b>Recommendation</b>	<b>Potential Impact</b>
Consider engaging with building users to economise equipment energy consumption with targets, guidance on their achievement and incentives.	LOW
Consider implementing a programme of planned lighting systems maintenance to maintain effectiveness and energy efficiency.	MEDIUM
Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste.	LOW
Enable power save settings and power down management on computers and associated equipment.	LOW
Consider fitting 24 hour/7 day time controls onto electric HWS cylinders.	LOW
It is recommended that energy management techniques are introduced. These could include efforts to gain building users commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring.	LOW
Consider how building fabric air tightness could be improved, for example sealing, draught stripping and closing off unused ventilation openings, chimneys.	LOW
If stratification occurs consider re-circulating the air during heating.	LOW
Consider with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme.	MEDIUM

#### **b) Recommendations with a medium payback**

This section lists recommendations with a payback of between 3 and 7 years:

<b>Recommendation</b>	<b>Potential Impact</b>
Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths.	LOW

<b>Recommendation</b>	<b>Potential Impact</b>
Engage experts to propose specific measures to reduce hot water wastage and plan to carry this out.	LOW
Consider engaging experts to review the condition of the building fabric and propose measures to improve energy performance. This might include building pressure tests for air tightness and thermography tests for insulation continuity.	LOW

### ***c) Recommendations with a long payback***

This section lists recommendations with a payback of more than 7 years:

<b>Recommendation</b>	<b>Potential Impact</b>
Engage experts to review the building lighting strategies and propose alterations and/or upgrades to daylighting provisions, luminaires and their control systems and an implementation plan.	HIGH
Engage experts to review the HWS systems provisions and propose remedial works, upgrades and/or alternative provisions to improve effectiveness and efficiency and plan for implementation.	LOW
Consider heating the building using biomass boiler(s).	HIGH
Consider installing building mounted solar water heating.	MEDIUM
Consider installing building mounted photovoltaic electricity generating panels.	HIGH

### ***d) Other Recommendations***

No recommendations were specified by the energy assessor.

## 4. Next Steps

### **a) Your Recommendation Report**

As the building occupier requiring a Display Energy Certificate under Energy Performance of Buildings Regulations 2012 as amended, it is a regulatory requirement that you have in your possession or control a valid Recommendation Report relating to the building unless there is no reasonable potential for energy performance improvements compared to the energy performance requirements in force.

You must be able to produce a copy of this Recommendation Report within seven days if required by an Enforcement Authority.

This Recommendation Report has also been lodged on the Government's central register. Access to the report, to the data used to compile the report, and to previous similar documents relating to the same building can be obtained through the Non-Domestic Register ([www.ndepcregister.com](http://www.ndepcregister.com)) using the report reference number of this document.

DEC Recommendation Reports are valid for seven years from the date of issue for buildings with useful floor area above 1000m<sup>2</sup> or for ten years from the date of issue for buildings with useful floor area between 250m<sup>2</sup> and 1000m<sup>2</sup>. You must commission a new Recommendation Report when the validity of this report expires, however, a new Recommendation Report may be commissioned earlier.

### **b) Implementing recommendations**

The recommendations provided within this Recommendation Report have been selected by the accredited assessor from a central list of recommendations, based on his / her knowledge of the building fabric, building services, the operation of plant and equipment within the curtilage of the building, and the general management of the building.

The accredited assessor may have inserted additional measures in section 3d (Other Recommendations). The recommendations are provided as an indication of opportunities that appear to exist to improve the buildings energy efficiency.

### **c) Legal disclaimer**

The advice provided in this Recommendation Report is intended to be for information only. Recipients of this Recommendation Report are advised to seek further detailed professional advice before reaching any decision on how to improve the energy performance of the building.

**d) About this document and the data in it**

This document has been produced following an energy assessment undertaken by a qualified Energy Assessor, accredited by Elmhurst Energy Systems. You can obtain contact details of the Accreditation Scheme at [www.elmhurstenergy.co.uk](http://www.elmhurstenergy.co.uk).

A copy of this report has been lodged on a national register as a requirement under the Energy Performance of Buildings Regulations 2012 as amended. It will be made available via the online search function at [www.ndepcregister.com](http://www.ndepcregister.com). The report (including the building address) and other data about the building collected during the energy assessment but not shown on the report, for instance heating system data, will be made publicly available at [www.opendatacommunities.org](http://www.opendatacommunities.org).

This report and other data about the building may be shared with other bodies (including government departments and enforcement agencies) for research, statistical and enforcement purposes. Any personal data it contains will be processed in accordance with the General Data Protection Regulation and all applicable laws and regulations relating to the processing of personal data and privacy. For further information about this and how data about the property are used, please visit [www.ndepcregister.com](http://www.ndepcregister.com).

There is more information in the guidance document *Display Energy Certificates and advisory reports for public buildings* available on the Government's website at: [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates). It explains the content and use of this document, advises on how to identify the authenticity of a report and how to make a complaint.

## 5. Glossary

### **a) Payback**

The payback periods are based on data collated through Carbon Trust energy survey reports. They provide a range of typical payback periods for different types of measures. They are likely payback periods, and may differ from the actual payback period for the building being assessed. Therefore, it is recommended that each suggested measure be further investigated before reaching any decision on how to improve the energy efficiency of the building.

### **b) Carbon impact**

The High / Medium / Low carbon impact indicators against each recommendation are provided to distinguish, between the suggested recommendations, those that would most effectively reduce carbon emissions from the building. The carbon impact indicators are determined by the assessor based on the energy assessment of the building.

### **c) Valid report**

A valid existing report is defined at the Energy Assessor's discretion.

# Energy Performance Certificate

## Non-Domestic Building



Greenwood Park Pavillion  
37 Tippendell Lane  
ST ALBANS  
AL2 3HW

Certificate Reference Number:  
0140-0531-9829-6998-2006

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government's website at [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates).

### Energy Performance Asset Rating

More energy efficient

A+

Net zero CO<sub>2</sub> emissions

A 0-25

B 26-50

C 51-75

◀ 74 This is how energy efficient the building is.

D 76-100

E 101-125

F 126-150

G Over 150

Less energy efficient

### Technical Information

Main heating fuel:	Grid Supplied Electricity
Building environment:	Heating and Natural Ventilation
Total useful floor area (m <sup>2</sup> ):	236
Assessment Level:	3
Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> per year):	348.91
Primary energy use (kWh/m <sup>2</sup> per year):	2063.89

### Benchmarks

Buildings similar to this one could have ratings as follows:

48	If newly built
140	If typical of the existing stock

## Administrative Information

This is an Energy Performance Certificate as defined in the Energy Performance of Buildings Regulations 2012 as amended.

<b>Assessment Software:</b>	SBEM Online v4.01 using calculation engine SBEM v5.6.a.1
<b>Property Reference:</b>	462825990000
<b>Assessor Name:</b>	Simon Whittle
<b>Assessor Number:</b>	EES/019114
<b>Accreditation Scheme:</b>	Elmhurst Energy Systems
<b>Employer/Trading Name:</b>	Alpha Energy Assessors Limited
<b>Employer/Trading Address:</b>	15 Dell Rise, Park Street, St Albans, Herts, AL2 2QJ
<b>Issue Date:</b>	21 Aug 2019
<b>Valid Until:</b>	20 Aug 2029 (unless superseded by a later certificate)
<b>Related Party Disclosure:</b>	Not related to the owner.

Recommendations for improving the energy performance of the building are contained in the associated Recommendation Report - 0980-4982-0421-9190-5060.

## About this document and the data in it

This document has been produced following an energy assessment undertaken by a qualified Energy Assessor, accredited by Elmhurst Energy Systems. You can obtain contact details of the Accreditation Scheme at [www.elmhurstenergy.co.uk](http://www.elmhurstenergy.co.uk).

A copy of this certificate has been lodged on a national register as a requirement under the Energy Performance of Buildings Regulations 2012 as amended. It will be made available via the online search function at [www.ndepcregister.com](http://www.ndepcregister.com). The certificate (including the building address) and other data about the building collected during the energy assessment but not shown on the certificate, for instance heating system data, will be made publicly available at [www.opendatacommunities.org](http://www.opendatacommunities.org).

This certificate and other data about the building may be shared with other bodies (including government departments and enforcement agencies) for research, statistical and enforcement purposes. Any personal data it contains will be processed in accordance with the General Data Protection Regulation and all applicable laws and regulations relating to the processing of personal data and privacy. For further information about this and how data about the property are used, please visit [www.ndepcregister.com](http://www.ndepcregister.com). To opt out of having information about your building made publicly available, please visit [www.ndepcregister.com/optout](http://www.ndepcregister.com/optout).

There is more information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government website at: [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates). It explains the content and use of this document, advises on how to identify the authenticity of a certificate and how to make a complaint.

## Opportunity to benefit from a Green Deal on this property

The Green Deal can help you cut your energy bills by making energy efficiency improvements at no upfront costs. Use the Green Deal to find trusted advisors who will come to your property, recommend measures that are right for you and help you access a range of accredited installers. Responsibility for repayments stays with the property – whoever pays the energy bills benefits so they are responsible for the payments.

To find out how you could use Green Deal finance to improve your property please call 0300 123 1234.

# Recommendation Report

This report is associated with an Energy Performance Certificate.

**Report Reference Number: 0980-4982-0421-9190-5060**

Greenwood Park Pavillion  
37 Tippendell Lane  
ST ALBANS  
AL2 3HW

Building Type(s): D1 Non-residential Institutions - Education

<b>ADMINISTRATIVE INFORMATION</b>	
Issue Date:	21 Aug 2019
Valid Until:	20 Aug 2029 (*)
Total Useful Floor Area (m <sup>2</sup> ):	236
Building Environment:	Heating and Natural Ventilation
Calculation Tool Used:	Elmhurst Energy Systems Ltd, SBEM Online, v4.01, SBEM, v5.6.a.1
Property Reference:	462825990000
Energy Performance Certificate for the property is contained in Report Reference Number: 0140-0531-9829-6998-2006	

<b>ENERGY ASSESSOR DETAILS</b>	
Assessor Name:	Simon Whittle
Employer/Trading Name:	Alpha Energy Assessors Limited
Employer/Trading Address:	15 Dell Rise, Park Street, St Albans, Herts, AL2 2QJ
Assessor Number:	EES/019114
Accreditation Scheme:	Elmhurst Energy Systems
Related Party Disclosure:	Not related to the owner.

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# 1. Introduction

This is a Recommendation Report as defined in the Energy Performance of Buildings (England and Wales) Regulations 2012 as amended which implements the requirements of the Energy Performance of Building Directive 2010/31/EU. This Recommendation Report accompanies the relevant Non Domestic Energy Performance Certificate.

This Recommendation Report was developed based on an inspection of the building. This Recommendation Report was produced in line with the Government's approved methodology.

In accordance with Government's current guidance, the Energy Assessor is required to use plans or undertake a building inspection in order to gather information to produce this Recommendation Report.

## 2. Recommendations

The following sections list recommendations selected by the energy assessor for the improvement of the energy performance of the building. The recommendations are listed under four headings: short payback, medium payback, long payback, and other measures.

### ***a) Recommendations with a short payback***

This section lists recommendations with a payback of less than 3 years:

<b>Recommendation</b>	<b>Potential impact</b>
Consider replacing T8 lamps with retrofit T5 conversion kit.	LOW

### ***b) Recommendations with a medium payback***

This section lists recommendations with a payback of between 3 and 7 years:

<b>Recommendation</b>	<b>Potential impact</b>
Introduce HF (high frequency) ballasts for fluorescent tubes: Reduced number of fittings required.	LOW

### ***c) Recommendations with a long payback***

This section lists recommendations with a payback of more than 7 years:

<b>Recommendation</b>	<b>Potential impact</b>
Add local time control to heating system.	LOW
Carry out a pressure test, identify and treat identified air leakage. Enter result in EPC calculation.	LOW
Consider installing an air source heat pump.	HIGH
Consider installing a ground source heat pump.	HIGH
Consider installing building mounted wind turbine(s).	LOW

### ***d) Other Recommendations***

This section lists other recommendations selected by the energy assessor, based on an energy performance assessment of the building. It may take into account other reliable relevant evidence that has been provided by the building owner or occupier.

No recommendations are defined by the energy assessor.

## 3. Next Steps

### ***a) Your Recommendation Report***

As the building occupier, it is a regulatory requirement that an Energy Performance Certificate must include a Recommendation Report unless there is no reasonable potential for energy performance improvements compared to the energy performance requirements in force.

You must be able to produce a copy of this Recommendation Report within seven days if required by an Enforcement Authority.

This Recommendation Report has also been lodged on the Government's central register. Access to the report, to the data used to compile the report, and to previous similar documents relating to the same building can be obtained through the Non-Domestic Register ([www.ndepcregister.com](http://www.ndepcregister.com)) using the report reference number of this document.

### ***b) Implementing recommendations***

The recommendations are provided as an indication of opportunities that appear to exist to improve the building's energy efficiency.

The calculation tool has automatically generated a set of recommendations. The Energy Assessor, in the light of the energy assessment of the building, the building fabric and services, the operation of plant and equipment within the curtilage of the building, the general management of the building and its use, and other relevant reliable evidence, may remove some of the recommendations. He / She may insert additional recommendations in section 3d (Other Recommendations).

These recommendations do not include matters relating to operation and maintenance which cannot be identified from the calculation procedure.

### ***c) Legal disclaimer***

The advice provided in this Recommendation Report is intended to be for information only. Recipients of this Recommendation Report are advised to seek further detailed professional advice before reaching any decision on how to improve the energy performance of the building.

**d) About this document and the data in it**

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[www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates). It explains the content and use of this document, advises on how to identify the authenticity of a report and how to make a complaint.

## 4. Glossary

### **a) Payback**

The payback periods are based on data collated through Carbon Trust energy survey reports. They provide a range of typical payback periods for different types of measures. They are likely payback periods, and may differ from the actual payback period for the building being assessed. Therefore, it is recommended that each suggested measure be further investigated before reaching any decision on how to improve the energy efficiency of the building.

### **b) Carbon impact**

The High / Medium / Low carbon impact indicators against each recommendation are provided to distinguish, between the suggested recommendations, those that would most effectively reduce carbon emissions from the building. For automatically generated recommendations, the carbon impact indicators are determined by software, but may have been adjusted by the Energy Assessor based on the energy assessment of the building.

### **c) Valid report**

A valid report is a report that has been:

- Produced within the past 10 years
- Produced by an Energy Assessor who is accredited to produce Recommendation Reports through a Government Approved Accreditation Scheme.
- Lodged on the Register operated by or on behalf of the Secretary of State.

## **5. Green Deal Information**

The Green Deal may enable you to improve the property to make it more energy efficient and cheaper to run.