

Head of Planning, Transport and Building Control : Richard Grove BSc Dip.TP MRTPI MBA

Your Ref: PINS/N1920/429/8

Our Ref: JP SCI PINS Test

This matter is being dealt with by:  
Jennifer Pierce  
Extension: 5885  
Direct Line: 020 8207 7583

Steve Carnaby  
The Planning Inspectorate  
Room 3/25 Hawk Wing  
Temple Quay House  
2 The Square  
Temple Quay  
Bristol, BS1 6PN

2 July 2007

Dear Mr Carnaby

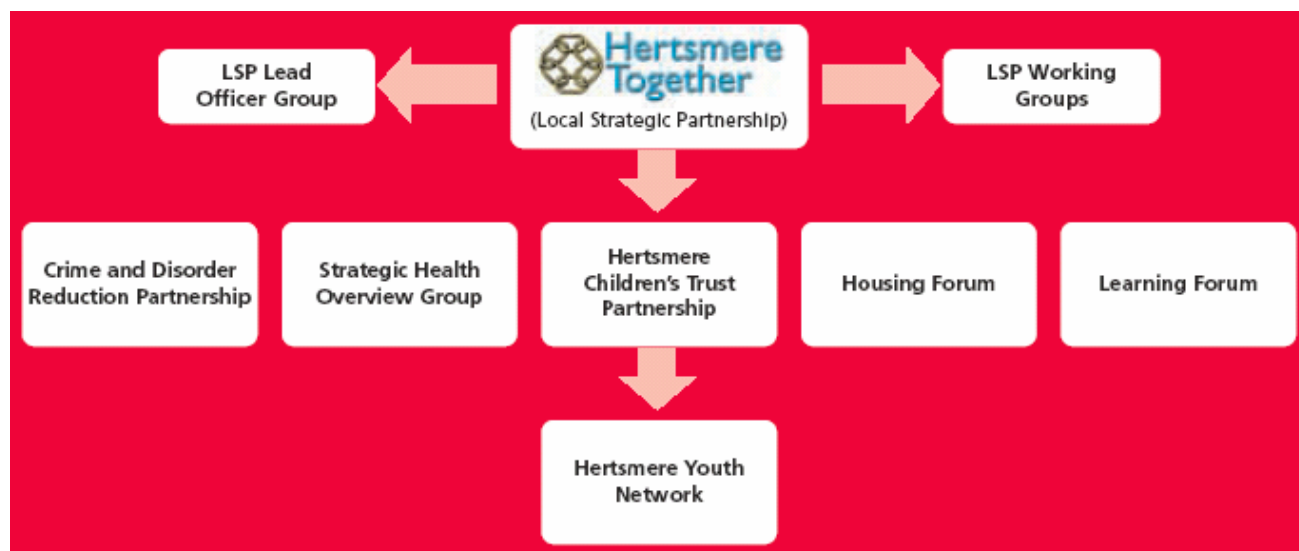
### Hertsmere Borough Council's Statement of Community Involvement Soundness Test.

I am writing in response to a letter received from Keith Holland dated 27<sup>th</sup> April 2006, regarding our Statement of Community Involvement (SCI) and how it complies with the tests for assessing the soundness of the document. In response to the specific queries, please find the Council's comments below.

#### Test ii.

With regard to the links between the SCI and the Community Strategy and Local Strategic Partnership (LSP), the following information details may help to clarify the structure of the LSP and how links have been made between the LSP and planning during the plan-making process of recent documents.

*Entitled "Hertsmere Together", the Local Strategic Partnership (LSP) group for Hertsmere has been meeting since the beginning of 2002 and is made up of organisations involved with delivering services to residents of the borough. Members of the partnership include: Hertsmere Borough Council, Hertfordshire County Council, Hertsmere CVS, Hertsmere CAB, Herts Constabulary, Hertsmere Primary Care Trust, and the Learning and Skills Council. The first table illustrates how Hertsmere Together has brought together the key specialist strategic partnerships within Hertsmere to deliver this Community Strategy. The Community Strategy is undergoing its first review and as such, the new draft structure of the LSP is as listed in the second table below.*



ORGANISATION/GROUP	NO. OF REPS	REPRESENTATIVE(S)	REPRESENTING ADDITIONAL ORGANISATION(S)?
Hertfordshire Constabulary	1	Chief Superintendent	Crime and Disorder Reduction Partnership
Hertfordshire Police Authority	1	Hertsmere representative	Crime and Disorder Reduction Partnership
Hertsmere Primary Care Trust	2	Chairman of Strategic Health Overview Group Director of Public Health	Strategic Health Overview Group
Hertsmere Borough Council	3	Leader (Chairman) Chief Executive Portfolio Holder	District Children's Trust Partnership
Hertfordshire County Council	2	Hertsmere Lead Officer Portfolio Holder	Hertfordshire Forward
East of England Regional Assembly	1	Member	Regional viewpoint
Hertsmere Community Voluntary Support	1	Chairman	Community and voluntary sector
Hertsmere Community Partnership	1	Chairman	Community and voluntary sector
Hertsmere Learning Forum	1	Chairman	Further Education sector
Hertsmere Housing Forum	1	Chairman	Housing sector in Hertsmere
Faith groups in Hertsmere	1	Team Rector, Church of England	Faith groups in Hertsmere
Town and Parish Councils	1	Rotates annually	All other Town & Parish Councils within Hertsmere
WENTA Business Services	1	Chief Executive	Business sector
Business representative	1	To be appointed	Business sector
<b>Total</b>	<b>18</b>		

*The component groups of the LSP are kept informed of changes to the planning system and are sent initial draft copies of new Local Development Documents (LDDs) before they are progressed to public consultation drafts. Meetings are organised with specific groups to discuss LDDs as they will affect these groups. Planning officers have also attended various LSP meetings to provide general information on the new system and have made detailed comments in response to the new draft Community Strategy.*

*When preparing documents for public consultation, the LSP contribute by providing mailing lists of its members and component groups to ensure that these groups are engaged in the planning process at the public consultation stages.*

#### **Test viii.**

Paragraphs 8.7 and 8.8 of the SCI refer to monitoring the implementation and success of the SCI. To add to these paragraphs the following text could be added to provide more information about what would trigger a review of the SCI and on monitoring it in general.

*The Council's Annual Monitoring Report will contain a summary of the progress of the Local Development Scheme in terms of the Local Development Documents. This will include information about the consultation exercises that have been conducted on each document. In addition to this annual monitoring, at the end of the plan-making process for each significant planning document such as the Core Strategy, we will undertake specific surveys or use the Council Customer Satisfaction Survey undertaken by MORI to assess whether the community feels they have been given sufficient opportunity to get involved in the planning system. This way, the whole process of community involvement on each planning document can be assessed.*

#### **Test ix.**

The following paragraphs could be inserted to detail the notification methods used with regard to planning applications.

*For 'major' applications, the Council has statutory duties to place notices in the local press, erect site notices, and notify a wider number and spread of neighbouring properties and land owners, along with statutory consultees such as the local electricity, gas and water providers, the*

*Environment Agency and other Council and County Council departments, for example. The same process is undertaken where proposals are in conflict with the strategic principles and policies of the Local Plan.*

*For 'minor' applications, the Council will not issue a press notice and will consult a smaller spread of neighbouring properties and land owners and statutory consultees. For 'other' applications, normally, just the immediate neighbouring properties and land owners would be notified, unless the planning history of the site suggests that the application would be of a wider local interest. Appendix 4 indicates in more detail the type of notification and or consultation that we undertake for the many different types of application we receive.*

*The following table indicates the length of time from the date of the letter that people have to respond to a notification or consultation letter. These time limits are essential as they enable officers to consider the responses early in the process of the application to enable further enquiries or revised plans to be sought from the applicant, within the overall time constraints of each individual application.*

<i>NOTIFICATION and CONSULTATION</i>	<i>TIME PERIOD TO RESPOND</i>
<i>Neighbour notification letter</i>	<i>21 days</i>
<i>Councillors notification letter</i>	<i>28 days</i>
<i>Statutory consultee consultation letter</i>	<i>21 days</i>
<i>Revised application statutory consultee letter</i>	<i>21 days</i>
<i>Revised application neighbour notification letter</i>	<i>14 days</i>

I apologise for the delay in returning these comments, which was due to long-term illness on my part. I hope this information is of assistance to you, however if there are any points of clarification you require do not hesitate to contact me.

Yours sincerely,

**Mrs J Pierce**  
**Planning Officer (Policy)**