

Looking

ahead to

2021



*by Sydney Harris,
age 6*

Hertsmere
Borough Council



Summary of the Hertsmere Local Development Framework Issues & Options

Introduction

The Council's planning department helps to control new development in the Borough by making policies explaining how land can be used, and using these rules to decide whether to allow planning applications.

In 2004 a new system was introduced, which changes the way in which we have to plan for our area. Our Local Plan, which sets out our current planning policies, needs to be replaced. The new plan for Hertsmere will be called the Local Development Framework (LDF) and will set the policies and rules for new development in the Borough over the next fifteen years.

There is only have a limited amount of land in the Borough that can be used to meet the needs of residents, businesses and other groups. In many cases, we will need to consider different views to find the best solution. Saying no to development will not always be an option. However, through the LDF we will try to develop policies that meet the needs of everyone as fairly as possible.

This leaflet explains some of the key **issues** that we need to consider in our new plan and the **options** we are looking at that will help us to meet these challenges.

We have identified seven important areas where we need to make decisions:

Housing

Community facilities and mixed use developments

Renewable Energy

Employment

The Green Belt and land uses in the countryside

Transport

Town Centres and Shopping

To show how the different options might affect you, we have given example viewpoints from six key groups:



The young family



The employer



Older people



The outdoor enthusiast



**The walker/
cyclist**



**Children/
Youths**

The Council has not yet decided which of the options in this leaflet it prefers and we want your views to help us make the best choices for the future. In some cases you may think more than one of the options we are suggesting is a good idea. For other topics you might not agree with any of the options we have come up with and we would like you to tell us any other ideas you have.

Many of the decisions we take for one part of the Borough will affect the decisions we can take in other parts. For example, if you tell us that we should continue to protect all of the Green Belt then we may have to consider allowing more flats and higher buildings in our existing towns to meet the demand for new housing. If you tell us that you want us to reserve more land for employment, we may need to consider using other types of land such as allotments, or the Green Belt to achieve this. The aim of the LDF is to provide the best balance we can between the different issues.

Please take the time to read through this leaflet and examine the issues and options for the future of Hertsmere. The back of this leaflet gives details of how you can get involved in the LDF. We will also be putting up displays and holding

meetings around the Borough where you can come and give your views.

What have you told us already?

In September 2005, we sent a questionnaire to all the households in Hertsmere to find out resident's opinions about the future of the Borough. We received almost 1,000 responses. Protection of the green belt and open spaces, keeping local shopping facilities open and reducing traffic were some of the highest priorities that were identified.

Almost half of people thought it would be acceptable to build houses where there are presently offices and warehouses whilst a quarter said we should build over allotments if enough land could not be found elsewhere. Residents felt that the overall mix of shops in our towns was about right though there were too many takeaways. Almost two-thirds of the people who responded said Hertsmere needed more facilities for young people.





housing

The Government wants to see more homes built across London and the south-east of England.

They see high prices as a sign that there are not enough houses to meet demand. Hertsmere will soon be set a target for the number of new homes that need to be built by 2021. This number is likely to be at least 4,200 and may be higher. As the Green Belt protects approximately 80% of the Borough, there is presently a limited amount of land in Hertsmere's existing towns that can be developed. We need to decide where new homes should be allowed to be built.

We also need to make sure that enough homes are built for people who cannot afford to buy their own property, not only in the Borough's towns but also in the smaller villages. The LDF will need to consider when, where and how many affordable

homes will need to be provided on new developments.

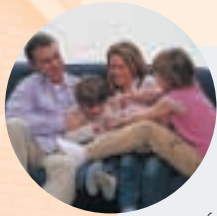
The LDF can influence the types and sizes of houses to be built. Flats and high buildings take up less land, meaning we are more likely to be able to build all our houses within the existing towns. However we need to make sure that new buildings fit in with their surroundings. Many people would prefer to live in houses with their own gardens. The local population is also getting older and we need to make sure that new houses are suitable for older and disabled residents.

Finally we need to make sure there that are enough spaces provided for gypsies and travellers to prevent them moving onto unsuitable sites. There are currently four sites in the Borough where gypsies and travellers are allowed to live.

WHAT ARE THE OPTIONS?

- Building houses on land which is currently used for employment (e.g. offices and warehouses);
- Continuing to protect the Green Belt by building housing on sites in existing towns;
- Allowing some houses to be built on allotments or on sites that are currently in the Green Belt;
- Requiring affordable housing to be provided on more housing developments;
- Allowing affordable housing to be built in or next to villages in the Green Belt;
- Providing different types and sizes of homes to people's needs;
- Allowing high density housing (e.g. flats and taller buildings) to be built in town centres and areas with good public transport links;
- Encouraging the conversion or redevelopment of large houses into flats;
- Simply decide new housing proposals on a site-by-site basis;
- Providing any accommodation for gypsies and travellers by making existing sites larger or providing new sites.

points of view



The young family

"It is difficult for first-time buyers like us to afford a house in the Borough, but we don't want to leave."

New housing is needed to meet demand and allow people who want to live in the Borough to stay here.

Even if new homes are provided, there are many people cannot afford to buy a property by themselves. The Council needs to make sure that enough affordable housing is built in new developments."



The employer

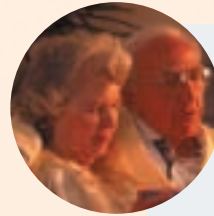
"The LDF needs to make sure there is a sensible balance of jobs and homes in the Borough."

I can see that we need more houses, but if we build on land that is currently used for employment, the number of jobs in the Borough will fall. Some employers may decide to leave Hertsmere and our towns may become 'dormitory' settlements with few jobs or services available for local people".



Children/Youths

"The LDF will run until 2021. By then I might want to buy my own house. I like living in this area and want to stay but I don't want to live with my parents for ever!"



Older people

"The population of Hertsmere is getting older. We need accommodation that is affordable, accessible and is close to the services that we need"

We find it hard to get around so we want to be able to live close to shops and services that we need to use, like our doctor and dentist, but we don't want that to mean that we're stranded at the top of a tower block".



The walker/cyclist

"Focusing development in our existing towns and providing homes, jobs and shops close together should mean that people can leave their cars at home more often."

However, it can be difficult to safely walk or cycle as it is. The LDF needs to make sure that more development does not create more traffic, making it more dangerous".



The outdoor enthusiast

"Releasing green belt land would be unpopular with many residents and the countryside will be lost forever. Allotments provide a valuable open space within our towns and encourage exercise and healthy living as well as providing a home for wildlife. Anything which means we don't have to build houses on these sites would be a good thing".



community facilities

and mixed use development

The LDF needs to make sure that there is enough land for schools, jobs, shops and facilities to support new housing.

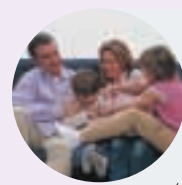
Where possible these should be located near to each other, or even on the same site in mixed use developments. An area with the right balance of uses is more likely to become an enduring and sustainable community over time.

The Borough contains four main towns and a number of small villages, many of which look and feel different from each other, while many parts of Hertsmere are dominated by single uses, such as housing, with few local facilities. We need to decide what types of buildings can and should be built in the Borough's towns and villages in a way that takes notice of what is already there.

WHAT ARE THE OPTIONS?

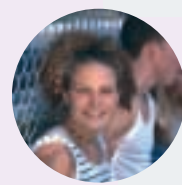
- Requiring new developments to contain a mix of uses;
- Requiring developers to provide or pay for new facilities;
- Encouraging more local facilities in existing areas of housing;
- Continue to direct our largest developments towards Potters Bar and Borehamwood.

points of view



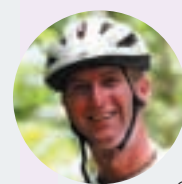
The young family

"So many new housing estates are boring - just rows and rows of houses. We want the LDF to create areas where facilities are available locally and we can feel part of our local community. We also want to be able to work close to our families and not have to commute to London every day".



Children/Youths

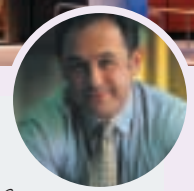
"There is not enough for us to do in the Borough. The LDF should help provide more facilities like skate parks and buildings for clubs and activities. It should also make sure those we already have aren't closed or built over".



The walker/cyclist

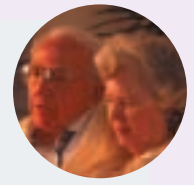
"I don't want to have to use my car, but in Hertsmere I sometimes don't have a choice. More mixed use developments and local facilities would make it easier for people to walk or cycle - to school, to work or to the shops".

The employer



"Providing new jobs alongside new housing can only be a good thing. It will mean that more people can live and work in the Borough".

Older people



"Remember when you used to be able to walk to the shop at the end of the road? Not any more. All the local shops are shutting down. The LDF should help protect those facilities that are left".



renewable energy

Hertsmere has been set a target to produce 10% of its energy from renewable energy sources such as solar energy or wind power.

The LDF needs to help to achieve this. Within Hertsmere, small projects such as installing solar panels on existing houses will make an important contribution. We also need to consider if there are any locations or areas that may be suitable for larger projects and decide if new developments should include renewable energy measures.

WHAT ARE THE OPTIONS?

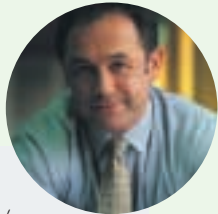
- Continue to consider applications for renewable energy on a case-by-case basis;
- Develop policies to say what types of renewable energy schemes could be acceptable in the Green Belt;
- Require developers to include renewable energy measures in large schemes.

points of view



The young family

"We want a clean environment for our children, and their children, to grow up in. If the Council doesn't provide the right policies, I'm not sure this will happen".



The employer

"There may be costs for my business, if I am required to introduce energy efficiency measures. More information should be provided before I am prepared to offer my support".



The outdoor enthusiast

"I don't want to see wind farms in the countryside but there are other measures, like solar panels, which can help the environment and the LDF should encourage these where they can".



employment

Many people live in Hertsmere but commute elsewhere (e.g. London) for work. However, thousands of people are employed in the Borough.

The LDF will need to contain policies which make sure enough land is available for employment. However, there can be pressure to use land or sites that currently provide employment (e.g. office buildings) for other uses, particularly housing. If there is less land available for employment, more people will have to commute to get to work and the Borough's main towns could turn into 'Dormitory Settlements' with a lot of housing but few jobs.

There are currently seven Employment Areas in Hertsmere where the land is protected for employment use. There are also large amounts of land that are used for

employment but are not protected, including sites in the Green Belt, and we need to make sure policies do not unfairly restrict their growth.

The film and TV studios in Borehamwood are nationally important and provide local employment as well as being an important part of Hertsmere's identity. However, many buildings in the Borough are not suitable for modern day businesses whilst some important employers have left the Borough in recent years.

WHAT ARE THE OPTIONS?

- Continue to protect existing Employment Areas;
- Identify more Employment Areas, possibly including sites in the Green Belt, and encourage economic growth;
- Releasing employment land for housing or mixed use developments;
- Protect and promote the film and television studios by relaxing some planning controls.

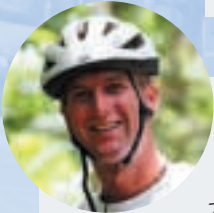
points of view



The employer

"Allocating more land for employment will mean more jobs in the Borough. If more people are working here, there will be more customers for our shops and town centres - everyone is a winner."

The TV and film studios are unique and internationally important. We should be proud of them and give them all the support we can".



The walker/cyclist

"Providing jobs within the Borough will mean more people can live near their place of work. However we need to make sure any new employment sites provide routes and facilities so people can walk and cycle to work safely".



The outdoor enthusiast

"Everybody who wants to work locally should be able to. However, there is not a lot of spare space in Hertsmere and too much growth will mean building on Green Belt land".





the green belt

and land use in the countryside

The Green Belt aims to protect the countryside around London from becoming over-developed and to stop towns from joining up with each other. Our previous survey showed that protecting the Green Belt was the highest priority for Hertsmere residents.

There are many different land uses in the Green Belt including agriculture, recreation (e.g. golf courses) and wildlife sites. All of the Green Belt in Hertsmere is part of the Watling Chase Community Forest. The Community Forest aims to provide different uses and facilities in the countryside which the public can enjoy. We need to decide how to help people continue to use the Green Belt without causing harm.

In the Green Belt there are tight controls on what can be built. However, there are many sites in the local countryside that were

built before the Green Belt was first designated and some building is allowed on these. We have also allowed the re-use or conversion of some buildings that are no longer needed. These measures can help us provide homes and jobs in the countryside but they need to be carefully managed to make sure that what is happening does not damage the Green Belt.

The Green Belt boundaries were reviewed for our current Local Plan and we are not currently planning to make major changes. However, if we cannot find enough land for houses in other parts of the Borough we may need to think about using some land in the Green Belt. It may also be appropriate to identify any areas in our villages where some building may be allowed in the future. Our current Local Plan contains six sites on the edge of the Green Belt which we can

use for housing after 2011 if we cannot find enough land elsewhere. These are known as Safeguarded Sites and, until 2011, this land

must be treated as if it is part of the Green Belt. The LDF needs to consider whether we still need to safeguard this land.

WHAT ARE THE OPTIONS?

- Keep the current Green Belt boundaries and continue to control what can be built;
- Extend the greenbelt to include the safeguarded areas;
- Identify land in the Green Belt that has already been built on and allow some development on these sites;
- Provide better access to the countryside including more routes and paths;
- Allowing the re-use of farm buildings and other empty buildings in the right circumstances;
- Tighter controls over the re-use of farm buildings.

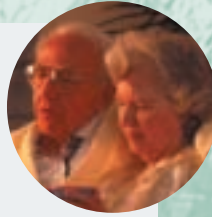
points of view



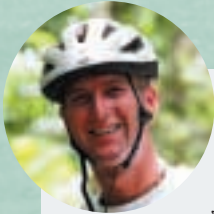
The young family

"Of course we want to see as much of the Green Belt protected as possible, but if it came to a choice between that and having a home of our own, I know which I'd choose..."

Older people



"We want to be able to use the countryside as much as everybody else. The LDF needs to make sure that everyone who wants to use the countryside can get there and a range of facilities exist to accommodate people of all ages and abilities".



The walker/cyclist

"I want to see all of the Green Belt protected, but this doesn't mean people shouldn't be allowed to use it. The countryside provides opportunities for exercise and education and we need to encourage people to use it, as long as it doesn't mean lots of new buildings".



The outdoor enthusiast

"The LDF should help provide more opportunities for walking and cycling in the Green Belt and better links to the countryside from our towns. People should be able to enjoy the countryside without having to get into their cars".





transport

Although Hertsmere is well connected to the national rail and motorway networks, links from the east to the west of the Borough are poor and there is only a limited public transport service between the main towns. Although the LDF cannot build new roads, it can have an effect on transport.

60% of people living in Hertsmere commute outside of the Borough to work while more than 25,000 people come into the area to work. We can help reduce the number of people driving to work by asking developers to provide Green Travel Plans. These set out ways in which people can reach new developments on foot, by bicycle or by sharing cars. We can also require developers to contribute towards building new cycle routes and other projects identified in local Transport Plans. Government guidance says that

developments which generate a lot of journeys should be in central locations so people can walk, cycle or use public transport to reach them.

The number of cars that people own in the Borough is above the national average though is notably lower in some areas, particularly parts of Borehamwood. The number of car parking spaces that we allow on new housing developments does not currently meet Government guidelines and we may need to change these. Our new standards should help to encourage people to walk, cycle or use public transport more but we also need to make sure we provide enough spaces to prevent congestion or accidents as a result of people parking on busy roads.

The LDF can help protect existing routes for leisure users, such as Greenways and

Bridleways, and help to secure money to contribute towards new projects. It can also

help to provide new routes to help people walk or cycle to work.

WHAT ARE THE OPTIONS?

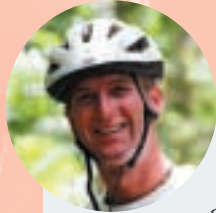
- Limit the amount of off-street parking on new developments;
- Allow more parking on new developments to reflect high car ownership;
- Ask developers to contribute towards new cycle ways and road safety projects;
- Ask employers to produce Green Travel Plans to help their employees to travel to work on foot, by bike or on public transport;
- Develop and promote new routes for cyclists, horse riders and other leisure users;
- Only allow developments which are likely to create a number of car journeys in central locations;
- Allow major developments on sites which are most accessible by car.

points of view



The young family

"We like to walk and cycle when we can, but sometimes we have to use a car. The LDF should be realistic and make sure car parking on new developments reflect car ownership. There is nothing worse than seeing cars parked all over the road and pavements".



The walker/cyclist

"The LDF should do all it can to improve facilities and routes for cyclists and walkers.

We know that you can't walk and cycle everywhere, but by restricting car parking on new development people will have to think about their travel choices".



Children/Youths

"I'm not old enough to drive but my parents don't think the roads are safe enough for me to cycle on. The LDF should help me become more independent".





town centres & shopping

There are a number of large shopping centres outside the Borough including Brent Cross, Watford and the Galleria at Hatfield meaning that local residents often travel elsewhere to go shopping. However, the Borough's towns play an important role in meeting the needs of local people and provide a range of shops and facilities.

The number of restaurants and cafes in our town centres has increased in recent years while supermarkets have started selling more items such as clothes and CDs putting pressure on local shops. Although the LDF cannot prevent competition, it can help to keep a balanced mix of uses in the Borough's towns.

In Borehamwood, Potters Bar and Radlett, the main shopping areas cover a large area. We may need to consider making these

areas smaller to provide a better town centre and to release land for other uses. The LDF also gives us the option to divide our centres into 'Primary frontages' where we would expect to see a higher amount of retail shops, and 'Secondary Frontages' where we would allow more uses such as estate agents and restaurants.

The Government says any new shopping facilities should be located in existing centres rather than on sites on the edges of, our outside of, towns. It also says that town centres should contain a mix of uses for both the daytime and evening.

There are presently a number of shopping facilities outside of the main town centres. We need to consider the extent to which the LDF should provide protection for local shops. This can be an important part of the

local community, particularly for those without access to a car or with mobility

difficulties. The loss of local facilities can leave some people vulnerable or isolated.

WHAT ARE THE OPTIONS?

- Continue to restrict the number of non-retail units in our centres;
- Do not interfere with our town centres and let the market decide what is the best mix;
- Direct new retail development to Borehamwood and Potters Bar;
- Protect local shopping parades from redevelopment;
- Review our town centre boundaries;
- Split our centres into Primary and Secondary Frontages;
- Redevelop unused or under-used shopping units for other uses.

points of view



Older people

"We need to protect local shopping facilities, particularly for those who find it difficult to make it into the main town centres or supermarkets".



The walker/cyclist

"I don't have regular access to a car to get to a supermarket. People shouldn't have to drive to their local supermarket to buy a newspaper or a pint of milk".

Site Allocations

Do you own land which you would like to see developed? Are there any areas of land you would like to see protected? Are there any sites you think would be suitable for particular uses?

The LDF will identify areas which are to be given special protection against development, and sites which should be used for particular land uses (e.g. housing, employment, retail).

We would like to hear from residents, communities, landowners and other groups who have an interest in land which could be specifically identified in the LDF. Once we know which of the options in this leaflet will be included in the LDF, we will need to identify specific sites that will help us to deliver our policies.

The current Local Plan contained a number of sites for housing, many of which now have permission and are being built. However, there are two sites in Borehamwood, in Croxdale Road and Arundel Drive, which have not been developed. We need to consider the future of these sites and would like to hear your views.

The Local Plan also includes sites currently in the Green Belt which are “safeguarded” for future development, if there is not enough land in our existing towns. The

status of these sites will need to be considered.

If you are aware of any particular sites that you would like to see used or protected, please tell us about them when you respond.

Development Control

Our Development Control policies will contain the detailed standards that we will test planning applications against. These will say how new developments should fit in with their surroundings and set rules to ensure wildlife sites, protected trees and designated areas (such as Conservation Areas) are preserved. We intend to review what is currently in the Local Plan and change those policies which we do not use very often or do not have the desired effect.

The Local Plan is also available on the Hertsmere website at www.hertsmere.gov.uk/planning. If there are any policies in our current Local Plan that you think we no longer need or if you have any other views on policies that you think we should include, please tell us about them. Existing Local Plan policies can also be viewed at the Civic Offices, the Bushey Centre and the libraries in Hertsmere.

How to get involved

Your views are important to us and we want you to get involved with Hertsmere's new Local Development Framework.

We would be particularly interested to find out which options you support. You may also want to suggest some alternatives.

This leaflet summarises a more detailed document called the Local Development Framework Issues and Options which we have made available without charge. Copies of the full document are available on the Hertsmere website at www.hertsmere.gov.uk or free of charge on request from the Planning Department at Hertsmere Borough Council.

The Council will be holding a number of public meetings where planning staff will be available to talk to you about the issues raised in this leaflet.

**Christ Church Hall,
Watling Street, Radlett,
Monday 13 March,
7.30pm - 9.30pm**

**Bushey Country Club,
High Street, Bushey,
Thursday 16 March,
7.30pm - 9.30pm**

**Civic Offices,
Elstree Way, Borehamwood,
Tuesday 21 March,
7.30pm - 9.30pm**

**King Charles the Martyr Church,
368 Mutton Lane, Potters Bar,
Thursday 23 March,
8.00pm - 10.00pm**

Places at these meetings will be limited and distributed on a first come, first served basis. If you would like to attend, please call 020 8207 2277 or e-mail planning@hertsmere.gov.uk

There will also be an informal drop-in session where Council representatives will also be available to discuss the options for the future development of Hertsmere.

**Aberford Hall,
Aberford Road, Borehamwood
Saturday 18 March,
10.00am - 11.30am**

The Local Development Framework Issues and Options Report is available for inspection at: The Civic Offices, the Council's area offices at Potters Bar and Bushey, at Aldenham Parish Council offices and all local libraries.

If you would like to comment on any of the issues and options discussed in this leaflet, please write to us at Planning Policy Team
Hertsmere Borough Council
Civic Offices, Elstree Way,
Borehamwood, Herts WD6 1WA
or e-mail your comments to planning@hertsmere.gov.uk
by 10 April 2006.

Large print and languages

This publication can be made available in large print, braille and audio-tape on request.

If you have difficulty understanding this publication because English is not your first language, please contact the Council's Corporate Communications team on 020 8207 2277 and we will do our best to assist.

Please allow sufficient time for this publication to be made available in the format requested.

اگر آپ کو یہ ڈاؤن لوڈ (ڈسٹاؤ) سمجھنے میں یا اس پر رائے دینے میں مشکل پیش آتی ہے کیونکہ انگریزی آپ کی پہلی زبان نہیں ہے تو کونسل کی کارپوریٹ کمیونیکیشنز ٹیم کو 020 8207 2277 پر فون کریں۔ ہم مدد کرنے کی پوری کوشش کریں گے۔ یہ ڈاؤن لوڈ درخواست کرنے پر بڑے تروف، بریل (بصارت سے محروم افراد کے لیے انگریز سے بنے تروف) اور آڈیو ٹیپ پر بھی فراہم کیا جاسکتا ہے۔ براہ کرم اپنی مناسب وقت دیں تاکہ یہ ڈاؤن لوڈ مطلوبہ شکل میں فراہم کیا جاسکے۔

इंग्रेजि यदि आपनार मातृभाषा ना हय एवंग सेई कारणे यदि आपनार এই लेखाटि ब्रुवते वा एर बिषये कौन मन्तव्य करते अरबिधा हय, ताहले दया करे काउन्सिलेर करपोरेट कमिउनिकेशन टीमर सङ्गे 020 8207 2277 नम्बरे टेलिफोन करे योगायोग करबेन। आमरा आपनाके साहाय्य करवार जन्य यथासाध्य चेष्टा करव। अनुरोध करले এই लेखाटि बड ह्रस्फे, ब्रेईले एवंग अडिओ-टैपेओ पाओया याबे। आपनि ठिक ये ताबे लेखाटि चाईछेन सेईताबे एटिके प्रस्तुत करे आपनादेर देवार जन्य आमामेदर दया करे यथेष्ट समय देबेन।

ನೀವರ ತ್ರತಾಂಶು ಹಿವ ಏಸತಾಂಶು ಓ ಸಖತ ಲಿಂಚ ನಾಂ ಹಿಸ ತೆ ಡಿಪಣಿ ವಠನ ಲಿಂಚ ತ್ವಂಜಿಂಕೆ ಲಿಂಕೆ ವಿಧಿವಿ ಅಂವಿಂನಿ ತ್ರತಾಂಶು ಪವಿಂನಿ ತ್ರಾಸಾ ತಲಿ ಲಿ. ತ್ರಾ ವಿವಾಂ ವಠನೇ ವಾಂವಿಂನಿ ತ್ವಂಜಿಂಕೆ ಸುಖತಾಂಶು 0208 207 2277 ತೆ ಸಂಖತ ವಠ ಅಂತೆ ಅಸಿಂ ಮದವ ವಠನ ತ್ವಂಜಿ ಅಂವಿಂನಿ ಪುಲಿ ವಾಂವಿಂನಿ ವಠಾಂನಿ. ಲಿಂಕೆವಠನ ವಠನ ತೆ ಹಿವ ಏಸತಾಂಶು ಲಿಂಕೆ ಫಿಲಿ, ಫಿಲಿ ಅಂತೆ ಅಂತಿಂಕೆ-ಲಿಂಕೆ ಲಿಂಕೆ ಲಿಂಕೆ ವಾಂವಿಂನಿ ನಾಂ ಸಖತಾಂಶು ಲಿಂಕೆ. ವಿವಾಂ ವಠನೇ ಮಿಂಕೆ ಲಿಂಕೆ ಪುತುರ ಲಿಂಕೆ ಏಸತಾಂಶು ಓ ಲಿಂಕೆವಠನ ವಠವಾಂವಿಂನಿ ತ್ವಂಜಿ ಪರವಾಂವಿಂನಿ ಸಮೆ ಲಿಂಕೆ.

如果英文不是你的母語，你不明白這份傳單的內容，或你想以中文表達你的見，請致電 0 20 8 207 2 277 聯絡公關組。我們會盡力協助。這份傳單另有放大寫，凸字和錄音帶版本提供給有需要人仕，但因預備需時，如有需要盡早跟我們聯絡。