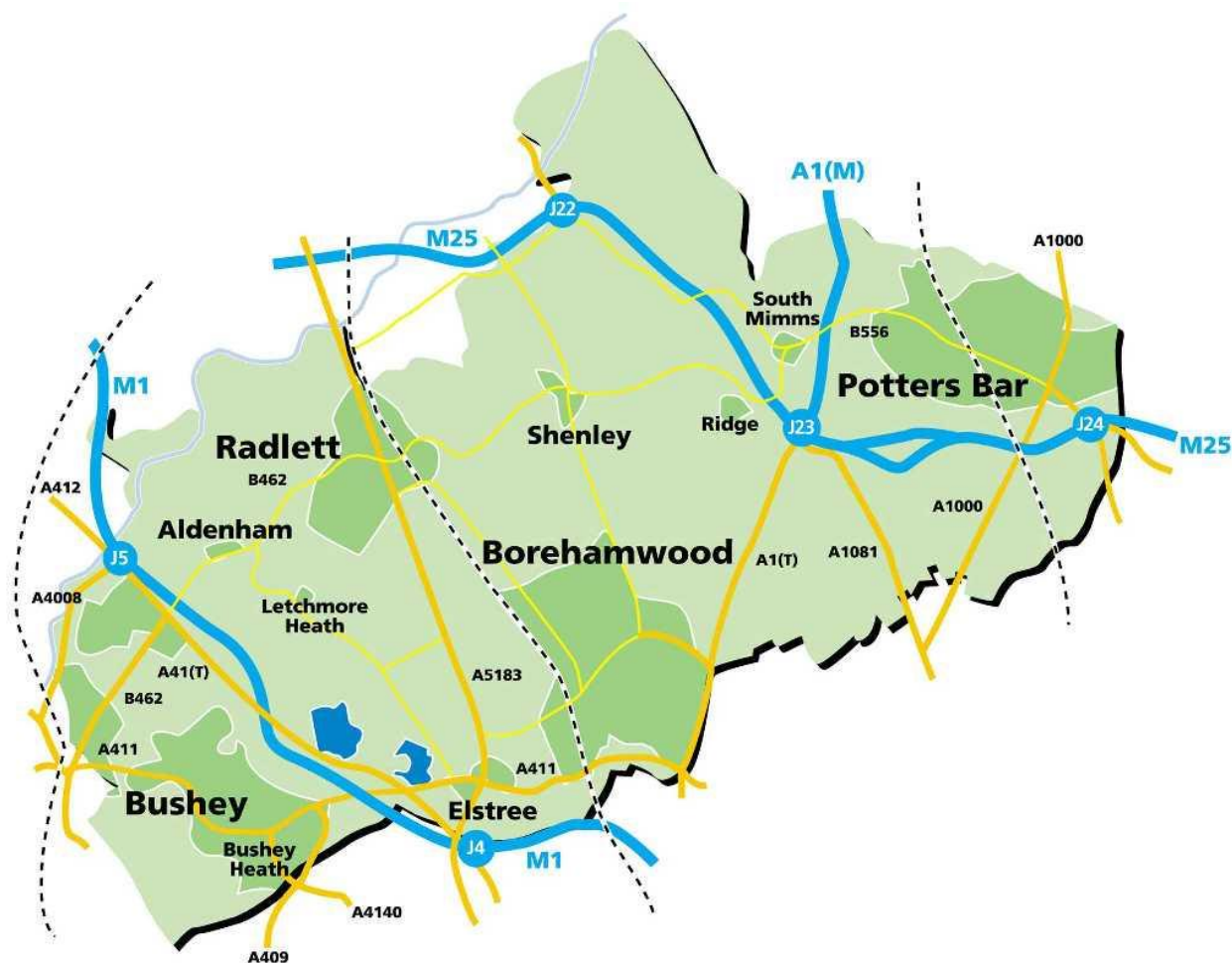


# Hertsmere Borough Council Local Development Framework



## Statement of Community Involvement

September 2006

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## Preface

The Planning and Compulsory Purchase Act 2004 introduces major changes to the way the planning policy system works. The existing development plan, which includes the structure plan, the waste and minerals local plans, the Hertsmere local plan and associated supplementary planning guidance, will be replaced by a regional spatial strategy (RSS), a **local development framework (LDF)**, and minerals and waste development plans. The LDF will include a series of **local development documents (LDDs)**, which will set out our policies to tackle the Borough's future economic, environmental and social needs through using and developing land. Individual LDDs can be prepared and altered separately according to changing needs and circumstances.

One of the main aims of the new plan system is to encourage effective and meaningful community involvement in preparing and reviewing LDDs. To meet this aim, we must prepare a **statement of community involvement (SCI)**. The purpose of the statement is to set out how we plan to involve the community in preparing, altering and reviewing our LDF and in deciding planning applications.

Community involvement in the LDF is a continuous process involving all stages of preparing documents. Effective community involvement will give people the opportunity to say what sort of place they want to live in and how their views can make a difference. We recognise that there are benefits in linking the community strategy and the LDF in terms of co-ordinated policies and consultation processes.

In accordance with regulation 36 Hertsmere Borough Council adopted its Statement of Community Involvement (SCI) on 20 September 2006.

Hard copies of the SCI are available for inspection at the Civic Offices during normal office hours (Monday to Thursday 8.30am - 5.15pm, Friday 8.30 - 5.00pm), Local Area Offices and Local Libraries.

Any person aggrieved by this Statement of Community Involvement they may apply to the High Court for permission to apply for judicial review of the decision to adopt the Statement.

Any such application must be made promptly and in any event not later than three months after the day on which the Statement was adopted (20 December 2006). Copies of any such application should be sent to the address below.

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## Glossary

<b>Binding report</b>	Once a document has been to an independent examination, the planning inspector issues a binding report that makes recommendations for how the document must be changed. We can adopt the document once we have made these changes.
<b>Community Strategy</b>	A document prepared by the local strategic partnership, comprising various private and public sector organisations, that promotes strategies to improve the quality of life of people who live in, work in and visit the Borough.
<b>Core strategy</b>	The core strategy is a document that will contain policies that will affect the entire Borough and its surrounding area. The core strategy will set out the vision, aims and strategy for the Borough up to 2021.
<b>DPD - Development plan document</b>	Development plan documents are the series of documents that make up the local development framework (LDF). They include the necessary core strategy, proposals maps and site specific allocations (see below), plus optional topic-based documents.
<b>Go East</b>	The Government Office for the East of England presents a regional view to central government and acts as the communication link between regional and local organisations.
<b>EERA - East of England Regional Assembly</b>	The East of England Regional Assembly is a voluntary association made up of all 54 county, unitary and district and borough councils in the region as well as a wide cross-section of stakeholders. EERA is a regional planning body.
<b>Independent examination</b>	Once a document has been made available to the community through public consultation, the document and any comments will be independently examined by a planning inspector, who checks the document has been prepared in line with the relevant regulations and contains effective policies and procedures.
<b>LDD - Local development document</b>	The local development document is the general term for the documents that make up the planning framework. They include development plan documents and supplementary planning documents.
<b>LDF - Local development framework</b>	The local development framework is the collection of all the individual local development documents that will guide the economic, social, environmental and physical development of the Borough. Each document will be able to be updated when necessary without updating the entire framework.
<b>LDO - Local development order</b>	The function of an LDO is to locally extend the scope of permitted development in response to local circumstances.

<b>LDS - Local development scheme</b>	The local development scheme is the project plan and timetable setting out what steps we are taking to prepare documents, and by when.
<b>Proposals map</b>	The proposals map will show the policies and proposals on an Ordnance Survey map using coloured boundaries and symbols. The proposals map will include the places described in the core strategy and key diagram.
<b>RSS - Regional spatial strategy</b>	The regional spatial strategy is produced by EERA. RSS 14 is a strategy that guides development in the East of England until 2021. It contains only regional and sub regional issues to guide local development.
<b>Representations</b>	The comments we receive from members of the public, groups or organisations in response to plans and documents made available through public consultation exercises.
<b>SCI - Statement of community involvement</b>	The statement of community involvement asks the community how they want to be consulted on plans and documents, and sets out the procedures we will follow when consulting on future planning documents.
<b>Site allocations DPD</b>	A DPD that sets out areas within the Borough that may be used for future developments. These developments will be a specific type, such as for housing or employment uses.
<b>Stakeholder</b>	An individual, group or business that has a particular interest in the development of the Borough, or in a particular project.
<b>SoS - Secretary of State</b>	Secretary of State – Proposals for DPDs and submission DPDs should be sent to the Secretary of State through the relevant Government Office and in the case of submission DPDs, also to the Planning Inspectorate.
<b>SPD - Supplementary planning document</b>	Supplementary planning guidance are documents that focus on specific issues that need more detailed guidance to support the main policies.
<b>Sustainability appraisal</b>	The main purpose of the sustainability appraisal is to review the social, environmental and economic effects of plan strategies and policies to make sure they are made in line with the aims of sustainable development.
<b>Sustainable development</b>	Development that meets the needs of both current and future generations, making the most efficient use of land and resources, while protecting the environment.
<b>Windfall sites</b>	New sites that come forward for development that are not identified in the development plan documents.

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## **1 Introduction - What is the statement of community involvement?**

- 1.1 We have prepared this statement of community involvement (SCI) as part of our local development framework. The SCI is a local development document (LDD), which sets out our policy for involving the community, both in preparing and revising LDDs and in development-control decisions. The requirements for preparing this SCI are set out in Planning Policy Statement 12 and the Planning and Compulsory Purchase Act 2004, and the Town and Country Planning (Local Development) (England) Regulations, 2004.
- 1.2 Through the SCI, we aim to promote effective public involvement in the planning system. This will help to make sure that all sections of the community, including people who do not normally get involved in the planning process, have the opportunity to contribute to the new system. We aim to involve local residents, businesses, landowners, groups and organisations, along with stakeholders such as national and regional organisations, in the process. We will place an emphasis on making information widely accessible in all formats, and make use of the Internet, the local press and existing networks of communication.
- 1.3 The benefits of continuous community involvement are that we can:
- help people understand the planning processes;
  - work with groups and individuals who would otherwise not get involved;
  - identify issues of concern; and
  - provide an opportunity for negotiation on representations made on LDDs and planning applications.
- 1.4 We hope to increase the opportunities for involving the community by consulting the community where we can and increasing the ways in which information is made available. An earlier draft SCI was made available for public consultation for a period of six weeks during July and August 2005. The aim of the early consultation period on the SCI was to find out how the community would like to be consulted on future planning documents. The SCI set out some ideas and aims to aid discussion to encourage people who have felt left out of the planning process in the past to contribute to the new range of documents. The comments received from the consultation period have been used to inform and make changes in arriving at a final version. We will prepare all future planning documents that manage the economic, environmental and physical growth of Hertsmere in line with the procedures established by this statement.
- 1.5 At the same time as the second consultation, we submitted the revised draft to the Government Office for the East of England, who, on behalf of the Secretary of State for the Environment tested the soundness of the revised draft. The comments we received from the community as a result of the second consultation were reported to the Government Office for examination by written representations in April 2006.

## 2 Why we have prepared this statement

- 2.1 The Planning and Compulsory Purchase Act 2004 introduces major changes to the way the planning policy system works. The existing development plan, which includes the structure plan, the waste and minerals local plans, the Hertsmere local plan and associated supplementary planning guidance documents, will be replaced by a regional spatial strategy (RSS), a **local development framework (LDF)**, and minerals and waste development plans. Hertfordshire County Council will continue to prepare minerals and wastes development plans. The LDF will include a series of **local development documents (LDDs)** which include **development plan documents (DPDs)**, and supplementary planning documents (SPDs), which will set out our policies to tackle the Borough's future economic, environmental and social needs through using and developing land. Section 3 contains more detail on each of these types of planning documents. Individual documents within the framework can be prepared and altered separately according to changing needs and circumstances.
- 2.2 One of the main aims of the new plan system is to encourage effective and meaningful community involvement in preparing and reviewing LDDs. To meet this aim, we must prepare a **statement of community involvement (SCI)**. The purpose of the statement is to set out how we plan to involve the community in preparing, altering and reviewing our LDF and in the planning application process.
- 2.3 Community involvement in the LDF is a continuous process involving all stages of preparing documents. Effective community involvement and participation in the planning process will give people the opportunity to say what sort of place they want to live in and how their views can make a difference.
- 2.4 Public consultation includes involving and informing people. However, people often have different views and while we will always listen to comments we may not always agree. Community views have to be balanced with other considerations. We will make the comments we receive about this document available to the public once the document has been adopted and published.
- 2.5 We have presented our **local development scheme (LDS)** to the Government Office for the East of England, and the LDS came into effect on 21 April 2005. The LDS sets out a work programme for preparing the LDDs over a three-year period. It is also the first point of reference for local communities and stakeholders to find out about our LDF and the order in which documents will be developed. The SCI works alongside the LDS as it sets out how we are going to involve the community and who we are going to involve.
- 2.6 The minimum legal requirements for consultation and public involvement are set out in the Town and Country Planning (Local Development) (England) Regulations 2004 (regulations 25 and 26). The consultation procedures and methods for the local development framework are contained in tables 1 to 4 of Appendix 2. We consider these regulations to be minimum standards and aim to do better than the minimum requirements where possible. For each consultation we must consult a number of statutory groups such as neighbouring authorities or local and national agencies. These are contained in list one of Appendix 1. We will also consult individuals, organisations and groups where it is considered that they will be



affected by a document. A summary of these types of groups is contained in list two of Appendix 1.

- 2.7 We previously consulted widely on our current local plan, which was adopted in May 2003. We have a database of contacts which we will continuously update throughout the various consultation stages. We will also explore links with community involvement on the community strategy to share contacts, and to reduce the number of separate consultation periods on similar topics.
- 2.8 Section 7 of the SCI outlines how we currently consult on planning applications and how we will encourage developers to consult interested groups such as nearby residents and organisations before they submit applications. Section 7 also contains additional plans to consult people on planning applications by the type of application submitted.

### **3 What is the local development framework (LDF)?**

#### **Local development framework**

- 3.1 The local development framework consists of local development documents (LDDs), which include development plan documents (DPDs) and supplementary planning documents (SPDs). Figure 1 illustrates how the framework fits together. Together, these documents will provide our policies for meeting the Borough's future economic, environmental and social needs, and provide a framework for redeveloping and protecting local areas. It is important that we involve the community and stakeholders at an early stage so we can consider their views. The local development scheme (LDS) sets out the timetables for preparing development plan documents.
- 3.2 The local development framework also contains three procedural documents; a local development scheme (LDS), a statement of community involvement (SCI), and an annual monitoring report. These documents will help us to monitor the effectiveness of and to manage the local development framework.
- 3.3 Supplementary planning documents (SPDs) will focus on specific topics in greater detail, providing policy guidance to support the DPDs. SPDs will cover issues such as planning and design, planning obligations and affordable housing.

#### **Development plan documents**

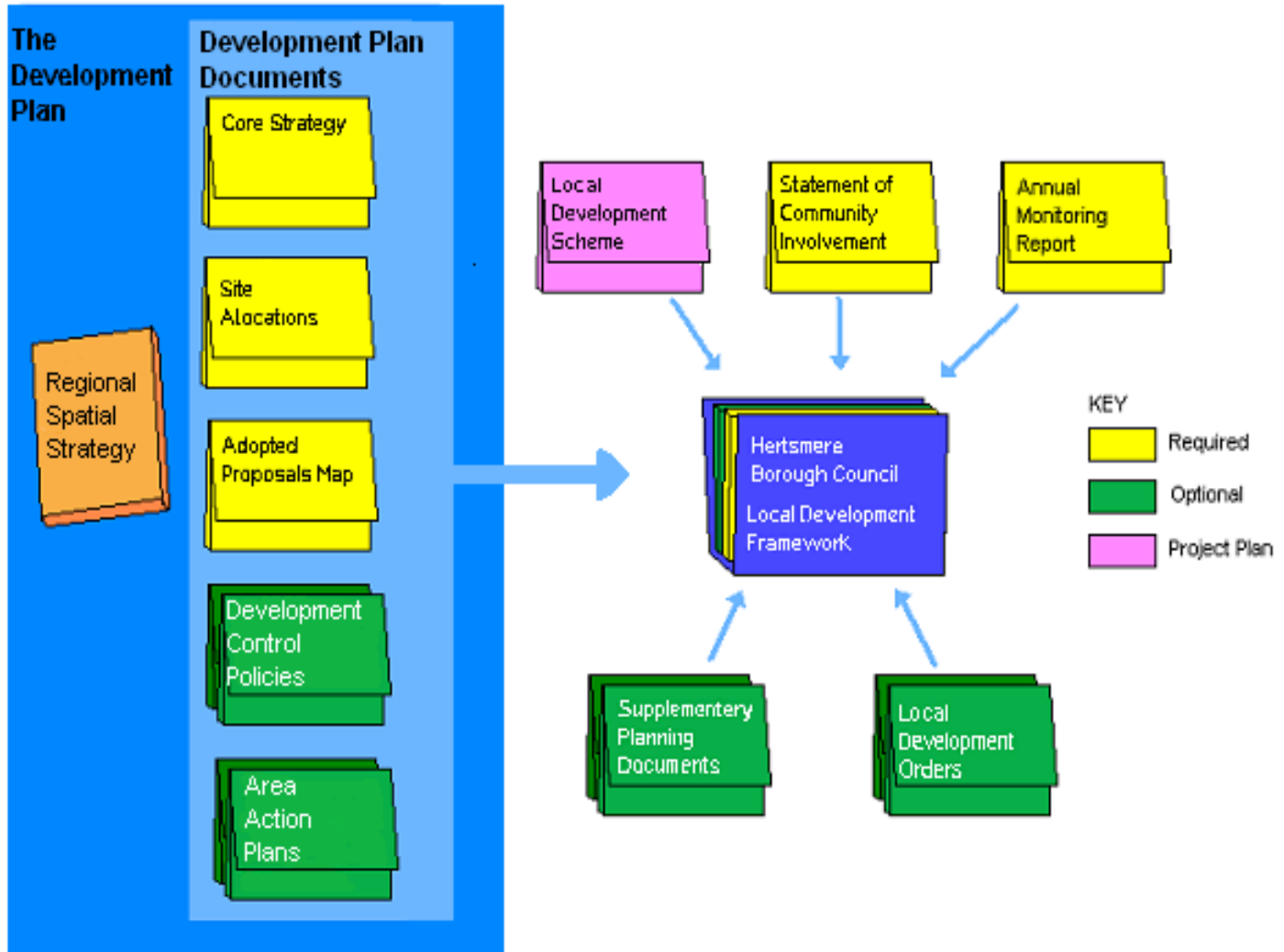
- 3.4 The core strategy, proposals map, site allocations, and development control policies are development plan documents (DPDs), which will form part of the statutory development plan along with the regional spatial strategy. These are described in more detail below.

#### **Core strategy DPD**

- 3.5 The core strategy will set out the vision, aims and strategy for the Borough up to 2021. It will contain important strategic policies including Green Belt boundaries and housing. The core strategy will contain policies that will cover the whole Borough and must also take account of cross-borough issues such as road and rail networks. As a result, the core strategy will need a wide-reaching consultation exercise

spreading wider than the community of Hertsmere. A written consultation using questionnaires would be one of the most appropriate and cost-effective ways of involving a large number of people. The core strategy will include a key diagram which shows the places where development is needed.

**Figure 1: The Hertsmere local development framework**



**Proposals map DPD**

3.6 The proposals map will show the policies and proposals on an Ordnance Survey map. The proposals map will include the places described in the core strategy and key diagram. We will update the map as each DPD is drafted and approved. We will consult people on site allocations for particular developments when we produce the site allocations DPD.

**Site allocations DPD**

3.7 The site allocations DPD will identify site-specific allocations for a range of issues such as housing, employment, retail, leisure and community uses. It will provide the policy framework for both identified and windfall sites, providing policies not otherwise dealt with in the core strategy and development control DPD.

- 3.8 The site allocations DPD will deal with overlapping policy issues in one document so the public will be able to make their comments on a range of site-specific issues. Key stakeholders, such as housing and business forums, advisory trusts, landowners and developers, will be involved from an early stage to make sure they are involved during the initial idea-forming stages. A general consultation exercise will then follow, inviting representations from all sections of the community, such as residents, community groups and businesses, with more detailed consultations such as forums and meetings being held at later stages if necessary.

### **Development control policies DPD**

- 3.89 The development control policies DPD will contain a collection of general development control policies that are not covered by other DPDs. They will set out the conditions against which planning and other applications for developing and using land will be considered. This is a difficult topic to consult on, as individuals are unlikely to get involved unless they have had contact with the planning system through a planning application. It is important to place an emphasis on all aspects of development control. Developers who regularly act as agents in Hertsmere will be among the key people we consult, along with other council departments and external contacts who are regularly involved in the development control process, including parish and town councils and local community organisations.

### **Area Action Plans**

- 3.10 An area action plan (AAP) is a detailed plan for a specific area where significant change or conservation is needed. An AAP is designed to guide the implementation of policies. They can be used to deliver planned growth; stimulate regeneration; protect areas that are particularly sensitive to change; resolve conflicting objectives in areas subject to development pressure; or to focus the delivery of area based regeneration initiatives. There are no area action plans timetabled at present. Should an AAP be necessary in the future, it will be prepared in accordance with the SCI in due course.

### **Supplementary planning documents (SPDs)**

- 3.11 We will produce a number of SPDs that will provide more policy detail and standards that are not contained in a local plan policy or proposed DPD. These will be based on specific subjects that need more in-depth guidance. We will consult key stakeholders, existing forums and the wider community. SPDs contain detailed guidance to help implement particular policies within the core strategy and DPDs. They do not contain any new policies.
- 3.12 The current proposed SPDs are on affordable housing, planning obligations, gypsy and traveller sites, and a planning and design guide. Further SPDs may be proposed in the future, where it is considered that a particular policy or group of policies need more detailed guidance. SPDs can be updated more quickly to respond to changing needs. SPDs are not Development Plan Documents and as such are subject to only one period of public consultation. Figure 2 of Appendix 3 illustrates this process. Table 3 of Appendix 2 sets out the procedures for consultation on SPDs.

## 4 When can I get involved in the LDF?

### Involvement in development plan documents

- 4.1 We will produce our DPDs in line with the procedures set out in the SCI, and will consult the community when we update them. There are four main stages in DPD production: pre-production; production; examination and adoption. Figure 1 in Appendix 3 shows the development plan document process.

#### Pre-production stage

- 4.2 This stage includes two main activities: survey and evidence gathering; and initial work on a sustainability appraisal. We will consult the main stakeholders who will help us identify what evidence is needed to prepare the DPD and start the sustainability process, as required in the regulations. Where there are considered to be matters of wide public interest we will undertake an initial scoping exercise with the public to help us identify what issues are most important to people within the Borough, and the range of options available to deal with these issues. This will be in addition to consulting the main stakeholders. **This would be the first opportunity for community involvement on some of the documents.**
- 4.3 One example of an early opportunity for public involvement is the core strategy scoping leaflet and questionnaire, which has been sent to every household in the Borough asking what they feel are important issues for the future of the Borough.

#### **Production stage: public involvement on the Issues and Options document**

- 4.4 Following the pre-production scoping and consultation, we will prepare an *Issues and Options* draft, and make this available for public consultation for at least six weeks. **This stage allows the local community to get involved early in the plan-making process.** A draft sustainability appraisal in this issues and options draft will also be made available for consultation at this time.
- 4.5 We will prepare a report summarising the representations we have received as part of the public consultation. The report will also set out how we carried out the consultation period.

#### Production stage - Preferred Options document and submission

- 4.6 We will prepare a '*Preferred Options*' document and sustainability appraisal report. We will present this proposed DPD to the Council's Executive for approval. Once approved, we will present the document to the Secretary of State along with a final sustainability appraisal report and a statement showing how it meets the SCI. **The DPD will be made available for public consultation for at least six weeks, during which time anyone can make a formal representation supporting or objecting to the content of the DPD.**
- 4.7 We will prepare a summary of the comments we receive and make it available to the public. In the case of the site allocations DPD, where comments have been made that include proposals for alternative site allocations, we will advertise these proposals and invite further comments.

### **Independent examination**

- 4.8 The examination will consider the effectiveness of the DPD, which will include an assessment of whether we have considered the views of the community when preparing the document. If necessary, the inspector appointed by the Secretary of State will hold a pre-examination meeting at least two months before the examination. Statements can be made in written form or by an oral hearing at the examination. We will notify every one who made comments at least six weeks before the date of the examination.

### **Adoption**

- 4.9 After the examination, the inspector will produce a report with recommendations which we must follow. Neither we nor those making representations can challenge the inspector's recommendations, unless on a point of law by applying to the High Court. We will adopt the DPD as soon as is practical, and once adopted it will become part of the LDF.

### **Involvement in supplementary planning documents**

- 4.10 The process of preparing a SPD is similar to the process for DPDs, except that there does not have to be an independent examination. We will involve the community in preparing the document, and there is one statutory consultation stage of four to six weeks on the draft SPD. There will be a sustainability appraisal, and we will formally consult the community on the final sustainability appraisal report at the draft SPD stage. Where it is considered appropriate, a scoping exercise will be undertaken in order to inform the draft SPD. **The draft SPD will be subject to a six week period of public consultation**, after which, representations will be considered and a final draft will be presented to the Council's Executive prior to adoption.
- 4.11 Figure 2 in Appendix 3 shows the supplementary planning document process, in the form of a flow chart.

## 5 How can I get involved in the LDF?

- 5.1 There are a number of methods of involving the community in the planning process. These are described below. There are advantages and disadvantages to all methods. We have designed this statement of community involvement to encourage discussion about which methods would be the most appropriate and to encourage people who do not usually get involved in the planning process to tell us how they would prefer to get involved. These preferences will not be the same for everyone. Set out below are a few examples of how we will involve the community, using a variety of consultation methods. There may be other methods that prove to be more appropriate over time for particular documents, or for particular sections of the community. These will be monitored for their effectiveness and will be added to the list when the SCI is reviewed in the future.

### Libraries and area offices

- 5.2 The simplest way of involving the community is by making information publicly available in easy-to-reach places. We already make published documents available in the civic offices, local libraries and area offices. These documents are available to view, photocopy or buy. There is a full list of all the local libraries and contact phone numbers in Appendix 5.

### Electronic publishing

- 5.3 In addition to making longer or more technical documents available on CD, we will make all published documents available on our website in a format that can be viewed and printed. Questionnaires can also be completed and submitted online. We will also include information about the dates and stages of all consultations, and where the documents are available. We will update the website in line with each stage of the consultation process. The website will also contain a section on frequently asked questions. These will aim to answer the most common questions asked about the planning process and the specific DPDs. Our website address is [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk).

### Press releases

- 5.4 The local media is another way to tell the public about planning matters. We currently issue press releases on a range of issues, including notices about planning applications. We will issue press releases about consultations on planning documents to local newspapers and radio stations, briefly outlining the documents and how the public can comment on them. Press releases in the local media are considered to be an effective way of making information available to the less mobile members of the community. By including notices in free newspapers and local newspapers available to purchase and on radio broadcasts, we hope that more people will hear about the planning process and feel able to get involved. Below are some examples of who we send press releases to.

**Local newspapers:** Watford Observer, Barnet and Potters Bar Times, Borehamwood Times, Welwyn and Hatfield Times, and Herts Advertiser

**Local radio:** Watford Mercury, Three Counties Radio

**TV stations:** BBC London News, London Tonight

**Magazines:** Hertfordshire Life, Herts. Cambs. and Essex

### **Summary leaflets**

- 5.5 Some of the proposed planning documents may be quite long and will contain a lot of detailed information. However, some of this information will not be of interest to all members of the community. We will produce summary leaflets to summarise the main points of the documents. These will be in colour, reader-friendly and will tell the reader where they can find more information in the main document. We will also include details of how to respond to and make comments on the main document in the free leaflet. We will send the summary leaflets to people listed on the local development framework database (see paragraph 2.7), and to anyone else who asks for a copy. Copies of these leaflets will be made available on our website.

### **Comments forms and questionnaires**

- 5.6 Making information available to the community is vitally important. However, what is equally important is getting responses back from members of the public. We are committed to giving the community as much input as possible into the planning process. As a result, every document that goes out to public consultation will have a comments form included. This will guide members of the public in their response, telling them when to respond by and the best way to structure their comments so we can use them to shape individual policies. All comments forms and questionnaires will be made available for completion and submission online.

### **Stakeholder meetings**

- 5.7 We need to involve stakeholders at an early stage of the plan-making process to make sure that our decisions take account of as many groups as possible. Stakeholder groups that must be involved are listed in the regulations. We will use this list as a starting point, also aiming to consult those groups who have an interest in the Borough. See section 6 for more details.

### **Public exhibitions**

- 5.8 For the major stages of public consultation on the main DPDs, we may prepare a public exhibition that will tour the Borough's towns and villages, being held in places that are easily accessible to members of the community. The exhibitions will be open during the day and some evenings and weekends. Council planning officers will run the exhibitions and we will invite all Borough, County and Parish councillors to come to the evening sessions.
- 5.9 The main benefit of public exhibitions is that they are a good way of raising the profile of the issues and policies we are considering. Exhibitions that are held in local places like schools and town centres can encourage members of the community to attend. Formal meetings can sometimes put people off, particularly if they feel uncomfortable speaking in public. The more informal nature of exhibitions can give people the opportunity to ask questions in person or provide written comments.

### **Community forums**

- 5.10 Along with Hertsmere Together (the local strategic partnership), we will consult existing forums and groups that provide a voice for under-represented groups. We will send these forums copies of the DPDs and give them the option of holding combined workshops to encourage each representative group to work together.

### **Planning Panel and committee meetings**

- 5.11 The Planning Panel is an all-party group, which has been established to inform the production and development of the local development framework. It is not a decision making group. Its recommendations will be reported to the Council's Executive for decision. Chaired by the Portfolio Holder with responsibility for planning matters, the Panel meets approximately every two months, and provides an opportunity for Councillors to discuss and advise on the preparation of planning policy and related documents. Documents for submission to the Secretary of State and for eventually adoption will be considered by the full Council; Members of the public will have the right to have their views heard at full Council meetings.
- 5.12 The Policy and Transport Team will regularly report the community's views and comments during public consultations to the Council's Executive. The comments made by the public and the Executive members will help to shape the policies in the draft documents.

### **Working with internal officers and departments**

- 5.13 The planning department aims to have regular contact with other council and County Council departments, using their knowledge and expertise to help prepare and consult on DPDs. Each department has their own database of contacts, which the planning department could use to expand their own contact database. For example, community services may have contact with a wide range of ethnic-minority groups, groups of people aged 50 and over, and youth action teams. The overall benefit of joint working is that we can contact certain groups that have been under-represented in the planning process and encourage them to get involved.

### **Alternative formats of documents**

- 5.14 In line with our community strategy and corporate communications strategy, documents or extracts of documents will be available in different formats, for example, in Braille, in large print, on audiotape, by e-mail or in different languages. Each draft and adopted document will contain information on how to request these alternative formats.



## 6 Who will we consult?

### Target groups for community involvement

- 6.1 We are committed to involving as many individuals and groups as possible when developing our planning policies for the Borough. These include those groups and organisations that have been previously hard to reach. Key target groups are:
- ‘hard-to-reach’ groups (including elderly and young people, disabled people, rural and travelling communities and ethnic-minority groups);
  - residents;
  - businesses;
  - developers, agents and landowners;
  - local interest groups;
  - local community and amenity groups;
  - parish and town councils;
  - members of the local strategic partnership;
  - central, regional and local government departments; and
  - national and regional bodies and organisations.
- 6.2 We recognise that some people may feel removed from the planning process. This consultation on the SCI aims to encourage people who have previously not been involved to have their say on how we should consult people on planning documents in the future.
- 6.3 Effective consultation should include methods that make consultation accessible to all and should be appropriate to the needs of the particular target group. We will work with our local strategic partnership to establish new ways to consult people especially where the groups are ‘hard to reach’, such as elderly people, young people, disabled people, ethnic minorities, travelling and rural communities. These groups have tended to be under-represented in the planning process and so need specific approaches to involve them. We will place emphasis on expanding the range of information made available on the Internet, along with consulting people on-line. We will carry out all consultation in line with our corporate communications strategy.
- 6.4 We will also work with existing partners and use existing networks to informally involve the community and stakeholders at an early stage. These networks include forums and meetings with existing groups, such as Potters Bar in Focus, and use specialised consultation methods to involve hard-to-reach groups. One example of using existing forums to engage these groups was seen in a recent gypsy needs survey carried out jointly with other neighbouring authorities. Liaison representatives from the travelling community attended these meetings who provided valuable information to inform the study.
- 6.5 Other methods for engaging hard to reach groups could include holding open forums and exhibitions at community centres and schools around the Borough, and using translators and youth workers to involve ethnic groups and young people. For these sorts of sessions we will put adverts in local newspapers and on the internet to inform the community of the dates and venues for these sessions. We will use

short questionnaires and structured forms so people can provide written comments and we can process comments quickly once we receive them.

- 6.6 We intend to work with Hertfordshire County Council to prepare a resource pack for schools, which will be linked to a specially prepared website designed for children and teenagers to inform them about planning and to engage their interest in planning issues such as a need for recreation facilities or facilities for young people. It is recognised that the needs of younger people are different to the other members of the community and feel their involvement in the planning system from a young age will have a number of benefits.

### **Statutory and non-statutory consultation**

- 6.7 By law, we must consult certain organisations throughout the LDF process. List one of Appendix 1 contains a list of the statutory and non-statutory organisations that we will consult at various stages of the planning process.
- 6.8 We must consult organisations such as neighbouring planning authorities, the Environment Agency, utility companies (gas, water and electricity), government and regional offices and Hertfordshire County Council. The non-statutory organisations are defined in the regulations as voluntary organisations or groups whose activities benefit any part of the Borough, and other organisations representing the interests of different racial, ethnic, national, religious, business and disabled people's groups. The list of non-statutory organisations may change over time, and we will update it as the planning process progresses. A brief list of the types of non-statutory organisations we will consult is included in list two of Appendix 1.
- 6.9 All of the organisations and individuals in both these lists are held in the local development framework database and can be easily updated. These database entries include those which represent the categories of consultee identified at Appendix 1. Any individual or group can ask us to add their contact details to the database, which will result in them being consulted on future planning documents. It will be useful if the people we consult tell us which planning issues they are most interested in so we can tailor future consultations to these issues.
- 6.10 When consulting organisations and groups from both the statutory and non-statutory lists, we will send copies of the documents in a variety of formats, including electronically by e-mail or on CD-ROM. We hope that by consulting voluntary organisations and groups, information will be passed down to a wider area of the community.

## 7 How do I get involved if I want to comment on development proposals or planning applications?

7.1 As well as being involved in preparing the LDF, the community can also get involved in the planning applications we receive. This section briefly explains the consultation procedures that we must follow for the three types of planning applications – ‘major’, ‘minor’ and ‘other’.

### Major

- Homes – 10 or more, or a site of more than 0.5 hectares
  - Offices, research and development, light industry
  - Heavy industry, storage and warehouses
  - Retail, distribution and servicing  
*(including*
  - Agricultural, leisure, clinics, parking, education
- } *Where the floorspace created is 1,000 metres or more any change of use)*

### Minor

- Homes – less than 10
  - Offices, research and development, light industry
  - Heavy industry, storage and warehouses
  - Retail, distribution and servicing
  - Agricultural, leisure, clinics, parking, education
- } *Where the floorspace created is less than 1,000 square metres*

### Other

- Minerals and waste
- Change of use
- Householder developments
- Advertisements
- Alterations and extensions to listed buildings
- Demolition of listed buildings
- Conservation area consent

### Pre-application discussions

7.2 Pre-application discussions help us make sure that our approach to deciding planning applications is clear and open to everyone. We welcome pre-application discussions between officers, applicants and interested groups, where they are appropriate and resources are available. These discussions may vary from a short chat with the duty officer (see paragraph 7.18), to a series of meetings with various council departments for a large-scale development scheme. In certain cases, these discussions may need to be kept private and confidential, normally when scheme finances are discussed. Any views or opinions given during pre-application discussions are informal and are not binding on any future decision we make. If appropriate, officers will advise that discussions are held with advisory bodies such as the Herts and Middlesex Wildlife Trust or the Environment Agency prior to the submission of planning applications.

7.3 Pre-applications discussions are useful because they:

- sort out problems and public concerns at an early stage, avoiding possible objections later on;
- encourage openness when we decide on planning applications; and
- allow us to process applications quickly, when development proposals are in line with planning policies, and to make sure there is high-quality development.

7.4 However, case officers have many work pressures and, without careful management, pre-application discussions can be unproductive and can add significantly to the workload of planning staff. We encourage developers and applicants to prepare as much information as possible before a pre-application discussion takes place to allow officers to prepare for these meetings and provide useful advice.

7.45 We encourage developers to enter into early discussions with us. At this stage, planning officers can advise developers whether an application is likely to be 'sensitive', such as one that is likely to attract a large amount of public interest, and whether they need to carry out further consultation with the community. In any case, we will encourage developers to consider the benefits of involving the community in developments that are likely to have a significant effect on the local area.

#### **The role of the applicant, the Council and councillors in pre-application discussions**

7.6 In some cases which have a wider public interest, we will encourage the applicant to consult the community through area forums or public exhibitions with developers, council representatives and interested groups or members of the local community. It is important that as many people as possible have the opportunity to discuss the scheme with the developers. These events must be organised by the applicant and should be held in a suitable place near to the development site or in a neutral area. Developers should have regard to the guidance contained in PPS12, specifically, with regard to Table 7.4: Community Involvement in Planning Applications. The applicant must pay all costs associated with these pre-application events. Although we will encourage these sorts of events, developers and applicant's are not obliged to carry out pre-application discussions with the community.

7.7 We will encourage developers to hold the consultations at a stage in the design process where they can change their decisions and alter the schemes if necessary. The results of these discussions should be presented with the planning application as a supporting consultation statement. The supporting statement should identify where possible problems and public objections have been dealt with in the proposed development scheme, and how the applicant has involved the community in line with the SCI.

7.8 We will have a 'without prejudice' position in all pre-application discussions, and will only play a watching brief-role. This is to prevent the informal opinions of individual officers being taken as a definite decision on a scheme. Similarly, councillors will also need to be aware of their activities and opinions, particularly where their opinions may prevent them becoming involved at any later committee where applications are decided. Our code of conduct for officers and councillors dealing with planning matters provides detailed advice.

## **Development team**

- 7.9 We are committed to developing a development team approach between council departments to provide pre-application advice for large-scale development schemes. These will be made up of representatives from a number of council departments who will be able to advise on specific aspects of a development scheme. This may contain officers from development control, drainage, building control, housing and environmental health departments, along with an officer from the Hertfordshire Highways Partnership. Where necessary, officers will invite representatives from other advisory bodies to make sure all issues are taken into account at an early stage in the application process. The development team would be able to give an informal opinion on more aspects of a scheme, preventing the need for long consultations during the application process.

## **Neighbour notification letters**

- 7.10 We will write to all the neighbours who share a boundary with or live opposite the planning application site. The letter will contain details of the plans, where the plans can be viewed and how to make comments on the applications. The letter will also contain details of the case officer, when you can contact them and a deadline for returning any comments on the application. Neighbours who do not live directly next to the site but who have shown an interest in the application will also receive this letter. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

## **Site notices**

- 7.11 We will need to display a site notice on or near to the site for certain applications. These are normally sites where neighbours on at least one boundary cannot be identified, sites in conservation areas, listed buildings or a site with a high public profile where it is important to tell the wider public, and major applications. This notice will contain details of where the plans can be viewed, when we must receive comments on the scheme and the relevant council contact details. We may need to display more than one notice for large sites.
- 7.12 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.
- 7.13 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.

7.14 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.”

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

7.15 Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

### Advertisements

7.16 We need to put adverts in local free newspapers for:

- planning applications where the neighbours are not known;
- planning applications that have previously caused wide concern;
- all planning applications in a **conservation area**;
- all planning applications on or next to a **listed building**;
- an application which is **conflicting with the development plan** (for example, a new house in the Green Belt);
- **‘major’ developments** (see paragraph 7.1); and

**residential developments with fewer than 10 homes** if they will:

- affect a nearby property by causing noise, smell, vibrations, dust or other nuisance; attract crowds, traffic, activity and noise during unsociable hours;
- introduce significant change or result in a serious reduction or loss of light or privacy around neighbouring properties;
- affect the setting of an ancient monument or archaeological site; or
- be built on open land.

### Development briefs

7.17 We may choose to prepare a development brief for some sites. This guide will set out the main issues affecting the site and the surrounding area, the relevant policies from the DPDs, and what we hope to achieve from any future development on the site. The aim of development briefs is to provide developers with a clear picture of what we believe is appropriate development for the site, which should help them to provide an application that considers all the matters raised in the brief, speeding up the decision and delivery of any proposals.

### **Duty planning officer advice**

- 7.18 The planning department runs a duty officer system between 9am and 1pm every working day. The duty officer is a planner who will aim to answer all general planning enquiries. They will be able to provide updates on the progress of the application or take a message for the case officer, if people want to know more about a particular planning application.

### **Planning committees**

- 7.19 Most planning applications are decided by planning officers of the Council under 'delegated powers'. The scheme of delegation can be obtained by contacting us. Where applications have a wider public interest, both officers and councillors can decide whether an application should be discussed at a planning committee. These are often applications that we consider raise major issues of public interest. The timetable for committee meetings is available on our website ([www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)) and by phoning our Secretariat Department on 020 8207 2277. When an application is being presented to one of the committees, we will write to the people who have commented on it telling them the time and place of the meeting.
- 7.20 The committee meetings are held in public so that members of the public can hear the discussions on planning applications. One person can also register to speak for or against each application, normally for three minutes. We will send information about this to all interested groups. If you wish to know more about our Council structure or individual councillors, please contact the Secretariat Department.

### **Revised applications**

- 7.21 Sometimes we have to recommend alterations to planning applications after they have been presented. Often this is in response to objections or advice from officers. In most cases, the amendments are minor and we would not need to consult people about them (for example, the alteration in the shape of a roof to overcome an objection to a design policy). For more major amendments (for example, a change to the layout of a road within a residential development, or when a scheme is amended to overcome neighbours' concern), we will consult everyone we originally consulted with details of the amendments. New plans will be made available to view. People normally have 14 days to respond to these amendments.

## 8 How will we manage community involvement?

- 8.1 There are a number of documents that will be open to community involvement and public participation, in addition to formal consultation on draft policy documents. Each document has a number of stages. As a result, we will need to use the methods of community involvement which are most suitable for that specific stage. The pre-production stage of LDDs allows us to involve the local community and stakeholders at an early stage in the process. However, we recognise that the extent to which the community is involved depends largely on how the issues and processes are communicated so that people understand how the issues affect their quality of life and how they can get involved in shaping the future planning of their area.
- 8.2 We have set out basic communication standards in our communication strategy.
- **Openness and accessibility** – provide information and services to meet customers' needs.
  - **Approachable and personable** – break down barriers.
  - **Clarity** – use plain English and avoid jargon. When this is not possible, we will provide a glossary.
  - **Integrity and honesty** – provide appropriate information while respecting confidentiality.
  - **Impartiality** – avoid leading people to a preferred response.
  - **Consistent** – provide a consistent message and style.
  - **Targeted** – provide information that is relevant and accessible to the specific audience.
  - **Timely** – early and planned communication is an important part of managing change well.
  - **Inclusive** – involve everyone who needs to receive information or wants to feedback information
  - **Effective listening** – listen to people to support the two-way process.
- 8.3 We will develop a programme of involvement using various methods relevant to the types of documents and specific groups concerned. We will continue to develop our consultation database to make sure that the views and opinions are effectively recorded and monitored. Standardised forms and questionnaires will help us to record people's responses. We will record all discussions at meetings and forums. All consultation periods will last for at least six weeks. See section 6 for more information on how we will involve the community in producing local development documents.
- 8.4 All the methods of consultation we use will be in line with the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 1995, the Human Rights Act 1998 and the Freedom of Information Act 2000.

### **Standards for acknowledging and reporting back on representations**

- 8.5 We will acknowledge all the responses we receive by fax, letter or e-mail within 10 working days of receiving them.



- 8.6 Anyone making comments on the core strategy (preferred options paper), statement of community involvement or development plan documents will be included on an electronic consultation database and will automatically be kept informed at all stages of the process.
- 8.7 At the end of each consultation period, we will analyse the responses and prepare a summary report, which will be considered by our executive committee. We will make the comments and reports publicly available. The reports will consider what has changed as a result of any community involvement. These reports will be available at the locations listed in Appendix 5 of this document and on the Council's website [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk).
- 8.8 We will monitor the success of community involvement techniques to decide whether we have achieved a representative level of public involvement. We will use the results to review future methods of consultation.
- 8.9 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.

### **Resources**

- 8.10 Our policy and transport team will carry out most of the community involvement work. The local development scheme sets out the resources needed for the community involvement stages and methods of involvement used. Costs will include the cost of:
- promotional material and publicity;
  - publishing public notices, other advertising and mail shots;
  - consultation methods, including producing documents;
  - room hire;
  - display equipment and transport costs; and
  - continuing investment in consultation databases and reporting systems.
- 8.11 In order to make sure that resources are kept manageable a lot of work on the SCI will be kept in-house. Where documents or leaflets need to be published we will obtain competitive quotes for printing and production. In order to achieve comprehensive and unbiased research results, external companies may be employed to conduct some of the evidence gathering studies. This would also free up staff to focus on other projects.

### **Planning Aid**

- 8.12 East of England Planning Aid is a free, voluntary service offering independent, professional advice and help on town planning matters. It is aimed at individuals,

community groups and other voluntary groups who cannot afford to pay for private consultants. It aims to give people the confidence to help themselves become involved in planning issues. Planning Aid currently advises community groups in negotiations with the council and, if necessary, represents groups at a public examination.

- 8.13 We support this valuable resource and encourage members of the public to take advantage of the advice and services available through Planning Aid.

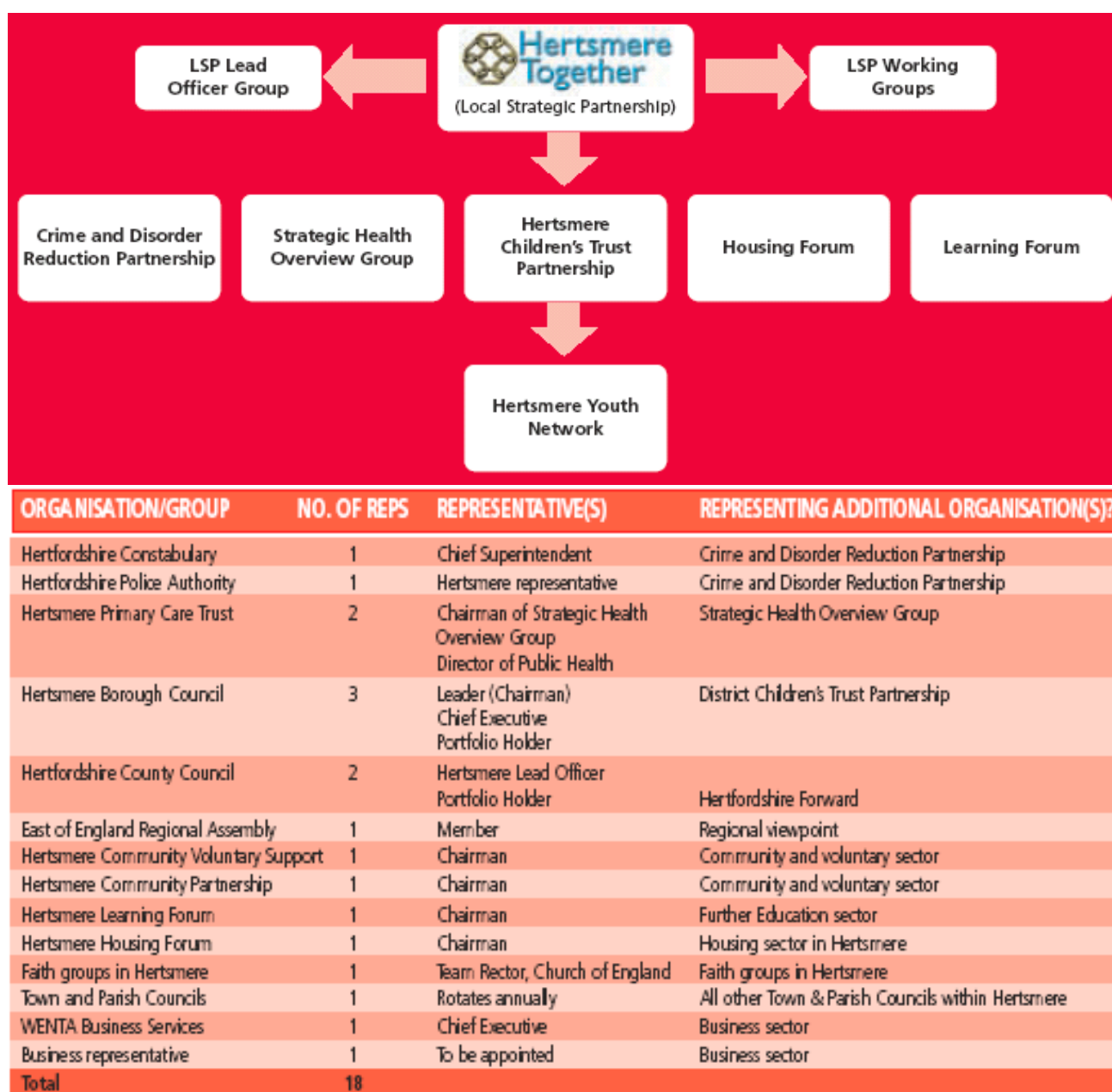
### **Links with our Community Strategy**

- 8.14 The local strategic partnership, known as Hertsmere Together, is made up of various public-sector agencies and their partners in the voluntary and private sectors. The Community Strategy, adopted in 2003, is the product of a comprehensive process carried out to develop a set of aims that Hertsmere Together will work to achieve, with the long-term aim of improving the quality of life of people who live in and visit Hertsmere.

- 8.15 There are benefits in linking the Community Strategy and the LDF. The LDF will help us to deliver a revised community strategy, and LDDs should express those parts of the community strategy that relate to developing and using land. To help achieve this, we will:

- work with the local strategic partnership when preparing LDDs;
- develop links between the process for preparing and reviewing the LDF and community strategy, including sharing and linking public consultation processes;
- use resources more efficiently, in terms of research, consultation and monitoring; and
- where possible, tackle 'sensitive' planning issues by discussing them as part of the community strategy process.

- 8.16 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, Herts Constabulary and Hertsmere Primary Care Trust. 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.



- 8.17 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.
- 8.18 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.

## **Appendix 1**

### **Consultation groups**

#### **List One**

#### **Specific statutory consultation organisations (in line with the Planning and Compulsory Purchase Act and Regulations)**

- The Countryside Agency
- The Environment Agency
- Highways Agency
- The Historic Buildings and Monument Commission for England (English Heritage)
- East of England Regional Assembly
- East of England Regional Development Agency
- Government Office for the East of England
- English Nature – Essex, Hertfordshire and London Team
- Strategic Health Authority and Primary Care Trust
- Strategic Rail Authority
- Relevant Electricity and Gas Companies
- Relevant Sewerage Undertakers
- Relevant Telecommunications Companies
- Relevant Water Undertakers
- British Waterways Board

#### **Government Departments**

- Department for Education and Skills (through Government Offices)
- Department for Environment, Food and Rural Affairs
- Department for Transport (through Government Offices)
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (through Government Offices)
- Ministry of Defence
- Department of Work and Pensions
- Department for Culture, Media and Sport
- The Countryside Agency

**Neighbouring and Hertfordshire local authorities**

- Broxbourne Borough Council
- Dacorum Borough Council
- East Hertfordshire District Council
- Hertfordshire County Council
- London Borough of Barnet
- London Borough of Enfield
- London Borough of Harrow
- North Hertfordshire District Council
- St Albans City and District Council
- Stevenage Borough Council
- Three Rivers District Council
- Watford Borough Council
- Welwyn Hatfield District Council
- Adjoining Parish Councils

**Parish and town councils of Hertsmere**

- Aldenham Parish Council
- Elstree and Borehamwood Town Council
- Ridge Parish Council
- Shenley Parish Council

**List Two****General consultation organisations**

- Hertsmere Together: Local Strategic Partnership
- Voluntary organisations, some or all of whose activities benefit any part of the authority's area
- Organisations which represent the interests of different racial, ethnic or national groups in the authority's area
- Organisations which represent the interests of different religious or humanist groups in the authority's area
- Organisations which represent the interests of disabled people in the authority's area
- Organisations which represent the interests of businesses, housing associations, landowners and developers in the authority's area
- Local amenity groups and organisations in the authority's area.

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

## Appendix 2

**Table 1: Public consultation procedures and methods for the local development scheme, statement of community involvement and annual monitoring report**

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Local development scheme (LDS)	Consult the Government Office for the East of England, the Planning Inspectorate and the East of England Regional Assembly. We submitted our LDS in March 2005 and it came into effect on 21 April 2005.	The LDS will be available at the civic offices and area offices. The LDS will be available on our website.	We will monitor the LDS every year, and review it every year for the next three years and at least once every three years after that. We will accept representations to change the LDS at any time. We will consider these at the time of the LDS review.
Statement of community involvement (SCI)	<p>We will consult stakeholders at an early stage, in line with regulations 25 and 26 (see table 2).</p> <p>We will also invite all identified consultation groups to comment on their preferred methods of consultation at the pre-submission stage. We will present the document to the Secretary of State in October and November 2005, in line with regulations 28 and 29 (see table 2).</p>	<p>We sent letters to all identified groups in February 2005 to collect up-to-date contact details.</p> <p>We will publish the pre-submission draft document on the website and send it to all consultation groups and publish a notice in local newspapers during June and July 2005.</p> <p>At the submission stage, there will be a six-week period of consultation, expected to be held in November/December 2005.</p>	<p>We will consult statutory consultees and all identified consultation groups.</p> <p>Objections that cannot be sorted out at the submission stage will be considered by an inspector or at an independent examination in April 2006. We hope to adopt the SCI in September 2006. We will monitor the SCI every year and review it every three years.</p>
Annual monitoring report (AMR)	We will produce the AMR each November to present to the Secretary of State. We will work with key stakeholders such as the County Council Information Unit on how we collect information and the format of the document.	We will invite appropriate stakeholders to comment on a draft document before we adopt it. We will use comments to shape the format of future annual monitoring reports.	We will hold meetings with stakeholders as appropriate. We will review the AMR every year. We will publish it on our website and make copies available for inspection at parish offices and local libraries. You can also buy a copy from us.

**Table 2: Public consultation procedures and methods for development plan documents**

As the timetable of our Local Development Scheme may change please visit the Council's website on [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) for the latest version of this scheme.

Activity	Consultation and notice	When will you be involved?	How will you be involved?
<b>Pre-submission consultation on issues and alternative options (regulation 25)</b>	<ul style="list-style-type: none"> <li>• We will consult specific and general consultation organisations.</li> <li>• We will consult LSP partners on an ongoing basis.</li> <li>• We will issue a press release.</li> <li>• We will hold workshops for key stakeholders.</li> <li>• We will give presentations to councillors and parish councils.</li> <li>• Articles and questionnaires will be available on our website.</li> <li>• We will use mailing lists to invite comments from individuals, local groups, amenity groups, landowners, developers and so on.</li> </ul>	<p>We will consult on the core strategy issues and alternative options document, and will publish the initial sustainability appraisal report during November/ December 2005.</p> <p>We will consult on the site allocations issues and alternative options document, and publish an initial sustainability appraisal report during February and March 2007.</p> <p>We will consult on the development control policies issues and alternative options document, and publish an initial sustainability appraisal report during February and March 2007.</p>	<p>Appropriate key stakeholders will be involved in technical work to support the options being developed.</p> <p>People can get involved through written consultation, involvement in local forums and meetings.</p> <p>We will publish documents on our website and put them in local libraries, information centres and parish offices.</p> <p>For DPDs that identify specific sites, we will carry out targeted consultation. This will involve neighbourhood forums, focus and consultation groups involving local residents and businesses to review options and tackle local issues.</p>
<b>Pre-submission public involvement on preferred options and draft DPDs (regulation 26)</b>	<ul style="list-style-type: none"> <li>• Preferred options will be available for inspection (including on the website).</li> <li>• We will publish notices in local newspapers.</li> <li>• Any person may make representations during the six weeks from the date of the notice.</li> <li>• We must consider these representations.</li> <li>• The consultation period will last for up to six weeks.</li> <li>• We will publish a summary paper of</li> </ul>	<p>We will consult on the core strategy preferred options document during November 2006.</p> <p>We will consult on the site allocations preferred options document during June 2007.</p> <p>We will consult on the development control policies preferred options document during September and October 2007.</p>	<p>People can get involved through written consultation, involvement in local forums and meetings. We will publish documents on our website and put them in local libraries, information centres and parish offices.</p> <p>For DPDs that identify specific sites, we will carry out targeted consultation. This will involve neighbourhood forums, focus and consultation groups involving local residents and businesses to review</p>

	<p>preferred options.</p> <ul style="list-style-type: none"> <li>Articles and questionnaires will be made available on our website.</li> <li>We will use mailing lists to invite comments from individuals, local groups, amenity groups, landowners, developers and so on.</li> </ul>		options and tackle local issues.
<b>Submission to the Secretary of State and the second public participation stage (regulations 28 and 29)</b>	<ul style="list-style-type: none"> <li>DPDs and associated papers (including statements of consultation and public involvement) will be available for inspection (including on the website) and sent to DPD organisations.</li> <li>We will publish notices in local newspapers.</li> <li>We will contact all identified consultation groups and people who have asked to be contacted.</li> <li>The consultation period will last for six weeks from the date of submission.</li> </ul>	<p>We will publicise the submitted core strategy during June 2007.</p> <p>We will publicise the submitted site allocations DPD during January and February 2008.</p> <p>We will publicise the submitted development control policies DPD during June and July 2008.</p>	<p>We will consult all DPD organisations and all other identified consultation groups.</p> <p>We will publish the documents on the website and in local newspapers.</p> <p>We will write to neighbours and nearby residents.</p>
<b>Representations on site specific allocations alternative sites (regulations 32 and 33)</b>	<ul style="list-style-type: none"> <li>Alternative sites identified during the six-week post-submission consultation period will be made available for inspection (including on the website) and sent to DPD organisations.</li> <li>We will publish notices in local newspapers.</li> <li>We will contact all identified consultation groups and people who have asked to be contacted.</li> <li>Any person may make representations during the six weeks from the date of notice.</li> <li>We will contact nearby residents about the plans.</li> </ul>	We will publicise the alternative site representation documents for the site allocations DPD during April and May 2008.	<p>We will consult all DPD organisations and all other identified consultation groups.</p> <p>We will publish the documents on the website and in local newspapers.</p> <p>We will write to neighbours and nearby residents.</p>
<b>Notice of public examination (regulation 34)</b>	We will hold a pre-examination meeting, if appropriate, 13 weeks before the examination starts.	We expect that the examination for the core strategy will be held in February and March 2008. We will give six weeks' notice.	We will invite everyone who has made a representation or objection to come to the examination.



	<p>At least six weeks before examination starts, we will:</p> <ul style="list-style-type: none"> <li>• publish details on the website;</li> <li>• tell people who made representations the date the examination starts and the name of the person appointed to hold the examination; and</li> <li>• publish notices in local newspapers.</li> </ul>	<p>We expect that the examination for the site allocations DPD will be held in September and October 2008. We will give six weeks' notice.</p> <p>We expect that the examination for the development control policies DPD will be held in March 2009. We will give six weeks' notice.</p>	
<b>Inspector's recommendations (regulation 35)</b>	<ul style="list-style-type: none"> <li>• Recommendations made after the independent examination will be made available for inspection (including on the website).</li> <li>• We will contact anyone who has asked to be told about the publication of the inspector's recommendations.</li> </ul>	<p>We expect to receive the inspector's recommendations for the core strategy in June 2008.</p> <p>We expect to receive the inspector's recommendations for the site allocations DPD in February 2009.</p> <p>We expect to receive the inspector's recommendations for the development control policies DPD in August 2009.</p>	<p>We will contact everyone who has asked to be told about the publication of the recommendations.</p> <p>We will make the inspector's recommendations available for inspection (including on the website).</p>
<b>Adopting the DPD (regulation 36)</b>	<ul style="list-style-type: none"> <li>• The adopted DPD and adoption statement will be available for inspection (including on the website).</li> <li>• We will publish notices in local newspapers.</li> <li>• We will contact all identified consultation groups and everyone who has asked to be contacted.</li> </ul>	<p>We expect to adopt the core strategy in July 2008.</p> <p>We expect to adopt the site allocations DPD in March 2009.</p> <p>We expect to adopt the development control policies DPD in September 2009.</p>	<p>We will contact all consultation organisations and anyone who has made a representation.</p> <p>We will send copies of the adopted DPD to specific consultation bodies and make them available to others on the website, at local libraries and at parish offices. You can also buy a copy from us.</p>

**Table 3: Public consultation procedures and methods for supplementary development documents**

As the timetable of our Local Development Scheme may change please visit the Council's website on [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) for the latest version of this scheme.

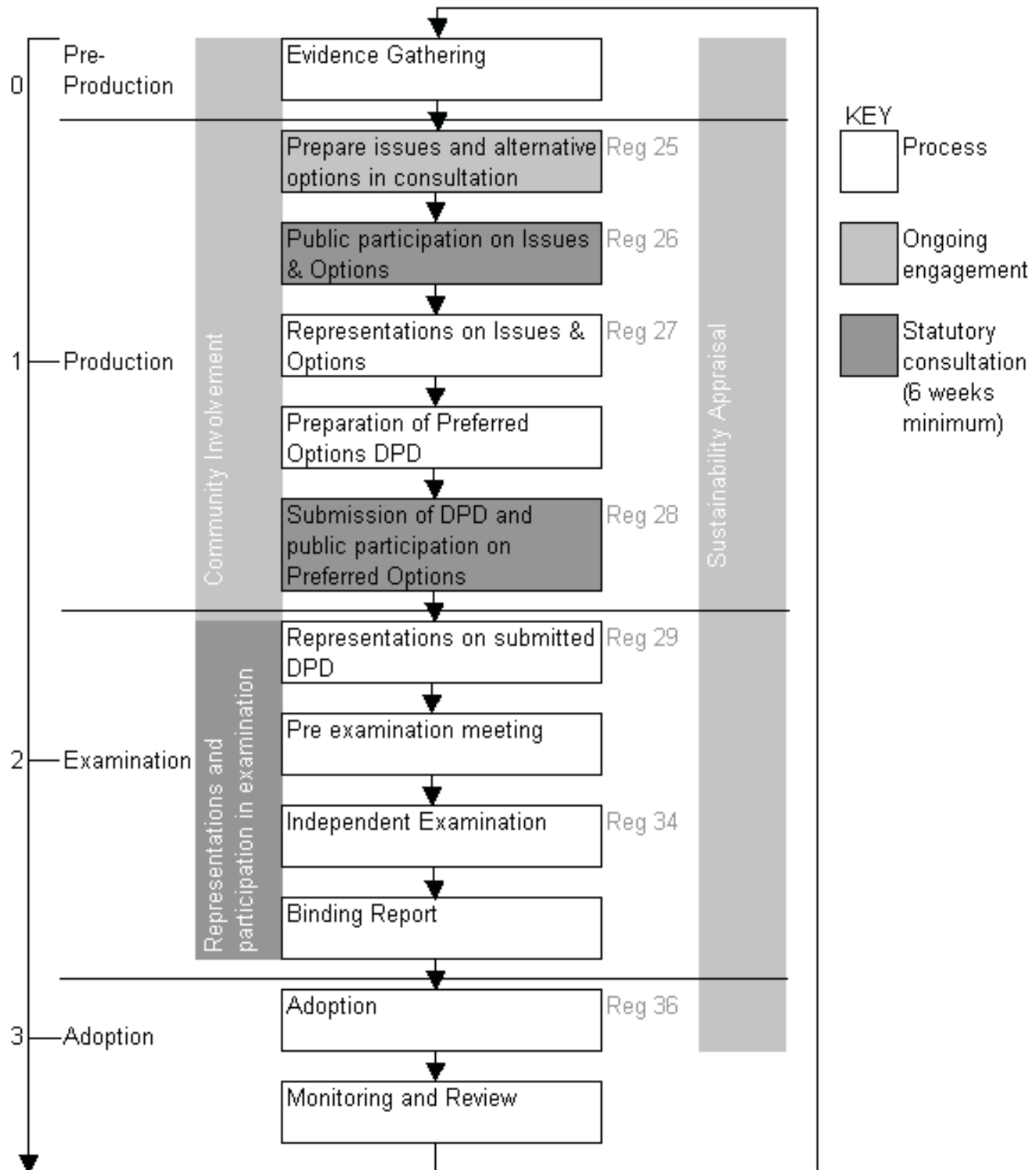
Activity	Consultation and notice	When will you be involved?	How will you be involved?
<b>Public involvement (regulations 17 and 18)</b>	<ul style="list-style-type: none"> <li>• The document will be made available for inspection (including on the website) and sent to DPD organisations.</li> <li>• We will publish notices in local newspapers.</li> <li>• Any person may make representations during four to six weeks from the date of the notice. We must consider those representations.</li> <li>• We will allow the maximum six-week period for public involvement.</li> <li>• We will issue press releases.</li> <li>• We will carry out a targeted consultation with local residents (for site-specific SPDs).</li> <li>• We will carry out a targeted consultation with amenity organisations, professional organisations, developers and so on (for policy-based SPDs).</li> </ul>	<p>Consultation on draft SPD:</p> <ul style="list-style-type: none"> <li>• planning and design guide (Winter 2005/06);</li> <li>• affordable housing (June 2007); and</li> <li>• planning obligations (September 2007).</li> </ul> <p>We will then consider representations made on these SPDs.</p>	<p>For specific sites, we will carry out residents' surveys and targeted consultation such as local area forums and focus groups, involving local residents and businesses, as well as other consultees.</p> <p>For issues-based SPDs, we will involve appropriate groups and organisations in developing options and approaches. If the issue also has a wider public interest, we will carry out general surveys.</p>
<b>Adoption (regulation 19)</b>	<ul style="list-style-type: none"> <li>• The adopted SPD, adoption statement and statement of representations will be available for inspection (including on the website).</li> <li>• We will contact everyone who has asked to be told when we adopt the SPD.</li> <li>• For site-specific SPDs, we will contact neighbours or nearby residents.</li> </ul>	<p>The expected dates for adoption are:</p> <ul style="list-style-type: none"> <li>• planning and design guide (November 2006);</li> <li>• affordable housing (October 2007); and</li> <li>• planning obligations (March 2008).</li> </ul>	<p>We will contact all consultation organisations and anyone who made a representation. We will send copies of the adopted SPD to specific consultation organisations, and they will be available to others on the website and in local offices and libraries. You can also buy a copy from us.</p>

**Table 4: Public consultation procedures and methods for background documents supporting the local development framework**

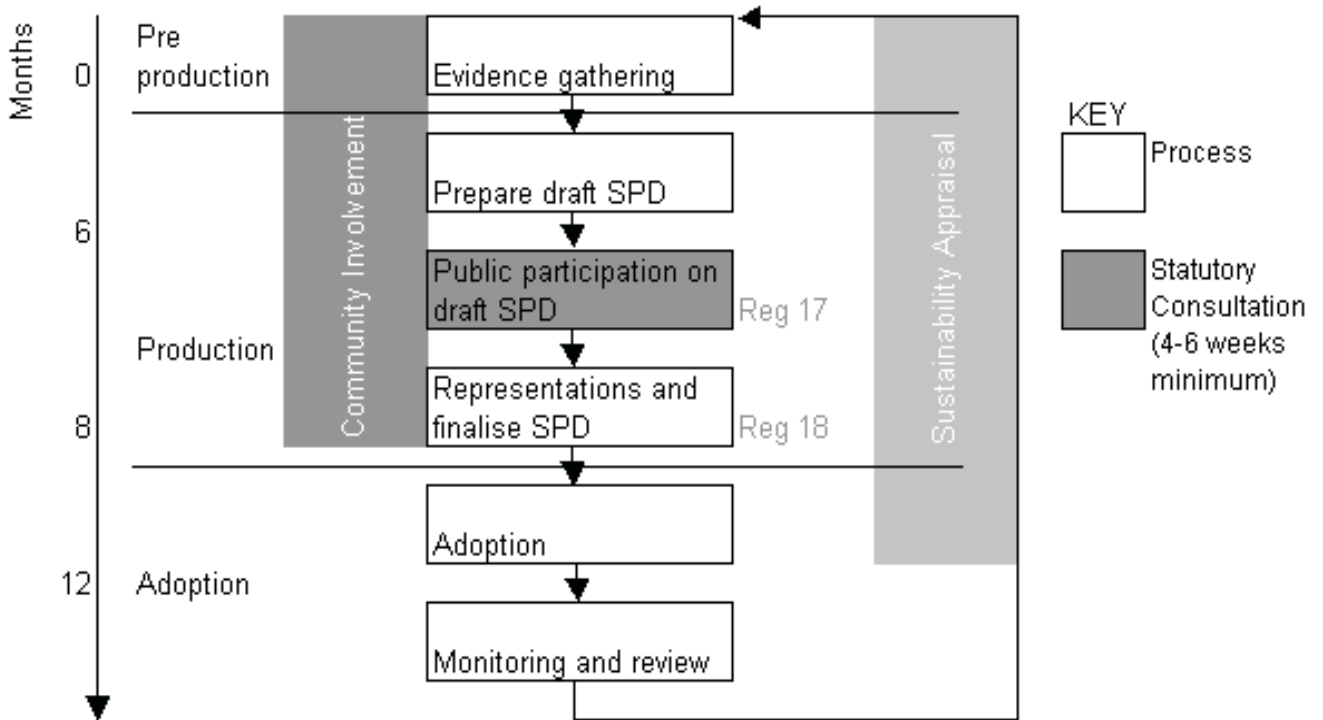
<b>Activity</b>	<b>Consultation and notice</b>	<b>When will you be involved?</b>	<b>How will you be involved?</b>
<b>Sustainability appraisal</b>	We will consult statutory organisations throughout the screening, scoping and drafting stages of the document. We will send copies to statutory consultation bodies.	Notification of adoption	
<b>Employment land use, need and availability study</b>	Stakeholders will be kept up to date on draft reports.	Once we have analysed and reported on the results, the information will be included in the core strategy and site allocations development plan documents. We will tell people when we consult on and adopt the DPDs.	During the core strategy and site allocations DPD process, as shown in table 2.
<b>Urban capacity and open space study</b>	Stakeholders will be kept up to date on draft reports.	Once we have analysed and reported on the results, the information will be included in the core strategy and site allocations development plan documents. We will tell people when we consult on and adopt the DPDs.	During the core strategy and site allocations DPD process, as shown in table 2.
<b>Housing needs study</b>	The appointed consultants have sent questionnaires to residents and have provided a draft report.	Once we have analysed and reported on the results, the information will be included in the core strategy and site allocations development plan documents. We will tell people when we consult on and adopt the DPDs.	During the core strategy and site allocations DPD process, as shown in table 2.

### Appendix 3

Figure 1: The development plan document process



**Figure 2: The supplementary planning document process**



## Appendix 4

**Table 5 - How we plan to consult the community during the planning application process**

Type of development	Press advert	Site notice	Neighbour letter	Other consultation methods
Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more.	Yes	Yes	Yes	Pre-application discussion with development team, local forums, exhibitions
In other cases where the floor space to be created is 1000 square metres or more, or the site area is one hectare or more.	Yes	Yes	Yes	Pre-application discussion with development team, local forum of businesses, exhibitions
Other developments likely to be of wide concern a. Developments that affect nearby property by causing noise, smell, vibration, dust or other nuisance b. Developments likely to attract crowds, traffic or noise to a generally quiet area c. Developments likely to cause activity or noise during unsociable hours d. Tall buildings or other development likely to introduce significant change e. Developments that would result in a serious reduction or loss of light or privacy for neighbouring properties f. Development that would affect the setting of an ancient monument or archaeological site g. Proposals affecting trees that have tree preservation orders	Yes	Yes	Yes	Pre-application discussion with development team, local forum, 'Planning for Real' workshops, exhibitions
Applications that do not meet the conditions of the local development framework	Yes	Yes	Yes	Pre-application discussion with development team
Applications accompanied by an environmental statement	Yes	Yes	Yes	Pre-application discussion with development team and policy
Developments affecting a public right of way	Yes	Yes	Yes	Pre-application discussion with greenways officer
Applications for listed building consent	Yes	Yes	Yes	Pre-application discussion with conservation officer
Planning applications for proposals that affect the setting of a listed building	Yes	Yes	Yes	Pre-application discussion with conservation officer

Type of development	Press advert	Site notice	Neighbour letter	Other consultation methods
Applications for conservation area consent	Yes	Yes	Yes	Pre-application discussion with conservation officer
Planning applications for proposals that affect the character and appearance of a conservation area	Yes	Yes	Yes	Pre-application discussion with conservation officer
Telecommunications development (prior approval applications) if: a. it is not in line with LDF or would affect a public right of way; b. it involves development of a site of one hectare or more; or c. it is any other telecommunication development.	Yes Yes	Yes Yes (note 1) Yes (note 1)	Yes Yes Yes	Pre-application discussion with development team and policy
Other development that need to provide prior notification to the planning department		Yes (note 2)	Yes	
Applications for demolishing a building		Yes (note 2)	Yes	
All other applications			Yes	

**Notes:**

- (1) A local planning authority may choose to display a site notice instead of (or as well as) writing to neighbours. Our normal practice is to write to neighbours.
- (2) The developer must display a site notice.

## Appendix 5

### Document inspection points

#### Hertsmere Borough Council

Civic Offices  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1WA

#### Parish council offices

Aldenham Parish Council  
Radlett Centre  
1 Aldenham Avenue  
Radlett  
Herts  
WD7 8HL

Elstree and Borehamwood Town Council  
Fairway Hall Brook Close  
Borehamwood  
Herts  
WD6 5BT

#### Local libraries

Borehamwood Library  
Elstree Way  
Borehamwood  
Herts  
WD6 1JX

#### Potters Bar Library (Oakmere)

The Elms  
High Street  
Potters Bar  
Herts  
EN6 5BZ

Bushey Library  
Sparrows Herne  
Bushey  
Herts  
WD23 1FA

Radlett Library  
**Radlett Centre**  
1 Aldenham Avenue  
Radlett  
Herts  
WD7 8HL

#### Neighbourhood information centres

Bushey Information Office  
Bushey Centre  
High Street  
Bushey  
Herts  
WD23 1TT

Radlett Centre  
1 Aldenham Avenue  
Radlett  
Herts  
WD7 8HL

Potters Bar Information Office  
Wyllyots Centre  
Wyllyots Place  
Darkes Lane  
Potters Bar  
EN6 2HN



## Appendix 6

### Background documents

Community Involvement in Planning: the Government's Objectives (ODPM, 2004)

Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM, 2004)

PPS1: Delivering Sustainable Development (ODPM, 2005)

Hertsmere Together: A Community Strategy for Hertsmere 2003 – 2020 (HBC, 2003)

Participatory Planning for Sustainable Communities, (ODPM International Research Team, 2003)

PPS12: Local Development Frameworks (ODPM, 2004)

The Relationships between Community Strategies and Local Development Frameworks, (ODPM, 2003)

The Town and Country Planning (Local Development) (England) Regulations 2004 and The Town and Country Planning (Transitional Arrangements) (England) Regulations 2004 (ODPM, 2004)