



PLANNING FOR GROWTH



HERTSMERE BOROUGH COUNCIL LOCAL PLAN

LOCAL DEVELOPMENT SCHEME

DECEMBER 2020



**Planning and Building Control
Civic Offices
Elstree Way
Borehamwood
Herts.
WD6 1WA**

Tel: 020 8207 2277

Email: local.plan@hertsmere.gov.uk

Contents

Chapter 1: Introduction	4
Chapter 2: Overview of the Planning System	5
(a) The National Context	
(b) The current Development Plan	
(c) The emerging Development Plan	
Chapter 3: Other Planning Documents	11
(a) Procedural documents	
(b) Supplementary Planning Documents	
(c) Conservation Area Appraisals	
Chapter 4: Evidence, Resources and Risks	13
 <u>Appendices:</u>	
Appendix A: Explanation of document terms and content	16
Appendix B: Summary of development plan documents	18
Appendix C: Supplementary Planning Documents, Guidance and Good Practice Notes	24
Appendix D: Conservation Area Appraisal Review Programme	27
Appendix E: Risk Assessment	28

Chapter 1: Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS), which is effectively a three-year work program for all Local Plan documents. The main purpose of the LDS is to inform the community and other partners of the documents that are being prepared and the envisaged timescales for their preparation, including the stages during which public consultation will take place. In addition, the LDS provides:
- an overview of the present planning system and an update of the changes that have recently occurred or are expected to occur; and
 - a statement summarising the evidence required to support the Local Plan policy documents, the resources needed to prepare them and the risks to their completion in accordance with the timescales indicated; and
- 1.2 The LDS supersedes the previous version dated August 2020. It will continue to be reviewed on a regular basis, with any necessary adjustments made to the timetable considered through the Council's Authority Monitoring Report (AMR) process.

Chapter 2: Overview of the Development Plan System

(a) National Context

Legislation and regulations

- 2.1 The Planning & Compulsory Purchase Act (PCPA) 2004 is the primary legislation for plan-making purposes. Certain elements of the PCPA were subsequently updated by the Planning Act 2008, the Localism Act 2011, the Housing and Planning Act 2016 and most recently the Neighbourhood Planning Act 2017. These pieces of primary legislation set out broad principles of how certain planning functions should be carried out and are supplemented by a number of planning regulations including the Town and County Planning (Local Planning) (England) Regulation 2012, and the Neighbourhood Planning (General) Regulations 2012 which give more detail on how relevant legislation should be enforced.

NPPF and PPG

- 2.2 The National Planning Policy Framework (NPPF) was first published by central Government in March 2012 and updated in July 2018. It sets out planning policies for England and how these are expected to be applied in plan making (for local plans) and decision making (for planning applications). The framework and its policies are not legally binding but are nonetheless influential in shaping how development plans should be developed and how planning applications should be determined. The NPPF sets out the important planning principles including the presumption in favour of sustainable development; that development should be plan-led; and that local plans should proactively drive and support sustainable housing and economic development, to name but a few.
- 2.3 The Planning Practice Guidance (PPG) was launched in March 2014 and has since been updated as necessary. The most significant revisions were made in summer 2018 to reflect the content of the new NPPF. The role of the PPG is to provide further guidance and clarification on a wide range of planning matters, for example, there is a section on 'housing and economic development needs assessments' which sets out how such assessments should be carried out. There is also a section on the Duty-to-Cooperate (DtC) explaining what the DtC is, what it requires, and how it relates to the local plan examination.

Planning Policy for Traveller Sites

- 2.4 First published in March 2012, the Government's Planning Policy for Travellers Sites (PPTS) was updated in August 2015. The PPTS sets out national policy for Traveller sites and requires local planning authorities to work collaboratively to prepare a robust evidence base to establish accommodation needs and then set local targets for pitches and plots in a Local Plan. Appropriate sites should then be allocated through the local plan process to meet identified needs. The 2015 update includes a revised definition of 'travellers.'

(b) The Current Development Plan

- 2.5 As at August 2020, the development plan for Hertsmere comprised the following documents:

a) prepared by Hertsmere Borough Council

- the Core Strategy (adopted January 2013),
- Elstree Way Corridor Area Action Plan (adopted July 2015);
- Site Allocation and Development Management Plan (adopted November 2016); and
- Policies Map (adopted November 2016)

b) prepared by Hertfordshire County Council

- Hertfordshire Minerals Local Plan Review 2002-2016 (adopted March 2007);
- Hertfordshire Waste Core Strategy and Development Management Policies (adopted November 2012); and
- Hertfordshire Waste Site Allocations Document (adopted July 2014).

2.6 All Development Plan Documents (DPDs) are the subject of an independent examination (or inquiry) by an Inspector. As part of the examination an Inspector will examine the “soundness” of the document(s): i.e. whether the proper procedures have been followed; how the document(s) relate to national/strategic planning policy or other relevant strategic advice; whether the document(s) are coherent and stem from a credible evidence base: whether the policies in the document(s) are effective and deliverable; and whether further modifications are required in order for the document to be found sound. Whilst the Inspector’s report is not formally binding, the Council cannot adopt a DPD unless it has been found ‘sound.’

2.7 Appendix A outlines the role of different types of development plan documents and other supporting documents.

Hertsmere’s Local Plan

2.8 Terminology around local plans has changed as a consequence of advice from Government in the National Planning Policy Framework (NPPF) and Planning Practice Guidance. The Government no longer refers to ‘Local Development Framework’ and ‘Core Strategy’, and instead refers to ‘Local Plans’. However, the primary legislation continues to identify all statutory plans as ‘Development Plan Documents’ and local planning authorities are able to prepare more than a single local plan if necessary.

2.9 Summary information about each of Hertsmere’s Local Plan documents – the Core Strategy, Elstree Way Corridor Area Action Plan, and Site Allocations and Development Management Plan - is provided in Appendix B (part i). Documents are described in terms of their purpose and subject matter, geographical coverage, links with other documents and arrangements for review.

2.10 The Council’s three new local plan documents collectively replace the whole of the Hertsmere Local Plan 2003.

Waste and Mineral Planning

2.11 Hertfordshire County Council (HCC) is the Waste and Mineral Local Planning Authority and is responsible to produce Waste and Mineral Local Plans for Hertfordshire as a whole, although the Borough Council is an important consultee. Progress and timescale for these documents can be found in the relevant LDS produced by HCC via their website:

Neighbourhood Plans

2.12 Underpinned by the Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning Act 2017, Neighbourhood planning is a new way for communities to decide the future of the places where they live and work. Through Neighbourhood Development Plans (and other powers including the Neighbourhood Development Orders and Community Right to Build Orders), local communities will be able to:

- choose where they want new homes, shops and offices to be built;
- have their say on what those new buildings should look like and what infrastructure should be provided; and
- grant planning permission through a Neighbourhood Development Order for the new buildings they want to see go ahead.

2.13 Any Neighbourhood Plan will have to contribute to the achievement of sustainable development and be in general conformity with the strategic policies of the Local Plan for the local authority area and with national planning policy (the NPPF). Neighbourhood Plans should be clear and unambiguous and once adopted (or 'made' as referred to in the regulations), the plan will form part of the development plan for the borough alongside the Local Plan.

2.14 Planning Practice Guidance emphasises that Local Planning Authorities have a role in providing advice or assistance to a Parish Council or other organisations involved in the neighbourhood planning process. Two neighbourhood plans have been prepared in Hertsme – i.e. by Aldenham Parish Council for the Radlett area, and by Shenley Parish Council for the whole of Shenley Parish. Both plans are now due to go to referendum in May 2021, following delays caused by Covid-19, with the Regulation 18 notices issued for both of these plans. For updates, please refer to the respective parish council websites.

(c) The Emerging Development Plan

2.15 Hertsme Borough Council is currently reviewing those elements of the development plan for which it has direct responsibility.

New Hertsme Local Plan

2.16 The Council has begun work on its new Local Plan, with the following consultation and engagement undertaken to date under Regulation 18 of the The Town and Country Planning (Local Planning) (England) Regulations 2012:

- Late 2016 – Local Plan launch and 'call for sites'
- November/December 2017 - Issues and Options consultation
- October / December 2018 – 'Potential sites for housing and employment' engagement

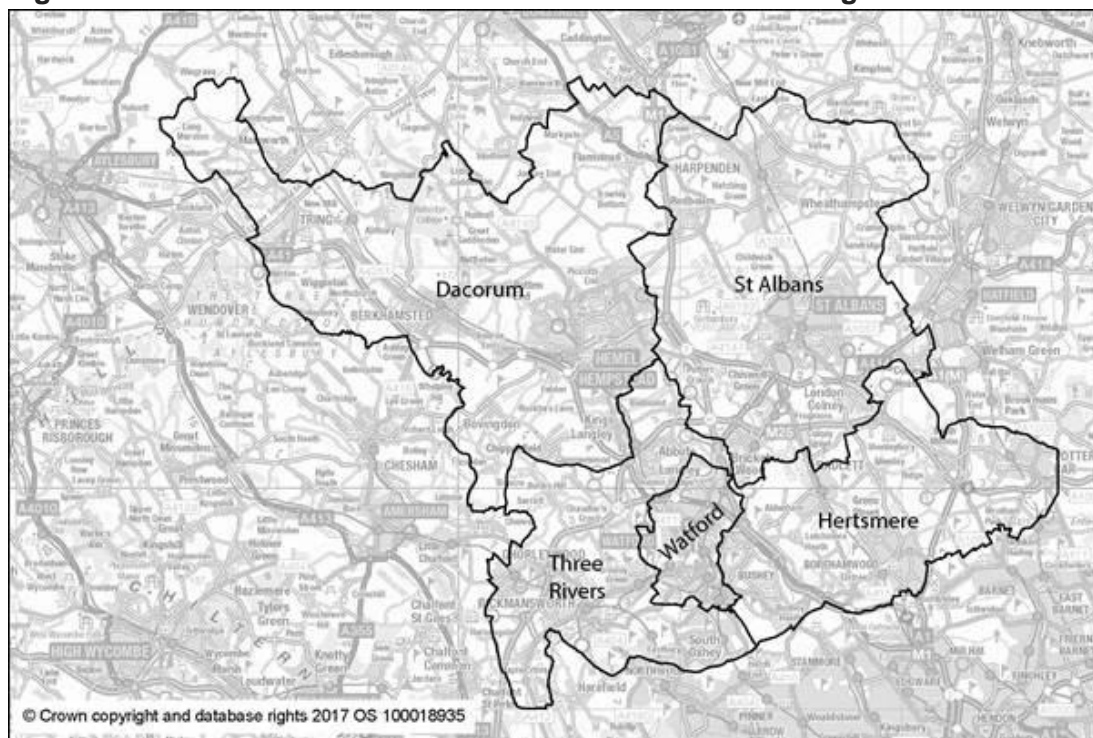
2.17 Following detailed consideration of the responses to the above and the completion of further evidential work to inform preparation of the Local Plan, the Council intends to move to the Regulation 19 Publication stage (Pre-Submission) consultation in early 2020.

- 2.18 When completed, the new Hertsmere Local Plan will comprise a single document, containing site allocations and development management policies in addition to strategic policies covering the development of the Borough. Existing policies and designations will be reviewed and updated as appropriate, taking into account new evidence and the outcome of discussions under the duty to co-operate.
- 2.19 It is envisaged that the new Hertsmere Local Plan will cover a 16-year timeframe (2020-2036/37) to reflect the guidance of the National Planning Policy Framework (NPPF). This timeframe is also consistent with partner authorities within the wider South West Hertfordshire area, to help support future joint working on strategic planning (see below)
- 2.20 A summary of expected plan content and governance arrangements for the new Local Plan is set out in Appendix B (ii).

South West Hertfordshire Joint Strategic Plan

- 2.21 Neighbouring authorities are increasingly being encouraged by Government to work together to provide the homes, jobs and infrastructure where people want to live.
- 2.22 In Spring 2018, Dacorum, Hertsmere, St Albans, Three Rivers, and Watford Councils gave formal endorsement to begin work on a statutory Joint Strategic Plan (JSP) for South West Hertfordshire (see Figure 1 below). An initial Memorandum of Understanding has been agreed and work on the JSP will progress aligned to an agreed Statement of Common Ground (SoCG), which is currently being prepared by the joint authorities.

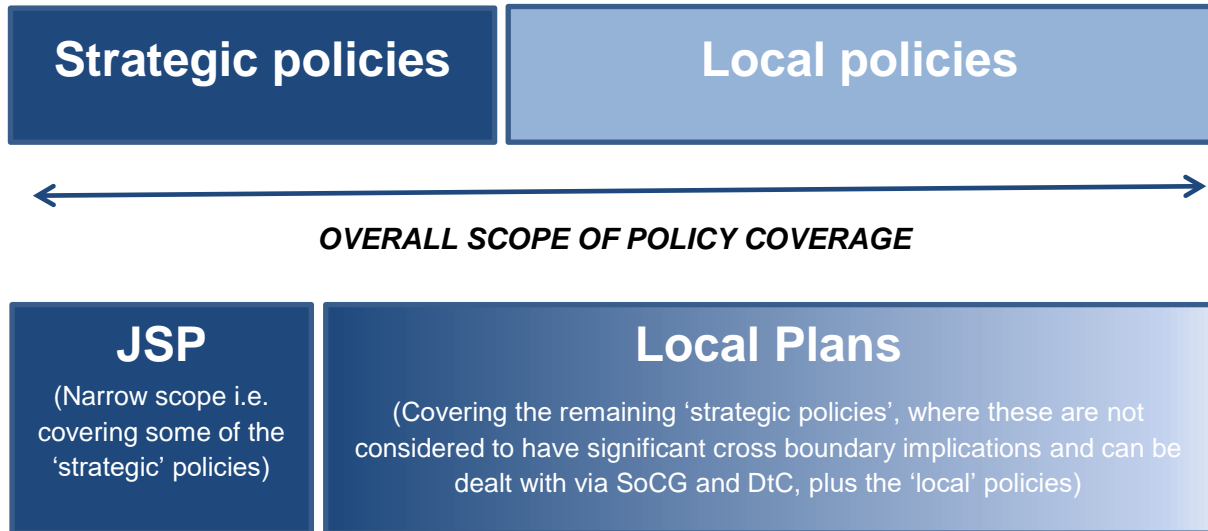
Figure 1: Extent of South West Hertfordshire Joint Strategic Plan Area



- 2.23 Each council will still be responsible for preparing its own Local Plan, but the JSP will provide the platform to consider how the challenges of growth in the wider South West Hertfordshire area can be addressed longer term (i.e. to 2050). Figure 2

below illustrates how these two key planning documents will fit together. A summary of expected plan content and governance arrangements is set out in Appendix B (iii).

Figure 2: Relationship between the JSP and the Local Plan



- 2.24 By working together, the South West Herts Councils will also be in a stronger position to deliver, and better fund essential local transport links, health services and educational facilities that local people want to see alongside new homes and jobs.
- 2.25 The programme for production of Joint Strategic Plan is currently under review. However, it is expected that Issues and Options consultation will take place in autumn 2021. This Local Development Scheme will be updated in due course to reflect the final agreed timescales for its preparation.

CHART A – Local Plan Programme

	2020						2021						2022																	
STAGE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Undertaking the Duty to Co-operate																														
Targeted public and stakeholder engagement in preparing the plan (Reg 18)																														
Publication of the proposed submission (Pre-Submission) plan for representations (Reg 19)											P																			
Submission of Plan for examination (Reg 22)																			S											
Examination period																								E						
Adoption of Plan																														A

Key:

I - Issues and Options Consultation (*consultation stage*) - COMPLETED

P - Pre-Submission / Publication Consultation (*representations stage*)

S - Submission of plan and associated documents to Secretary of State

E – Examination

A - Adoption of plan by the Council

Note: The programme for the examination stage is determined by the Planning Inspectorate and may be longer or shorter than indicated.

Chapter 3: Other Planning Documents

This chapter provides a brief description of other supporting documents and local guidance adopted by the Council.

Procedural documents

3.1 In addition to this Local development Scheme, the Council has also prepared the following procedural documents:

- **Statement of Community Involvement (SCI)**

The current version was adopted on 14 October 2020. The SCI sets out how the Council will engage with stakeholders in preparing Development Plan Documents (now commonly known as Local Plan documents) and Supplementary Planning Documents, as well as its obligations on neighbourhood planning. It also provides information about how consultation on individual planning applications will take place.

- **Authority Monitoring Report (AMR) / 5 Year Land Supply Data**

The Council publishes a range of development data to enable it to assess the performance of existing Development Plan data. In recent years, a 5 Year Land Supply report has been the principal means of reporting information in relation to housing development.

Supplementary Planning Documents (SPDs)

3.2 Unlike the statutory Local Plan documents, SPDs do not set policy: they therefore do not is still significant as they provide supplementary guidance to assist with the implementation of a particular policy or policies in the development plan.

3.3 Following the Planning Act 2008, SPDs do not need to be formally recorded in the LDS before they can be prepared or adopted. The Council therefore has considerably more flexibility over when to produce and renew these documents. Nevertheless, it is considered good practice to still provide a description of existing SPDs and to highlight those new ones which will be prioritised in coming years (see Appendix D). It should be noted that DPD preparation will normally take priority over SPDs.

Conservation Area Appraisals

3.4 Under Section 69 of the Planning (Listed Buildings & Conservation Areas) Act, 1990, local planning authorities (LPA) have a duty to designate as conservation areas "*any areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance*". Such a designation gives the LPA greater control over demolition, minor development, works to trees and advertisements in these areas. The specific purpose of a Conservation Area Appraisal (CAA) is to define the key characteristics that give the area its special character, which should therefore be conserved or enhanced.

- 3.5 There are sixteen conservation areas in Hertsmere, whose character will be protected through control of demolition and careful design and management of new development.
- 3.6 The Council has a duty to review conservation areas from time to time and to determine whether any sites should be included or removed (ref. Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990). A programme of review covering several years is underway. See Appendix C for further information.

Chapter 4: Evidence, Resources and Risk

(a) Evidence

- 4.1 A range of technical studies have been prepared, or are being prepared, to use as an evidence base to support production of the Local Plan, Joint Strategic Plan and Supplementary Planning Documents (SPDs):

<https://www.hertsmere.gov.uk/Planning--Building-Control/Planning-Policy/Local-Plan/New-Local-Plan/Supporting-Studies.aspx>

- 4.2 Information on housing and employment land supply is updated on an annual basis. This, together with other sources of information, is used to prepare the Council's Authority Monitoring Report.
- 4.3 If the timetable within this LDS is revised as part of the AMR process, the revised timetable will supersede that contained in this LDS and will provide the most up-to-date work programme.

(b) Resources

- 4.4 The Council attaches high priority to the expeditious delivery of both the new Hertsmere Local Plan and SW Herts Joint Strategic Plan process, and despite financial stringency is maintaining the necessary mainstream funding. Budgets will continue to be reviewed on an annual basis and appropriate provision made. Opportunities for additional funding sources such as grants from the Government's Planning Delivery Fund will also continue to be pursued.
- 4.5 Some 'pump-priming' funding has also been secured from Government to help take forward the Joint Strategic Plan. This has initially been used to fund consultancy support and a Project Director, but further funding will be required in due course from both Government and Council budgets to support the completion of the JSP through to adoption.
- 4.6 In certain circumstances Council is making use of Planning Performance Agreements (PPAs) with site promoters to ensure that detailed technical work associated with potential site allocations is resourced. Where appropriate PPAs can include the county council as an additional signatory.

(c) Risk

- 4.7 The timetable for the production of the new Hertsmere Local Plan has been modified to take account of progress to date and to align with the indicative draft programme being established for production of the new South West Herts Joint Strategic Plan. It will continue to be managed to ensure that it remains both realistic and achievable, particularly in light of the Covid-19 pandemic which has impacted on all parties concerned with the Local Plan. The Authority's Monitoring Report (AMR) will track

performance and highlight any amendments required to the work programme set out in this LDS.

- 4.8 There are however a number of sources of risk that could impact upon the delivery of the work programme. These risks, together with appropriate mitigation measures are set out in Appendix D.

APPENDICES

Explanation of document terms and content

The role of local plan and supporting documents is outlined in the table below.

Document Type	Description and Purpose
Procedure	
Local Development Scheme	Describes the Local Plan and ancillary planning documents, and project plan for the preparation of the Local Plan.
Statement of Community Involvement	Sets out how the Council will engage with stakeholders and the public in the preparation and revision of the Local Plan and how it will consult on planning applications.
Authority Monitoring Report	Assesses progress on Local Plan preparation and to monitor the effectiveness of Local Plan policies every year.
Local Plan	
Core Strategy	Provides the overarching planning strategy for the Borough. It contains a spatial vision; strategic objectives; and core policies for delivering development across the whole Borough. Crucially, it sets out how much development will be delivered and where it will go. Other Local Plan documents must be in conformity with the Core Strategy.
Site Specific Allocations	Identifies and allocate sites and areas to accommodate the different types of development required by the Core Strategy.
Area Action Plan	Provides a comprehensive planning framework for a selected, specific area where significant change or conservation is necessary.
Development Management Policies	Provides detailed, often subject-specific policies, for issues that are neither strategic nor site-specific. They are used primarily in the determination of planning applications.
Policies Map	Illustrates the policies and proposals in the Local Plan on an Ordnance Survey base map.
Plan Appraisal	
Sustainability Appraisal	SA/SEA must accompany each Local Plan document to assess the extent to which its policies will result in sustainable development and ensure that those policies are the most appropriate of the alternatives considered.
Supplementary Planning and other relevant documents and strategies	
SPDs	Provides further guidance about how to implement policies and proposals in Local Plan documents
Other	
Community Infrastructure Levy Charging Schedule (CIL)	Sets out charges for different types of development. The Council will levy the charge on the net increase in gross internal floorspace arising from development in order to fund local infrastructure which will support development in the area.
Developer Contributions Framework	An online resource setting out the Council's overall approach to securing developer contributions in relation to both CIL and s106 including in relation to the Elstree Way Corridor.
Conservation Area Appraisal	Sets out the key characteristics of a conservation area and provides design guidance for proposals within that area.
List of Locally Important Buildings in Hertsmere	A comprehensive list of buildings which are not on the national register of buildings but which have been identified as having

	local architectural or historic significance. The list was introduced in 2007 and updated in 2016.
Parking Management Strategy	A document setting out the Council's strategic approach towards the management of on and off-street parking across the Borough.
Economic Development Strategy	A Strategy which presents the Council's aims and proposed actions for improving economic prosperity across the borough
Housing Strategy	The Council's Strategy to enable it to plan and deliver housing for different groups of people across the borough.

Local Plan Document Profiles

(i) *Current Local Plan*

Document Details	
Title	Hertsmere Local Plan Core Strategy
Role and Subject	Sets out the strategic vision, objectives and spatial strategy for the area up to 2027. Contains core strategic policies, including the distribution of new housing numbers.
Geographical Coverage	Borough wide. Key diagram shows relationships to neighbouring areas.
Chain of Conformity	General conformity with NPPF, previously saved Structure Plan policies, and Waste and Minerals Development Plan Documents. All other LDDs must be in conformity with the Core Strategy.
Inter-relationships	Community Strategy, Local Transport Plan, utilities & other infrastructure plans and strategies, Housing Strategy and other legislation.
Timetable for production	
Adopted January 2013	
Monitoring and Review Arrangements	
Progress on delivery of policies is reviewed as part of the Authority Monitoring Report. The Council committed to a review of aspects of the Core Strategy when it was adopted in 2013. That review has commenced – see new Hertsmere Local Plan below.	

Document Details	
Title	Site Allocations and Development Management (SADM) Local Plan document and the Policies Map
Role and Subject	There are three aspects. Site allocations identify site-specific proposals for a range of uses such as housing, employment, retail, leisure and community uses, within the parameters set by the Core Strategy. Development Management policies detail the planning policies against which planning applications will be assessed. Finally there is the Policies Map which shows all the areas in the borough where different local planning policies apply.
Geographical Coverage	Borough wide.
Chain of Conformity	NPPF and Core Strategy.
Inter-relationships	Community Strategy. Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Timetable for production	
Adopted November 2016	
Monitoring and Review Arrangements	

Progress on delivery of policies is reviewed as part of the Authority Monitoring Report. Policies and designations to be reviewed via new Hertsmere Local Plan – see below.

Document Details	
Title	Elstree Way Corridor Area Action Plan Local Plan document
Role and Subject	To provide a comprehensive planning framework for the Elstree Way Corridor
Geographical Coverage	Elstree Way Corridor (EWC), Borehamwood (From Junction of Shenley Road/Elstree Way to Studio Way)
Chain of Conformity	Core Strategy.
Inter-relationships	Core Strategy and Site Allocations DPD and relevant SPD, other legislation.
Timetable for production	
Adopted July 2015.	
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Authority Monitoring Report. Policies and designations to be reviewed via new Hertsmere Local Plan – see below.	

(ii) **Emerging Local Plan**

Document Details	
Title	Hertsmere Local Plan (to 2036/7)
Role and Subject	This will be a review of the Core Strategy and the SADM Policies Plan focusing on housing (including for Gypsies and Travellers) and employment policies and the supporting infrastructure required. Where necessary the Council will adopt new housing and employment targets and allocate new sites to deliver these targets. Other planning policies will also be reviewed where necessary and justified. Once adopted the new Local Plan will supersede both the Core Strategy and the SADM Policies Plan and potentially the Elstree Way Corridor AAP.
Geographical Coverage	Borough wide.
Chain of Conformity	NPPF and other relevant national policy and legislation.
Inter-relationships	Community Strategy, Housing Strategy, Utilities' and Service Provider delivery plans, Economic Development Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Planning Strategy Team.
Approval and Project Management Arrangements	<i>Approval:</i> Full Council, Executive and Member Planning Panel; <i>Project Manager:</i> Planning Strategy Manager. <i>Project Team:</i> Planning Strategy team, led by the Planning Policy Team Leader. <i>Quality assurance:</i> Head of Planning and Economic Development
Joint Working	Employ consultants to undertake studies as required. Continued opportunities for joint commissioning on key studies and consideration of needs and future strategies within relevant market areas. Preparation of South West Hertfordshire Joint Strategic Plan in parallel with new Local Plan.
Stakeholder/Community Involvement	Consultation to be undertaken in compliance with the Council's adopted SCI. Scales and methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	<i>To include:</i> Economy study, local housing needs assessment, housing and employment land availability assessment, Green Belt assessment, strategic flood risk assessment and water study, open space and leisure study, infrastructure delivery plan, retail and leisure needs and traffic modelling.
Resources Required	Cost of any required technical studies, Sustainability Appraisal, public consultations and publicity cost as well as the cost for Examination in public, including a programme officer.
Timetable for production	
Pre-production / survey, including preparation of a	2016 to present.

Sustainability Appraisal (SA) report.	
Public consultation (<i>Regulation 18</i>)	A number of phases: <ul style="list-style-type: none"> Local Plan launch – ‘Planning for growth’ and ‘call for sites’ (Reg 18) – December 2016 – January 2017 Issues and Options (Reg 18): Autumn / winter 2017 Engagement on ‘Potential sites for housing and employment’ (Reg 18): October – December 2018.
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (<i>Regulations 19/20</i>)	Spring / Summer 2021
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	Early 2022
Examination Period (<i>Regulation 24</i>)	Spring / Summer 2022
Receive Inspector’s Report (<i>Regulation 25</i>)	Winter 2022
Adopt Local Plan (<i>Regulation 26</i>)	Winter 2022
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Authority Monitoring Report.	

(iii) **Joint Strategic Plan**

Document Details	
Title	SW Herts Joint Strategic Plan
Role and Subject	A high level joint plan covering strategic issues including: the overall level of and broad distribution of housing and employment growth looking beyond 2036; the identification of strategic scale development sites beyond those already included in Local Plans; the key pieces of strategic infrastructure required to support that growth.
Geographical Coverage	The administrative areas of Dacorum, Hertsmere, St Albans, Three Rivers and Watford.
Chain of Conformity	NPPF and other relevant national policy and legislation, and individual Local Plans as appropriate.
Inter-relationships	Individual District Local Plans, Local Transport Plan and other relevant documents.

Arrangements for Production	
Lead Organisation / Department	See above. The authority to approve key stages of the JSP remains with each individual Council, informed by discussion at internal steering groups as appropriate.
Approval and Project Management Arrangements	<i>Approval:</i> Full Council, Executive and Member Planning Panel; <i>Project Manager:</i> Strategic Plan Director supported by Hertsmere Officers. <i>Project Team:</i> Strategic Plan Officer Group <i>Quality assurance:</i> Head of Planning and Economic Development
Joint Working	Employ consultants to undertake joint studies as required. Continued opportunities for joint commissioning on key studies and consideration of needs and future strategies within the SW Herts areas. Preparation of South West Hertfordshire Joint Strategic Plan in parallel with new Hertsmere Local Plan.
Stakeholder/Community Involvement	Consultation to be undertaken in compliance with the Council's adopted SCI. Scales and methods dependent upon the range of target audiences and the resources available to facilitate different methods. Strong emphasis on close liaison between local authorities within the SW Herts group, other adjoining authorities, Hertfordshire County Council and the Local Enterprise Partnership (LEP).
Studies/Evidence Required	<i>To include:</i> Those studies required to support production of Local Plan, plus additional work to inform consideration of potential future strategic sites.
Resources Required	Cost of any required technical studies, Sustainability Appraisal, public consultations and publicity cost as well as the cost for Examination in public, including a programme officer.
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Underway
Public consultation (<i>Regulation 18</i>)	Expected autumn 2021
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (<i>Regulations 19/20</i>)	Tbc
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	
Examination Period (<i>Regulation 24</i>)	
Receive Inspector's Report (<i>Regulation 25</i>)	

Adopt Local Plan (<i>Regulation 26</i>)	
---	--

Monitoring and Review Arrangements	
---	--

To be confirmed. It is anticipated that a review of policy performance will be carried out by individual districts, using shard information, as part of their Authority Monitoring Report (AMR) processes.	
--	--

Supplementary Planning Documents, Guidance and Good Practice Notes

(i) Supplementary Planning Documents SPDs

Document Title	Current Status	Next Stage of Review	Scope and Purpose
Guidance linked to Core Strategy and Local Plan 2003			
Planning Obligations	Adopted 2010 but superseded in 2014 by CIL and online Developer Contributions Framework	n/a	n/a
Affordable Housing	Originally adopted in 2008. Revisions adopted in November 2015. The Standard Financial Contribution section is updated quarterly on the Council's website	To be updated to take into account new regulations and policies.	To provide detailed guidance on the application of affordable housing policies
Parking Standards	Adopted SPD 2008 but subsequent revisions adopted in December 2010 and July 2014.	Alongside new Local Plan	Sets out detailed off-street parking standards for residential and non-residential development, including accessibility zones, provision for disabled spaces and guidance on Green Travel Plans
Biodiversity, Trees and Landscape SPD	Adopted SPD December 2010	Not planned.	Provides advice on potential impacts of development on protected species, habitats, trees and landscape and sets out best practice approaches to mitigate, improve and enhance biodiversity.
Planning and Design Guidance			
Part A - Overview and Context	Adopted SPD (1 Nov 2006)	Not planned.	Sets out the Council's standards in relation to development.
Part B - Permitted Development	Adopted SPD (1 Nov 2006 - updated April 2009)	Not planned. May need to be updated, following amendments to the PD rights.	
Part C - Site Appraisal: Design and Access Statements	Adopted SPD (1 Nov 2006)	Not planned.	
Part D - Guidelines for Development (Adopted 2013)	The document was last updated in 2013. Public consultation on a new	To be kept under review. The draft version from 2016	

Document Title	Current Status	Next Stage of Review	Scope and Purpose
	version was undertaken in Autumn 2016.	is currently being used.	
Part E - Guidelines for residential extensions and alterations	Adopted SPD (1 Nov 2006) Appendix on garage conversions adopted in January 2015	Not planned.	
Part F - Shopfronts	Adopted SPD (March 2011)	Not planned.	
Area Development Briefs (SPD status)			
Radlett Key Locations	Development Brief with SPD status, Adopted March 2011. This document is currently being updated.	A revision of the document is being undertaken. Consultation in autumn 2016. Expected to be adopted in 2018.	Sets out planning guidance and assesses development potential of 4 key sites in Radlett centre
Bhaktivedanta Manor, Letchmore Heath	Development Brief with SPD status. Adopted December 2012	Not planned.	

The Council has also saved and uses the following supplementary planning guidance that was prepared under the pre-2004 planning system:

- Watling Chase Community Forest Plan and Greenways Strategy
- Warren Estate (Bushey Heath) Design Guide
- Joseph Rowntree Foundation Lifetime Homes.

The use of good practice advice complements the above guidance (see below).

(ii) Good Practice Guidance and Position Statements

Good Practice Guidance/Advice	Current Status	Next Stage of Review	Scope and Purpose
Streetscape Manual	Good Practice Guidance, adopted July 2012	Not planned.	Guidance on hard and soft landscaping and street-scene enhancement
Building Futures (Guide and Website)	Good Practice Guidance Endorsed 12 Nov 2008	HCC document	Guidance on sustainable development
Waste Storage Provision Requirement for New Development	Technical Note, elaborating on application of current adopted policies. Published 2017	Not planned.	Guidance document setting out the requirements for waste and recycling storage and collections at all new residential developments.

Interim Planning Policy Position Statement – Climate Change and Sustainability	Guidance elaborating on application of current adopted policies. Adopted November 2020.	Reviewed on issue new Hertsmere Local Plan.	Interim position statement, providing clarifications to certain planning policies in light of material considerations which have arisen since the current Local Plan was adopted.
---	--	---	---

Conservation Area Appraisal Review Programme

Conservation Area	Programme
Bushey Village	complete - 2009 (including designation of Melbourne Road CA)
Melbourne Road	designated - 2009
Radlett North	complete - 2010
Radlett South	complete - 2012
Shenley	complete - 2012
Potters Bar Darkes Lane	designated – 2012 (review currently not planned)
The Royds, Potters Bar	complete – 2015 with design guidance
Elstree Village	complete - 2015
Bushey High Road	drafted: review to be completed in due course
Aldenham	TBC
Patchetts Green	TBC
Letchmore Heath	TBC
Roundbush	TBC
South Mimms	Under preparation – due for publication late 2020
Ridge	TBC
The Lake (Warren Estate)	to be confirmed – existing Design Guidance remains in use

Risk Assessment

Key**Red** = high impact / likelihood (4) (total 9+)**Amber** = medium impact / likelihood (2,3) (total 6+)**Green** = low impact / likelihood (1) (total 1+)

	Risk	Owner	Comment	Likelihood	Impact	Score	Mitigation Measures	Likelihood	Impact	Score
1	Preparation of Local Plan fails to meet key project milestones.	Planning Strategy Team	Potential reasons set out below	3	2	6	Project management and monitoring of progress against the Local Development Scheme. Progress discussed with managers and Portfolio Holder fortnightly and action taken as necessary. Progress on LDS timetable reported as part of Authority Monitoring Report and any necessary changes made to timetable.	2	2	4
2	Changes in national policy and regulations which require a significant alteration to emerging plan content.	MS	There have been a number of recent changes to national planning policy, permitted development rights, amendments to planning regulations and the introduction of a new 'standard methodology' for calculating local housing need, all of which need to be reflected when preparing the new Local Plan to ensure it can be found 'sound.' Further significant changes are expected as a result of the Government Planning White Paper issued for comment in August 2020 which was itself accompanied by a separate planning policy consultation. If these suggested changes are brought into effect in full the implications for the Local Plan could be significant.	3	3	9	The LDS was updated in winter 2020, just after changes to the planning system were being discussed through the new Planning White Paper. Depending on the results of this consultation, and what transitional arrangements are put in place, amendments to the plan may be required, resulting in a further stage of consultation. Advice from the Planning Advisory Service (PAS) and the Planning Officers' Society (POS) will be taken to help mitigate these risks.	3	2	6

	Risk	Owner	Comment	Likelihood	Impact	Score	Mitigation Measures	Likelihood	Impact	Score
3	Lack of suitably experienced staff or staff diverted onto other priorities	LW/MS	Difficulties recruiting and retaining suitably qualified Planning Officers are currently being experienced across the country. This has been exacerbated by Covid-19 which has impacted on recruitment decisions and the ability to replace outgoing staff.	4	3	12	Should usual mechanisms of direct recruitment to fill vacant posts not prove successful, consideration will be given to the employment of temporary staff and /or consultants to take on specialist areas of work and extend the capacity of the Planning Strategy team. This option could be constrained by wider Council policies on vacancies and recruitment and available financial resources. The Local Plan is recognised as a corporate priority. Most recently, Atkins have been appointed to provide specialist technical advice/capacity on strategic sites on a call-on/call-off basis.	3	2	6
4	Delays to decision making process	LW/RW	Delays may be experienced due to internal reporting and democratic processes; internal consultation processes; and/or timetabling of meetings; uncertainties caused by potential national planning policy changes; or the inability to agree an appropriate content of the plan which can be found 'sound' by a Planning Inspector in due course. In the case of a Joint Strategic Plan, this risk may be increased due to the need for agreement across several local planning authorities with their own reporting processes. Delays may also continue to be caused due to members / Officers being restricted in meeting face to face due to the current Covid-19 pandemic.	3	3	9	Agreeing the timetable for the LP process through this LDS will enable meetings to be appropriately timetabled to allow timely decision making. Internal reporting processes need to be clearly understood and any changes conveyed to relevant planning staff. Changes to constitution and scheme of delegation may enable some streamlining of more minor aspects of plan making process. Some streamlining of internal reporting processes and stages may also want to be considered. Important that internal and external Service Legal Agreements are in place where required. 'Special' meetings of Cabinet and Executive, as well as the Member Planning Panel, can be arranged in certain circumstances. Continued member training and understanding of strategic planning issues and sound legal advice from Counsel to help guide members through the decision-making process.	2	2	4

Risk	Owner	Comment	Likelihood	Impact	Score	Mitigation Measures	Likelihood	Impact	Score
						The implications of Covid-19 restrictions will be mitigated through the use of remote meetings utilising Teams and/or Zoom.			
5	Delays to technical studies caused by the Covid 19 pandemic		3	3	9	The revised LDS programme reflects delays experienced to-date, but assumes the restrictions will be time-limited and largely lifted by late 2020.	2	2	4
6	Failure to agree critical cross boundary strategic planning and infrastructure issues with prescribed Duty to Co-operate bodies.	RW Portfolio Holder	3	4	12	Discussions regarding what comprises the key strategic planning issues for the area have already taken place between the SW Herts authorities. Risks relating to how these issues will be addressed will be reduced through the production of a Statement of Common Ground and subsequent Joint Strategic Plan with Dacorum, Three Rivers, St Albans and Watford Councils (with support from the County Council and Hertfordshire LEP). Regular engagement with other DtC bodies, including the CCG, will help minimise any wider issues arising, or enable them to be addressed earlier on in the plan-making process. However, some issues may ultimately need to be resolved at examination, particularly around infrastructure.	3	3	9
7	Pressure on financial resources	RW/Finance	3	3	9	Budgetary provision has been made for plan-making work based on projected costs identified in 2017. However the length of public examinations and cost of defending any subsequent legal challenges could add significantly to the amount required. New Homes Bonus and 'Additional Burdens' payments from Government may help to mitigate the anticipated shortfall, although due to financial pressures this money may not all be available to support the Council's planning functions. Further funding may also be sought from Government in future	2	3	6

Risk	Owner	Comment	Likelihood	Impact	Score	Mitigation Measures	Likelihood	Impact	Score	
						to support continued preparation of the JSP. Continue to commission joint technical work wherever possible. Need to ensure Local Plan has its own budget line to ensure effective monitoring. Grants and payments received by the Planning Strategy team for work on non-Local Plan work (e.g. Neighbourhood Planning, LDO) need to be ringfenced/carried over at year-end.				
8	Capacity of Planning Inspectorate (PINs) and other statutory consultees	LW/MS	The capacity of the Planning Inspectorate and other statutory consultees to provide detailed planning advice has been reduced due to internal reorganisation and financial constraints. The risk is outside the Council's control. However, once a plan is submitted for examination, it is treated as published and so at least not subject to any potential delay interventions by government.	3	2	6	Public examinations could take longer than anticipated, particularly if sessions are conducted remotely due to Covid-19. This will be mitigated, in part, through ensuring appropriate evidence is prepared and submitted and there is close liaison with the Programme Officer. The proposed timetables for the Hertsmere Local Plan and the JSP have been aligned to run 'one after the other' which opens the possibility of securing a Planning Inspector whom may be able to examine both plans in due course. However, PINS resourcing is outside of Council's control.	2	2	4
9	Failure of external parties to meet project deadlines	MS	There is sometimes a need, either as a result of insufficient internal officer capacity, or the need to bring in specialist skills, for some work relating to the Local Plan to be carried out by external consultancies or organisations (such as Herts CC).	1	3	3	Work quality and project work timetables will be controlled through normal procurement processes and contract conditions. Atkins appointed to provide additional resource for specialist technical advice. Planning Performance Agreements are being set up to project manage/resource technical consideration of promoted sites. However, the setting up of PPAs continues to be quite protracted in a number of instances.	2	2	4
10	Local Plan found 'unsound'	RW/LW/MS	Local Plans must be underpinned by detailed evidence. This evidence will face detailed scrutiny from the Planning Inspector and other stakeholders during the independent examination process.	2	4	8	Risk is reduced by ensuring that the Council's decision-making regarding the content of its Local Plan is firmly based on the technical evidence which emerges. Appropriate joint working arrangements with adjoining local planning authorities in	2	3	6

	Risk	Owner	Comment	Likelihood	Impact	Score	Mitigation Measures	Likelihood	Impact	Score
							line with the 'duty to co-operate' will continue to be essential. The soundness of the Local Plan will also continue to be guided by close liaison with the adjoining local planning authorities, statutory bodies, PINS, the availability of a robust evidence base and well-audited stakeholder and community engagement systems. Specialist external legal advice will be taken as and when necessary to help guide key decision-making.			
11	Legal challenge	LW	This would result in financial costs, and if successful, could result in all or part of the plan being quashed.	1	4	4	The likelihood of a successful legal challenge is substantially reduced where the Local Plan is prepared in accordance with relevant regulations, effective public consultation has been undertaken, the Plan is strongly aligned to the conclusions of the evidence that underpins it and the plan-making authority can demonstrate it has met the necessary 'tests of soundness.' Specialist external legal advice will be taken at key stages and if any threats of challenge are made through the plan-making process.	1	3	3