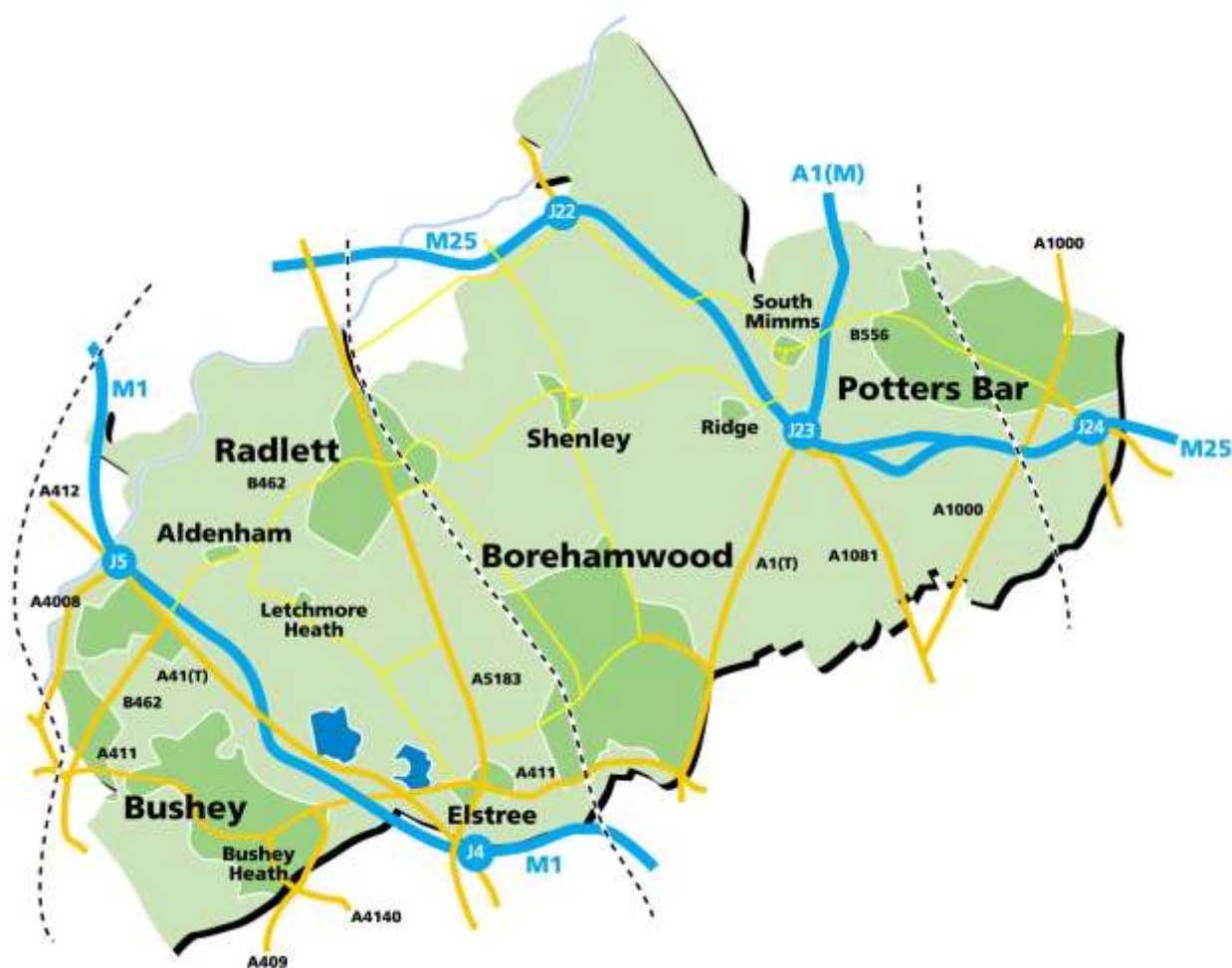


Hertsmere Borough Council Local Plan



Local Development Scheme April 2015

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Chapter 1: Introduction

1.1 In its capacity as the Local Planning Authority, Hertsmere Borough Council is responsible for preparing planning policy documents to guide long-term strategic development decisions in the Borough and to enable planning applications to be determined in a robust and consistent way. In accordance with the Planning & Compulsory Purchase Act 2004 (as amended), Hertsmere Borough Council has produced/is preparing a number of planning policy documents of different types, the collection of which (as they are completed) is known as the Local Plan.

1.2 The main role of this document, called the Local Development Scheme (LDS), is to describe the planning policy documents that Hertsmere Borough Council is preparing, or has already prepared, as part of its Local Plan. It explains the purpose of the individual documents and how they relate to each other and sets out the timetable for their preparation, including the stages during which public consultation will take place. In addition, the LDS provides the following information:

- an overview of the present planning system and an update of the changes that have either occurred or are expected to occur.
- a Supporting Statement summarising the evidence required to support the policy documents in the Local Plan; the resources needed to prepare them; and the risks to their completion in accordance with the timescales set out in this LDS
- information about how to keep informed about progress with these documents and how to participate in their preparation.

1.3 This LDS supersedes previous versions of the Hertsmere LDS, which was most recently updated in 2013. This is an officer-prepared update to the LDS and is subject to Portfolio Holder approval.

Chapter 2: Overview of the Planning System

2.1 The Planning & Compulsory Purchase Act (PCPA), 2004 is presently the overarching piece of primary legislation with which Hertsmere Borough Council must comply for plan-making purposes. Certain elements of the PCPA were updated by the Planning Act, 2008 (as amended) and more recently the Localism Act 2011 (which amended Section 15 of the 2004 Act, which relates to the content of the LDS) and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) but none changed the fundamental requirements of Local Plan preparation. Most significantly, Section 38(6) of the PCPA states that *“If regard is to be had to the **development plan** for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise.”*

2.2 The Development Plan is essentially a document, or series of documents, containing the planning policies that the local planning authority will take into account when determining applications for development. It is therefore important to know that some of the documents that Hertsmere Borough Council is preparing as part of its Local Plan form part of this statutory Development Plan. These are the policy-setting documents.

The current development plan for Hertsmere Borough Council

2.3 At the time of writing, the current Development Plan for Hertsmere Borough comprises of:

- The Adopted Core Strategy Local Plan (2013), prepared by Hertsmere Borough Council.
- Elstree Way Corridor Area Action Plan, prepared by Hertsmere Borough Council (subject to adoption by full Council in July 2015)
- The Saved Policies in the 2003 Local Plan, prepared by Hertsmere Borough Council and adopted May 2003 (see Appendix 1 for a list of saved policies).
- Hertfordshire County Council's Waste Core Strategy and Development Management Policies Document (adopted 2012).
- Hertfordshire County Council's Minerals Local Plan (2007)¹

Changes to the planning system

2.4 The Government introduced a number of changes through the Localism Act 2011 which included the abolition of Regional Strategies, which finally came into force in January 2013. There is also no longer a requirement for a Council's LDS to be submitted to the Secretary of State.

2.5 The terminology around Local Plans has changed as a consequence of the National Planning Policy Framework (NPPF) and national Planning Practice Guidance. The government no longer refers to a 'Local Development Framework' and 'Core Strategy', and now uses the term 'Local Plans'. However, the primary legislation continues to identify statutory plans as 'Development Plan Documents' and Local Planning Authorities are able to prepare more than a single Local Plan.

2.6 Hertsmere Borough Council uses the term Local Plan documents for the statutory, strategic planning framework for the local authority area which currently comprises:

- Local Plan (2003)

¹ Hertfordshire County Council's Waste Site Allocations document, which is currently being prepared, will form part of Hertsmere's plan in the future.

- Core Strategy (2013)
- Elstree Way Corridor Area Action Plan (planned adoption in July 2015)
- Site Allocations and Development Management Policies Plan (planned adoption in 2016)

2.7 A series of Supplementary Planning Documents, provide additional guidance in support of certain the policies in these plans. The Council has a number of SPDs in use and these are kept under review.

2.8 Finally, the Localism Act has enabled local communities, through Parish and Town Councils or neighbourhood forums, to prepare Neighbourhood Plans relating to development and use of land in their areas. It should be noted, however, that Neighbourhood Plans must be in conformity with the strategic policies in Local Plans, as well as national planning policy. One neighbourhood plan is currently being prepared in Hertsmere. This is being produced by Aldenham Parish Council and will primarily cover Radlett. Once adopted, the Neighbourhood Plan will form part of the statutory planning framework for the borough, for use in individual planning applications.

Table 1: Role of Local Plan and supporting documents

Document	Description
Procedural Documents	
Local Development Scheme	This document. Description and project plan of the Local Plan and ancillary planning documents.
Statement of Community Involvement	Sets out how Hertsmere 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	Is produced at the end of each calendar year to assess progress of Local Plan preparation and to monitor the effectiveness of the Local Plan policies.
Local Plan documents	
Core Strategy	To provide 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	To identify and allocate specific sites where necessary to accommodate the different types of development required by the Core Strategy.
Area Action Plans	To provide a comprehensive planning framework for specific areas where significant change or conservation is necessary.
Development Management Policies	To provide 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	To illustrate the policies and proposals in the Local Plan visually on an Ordnance Survey base map.
Sustainability Appraisal	SA/SEA is not a Local Plan document , but 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 Documents (SPDs)	

General SPDs	To provide further guidance, where needed, about how to implement policies and proposals in Local Plan documents
Other documents	
Community Infrastructure Levy	A proposed new charge which will the Council will levy on the net increase in gross internal floorspace area arising from development to fund local infrastructure required to support development in the area.
Conservation Area Appraisals	To set out the key characteristics of, and provide design guidance for, proposals within defined Conservation Areas

2.8 The following chapters of this report provide more information about the Borough's specific Local Plan documents.

Chapter 3: Local Plan documents

3.1 As explained in Chapter 2, Hertsmere's overarching Local Plan will include a number of Local Plan documents which are policy setting documents supported by procedural documents and other documents that provide planning guidance. This chapter provides details about Hertsmere Borough Council's policy-setting Local Plan documents, while Chapter 4 provides a summary of the other supporting documents.

Appendix 2 shows how all the different documents fit together. **Figure 1** illustrates the timetable for production of the Local Plan.

Local Plan documents

3.2 In addition to saved policies in the 2003 Local Plan, Hertsmere Borough Council has adopted a Core Strategy (January, 2013). The Core Strategy provides the overarching strategy and principles for development in the Borough up to 2027, including the amount and distribution of development expected in the different areas of the Borough. Now that the Council's Core Strategy has been adopted, the Council has progressed further Local Plan documents: the Elstree Way Area Action Plan and the Site Allocations and Development Management (SADM) Local Plan documents. A profile of each of these individual Local Plan documents is provided below.

Local Plan document profiles

3.3 The document profiles below provide the following summary information about each Individual Local Plan document, as well as the proposed Community Infrastructure Levy Charging Schedule:

- Adoption Status
- Purpose and Subject Matter
- Geographical Coverage, i.e. to which areas of the Borough the policies relate
- Chain of Conformity – with other relevant documents
- Timetable for Preparation and Revision
- Resources and Evidence for Preparation

Document Details	
Title	Hertsmere Local Plan Core Strategy (Adopted 2013)
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, 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, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Manager: Policy & Transport Manager; Interim Local Plan Team Leader, Project Team: Policy & Transport team; Quality assurance: Head of Planning.
Joint Working	Local Strategic Partnership, key stakeholders
Stakeholder/Community Involvement	Dependent upon the range of target audiences and the resources available to facilitate different methods. Expanded upon in the SCI.
Studies/Evidence Required	Desktop study of all inter-related plans and strategies plus topic based studies.
Resources Required	Cost of the technical studies, Sustainability Appraisal, Examination and a Programme Officer
Timetable for production	
Hertsmere's Core Strategy has now been adopted (January 2013)	
Monitoring and Review Arrangements	
A partial review of the adopted Core Strategy Local Plan (2013) has recently commenced. The partial review will focus on housing need (including gypsy and traveller pitch requirements) and employment land needs.	

Document Details	
Title	Site Allocations and Development Management (SADM) Local Plan document
Role and Subject	The site allocation section identifies site-specific allocations for a range of uses such as housing, employment, retail, leisure and community uses, within the parameters set by the Core Strategy. To be produced alongside Development Management policies within the same document detailing the development policies against which planning applications will be assessed.
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.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Board: The Council, the Executive; Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Director of the Environment.
Joint Working	Employ consultants to undertake studies as required. Opportunities for joint commissioning.
Stakeholder/Community Involvement	Methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	Employment land study, housing capacity study, open space and leisure study.
Resources Required	Cost of any required technical studies, Sustainability Appraisal, Examination and a Programme Officer. Publicity and consultation costs.
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Undertaken on work leading up to publication of draft SADM in 2014
Public consultation (<i>Regulation 18</i>)	March 2014
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>)	July-September 2015
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	November 2015
Examination Period (<i>Regulation 24</i>)	January 2016
Receive Inspector's Report (<i>Regulation 25</i>)	May 2016
Adopt Local Plan (<i>Regulation 26</i>)	July 2016
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Authority Monitoring Report.	
Risk Assessment	
Lack of capacity in-house to deliver on time or diversion onto other priorities. Unable to retain or recruit staff with appropriate skills. PINS availability for examination and report received in time. Legislative and Regulatory changes to/reforms of the planning system. Additional sites come forward for development meriting further consultation. The Council does not take a decision in time due to the democratic process and timetabling of meetings. Insufficient budget to undertake studies and SA process. Large number of representations received at all stages. Further changes of National Guidance or Planning Policy structure.	

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.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Board: The Council, the Executive; Project Manager: Policy & Transport Manager; Project Lead Senior Planning Officer; Quality assurance: Director of Environment.
Joint Working	Council Estates Department, and Other Key Landowners including Hertfordshire County Council and Hertfordshire Constabulary
Stakeholder/Community Involvement	Methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	Elstree Way Feasibility Study and Borehamwood Transport Study Complete
Resources Required	
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Undertaken on work leading up to publication of draft EWC Plan in 2013 and submission of EWC Plan in 2014
Public consultation (<i>Regulation 18</i>)	January/February 2013
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>)	February 2014
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	September 2014
Examination Period (<i>Regulation 24</i>)	Commenced October 2014
Receive Inspector's Report (<i>Regulation 25</i>)	May 2015
Adopt EWC Plan (<i>Regulation 26</i>)	July 2015
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Annual Monitoring Report.	
Risk Assessment	
PINS availability for examination and report received in time. The Council does not take a decision in time due to the democratic process and timetabling of meetings. Insufficient budget to undertake studies and SA process. Delays associated with the work of specialist consultants. Large number of representations being received at all stages.	

Document Details	
Title	Community Infrastructure Levy Charging Schedule
Role and Subject	<p>The charging schedule sets out the rates of CIL which will apply in the authority's area. This will involve consultation and independent examination. CIL rates must be expressed as pounds per square metre, as CIL will be levied on the gross internal floorspace of the net additional liable development. The published rate(s) within the charging schedule will enable liable parties to anticipate their expected CIL liability.</p> <p>The adopted CIL charging schedule has been incorporated into an online Developer Contributions Framework, a suite of pages which also includes advice on s106 agreements (including the provision of Affordable Housing).</p>
Geographical Coverage	Borough wide.
Chain of Conformity	Conformity with adopted Core Strategy, NPPF, CIL Regulations (as amended)
Inter-relationships	Developer Contributions Framework Community Strategy, Local Transport Plan, utilities & other infrastructure plans and strategies, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Director of Environment
Joint Working	Consultants, Local Strategic Partnership, key stakeholders including Hertfordshire County Council and adjoining authorities.
Stakeholder/Community Involvement	Dependent upon the range of target audiences and the resources available to facilitate different methods. Expanded upon in the SCI.
Studies/Evidence Required	Infrastructure Assessment, Viability Assessment
Resources Required	Cost of any required technical studies, Examination and a Programme Officer, Legal Advice
Timetable for production	
Pre-production / survey	Stage 1 Winter 2011 / Stage 2 Autumn 2012
Prepare CIL charging schedule	Winter 2012
Public Consultation and right to be heard on draft charging schedule	March 2013
Modification on draft charging schedule	June 2013
Appoint examiner and programme officer	September 2013
Examination Notification	Autumn 2013
Examination	Autumn/Winter 2013
Inspectors Report	Winter 2013
Introduction of Charge	December 2014
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Annual Monitoring Report.	

Document Details	
Title	Core Strategy (partial review)
Role and Subject	The partial review will focus on housing need (including gypsy and traveller pitch requirements) and employment land needs, including any allocations of land associated with that review.
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.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Board: The Council, the Executive; Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Director of the Environment.
Joint Working	Employ consultants to undertake studies as required. Opportunities for joint commissioning.
Stakeholder/Community Involvement	Methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	Employment land study, housing capacity study, open space and leisure study. Possibly other studies on hotels, cemeteries, health uses, allotments, and elderly care provision.
Resources Required	Cost of any required technical studies, Sustainability Appraisal, Examination and a Programme Officer. Publicity and consultation costs.
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	2015 and 2016
Public consultation (<i>Regulation 18</i>)	Mid-2016
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>)	2017
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	2017
Examination Period (<i>Regulation 24</i>)	2017/18
Receive Inspector's Report (<i>Regulation 25</i>)	2018
Adopt Local Plan (<i>Regulation 26</i>)	2018
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Authority Monitoring Report.	
Risk Assessment	
Lack of capacity in-house to deliver on time or diversion onto other priorities. Unable to retain or recruit staff with appropriate skills. Progress on SADM. PINS availability for examination and report received in time. Legislative and Regulatory changes to/reforms of the planning system. The Council does not take a decision in time due to the democratic process and timetabling of meetings. Insufficient budget to undertake studies and SA process. Large number of representations received at all stages. Further changes of National Guidance or Planning Policy structure.	

Chapter 4: Other Planning Documents

4.1 This chapter provides a brief description of the procedural documents and guidance documents that form part of the planning policy framework.

Procedural documents

4.2 This document which is the **Local Development Scheme (LDS)**. As explained in Chapter 1, it essentially describes Hertsmere's present and future Local Plan and provides a programme for its preparation. Hertsmere has also prepared the following procedural documents:

- **Statement of Community Involvement (SCI)** was originally adopted September 2006 although a revised version was adopted in July 2014. The SCI sets out how the Council will engage with stakeholders in preparing Development Plan Documents (DPDs) (now commonly known as Local Plan documents) and Supplementary Planning Documents (SPDs) as part of its Local Plan. It also provides information about how consultation on individual planning applications takes place.
- **The annual Authority Monitoring Report (AMR)**. Hertsmere Borough Council published its last AMR later than usual in April 2015. It provides up-to-date statistics about key issues in the Borough and assesses the performance of existing Development Plan policies. The next AMR will be published by March 2016.

General Supplementary Planning Documents (SPDs)

4.3 Unlike statutory Local Plan documents, Supplementary Planning Documents (SPDs) do not set policy and, as such, they do not form part of the statutory Development Plan. As their name suggests, the role of the SPD is to provide supplementary guidance (only where such guidance is necessary) to assist with the implementation of a particular policy or policies in the Development Plan.

4.4 Amendments to the PCPA as a result of the Planning Act, 2008, mean that SPDs do not need to be formally recorded in the LDS before they can be prepared. Hertsmere Borough Council therefore has greater flexibility to produce and renew guidance as necessary. However, it is still considered helpful to provide a description of the existing SPDs and to highlight those new ones which will be prioritised in the short term (although it should be noted that DPD preparation will always take priority over SPD preparation).

Table 2: Hertsmere SPDs

Document Title	Current Status	Next Stage of Review	Scope and Purpose
Guidance linked to adopted Local Plan and emerging Core Strategy			
Planning Obligations	Adopted 2010 but superceded in 2014 by CIL and online Developer Contributions Framework	n/a	n/a
Affordable Housing	Adopted 2008. Draft revisions issued in 2014.	Further revisions to be issued in May 2015 in light of Ministerial Statements. Adoption sought by July 2015.	To provide detailed guidance on the application of affordable housing policies
Parking Standards	Adopted SPD 2008 but subsequent revisions adopted in December 2010 and most recently in July 2014.	Not planned.	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 (1st Nov 2006)	Not planned.	Sets out the Council's standards in relation to development.
Part B - Permitted Development	Adopted SPD (April 2009)	Not planned.	To be updated, following amendments to the PD rights.
Part C - Site Appraisal: Design and Access Statements	Adopted SPD (1st Nov 2006)	Not planned.	
Part D - Guidelines for Development (Adopted 2013)	The revised document was adopted SPD (19 th June 2013)	To be updated to take account of new national housing standards.	Adopted Reviewed document now includes: - Guidance on garden land development. - New guidance on internal space standards. - Updated references to public documents
Part E - Guidelines for residential extensions and alterations	Adopted SPD (1st Nov 2006)	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	May be reviewed in 2015.	Sets out planning policies 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.	

4.5 In addition to the above, Hertsmere Borough Council has saved the following Supplementary Planning Guidance (SPG) that was prepared under the pre-PCPA planning system:

- Watling Chase Community Forest
- Warren Estate (Bushey Heath) Design Guide
- Joseph Rowntree Foundation Lifetime Homes

Good Practice Guidance/Advice	Current Status	Next Stage of Review	Scope and Purpose
Streetscene Manual	Good Practice Guidance, adopted July 2012	Not planned.	Guidance on hard and soft landscaping and streetscene enhancement
Building Futures (Guide and Website)	Good Practice Guidance Endorsed 12 Nov 2008	HCC document	Guidance on sustainable development
Elstree Way (LDO area)	LDO ceased to have effect in February 2014.	n/a	n/a

Conservation Area Appraisals

4.6 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 and should, therefore, be conserved or enhanced.

4.7 There are currently 16 Conservation Areas (CA) in Hertsmere. It is important to ensure that the character of these areas is maintained and, as such, consents for demolition should not be granted without first securing an appropriate replacement scheme.

Programme for new or revised CAAs

4.8 The Council has an obligation to review conservation areas from time to time and to determine whether any additional adjoining sites should be included or sections removed. This is under Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990. Hertsmere is currently progressing a programme of reviewing existing and new conservation areas, it includes the following:

- Radlett North – complete

- Radlett South – complete
- Shenley – complete
- Bushey Village - complete (this includes the designation of new Melbourne Road CA as a result of appraisal)
- The Royds, Potters Bar – complete
- Elstree Village - complete
- Shenley - completed
- Bushey High Road – Draft completed and issued for public consultation in 2013
- Aldenham – planned for 2015
- Patchetts Green – planned for 2015
- Letchmore Heath – planned for 2015
- South Mimms – planned for 2016
- Ridge – planned for 2016
- The Lake (Warren Estate) – tbc (Design Guidance remains in use)
- Potters Bar Darkes Lane – tbc (detailed review undertaken when conservation area was adopted)

Chapter 5: Supporting Statement - Evidence, Resources and Risks

5.1 Hertsmere Borough Council will aim to prepare its planning policy documents in accordance with the timescales set out in this LDS. This is important both for delivering the necessary development, and to ensure that interested parties are aware of the public participation stages, although the Council has an extensive Local Plan mailing database with over 1,000 individuals, developers and other stakeholders who are automatically notified of relevant new documents. The purpose of this supporting statement is to demonstrate that, in setting these timescales, Hertsmere Borough Council has taken account of the resources available for preparing Local Plan documents and the evidence needed to support them. It concludes with a Risk Assessment which highlights the most significant risks to meeting the timescales set.

Evidence

5.2 The Core Strategy is supported by a considerable amount of evidence that was collected over the period of time leading up to its adoption. Some of that evidence is being used to inform the preparation of the remaining Local Plan documents and the studies in table 3 are frequently used on a day to day basis to inform individual decisions on planning applications.

5.3 However, as indicated in the Document Profiles in Chapter 3, further work will be required. When the DPDs are submitted to the Secretary of State for independent examination, the Planning Inspector will test whether their policies and proposals are "justified" with reference to up to date and robust evidence. It should be noted, however, that the evidence should be proportionate to the task and this is reiterated in the emerging NPPF.

Table 3: Hertsmere Local Plan Evidence Base (recently commissioned work in italics)

Commissioned by Hertsmere Borough Council

Evidence	Purpose
Viability Study - Development Economics Study	The Development Economics Study examines the viability of delivering affordable housing by considering a range of possible different policy options for thresholds and percentages for requiring the provision of affordable housing. (Three Dragon Consulting May 2010)
Strategic Flood Risk Assessment	A Level 1 Strategic Flood Risk Assessment in accordance with Planning Policy Statement 25. (Halcrow May 2008)
Elstree Way Corridor Feasibility Study	The study seeks to prepare a viable master plan scenario for the redevelopment of the Elstree Way Corridor. (Colin Buchanan and Partners June 2010)
Strategic Flood Risk Assessment	A level 1 flood risk assessment to enable the Council to prepare planning policies to manage flood risk and to inform the consideration of land allocations and the need for site-specific assessments. (Halcrow 2008) Update planned for 2015.

Jointly commissioned with neighbouring authorities and other authorities

Evidence	Purpose
<i>Strategic Housing Market Assessment</i>	<i>New study to replace the 2010 assessment, covering South West Herts to 2031/2036 and commissioned jointly by Dacorum Borough Council, Hertsmere Borough Council, Three Rivers District Council and Watford Borough Council. The purpose of the study is to develop a clear understanding of housing market dynamics, to provide an assessment of future needs for both market and affordable housing and the housing needs of different groups within the population. Expected completion in mid-2015. (GL Hearn)</i>
<i>Gypsy and Traveller Accommodation Assessment</i>	<i>New study to replace the 2005 assessment undertaken. Expected completion in mid-2015. (ORS Consulting)</i>
<i>Economy Study</i>	<i>New study to replace the previous Central Herts work undertaken by Roger Tyms in 2006 and 2009. Covering South West Herts to 2031/2036 and commissioned jointly by Dacorum Borough Council, Hertsmere Borough Council, Three Rivers District Council and Watford Borough Council. The study's purpose is to provide a sub-regional overview of future requirements for employment land, comprising factories, warehouses and offices over the next 20 years. (Regeneris)</i>
Green Arc Strategic Green Infrastructure Plan	Provides an overview of existing strategic green infrastructure assets within the GreenArc (Hertfordshire and Essex), including consideration of assets and proposals which are significant for national and sub national/regional green infrastructure planning; (Land Use Consulting March 2011)
Hertsmere Green Infrastructure Study	Provides an overview of existing strategic green infrastructure assets and provides an action plan for Green Infrastructure within Hertsmere. (Land Use Consulting March 2011)
Hertfordshire Infrastructure and Investment Strategy	The Hertfordshire Local Authorities, comprising the ten District Councils and the County Council, commissioned Atkins Ltd, Roger Tym and Partners and URS to undertake the HIIS Study, an assessment of Hertfordshire's future infrastructure requirements and the identification of funding mechanisms necessary to secure its provision. (Atkins Ltd, Roger Tym and Partners and URS August 2009)

Prepared in-house by HBC

Evidence	Purpose
<i>Strategic Housing Land Availability Assessment</i>	<i>The document includes an assessment of potential sites and locations for housing and provides a picture of</i>

(SHLAA)	<i>the quantity and timing of future housing supply over the next 15 years. The SHLAA will be kept under annual review to maintain an up to date understanding about where development potential may exist in that may contribute towards the creation of sustainable mixed communities. (2015 update currently in preparation)</i>
Local Significant Employment Sites	The purpose of the Local Significant Employment Sites was to recommend sites currently in B, or physically similar Sui Generis, use for allocation as Local Significant Employment Sites in the Borough's Local Development Framework. (2009 and updated 2010)
Retail Topic Paper	The topic paper sets out the existing robust evidence base regarding the retail needs assessments that covers Hertsmere but have been prepared by authorities that adjoin Hertsmere. This justifies Hertsmere Borough Council's position regarding the informed decision not to allocate any major retail sites itself and the choice not to undertake an additional full retail needs / capacity assessment. (2009)
Town Centres and Shopping Study	The study evaluates the health of the six existing town and district centres and provides guidance to assist the Council in the evaluation and assessment of planning applications and proposals for retail development within the Borough in the future. (2008)
Hertsmere Open Space Report	This study aims to identify the quantity and quality of open spaces and recreational opportunities available to residents of Hertsmere. By establishing actual and / or anticipated levels of demand, the study will identify the land requirements for open space for the period to 2021. (2011)
Employment Site Allocations	This report seeks to assess the boundaries of these allocated sites, to establish whether they are still relevant, and make recommendations in respect of whether they should be altered before these existing sites are considered for reallocation in the Council's emerging Site Allocations and Development Management Plan. (2011)
Infrastructure Topic Paper	The document supports the Core Strategy by highlighting what physical, social and green infrastructure is needed as a result of the amount of development that will be brought forward in the Core Strategy. (2012)
Green Space and Amenity Land Assessments	The study builds on the findings of the Open Space Study which was published following public consultation. (2012)
Faith Community Needs Assessment	This study assesses the current and future needs for places of worship and associated facilities. (2012)

Commissioned by HCC

Evidence	Purpose
Building Futures	Building Futures is an evolving web-based guide, designed to provide practical, user-friendly and up to date guidance for planning officers, developers and the general public on how to make development in Hertfordshire more sustainable and of a higher quality in design terms. (Hertfordshire County Council)
Hertfordshire Renewable and Low Carbon Energy Technical Study	The study identifies options for delivering Renewable and Low Carbon opportunities to Hertfordshire. It provides an understanding of the local feasibility and potential for renewable and low-carbon technologies. (Aecom 2010)
Borehamwood and Elstree Transport Plan	This transport plan, provides a framework to focus transport improvements and manage congestion in Borehamwood and Elstree over the next five years. (Aecom 2013)
South West Hertfordshire Transport Strategy Review and Action Plan	The Review provides a forward vision for the area which is in accordance with local and national policies, challenges and targets and the identified objectives for the South West Herts area. (2008)
Potters Bar UTP	Hertfordshire County Council has developed an Urban Transport Plan for Potters Bar which sets out the priorities for transport investment for the next five years and beyond. (2011)
Water Cycle Study	An assessment of local water supply and wastewater treatment in relation to future growth levels for Hertfordshire and associated policy options and solutions. (Anticipated completion, 2015)

Resources

5.5 Hertsmere is a small Council with limited resources, and the new planning system, with its increased emphasis on evidence based plan-making and community engagement, has placed a significant additional resource burden on the Council. The Council has balanced the need for a high quality, sound evidence based Local Plan against speed of production.

5.6 The Local Plan is prepared by the Planning Policy Team, with the input of other teams or members of staff as necessary. The team currently comprises the Planning Policy Manager, the Deputy Team leader, a Senior Planning Officer, and two Planning Officers. The team also includes two part-time Conservation and Design Officers, two part-time Traffic Engineers and a Monitoring and Research Officer.

Risks

5.7 There are a number of risks that could impact in the delivery of the Local Plan. These are considered below:

- **Funding and departmental resources**, a budget has been built up over several years for the Local Plan process (excluding staff costs). However, the Council needs to make significant savings over the next few years and so this budget cannot be relied upon to continue to be maintained at historic levels. Therefore it will be

necessary to keep costs at a minimum through smarter working. (*Potential Risk: High*)

- **Staff turnover/difficulty in recruitment**, should staff leave, we would seek to new recruit staff by advertising quickly, unless posts are frozen. If difficulties in recruiting suitable and qualified staff arise, we will explore other options including the use of focussed consultants or agency staff, subject to resources. (*Potential Risk: Medium*)
- **“Soundness” of Local Plan documents**, The Council will minimise this risk in several ways. We will liaise closely with the Planning Inspectorate, our partners, our own Legal advisors, in particular regarding meeting statutory requirements, and by using the PAS ‘soundness self-assessment toolkits’. (*Potential Risk: Medium*)
- **Planning reforms**, The Planning System continues to be subject to reform including via Ministerial Statements. Interpretation of new government policy and guidance can vary and the Council will take legal advice where the implications of national planning announcements appear unclear (*Potential Risk: Medium*)
- **Programme Slippage**, The Council will continue to monitor the progress of LPDs against the LDS and report these in the AMR each year. We have sought to ensure that the timing of resource intensive stages on the Local Development Documents do not clash to the extent that our resources are overstretched, and this will be kept under review. The LDS will itself be kept under review with interim updates published as necessary. (*Potential Risk: Medium*)
- **Capacity of the Planning Inspectorate**, there is a risk that PINS will be unable to cope with examination demand nation-wide. Progress nationwide with Local Plan production is beginning to accelerate after a slow start. Should PINS not be able to meet the Council’s timing requirements for the Examination, we would wish to be advised of this at a very early stage. (*Potential Risk: Low*)
- **Legal Challenge**, There is a risk that third parties could mount such a challenge to the adoption of a LPD. We will minimise this risk by ensuring that LPDs are “sound” and founded on a robust evidence base and well-audited community engagement. We will also work closely with our Legal Services officers. (*Potential Risk: Low*)
- **Failure of external parties to meet project deadlines**, there is a risk that consultants or other stakeholders do not supply evidence base studies on time, or that consultants cannot be sourced. (*Potential Risk: Medium*)
- **Scale of stakeholder engagement**, It is not possible to predict accurately the likely scale of responses at various stages of consultation. However, should this be higher than expected, the Council will seek to gain additional admin/planning support to process them. We will seek to engage people by targeting key stakeholders in organisations and ‘hard to reach’ groups. (*Potential Risk: Low to Medium*)

Chapter 6: Keep Informed

6.1 This LDS can be downloaded from the planning pages on Hertsmere Borough Council's website at www.hertsmere.gov.uk. This page will be kept up to date with details of forthcoming events and any minor alterations to timetables. If you wish to be included on the Council's mailing list please email Local.Plan@hertsmere.gov.uk, or write to Planning Policy Team, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA.

6.2 Paper copies of the LDS are available for reference at the following locations:

Address	Opening times	Address	Opening times
Civic Offices Elstree Way Borehamwood WD6 1WA	Monday - Thursday: 09.00 - 17.15 Friday 09.00 - 17.00	Aldenham Parish Council Radlett Centre 1 Aldenham Avenue Radlett WD7 8HL	Monday - Friday: 09.00 - 16.00
The Bushey Centre High Street Bushey WD23 1TT	Tuesdays 09.30 – 14.00	Wyllyotts Centre Wyllyotts Place Darkes Lane Potters Bar EN6 2HN	Tuesdays 09.30am – 14.00pm
Borehamwood Library 96 Shenley Road Borehamwood Herts WD6 1EB	Monday to Thursday: 09.00 – 18.00 Friday: 09.00 – 13.00 Saturday: 09.00-16.00 Sunday: Closed	Radlett Library 1 Aldenham Avenue Radlett WD7 8HL	Monday & Thursday: 14.00 - 18.00 Tuesday & Friday: 09.00 - 18.00 Saturday: 09.00 - 16.00 Wednesday and Sunday: Closed
Bushey Library Sparrows Herne Bushey WD23 1FA	Monday and Wednesday: 09.00 -18.00 Tuesday and Friday: 09.00-18.00 Thursday and Sunday: Closed Saturday: 09.00-16.00	Oakmere Library High Street Potters Bar EN6 5BZ	Monday and Wednesday: 09.00 - 18.00 Tuesday and Friday: 14.00 - 18.00 Thursday and Sunday: Closed Saturday: 09.00 - 16.00

Opening hours correct at April 2015

Appendix 1

Hertsmere Core Strategy Policies (2013)

- Policy SP1: Creating sustainable development
- Policy SP2: Presumption in favour of sustainable development
- Policy CS1: The location of new homes
- Policy CS3: Housing delivery and infrastructure
- Policy CS4: Affordable housing
- Policy CS5: Affordable housing in rural areas on 'Exception' sites
- Policy CS6: Gypsy and traveller sites.
- Policy CS7: Housing mix
- Policy CS8: Scale and distribution of employment land
- Policy CS9: Local significant employment sites
- Policy CS10: Land use within employment areas
- Policy CS11: Promoting film and television production in Hertsmere
- Policy CS12: The enhancement of the natural environment
- Policy CS13: The Green Belt
- Policy CS14: Protection or enhancement of historic heritage assets
- Policy CS15: Promoting recreational access to open space and the countryside
- Policy CS16: Environmental impact on new development
- Policy CS17: Energy and CO2 reductions
- Policy CS18: Access to services
- Policy CS19: Key community facilities
- Policy CS20: Securing mixed use development
- Policy CS21: Standard charges and other planning obligations
- Policy CS22: Securing an high quality and accessible environment
- Policy CS23: Elstree Way Corridor
- Policy CS24: Development and accessibility to services and employment
- Policy CS25: Accessibility and parking
- Policy CS26: Promoting alternatives to the car
- Policy CS27: Town centre strategy
- Policy CS28: Strengthening town centres
- Policy CS29: Retail and commercial development in Shenley
- Policy CS30: Safe and attractive evening economy.

Hertsmere Local Plan (2003) Saved Policies

- Policy C1: Green Belt
- Policy C2: Safeguarded Land General Principles
- Policy C3: Reuse of Buildings in the Green Belt
- Policy C4: Development Criteria in the Green Belt
- Policy C5: House Extensions and Replacement Dwellings in the Green Belt
- Policy C6: Elstree and Shenley Villages - Infilling
- Policy C7: Watling Chase Community Forest
- Policy C11: Agricultural Land - Protecting Higher Grades
- Policy C12: Agricultural, Forestry and Equestrian Workers' Dwellings
- Policy C13: Agricultural, Forestry and Equestrian Workers' (temporary) Dwellings
- Policy C14: Agricultural, Forestry and Equestrian Workers' Dwellings - occupancy
- Policy C15: Farm and Countryside Diversification
- Policy C16: Equestrian Developments
- Policy C17: Cemeteries and Memorial Gardens
- Policy C18: Major Developed Sites in the Green Belt

Policy C19: Shenley Hospital
 Policy C20: Harperbury Hospital
 Policy H2: Housing Sites - Estimated
 Policy H3: Surplus Schools in Borehamwood
 Policy H4: Green Belt Safeguarded Land for Housing
 Policy H6: Retention of Existing Residential Accommodation
 Policy H8: Residential Development Standards
 Policy H9: Redevelopment for Apartments in Existing Urban Areas
 Policy H10: Back Garden Development
 Policy H11: Residential Conversions
 Policy H12: Sheltered Housing
 Policy H13: Changes of Use to Residential
 Policy B1: Employment Areas (limited to the extent that it defines the Employment Areas on the Proposals Map).
 Policy B3: Cranborne Road Employment Area
 Policy B4: Stirling Way Employment Area
 Policy B5: Centennial Park
 Policy B8: Re-use or Redevelopment of Employment Sites Located Outside Employment areas and Town and District Centres
 Policy B9: Employment Development - Environmental and Design Considerations
 Policy B10: Small Business Units
 Policy B11: Home working
 Policy T1: Town and District Centre Action Plans
 Policy T4: Shop Units - Redevelopment Opportunities
 Policy T5: Shopping Facilities - Areas of Deficiency
 Policy T6: Non-Retail Uses - Locational Criteria
 Policy T7: Non-Retail Uses - Other Criteria
 Policy T8: Development in Shopping Centres – Environmental Considerations
 Policy T9: Car Boot Sales and Other Forms of Temporary Sales
 Policy L1: Leisure and Recreational Developments – General Principles
 Policy L2: Leisure and Recreational Developments - Environmental Criteria
 Policy L3: Urban Open Land Areas
 Policy L4: Public Open Space: Proposed Sites
 Policy L5: Recreational Provision for Residential Developments
 Policy L6: Sports Facilities
 Policy L7: Playing Fields - Retention for Community Needs
 Policy L8: Allotments
 Policy L9: Tourism
 Policy S2: Surgeries
 Policy S3: Residential Care and Supported Accommodation
 Policy S4: Provision of New Schools or Colleges
 Policy S5: Extensions to Existing Schools or Colleges
 Policy S6: Nurseries and Crèches
 Policy S7: Community Centres and Religious Buildings
 Policy S9: Gypsies and Travellers
 Policy M1: Movement Management
 Policy M2: Development and Movement
 Policy M3: South West Hertfordshire Transportation Strategy
 Policy M5: Pedestrian Needs
 Policy M6: Cyclists
 Policy M7: Equestrian Needs
 Policy M8: Rights of Way - Existing Definitive and Non-Definitive Public Networks
 Policy M9: Rights of Way - New 'Off Road' Routes and Greenways
 Policy M10: Passenger Transport Facilities 142
 Policy M11: Passenger Transport Enhancement

Policy M12: Highway Standards
 Policy M14: South Mimms (Bignell's Corner) Special Policy Area
 Policy E1: Sites of Special Scientific Interest
 Policy E2: Nature Conservation Sites - Protection
 Policy E3: Species Protection
 Policy E4: Features of Major Importance for Nature Conservation
 Policy E5: Nature Conservation Sites - Management
 Policy E6: Nature Conservation Sites - Opportunities Arising from Development
 Policy E7: Trees and Hedgerows - Protection and Retention
 Policy E8: Trees, Hedgerows and Development
 Policy E9: Archaeology - Assessment of Sites
 Policy E10: Archaeology - Nationally Important Sites
 Policy E11: Archaeology - Sites of Less than National Importance
 Policy E12: Listed Buildings - Demolition
 Policy E13: Listed Buildings - Alteration and Extensions
 Policy E16: Listed Buildings - Development Affecting the
 Policy E17: Listed Buildings - Submission of Drawings
 Policy E18: Buildings of Local Interest
 Policy E19: Conservation Areas - Demolition
 Policy E20: Conservation Areas - Redevelopment
 Policy E21: Conservation Areas - Retention of Character
 Policy E22: Conservation Areas - Preservation and Enhancement
 Policy E23: Conservation Areas - Design of Development
 Policy E24: Conservation Areas - Cumulative Effect of Small
 Policy E25: Conservation Areas - Detailing and Materials
 Policy E26: Conservation Areas - Submission of Detailed
 Policy E27: Conservation Areas - Adjacent Development
 Policy E28: Conservation Areas - Open Space
 Policy E29: Conservation Areas - Streetscape
 Policy E30: Conservation Areas - Shopfronts
 Policy E31: Historic Parks
 Policy E32: Battlefield
 Policy D1: Watercourses, River Corridors, Floodplains and
 Policy D2: Open Water Areas
 Policy D3: Control of Development Drainage and Runoff Considerations
 Policy D4: Groundwater Protection
 Policy D5: Water Supply & Sewerage Facilities for New Development
 Policy D6: Safeguarding Mineral Supplies
 Policy D7: Re-use and Recycling in Construction
 Policy D9: Shopfronts
 Policy D10: Advertisements
 Policy D11: Blinds and Awnings
 Policy D12: Street Furniture
 Policy D13: Noise Sensitive Development
 Policy D14: Noisy Development
 Policy D15: Energy Efficiency - Design and Layout of Development
 Policy D16: Renewable Energy Sources
 Policy D17: Pollution Control
 Policy D18: Hazardous Substances
 Policy D19: Lighting Installations and Light Pollution
 Policy D20: Supplementary Guidance
 Policy D21: Design and Setting of Development
 Policy D22: Amenity Greens
 Policy D23: Access for People with Disabilities
 Policy R2: Developer Requirements

Appendix 2

Structure of the Hertsmere Local Plan

