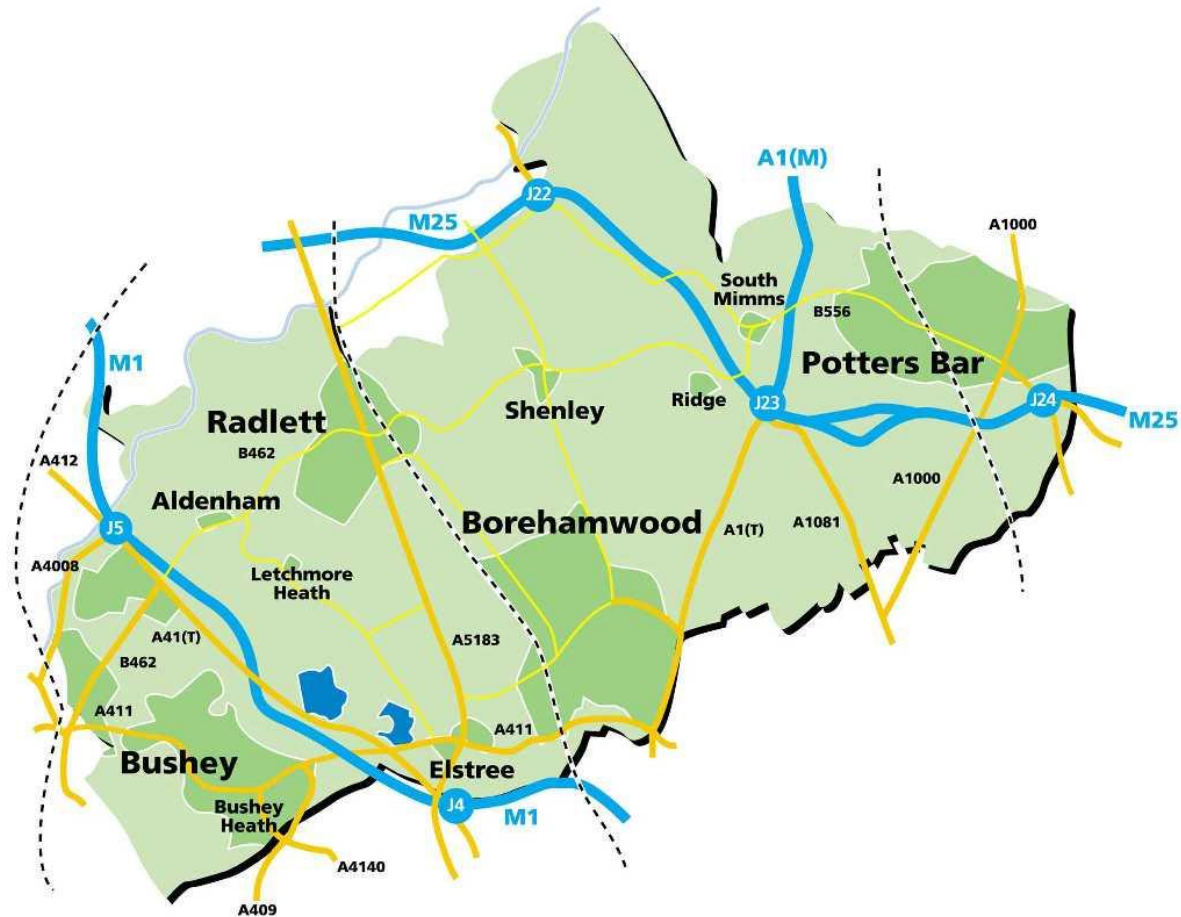


# Hertsmere Borough Council Local Plan



## Statement of Community Involvement

January 2014

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## Preface

Hertsmere's Statement of Community Involvement sets out the how the Council will consult the public during the preparation of planning documents and when determining planning applications. One of the aims of the planning system is to encourage effective and meaningful community involvement throughout all of the stages of the place making process. Effective community involvement will give people the opportunity to say what sort of place they want to live in and how their views can make a difference. We recognise that there are benefits in linking the community strategy and Hertsmere's Local Plan in terms of co-ordinated policies and consultation processes. To meet this aim, we must continuously review and update **the Statement of Community Involvement (SCI)**.

Hertsmere's existing Statement of Community Involvement was adopted in 2006. Since that time Government guidance, policy and legislation setting out how the public should be consulted has changed. This Statement of Community Involvement has been revised paying particular regard to the National Planning Policy Framework (2012), the Localism Act (2011) and Local Planning Regulations (2012).

## Glossary

<b>Binding Report</b>	Once a Local Plan Document has been to an independent examination the Planning Inspector issues a Binding Report that makes recommendations for how the document must be changed. We can adopt the document once we have made these changes.
<b>Community Strategy</b>	A document prepared by our Local Strategic Partnership, comprising various private and public sector organisations that promotes strategies to improve the quality of life of people who live in, work in and visit the Borough.
<b>Core Strategy</b>	The Core Strategy is a Local Plan document that contains policies that will affect the entire Borough and its surrounding area. The Core Strategy set out the vision, aims and strategy for the Borough up to 2027.
<b>Independent examination</b>	Once a Local Plan Document has been made available to the community through public consultation, the document and any comments will be independently examined by a planning inspector, who checks that the document has been prepared in line with the relevant regulations and contains effective policies and procedures.
<b>Local Plan</b>	The Local Plan was previously referred to as the Local Development Framework and is the collection of all the statutory Local Plan Documents that will guide the economic, social, environmental and physical development of the Borough. The statutory Local Plan documents, which previously had the status of 'Development Plan Document' include the Core Strategy, Proposals Maps, DM policies and Site Specific Allocations (see below), whilst optional topic-based documents can also comprise part of the Local Plan such as an Area Action Plan.
<b>LDO - Local Development Order</b>	The function of a LDO is to locally extend the scope of permitted development in response to local circumstances. There is currently an LDO covering the Elstree Way Employment Area.
<b>LDS - Local Development Scheme</b>	Our Local Development Scheme is the project plan and timetable setting out what steps we are taking to prepare documents, and by when.
<b>Planning Performance Agreement (PPA)</b>	An agreement between a developer and a local authority (and potentially other key players, such as statutory consultees) for more complex planning applications, setting out who will do what and when, to an agreed timescale prior to the determination of that application.
<b>Policies Map</b>	Previously known as a 'Proposals Map', a Policies Map will show the policies and proposals on an Ordnance Survey map using coloured boundaries and symbols. A Policies Map will include the places described in our Core Strategy and key diagram.

<b>Representations</b>	The comments we receive from members of the public, groups or organisations in response to plans and documents made available through public consultation exercises, as well as in response to individual planning applications.
<b>SCI - Statement of Community Involvement</b>	Our Statement of Community Involvement sets out the procedures we will follow when consulting on future planning documents.
<b>Stakeholder</b>	An individual, group or business that has a particular interest in the development of the Borough, or in a particular project.
<b>SoS - Secretary of State</b>	Secretary of State – Proposals for Local Plan Documents and submission Local Plan Documents should be sent to the Secretary of and in the case of submission Local Plan Documents, also to the Planning Inspectorate.
<b>SPD - Supplementary Planning Document</b>	Supplementary Planning Documents are documents that focus on specific issues that need more detailed guidance to support the main policies contained in Local Plan Documents.
<b>Sustainability Appraisal</b>	The main purpose of the Sustainability Appraisal is to review the social, environmental and economic effects of plan strategies and policies to make sure they are made in line with the aims of sustainable development.
<b>Sustainable development</b>	Development that meets the needs of both current and future generations, making the most efficient use of land and resources, while protecting the environment.
<b>Windfall sites</b>	New sites that come forward for development that are not identified in the development plan documents.

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## **1 Introduction - What is the Statement of Community Involvement?**

- 1.1 We have updated Hertsmere's Statement of Community Involvement (SCI) as part of our Local Plan. The SCI is a document which sets out our policy for involving the community, both in preparing and revising planning policy documents and in development management decisions. The requirements for preparing this SCI are set out in the Planning and Compulsory Purchase Act 2004, the Planning Act 2008 and the Localism Act 2011.
- 1.2 The previous SCI was made available for public consultation for a period of six weeks during July and August 2005. The aim of the early consultation period on the SCI was to find out how the community would like to be consulted on future planning documents. That SCI set out some ideas and aims to aid discussion to encourage people who have felt left out of the planning process in the past to contribute to the new range of documents. The comments received from the consultation period were then used to inform and make changes in arriving at a final adopted 2006 version of the SCI.
- 1.3 Through this revised SCI, which went through a period of public consultation in 2013, we aim to continue to promote effective and wherever possible, additional public involvement in the planning system. This will help to make sure that all sections of the community, including people who do not normally get involved in the planning process, have the opportunity to contribute to all aspects of place-making. We aim to involve local residents, businesses, landowners, groups and organisations, along with other stakeholders such as national and regional organisations, in the process. We will place an emphasis on making information widely accessible in all formats, and make use of the Internet, the local press and existing networks of communication.
- 1.4 The benefits of continuous community involvement are that we can:
- help people understand the planning processes;
  - work with groups and individuals who would otherwise not get involved, including on individual planning applications;
  - identify issues of concern; and
  - provide an opportunity for negotiation on representations made on Local Plan regulations and planning applications.
- 1.5 We hope to increase the opportunities for involving the community by consulting the community where we can and increasing the ways in which information is made available. We will prepare all future planning documents that manage the economic, environmental and physical growth of Hertsmere in line with the procedures established by this statement.

## 2 Why we have prepared this statement

- 2.1 The existing Hertsmere Local Plan 2003 and associated Supplementary Planning Documents, is being replaced by a new **Local Plan** (this was previously referred to as a Local Development Framework). Hertfordshire County Council will continue to prepare minerals and waste development plans. The Local Plan will include a series of statutory **Local Plan Documents**, optional Local Plan documents and **Supplementary Planning Documents (SPDs)**, which will set out our policies to tackle the Borough's future economic, environmental and social needs through using and developing land. Section 3 contains more detail on each of these types of planning documents. Individual documents within the Local Plan can be prepared and altered separately according to changing needs and circumstances.
- 2.2 One of the main aims of the planning system is to encourage effective and meaningful community involvement in preparing and reviewing planning policy documents. The purpose of the revised SCI is to set out how we plan to involve the community in preparing, altering and reviewing our Local Plan and in the planning application process.
- 2.3 Community involvement in the Local Plan is a continuous process involving all stages of preparing documents. Effective community involvement and participation in the planning process will give people the opportunity to make their views heard and say what sort of place they want to live in.
- 2.4 Public consultation includes involving and informing people. However, people often have different views and while we will always listen to comments we may not always agree. Community views have to be balanced with other considerations and this applies to both planning policy documents and individual planning applications.
- 2.5 The **Local Development Scheme (LDS)** originally came into effect on 21 April 2005 and has since been updated on a number of occasions. The most recent LDS is the September 2013 version. The LDS sets out a work programme for preparing the planning policy documents over a three-year period. It is also the first point of reference for local communities and stakeholders to find out about our Local Plan and the order in which documents will be developed. The SCI works alongside the LDS as it sets out how we are going to involve the community and who we are going to involve.
- 2.6 The minimum legal requirements for consultation and public involvement on planning policy documents are set out in the Town and Country Planning (Local Development) (England) Regulations 2012). The consultation procedures and methods for the Local Plan are contained in Tables 1 to 4 of Appendix 2. We consider these regulations to be minimum standards and aim to do better than the minimum requirements where possible.
- 2.7 We previously consulted widely on our current Local Plan, which was adopted in May 2003 and our Core Strategy, which was adopted on 17<sup>th</sup> January 2013. We have a database of contacts which we will continuously update throughout the various consultation stages. We will also explore links with community involvement on the community strategy to share contacts and to reduce the number of separate consultation periods on similar topics.



2.8 Section 7 of the SCI sets out how we consult on planning applications and how we will encourage developers to consult interested groups such as nearby residents and organisations before they submit applications. Section 7 also contains additional plans to consult people on planning applications by the type of application submitted.

### **Duty to cooperate**

2.9 The Localism Act (2011) places a 'duty to cooperate' on all local Authorities and a number of other public bodies which requires on-going, constructive and effective engagement to development strategic policies and consider joint approaches to plan making. This could result in continued work on joint evidence base documents with adjoining Local Authorities for example.

2.10 The Duty to Cooperate applies to the following public bodies outlined below:

- Neighbouring local authorities in London and Hertfordshire
- The Environment Agency;
- English Heritage<sup>1</sup>;
- Natural England;
- The Mayor of London;
- The Civil Aviation Authority;
- The Homes and Community Agency;
- Local clinical commissioning groups and the National Health Service Commissioning Board;
- The Office of Rail Regulation;
- Transport for London.
- Each Integrated Transport Authority;
- The Highways Authority;
- The Marine Management Organisation.

2.11 The National Planning Policy Framework defines the issues that require cooperation as:

- The homes and jobs needed in the area;
- The provision of retail, leisure and other commercial development;
- The provision of infrastructure for transport, telecommunications, waste management, water supply,
- wastewater, flood risk and the provision of minerals and energy (including heat);
- The provision of health, security, community and cultural infrastructure and other local facilities; and
- Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

2.12 The duty to cooperate is in addition to continuing to consult a number of statutory groups such as neighbouring authorities or local and national agencies. These are all contained in list one of Appendix 1. We will also consult individuals, organisations and groups where it is considered that they will be affected by a document. A summary of these types of groups is contained in list two of Appendix 1.

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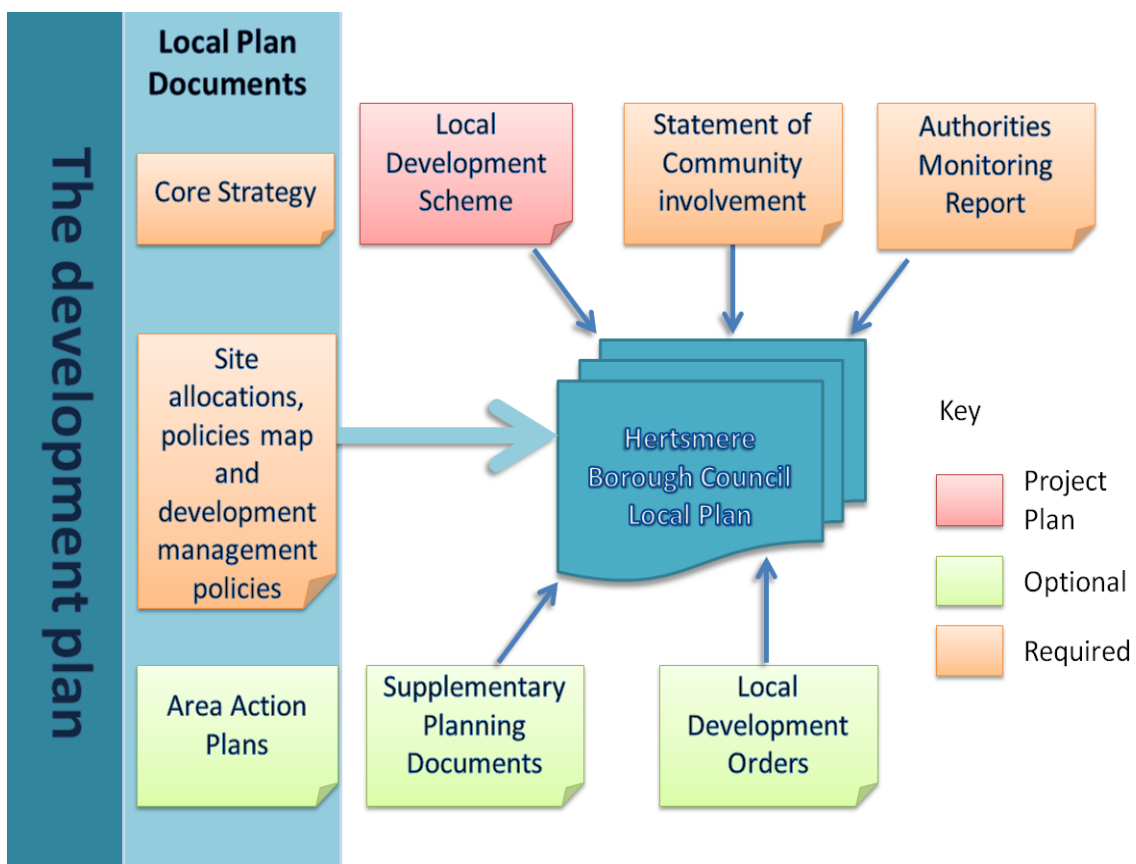
<sup>1</sup> The Government have announced that English Heritage is to be reorganised within the next two years. Therefore, any reference to English Heritage also refers to any subsequent reorganised group of the same nature in the future.

### 3 What is the Local Plan?

#### Local Plan

3.1 The Local Plan consists of statutory Local Plan documents and optional Local Plans documents whilst SPDs are drafted to provide additional guidance to Local Plan policies. Figure 1 illustrates how the Local Plan fits together. Together, these documents will provide our policies for meeting the Borough’s future economic, environmental and social needs, and provide a framework for redeveloping and protecting local areas. It is important that we involve the community and stakeholders at an early stage so we can consider their views. The Local Development Scheme sets out the timetables for preparing Local Plan documents.

**Figure 1: Hertsmere’s Local Plan**



3.2 There are also two procedural documents; a Local Development Scheme and a Statement of Community Involvement. The Council will also prepare an Annual Monitoring Report which will help us to monitor the effectiveness of, and to manage, our Local Plan.

3.3 SPDs will focus on specific topics in greater detail, providing policy guidance to support the Local Plan policies. SPDs will cover issues such as design, affordable housing and biodiversity.

### **Local Plan documents**

- 3.4 The Core Strategy, Proposals/Policies Map, Site Allocations, and Development Management policies are statutory Local Plan documents, which will form part of the overarching Local Plan. These are described in more detail below.

### **Core Strategy**

- 3.5 Our adopted Core Strategy sets out the vision, aims and strategy for the Borough up to 2027. It contains important strategic policies including housing provision. Our Core Strategy contains policies that cover the whole Borough and take account of cross-borough issues such as road and rail networks. Our Core Strategy underwent a wide-reaching consultation exercise spreading wider than the community of Hertsmere.

### **Policies Map**

- 3.6 The Policies Map will show the policies and proposals on an Ordnance Survey map. The Policies Map will include the places described in the Core Strategy and key diagram. We will update the map as each Local Plan is drafted and approved. We will consult people on site allocations for particular developments when we produce the Site Allocations Local Plan document.

### **Site Allocations and Development Management Local Plan document**

- 3.7 The Site Allocations and Development Management Local Plan document will identify site-specific allocations for a range of land uses such as housing, employment, retail, leisure and community uses. It will provide the policy framework for both identified and windfall sites, providing policies which were not dealt with in the Core Strategy. The document will also contain a collection of general Development Management policies that are not covered by other Local Plan documents. These will set out the conditions against which planning and other applications for developing and using land will be considered.
- 3.8 This combined Local Plan document will have a wide consultation process commensurate with its subject matter. Developers who regularly act as agents in Hertsmere will be among the key people we consult, along with other council departments, external contacts who are regularly involved in the development management process, including parish and town councils and local community organisations and other key stakeholders such as landowners and residents.

### **Area Action Plans**

- 3.9 An Area Action Plan (AAP) is a detailed plan for a specific area where significant change or conservation is needed. An AAP is designed to guide the implementation of policies. It can be used to deliver planned growth; stimulate regeneration; protect areas that are particularly sensitive to change; resolve conflicting objectives in areas subject to development pressure; or deliver area based regeneration initiatives. The only AAP that is proposed at the time of writing is the Elstree Way Area Action Plan DPD which initially went out for consultation in January 2013. There are no other

AAPs timetabled at present. Should an AAP be necessary in the future, it will be prepared in accordance with the SCI.

### **Supplementary Planning Documents (SPDs) including Development Briefs**

- 3.10 We will produce a number of SPDs that will provide more detail to Local Plan policies and standards that are not contained in the Local Plan. These will be based on specific subjects that need more in-depth guidance. SPDs contain detailed guidance to help implement particular policies within the core strategy and Local Plan documents and can be updated more quickly to respond to changing needs. They do not contain any new policies.
- 3.11 For any further SPDs we will consult key stakeholders, existing forums and the wider community. SPDs are not Local Plan documents and as such are subject to only one period of public consultation. Figure 2 of Appendix 3 illustrates this process. Table 3 of Appendix 2 sets out the procedures for consultation on SPDs.
- 3.12 We may choose to prepare a development brief for some sites. This will set out the main issues affecting the site and the surrounding area, the relevant policies from the Local Plan documents, and what we hope to achieve from any future development on the site. The aim of development briefs is to provide developers with a clear picture of what we believe is appropriate development for the site, which should help them to provide an application that considers all the matters raised in the brief, speeding up the decision and delivery of any proposals. Development Briefs will normally have the status of a Supplementary Planning Document.

### **Neighbourhood Planning**

- 3.13 Neighbourhood planning was introduced by the Localism Act 2011. There are two main mechanisms for neighbourhood planning – Neighbourhood Plans and Neighbourhood Development Orders.
- 3.14 A Neighbourhood Plan is a new way of helping local communities to influence the planning of the area they live and work in. If a plan is prepared and agreed by the community in a referendum it will become part of the development plan for the area and be used in the determination of planning applications.
- 3.15 A Neighbourhood Development Order can grant planning permission for certain types of development without the need to submit a planning application to the Council. The Regulations for Neighbourhood Planning came into force on 6th April 2012. The Localism Act 2011, together with these regulations, places various duties and responsibilities upon the Council.
- 3.16 It is the responsibility of the Parish Council or Neighbourhood Forum to prepare the Plan and to undertake an inclusive consultation although the Council has a duty to assist. Conducting a wide-reaching consultation procedure is in the Parish Council or Neighbourhood Forum's interest as the Plan or Order can only be adopted after a referendum in which over 50% of voters support the Plan or Order. Neighbourhood Plans must also confirm to the Council's Core Strategy.
- 3.17 Where the Council has a duty to publicise a plan or referendum (including the original application to designated a Neighbourhood Area), the Council will do so in line with the

Localism Act 2011, the Neighbourhood Planning (General) Regulations 2012 and the principles in this SCI.

## 4 When can I get involved in the Local Plan?

### Involvement in Local Plan documents

- 4.1 We will produce our Local Plan documents in line with the procedures set out in the SCI Regulations, and will consult the community when we update them. There are four main stages in Local Plan production: key issues; production; examination and adoption.

#### Key issues stage

- 4.2 This stage includes two main activities: survey and evidence gathering; and initial work on a sustainability appraisal. We will consult the main stakeholders who will help us identify what evidence is needed to prepare the Local Plan document and all consultees (statutory, general and interested parties) regarding what ought to be in the Local Plan document. We will also start the sustainability process, as required in the regulations.

#### Production stage and publication stage

- 4.3 We will prepare a draft document taking into account the comments made during the key issues stage. If necessary (where pertinent points have been raised) we will consult for a further six weeks. After this period of public consultation we will make any necessary amendments to the Local Plan document. We will prepare a final document and a sustainability appraisal report. We will present this proposed Local Plan document to the full Council for approval. **The Local Plan document will then be made available for public comment for at six weeks, during which time anyone can make a formal representation supporting or objecting to the content of the document.** The plan, together with the representations received, will then be submitted to the Secretary of State along with a final sustainability appraisal report and a statement showing how it meets the SCI.

#### Submission stage

- 4.4 We will prepare a summary of the comments we received before the submission of the document along with all other relevant supporting information and make it available to the public.

#### Independent examination

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

**Adoption**

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

**Involvement in Supplementary Planning Documents (SPDs)**

- 4.7 There is one statutory consultation stage of four to six weeks on the draft SPD. We will consult all relevant consultees. Where an area based SPD is proposed, an appropriate area-based consultation will occur. After the consultation, representations will be considered and a final draft will be presented to the Council's Executive to decide whether to adopt the document or not.

## 5 How can I get involved in the Local Plan?

- 5.1 There are a number of methods of involving the community in the planning process such as in the media, through our own website and social media channels (twitter) and through community news sites. There are advantages and disadvantages to all methods. Set out below are a few examples of how we will involve the community. There may be other methods that prove to be more appropriate over time for particular documents, or for particular sections of the community.

### Libraries and area offices

- 5.2 The simplest way of involving the community is by making information publicly available in easy-to-reach places. We already make published documents available in the civic offices, local libraries and area offices. These documents are available to view, photocopy or buy. There is a full list of all the local libraries and contact phone numbers in Appendix 4.

### Electronic publishing

- 5.3 We will make all published documents available on our website in a format that can be viewed and printed. Where possible, questionnaires will be able to be completed and submitted online. We will also include information about the dates and stages of all consultations, and where the documents are available. We will update the website in line with each stage of the consultation process. Our website address is [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk).

### Press releases

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

- **Local newspapers:** Watford Observer, Barnet and Potters Bar Times, Borehamwood Times, Welwyn and Hatfield Times, and Herts Advertiser
- **Local radio:** Three Counties Radio, Heart Radio.
- **Magazines:** Hertsmere News, Hertfordshire Life

### Summary leaflets

- 5.5 Some of the proposed planning documents may be quite long and will contain a lot of detailed information. However, some of this information will not be of interest to all members of the community. We will produce summary leaflets to summarise the main points of the longer documents. These will be in colour, reader-friendly and will tell the reader where they can find more information in the main document. We will also



include details of how to respond to and make comments on the main document in the free leaflet. We will send the summary leaflets to people listed on the Local Plan database (see paragraph 2.7), and to anyone else who asks for a copy. Copies of these leaflets will be made available on our website.

### **Comments forms and questionnaires**

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

### **Stakeholder meetings**

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

### **Public exhibitions**

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

### **Community forums**

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

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

- 5.11 The Planning Panel is an all-party group, which has been established to inform the production and development of the Local Plan. It is not a decision making group. Its

recommendations will be reported to the Council's Executive for decision. Chaired by the Portfolio Holder with responsibility for planning matters, the Panel meets as required, and provides an opportunity for Councillors to discuss and advise on the preparation of planning policy and related documents. Documents for submission to the Secretary of State and for eventual adoption will be considered by the full Council. members of the public have the right to have their views heard at full Council meetings.

- 5.12 The Policy and Transport Team will regularly report the community's views and comments during public consultations to the Council's Executive. The comments made by the public and the Executive members will help to shape the policies in the draft documents.

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

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

### **Alternative formats of documents**

- 5.14 In line with our Community Strategy and Corporate Communications Strategy, documents or extracts of documents will be available in different formats, for example, in braille, in large print, on audiotape, by e-mail or in different languages. Each document will be made available in different formats upon request.

## **6 Who will we consult?**

### **Target groups for community involvement**

- 6.1 We are committed to involving as many individuals and groups as possible when developing our planning policies for the Borough. These include those groups and organisations that have been previously hard to reach. Key target groups are:
- ‘hard-to-reach’ groups (including elderly and young people, disabled people, rural and travelling communities and ethnic-minority groups);
  - residents;
  - businesses;
  - developers, agents and landowners;
  - local interest groups;
  - local community and amenity groups;
  - parish and town councils;
  - members of the local strategic partnership;
  - central, and local government departments; and
  - national and county bodies and organisations.
- 6.2 We recognise that some people may feel removed from the planning process. Effective consultation should include methods that make consultation accessible to all and should be appropriate to the needs of the particular target group.
- 6.3 We will work with our local strategic partnership to establish new ways to consult people especially where the groups are ‘hard to reach’, such as elderly people, young people, disabled people, ethnic minorities, travelling and rural communities. These groups have tended to be under-represented in the planning process and so need specific approaches to involve them. We will place emphasis on expanding the range of information made available on the Internet, along with consulting people on-line. We will carry out all consultation in line with our corporate communications strategy.
- 6.4 We will also work with existing partners and use existing networks to informally involve the community and stakeholders at an early stage. These networks include forums and meetings with existing groups and use specialised consultation methods to involve hard-to-reach groups.
- 6.5 Other methods for engaging hard to reach groups could include holding open forums and exhibitions at community centres and schools around the Borough, and using translators and youth workers to involve ethnic groups and young people. For these types of sessions we will put adverts in local newspapers and on the internet to inform the community of the dates and venues. We will use short questionnaires and structured forms so that people can provide written comments and so that we can process comments quickly once we receive them.

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

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

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

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

### Major

- Homes – 10 or more, or a site of more than 0.5 hectares.
- Offices, research and development, light industry.
- Retail, distribution and servicing.
- Agricultural, leisure, clinics, parking, education

*Where the floorspace created is 1,000m<sup>2</sup> or more (including any change of use)*

### Minor

- Homes – less than 10
- Offices, research and development, light industry
- Heavy industry, storage and warehouses
- Retail, distribution and servicing
- Agricultural, leisure, clinics, parking, education

*Where the floorspace created is less than 1,000m<sup>2</sup>*

### Other

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

### Pre-application discussions

7.2 Pre-application discussions help us make sure that our approach to deciding planning applications is clear and open to everyone. We welcome pre-application discussions between officers, applicants and interested groups including, wherever possible, the local community. These discussions may vary from a short chat with the duty officer, to a series of meetings with various council departments for a large-scale development scheme. Any views or opinions given during pre-application discussions are informal and are not binding on any future decision we make. If appropriate, officers will advise that discussions are held with advisory bodies such as the Herts and Middlesex

Wildlife Trust or the Environment Agency prior to the submission of planning applications.

7.3 Pre-applications discussions are useful because they:

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

7.4 We encourage developers and applicants to prepare as much information as possible before a pre-application discussion takes place to allow officers to prepare for these meetings and provide useful advice.

7.5 We encourage developers to enter into early discussions with us and that is why we have introduced a formal, chargeable, pre-application process. At this stage, planning officers can advise developers whether an application is likely to be 'sensitive', such as one that is likely to attract a large amount of public interest, and whether they need to carry out further consultation with the community. In any case, we will strongly urge developers to undertake early engagement with the local community in developments that are likely to have a significant effect on the local area.

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

7.6 In some cases which have a wider public interest and for major applications, prior to their formal submission, we will encourage the applicant to consult the community through area forums or public exhibitions with developers, council representatives (where appropriate) and interested groups or members of the local community. It is important that as many people as possible have the opportunity to discuss the scheme with the developers. These events must be organised by the applicant and should be held in a suitable place near to the development site or in a neutral area. The applicant must pay all costs associated with any pre-application events undertaken and we will ask applicants to provide a summary of any pre-application consultation they have undertaken, when they submit their planning application. Although we will encourage these sorts of events, developers and applicants are not obliged to carry out pre-application discussions with the community and the Council does not itself (nor is statutorily required to) undertake consultation on pre-application proposals.

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

7.8 We will have a 'without prejudice' position in all pre-application discussions, and will only play a watching brief-role. This is to prevent the informal opinions of individual officers being taken as a definite decision on a scheme and the information submitted

as part of the pre-application process is not routinely open to public inspection due to its confidential and potentially commercially sensitive nature. However, Ward Councillors will (subject to the agreement of the applicant) be consulted on pre-application proposals. Similarly, councillors will also need to be aware of their activities and opinions, particularly where their opinions may prevent them becoming involved at any later committee where applications are decided. Our code of conduct for officers and councillors dealing with planning matters provides detailed advice.

### **Development team approach**

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

### **Local Validation Lists**

- 7.10 The Council have introduced a Local Validation List for householder developments which will set the scope for the amount and type of information over and above what is compulsorily required by the national list. The Local Validation List sets out what will be required to be able to register, assess and determine planning applications within Hertsmeire Borough Council's jurisdiction. It is envisaged that the addition of the Local Validation List will speed up the registration and planning application determination process by getting the right amount of information at the validation stage. Where applicants consider that the information that is required by the List is not necessary, a short written statement highlighting the reasons why should be provided.
- 7.11 A Local Validation List is expected to be extended for Minor and Major applications in the future.

### **Neighbour and other local notifications**

- 7.12 For all Householder and Minor applications, we will write to all the neighbours who share a boundary with or live opposite the planning application site. The letter or email notification will contain details of the plans, where the plans can be viewed a(including online) and how to make comments on the applications. For all Major applications above 50 new dwellings or 5,000 sq m of new non-residential floorspace, the Council will continue to exceed the minimum requirements and will notify all addresses within a particular radius of the application site. That radius will increase according to the number of homes proposed/amount of non-residential floorspace, the size of the development site and the height of the development and will be agreed by the relevant Development Team Manager. For all Major applications above 50 new dwellings or

5,000 sq m of new non-residential floorspace and which are part of a Planning Performance Agreement (where timescales are agreed in advance with the applicant), details of the application will also be announced in *Hertsmere News*, where this can be accommodated within the timescales set out in the Planning Performance Agreement.

- 7.13 The Council's new online planning software (Uniform) also contains a range of enhanced online search facilities including the ability to search for proposals by area and by development size. Search criteria can be saved enabling quick searches to be undertaken on a regular basis. The Council also publishes a weekly list of planning applications received which is also circulated to local organisations and other interested parties, as well as being advertised on the Council's Facebook and Twitter pages. Residents with an interest in development in their local area are urged to engage with local residents associations, amenity societies and Parish/Town Councils.
- 7.14 The new online software also enables neighbours and other interested parties to make their comments online and to track the progress of the application. The letter or email which notifies neighbours and other parties will also contain details of the case officer, when they can be contacted and a deadline for returning any comments on the application. Neighbours who do not live directly next to the site but who have shown an interest in the application will also receive this letter or email. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.
- 7.15 We will normally display at least one site notice on or near to the site for all application. This is to ensure that everybody who wishes to comment on an application has the opportunity to do so. Site notices will be displayed in all cases, where neighbours on at least one boundary cannot be identified, sites in conservation areas, listed buildings or a site with a high public profile where it is important to tell the wider public, and major applications. This notice will contain details of where the plans can be viewed, when we must receive comments on the scheme and the relevant council contact details. We may need to display more than one notice for large sites and for applications of more than 50 new dwellings or 5,000 sq m of new non-residential floorspace, a minimum of 10 site notices will be displayed.
- 7.16 For all Major applications, the Council currently has a statutory duty to place notices in the local press, erect site notices, and notify a wider number and spread of neighbouring properties and land owners (in line with paragraph 7.13), along with statutory consultees such as the local electricity, gas and water providers, the Environment Agency and other Council and County Council departments, for example. The same process is undertaken where proposals are in conflict with the strategic principles and policies of the Local Plan.
- 7.17 For Minor applications, the Council will not issue a press notice and will consult a smaller spread of neighbouring properties and land owners and statutory consultees. For Other applications, normally, just the immediate neighbouring properties and land owners would be notified, unless the planning history of the site suggests that the application would be of a wider local interest. Appendix 3 indicates in more detail the type of notification and or consultation that we undertake for the many different types of application we receive.
- 7.18 The following table indicates the length of time from the date of the notification that people have to respond to a notification or consultation. These time limits are essential



as they enable officers to consider the responses early in the process of the application to enable further enquiries or revised plans to be sought from the applicant, within the overall time constraints of each individual application.

Notification and Consultation	Time period to respond
Neighbour	21 days
Councillors	28 days
Statutory consultee	21 days
Revised application statutory consultee	21 days
Revised application neighbour	14 days

7.19 Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

### Advertisements

7.20 The process of advertising notices in local newspapers may be reviewed by the Government and it is likely the necessity to advertise in newspapers will no longer be required in the future. Currently the cost of advertising in newspapers is very expensive and the benefits limited, given the other ways in which the local community can be informed of the applications. At present we need to put adverts in local newspapers for:

- planning applications where the neighbours are not known;
- planning applications that have previously caused wide concern;
- any planning applications that would, in the opinion of the Local Planning Authority, affect the special character or appearance of a Conservation Area
- all planning applications on or next to a **listed building**;
- an application which is **conflicting with the development plan** (for example, a new house in the Green Belt);
- **'major' developments** (see paragraph 7.1); and
- **residential developments with fewer than 10 homes** if they will:
  - affect a nearby property by causing noise, smell, vibrations, dust or other nuisance; attract crowds, traffic, activity and noise during unsociable hours;
  - introduce significant change or result in a serious reduction or loss of light or privacy around neighbouring properties;
  - affect the setting of an ancient monument or archaeological site; or
  - be built on open land.

### Duty planning officer advice

7.21 The planning department currently runs a duty officer system all day. We will continue this service where resources allow us to do so although the Council's website contains an increasing amount of useful advice, as well as information about the status of

current and historic planning applications. The duty officer is a planner who will aim to answer all general planning enquiries although any advice provided is not binding on any future planning decision of the Council and is often based on the information available at the time and without the benefit of a site visit. The duty officer will also be able to provide updates on the progress of the application or take a message for the case officer, if people want to know more about a particular planning application.

### **Planning committees**

- 7.22 Most planning applications are decided by planning officers of the Council under 'delegated powers'. The scheme of delegation can be obtained by contacting us or from our website. Where applications have a wider public interest, both officers and councillors can decide whether an application should be discussed at a planning committee. These are often applications that we consider raise major issues of public interest. The timetable for committee meetings is available on our website ([www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)) and by phoning our Democratic Services Department on 020 8207 2277. When an application is being presented to one of the committees, we will write to the people who have commented on it telling them the time and place of the meeting.
- 7.23 The committee meetings are held in public so that members of the public can hear the discussions on planning applications. One person can also register to speak for or against each application, normally for three minutes, in addition to a local Ward Councillor (who does not sit on the planning committee) who can speak as a community 'advocate'. We will send information about this to all interested groups. If you wish to know more about our Council structure or individual councillors, please contact the Democratic Services Department.

### **Revised applications**

- 7.24 Sometimes we have to recommend alterations to planning applications to make the proposal acceptable. Often, the amendments are minor and we would not need to consult people about them (for example, changes window designs). For more major amendments (for example, a change to the layout of a road within a residential development, or when a scheme is amended to overcome neighbours' concern), we will consult everyone we originally consulted with details of the amendments. New plans will be made available to view. People normally have 14 days to respond to these amendments.

### **Permitted development applications**

- 7.25 Permitted development rights allow for certain forms of development without the need to apply for planning permission. Certificates of Lawful development or use are issued when a proposal meets the regulations. We are obligated to notify as per the regulations. Under the older<sup>2</sup> permitted development regulations, we are not allowed to consult the public for Certificate of Lawful development for proposed development / change of use, only where retrospective approval is sought.

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<sup>2</sup> Town and Country Planning General Permitted Development (Amendment) (No. 2) (England) Order 2008.

### **Prior notification applications**

7.26 Where a householder would like to build a larger extension under the newer permitted development rules<sup>3</sup>, they must provide the Council with 42 days advance notification. The Council then has a statutory duty to notify adjoining neighbours of the proposals only as outlined in the regulations. There are several outcomes of prior notifications:

- prior approval is not required
- prior approval is required when an objection has been received from a neighbour, an assessment takes place and then granted approval; or
- prior approval is required when an objection is received, an assessment takes place, and refused approval.

A full planning application will only then be required to be submitted where the prior notification application is refused where it would harm the amenity of neighbouring residents, or where the proposal falls outside of what permitted development regulations allow.

### **Prior approval applications**

7.27 For these applications, the regulations state that we must erect a site notice, directly consult adjoining neighbours and directly consult statutory bodies that are responsible for traffic, contamination and flooding (only where there would be an impact).

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<sup>3</sup> Town and Country Planning General Permitted Development (Amendment) (England) Order 2013.

## 8 How will we manage community involvement?

8.1 There are a number of documents that will be open to community involvement and public participation, in addition to formal consultation on draft policy documents. Each document has a number of stages. As a result, we will need to use the methods of community involvement which are most suitable for that specific stage. The pre-production stage of Local Plan documents allows us to involve the local community and stakeholders at an early stage in the process. However, we recognise that the extent to which the community is involved depends largely on how the issues and processes are communicated so that people understand how the issues affect their quality of life and how they can get involved in shaping the future planning of their area.

8.2 We have set out basic communication standards in our communication strategy.

- **Openness and accessibility** – provide information and services to meet customers' needs.
- **Approachable and personable** – break down barriers.
- **Clarity** – use plain English and avoid jargon. When this is not possible, we will provide a glossary.
- **Integrity and honesty** – provide appropriate information while respecting confidentiality.
- **Impartiality** – avoid leading people to a preferred response.
- **Consistent** – provide a consistent message and style.
- **Targeted** – provide information that is relevant and accessible to the specific audience.
- **Timely** – early and planned communication is an important part of managing change well.
- **Inclusive** – involve everyone who needs to receive information or wants to feedback information
- **Effective listening** – listen to people to support the two-way process.

8.3 We will develop a programme of involvement using various methods relevant to the types of documents and specific groups concerned. We will continue to develop our consultation database to make sure that the views and opinions are effectively recorded and monitored. Standardised forms and questionnaires will help us to record people's responses. We will record all discussions at meetings and forums. All consultation periods will last for at least four weeks. See section 6 for more information on how we will involve the community in producing local development documents.

8.4 All the methods of consultation we use will be in line with the Equality Act 2010, the Human Rights Act 1998 and the Freedom of Information Act 2000.

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

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

- 8.6 Anyone making comments on any Local Plan documents or SPDs will be included on an electronic consultation database and will be kept informed at all stages of the process where they indicate a wish to be.
- 8.7 At the end of each consultation period, we will analyse the responses and prepare a summary report which will normally be within the Statement of Consultation, which will be considered by the Council's Executive. We will make the comments and reports publicly available. The reports will consider what has changed as a result of any community involvement. These reports will be available at the locations listed in Appendix 5 of this document and on the Council's website [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk).
- 8.8 We will monitor the success of community involvement techniques to decide whether we have achieved a representative level of public involvement. We will use the results to review future methods of consultation.
- 8.9 The Council's Authority Monitoring Report will contain a summary of the progress of the documents that are contained within the Local Development Scheme. This will include information about the consultation exercises that have been conducted on each document.

### **Resources**

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

### **Planning Aid**

- 8.12 Planning Aid is a free, voluntary service offering independent, professional advice and help on town planning matters. It is aimed at individuals, community groups and other voluntary groups who cannot afford to pay for private consultants. It aims to give people the confidence to help themselves become involved in planning issues. Planning Aid currently advises community groups in negotiations with the council and, if necessary, represents groups at a public examination.
- 8.13 We support this valuable resource and encourage members of the public to take advantage of the advice and services available through Planning Aid.

## **Links with our Community Strategy**

- 8.14 The Local Strategic Partnership, known as Hertsmere Together, is made up of various public-sector agencies and their partners in the voluntary and private sectors. The Community Strategy, revised in April 2013, is the product of a comprehensive process carried out to develop a set of aims that Hertsmere Together will work to achieve, with the long-term aim of shaping better future for the communities of Hertsmere through partnership working.
- 8.15 There are benefits in linking the Community Strategy and the Local Plan. The Local Plan will help us to deliver a revised Community strategy, and Local Plan documents should express those parts of the community strategy that relate to developing and using land. To help achieve this, we will:
- work with the local strategic partnership when preparing Local Plan documents;
  - develop links between the process for preparing and reviewing the Local Plan and community strategy, including sharing and linking public consultation processes;
  - use resources more efficiently, in terms of research, consultation and monitoring; and
  - where possible, tackle 'sensitive' planning issues by discussing them as part of the community strategy process.
- 8.16 Hertsmere Together has been meeting since the beginning of 2002 and is made up of organisations involved with delivering services to residents of the borough. Members of the partnership include: Hertsmere Borough Council, Hertfordshire County Council, HCC Public Health, Fire and Rescue, Community Action Hertsmere, Herts Constabulary, Herts Valleys Clinical Commissioning Group, Forum of Faiths, Job Centre Plus, WENTA, Oaklands College, CAB and Hertsmere leisure, Housing Associations, Town and Parish Councils. The next graphic illustrates Hertsmere Together's Vision.

## Hertsmere Together's Vision



- 8.17 The different theme groups of the LSP, including the Community Safety Partnership and Health and Wellbeing Partnership are kept informed of changes to the planning system and are sent initial draft copies of new Local Plan documents before they are progressed to public consultation drafts. Meetings are organised with specific groups to discuss Local Plan documents as they will affect these groups. Planning officers have also attended various LSP meetings to provide general information on the new system and have made detailed comments in response to the new Community Strategy. There are also a number of networks underneath the LSP including the Forum of Faiths which are consulted with.
- 8.18 When preparing documents for public consultation, the LSP contribute by providing mailing lists of its members and component groups to ensure that these groups are engaged in the planning process at the public consultation stages.

## Appendix 1

### Consultation groups

#### List One

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

- Natural England
- The Environment Agency
- Highways Agency
- The Historic Buildings and Monument Commission for England (English Heritage)<sup>4</sup>
- Natural England – Essex, Hertfordshire and London Team
- Local clinical commissioning groups and the National Health Service Commissioning Board
- Network Rail Infrastructure Limited
- Homes and Communities Agency
- Relevant Electricity Undertakers
- Relevant Gas Companies
- Relevant Sewerage Undertakers
- Relevant Telecommunications Companies
- Relevant Water Undertakers
- British Waterways Board
- The Coal Authority
- Marine Management Organisations

#### Government Departments

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

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<sup>4</sup> Government have announced that English Heritage is to be reorganised within the next two years. Therefore, any reference to English Heritage also refers to any subsequent reorganised group of the same nature in the future.



**Neighbouring and other local authorities**

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

**Parish and town councils of Hertsmere**

- Aldenham Parish Council
- Elstree and Borehamwood Town Council
- Shenley Parish Council
- South Mimms Parish Council

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

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

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

## Appendix 2

**Table 1: Public consultation procedures and methods for the Local Development Scheme, Statement of Community Involvement and Annual Monitoring Report**

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Local Development Scheme (LDS)	Consult the Planning Inspectorate. We originally submitted our LDS in March 2005 and it originally came into effect on 21 April 2005. Hertsmere's LDS has since been revised with the 2013 LDS being the most up to date at the time of writing.	The LDS will be available at the Civic Offices and area offices. Any future updated copies of the LDS will be available on our website.	We will monitor the LDS and review it at least once every three years. We will accept representations to change the LDS at any time. We will consider these at the time of the LDS review.
Statement of Community Involvement (SCI)	The original SCI was adopted in 2006 and consulted stakeholders at an early stage.  We had also invited all identified consultation groups to comment on their preferred methods of consultation at the pre-submission stage.	We will publish the draft document on the website and send it to all consultation groups when we update the document.  We will consult for a period of six weeks.	We will consult statutory consultees and all identified consultation groups.  We will monitor the SCI every year and review it every three years.
Annual Report (AMR)	We will produce the AMR by the end of December each year to be published on the Council's website. We will work with key stakeholders such as the County Council Information Unit on how we collect information and the format of the document.	N/A	We will review the AMR every year. We will publish it on our website and make copies available for inspection at parish offices and local libraries. You can also buy a copy from us.

**Table 2: Public consultation procedures and methods for Local Plan documents**

As the timetable of our Local Development Scheme may change please visit the Council's website on [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) for the latest version of this scheme. The 'regulations' refers to the relevant stated regulation taken from the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Activity	Consultation and notice	When will you be involved?	How will you be involved?
<p><b>Key Issues stage (also known as preparation of a Local Plan) Regulation 18</b></p>	<ul style="list-style-type: none"> <li>• We will notify people and invite them to make representations at an early stage of local plan preparations so that we can consider the main issues of what the Local Plan ought to contain from the outset.</li> <li>• We will notify specific and general consultation organisations for a minimum of 6 weeks.</li> <li>• We will consult LSP partners on an ongoing basis.</li> <li>• We will issue a press release.</li> <li>• We will hold workshops for key stakeholders, if necessary.</li> <li>• We will notify councillors and parish councils.</li> <li>• We will issue a local press release.</li> <li>• Articles and questionnaires will be available on our website.</li> <li>• We will use mailing lists to invite comments from appropriate individuals, local groups, amenity groups, landowners, developers and so on.</li> </ul>	<p>We will notify people at the very start of creating a Local Plan so that they can tell us what they think the Local Plan ought to contain.</p>	<p>Appropriate key stakeholders will be involved in technical work to support the options being developed.</p> <p>People can get involved through written consultation, involvement in local forums and meetings.</p> <p>We will publish documents on our website and put them in local libraries, information centres and parish offices.</p> <p>For Local Plan documents that identify specific sites, we will carry out targeted consultation. This will include neighbourhood forums, local residents and businesses in addressing the issues.</p>

<b>Production stage &amp; Publication stage (Regulation 19)</b>	<ul style="list-style-type: none"> <li>• Before submitting the draft of the Local Plan we will make the Local Plan and other submission documents including a statement of representations procedure available for inspection (including on the website).</li> <li>• Any person may make representations during a period of no less than six weeks from the date of the notice.</li> <li>• We must consider these representations.</li> <li>• If necessary we may re-draft a document and consult.</li> </ul>	<p>We will notify people who would like to be notified of any formal public consultation period (either on the production of the draft Local Plan or on the publication of the draft Local Plan).</p>	<p>People can get involved through written consultation, involvement in local forums and meetings. We will publish documents on our website and put them in local libraries, information centres and parish offices.</p> <p>For Local Plans that identify specific sites, we will carry out targeted consultation. This will include neighbourhood forums, local residents and businesses in addressing the issues.</p>
<b>Submission to the Secretary of State (Regulation 22)</b>	<ul style="list-style-type: none"> <li>• Local Plans and associated papers (including statements of consultation, representations and public involvement) will be available for inspection (including on the website and at local inspection points) and sent to Local Plan organisations.</li> <li>• We will notify all identified consultation groups and people who have asked to be contacted that the submission documents are available for inspection</li> </ul>	<p>We will notify the people / bodies that wish to be notified of the submission of the Local Plan</p>	<p>We will consult all Local Plan organisations and all other identified consultation groups.</p> <p>We will publish the documents on the website</p> <p>We will write to neighbours and nearby residents of site specific Local Plans.</p>
<b>Notice of public examination (Regulation 24)</b>	<p>If appropriate we will hold a pre-examination meeting 13 weeks before the examination starts.</p> <p>At least six weeks before examination starts, we will:</p> <ul style="list-style-type: none"> <li>• publish details on the website;</li> <li>• tell people who made representations the date the examination starts and the name of the person appointed to hold the examination</li> </ul>	<p>If a pre-meeting will be held you will be notified then. If not, you will be notified at least six weeks before the examination.</p>	<p>We will invite everyone who has made a representation or objection to come to the examination.</p>
<b>Inspector's</b>	<ul style="list-style-type: none"> <li>• Recommendations made after the</li> </ul>		<p>We will contact everyone who has asked</p>

<b>recommendations (Regulation 25)</b>	<p>independent examination will be made available for inspection at the inspection points (including on the website).</p> <ul style="list-style-type: none"> <li>• We will contact anyone who has asked to be told about the publication of the inspector's recommendations.</li> </ul>	As soon as practicable after the Inspectors report is received.	<p>to be told about the publication of the recommendations.</p> <p>We will make the inspector's recommendations available for inspection at the inspection points (including on the website).</p>
<b>Adopting the Local Plan document (Regulation 26)</b>	<ul style="list-style-type: none"> <li>• The adopted Local Plan, adoption statement, sustainability statement and details of the inspection points will be available for inspection at the inspection points (including on the website).</li> <li>• We will send a copy of the adoption statement to all identified consultation groups and everyone who has asked to be contacted.</li> </ul>	N/A	<p>We will contact all consultation organisations and anyone who has made a representation.</p> <p>We will send copies of the adopted Local Plan to specific consultation bodies and make them available to others on the website, at local libraries and at parish offices. You can also buy a copy from us.</p>

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

As the timetable of our Local Development Scheme may change please visit the Council's website on [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) for the latest version of this scheme. The 'regulations' refers to the relevant stated regulation taken from the Town and Country Planning (Local Planning) (England) Regulations 2012.

Activity	Consultation and notice	When will you be involved?	How will you be involved?
<b>Public involvement (Regulations 12 &amp; 35)</b>	<ul style="list-style-type: none"> <li>• The document will be made available for inspection at the inspection points contained in this SCI (including on the website).</li> <li>• We will publish details of the consultation on our website.</li> <li>• Any person may make representations during the consultation period. We must consider those representations.</li> <li>• We will allow at least four weeks for public involvement.</li> <li>• We will issue press releases.</li> <li>• We will carry out a targeted consultation with local residents (for site-specific SPDs).</li> <li>• We will carry out a targeted consultation with amenity organisations, professional organisations, developers, etc (for policy-based SPDs).</li> </ul>	<p>Consultation on draft SPD:</p> <p>During the period of public consultation We will then consider representations made on these SPDs.</p>	<p>For specific sites, we will carry out residents' surveys and targeted consultation such as neighbourhood forums, local residents and businesses, as well as other consultees where necessary.</p> <p>For issues-based SPDs, we will involve appropriate groups and organisations in developing options and approaches. If the issue also has a wider public interest, we will carry out general surveys.</p>
<b>Adoption (Regulations 14 and 35)</b>	<ul style="list-style-type: none"> <li>• The adopted SPD, adoption statement and statement of formal consultation will be available for inspection at the inspection points (including on the website).</li> <li>• We will contact everyone who has specifically asked to be told when we adopt the SPD.</li> <li>• For site-specific SPDs, we will contact neighbours or nearby residents.</li> </ul>		<p>We will contact all consultation organisations and anyone who made a representation. We will send copies of the adopted SPD to specific consultation organisations, and they will be available to others on the website and in local offices and libraries. You can also buy a copy from us.</p>

## Appendix 3

**Table 4 - How we plan to consult the community during the planning application process**

Type of development	Press advert	Site notice	Neighbour Notification	Other consultation methods where appropriate
Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more.	Yes	Yes	Yes	Pre-application discussion with development team, developer-led pre-application exhibitions and consultation
In other cases where the floor space to be created is 1000 square metres or more, or the site area is one hectare or more.	Yes	Yes	Yes	Pre-application discussion with development team, local businesses, exhibitions
Development involving 50 or more new dwellings or 5,000 sq m of new non-residential floorspace	Yes	Yes (at least 10)	Yes (including within a wider radius of the development site)	Pre-application discussion with development team, developer-led pre-application exhibitions and consultation, Advertise in <i>Hertsmere News</i> if part of a Planning Performance Agreement
Other developments likely to be of wide concern a. Developments that affect nearby property by causing noise, smell, vibration, dust or other nuisance b. Developments likely to attract crowds, traffic or noise to a generally quiet area c. Developments likely to cause activity or noise during unsociable hours d. Tall buildings or other development likely to introduce significant change e. Developments that would result in a serious reduction or loss of light or privacy for neighbouring properties f. Development that would affect the setting of an ancient monument or archaeological site g. Proposals affecting trees that have tree preservation orders	Yes	Yes	Yes	Pre-application discussion with development team, local forum, 'Planning for Real' workshops, exhibitions
Applications that do not meet the conditions of the local plan	Yes	Yes	Yes	Developer-led pre-application

Type of development	Press advert	Site notice	Neighbour Notification	Other consultation methods where appropriate
				consultation
Applications accompanied by an environmental statement	Yes	Yes	Yes	Developer-led pre-application consultation
Developments affecting a public right of way	Yes	Yes	Yes	Developer-led pre-application consultation
Applications for listed building consent	Yes	Yes	Yes	Developer-led pre-application consultation
Planning applications for proposals that affect the setting of a listed building	Yes	Yes	Yes	Developer-led pre-application consultation
Applications for conservation area consent	Yes (if it would affect the special character and appearance of the CA)	Yes	Yes	Developer-led pre-application consultation
Planning applications for proposals which are within or adjacent to a conservation area	Yes (if it would affect the special character and appearance of the CA)	Yes	Yes	Developer-led pre-application consultation
Telecommunications development (prior approval applications) if: a. it is not in line with local plan or would affect a public right of way; b. it involves development of a site of one hectare or more; or c. it is any other telecommunication development.	Yes Yes	Yes Yes (note 1) Yes (note 1)	Yes Yes Yes	Developer-led pre-application consultation
Other development that needs provide prior notification to the planning department		Yes (note 2)	Yes	Consult neighbouring properties
Applications for demolishing a building		Yes (note 2)	Yes	Developer-led pre-application consultation
All other applications		Yes	Yes	Developer-led pre-application consultation

**Notes:**

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



## Appendix 4

### Document inspection points

#### Hertsmere Borough Council

Civic Offices  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1WA

#### Parish council offices

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

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

#### Local libraries

Borehamwood Library  
96 Shenley Road  
Borehamwood  
Herts  
WD6 1EB

Potters Bar Library (Oakmere)  
The Elms  
High Street  
Potters Bar  
Herts  
EN6 5BZ

Bushey Library  
Sparrows Herne  
Bushey  
Herts  
WD23 1FA

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

#### Neighbourhood information centres

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

Radlett Centre  
1 Aldenham Avenue  
Radlett  
Herts  
WD7 8HL

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

## **Appendix 5**

### **Background documents**

Hertsmere Together: A Community Strategy for Hertsmere 2003 – 2020 (HBC, 2010)

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Planning and Compulsory Purchase Act 2004.

The Town and Country Planning (Development Management Procedure) (England) Order 2010) as amended).

National Planning Policy Framework (2012)

The Town and Country Planning (Local Planning) (England) Regulation 2012 (as amended).

The Neighbourhood Planning (General Regulations) 2012

The Localism Act 2011

The Planning Act 2008

The Town and Country Planning Act 1990 (as amended).