HERTSMERE

HERTSMERE BOROUGH COUNCIL

MEETING OF THE COUNCIL

WEDNESDAY, 22 JANUARY 2014

7.30 PM

COUNCIL CHAMBER, CIVIC OFFICES, ELSTREE WAY, BOREHAMWOOD

AGENDA

Please note:

YOU CAN LOOK AT A PAPER COPY OF THE NON-CONFIDENTIAL COMMITTEE AGENDA AND REPORTS OF OFFICERS AT LEAST FIVE WORKING DAYS BEFORE THE MEETING AT:
The Civic Offices, Elstree Way, Borehamwood.

YOU CAN LOOK AT AN ELECTRONIC VERSION OF THE NON-CONFIDENTIAL COMMITTEE AGENDA AND REPORTS OF OFFICERS AT LEAST FIVE WORKING DAYS BEFORE THE MEETING AT:
The Council's Area Office at Bushey Centre, High Street, Bushey,
The Council's Area Office at The Wyllyotts Centre, Darkes Lane, Potters Bar,
Aldenham Parish Council Offices, Aldenham Avenue, Radlett; and
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Chief Executive
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

COUNCIL AGENDA
WEDNESDAY, 22 JANUARY 2014

1. **COMMUNICATIONS AND APOLOGIES FOR ABSENCE**

(a) Communications by the Mayor (if any) relating to business on the agenda.

(b) Apologies for absence.

(c) Any motions by Members relating to the order of business on the agenda.

2. **DECLARATIONS OF INTEREST (IF ANY)**

Members are required to declare any Disclosable Pecuniary Interests they or their spouse/partner have in any matter which is to be considered at this meeting. Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting. The responsibility for declaring an interest rests solely with the member concerned.

Members must clearly state to the meeting the existence and nature of any Disclosable Pecuniary Interest, other pecuniary interest or non-pecuniary interest and the agenda item(s) to which it/they apply.

Disclosable Pecuniary Interests are prescribed by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

a. Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

b. Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

c. Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and

the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

d. Land

Any beneficial interest in land which is within the area of the relevant authority.

e. Licences

Any beneficial interest in land which is within the area of the relevant authority.

f. Corporate tenancies

Any tenancy where (to the member's knowledge) - (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
g. Securities

Any beneficial interest in securities of a body where – (a) that body (to the member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

In cases of Disclosable Pecuniary Interest, Members must withdraw from the meeting room while the matter is being considered.

3. **MINUTES**

To confirm and sign the minutes of the Council meeting on 20 November 2013.

ATTACHED
(Pages 9 - 28)

In accordance with the Constitution no discussion shall take place upon the minutes, except upon their accuracy.

4. **ANNOUNCEMENTS BY THE MAYOR**

To receive such announcements as the Mayor may decide to make to the Council.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

Questions received from members of the public in accordance with Council Procedure Rule 10.

ATTACHED (Pages 29 - 30)

6. **URGENT DECISIONS EXEMPT FROM CALL-IN**

No decisions have been taken with the approval of the Mayor as matters of urgency in accordance with the provisions of the Constitution – Overview and Scrutiny Procedure Rule 14(j).

7. **SPECIAL URGENCY DECISIONS QUARTERLY REPORT**

The Leader reports that, in the last quarter, no key decisions have been taken in circumstances of Special Urgency, as set out in Rule 16 of the Constitution's Access to Information rules.

8. **REPORT OF THE LEADER OF THE COUNCIL**

The Leader will make an oral report on the list of items enclosed. The Constitution provides for a maximum of 45 minutes debate after the Leader has completed his report.

ATTACHED (Pages 31 - 32)

Members are requested to bring their copy of the minutes of the Executive meeting on which the Leader will report – 15 January 2014.

9. **REPORT OF THE OVERVIEW AND PERFORMANCE CHAIRMAN**

The Chairman of the Overview and Performance Committee will make an oral report on the list of items enclosed. The Constitution provides for a maximum of 30 minutes debate after he has completed his report.

ATTACHED (Pages 33 - 34)

10. **ELSTREE WAY CORRIDOR AREA ACTION PLAN - SUBMISSION DRAFT**

To help deliver development in a co-ordinated manner and to provide a degree of certainty for both landowners and developers through setting out clear planning guidance, the Council has produced a draft Elstree Way Corridor Area Action Plan. This

C/14/05 (Pages 35 - 132)

report proposes that this draft be subject to consultation; be submitted for Examination and be used for interim development management purposes.

11. **REVISED STATEMENT OF COMMUNITY INVOLVEMENT (2014)**

This report proposes that the Council adopts a revised Statement of Community Involvement with immediate effect. The Statement is a statutory document which sets out how the Council will consult on both planning policy documents and individual applications.

C/14/06 (Pages 133 - 186)

12. **ANTI-BRIBERY POLICY AND PROCEDURE**

Report C/14/01 advises the Council of the implications of the Bribery Act 2011 and proposes an Anti-Bribery Policy for adoption by the Council.

C/14/01 (Pages 187 - 200)

13. **SETTING THE TAX BASE 2014/15**

Report C/14/03 details the calculation made to arrive at the Council's Tax Base to be used in determining the level of council tax for 2014 – 2015.

C/14/03 (Pages 201 - 218)

14. **PROPORTIONALITY - REVISIONS FOLLOWING CHANGES TO GROUP SIZES**

This report proposes changes to the membership of Committees etc. to reflect a change in the political representation on this authority.

C/14/02 (Pages 219 - 224)

15. **APPROVAL OF A PERIOD OF ABSENCE FROM MEETINGS BY A COUNCILLOR**

Report C/14/04 advises the Council of the absence from meetings of a Councillor and recommends that that absence be approved.

C/14/04 (Pages 225 - 228)

16. **UPDATES FROM OUTSIDE BODIES**

Updates are to be provided by Members serving as representatives on the following bodies:

South Mimms Village Hall	Councillor Wayne
Wayside Community Centre	Councillor Swallow
West Herts Crematorium Joint Committee	Councillor West
West Herts Crematorium Joint Committee (Scrutiny Committee)	Councillor Kieran
Worknet	Councillor Quilty

17. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

Questions received from Members in accordance with Council Procedure Rule 11.

ATTACHED (Pages 229 - 230)

18. **NOTICES OF MOTION**

No Notices of Motions have been received from Members in accordance with Council Procedure Rule 12.

19. **OPPOSITION BUSINESS**

No items of Opposition Business received from the Labour Group.

20. **ANY OTHER URGENT BUSINESS**

To consider such matters (if any) which, by reason of special circumstances (to be specified in the minutes of the meeting), the Mayor (or in his absence, the Chair) is of the opinion should be considered at this meeting as a matter of urgency (LGA 1972 S100B(4)(b).

21. **DATE OF NEXT MEETING**

The next scheduled meeting of the Council will take place on Wednesday, 26 February 2014 at the Civic Offices, Elstree Way, Borehamwood.

CHIEF EXECUTIVE

Civic Offices
Elstree Way
Borehamwood
Herts, WD6 1WA

14 January 2014

HERTSMERE BOROUGH COUNCIL

MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
CIVIC OFFICES, ELSTREE WAY, BOREHAMWOOD

20 November 2013

Present:

Councillors Morris (Mayor), Keates (Deputy Mayor), Griffin, Batten, Bright, E Butler, R Butler, Choudhury, Dr Cohen, Collins, Dobin, Donne, Goldstein, Graham, Harrison, Heywood, S Hodgson-Jones, Hoeksma, Kieran, Knell, Maughan, Parnell, Quilty, Ricks, Silver, Swallow, Turner, Wayne, Winters and Worster

Officers:

D Graham	Chief Executive
S Bijle	Director of Resources
G Wooldrige	Director of Environment
P Hughes	Democratic Services Manager

390. **PRAYERS**

The Mayor's Chaplain said prayers.

391. **COMMUNICATIONS AND APOLOGIES FOR ABSENCE**

The Mayor reported that there had recently been a change in the size of the political groups represented on the Council. Councillor Maughan had left the Labour Group and joined the Conservative Group. The Mayor pointed out that this changed had caused an alteration to the political proportionality calculations and that the Council had a duty to reflect such a change in the membership of its Committees and Sub Committees. The Mayor proposed that, as the change was only formalised today, a report be brought before the next meeting of Council to make the necessary alterations to memberships.

After being seconded, it was

RESOLVED that, following a change to the size of political groups on Hertsmere Borough Council, a report on any alterations necessary to the representation of political groups on Committees, Sub Committees etc. be brought to the next meeting of Council.

Apologies for absence were submitted on behalf of Councillors Calcutt, Clapper, Gilligan, Gunasekera, Paul Hodgson-Jones, Legate, O'Brien and Strack.

392. **DECLARATIONS OF INTEREST (IF ANY)**

No Member had an interest declare under any of the items of business on the agenda.

393. **MINUTES**

The minutes of the Council meeting held on 11 September 2013 were approved and signed as a correct record.

394. **ANNOUNCEMENTS BY THE MAYOR**

The Mayor reported that a lot had gone on in the past two months. Recently he had hosted a delegation from Botswana who were carrying out research into our planning processes. He had attended the induction of the new Chief Rabbi and the induction of a new reverend at the Methodist church in St Albans both on the same day.

Since his last report, the Mayors charity had benefitted from a seven-aside football competition organized by Donald Graham, the Chief Executive, who was thanked for organizing a great event and helping to raise so much for the Mayoral charities The Ben Kinsella Trust and Langdon Foundation. Next week the Mayor would attend the opening of Langdon's facility in Borehamwood.

On Saturday 23rd November 2013, the Mayor would judge the School Choral competition at the Ark theatre. The winner will be invited to sing at the Civic Dinner. It was noted that tickets for the Choral Competition could be purchased on the Ark's website. The Mayor pointed out that they were selling fast so he advised buying soon to avoid disappointment.

The Mayor then referred to a flyer that had been laid around the Chamber to promote the Paris to London bike ride in aid of the Mayor's charities. The ride would take place over the first bank holiday weekend in May 2014, and would start in Fontenay-aux-Roses, a town to the south west of Paris, which was twinned with Borehamwood. The ride will travel via Versailles to Vernon and cross the Channel at Dieppe to Newhaven. From Newhaven there was a transfer to Tunbridge. The final day of the ride would take in Westminster where the riders will meet up with fun riders who will cycle the rest of the route to Borehamwood. The Mayor said that participating cyclists will benefit

from free spinning classes weekly at the Venue in Borehamwood provided by Hertsmere Leisure.

Finally the Mayor asked members to please make a note in your diary for the Civic dinner on 22nd March 2014. He said that for occasion of the 40th anniversary of Hertsmere something different was planned and was occasion not to be missed. Details will be sent out shortly but as space will be limited this year, the Mayor recommended that reservations are made early to avoid disappointment.

395. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

396. **URGENT DECISIONS EXEMPT FROM CALL-IN**

Noted that no decisions had been taken with the approval of the Mayor as matters of urgency in accordance with the provisions of the Constitution – Overview and Scrutiny Procedure Rule 14(j).

397. **SPECIAL URGENCY DECISIONS QUARTERLY REPORT**

The Leader reported that, in the last quarter, no key decisions had been taken in circumstances of Special Urgency, as set out in Rule 16 of the Constitution's Access to Information rules.

398. **REPORT OF THE LEADER OF THE COUNCIL**

Leader's Report

The Leader spoke on the following list of topics, which had been circulated to Members prior to the meeting. The two items marked with an asterisk were covered separately in the agenda and would be discussed under those items. Discussion ensued on the other items and the Leader and Executive Members responded to Members' questions.

- **Executive**

The Executive had met twice since the last Leader's report. The major areas discussed were as follows:

16 October 2013

Update to Pre-Application Charges (Planning Applications) * and Planning Performance Agreements (PPAs) *

The Leader pointed out that these matters were on the agenda for this meeting and would be discussed later in the meeting.

Street Trading in Stirling Way, Borehamwood

Members were reminded that the Executive decided in January this year to consult locally on the proposal to include Stirling Way on the list of "prohibited streets" for trading. Following that process and, in view of the representations received against the proposal, the Executive had agreed to carry out a three-month period of monitoring before reviewing the situation and making a decision.

Changes to Regulatory Framework – Scrap Metal Dealers Act 2013 – Setting of Fees and Charges

The Executive considered a report on setting fees and charges under the new Scrap Metal Dealers Act 2013 which would come into force later this year. Specifically, this enabled the relevant fees to be charged for applications for licences made under the Act; ensures that applications for licences could be approved; and provided a procedure for hearing oral representations from applicants whose applications for licences have been refused.

13 November 2013

Localisation of Business Rates – Local Pooling

The Localisation of Business Rates was a new scheme introduced by the government for the financial year 2013 onwards. Under this scheme, the government had agreed an NNDR baseline calculated on each local authority's expected level of Business Rate income. Where authorities collect a higher level of Business Rates, that was over and above their agreed NNDR baseline, they would pay a levy to the government whilst authorities (including county councils) whose collection was below the agreed NNDR baseline would be entitled to a safety net payment.

Under the new scheme, local authorities were able to voluntarily form a Business Rates retention pool. There was a real advantage for the Council in joining a pool with other Hertfordshire authorities as it was anticipated Hertsmere would reduce its levy to the government. The Executive noted the expression of interest given by this Council to join a pool under Herts County Council and delegated authority to the Director of Resources, in consultation with the Finance and Property Portfolio Holder, to finalise the decision.

Performance for Quarter 2 of 2013/14

The Executive considered the Council's performance figures for the second quarter (for the period July to September 2013). These showed that just over 69% of targets were classified as green (that is, targets being met or exceeded), 16.36% as red (not met) and another 14.54% were classed as amber (not meeting but only just missing the target).

Whilst these figures are not as high as those achieved in the previous quarter, they were still good and represented a significant improvement on the figures for the last quarter of 2012/13. The Executive noted with concern that, out of the 9 red indicators for this quarter, 5 of those were outside the Council's control. It was therefore agreed that the Performance Panel should give some consideration to separating the figures presented into those that were within the Council's ability to influence and those that were not.

Promoting Inward Investment and Economic Development

The Executive considered a confidential report and approved funding of up to £100K from LABGI (Local Authority Business Growth Incentive) to procure external legal, financial and other professional advice. This expertise will be needed for a proposed major development project that, if comes to fruition, will be a significant 'win' for Hertsmere in general and Borehamwood in particular.

- **Licencing Committee**

The Licensing Committee met on 16 September 2013, when it considered the updated draft Statement of Licensing Policy, which had been amended to take account of changes in legislation and the outcome of a period of public consultation. The meeting also received an update regarding the Scrap Metal Dealers Act 2013, and on action taken in respect of taxi drivers who had failed to comply with the requirements of their licence.

- **Audit Committee**

The Audit Committee on 26th September considered a report on anti-fraud work, and asked for information on the recovery of debts over recent years. The Committee then received an update on risk management and approved the deletion of some strategic risks and the addition of others for Workforce Capacity and the Reclamation of the Mound at Elstree Studios. The meeting then approved two reports from the Shared Internal Audit Service, detailing audit activity and the Shared Internal Audit Service Annual Report. Members then received update information on progress with the implementation of External Auditors' recommendations, followed by a report from Grant Thornton which presented the Audit Findings for this Authority. The good news in that report was that the Council's financial statements received an unqualified endorsement, as did work to achieve value for money.

Finally the Committee approved the Council's Annual Governance Statement and the Council's Statement of Accounts 2012/13.

- **Standards Committee**

The Leader reported that the meeting of the Standards Committee on 2nd October was brief, as it was followed by refresher training on the Council Code of Conduct. The agenda for the Committee focussed on three complaints received about Member behaviour. It was noted that, in two cases, there proved to be no case to answer and in the third case an apology was deemed to be an appropriate outcome.

- **Elstree Way Corridor Public Meetings**

Two public meetings took place during the evening of the 30th October to discuss the plans to improve the Elstree Way Corridor. Around 140 residents turned up to hear about the proposals for Borehamwood, namely the Elstree Way Corridor Area Action Plan, which would regenerate the gateway into Borehamwood for the benefit of the town and local residents.

- **Hertsmere Connect**

As part of the Council's on-going commitment to economic wellbeing by creating a business-friendly environment, the Council had joined forces with Watford Chamber of Commerce to create Hertsmere Connect. Businesses would be able to benefit from a strong proactive chamber which will enable them to network across the whole of south west Hertfordshire and ultimately help their businesses to prosper. It was not just the company that joined the chamber of commerce, every employee becomes a member too with opportunities to get involved and benefit personally and professionally from their extensive activities. Benefits for businesses included advice for start-up companies, advocacy and help in seeking markets abroad to export goods or services, staff development and cost-effective training courses. The Leader said the Chamber would definitely make Hertsmere a better place in which to do business.

- **The Mound, Elstree Studios**

The Leader declared an interest in this item as a Director of Elstree Studios. He said work was well underway on a four acre piece of land at Elstree Studios which will be levelled to allow the construction of new media production facilities for the film and television industry. This work will increase the size of the studios by 25% and was the first major development at the Studios for over 15 years. The mound had been at the back of the site for 30 years and the investment from the local authority and Local Enterprise Partnership reflected the importance of the studios site to the Borough of Hertsmere.

The Leader added that he was aware that a tour of the Studios had recently been undertaken by members of the Scrutiny Committee. He said that he had spoken with the Managing Director of the Studios and there was an invitation for other members of the Council to visit the Studios in the spring when evenings were lighter.

- **96 Shenley Road, Borehamwood**

The new centre at 96 Shenley Road, which will be managed by Hertsmere Leisure, opened its doors on Monday for the start of its phased opening. The Centre will offer a new library, museum and services for young people as well as a large hall which can be used as a theatre. The centre should be fully operational by the 2nd January 2014.

The Leader offered his thanks to those who had kept faith with this project over what had been a long haul. The multi million pound community centre and library had been funded primarily by Hertfordshire County Council; the Church owned the land, and contributions had been made by Hertsmere Borough Council and Elstree & Borehamwood Town Council. If Members had not yet visited the facility, the Leader urged them to take a look as it was a building with facilities all should be proud of.

In response to a comment, the Leader said that monitoring of the services provided at this facility would be carried out by Hertfordshire County Council.

- **Hertsmere is the happiest place to live**

The Leader pointed out that many people have a healthy scepticism to statistical information. This was one of the reasons why when Hertsmere quoted numbers and statistics at residents it tried to have such figures independently verified or ensure that surveys were carried out independently of the Council. People seemed to want to believe only the facts and figures that were not prepared by politicians or the people that work for them.

Therefore the leader was pleased to hear that the Office of national Statistics, which has no connection with Hertsmere, had just released an independent detailed study on how satisfied people were with their lives where they live across the country. IN the ten authorities that make up Hertfordshire, Hertsmere was top when it came to people being happy where they live. The Leader said that what was nice for this Authority was that this finding reflected the independent study carried out last year which showed nine out of ten Hertsmere residents were satisfied with the area as a place to live and that satisfaction levels have been rising consistently over the past decade.

The Leader offered his thanks to all those officers and staff who work at Hertsmere who help ensure the service provided was as good as they could be, which he had no doubt added to people's satisfaction with the area in which they live. He added his thanks to all Hertsmere Councillors for their continued work that they did for their communities. It was good to know the effects of that work was being recognised.

- **Membership of the Conservative Group**

The Leader reported that the Conservative Group had a new Member. He said that following her election to the Council in 2012, Councillor Susan Maughan had established herself as a hard working community councillor, who worked productively for the benefit of all residents of her Ward regardless of their political affiliations. In a recent letter to him, Councillor Maughan had said that she had worked closely with Conservative members in recent times and was warmed by the way in which they came together for the benefit of Hertsmere. The Leader recalled that in the past that Councillors had chosen not to continue as a Member and good people had been lost to the Council He was pleased that Councillor Maughan had not become another loss to the Council and the residents, but a gain for the Conservative Group. More importantly he said that local residents had kept a dedicated and hard-working Councillor, and he welcomed her to the Conservative Group.

399. **REPORT OF THE OVERVIEW AND PERFORMANCE CHAIRMAN**

The Vice Chairman of the Overview and Performance Committee gave an oral report on the work of the Overview and Performance and two Scrutiny Committees.

Overview and Performance Committee – 17 September 2013

The Vice Chairman reported that the Overview and Performance Committee met on 17 September. It received a number of quarterly updates on performance. Financial performance showed not only a surplus overall but also in the budget of each department. In looking at the corporate performance indicators, the Committee asked for a detailed report on Planning's validation process. The meeting also considered two strategic matters: the Planning Strategy and the New Homes Bonus. As a result, the Portfolio Holder had invited Scrutiny to look at the reliability of the Census population projections as these figures were key to the viability of the Planning Strategy. In terms of the New Homes Bonus the Committee asked Officers to submit a negative response to the Government's proposals to divert New Homes Bonus monies to Local Enterprise Partnerships, on the basis that the Partnerships were democratically unaccountable for spending such public monies - and particularly the New Homes Bonus as this funding was top-sliced from Councils' Revenue Support Grants. If the Government was minded to link the Partnerships' funding to a local

source, then the most logical option would be the National Non-Domestic Rate.

The Environment Scrutiny Committee met on 22 October and received an update on recycling in the Borough following a change in the way cardboard was collected. It was noted that the service was working well but that there could be issues with economic viability in the future if EU directives for the separate collection of glass were introduced as anticipated. Members then considered an overview of the Council's contribution to community transport provision in the Borough. This was noted as being good value for money, and officers were asked to ensure that contact details for the service were included in Hertsmere News. Finally a report on the Council's procedures in respect of complaints about high hedges was noted. The Committee expressed concern at the level of the fee charged to complainants and requested that the Portfolio Holder for Planning and Localism consider a more flexible charging scheme.

The Resources Scrutiny Committee met on 24 October. It received its annual report on the performance of Elstree Film Studios. A number of Committee Members had gone on a site-visit to look at the improvement work currently underway, including The Mound clearance. The Committee noted that the Studios was an important resource of the Council, which contributed significantly to the Council's income-stream. Officers also reported on the status of the Council Tax Benefit Support Scheme, which seemed to be working well therefore future reports would be on an exception basis. Finally, the meeting noted a report on the work of Legal Services and the Council's use of bailiffs.

The Overview and Performance Committee met on 7 November and noted the positive news on the finances of the Council. The meeting also considered the current version of the Corporate Plan and asked that it be refreshed on an interim basis until the Council moved to 4-yearly elections. Lastly, the Committee looked back on the key presentations at its past meetings, from which it was clear that the Council was facing many changes (Localism, business rates pooling etc.). The Committee concluded that the Council should handle these changes by leading its services, rather than by being reactive. Also the Council could not achieve its aspirations on its own, so success would be dependent on partnership working and influencing other organisations. In light of its discussion, the Committee set up scrutiny reviews to look at the infrastructure for transport, employment and schools in the Borough. In response to a question, the Vice Chairman said that Members would be invited to participate in these scrutiny reviews.

400. **PLANNING PERFORMANCE AGREEMENTS**

Part of the pre application assessment of large or complex planning applications involved appropriate resourcing and project management, for the applicant and local authority. This was required to ensure that the local planning authority met its customer service obligations to provide a timely and high quality service. The meeting noted that Planning Performance Agreements (PPAs) were a method of setting out a time scale and resourcing of relevant assessments to be considered as part of a planning application.

RESOLVED that the use of Planning Performance Agreements by this Authority be confirmed, and the proposed category and costs, as detailed in report C/13/43, be approved.

401. **UPDATE TO PRE APPLICATION CHARGES**

Report C/13/44 recommended revisions to the Council's existing pre-application service to create of a fairer by the introduction of a more flexible pre-application charging schedule. The revisions to the pre-application service would enhance the service offered to customers combined and see stronger partnership working through positive and proactive engagement to the benefit of the customer.

An increase was recommended in pre-application fees, as part of the planning application process, to ensure that the local planning authority could provide an improved, effective and fair service to applicants.

RESOLVED that the revisions to the Council's pre-application service, as detailed in Appendix C to report C/13/44, be approved.

402. **STATEMENT OF LICENSING POLICY**

The Council noted that Section 5 of the Licensing Act 2003 provided that each Licensing authority must determine and publish its Statement of Licensing Policy every 5 years. During that 5 year period, the policy must be kept under review and the Licensing Authority may make any revisions to it, as it considers appropriate. The current Statement of Licensing Policy was approved by full council on 19 January 2011.

On 25 April 2012, the Licensing Act 2003 was amended by the Police Reform and Social Responsibility Act 2011 (PRSR). Those amendments rendered part of the Council's current Statement of Licensing Policy out of date so a re-examination the current Policy has taken place to incorporate the changes made by the PRSR and the Live Music Act 2012 and to set out a general approach on how licensing decisions were determined, how representations were considered and suggested conditions, whilst also acting as a guide for applicants.

The revised Licensing Policy was approved by the Licensing Committee on 16 September, when the outcome of consultation was noted, and it was now reported to Council.

RESOLVED that the revised Statement of Licensing Policy, as attached to Report C/13/40, be adopted.

403. **ELECTORAL CYCLE - WHOLE COUNCIL ELECTIONS**

The meeting noted that this Authority had the ability to opt for whole Council elections, rather than by the current method of election by thirds. Legislative change introduced by the Local Government and Public Involvement in Health Act 2007 allowed the Council to resolve to change its electoral cycle at certain fixed periods of time. The stages of such a change were set out in the report, as were the advantages and disadvantages of such a change.

A change to whole Council elections would see the Council secure significant savings over a four year period. It was noted that while arguments existed in favour and against such a change, better value for money was obtained from whole Council elections. The meeting considered it worthwhile to consult on this proposed change, with the findings reported to a future meeting.

RESOLVED that

(1) the Council notes it has the ability to alter the electoral pattern for this Authority and move from the election of Councillors by thirds to a whole Council elections every fourth year, and

(2) consultation with Hertsmere residents and 'appropriate persons' [including Parish and Town Councils] to ascertain their preference on either continuing to elect Councillors by thirds or to move to whole Council elections every fourth year be approved, and that a report of the outcome be made to a future meeting of Council.

404. **INDEPENDENT REMUNERATION PANEL - REVIEW OF MEMBERS' ALLOWANCES**

On 24 April 2013, Council had appointed an Independent Remuneration Panel to review the Members' Allowance Scheme for Hertsmere. The recommendations of that Panel were now before the Council, one of which proposed that the basic and special responsibility allowances should remain unchanged. The Panel also made a seven other recommendations set out in Report C/13/38.

The Leader advised the meeting that the report of the Panel was not correct when, in paragraph 6.1, it said that the Overview Committees

had been reduced from three to two, as the Council had retained three two scrutiny Committees. He then pointed out that the report of the Panel made reference to pay increases negotiated through the National Joint Committee for Local Government Employees. Hertsmere had opted out of that arrangement, so the Local Agreement should be substituted for the National scheme.

Recommendation 5 of the Panel suggested action by the Constitution & Member Development Panel. The Leader pointed out that the Overview & Performance Committee had already commissioned work on this matter and its proposals would be before Council in due course. With regard to recommendation 6, it was noted that work on this matter would not refer to appraisal, but to training or professional development.

Further to the response to recommendation 7 of the Panel, the Constitution & Member Development Panel had suggested that the creation of "Member pages" on the Council's website might be another method of communication with constituents.

RESOLVED that

(1) the report of the Independent Remuneration Panel, attached to report C/13/38, along with the comments on the Panel's recommendations, be noted.

(2) subject to the comment detailed above, the recommendations of the Independent Remuneration panel be adopted; and

(3) the revised paragraph 12 to the Members' Allowance Scheme, set out in paragraph 10 of report C/13/38, be approved for incorporation into the Members' Allowance Scheme.

405. PRESENTATION OF STATEMENT OF ACCOUNTS

The meeting had before it the audited Statement of Accounts 2012/13, which has been approved by the Audit Committee on 26 September 2013. The Council's external auditors had provided an unqualified audit report on the Accounts, along with an unqualified value for money conclusion on the Council's arrangements for ensuring economy, efficiency and effectiveness in the use of its resources.

RESOLVED that the audited Statement of Accounts 2012/13 be noted.

406. SCHEDULE OF MEETINGS 2014-15

The Council considered the schedule of meetings for the period August 2014 to July 2015, along with some adjustments to the current schedule of meetings.

RESOLVED that

(1) the adjustment to the current schedule of meetings, as detailed in Report C/13/41, be approved, and

(2) the non-Executive meeting dates shown in the draft schedule of meetings 2014/15 attached to Report C/13/41, be approved., and

(3) the Executive meeting dates shown in the draft schedule of meetings attached to report C/13/41, be noted.

407. **UPDATES FROM OUTSIDE BODIES**

The following Members, appointed as representatives of the Council on outside bodies, made a report on the activities of their respective organisations:

Parking and Traffic Regulations outside London Adjudication Joint Committee	Councillor Heywood
Potters Bar Town Twinning	Councillor Knell
Shenley Park Trust	Councillor Wayne
Sixty Plus – Potters Bar and South Mimms	Councillor Knell

RESOLVED that the information on the activities of the outside bodies listed above, as reported by the Councillors appointed to represent the Council on that body, be noted.

408. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

Seven questions had been received in accordance with Council Procedure Rule 11 as follows:

1) From Councillor Choudhury to the Environment and Transport Portfolio Holder, Councillor Heywood:-

"We have all heard about the recent rate increases that the energy companies are to introduce which will put a financial strain on hardworking people at an already difficult time.

The government is introducing legislation with the Energy Bill that will require energy suppliers to place their customers on the cheapest price available for the tariff type of their choice as quickly as possible and, at the latest, by summer 2014.

Is there anything that this Council can do to help people with their energy bills and in reducing their energy consumption?"

Councillor Heywood replied that at the end of last year, the Council had recognised the concerns of its residents that energy prices had increased at a rate above inflation.

She said it was not possible to directly affect the energy companies pricing strategy but what the Council did was to be one of the founding partners in the "Ready to Switch" campaign facilitated by Ichoosr. This scheme enabled every household in the Borough to join together in partnership with others from around the county to collectively obtain cheaper energy tariffs. Councillor Heywood added that further details were available on the Council's website.

The Hertfordshire "Keep Warm, Stay Well" initiative had been re-launched and information was available on their website. Affinity Sutton, the Council's largest social landlord, fund their own scheme called "Energy Fit" and their tenants should contact them direct.

Where residents were experiencing financial difficulties, the Citizens Advice Bureau's "Money Advice Unit" would provide advice and guidance. The Citizens Advice Bureau was support funded by Hertsmere Borough Council and Hertfordshire County Council.

2) From Councillor Ernie Butler to the Housing and Economic Development Portfolio Holder, Councillor Quilty:-

"Can the portfolio holder please inform the Council how many families have been housed in temporary accommodation in the last 6 months? How many have been accommodated in their home town? How many have been accommodated in Hertsmere but not in their home town and how many of these have school aged children? How many have been accommodated outside Hertsmere and where and how many of these have school aged children?"

Councillor Quilty replied to the questions in the order in which they were put as follows. He said that Hertsmere had placed 83 Households in temporary accommodation in the last 6 months. However he stressed the need to remember that there was a duty to house same whilst investigate into their status was carried out to accord with Part 7 of the Housing Act 1996. He said the second question was difficult question to answer as collation of the answer could take up to three days of valuable officer time due to the in depth work required to gather same. Consideration needed to be given to those who were affected by domestic violence who could not be placed in their home town due to legal obligations. Councillor Quilty added that if Cllr Butler insisted the information could be provided but that would involve an officer being

removed from front line housing duty to assemble the answer. There had been cases of homeless families being housed in Hertsmere by other Councils that Hertsmere's housing team were unaware of until they made a homeless application. The response to the third question was covered in the reply to the previous question. IN reply to the fourth question Councillor Quilty said that Hertsmere has placed a total of 33 households with children outside the borough in the past 6 months as follows: Edmonton 5; Enfield 6; Edgware 3; New Southgate 3; Harrow 11; Palmers Green 2, and London N9 3. Out of these 7 households had school aged children.

Councillor Butler did not want further information but asked that every effort be made to ensure that Hertsmere families were housed within Hertsmere. Councillor Quilty replied that the Council already did all it could to keep families within the Borough.

3) From Councillor Richard Butler to the Environment and Transport Portfolio Holder, Councillor Heywood:-

"Can the portfolio holder please tell the Council what special measures are going to be put in place over the Christmas and New Year season to enable residents cope with the additional waste which will be generated? Particular with brown bins where many residents are already having problems of over filled bins now that cardboard is being collected in these bins along with tins and bottles?"

Councillor Heywood replied that year on year the same system applied, the Council ensured that all residents received their normal collections, albeit some on different days. These arrangements were communicated by the usual system of bin hook-ons, which were due to be distributed in week commencing the 9th December. There would also be the usual announcements on social media networks, with a comprehensive list of FAQ's especially designed around Christmas and the New Year issues.

With regard to brown bin capacity issues, Councillor Heywood referred the member to her previous answer to this question given at the September meeting. The situation had not changed, the number of applications for larger brown bins has not increased and she was pleased to say that the recycling rate continued to run at 51%, with less than a 1% contamination rate being recorded at Agrivert. This contrasted with other LA's who were recording rates of over 12%. Hertsmere's street scene services had an excellent record for providing an efficient service in general and over the festive period in particular. Councillor saw no reason why it should not be any different this year.

Following a supplemental question, Councillor Heywood said that folded cardboard placed beside the brown bin would be collected if the bin as full, and if it was not in a plastic bag.

4) From Councillor Ernie Butler to the Housing and Economic Development Portfolio Holder, Councillor Quilty:-

“Since the move of Affinity Sutton to new offices it has been significantly more difficult to contact any of their officers. Could the portfolio holder in his role as a member of the Affinity Sutton Scrutiny committee undertake to do his utmost to obtain a full list of contact numbers for both members and housing officers to enable them to carry out their work on behalf of residents?”

Councillor Quilty replied that a full list of contact numbers was now available, and the Housing Services Manager was happy to email Councillors that list upon request. Contact details however would be of the line manager for each Housing Officer but not those of individual Housing Officers.

5) From Councillor Ernie Butler to the Housing and Economic Development Portfolio Holder, Councillor Quilty:-

“Does this Council have a view as to what selling price or rent for a property they would regard as affordable in this area?”

Councillor Quilty replied the Council could not predict the selling price of properties as this was determined by the market forces. With regard to Affordable Rents, Hertsmere’s Tenancy Strategy outlined what Hertsmere expected Registered Providers to charge on all new build properties, as follows: 1 and 2 bedroom homes to be charged at up to 75% of the market rate rent in each area; 3 bedrooms and above homes to be charged at social rent, which is target rent of 50-60% of market rent which was believed to be affordable.

Affordable Rents up to the full allowable level (80% of market rent) will be designated for one and two bedroom accommodation only, homes with three or more bedrooms should be (50-65% of market rent) Social Rented. Setting the rents at these percentages would ensure that all rents across the borough would be under the Local Housing Allowance which was used for Housing Benefit claimants and therefore considered affordable for those on benefits or in employment. The detail of the local housing allowances rates for the different parts of Hertsmere were lodged with Democratic Services from whom Members could request a copy.

6) From Councillor Hoeksma to the Finance and Property Portfolio Holder, Councillor Graham:-

“Has the Council been informed yet as to what Hertsmere's grant from the Government will be for 2014-2015?”

Councillor Graham replied that the answer to the question was no but it could be yes. In a supplemental question Councillor Hoeksma asked if the Council anticipated receiving more or less money and what the effect on Council services would be. Councillor Graham replied that the Council had not been advised of what the grant would be, it was likely that the Council would hear formally in early December. He said that some provisional indicators showed a potential reduction in the revenue support grant, the net of the grant would see a reduction of about 15%.

Councillor Graham said the 15% drop was expected but the Council would receive more in New Homes Bonus of about 5% so the Council was looking at a reduction of about £½ million. He added that such a reduction would not affect services because of the planning already undertaken by the Council. The budget surplus along with the SIMALTO exercise would provide protection.

7) From Councillor Hoeksma to the Planning and Localism Portfolio Holder, Councillor Cohen:-

“Has the Council contributed to the consultation exercise about the future of the New Homes Bonus? Will the Portfolio Holder assure this Council that he will fight to secure the whole of Hertsmere's New Homes Bonus and not let a percentage be siphoned off to the LEP?”

Councillor Cohen replied that the Council had submitted a robust written response to the coalition government consultation on 19 September, which was agreed following consultation with the Overview and Performance Committee. The response very clearly objected to the proposal and Councillor Cohen quoted from that response as follows:

"…the approach advocated in the consultation appears to be entirely at odds with localism and the stated, original purpose of the New Homes Bonus of incentivising new house-building. The Council would not support the underlying principles of pooling New Homes Bonus as set out in the consultation and instead, would advocate the use of National Non Domestic Rates (NNDR) to support the Local Growth Fund and would urge this to be given serious consideration as a realistic alternative to the proposal. "

The Council response concluded that;

“The Council remained of the view that there should be no mandatory diversion of NHB funds to LEPs”. The Council’s response to Government also criticised the way in which the consultation was run over the height of the summer period and provided an inadequate opportunity for Councils and their elected Members to fully consider the consultation, given the potential implications for local authority funding.

Councillor Cohen added that he had very clearly stated at the recent Elstree Way Corridor public meetings, that he shared local concerns about the impact on local infrastructure from new development. He would be meeting the planning minister, Nick Boles MP, within the next few weeks. At that meeting he intended to raise the Council's very serious concerns about the coalition government's proposals to divert New Homes Bonus to unelected Local Enterprise Partnerships.

Councillor Cohen went on to say that whist the Council supported and worked with the LEPs in the granting and attracting development in the local area, the LEP Partnerships were business led who's membership was not representative of, nor accountable to, local communities in that area. Regardless of how the local authority in that area administered LEP funds, the majority of local authorities we not represented on the LEP Board at any time and as such there would be no accountability or mandate for the use of New Homes Bonus.

In reply to a supplemental question, Councillor Cohen said the consultation period closed on 19 September but he was not aware of when the Government would make a decision on this matter.

409. **NOTICES OF MOTION**

The following Notice of Motion was moved by Councillor Harrison and seconded by Councillor Hoeksma:

""Many of the residents of Borehamwood and most Borehamwood Councillors of both political persuasions have express the view that they do not want the Guides Head Quarters or the Maxwell Park Community Centre to be lost and will fight to retain them. Hertsmere Borough Council owns the land on which the Guides Head Quarters stands and all the land surrounding the Community Centre.

This motion proposes that:-

(1) Hertsmere Borough Council will not sell, lease, transfer or dispose of in any way to Hertfordshire County Council or any other body publically or privately owned the land on which the Guides Head Quarters stands and that the Council will continue to lease this land to the Guides at a peppercorn rent.

(2) Hertsmere Borough Council will not sell, lease, transfer or dispose of in any way to Hertfordshire County Council or any other body publically or privately owned any of the remaining land the Council owns in Maxwell Park and will retain this land as green open space for the use and enjoyment of local residents."

Councillor Bright commented that many of the residents of Borehamwood and most Borehamwood Councillors of both political

persuasions had expressed the view that they did not want the Guides Head Quarters or the Maxwell Park Community Centre to be lost and would fight to retain them. Hertsmere Borough Council owned the land on which the Guides Head Quarters stands and all the land surrounding the Community Centre.

Councillor Bright then moved the following amendment to the motion;

"That (1) Hertsmere Borough Council will use its best endeavours to ensure that the land on which the Guides Head Quarters stands remains available for that use for as long as possible and that the Council will continue to lease this land to the Guides at a peppercorn rent; and (2) Hertsmere Borough Council will use its best endeavours to ensure that the remaining land the Council owns in Maxwell Park is retained as Public Open Space for the use and enjoyment of local residents for as long as possible. (3) In both cases Hertsmere Borough council agrees that no decision shall be taken about the future of either piece of land without full and open consultation with residents. If there are any potential future changes to the ownership of the land, the Council will use its best endeavours to ensure equivalent or enhanced facilities are provided within the locality."

The amendment was seconded by Councillor Cohen. On being put to the vote, the amendment was carried unanimously. The Council then voted on the substantive motion and unanimously

RESOLVED that

(1) Hertsmere Borough Council will use its best endeavours to ensure that the land on which the Guides Head Quarters stands remains available for that use for as long as possible and that the Council will continue to lease this land to the Guides at a peppercorn rent,

(2) Hertsmere Borough Council will use its best endeavours to ensure that the remaining land the Council owns in Maxwell Park is retained as Public Open Space for the use and enjoyment of local residents for as long as possible, and

(3) In both cases Hertsmere Borough council agrees that no decision shall be taken about the future of either piece of land without full and open consultation with residents. If there are any potential future changes to the ownership of the land, the Council will use its best endeavours to ensure equivalent or enhanced facilities are provided within the locality.

410. **OPPOSITION BUSINESS**

No items of Opposition Business had been received for inclusion on the agenda.

411. **ANY OTHER URGENT BUSINESS**

None.

412. **DATE OF NEXT MEETING**

Noted that the next meeting of the Council would take place at 7.30 p.m. on Wednesday, 22 January 2014.

CLOSURE: 9.42 pm

MAYOR

HERTSMERE BOROUGH COUNCIL

Council meeting – 22 January 2014

Agenda item 5

Questions from members of the public

The following three questions have been received from members of the public, in accordance with Council Procedure Rule 10.

The first question is from Mr Stack of Borehamwood, as follows;

"When Hertswood was just a secondary school they could not do anything with the land. Now Hertswood is an Academy they now get to do what they want with the land.

1. Who gave the school the land?
2. Did the land belong to only the Borough Council or all towns council tax payers?
3. What happened to all the money put aside for a theatre 20 years ago?
4. The Ark Theatre was built with 1.9 million pound of public money for a public theatre. Why don't the public get a say where the theatre should be built?
5. Is the Ark Theatre owned by the School, Hertsmere Borough Council or the Towns tax payers?
6. Why has the town council or Hertsmere Borough Council not put up any signs around Borehamwood showing where the theatre is located?

Hertswood school need a theatre for their own use true. Why can't Borehamwood have a theatre like the likes of Potters Bar and Radlett? Borehamwood town is being well developed and is an up and coming place to live, I feel the town and its residents need the local theatre promised to us 20 years ago.

This year it's the 100 years of the film studios, and we now have the UTC college. Why can't we all work together to build a community Ark theatre in the centre of town? The site of the old Library would be good."

The second question is from Mr Bowers of Borehamwood, as follows;

"Can you tell me why the Elstree/Borehamwood council in the year 2000 put us firmly in the Hertfordshire camp instead of London considering that modern Elstree/Borehamwood was built by the LCC?

Why did the council decide such an important decision alone instead of a vote by the people?"

The third question is from Mr Bell of Bushey, as follows;

"In July 2011, the Secretary of State re-confirmed that Fishers Field is a statutory allotment site. At the same time, the Secretary of State confirmed that there was an unmet demand in Hertsmere Borough Council's area in the order of at least 185 waiting for 195 plots and that the Council reduced its waiting list by only 4 since May 2010.

Could the Council please tell me know many more allotments have been let since 2011 and also could you tell me how many people are now on the waiting list?"

HERTSMERE BOROUGH COUNCIL

Council meeting – 22 January 2014

Agenda item 8

Leader's Report

- **Executive**

  15th January 2014

  1. Site Allocations and Development Management Policies Development Plan Document (DPD)

  2. Elstree Way Corridor Area Action Plan

  3. Changes to Car Parking Charges

  4. Street Trading in Stirling Way, Borehamwood

  5. Revised Statement of Community Involvement

  6. Setting the Revenue Budget 2014/15

  7. Setting the Investment Income Budget 2014/15

  8. Setting the Capital Budget 2014/15

  9. Setting the Council Tax Base 2014/15

  10. Council Tax Benefit Support Scheme

  11. National Non-Domestic Rates

  12. Anti-Bribery Policy and Procedure

  13. Franking Machine Procurement

- **LSP**
- **Audit**
- **New Reception**
- **Christmas Food Parcels**
- **Working with you for a better Hertsmere**

Any other matters which the Leader of the Council feels should be brought to the attention of the Council at the earliest opportunity.

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HERTSMERE BOROUGH COUNCIL

Council meeting – 22 January 2014

Agenda item 9

Report of the Chairman of the Overview and Performance Committee

- **Environment Scrutiny Committee – 5 December 2013**

  - Environmental Health: Air Quality Update
  - Economic Development Strategy Update
  - Homelessness Strategy Update

- **Resources Scrutiny Committee – 9 December 2013**

  - Police Community Support Officers [annual update]
  - Ward Improvement Initiative Scheme (Wiss) [Annual Update]

- **Overview & Performance Committee – 17 December 2013**

  - Planning Application Validation Process
  - Microphone system
  - Financial Monitoring
  - Localisation Of Business Rates (Local Pooling)

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HERTSMERE

HERTSMERE BOROUGH COUNCIL

PART I Agenda Item No	10
Document Reference No	**C/14/05**

THE COUNCIL

DATE OF MEETING: **22 January 2014**

ELSTREE WAY CORRIDOR AREA ACTION PLAN - SUBMISSION DRAFT

The council has made a commitment to prepare an Area Action Plan (AAP) DPD for the Elstree Way Corridor. The AAP will help deliver development in a co-ordinated way and provide a degree of certainty for both landowners and developers through the setting out of clear planning guidance. The first stage of public consultation on the draft AAP has been carried out. Approval is sought to undertake a further period of consultation; submit for Examination; and, for the AAP to be used for interim development management purposes in the determination of all planning applications registered on or after 23rd January 2014.

1. **RECOMMENDED THAT:**

1.1 The Council approves the Submission Draft of the Elstree Way Corridor AAP for:

(i) publication for a six week 'deposit' period allowing for representations to be made ahead of the public examination;

(ii) submission to the Secretary of State for Communities and Local Government for public examination; and,

(iii) interim development management purposes for use in the determination of all valid planning applications registered on or after 23rd January 2014.

1.2 That following the deposit period, the Director of Environment be authorised to agree any further required proposed modifications to the Elstree Way Corridor AAP, in consultation with the Portfolio Holder for Planning and Localism, prior to the submission and during the public examination.

2. EXECUTIVE SUMMARY / PROPOSALS

2.1 The council has made a commitment within the adopted Core Strategy (January 2013) to produce an Area Action Plan (AAP) for the residential-led redevelopment of the Elstree Way Corridor (EWC), Borehamwood. The AAP will help deliver development in a co-ordinated way and provide a degree of certainty for both landowners and developers through the setting out of clear planning guidance.

2.2 At its meeting on 12th December 2012 the Executive approved the draft AAP for public consultation and for interim development control purposes in the determination of all planning applications registered on or after 13th December 2012.

Public Consultation

2.3 The draft AAP was published for consultation in January 2013. In total 26 representations were received during the consultation. This included representations from local residents and community groups (16); developers (2); and specific consultees (8), including Hertfordshire County Council, Elstree & Borehamwood Town Council, and Hertswood School.

2.4 Two public meetings were also held in October 2013 for the Council to present information on the emerging proposals for Elstree Way Corridor AAP and as an opportunity to listen to concerns raised by residents. One additional response was received following the public meeting.

The following table summarise the main themes raised:

Theme	**Response**
Objection to the principle of the area's redevelopment.	*The principle of the area's residential-led redevelopment was established within the Local Plan Core Strategy.*
Seeking assurances on the retention of Maxwell Park Community Centre and Winn Everett Guide Headquarters	*The future development of any site is a landowner decision but the AAP provides guidance for sites should they be brought forward for redevelopment.*
Regarding the availability of and planned provision of infrastructure to support the level of development proposed, including education, transport and health.	*An Infrastructure Summary will be prepared to support the AAP. This will build on the extensive Infrastructure Planning evidence base which supported the Core Strategy.*
Highway congestion resulting from development.	*A revised highway scheme to facilitate the level of development is being prepared.*
The ability of the sites to deliver the level of development envisaged based upon the development principles (including heights and densities).	*The development principles and site assumptions are based on analysis of live scheme coming forward within the Corridor and recent development elsewhere. The development principles originating from the Colin Buchanan masterplan (2010) have been refined as the plan has evolved.*
The extent and scope of the public consultation.	*The public consultation was in accordance with the Regulations for the preparation of a Development Plan Document.*

2.5 A revised AAP has been prepared following the consultation (see appendix one). The substantive issues are as follows:

Reserve sites for a Primary School and Health Facility

2.6 The Core Strategy recognises that additional dwellings will put pressure on existing healthcare, schools and utilities. In its representation, Hertfordshire County Council (HCC) requested that a site for a 2 Form Entry (FE) Primary School be allocated within the Corridor or immediate area to support the level of growth proposed within the Corridor. Following discussions with HCC, the Maxwell Park / Community Centre / Winn Everett Guide HQ area has been identified as a reserve site for the allocation. HCC has commissioned an initial feasibility study which demonstrates that the site would be suitable for a primary school.

2.7 The Council has, however, entered into early discussions with HCC and Hertswood Academy about the scope for a new primary school to be located next to a new single site Hertswood Academy. The AAP emphasises that the Council would prefer for an alternative site to be found for a new primary school. On that basis, should it be possible to co-locate a primary school on a new Hertswood Academy site, there would be no need for the reserve site in the AAP to be brought forward for a primary school.

2.8 HCC has advised that they would object to the AAP, on the grounds of a lack of supporting infrastructure, if provision is not shown for education facilities within the Plan. It is, therefore, proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities. There is no requirement, in planning terms, to insist upon the actual, physical retention of existing community buildings if those uses can be appropriately reprovided in a single or multi-use community building (on or offsite).

2.9 Officers have met with representatives from the Herts Valley Clinical Commissioning Group (CCG). The CCG incorporates the geographical area of Borehamwood and operates through a Board which has representation from each practice. Evidence available to the Council has demonstrated that while there are disparities between individual practices, based on the current population there is *currently* GP capacity within Borehamwood. However, to support the level of growth envisaged within the EWC, three potential locations for a new health facility have been identified within the EWC.

2.10 The first preference would be for the land at the front of the former Oaklands College site to be set aside for this use; the original proposal by Taylor Wimpey/Oaklands College sought the retention of this land for a smaller education facility but this is now unlikely to proceed. However, the Council's planning policies would require alternative community facilities to be considered in this location before the land can be developed for housing. The second site option would be the site of the current cluster of single storey buildings (library, health clinic, nursery) which is being considered for a relocated ambulance station but could potentially accommodate a new health

facility. Finally, a reserve site has been identified to the north east of the Civic Offices and is in the ownership of the Council. This option would only be considered if (a) a need for a healthcare facility was demonstrated by the CCG and (b) either of the first two sites did not come forward.

Enlargement of the AAP Boundary

2.11 Representations on behalf of developer Taylor Wimpy, together with a series of approaches to the Planning Department, indicate that a number of sites along Manor Way are likely to come forward for redevelopment. The introduction of the National Planning Policy Framework (NPPF, 2012) has made it harder to resist speculative applications to convert or redevelop vacate office and industrial units to residential. Given the likelihood of the area being redeveloped, together with new permitted development rights which allow change of use from offices to residential, it is considered appropriate to include this area within the EWC. Within the AAP it is proposed that the Manor Way area be residential development, of between 50-80 dwellings per hectares (as opposed to 150-180 on sites fronting Elstree Way), and be of no more than 2.5 storey in height to respect the residents on Bullhead Road.

Proposed Highway works

2.12 The Colin Buchanan masterplan included an aspiration to remove both the Shenley Road and Tesco roundabouts and the replacement with signalised junctions. Consultants AECOM were appointed by the Council to design and cost a highway scheme to facilitate the level of development proposed and based on the principle of improving connectivity between the town centre and the Corridor. The draft AAP included the removal of the roundabouts as an aspiration. Detailed traffic modeling of the proposed scheme demonstrates that based on a maximum level of development, in the year 2026, journeys times westbound on Elstree Way would be above desired levels at certain hours of the day. West to east journeys from the beginning of Elstree Way to the far end of Shenley Road could take an addition four to five minutes, and may also result in re-routing/'rat-running' of traffic onto alternative routes. Given that this is unlikely to be an acceptable outcome for the local community, a more modest highway scheme focusing principally on limited pedestrian crossing and cycle improvements between the Corridor and the town centre without the removal of the roundabouts will be prepared and included within the AAP.

2.13 The costs of the works are to be met through developer contributions. As has been reported to the Management Board as part of the preparation of the Community Infrastructure Levy (CIL), it is considered that S106 as opposed to CIL is the best mechanism to secure the developer contributions. S106 will ensure a legal is made between development and the provision of infrastructure.

2.14 The CIL Viability Assessments and recent developments within the Corridor have demonstrated that development within the EWC can support S106 contributions of approximately £7,000 per unit.

3. REASON(S) FOR RECOMMENDATION

3.1 To all for the AAP to be submitted to the Secretary of State for the purpose of public examination in accordance with the requirements of Regulations 18 to 22 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012. Once adopted the AAP will provide a clear framework for development in the Corridor.

4. ALTERNATIVE OPTIONS

4.1 The council could choose not to produce any specific EWC planning guidance however, a commitment has been made by the council in its adopted Core Strategy to produce an EWC AAP. The council has identified the redevelopment of the EWC as accounting for a significant proportion of Hertsmere housing target, the area's ability to accommodate the level of development required is dependent on a coordinated approach, should an AAP not be produced it could undermine the council's commitment for the area's redevelopment, and the level of dwellings envisaged.

4.2 An alternative to an AAP would be to refresh the EWC Planning and Design Brief produced in 2003. A refresh of this document and subsequent adoption as a Supplementary Planning Document (SPD) would be less time-consuming and would not necessitate an examination in public. However, such a document would only be a material consideration in the determining of planning applications and would not carry the same weight as an AAP. SPDs provide further advice from other policies whilst an AAP can set policy. AAPs remain the recommended means in Planning for guiding the redevelopment and regeneration of areas subject to significant change.

4.3 The redevelopment of the Corridor is set against a backdrop of a National change to Permitted Development Rights which allow, for a period of three years between 30 May 2013 and 30 May 2016, the change of use of an office to a dwelling(s) without the need for planning permission.

5. PLANNED TIMETABLE FOR IMPLEMENTATION

5.1 Following publication of the AAP (Submission Draft), the required 6 week 'deposit' period will provide an opportunity for representations to be made ahead of the public examination. However, this does not constitute consultation as the responses received will be forwarded to the Inspector and local authorities are not expected to make material changes to the document prior to examination.

5.2 It is proposed to invite representations during a six week period commencing in February/March 2014. All individuals and organisations who were consulted on the draft AAP will be notified and the new document will published on the Council website and available at local libraries and area offices. The document will be accompanied by a schedule of representations received and the Council's responses, as well as an updated Sustainability Appraisal Report, as required by the Strategic Environmental Assessment regulations.

5.3 It is intended to formally submit the AAP in December for public examination. It is hoped that the document will be considered sound following examination, enabling it to be adopted by late 2014. An indicative timetable is outlined below

Stages in the preparation of the AAP

Description	Date:
Preparation of plan (Regulation 18) Public consultation of AAP (6 weeks)	Jan 2013
Publication of a plan (Regulation 19) Revisions to AAP and SA in response to consultation July 2013 Publish AAP and invite representations on the 'soundness' of the plan (6 weeks)	March 2014
Submission to the Secretary of State (Regulation 22)	Spring 2014
Independent examination (Regulation 23-24)	Summer/Autumn 2014
Publication of the recommendations (Regulation 25)	Winter 2014
Adoption of plan (Regulation 26)	Winter 2014

6. LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

6.1 Development Plan Documents are prepared in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012. This requires the DPDs to be subject to public consultation, a Call for Representations period and an independent Examination in Public (EiP) as set out in the Town and Country Planning (Local Planning) (England) Regulations (18 to 26) 2012.

6.2 Pursuant to legislative requirements, the Council has undertaken a Sustainability Appraisal Habitat Regulations Assessment and Equalities Assessment for the DPDs. These are included as part of the Evidence Base.

7. DELEGATION

7.1 The decision to approve the AAP for submission to the Sectary of State is a decision for the full Council. It is requested that prior to the submission to the Sectary of State and during the public exanimation, the Director of Environment be authorised to agree any further required proposed modifications to the Elstree Way Corridor AAP, in consultation with the Portfolio Holder for Planning and Localism. The final adoption of the AAP will be a matter for full Council.

8. FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

8.1 Funding for the preparation of the AAP is being met through existing budgets.

9. EFFICIENCY GAINS AND VALUE FOR MONEY

9.1 The costs of proceeding with the AAP should be compared with the greater costs associated with not proceeding. In particular, the costs of having to defend planning decisions against speculative and other planning applications – with the possibility of costs being awarded against the Council – can be

significant. Delays in revising AAP also increases the risk that technical studies previously prepared will become out of date and need to be recommissioned.

10. RISK MANAGEMENT IMPLICATIONS

10.1 Officers believe that the AAP is fundamentally sound on the basis that it meets national policy requirements. Developers may challenge aspects of the document but despite the challenges associated with a continually evolving policy, procedural and legislative framework, the planned submission of the AAP is considered to represent the most appropriate way forward in ensuring the Council a plan for guiding the redevelopment of the EWC. The AAP has been produced in line with the adopted Core Strategy (2013).

11. PERSONNEL IMPLICATIONS

11.1 The demands are expected to be absorbed within the staffing of the Planning Policy and Transport Team.

12. CORPORATE PLAN & POLICY FRAMEWORK IMPLICATIONS

12.1 The AAP seeks to support the delivery of development and infrastructure that is outlined in the adopted Local Plan Core Strategy (January 2013) and other local strategies, including the Community Strategy.

13. ASSET MANAGEMENT PLAN IMPLICATIONS

13.1 The AAP makes recommendations for reserving part (approx. 23%) of Maxwell Park and for the use of the Winn Everett Guide HQ, both owned by the Hertsmere Borough Council, for a primary school should HCC be unable to find a suitable alternative. The AAP also recommends reserving a site adjacent to the Civic Office which is in the ownership of the Council for a healthcare facility. This option would only be considered if a need for a healthcare facility was demonstrated by the CCG and either of the first two sites did not come forward.

14. HEALTH AND SAFETY IMPLICATIONS

14.1 None.

15. APPENDICES ATTACHED

15.1 Appendix One – Elstree Way Corridor AAP – Submission Draft (Jan 2014)
Appendix Two – Statement of Consultation

16. BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT

16.1 A number of studies and reports have been used in the preparation of this report and the AAP, these include:

- EWC Sustainability Appraisal (October 2013)
- AECOM Study (October 2013)
- Local Plan Core Strategy (adopted 2013)

- Elstree Way Corridor Feasibility Study (2010 – Colin Buchannan)
- National Planning Policy Framework (2012)

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Elstree Way Corridor

Area Action Plan

For submission to the Secretary of State

Hertsmere Borough Council

Foreword

The planned redevelopment of the Elstree Way Corridor provides an exciting opportunity to deliver a significant proportion of Hertsmere's housing requirement over the next 15 years, in an area with many underused or disused buildings and within walking distance of the town centre.

By producing an Area Action Plan for the Corridor rather than allowing piecemeal development, the council is acting in a responsible manner to ensure all future developments take place in a co-ordinated manner. This will ensure not only is the physical fabric of the area improved, but great environmental improvements to existing buildings, streets and open space will also take place.

Improvements to this area will help create a new gateway into Borehamwood from the east and help promote Borehamwood as an attractive location for business. The redevelopment of the Elstree Way Corridor will bring economic benefits to the area as a whole, the new homes will have improved pedestrian access to the high street and encourage much needed economic regeneration of our town centre.

Cllr Dr Harvey Cohen
Planning and Localism Portfolio Holder

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1 Introduction and Context

Purpose and status of this document

1.1 The Elstree Way Corridor Area Action Plan (AAP) is a spatial strategy for the coordinated development and design for the area known as the Elstree Way Corridor. It will help to guide development and seeks to provide confidence and certainty to public bodies and developers.

1.2 The overall purpose of the AAP is to establish the basis for shaping the redevelopment of the area and to ensure that the wider public realm and highways improvements come forward. Proposals are framed to respond to the needs of existing and future communities and plan for housing growth to 2027.

1.3 The document is a Development Plan Document (when formally adopted) which is consistent and conforms with the Hertsmere Core Strategy (over-arching Borough wide spatial strategy). The document should be read in conjunction with other planning policy documents. It will provide planning policy, and allocate uses for certain sites. It has been prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2012.

Community and Stakeholder Participation

1.4 The principle of the residential-led redevelopment of the Elstree Way Corridor was established in the Core Strategy (adopted 2013). The Core Strategy sets out the Council's vision and strategy for the Borough for the next 15 years. The Core Strategy was subject to extensive public consultation, and following a public examination was found sound on 5 December 2012.

1.5 A period of public consultation on the draft Elstree Way Corridor AAP ran from 7 January 2013 to 18 February 2013. All representations received during this period have been reported to the Council Executive and full Council, and where appropriate amendments made to the draft Plan. This revised Plan will undergo a further period of public consultation prior to a public Examination by a Planning Inspector.

Sustainability Appraisal

1.6 Underpinning the approach to the development of the AAP is the process of formulating and undertaking a Sustainability Appraisal (SA) for the key stages of the project. An SA has informed the preparation of the AAP and should be read in conjunction with this document.

The Elstree Way Corridor

1.7 The Elstree Way Corridor and its immediate surrounding area is undergoing change, a series of new developments have taken place in last 10 years and further development is anticipated to the come forward as existing land owners review their assets.

1.8 Despite the current economic conditions, development interest in the corridor remains strong. New development within the Corridor offers an opportunity to address the area's severance from the town centre and strengthen the area as a gateway into Borehamwood town centre from the east of the town. A co-ordinated approach to the area's redevelopment is required to maximise the area's potential, limit further fragmented and piecemeal development and maintain development momentum.

1.9 The area covered by the Elstree Way Corridor Area Action Plan is shown on the AAP Policies Map. The AAP area adjoins the eastern edge of Borehamwood town centre and the western edge of the Elstree Way Employment Area.

1.10 The area on the western side of Manor Way, extending from the double roundabouts on Elstree Way to the pedestrian route linking Bullhead Road to Manor Way, was not within the first consultation draft of the AAP. Its inclusion within the AAP is in response to known residential development interest in this area, and the relaxation of planning rules for change of use from commercial to residential. The area's inclusion within the AAP will ensure that should the area come forward for redevelopment development is of a scale and density which is respectful to the existing residential properties on Bullhead Road.

1.11 The delivery of the AAP will require joint working between various public and private sector organisations and agencies. The development of the whole of the Elstree Way Corridor as envisaged will take many years to complete. The AAP provides the basis for determining subsequent planning applications.

Town Centre
EWC
Elstree Way
Employment Area

National and Local Policy

1.12 The AAP is consistent with relevant national, regional and local planning policies. The AAP has been prepared in compliance with a range of Government planning and design policy statements and guidance documents, and particularly the National Planning Policy Framework (NPPF).

1.14 The adopted Core Strategy (2013) forms the strategic basis for the AAP document and Policy CS23 recognises the Elstree Way corridor, and its importance.

1.15 The AAP should be read in conjunction with the Council's other planning policy documents including:

- Affordable Housing SPD
- Planning Obligations SPD
- Planning and Design Guide SPD
- Biodiversity and Trees SPD
- Lifetime Homes Standards
- Parking Standards SPD

Core Strategy Policy CS23

Within the Elstree Way Corridor the continued development and refurbishment of Employment, Civic and Community uses will be actively encouraged. Residential development on appropriate sites will accepted, in accordance the Elstree Way SPG and any subsequent guidance or agreed masterplan.

Any development should have regard to guidance set out in the Elstree Way Corridor Area Action Plan DPD and be brought forward in a coordinated manner. Such development will be required to support the funding of essential enabling infrastructure through S106 or Community Infrastructure Levy charges. Proposals likely to result in a piecemeal or fragmented redevelopment of the corridor will be refused, and should also be in compliance with other policies in the Core Strategy, with particular reference to the requirements of policies CS22, CS24 and CS26. Development should also provide active frontages to Elstree Way where possible to promote the identity of the corridor as a civic and commercial gateway to the borough, should build on the accessibility location of the corridor and should ensure an appropriate demarcation of residential and non-residential uses within this part of the town.

2 Strategic Vision

2.1 Recent development has changed both the function and character of the area, with significant new development taking place within the EWC in recent years. This has resulted in the development of several new residential schemes, the loss of employment and education facilities, and an overall intensification in the way sites are used.

2.2 The EWC has the potential to deliver at least 800 residential units, a significant level of housing to meet the needs of the Borough. The Colin Buchanan Feasibility Study (2010), commissioned by the Hertsmere Borough Council and other landowners in the EWC, includes an 'identified opportunity area' as defined on the Policies Mao (predominantly in public sector ownership) to deliver this level of housing. Sites outside of this area but within the AAP boundary may also be suitable for residential development.

2.3 The redevelopment of the EWC is an opportunity to improve the physical fabric of the area as well as environmental improvements to existing buildings, street and open spaces. The change in function and character of the area brings with it the need to integrate the corridor with the town centre and address issues of severance as a result of the major Shenley Road roundabout. The redevelopment of the EWC and associated connectivity and public realm works will support and ensure the retention of existing businesses within Borehamwood town centre and the Elstree Way Employment area.

2.4 Through the adopted Core Strategy (January 2013), the renewal of the EWC has been identified as an unprecedented opportunity to provide a range of new housing, community and cultural facilities for Hertsmere during the next 15 years. This Area Action Plan (AAP) identifies policies that will guide the development of the area in accordance with this vision and these objectives.

Strategic Vision

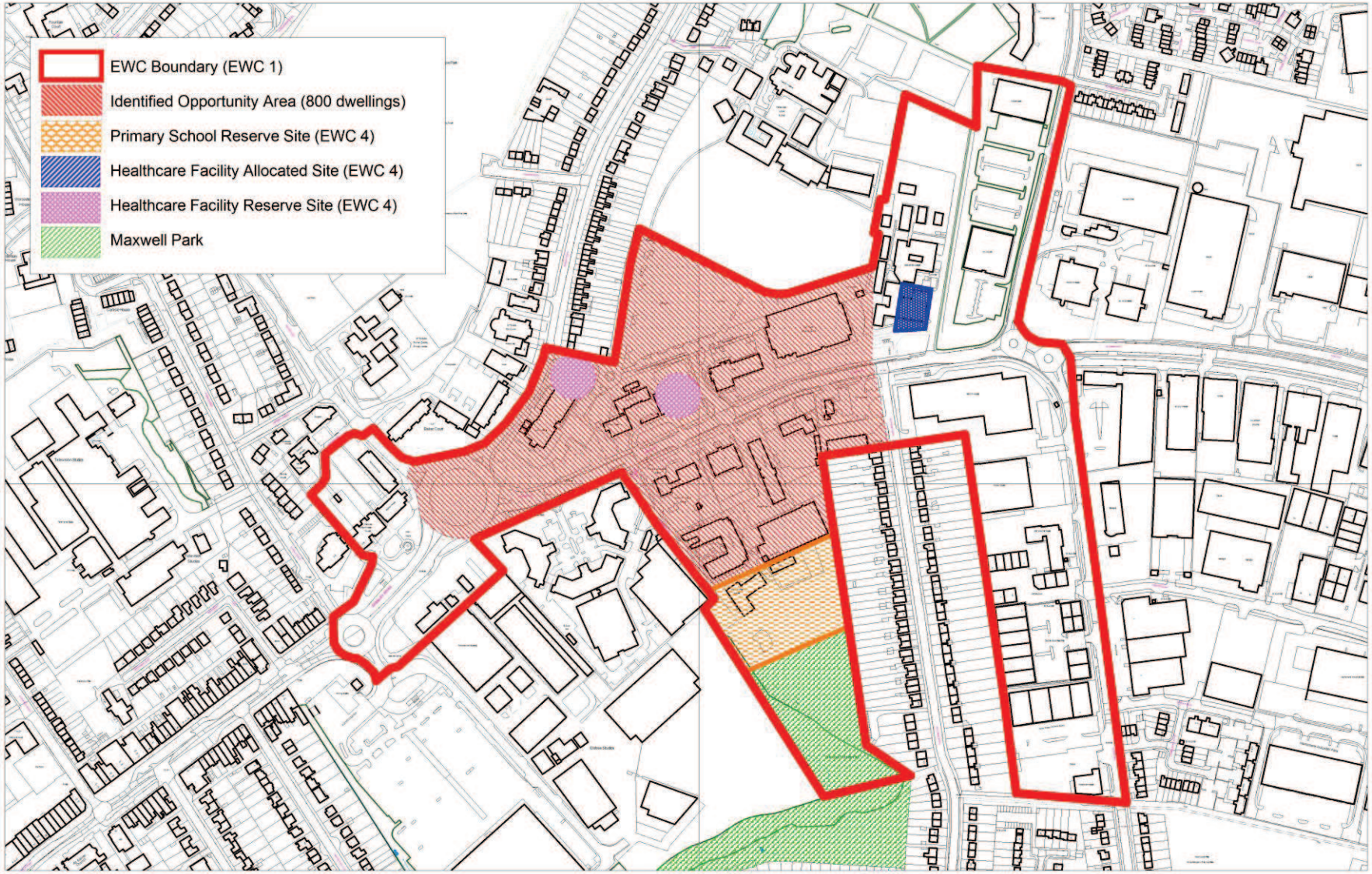
The redevelopment of the Elstree Way Corridor will provide at least 800 residential units and a range of community and cultural facilities for Borehamwood which will contribute to meeting the needs of the wider community. Development will be of the scale, height and quality to denote the importance of the area as a civic and commercial gateway to the Borough. There will be new residential development of a variety of tenures, and new and improved facilities to support new development and the wider community. Development will facilitate connectivity and public realm improvements linking the area to the town centre and improving its physical appearance. The area's redevelopment will help promote Borehamwood as an attractive and sustainable location for business.

Objectives of the Area Action Plan

2.5 The objectives form the basis for the policies in this document, and they should guide the masterplanning and the preparation and determination of planning applications.

- Provide improved and coordinated facilities for the delivery of a range of services to the public;
- Improve the physical appearance of this important gateway into the town;
- Link the commercial area of Borehamwood with the town centre;
- Release land for a range of uses and help meet the Borough's future residential development land needs;
- Provide certainty and guidance to both landowners and developers; and,
- Promote sustainable development.

Figure 1: EWC Policies Map



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3. Development Framework

3.1 The successful redevelopment and physical restructuring of the EWC is an opportunity to meet the development needs of the Borough and improve the physical fabric of the area. These opportunities can only be realised if physical change is delivered in a planned and comprehensive way.

General Development Principles

3.2 Rather than establishing a fixed masterplan for the AAP a more flexible approach is favoured which sets a framework based on a set of development principles.

3.3 The following development principles build upon the strategic vision for the residential led redevelopment of the EWC. Development proposals which are not in accordance with these principles will be refused.

The EWC will be planned and developed:

a) To be representative of its significance when arriving into Borehamwood town centre from the A1;
b) With improved connectivity and accessibility with the town centre and employment area with significant highway improvements;
c) To integrate and maximise existing activities and development along the Corridor, including Elstree Studios, Imperial Place, the Civic Centre, and the Venue;
d) To coordinate the release of land for a range of uses to help meet development needs;
e) With a redesigned and improved Maxwell Park and additional open space; and,
f) To a high level of design quality to create accessible developments.

Policy EWC1: Development Strategy

Development proposals in the Elstree Way Corridor (as defined by the EWC Policies Map) should:

a. Provide safe and convenient access to public buildings and spaces, and to public transport, including those with limited mobility or those with other impairment such as of sight or hearing;
b. Have a design and layout that minimises opportunities for crime;
c. Provide integrated refuse and recycling facilities and reduce the amount of waste produced through good design;
d. Be of a high quality design that contributes to improvements in the quality of the townscape;
e. Facilitate the required highways and public realm improvements;
f. Provide a high quality landscape framework for the development and its immediate setting; and,
g. Provide an appropriate level of Affordable Housing in accordance with Core Strategy Policy CS4.

Promoting Comprehensive Development

3.4 The Council's preference is for sites to be brought forward together. Many of the sites will be challenging to bring forward in isolation and will result in lost opportunities should they do so. Proposals to bring forward sites in isolation are less likely to be able to contribute towards the strategic vision and fail to maximise the development potential of a site, and the EWC as a whole.

3.5 Should sites come forward on an individual basis they must not prejudice the comprehensive redevelopment of adjacent sites or undermined the level and quality of development envisaged for the EWC as a whole. Similarly, proposals for sites adjacent to the EWC which come forward for development should not restrict the ability to develop sites within and bring forward improvements to the EWC.

3.6 Physical factors such as parking and amenity spaces will be expected to integrate with adjoining sites, and meet the appropriate design standards in chapter 6, without restricting delivery of the adjacent sites. Developers are required to demonstrate that their proposal will not inhibit development on adjacent sites located within the area covered by the AAP.

Policy EWC2: Comprehensive Development

All development should contribute towards realising the vision of the area as set out in this Area Action Plan. Proposals for development within or adjoining the Elstree Way Corridor that would prejudice the comprehensive restructuring of the area will be refused.

The Council's preference is for sites to be brought forward together. Proposals for new development will be judged against the following principles to secure the optimum use of land in the long term:

a. All development must be planned and implemented in a coordinated way, taking a comprehensive view of potential development opportunities in the immediate area wherever possible;
b. General building development should be designed to achieve the maximum density compatible with the character of the area, surrounding land uses and other environmental policies in the plan;
c. The design and layout of new development should not inhibit positive management of land and buildings. Arrangements for future management should be put in place in appropriate schemes; and,
d. Development should be accessible by a range of transport options, including passenger transport.

In particular, building development will be permitted if it :

e. Makes optimum use of the land available, whether in terms of site coverage or height; or
f. Contributes towards or provides for the reasonable sharing of facilities, such as off street car parking; or
g. Does not prevent other land coming forward for development in the future; or
h. Helps to achieve a comprehensively planned development framework.

4 Land Use Strategy

4.1 The AAP proposes a flexible, residential led mixed-use strategy that makes efficient use of the land within the EWC and utilises the area's strategic location. This section sets out acceptable uses for the EWC rather than rigidly allocate uses to particular sites.

New Housing Provision

4.2 At least 800 dwellings are anticipated to come forward within the EWC during the next 20 years. These dwellings are to be provided within the area defined on the Policies Map as the 'identified area of opportunity'.

4.3 National guidance encourages the efficient use of land, and to optimise the potential of development sites, the AAP proposes ranges of development density. Sites fronting Elstree Way are most suited to higher density flatted development. Sites set away from Elstree Way, including those on Manor Way will be houses of a scale and form which respects existing residential areas and minimises visual intrusiveness.

4.4 Acceptable density ranges are outlined in table 1. The densities are based on existing approved developments within or adjacent to the EWC and will allow the level of development envisaged.

4.5 The Council will seek to secure the provision of affordable housing through the AAP in accordance with Policy CS4 of the Hertsmere Core Strategy.

4.6 A variety of housing types will help create a more balanced community and will enable better integration with the surrounding low-rise high quality residential areas.

4.7 The Council will be alert to, and not permit any benefit to be gained from, the artificial subdivision of a site to circumvent the operation of securing affordable housing provision or housing mix. Where this is found to occur, the total requirement will be sort from the later stage.

4.8 The Council's Strategic Housing Market Assessment (SHMA) and housing waiting list identifies a need for additional 3-bed units within Hertsmere, for this reason it is appropriate that proposals be required to address this shortfall in provision. CS7 of the Core Strategy requires development over 10 units (gross) to contain some variation, and sites with over 25 units to reflect a mix which reflects housing need (Chapter 4, Draft Affordable Housing SPD, November 2011).

Table 1. Residential Development Densities by Band

Band	Density (Dph)	Description
1	100-180	Residential development with frontage onto Elstree Way to be of a high density with an acceptable density range of between 100 and 180 units per hectare.
2	50-80	Residential development set away from Elstree Way to be of a lower density at interface with existing residential dwellings and Maxwell Park

Policy EWC3: Housing Density and Distribution

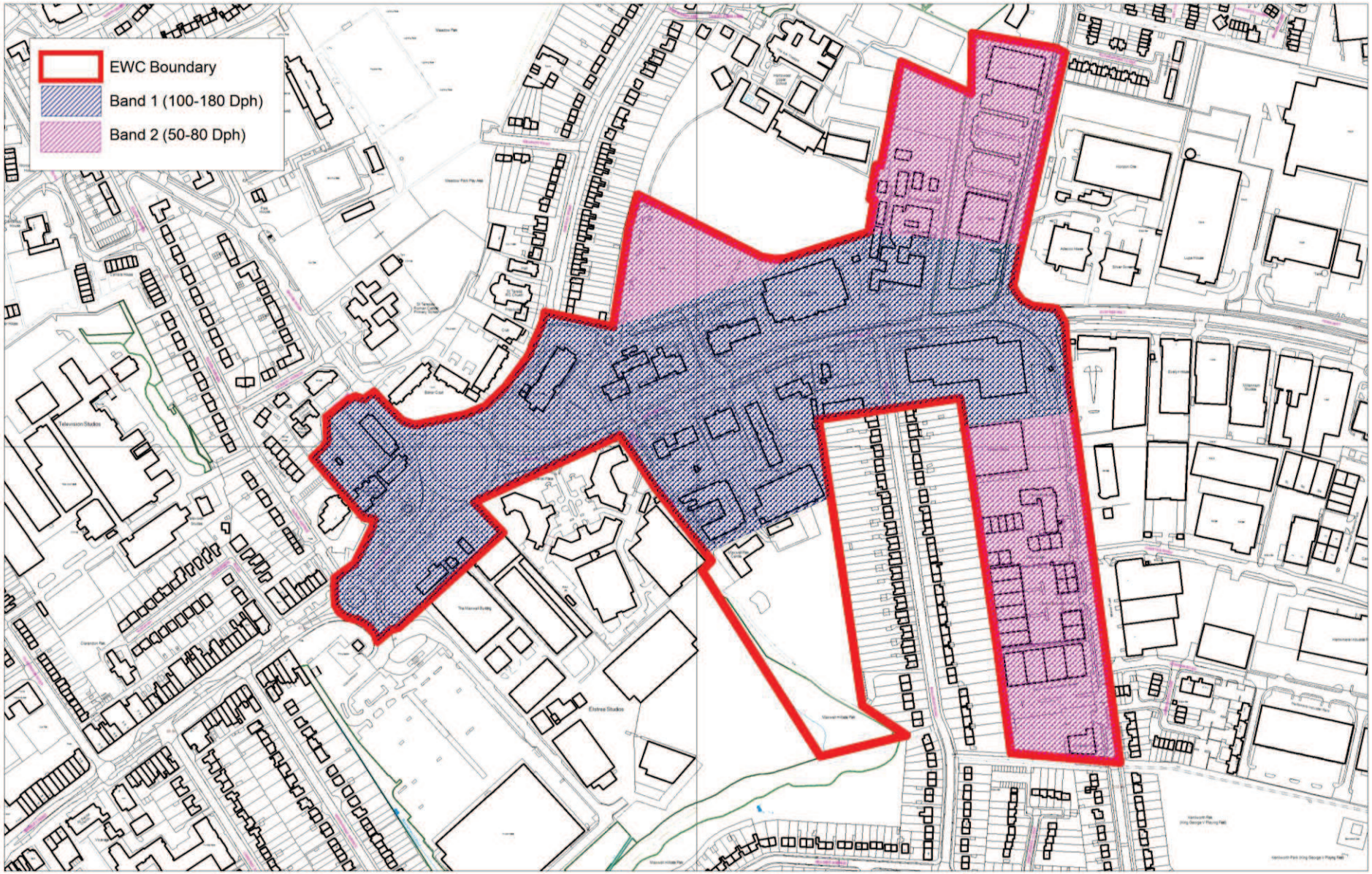
At least 800 dwellings will be provided across the EWC. Higher residential density should be delivered in areas fronting Elstree Way. Lower residential density should be located in areas set back from sites fronting Elstree Way.

Density ranges are shown in Table 1. Proposed densities should be within these ranges and follow the principle set out above in distributing density within the development bands. Developments should be designed to take account of the amenity of adjacent sites.

A mix of types of homes will be provided within the Elstree Way Corridor. Housing developments in excess of 25 units (gross) will contain some variation in housing mix and should include a proportion of 3 bed units.

Flatted development will take place along Elstree Way and houses will be developed where new development meets the existing residential areas of Shenley Road and Bullhead Road.

Figure 2: Density areas



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Education, Retail and Other Uses

4.9 The EWC and immediate surroundings include a wide range of civic, education and employment uses. Retaining existing key public sector uses in new or refurbished facilities within the EWC is to be sought alongside any rationalisation of land holdings, as is the cohabitation of uses and sharing of enhanced facilities. However, if any service providers consider relocating outside of the EWC, the Council will seek their retention within Borehamwood. A cluster of public sector activities inside of and around a refurbished Civic Offices would unlock development sites and maximise development potential.

4.10 Education uses in the AAP will be supported and an extant planning permission for 1,500 sqm of education provision on front of the former Oaklands College site (now Oaktrees development) remains. The Council welcomes the establishment of a new further education facility on this site.

4.11 Adjacent to the EWC on the junction of Studio Way and Elstree Way is the Elstree University Technical College (UTC). The Elstree UTC opened in September 2013 offering full-time technically-oriented courses to 600 students aged 14-19. The facility has a special focus on the technical skills, trades, crafts and technologies that support the entertainment, film, television, theatre, visual arts and digital communication industries.

4.12 To support the level of development proposed for Borehamwood as defined by the Core Strategy, a site for a new 2 form entry Primary school is required within Borehamwood. The site comprising the current Girl Guide Hut and Maxwell Park Community Centre has been identified by HCC for a Primary School (as shown on the Policies Map). The site has been reserved for a primary school should HCC be unable to find an alternative suitable location. Should the sites, wholly or in part, come forward as a primary school, Hertsmere Borough Council will require the facilities (buildings and outdoor space) to be designed in such a way to be capable of accommodating a range of community activities through a dual use arrangement.

4.13 Should, as preferred, an alternative site for a Primary School be found within Borehamwood, the open space will remain in use as such. However, any loss, reduction or displacement of the Girl Guide Hut and Maxwell Park Community Centre will not be permitted unless (1) it can be demonstrated that they are surplus to the needs of the local community or are no longer fit for purpose and (2) any required equivalent reprovision nearby, within an existing or new building (single or multi-use), is satisfactory for all of its users.

4.14 The Council recognises the importance of the Studios to Borehamwood and supports opportunities to further develop and enhance the Elstree Film Studios.

4.15 Upon adoption of the AAP, the sites forming the EWC will cease to be within the designated Town Centre and Elstree Way Employment Area as defined by the Local Plan 2003. This will require amendments to be made to the 2003 Local Plan Policies Map. The emerging Site Allocation DPD / new Local Plan will be updated to reflect the changes made by this AAP.

4.16 The EWC is in close proximity to Borehamwood town centre and the Council wishes to ensure that the retail function of centre, the largest in the Borough, is not undermined by new retail floorspace outside the centre. The EWC is therefore not a suitable location for retail development and proposals for or including retail development will be refused.

Supporting Community Facilities

4.16 The EWC is already home to leisure facilities in the form of the Venue leisure centre and is in close proximity to the Borehamwood's high street (Shenley Road) which provides a number of bars and restaurants which tend to attract local residents.

4.17 A new community centre for Borehamwood, to be built next door to All Saints Church, in Shenley Road, will house a new library as well as a youth facility, museum, a multi-purpose community hall with spaces for training, meetings, internet and conference use. The relocation of the Library Service to the new centre is part of wider plans to redevelop the existing site on Elstree Way which forms part of the EWC AAP.

4.18 The existence of quality open spaces improves the visual attractiveness of an area. Maxwell Hillside Park is located off Maxwell Road and Bullhead Road, and is within the EWC. The park provides an important open space function within the EWC and could be enhanced during the plan period

4.19 New development will be required to make provision for improvements to existing and additional community infrastructure. Following discussions with health providers, it is known that there may be a future requirement for additional GP facilities, although the local Clinical Commissioning Group have advised that presently there is GP capacity in the town. The Council has identified two alternative locations for a new health facility: (1) at the front of the former Oaklands College site which may no longer be required for the education facility intended as part of the original residential development of Oaklands College and if this does not become available (2) as part of the emerging multi-service public sector cluster, on part of the land currently occupied by the single storey library, nursery and health centre buildings. Should either of these opportunities not come forward, a reserve site has been identified on land immediately to the north east of the Civic Offices, owned by Hertsmere Borough Council.

Policy EWC4: Supporting Community Facilities

All new development will be required to make provision or support improved and additional community facilities. Particular locations or reserve sites to accommodate new/improved community facilities are identified:

a) Provision of a new police front desk at the Civic Centre
b) Retention of the Civic Centre
c) Retention of a fire station within the Elstree Way Corridor
d) Borehamwood Library and Maxwell Community Centre will be reprovided on Shenley Road.
e) Maxwell Park
f) A new 2FE Primary School
g) A new Open / Civic Space
h) A new health facility

5 Movement Framework

5.1 A key objective in the redevelopment of the EWC is improving movement through the corridor and strengthening road links with Borehamwood town centre. A programme of highway works will open up development sites and create better movement and accessibility. Pedestrian and cycle networks will also be reinforced in order to better integrate the EWC with the wider area. Consultants Aecom have produced an assessment of transport improvements in the EWC which supports this document.

Transport and Movement

5.2 In order to facilitate the level of development envisaged and to improve connectivity a series of highway and public realm improvements are required. Key interventions to be considered:

a) Pedestrian and cycle movement across Shenley Road roundabout improved, including new and improved crossings;

b) Minor realignment of the carriageway to allow for improved pedestrian and cycle movement;

c) Pedestrian and cycle movement across Tesco roundabout improved, including new and improved crossings;

d) Improved off carriageway cycle lanes to be provided in both directions on Elstree Way and Brook Road;

e) Possible repositioned vehicular entrance to Elstree Studio and improvements to pedestrian access;

f) A series of measures to facilitate movement across Elstree Way and Shenley Road including the positioning of pedestrian crossing points that follow the most convenient routes; and,

g) New bus shelters, street furniture and planting.

Figure 3: Highway Works

5.2 The Movement Framework has been designed and costed to facilitate the level of development envisaged whilst also maximising the area's development potential.

5.3 The Movement Framework will frame and establish development sites, and in in some cases will provide opportunities for increased site areas. Where this is the case developers and landowners are encouraged to engage with Hertfordshire County Council to discuss revised site boundaries.

5.4 Developers and landowners are to fund the highways and public realm improvements, which will be delivered by Hertfordshire County Council (HCC) and Hertsmere Borough Council. Where appropriate, other sources of funding will be considered such as grants and s106 collected from existing schemes within the EWC. Streets will be inclusive and seek to accommodate the needs of all users, including the young and the elderly, and the particular needs of disabled people with mobility difficulties, sensory or cognitive impairment.

5.5 Development proposals must pay careful consideration to access and movement. Development proposals which are not in accordance with the Movement Framework or undermine the outlined transport and movement improvements will be refused.

Policy EWC5: Transport and Accessibility

Development should improve connectivity into and out of the area. Development proposals must not prejudice the outlined transport and movement improvements.

The Council, Highways Authority, developers and other partners will work in partnership to foster an attractive, safer and more legible environment for pedestrians, cyclists, public transport users and vehicles. All development should:

a) Work in accordance with the Hertfordshire Local Transport Plan and Elstree and Borehamwood Urban Transport Plan.
b) Improve pedestrian connections and minimise the risk of conflicts between various road users.
c) Contribute towards the finding of the highway improvements set out in paragraph 5.2.
d) Implement and establish safe pedestrian and cycle crossings
e) Implement improvements to the cycle network along the corridor linking to the Borough Greenway network, including new/enhanced signage, and improved public cycle storage and racks. Cycle parking will be required in all residential developments.

Public Realm and Townscape

5.6 The public realm encompasses streets, public squares, parks and everything within, including benches, plantings, paving, street lamps and signs.

5.7 At present, a significant weakness of EWC is the lack of quality and consistent public realm in keeping with the area's significance as a gateway into Borehamwood town centre.

Improvements to the public realm will include:

- New paving and pedestrian crossings along the length of Elstree Way
- Public realm improvements outside the Venue
- Removal of the underpass under Elstree Way
- Street trees along Elstree Way
- New street furniture throughout the Corridor
- A new Open / Civic Space

5.8 The potential for an improved setting for the war memorial will be explored, as will the feasibility of creating a new public square or enhancements to the public realm.

5.9 All development will benefit from the planned public realm and highway improvements, and therefore will be required to contribute to its provision and maintenance.

Policy EWC6: Public Realm and Townscape

All new development will be required to make a positive contribution to the quality of the public realm. Development must:

a. Promote active building frontages that contribute to the public realm visually and functionally by providing active building frontages and ground floor uses that face onto the public realm, including new and improved building frontages;
b. Emphasise the points of arrival into the town centre through innovative surface redesign and improved pedestrian crossings;
c. Respect public open spaces and streets by ensuring that building forms are appropriately scaled to their context and do not provide excessive overshadowing;
d. Accommodate a range of functions and activities within the public spaces;
e. Help reinforce a clear street hierarchy by implementing a cohesive approach to streetscape design with bolder designs along principal routes and spaces and designs of a more intimate nature along secondary routes;
f. Utilise the most suitable, durable and high quality materials available within the public realm, with special attention to detail and future maintenance requirements; and
g. Specify management and maintenance regimes for areas of the public realm.

6 Design Strategy

6.1 The purpose of this section is to ensure a high quality of development throughout the EWC. The following design principles offer guidance on a range of issues that should be considered as part of the design process.

6.2 New development will be expected to incorporate high standards of design. The area currently lacks a clear distinctive identity and new development has the opportunity to address this through high quality design. The specific guidance within this section should be read in conjunction with the Council's Planning and Design Guide SPD which provides good practice on design.

6.3 Proposals for new development will need to be of a high quality design. Development proposals are likely to be successful where a scheme has not been considered in isolation but contributes to and respects the area as a whole.

6.4 In support of raising the standard of design, where appropriate the Council will seek the expert consideration of a Design Review Panel. Design Panels act in an advisory capacity offering peer advice to designers and developers to promote high quality design. Their independent report on design matters will be a material consideration in determining planning applications and contribute towards the achievement of high quality design.

Layout and Structure

6.5 The most common form of development is expected to be perimeter blocks - buildings which continue around all four sides, with an enclosed courtyard in the middle containing secure communal open space and / or gardens. The layout of the blocks should demonstrate:

- Building line continuity along the main streets;
- Clear definition of the separation between private and public space within a block; and,
- Subdivision of long perimeter blocks into smaller development parcels, which offers the opportunity to provide a modulation of a long facade and allow for access routes and views from the main streets through to inner spaces

6.6 Homes should look directly on to the street and on to the communal gardens to ensure that the streets and spaces are safer.

6.7 Buildings fronting Elstree Way should be ordinated so that their principle entrances are accessible from Elstree Way. Rear entrances, plant and equipment must not be accessed or clearly visible from Elstree Way.

6.8 Corner buildings are important and act as local landmarks. Designers are therefore encouraged to develop innovative solutions for the treatment of corners that incorporate fenestration wrapping around building corners and other solutions such as projecting window bays, balconies, varied roof and ridge levels. Windows incorporated into corner plots are particularly important in creating natural surveillance. Corner buildings should face both directions and blank walls terminating views are to be avoided.

6.9 Locating non-residential uses on the ground and lower floors can provide active street frontages and additional animation to the streetscape, thereby increasing security in the area, as well as allowing residents to clearly identify the use.

6.10 Building lines should be clearly defined to create a largely unbroken urban edge to the street. Projections and setbacks from this line, such as bays, foyers and entrances, should then be used to aid legibility and add variety to the townscape.

6.11 A clear separation of public and private space should be created by having buildings front onto the street. Buildings with a clearly defined front and back provide better security and privacy and help people orientate themselves. Entrances to buildings should be from the street and easily identified as such by visitors. Buildings should not be ordinated with rear elevations fronting Elstree Way.

6.12 The Hertsmere Borough Council Planning and Design Guide SPD sets out separation distances between buildings and minimum garden sizes. The EWC will be a high density area and for this reason the onus is on developers to ensure that privacy and amenity are not undermined in order to achieve higher densities. Designers must consider the impact of their proposals on the privacy and amenity of existing buildings. Where neighbouring sites are clear or are known to be subject to redevelopment designers are to consider how new buildings may relate.

Building Heights

6.13 The overall approach to building heights is based on number of factors: the need to reflect the size and importance of Elstree Way as the main thoroughfare into Borehamwood from the A1, create a critical mass of development sufficient to meet development land needs, create a place with character and variety, and protect neighbouring buildings.

6.14 The larger scale of buildings fronting Elstree Way will reflect the importance of the road as a gateway into Borehamwood town centre and serve as the face of the redevelopment of the Corridor from the road.

6.15 The 3-4 and 1-2 storey building heights on sites not fronting Elstree Way will help maximise the number of homes which can be provided and will also respect the lower building heights of Bullhead Road and Shenley Road. The building heights are shown in storeys rather than metres for simplicity and to encourage the variation in height.

6.16 In the right place, buildings exceeding the general building heights will be acceptable. Tall buildings should be of excellent architectural quality and designed in full cognisance of their likely impact on the immediate surroundings and the wider environment. Suitable locations where taller buildings maybe acceptable are shown in Figure 4.

Policy EWC7: General Building Heights

Development proposals are to adhere to general building heights as indicated on Figure 4. Development must contain a variation to add interest and variety to development. Buildings fronting onto Elstree Way should have a general height of between 5-6 storeys. Buildings not fronting Elstree Way should have lower general heights of 3-4 storeys. Buildings of between and 1-2 ½ storeys are limited to ancillary buildings, such as kiosks and cafes, and residential developments adjoining the rear of properties on Shenley Road and those along Manor Way.

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Figure 4. Building Heights

Parking Requirements

6.17 The EWC is within accessibility zone 2 as defined within the Hertsmere Parking Standards SPD. Its inclusion within accessibility zone 2 allows scope for a discounted rate where it can be justified, for both residential and non-residential proposals, of between 25% and 100% of the standard rates.

6.18 The AAP has been prepared to provide clear and consistent guidance, and for this reason specific minimum residential parking standards for the EWC have been established. As the EWC parking standards are discounted, further discounts on the required amount for new parking are not appropriate unless clear arrangements for shared use of existing car parking in the EWC are agreed. The Council will also encourage developers to make provision for car share schemes within their sites, given the discounted parking standards being applied within this document.

6.19 Developers should also take into account the Council's Parking Management Strategy (November 2012) and the fact that there is unlikely to be any additional on-street parking capacity in surrounding roads. The Council will expect all parking requirements to be met on site and if new or extended Controlled Parking Zones are introduced into roads adjoining the EWC, parking permits are unlikely to be issued to occupiers of sites developed within the EWC.

6.20 The AAP does not establish EWC specific non-residential parking standards and therefore proposals must be consistent with Hertsmere Borough Council's Parking Standards SPD.

6.21 The area's sustainable location on a bus routes, within reasonable walking distance of the railway station and proximity to the town centre are also factors which justify a reduced parking rate for the AAP.

6.22 Elderly Persons Housing and disabled car parking provision will not be subject to discounting and should always be provided at the full standard as set out in the Parking SPD.

6.23 This Plan proposes to adopt an average minimum standard of 1 car parking space per residential unit for 1 to 3 bed units, and 1.5 car parking spaces per 4 bed units or more. These rates are the equivalent to discount of between 35% and 75% on the standard rates but should be exceeded wherever possible.

Table 2. Residential Parking Standards

	Minimum Parking requirements
Studio / bedsit	1 space per unit
1 bedroom	
2 bedroom	
3 bedroom	
4 bedroom	1.5 space per unit
5+ bedroom	
Homes with 3 or more habitable rooms*	1 space per additional habitable room

* Rooms over 8 sq m which are not kitchens, utility rooms, bathrooms, WCs or circulation space are considered to be a habitable room. Large habitable rooms or open plan areas, typically over 25 sq m , and capable of subdivision will be treated as two habitable rooms

Policy EWC8: Parking Requirements

Residential Parking

Parking requirements for new residential development within the Elstree Way Corridor shall be determined in accordance with Table 2. Proposals shall apply a minimum parking standard of 1 space per residential unit for all units of 3 bedrooms or fewer. Where applicable, proposals should also investigate the possibility of sharing parking spaces with other uses on-site, especially at off-peak times. Proposals for residential units of 4 bedrooms or more shall apply an average minimum parking standard of 1.5 spaces per dwelling.

Non-residential Parking

Proposals for non-residential development within the Elstree Way Corridor will be considered on a case by case basis with consideration to the Parking Standards SPD.

Public Parking

6.23 In order to maximise the developable potential of the EWC the Council will consider the potential to create a deck or platform over the existing Council owned car park. Existing access from both Shenley road and Elstree Way would be improved as part of the area's redevelopment.

Existing Car Parking

6.24 The existing Civic Office Car Park is an important facility in supporting both local businesses and community assets. The car park is well used by visitors to the Venue Leisure Centre, IBIS hotel, the Ark Theatre and the Civic Offices, as well as their employees. It is also used by members of the public and employees working within and visiting the Elstree Way Corridor and Borehamwood town centre. The existing car parking arrangement will remain in the long term. Should the area be redeveloped during the latter part of the regeneration of the corridor, following the development of sites on the south side of Elstree Way, car parking provision will be retained (likely in a multi or decked facility) on the site, given the importance of maintaining convenient access to local community assets.

6.25 The Council will encourage opportunities for shared use of parking, for example offices and residential uses might share parking because the peak levels of use do not coincide, provided adequate attention is given at the design stage and management arrangements are fully considered.

Design

6.26 A range of options exist for the design and arrangement of car parking including courtyards, undercroft and semi-basement parking. Hertsmere Borough Council's Planning and Design Guide SPD provides further guidance on the design, layout and access arrangements for car parking. Designers are required to consider this guidance and pay careful consideration to the design and layout of car parking to ensure parking is considered within the design of any new development.

Internal Residential Floorspace Standards

6.27 The Council wishes to ensure that all new homes are of a high quality, both externally and internally. The internal size and layout of new homes should ensure that the needs of occupants can be accommodated; an element of flexibility should also be possible, should these needs change over an occupant's lifetime. Hertsmere Borough Council's Planning and Design Guide SPD provides internal floorspace space and other relevant detailed guidance. New residential development within the AAP area is expected to achieve these minimum internal guidelines.

Amenity Space in New Developments

6.28 Amenity space and landscaped areas can enhance the appearance of a development as well as provide spaces people can use for informal leisure and recreation.

6.29 Hertsmere Borough Council's Planning and Design Guide outlines amenity space requirements and allows scope for a more flexible approach in respect of higher density schemes within the town centres and the EWC. The AAP has been prepared to provide clear and consistent guidance, and for this reason specific minimum residential amenity levels for the EWC have been established. The amounts should be exceeded wherever possible and where there is scope to provide additional space the Council will expect this to be achieved.

6.30 As the EWC amenity standards are discounted, further discounts on the required amount for new parking are not appropriate.

6.31 The type and amount of amenity space is dependent on the type of development and the number of bedrooms. Private useable amenity space can be either communal, allocated to individual units or a combination of these two options. The Council will resist proposals where the amenity space is of a size or shape that are not suitable for such use and enjoyment.

6.32 Developers should consider how the space is provided, and this is very much dependent on the orientation, design, layout and density.

Table 3: Minimum Levels of Amenity Requirement

Type	Beds	Minimum requirement
Flat	1	5 sqm
Flat	2	7 sqm
Flat	3	9 sqm
Flat	4	11 sqm
House	1	40 sqm
House	2	60 sqm
House	3	60 sqm

Amenity levels for flats are in accordance with the London Design Standards and those for houses are in line the Hertsmere Design Guide Part D.

Materials

6.33 High quality materials will help to reinforce the character and identity of the Corridor, both in respect of new residential development, public buildings and public areas. The materials used in new development should not necessarily reflect those which they replace but should respond in a creative and innovative way to the existing setting and context. Too many different materials should be avoided.

6.34 A limited range of materials can be used to achieve a variety of treatments. Materials must be of a high quality that weather attractively over long periods of time. Exposed or untreated concrete and breeze blocks should be avoided and are not appropriate for frontage onto Elstree Way.

Safety & Security

6.35 Adherence to good design principles can help towards creating a better and more secure environment. People's perception of a secure environment can vary.

6.36 The presence of people can discourage crime and anti-social behaviour. Front entrances and windows that face onto the public realm and onto courtyard amenity/parking areas help create an environment that feels safer and reduces the potential for crime. Busy movement routes heighten people's sense of safety by providing natural surveillance through pedestrian and vehicular activity. Routes should also lead to a defined destination.

6.37 When people view public space as their own, they begin to take responsibly for it. Places can be designed to foster a sense of ownership, mutual protection and belonging. Clearly defining the public, private and semi-private space is important to give residents a sense of ownership.

6.38 Defensible space is the space over which users of nearby buildings are able to maintain effective levels of supervision and control. While types of defensible space may differ between locations, the principle remains the same. A buffer zone can be used between a public space and the building edge. This can be also used to provide a physical barrier to allow occupiers on the ground floor privacy and security. Developers should seek to ensure that 'Secured by Design' principles are incorporated within all schemes

Open Space and Play Areas

6.39 Residential developments that incorporate open space and play areas need careful consideration as they could become a focus of anti-social behaviour. Play areas should be close to the properties they serve and overlooked by windows - but far enough away to avoid noise nuisances.

Waste and Recycling

6.40 Purpose built waste and recycling bin storage facilities must be considered early on in the design process and not provided as an 'add-on'. Communal recycling facilities should be located strategically with new community facilities and/or in the local centre. Again, these facilities should be sensitively designed into the development using more innovative where possible, for example, below ground storage facilities.

7 Delivery and implementation

Presumption in Favour of Sustainable Development

7.1 In accordance with the NPPF, this Plan is based upon and reflects the presumption in favour of sustainable development. Policy SP2 of the Core Strategy expresses how the presumption will be applied locally within Hertsmere.

Delivery mechanisms

7.2 It is expect that a combination of delivery mechanisms will be used to deliver the EWC as envisaged through the AAP.

7.3 As the proposed development requires the re-provision of a number of public facilities, it is highly likely that a development partner approach will be favoured for a phase or series of phases of development. Such an approach would allow the comprehensive development of the corridor or parcels of the development. This involves a lead organisation (not necessarily the landowner) submitting the application and guiding it through the planning process, including the negotiation of s106 obligations. The organisation would then act in the role of 'development manager' in relation to the exercise of development activity with the development of houses undertaken by separate house builders procuring serviced plots, and the 'development manager' ensuring that infrastructure is delivered so that standards and restrictions are observed.

7.4 An incremental development approach whereby development is brought forward on a plot by plot basis is highly likely. Development following this approach must be consistent with policies within the AAP and Core Strategy. Applications for development not in accordance with the AAP or coming forward in a fragmented manner will be refused.

Developer contribution

7.5 Developers and landowners of sites within the AAP will need to work in partnership with each other and also with Hertsmere Borough Council in delivering the AAP.

7.6 There will be limited public funding for new infrastructure during the plan period and the whilst other grant funding or pump-priming will be sought, the Council will seek to ensure that new development within the AAP area contributes to the provision of an overall network of improved infrastructure as proposed in the AAP.

7.7 Strategic infrastructure within the AAP will be funded through private sector development. Funding will be secured for the highway and public realm work, and education through Section 106 agreements. This is to ensure the timely delivery of essential site specific enabling infrastructure.

7.8 This AAP identifies the infrastructure which will be required to unlock strategic sites and deliver the EWC Vision.

7.9 The AAP does not attempt to determine a Section 106 tariff for the AAP area and strategic sites. The AAP makes a positive contribution towards this process by identifying the critical and essential infrastructure that are required, the phasing of when it is required, the key agencies who are responsible for helping to secure this infrastructure and the potential development trajectory which is both unlocked by, and could potentially contribute towards, delivering this infrastructure.

Policy EWC9: Developer Contributions

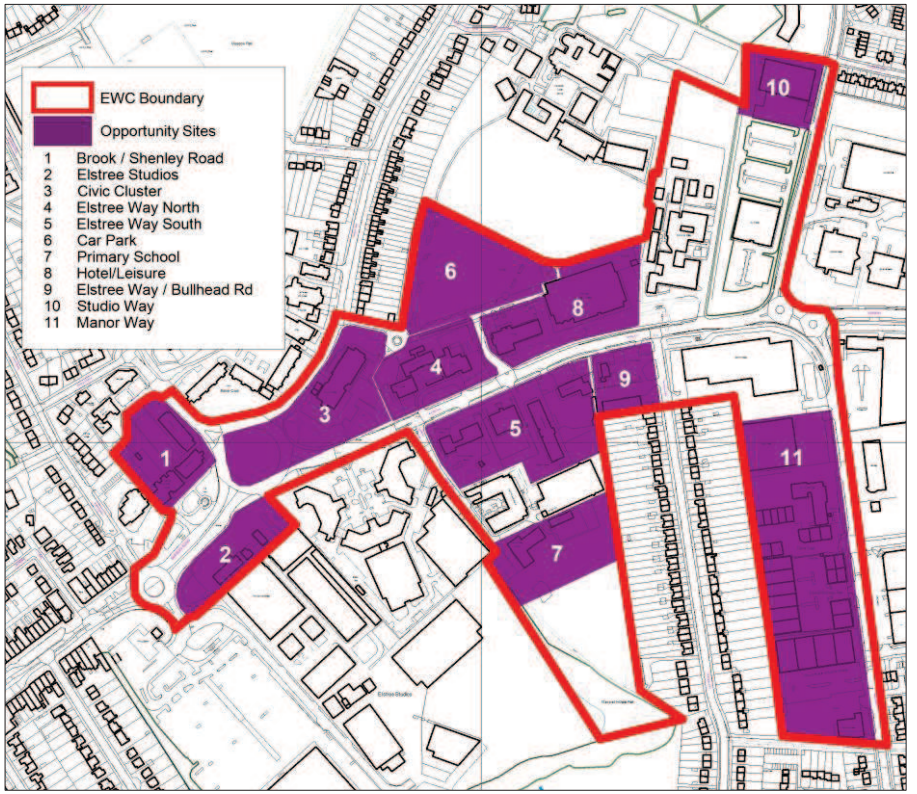
S106 planning obligations will be used to ensure the delivery of key infrastructure and to mitigate the impact of development. Contributions will be pooled towards infrastructure improvements that benefit all developments in the EWC area, including improvements to the road surface transport network, walking and cycling routes and facilities, a primary school and healthcare facility within the Elstree Way Corridor, implementation of an extension to the CPZ, public realm and open spaces.

Opportunity Sites

7.10 There are a number of sites across the Elstree Way Corridor that are suitable for redevelopment (subject to certain constraints) and where the size and location of the site means that they are strategically important in realising the overall vision for the area.

7.11 The following sections describe how the key AAP principles should be applied to the opportunity sites. This guidance is strategic and is not exhaustive, development proposals will need to take into account other national, regional and local planning policies.

Figure 5: Opportunity Sites



1. Brook Road / Shenley Road Site

- Residential development with opportunity for ground floor activities.
- Opportunity to interact with existing/improved public open space encompassing the War Memorial.
- Development should provide a high quality frontage.
- Opportunity for landmark building, potentially exceeding the general building heights with excellent architectural quality and design.
- Vehicular access from Brook Road.

2.Elstree Way Studios

- Opportunity to enhance / develop the front of the studios.
- Development should be of a scale and quality to signify the importance of the studio for Borehamwood.
- Potential use of the front of the site as a new visitor attraction (e.g. museum) or operating tours in the studios.
- Realignment of the entrance as part of the highway and public realm works.

3. Civic Cluster

- Opportunity to improve open space and public realm associated with redesigning of the Shenley Road Roundabout.
- Improvements to pedestrian and cycle connections with the town centre.
- Opportunity to create a new cluster of civic and public services in and around the existing Civic Centre.
- Vehicular access from Shenley Road.

4. Elstree Way North

- Mixed use development including residential, opportunity to develop cluster of civic and public service activities linking in with an enhanced Civic Centre.
- General building heights of between 5-6 storeys.
- Existing nursery to be reproved within Borehamwood although not necessary within the Elstree Way Corridor.
- Main vehicular access from the north of the site.
- Development should provide high quality frontage to improve the local views along Elstree Way.

5. Elstree Way South

- Residential development with opportunity for ground floor activities.
- General building heights of between 5-6 storeys with the opportunity to exceed the general building heights on the corner of Elstree Way / Maxwell Road with excellent architectural quality and design, a variation in building heights across the site essential.
- Form and delivery of development needs to be considered ensuring clear separation of buildings fronting Elstree Way.
- Rationalisation of vehicular accesses onto Elstree Way, opportunity for vehicular access to sites(s) from Maxwell Road.
- Design and landscaping to contribute to improvements to Elstree Way as an approach into Borehamwood.

6.Car Park

- Residential development, predominately houses of a density of between 50 and 80 dwellings per hectare.
- Houses to not exceed 2.5 storeys in height.
- Car parking provision will be retained (likely in a multi or decked facility) on the site.

7. Primary School

- Allocated for a 2 Form Entry (FE) primary school.
- Buildings to be citied to the north of the site and be between 1 and 2.5 stories in height, outside space to be to the south of the site.
- Facilitates to incorporate opportunities for community activities/shared use.

8.Leisure Centre and Hotel

- Integration of the Leisure Centre (the Venue) and the Ibis hotel within the Elstree Way Corridor through public realm improvements.

9. Elstree Way/Bullhead Road

- Residential development with opportunity for ground floor activities.
- General building heights of between 5-6 storeys onto Elstree Way, a reduction in building heights to 3-4 stories at the south of the site and with interaction with existing residential development on Bullhead Road
- Form and delivery of development needs to be considered ensuring clear separation of buildings fronting Elstree Way.
- Rationalisation of vehicular accesses onto Elstree Way, opportunity for vehicular access to sites(s) from Bull Head Road.
- Design and landscaping to contribute to improvements to Elstree Way as an approach into Borehamwood.

10.Studio Way

- Opportunity for residential development, of a density of between 50 and 80 dwellings per hectare.
- General building heights of 3-4 storeys.

11.Manor Way

- Residential development, predominately houses of a density of between 50 and 80 dwellings per hectare.
- Houses to not exceed 2.5 storeys in height.

8 Monitoring and Review

8.1 Monitoring of the AAP will form part of the Annual Monitoring Report that the council produces. The objectives and policies contained in this AAP will therefore be monitored every year to check the progress of the plan. This will also ensure that we are delivering sustainable development and that the policies are working as intended.

Section	Monitoring indicator	Monitoring Threshold	Possible actions	Policy
Development Framework	Development of affordable Housing.	If the provision of affordable housing as a proportion of overall housing development falls below the target advocated in the AAP (35%)	Assessment of development viability to consider the impact of affordable housing, planning obligation and CIL.	EWC1
	Housing Delivery	Council will assess whether sites are brought forward individually or comprehensively	Review implementation of policy. Reassessment of AAP development potential and design requirements.	EWC2
Land Use Strategy	a. Completed housing development. b. Density of development.	a. Council will monitor completions and commitments to ensure that an appropriate level of dwellings are coming forward. b. If development consistently fails to achieve the densities envisaged per zone.	a. Review development viability, and the land market within the area. b. Review design requirements, including development densities and heights; amenity space	EWC3
	Development dwelling mix	If the provision of mixture of dwelling sizes is disproportionate, in relation to Borough dwelling mix targets.	Review implementation of policy.	EWC3
	Support and provision of community facilities.	100% of developments are expected to make provision or support new and improved community facilities.	Where developments fail to meet the threshold the Council will review the implementation of policy and development viability in EWC.	EWC4

8.2 Where necessary, as a result of this monitoring process, a review of specific sections of the AAP will be undertaken to ensure that the objectives are achieved.

Section	Monitoring indicator	Monitoring Target	Possible actions	Policy
Movement Framework	Implementation of connectivity improvements.	The Council will monitor the progress of the Implementation of connectivity improvements.	If the planned transport and accessibility improvements are not forthcoming, or development is failing to deliver funding the necessary works. The Council will review development viability, and seek grant funding where available.	EWC5 EWC6
Design Strategy	Conformity to ascribed building heights.	Developments are expected to be in general conformity with expected building heights.	Where developments are allowed which exceed the target the Council will assess the impact of heights across the AAP and review design requirements.	EWC7
	Parking Requirements.	Developments to meet parking standards set out in EWC9	Review implementation of policy.	EWC8
Delivery and Implementation	Monitoring of specific contributions to initiatives set out in policy.	100% of developments to provide appropriate level of developer contributions (s106).	Monitoring of the finances requested and collected.	EWC9

Appendix 1 – Development Activity

A1.1 The EWC is focused around the A5135 Elstree Way. The Corridor is located on the edge of Borehamwood town centre and forms a link between the town centre and the Elstree Way Employment Area. Figure A2 shows the EWC in the context of the town centre. The AAP comprises the sites between the Manor Road / Studio Way roundabouts to the east and the Tesco roundabout to the west.

A1.2 The EWC and immediate surrounds include a wide range of civic, educational and employment uses. The predominant uses to the west of Studio Way and Bullhead Road are public services, which gives the area a sense of identity. In the wider area, there are a variety of employment and commercial activities. In recent years an element of residential development has been allowed on vacant sites within and adjacent to the corridor.

A1.3 The built environment is relatively unremarkable, with few landmarks and a majority of buildings of modest architectural merit. Low and medium rise development, setbacks and parking forecourts all contribute to a poor sense of enclosure, unclear public realm and limited street activity.

A1.4 The EWC comprises a number of buildings and sites owned and operated predominantly by public sector agencies. Many of these agencies are in the course of reviewing their service and floorspace requirements. Additionally many of the current buildings are dated and of poor design and functionality.

A1.5 Since the Council published the Elstree Way Planning and Design Brief Supplementary Planning Guidance in 2003 a number of significant developments have come forward within the Corridor. A series of residential developments have come forward or are in the process of coming forward on sites adjacent to the EWC. While some developments are outside of the EWC redline boundary they impact upon the corridor in terms of character, perception and infrastructure.

A1.6 In addition, planning permission has been granted for the construction of a new Borehamwood Village Hall on Shenley Road. The new multi-purpose facility will provide a new base for the town's library, the Elstree and Borehamwood Museum, community support project and a community hall. The site will provide the opportunity for the relocation of Borehamwood library from the EWC. The new facility is due for completion in Autumn 2013.

Table A1: Development Activity within the EWC

Development	Description	Former use
Ibis Hotel	122 bedroom six storey hotel	Cleared site
Foster House	114 residential units, mix of 1 and 2 bed apartments, six storey (plus an undercroft and roof terrace)	Office building
Oaktrees, former Oaklands College Site	125 residential units, comprising 100 flats in 3 four storey blocks and 25 town houses in 6 two and a half to three storey blocks. 9 x 1 bed flats, 91 x 2 bed flats or apartments, 16 x 3 bed townhouses and 9 x 4 bed townhouses, and college building	College campus
Studio Plaza	85 residential units, mix of 1 and 2 bed apartments, 2, 3 and 4 bed houses.	Office building
Gemini House	172 residential units, mix of 1-4 bed flats and 3 bed houses Part two and part six storey buildings.	Light industrial building
Isopad / Hertsmere House	150 residential units, mix of 1-3 bedroom apartments, private balconies and podium deck community amenity area, basement and ground floor parking, cycle parking, refuse/recycling stores with new access from Brook Close.	Office building

Table A2: Development Schemes on adjacent sites

Development	Description	Former use
Horizon One	130 residential units, consisting of 96 apartments in three 5 storey blocks, 34 town houses and 158 parking spaces. Permission granted subject to S106	Office building
University Technical College, former Adecco House and Silver Screens	Creation of the Elstree University Technical College (UTC), a state funded college for students aged 14-19, providing technical –orientated courses that support the entertainment, film, television, theatre, visual arts and digital communication industries.	Office building

Appendix 2 – Elstree Way Corridor Policy Context

Supplementary Planning Guidance

A2.1 In 2003 the Council published the Elstree Way Planning and Design Brief Supplementary Planning Guidance. The purpose of the SPG was to provide a design led framework for redevelopment of the corridor. The SPG provided a series of principles to be considered as a material consideration in the determining of planning applications. Upon adoption the AAP will replace the SPG.

Elstree Way Feasibility Study and Transport Study

A2.2 In recent years a number of developments have emerged in a piecemeal way, which poorly relate to other built forms.

A2.3 The need to deliver a comprehensive EWC resulted in key landowners commissioning a development feasibility and transport study by Colin Buchanan and Partners for a housing-led regeneration of the corridor.

A2.4 The aim of the study was to prepare a viable master plan scenario for the redevelopment of the EWC. The study undertook a baseline analysis and consultation with key stakeholders, Colin Buchanan developed three spatial development options (Options 1, 2 and 3) to test ways of re providing the public service facilities and regenerating the EWC area.

A2.5 The key stakeholders selected a preferred option for more detailed viability testing and design development.

A2.6 A development model was used to test viability and inform the development of the option into a concept master plan. Three iterations of preferred option were tested using a development viability model.

- **Option 1A:** Baseline scheme - Urban corridor with variety of densities: This baseline option includes between 650 and 700 residential units, with total residential floor space of approximately 60,000 sq.m.

- **Option 1B** – Baseline scheme - Alternative development phasing: This option has the same spatial form and density as Option 1A, however proposes an alternative approach to development phasing.

- **Option 1C** - Higher density urban form: This option retains the spatial structure of Option 1A, but with a higher density of residential development throughout the area, resulting in larger building footprints and additional floors. The total number of residential units is approximately 1,000, with residential floor space coming to approximately 95,000 sq.m.

A2.7 Option 1C selected as the preferred development option. This option satisfies the strategic objectives of the study, and provides a higher density residential development offer (1,000 units) with a strong urban form. It offers:-

- the most positive development value;
- the option most likely to be attractive to a development partner;
- the opportunity to create a stronger, coherent identity and image for the corridor, with particular prominence given to buildings fronting Elstree Way; and
- the opportunity to generate more footfall and activity in the corridor, adding activity and interest to the public spaces, and supporting complementary land uses.

Elstree Way Local Development Order

A2.8 Hertsmere Borough Council adopted a Local Development Order (LDO) for the Elstree Way Employment Area on 10th February 2011, for three years. The purpose of the LDO is to extend permitted development rights for properties, which removes the need for planning applications to be made for certain types of development on commercial buildings. The LDO includes the AAP area.

Hertsmere Local Plan

Development Plan Document

Elstree Way Corridor Area Action Plan

Statement of consultation submission draft of the Elstree Way Corridor Area Action Plan Development Plan Document

19 December 2013

HERTSMERE

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1. Process of consultation and engagement

Background

1.1 The council has made a commitment within the adopted Local Plan Core Strategy (January 2013) to produce an Area Action Plan (AAP) for the residential-led redevelopment of the Elstree Way Corridor (EWC), Borehamwood. The AAP will help deliver development in a co-ordinated way and provide a degree of certainty for both landowners and developers through the setting out of clear planning guidance.

1.2 The overall purpose of the AAP is to establish the basis for shaping the redevelopment of the area and to ensure that the wider public realm and highways improvements come forward. Proposals are framed to respond to the needs of existing and future communities and plan for housing growth to 2027.

1.3 The document will form part of the new Local Plan for Hertsmere (when formally adopted) which is consistent and conforms with the Hertsmere Core Strategy (over-arching Borough wide spatial strategy). The document should be read in conjunction with other planning policy documents. It will provide planning policy, and allocate uses for certain sites. It has been prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2012.

1.4 This document outlines how Hertsmere Borough Council has engaged the local community and other stakeholders in the preparation of the Elstree Way Corridor AAP. Under the regulations, this statement is required to set out:

- which bodies and persons were invited to make representations under regulation 18;
- how those bodies and persons were invited to make representations under regulation 18;
- a summary of the main issues raised by the representations made pursuant to regulation 18; and,
- how any representations made pursuant to regulation 18 have been taken into account.

1.5 This statement is supported by a comprehensive set of appendices, which supply further details of each consultation response. Figure 1 below outlines the principle stages undertaken in the preparation of the Elstree Way Corridor AAP.

Figure 1 - Stages in the preparation of the AAP

Description	Date:
Preparation of plan (Regulation 18) Public consultation of AAP (6 weeks)	7th Jan 2013 – 18th February 2013
Publication of a plan (Regulation 19) Revisions to AAP and SA in response to consultation July 2013 Publish AAP and invite representations on the 'soundness' of the plan (6 weeks)	March 2014
Submission to the Secretary of State (Regulation 22)	Spring 2014
Independent examination (Regulation 23-24)	Summer/ Autumn 2014
Publication of the recommendations (Regulation 25)	Winter 2014
Adoption of plan (Regulation 26)	Winter 2014

Bodies and persons invited to make representations

1.6 A list of the bodies and groups invited to make representations on the Elstree Way Corridor AAP is included as Appendix 1.

Structure of consultation (Regulation 18 consultation)

1.7 At its meeting on 12th December 2012 the Executive approved the draft AAP for public consultation and for interim development control purposes in the determination of all planning applications registered on or after 13th December 2012.

1.8 Copies of the AAP and supporting documentation (Sustainability Appraisal, and Transport Statement) were made available for inspection at all Council locations listed below in Appendix 2. A small exhibition was held in the reception area of the Civic Offices, Borehamwood during the consultation period.

1.9 Residents and businesses within the AAP boundary and immediately adjacent to the area were informed of the consultation procedure and will be invited to make representations. A letter and leaflet was sent to over 500 residents and businesses within the AAP area and immediate adjacent area. Appendix 1 illustrates the consultation catchment.

1.10 Specific Consultees as listed in Appendix 1 were sent a copy of the Area Action Plan and supporting documentation (Sustainability Appraisal, and Transport Statement) and are invited to make representations. General consultees as deemed appropriate by the Local Planning Authority were informed of the consultation procedure and will be invited to make representations. Details of those bodies defined as general consulttees are outlined in Appendix 1.

1.11 Two drop-in sessions were held at the Civic Offices, Borehamwood. The first on Thursday 24 January (1pm – 6pm) and the second on Wednesday 30 January (5pm – 8pm).

1.12 Electronic copies of the following documents were made available on Hertsmere's website at the location www.hertsmere.gov.uk/planning:

- Consultation Statement
- The draft Area Action Plan
- The supporting information to the Area Action Plan (Sustainability Appraisal and Transport Statement).
- A copy of the consultation leaflet.
- A notice outlining where representation can be submitted to (letter and email) and by which date they must be received.
- The address of the inspection points (including the Civic Offices as the principal office) where hard copies of the documents can be viewed.

1.13 A statement was placed in the Borehamwood Times on Friday 4 January 2013 outlining the representations procedure and details of the places and times where the submission documents can be inspected.

1.14 All elected Members were sent a copy of the draft Area Action Plan and details of the public consultation.

Elstree Way Corridor Public Meeting

1.15 In addition to the public consultation (Regulation 18) a public meeting took place on 30 October 2013 to enable the council to share information and listen to public opinion on the emerging AAP. Two separate meetings were held at the Civic Offices in Borehamwood in the evening so that as many people could attend as possible, the first from 5.30pm to 7pm and the second from 8pm to 9.30pm. The meeting was also webcast live so that people could watch at home or at a later date.

1.16 Letters were sent to around 1,000 residents and businesses in and around the Elstree Way Corridor regarding the public meetings and approximately 140 people attended over the two sessions. See appendix 6 for details of the consultation and links to the webcast meetings.

2. Summary of issues raised and Council responses

2.1 This section sets out a summary of the issues raised during consultation on the AAP. The consultation period ran from 7th January 2013 to 18th February 2013. The duration of the consultation period was in accordance with the requirements under the Town and Country Planning (Local Planning) (England) Regulations 2012 and with Hertsmere Borough Council's Statement of Community Involvement (SCI, 2006).

2.2 The draft AAP was published for consultation in January 2013. In total 29 representations were received during the consultation period. This included representations from local residents and community groups (19); developers (2); and specific consultees (8), including Hertfordshire County Council, Elstree & Borehamwood Town Council, and Hertswood School.

2.3 Following the public meetings in October 2013 a further one formal representation was received from a local resident. The council is however aware that there were a series of comments made in relation to Elstree Way Corridor proposals on Facebook and Twitter (including the Borehamwood Residents Association Facebook page), and in response to articles on the Borehamwood Times website.

2.4 The following table summarise the main themes raised, together with initial officer comments as shown in italics.

Theme One: Objection to the principle of the area's redevelopment

The principle of the area's residential-led redevelopment was established within the Local Plan Core Strategy, this was subject to borough wide public consultation and Examination in Public in May 2012.

Theme Two: Seeking assurances on the retention of Maxwell Park Community Centre and Winn Everett Guide Headquarters

The future development of any site is a landowner decision, the AAP provides guidance for sites should they be brought forward for redevelopment. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities. The AAP emphasises that the Council would prefer for an alternative site to be found for a new primary school and although not stated in the AAP, it is understood that there may be scope for a new primary school to be located next to a new single site Hertswood Academy.

Theme Three: Regarding the availability of and planned provision of infrastructure to support the level of development proposed, including education, transport and health.

The County Council is the Local Education Authority and has statutory responsibility for the provision of education services. It has a duty to ensure that there are sufficient school places to meet the needs of the population. The County Council will seek developer contributions towards additional education capacity required as a result of development within the Corridor. Additionally, a site for 2 Form Entry Primary School has been allocated within the submission draft of the AAP. The council will also work with other service providers including the Clinical Commissioning Groups (CCGs) to ensure provision of services. To support the level of growth envisaged within the EWC, three potential locations for a new health facility have been identified within the EWC. A highway scheme to facilitate the level of development proposed has been prepared details of which will be within the submission draft AAP.

Theme Four: Highway congestion resulting from development.

A highway scheme to facilitate the level of development has been prepared and will be part of the submission draft of the AAP. The draft AAP included the removal of the roundabouts as an aspiration. Detailed traffic modeling of the proposed scheme demonstrates that based on a maximum level of development, in the year 2026, journeys times westbound on Elstree Way would be above desired levels at certain hours of the day. West to east journeys from the beginning of Elstree Way to the far end of Shenley Road could take an addition four to five minutes, and may also result in re-routing/'rat-running' of traffic onto alternative routes. Given that this is unlikely to be an acceptable outcome for the local community, a more modest highway scheme focusing principally on limited pedestrian crossing and cycle improvements between the Corridor and the town centre without the removal of the roundabouts will be prepared and included within the AAP.

Theme Five: The ability of the sites to deliver the level of development envisaged based upon the development principles (including heights and densities).

The development principles and site assumptions are based on analysis of live scheme coming forward within the Corridor and recent development elsewhere. The development principles originating from the Colin Buchanan masterplan (2010) have been refined as the plan has evolved.

Theme Six: The extent and scope of the public consultation.

The public consultation was in accordance with the Regulations for the preparation of a Planning Document.

3. Substantive changes within the submission draft

Reserve sites for a Primary School and Health Facility

3.1 The Core Strategy recognises that additional dwellings will put pressure on existing healthcare, schools and utilities. In its representation Hertfordshire County Council (HCC) requested that a site for a 2 Form Entry (FE) Primary School be allocated within the Corridor or immediate area to support the level of growth proposed within the Corridor. Following discussions with HCC, the Maxwell Park / Community Centre / Winn Everett Guide HQ area has been identified as a preferred option for the allocation. HCC has commissioned an initial feasibility study which demonstrates that the site would be suitable for a primary school.

3.2 It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities. There is no requirement, in planning terms, to insist upon the actual, physical retention of existing community buildings if those uses can be appropriately reprovided in a single or multi-use community building (on or offsite). The AAP emphasises that the Council would prefer for an alternative site to be found for a new primary school and although not stated in the AAP, it is understood that there *may* be scope for a new primary school to be located next to a new single site Hertswood Academy. However, HCC have advised that they would object to the AAP, on the grounds of a lack of supporting infrastructure, if provision is not shown for education facilities.

3.3 Officers have met with representatives from the Herts Valley Clinical Commissioning Group (CCG). The CCG incorporates the geographical area of Borehamwood and operates through a Board which has representation from each practice. Evidence available to the Council has demonstrated that while there are disparities between individual practices, based on the current population there is *currently* GP capacity within Borehamwood. To support the level of growth envisaged within the EWC, three potential locations for a new health facility have been identified within the EWC.

3.4 The first preference would be for the land at the front of the former Oaklands College site to be set aside for this use; the original proposal by Taylor Wimpey/Oaklands College sought the retention of this land for a smaller education facility but this is now unlikely to proceed. However, the Council's planning policies would require alternative community facilities to be considered in this location before (as has been sought by Taylor Wimpey) the land can be developed for housing. The second site option would be the site of the current cluster of single storey buildings (library, health clinic, nursery) which is being considered for a relocated ambulance station but could potentially accommodate a new health facility. Finally, a reserve site has been identified to the north east of the Civic Offices and is in the ownership of the Council. This would option would only be considered if (a) a need for a healthcare facility

was demonstrated by the CGG and (b) either of the first two sites did not come forward.

Enlargement of the AAP Boundary

3.5 Representations on behalf of developer Taylor Wimpey, together with a series of approaches to the Planning Department, indicate that a number of sites along Manor Way are likely to come forward for redevelopment. The introduction of the National Planning Policy Framework (NPPF, 2012) has made it harder to resist speculative applications to convert or redevelop vacate office and industrial units to residential. Given the likelihood of the area being redeveloped, together with new permitted development rights which allow change of use from offices to residential without Planning Permission. It is considered appropriate to include this area within the EWC so that a series of parameters can be set to guide any development of these sites. Within the AAP it is proposed that the Manor Way area be residential development, of between 50-80 dwellings per hectares (as opposed to 150-180 on sites fronting Elstree Way), and be of no more than 2.5 storeys in height to respect the residents on Bullhead Road.

Proposed Highway works

3.6 The Colin Buchanan masterplan included an aspiration to remove both the Shenley Road and Tesco roundabouts and the replacement with signalised junctions. Consultants AECOM were appointed by the Council to design and cost a highway scheme to facilitate the level of development proposed and based on the principle of improving connectivity between the town centre and the Corridor. The draft AAP included the removal of the roundabouts as an aspiration. Detailed traffic modeling of the proposed scheme demonstrates that based on a maximum level of development, in the year 2026, journeys times westbound on Elstree Way would be above desired levels at certain hours of the day. West to east journeys from the beginning of Elstree Way to the far end of Shenley Road could take an addition four to five minutes, and may also result in re-routing/'rat-running' of traffic onto alternative routes. Given that this is unlikely to be an acceptable outcome for the local community, a more modest highway scheme focusing principally on limited pedestrian crossing and cycle improvements between the Corridor and the town centre without the removal of the roundabouts will be prepared and included within the AAP.

3.7 The costs of the works are to be met through developer contributions. As has been reported to the Management Board as part of the preparation of the Community Infrastructure Levy (CIL), it is considered that S106 as opposed to CIL is the best mechanism to secure the developer contributions. S106 will ensure a legal is made between development and the provision of infrastructure.

Appendix 1: List of consultees, organisations and persons notified at the Regulation 18 Stage

List of Specific Consultees

Affinity Water
Aldenham Parish Council
BAA Airports
Barnet London Borough
County Architectural Liaison
Defence Estates
Department for Transport
Elstree & Borehamwood Town Council
English Heritage, East of England Region
Environment Agency
Homes and Community Agency (HCA)
HCC County Development Unit
HCC Director of Environment
HCC Environment Department
HCC Estates and Asset Management
HCC Fire & Rescue Service
HCC Highway Authority
HCC Highways
HCC Property
Hertfordshire Partnerships NHS Foundation Trust
Highways Agency
London Borough of Barnet
London Borough of Enfield
London Borough of Harrow
National Trust
Nationalgrid Property
Natural England (Consultations)
Natural England (Countryside Agency, EofE Region)
Network Rail (Town Planning)
NHS Hertfordshire
Police and Crime Commissioner for Hertfordshire
Shenley Parish Council
Sport England (East Region)
St Albans City & District Council
The Forestry Commission
The Planning Inspectorate
Three Rivers District Council
Transco - North London Ldz
Watford Borough Council
Welwyn Hatfield District Council

List of General Consultees

Armstrong Rigg
Barratt Homes Limited, North London Division
Bellway Homes Ltd.
Boyer Planning
Cardif Pinnacle PLC
CPRE Hertfordshire
DTZ Planning & Development
Hightown Praetorian & Churches Housing Association
Jones Lang LaSalle
Savills
Taylor Wimpey North Thames
Tesco Stores Ltd
The Elstree University Technical College

Plan to show the broad extent of direct consultation. Over 500 letters sent out to addresses within this areas, including multiple occipier buildings.

Appendix 2: Deposit Points and Opening Times

Civic Offices, Elstree Way, Borehamwood, WD6 1WA
Monday – Thursday: 8:30 – 17:15
Friday: 8:30 – 17:00

Council Offices, Wyllyotts Centre, Wyllyott, Place, Darkes Lane, Potters Bar, EN6 2HN
9.30am and 2pm on Tuesdays, Wednesdays and Thursdays

Council Offices, The Bushey Centre, High Street, Bushey, WD23 1TT
9.30am and 2pm on Tuesdays, Wednesdays and Thursdays

Aldenham Parish Council, Radlett Centre, 1 Aldenham Avenue, Radlett, WD7 8HL
Monday - Friday: 09.00-16.00

Borehamwood Library, Elstree Way, Borehamwood, WD6 1JX
Monday & Wednesday: 09.00 - 19.00
Tuesday: 14.00 - 19.00
Thursday: 11.00 - 19.00
Saturday: 09.00 - 16.00
Friday and Sunday: Closed

Bushey Library, Sparrows Herne, Bushey, WD23 1FA
Monday & Wednesday: 14.00 - 18.00
Tuesday & Friday: 09.00 - 18.00
Thursday & Sunday: Closed
Saturday: 09.00 - 16.00

Oakmere Library, High Street, Potters Bar, EN6 5BZ
Monday & Wednesday: 09.00 - 18.00
Tuesday & Friday: 14.00 - 18.00
Thursday & Sunday: Closed
Saturday: 09.00 - 16.00

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 & Sunday: Closed

Appendix 3: Who responded and number of representations received

30 consultation responses were received to the draft Elstree Way Corridor AAP - six representing statutory bodies; two from the development industry; 21 from local individuals; and one from an adjoining local authority. The table below provides a full list of the respondents. The individual comments made, the Council's detailed consideration and response to these by the Council is provided in the Table at **Appendix 4**.

List of Respondents to the Elstree Way Corridor Public Consultation

Responses received during the public consultation

REP	Respondent
1	Borehamwood Resident
2	Borehamwood Resident
3	Borehamwood Resident
4	Hertfordshire Constabulary
5	Armstrong Rigg (on behalf of Taylor Wimpy)
6	Heronlsea Group
7	Borehamwood Resident
8	Borehamwood Resident
9	Three Rivers District Council
10	5th Borehamwood Brownies and Guides
11	Borehamwood Resident
12	5th Borehamwood Brownies and Guides (District Commissioner)
13	Borehamwood Resident
14	Borehamwood Resident
15	Hertfordshire County Council
16	Borehamwood Resident
17	The Aldenham Country Park Trust Limited
18	Hertswood Academy
19	Elstree & Borehamwood Town Council
20	Borehamwood Resident
21	Borehamwood Resident
22	Borehamwood Resident
23	Sport England
24	Borehamwood Resident
25	Borehamwood Resident
26	Highway Agency
27	Historic Environment Planning Adviser, East of England
28	Borehamwood Resident
29	Borehamwood Resident

Responses received following the public meeting

30	Borehamwood Resident

Appendix 4 - Individual Comments Received and the Council's Response

The comments received during the public consultation are outlined below. Of the 30 responses 7 used the response form to structure the comments while 23 were via email or letter. Section A details the responses received using the Response form and Section B includes all other responses.

Section A

The flowing responses were received using the Response form to structure the responses.

Question 1
We have set out a boundary for the Elstree Way Corridor in the AAP which extends from the Tesco roundabout on Shenley Road to the double roundabouts on Elstree Way. Are there any additional areas you think should be added? (The boundary is illustrated on page 5 of the AAP and within the consultation leaflet)

Question 2
Our vision is for the redevelopment of the Elstree Way Corridor and improvements to the area's connections with the town centre. Do you agree with the vision and objectives for the Elstree Way Corridor AAP? (The vision and objectives are outlined on page 4 of the AAP, and also summarised in the consultation leaflet.)

Question 3
The AAP seeks the redevelopment of the Elstree Way Corridor in a coordinated and managed way based upon a set General Development Principles. What do you feel about these? (The Development Principles are outlined on pages 6 and 7 of the AAP)

Question 4
The AAP sets out a series of design principles to guide new development within the Elstree Way Corridor, these include guidance on building heights, layout and parking requirements. Do you agree with the design strategy proposals within the AAP? (The Design Principles are outlined on pages 16–22 in the AAP)

Question 5
The AAP seeks highway and connectivity improvements as part of the area's redevelopment. This is set to include improvements for pedestrian and cycle movement, signalising of junctions and the possible removal of Shenley roundabout and replacement as a signalised junction. Do you agree with the initial proposals? (Further details on the initial proposals are outlined on pages 13-15 of the AAP).

Question 6
Is there anything else you think should be included in the AAP? or do you have any other comments?

ID	Comment Received	Council Response
1	**Q1: Should the AAP boundary be extended?** No	*Comments noted. A highway scheme to facilitate the level of development proposed has been prepared and forms part of the submission draft of the AAP.*
	Q2: Do you agree with the Vision and objectives Disagree. We don't have the capacity – the roads are now almost permanently blocked and gridlocked within 15 minutes in the snow.	
	Q3: Do you agree with the General Development Principles No option selected. I've only seen the consultation leaflet but I'm always wary of official speak – and I'm not a luddite.	
	Q4: Do you agree with the Design Principles Not sure.	
	Q5: Do you agree with the Highway Proposals Disagree. Forget cycle paths - I've never seen one used. The Shenley roundabout is already choked with traffic. Making it a 'signalised' junction – I assume that stands for adding traffic lights – would only add to the congestion.	
	Q6: Other comments No.	
2	**Q1: Should the AAP boundary be extended?** No	*Comments noted. Hertswood School is outside of the AAP boundary. The AAP does not propose to build on the School Playing Fields. The car parking standards are in response to the sustainable location of the Corridor in relation to the town centre and public transport connections.*
	Q2: Do you agree with the Vision and objectives Disagree	
	Q3: Do you agree with the General Development Principles Disagree	
	Q4: Do you agree with the Design Principles Disagree. I object to part of Hertswood School playing fields being used for housing development and the parking allocations are ridiculous. In a one bed flat, you could have 2 adults with a car each. Drive around Studio Way, the re-developed area in between Tempsford Avenue and Balmoral Drive, Horses Home and look at how bad the parking is in these areas. Planners need to be more realistic.	
	Q5: Do you agree with the Highway Proposals Disagree. Put traffic signals on the Shenley roundabout rather than remove it.	
	Q6: Other comments Where will the additional schools be built to accommodate all the children that will occupy these 2 bed flats, 3 and four bed houses? I understand that we need more housing but you all live in another world and need to be more realistic in your outlook. You'll build high density, box like housing, not much space between them	

ID	Comment Received	Council Response
	and very limited parking. It will be a mess. One thing that does blight the High Street is the chaos at the station end of the high street. Something needs to be done with the roundabout at the station, it is very dangerous and causes traffic problems most of the time.	
3	**Q1: Should the AAP boundary be extended?** No response.	*The draft AAP included the removal of the roundabouts as an aspiration. Detailed traffic modeling has shown that west to east journeys from the beginning of Elstree Way to the far end of Shenley Road could take an addition four to five minutes, and may also result in re-routing/'rat-running' of traffic onto alternative routes. Given that this is unlikely to be an acceptable outcome for the local community, a more modest highway scheme focusing principally on limited pedestrian crossing and cycle improvements between the Corridor and the town centre without the removal of the roundabouts will be prepared and included within the AAP.* *96 Shenley Road – Borehamwood Community Complex is be a multipurpose community building comprising a library, youth services area, museum and multipurpose community rooms, the facility opened in November 2013.* *It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities.* *The Venue Leisure Centre offering a range of leisure activities including swimming is within the Elstree Way Corridor. An Infrastructure Summary will be prepared to support the AAP. This will build on the extensive*
	Q2: Do you agree with the Vision and objectives Disagree	
	Q3: Do you agree with the General Development Principles Agree with some	
	Q4: Do you agree with the Design Principles No response.	
	Q5: Do you agree with the Highway Proposals Disagree. Roundabouts keep the traffic moving especially in rush hour times. Tesco will be blocked with signals. Most traffic stops around Tescos because of people going over the crossing areas. Signals will stop the traffic from moving freely.	
	Q6: Other comments You are going to knock down Maxwell Hall. All the groups will not fit into the new village hall. Potters Bar and Bushey have Sports Centre where we have a sport centre we have a hotel. Hertsmere does not care about Hertswood Sport Centre. You talk about leisure facilities in this booklet, but all you are doing is taking a leisure facility away and moving more people into the area. They Village Hall should have been built on Maxwell Park which would have parking spaces and a bigger building. Maxwell Hall is well used by the people of Borehamwood and Elstree. To be taken away by a block of flats when the new people come to live here and ask about leisure they can be told that it folded up when Maxwell community hall was closed down	

ID	Comment Received	Council Response
		Infrastructure Planning evidence base which supported the Core Strategy.
4	**Q1: Should the AAP boundary be extended?** No Comment.	*Comments noted. As outlined in the CIL Draft Charging Schedule it is considered that the most suitable means of securing the enabling infrastructure is through S106 agreement. The AAP is subservient to the adopted Core Strategy. Policy CS22 'Securing a high quality and accessible environment' requires all development be planned with the principles of crime prevention and community safety.*
	Q2: Do you agree with the Vision and objectives Broadly agree overall vision subject to comments in attached statement.	
	Q3: Do you agree with the General Development Principles Agree with objectives but do not consider the AAP will be able to achieve coordinated redevelopment due to lack of flexibility in development criteria, as commented on in attached statement.	
	Q4: Do you agree with the Design Principles We are pleased that reference is made to secure by design issues. Further comments on this are contained in the attached statement.	
	Q5: Do you agree with the Highway Proposals Infrastructure improvements are an essential part of effective policing. We have previously commented on this issue as part of the consultation procedure for the CIL Charging Schedule.	
	Q6: Other comments No Response	
	Attached statement. The following comments are made in the context of the Police and Crime Commissioner for Hertfordshire being a landowner, and Stakeholder with the local authority in seeking to encourage future development that secures agreed community objectives. Whilst supportive of the Plan, it is considered that the policies should be revised to ensure that landowners are fully able to participate in the redevelopment of this area. Overall, the concern is that the Plan may not be taking full advantage of its historic profile, and not encouraging as wide a range of development that may be possible. This is likely to adversely impact on land values and could delay the release of privately held sites that will be central to realising the objectives of the Plan. 1. Core Strategy CS22. We have commented separately on the need for	

ID	Comment Received	Council Response
	development related CIL payments and note that you have published a draft charging schedule. Whilst this has been the subject of a viability assessment we are concerned that it will not encourage developers to come forward with innovative schemes for the area, and that higher density development would enable greater flexibility with regard to the level of individual developer contributions, and encourage schemes to come forward more quickly than might otherwise happen. 2. Strategic Vision. We note that the EWC is to provide for 800 residential units, and that,' development will be of the scale, height and quality to denote the importance of the area...'. Given that the intention is to promote a variety of tenures we consider that the AAP objectives would be better served by a higher density which will enable prospective developers to promote a wider range of viable schemes than will otherwise be the case. High density development in this location would be sustainable through support for local businesses generated by the resident population and reduced dependence on the car. The EWC is we believe capable of satisfying a greater proportion of the local authorities projected housing growth, and would support the district wide objectives of protecting Green Belt land by relieving pressure for land release. 3. EWC2 Comprehensive Development. Land assembly by developers will be critical to the realisation of the Plan objectives. We are not sure how holding costs are reflected in the CIL viability assessment but again would encourage greater flexibility in terms of development density than is proposed in order that schemes can properly take account of market requirements and development costs. 4. Table 1 Development density by Zone. The approach to the EWC is to be commended. However, it is considered that the density ranges are overly cautious and conservative, and that they could be significantly increased, with the highest being a minimum of 250— 300 dph, rather than the 180dph as the highest proposed. Work by Urban Initiative, Llewellyn Davies and others, has indicated that in similar metropolitan areas the introduction of a far wider range of densities will enable developers to put forward exemplar schemes rather than projects which struggle to secure profitability and which will result in a standardised mediocre development in the EWC.	

ID	Comment Received	Council Response
	5. EWC4 Housing Mix. The policies of the AAP are restrictive and likely to result in a monotone development both in terms of appearance, house unit size and social structure. 6. EWC5 Supporting Community Structures. The AAP rightly seeks to encourage a range of appropriate community services. It is considered, however, that he overall Vision is too restrictive and likely to promote only a limited range of support facilities which will prove difficult to sustain because of the absence of a critical mass, and which could place demands for a level of public sector financial support that will not be available. Given the potential for housing growth in the district and the difficulty of preserving Green Belt land we would consider that the local authority should revise their density figures for the EWC and ensure these are increased accordingly. 7. EWC7 Design. Good design can only be secured at a price, and without developments having sufficient scope to be viable it is unlikely that the EWC will produce a sustainable and high quality development. In addition to the above comments, it is welcomed that the AAP includes references to the need for developments to incorporate design features that will enhance property security. 8. We are pleased to see Policy EWC1 refers to designs and layouts which minimise the opportunity for crime and more so to see under Para 6.38 that developers are being instructed to look towards 'Secured by Design', to design out crime in all development schemes. We would not object to Safety and Security being a Policy i.e. EWC10 Safety and Security. In addition to what has been included in the AAP, we would be pleased to advise developers on the design of secured car parks, and would be able to provide advice and assessment for the Park Mark scheme operated on behalf of the Association of Chief Police Officers by the British Parking Association. We further note your intention to undertake monitoring of development and would be pleased to provide data relating to the numbers of individual properties which have	

ID	Comment Received	Council Response
	been accredited to Secured by Design in a calendar year. We can also provide similar data for car parks that have the Park Mark accreditation. We welcome the opportunity to comment on the local authorities proposals and would be pleased to discuss any of the above points further as the Plan progresses.	
5	**Q1: Should the AAP boundary be extended?** Yes. In general terms, we support the proposed boundary for the Elstree Way Corridor (EWC), in particular the proposed inclusion of the Gemini House and Studio Plaza sites. We do consider however that some changes should be made to the boundaries of both the Identified Opportunity Area (IOA) and the Elstree Way Corridor to accurately reflect the position on the ground and other opportunities which exist and could make a valuable contribution towards meeting the aspirations for the Corridor. Indeed, there are other suitable, available and deliverable sites that should be included to maximise the prospects of the Strategic Vision being achieved. These are as follows: • The Identified Area of Opportunity should be amended to remove the IBIS Hotel, The Venue and Foster House sites, which have already been developed and will not therefore be brought forward for residential led development. These sites should simply sit within the EWC. • The IOA should be expanded to include within it the southern area of Taylor Wimpey's Oaktrees Site. This part of the Oaktrees site has an extant consent granted in 2010 for a 1,500m2 college building intended for use by Oaklands College. As confirmed by a subsequent application in 2011, which sought to replace the college building with residential use, the site no longer meets the needs of the College. The College, who vacated the site in 2010 taking space at the Kinetic Centre, is in the process of securing alternative accommodation on a long term basis within Borehamwood, which better meets the needs and aspirations of the town's student population, as confirmed by a recent review of educational needs by the College. On this basis a new application seeking the residential use of the site is due to be submitted imminently. The College is committed to retaining its presence in Borehamwood, and therefore, the	*The Identified Area of Opportunity as defined by the Policies Plan relates to the level of development envisaged by the Colin Buchannan's Feasibility Study 2010. As stated within the AAP sites outside of this area but within the Redline Boundary may also be suitable for residential development.* *The redline boundary of the submission draft of the AAP has been amended in the AAP to include the area along Manor Way.* *As outlined within para 4.10 the extant planning permission for 1,500 sqm of education provision on front of the former Oaklands College site (now Oaktrees development) remains. The Council welcomes the establishment of a new further education facility on this site.*

ID	Comment Received	Council Response
	redevelopment of the site for residential purposes will not result in any net loss in education facilities in the town, would better integrate with the residential character of the immediate area and make an additional contribution to the provision of new housing. • The EWC boundary should be extended beyond Gemini House to include within it Meteor House, which for the following reasons represents an available and suitable housing site: o It is currently vacant and has been for a year. o Since becoming vacant it has been marketed for sale/ lease/ redevelopment by no less than 4 different agents (local and national - Stimpsons, Claridges, Lambert Smith Hampton and King Sturge) with no interest having been registered over this period. o The marketing campaign has, and continues to, demonstrate that the site is no longer suitable or viable for continued employment use and that to insist it be retained for such will simply serve to sterilise available previously developed land, which has no reasonable prospect of coming forward in the foreseeable future. o The site is located immediately adjacent to the proposed new Corridor boundary and represents an underuse of available previously developed land, which could make a valuable contribution to meeting the aims of the AAP. Taylor Wimpey welcomes the aspiration for 800 dwellings to be provided across the EWC, considering it to represent a suitable and sustainable location for new residential development. However, as a housebuilder with recent experience of gaining planning permission and building within the Corridor, they consider that it is unlikely that development within the IOA/EWC as currently defined will yield this level of development and that additional land will be required. Indeed, Taylor Wimpey has with their architects undertaken their own feasibility exercise using the provisions of the AAP, which has shown this to be the case. In view of the decision taken by the Council to safeguard an area of land between the A1 and Rowley Lane for employment use in anticipation that some sites within the defined Elstree Way Employment Area will over the plan period be used for	

ID	Comment Received	Council Response
	alternative purposes, we believe that in the interests of proper planning and ensuring that the aspirations of the AAP are sound and deliverable, consideration should be given to extending the EWC boundary to include the properties running along the western side of Manor Way to the rear of Gemini House. This would readily enable the redevelopment of those sites, such as Meteor House, which is currently vacant, and others, which have been promoted and are included in the Council's Strategic Housing Land Availability Assessment (SHLAA) as having potential for housing development, such as Instacom House a few sites south of Meteor House, as they become available. Manor Way represents a natural/physical boundary between the Corridor and the main Employment Area and to do as suggested would provide a more defensible boundary to the employment area, better relationship with existing residential properties and better enable the aspirations for the Corridor to be achieved, particularly as it is considered that it is unrealistic to assume that 800 dwellings can be accommodated as proposed without further land.	
	Q2: Do you agree with the Vision and objectives Agree. As both an occupier of premises (Imperial House) and developer of residential sites (Oaktrees and Gemini House) within the EWC, Taylor Wimpey very much welcome the planned redevelopment of the Corridor considering it to be a suitable and appropriate location for residential led development. While the vision and objectives seem in themselves appropriate, Taylor Wimpey has real concerns regarding the extent to which they are deliverable. The regeneration of the EWC has been a long held aspiration and to date progress in realising this has been slow, due primarily to the difficulties associated with the release of existing land uses, and the difficult economic climate, which has significantly affected the viability of development. These are issues that will endure the plan period. The vision and objectives set out in the AAP are ambitious ones, which if they are to be achieved will be costly. The EWC is an eminently appropriate location for new housing, but even so, it is extremely unlikely that 'at least 800 dwellings' will be achieved in the defined area, while meeting all of the policy requirements set down in the APP, including the provision of significant infrastructure improvements (highways, open space, public realm). Indeed, those improvements are themselves	*Costs of the associated infrastructure are outlined within the AAP (submission draft). Recent development within the Corridor together with the Borough wide CIL Viability Assessment demonstrates that the level of contributions to be sought will be viable.* *As outlined above recent development within the Corridor demonstrate that schemes are viable and able to contribute to the provision of the necessary enabling infrastructure.* *The AAP (submission draft) includes further details as to the costs associated with the enabling infrastructure. Recent developments within the Corridor and the CIL Viability Assessment demonstrate that development within the Corridor can fund the proposed enabling infrastructure.*

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	not only financially costly but are also land hungry. Having undertaken their own feasibility of the AAP based upon its experience of developing in the EWC, Taylor Wimpey believe it is extremely unlikely that the level of development proposed will be achieved within the area defined. Firstly, if the proposed development standards (i.e. car parking, amenity spaces) are to be met additional land will be required, and secondly, given the nature and extent of infrastructure improvements sought developers are likely to experience difficulties in achieving viable schemes such that progress will continue to be slow. Prior to adopting the AAP we would urge that careful consideration be given to the cumulative impacts of the requirements of the AAP and how they sit within the commercial realities of developing in the EWC. Taylor Wimpey supports the involvement of a 'Development Partner' considering this to be vital if development is to occur in a co-ordinated and viable manner cognisant of commercial realities.	
	Q3: Do you agree with the General Development Principles Agree with Some. The aspirations for the Corridor are not new and an adopted Planning Brief for the Corridor has been in existence for over 10 years. Implementation has been extremely slow with recent development actually taking place outside the currently defined Corridor area. It is clear therefore that flexibility is required if development is to come forward, and as advised by the NPPF (paras 187 & 188), the AAP must ensure that it does not place barriers in the way of viable development. In this context Taylor Wimpey supports the decision not to establish a fixed masterplan, but to adopt a more flexible approach which sets a framework based upon the principles (Para 3.2). So far as the proposed development principles are concerned, while these are considered to be consistent with the vision, the ability for development to achieve all of these is highly questionable. The viability of schemes is, and will continue to be, the single largest determining factor in realising the regeneration of the EWC. Although the principles assume that maximum use will be made of land within the EWC, this will not overcome the fact that there is a ceiling to residential values in Borehamwood and that the financial 'pot' available to contribute to any planned infrastructure improvements once all development standards have been met, will be	

ID	Comment Received	Council Response
	limited. The improvements proposed at Policy EWC1 (e) and (f) to the highway, public realm and open space are considerable and will result in contributions significantly greater than those sought on schemes to date. Based upon recent experience on other sites within the EWC (e.g. Gemini House) where it was not possible to balance the cost associated with high quality design (including basement car parking and amenity space podiums) and infrastructure costs such that a viability case in favour of reducing the S106 package, was necessary, Taylor Wimpey consider that the level of improvement aspired to is simply not supportable and needs to be re-evaluated having regard to schemes that have taken place. To achieve the high quality and sustainable regeneration of the EWC, a co-ordinated approach is required. While the preference may be for sites to be brought forward together, past experience and the lack of progress in implementing the previous plans within the Corridor demonstrate the need for flexibility. This is evidenced by the fact that of the 4 key sites brought forward for housing on the Elstree Way since the 2002 planning brief was adopted 2 of these have actually fallen outside the current defined Corridor (Gemini House and Studio Plaza). It is key therefore that while any sites should be planned taking a comprehensive view they should not be prevented from coming forward individually. To do so could result in viable opportunities being missed and development impetus lost.	
	Q4: Do you agree with the Design Principles Agree with some. Based upon their experience of securing planning permission and developing in the EWC, Taylor Wimpey believe that it will not be possible for schemes to comply with all of the design principles and deliver at least 800 dwellings within the area identified. While it is clear from the guidance on building heights and density that proposals will be expected to make maximum use of sites, which is supported, the requirements for car parking and amenity space will not allow the full development potential of sites to be realised. Taylor Wimpey has undertaken its own feasibility exercise to ascertain what could be realistically achieved within the EWC if the principles proposed by the AAP are applied. The car parking and amenity space requirements, alongside the requirements for significant highways and public realm improvements, will represent significant constraints – both financially and in terms of land take.	*Following discussions with Taylor Wimpy the Council welcomes the masterplan as shown in a recent meeting which illustrates the deliverability of the Elstree Way Corridor.* *The AAP (submission draft) includes revised car parking standards to take into consideration the sustainable location of the Corridor.*

ID	Comment Received	Council Response
	Parking Requirements: Notwithstanding the recognised sustainable location of the Corridor and its connection with the town centre and railway station the AAP seeks to impose minimum requirements of 1 space per one bed, 1.25 per two bed, 1.5 per 3 bed and 2 spaces per 4 and 5 bed units. The imposition of minimum standards is not only not reflective of the EWC's accessible location, and therefore, principles of sustainable development, but will significantly affect the level of development that can be accommodated on any one site. To achieve the level of development sought will necessitate basement car parks, which while beneficial in streetscape terms, have a disproportionate impact on the viability of schemes. Given the accessible location it is considered inappropriate to impose minimum standards. We would suggest that the word 'minimum' be removed and that the standards are left as guidance with the exact level proposed as part of development proposals to be considered on their individual merits having regard to the scheme itself, the type and mix of units and other benefits offered. Amenity Space Requirements: To impose minimum standards on amenity space provision will again affect the level of development likely to be achieved and the viability of schemes. The principles set by the AAP will generally encourage flatted schemes. Experience has shown that in such schemes the only way to achieve the requirements for amenity space is via expensive roof gardens and podium decks. Those who choose to live in the EWC are likely to be commuters choosing the location specifically for its proximity to the town centre and station with the provision for amenity space much less of a priority. It is nonetheless accepted that different types and sizes of units bring with them different requirements and therefore it is considered again that flexibility is required and requirements for amenity space should be considered on a site by site basis having regard to the proposals and likely end users. So far as other principles are concerned proposed Policy EWC4 encourages variation in mix, including the provision of 3 bed family units within schemes above 25 dwellings. The wish to achieve a mix of housing types is understood but building at the densities sought is unlikely to lend itself to this, with the majority of development likely to be flatted. Taylor Wimpey's experience is that it is not feasible to have 30% 3 bed units in primarily flatted developments as they have a major impact on density as they are traditionally family units requiring gardens.	

ID	Comment Received	Council Response
	Consideration should be given to releasing additional land specifically for family housing.	
	Q5: Do you agree with the Highway Proposals Disagree. It is understood that the proposals represent the preferred scenario from the 2010 Elstree and Borehamwood Transport Study but are subject to further investigation. While the wish to secure community improvements as part of the area's redevelopment is understood, it is extremely difficult in the absence of a detailed scheme, its perceived benefits and the costings for its implementation comparative with other scenarios, to comment on the feasibility and appropriateness of the initial proposals. The proposed highways improvements, and more particularly the contributions that will be sought from development schemes, to fund them will have a significant impact on the viability of developing in the EWC. The nature extent and need for any improvements must be set in this context. At present in terms of 5.2 (a) there is likely to be a large gulf between the costs associated with retaining the Shenley Road roundabout and its removal and we would at this stage raise serious question over the need for its removal, together with the proposals at 5.2(b) and (d), which do not benefit from any justification either in the AAP itself or the accompanying Transport Statement.	*The draft AAP included the removal of the roundabouts as an aspiration. Detailed traffic modeling has shown that west to east journeys from the beginning of Elstree Way to the far end of Shenley Road could take an addition four to five minutes, and may also result in re-routing/'rat-running' of traffic onto alternative routes. Given that this is unlikely to be an acceptable outcome for the local community, a more modest highway scheme focusing principally on limited pedestrian crossing and cycle improvements between the Corridor and the town centre without the removal of the roundabouts will be prepared and included within the AAP.* *Viability Assessment undertaken as part of the Community Infrastructure Levy concludes that development within the Corridor can sustain S106 contributions of £7,000 per unit.*
	Q6: Other comments No.	
6	**Q1: Should the AAP boundary be extended?** We welcome the inclusion of Isopad and Hertsmere House within the area of the Area Action Plan. We are committed to bringing this forward, with the appropriate scale of development and a high quality design which is sought in the AAP.	
	Q2: Do you agree with the Vision and objectives For the AAP to be successful it is imperative that the street scene and highway are improved to link the development area with the town centre. However, too much S106 placed on the developer to deliver such improvements could impact the scale and viability of development coming forward. As a result the scale of any	

ID	Comment Received	Council Response
	contributions should be factored in viability testing and be proportionate to the development.	
	Q3: Do you agree with the General Development Principles We welcome the broad design principles in general. However, greater densities could be achieved on our Isopad and Hertsmere House site, particularly given the adjoining uses and their distances from the plot. This would assist the council meet the housing requirements set out in the Core Strategy. EWC4 seeks to include a percentage of three bedroomed units on all sites. It would perhaps be more appropriate to seek a proportion on those sites that will deliver town houses, i.e. those of a lower density. Within Borehamwood there is very little market for three bedroom flats. This will impact on the desirability of developments. In addition a requirement to deliver three bedroom flats will restrict the ability of sites to deliver the number of units required in the AAP and Core Strategy.	
	Q4: Do you agree with the Design Principles The aspirations of the design chapter are acknowledged however, the impact of these policies has not been considered holistically. The potential impact on development is quite significant. The parking and amenity space requirements when considered with the height and style requirement, in addition to the housing mix, places the ability to deliver at least 800 units at risk. To deliver all this on site, whilst limiting heights is quite restrictive. Given the accessibility of the area, as illustrated in the Parking SPD, coupled with the Core Strategy aspiration to reduce car dependency, it would perhaps be better to encourage one parking space per unit, which is supported by cycle stores. This would allow future occupants some choice over their transport mode. The area is close to the railway station and bus interchange. In addition given how well served the area is by public open space, the scale of amenity space requirements could be lowered, without limiting the opportunities for future residents. The AAP should consider the type of amenity space it is wishing to create on developments. We welcome the use of balconies, however the success of communal amenity space on developments is sometimes questionable. The delivery of high quality public open spaces in the corridor would have a greater impact on the lives of occupants.	*Comments Noted.* *The AAP (submission draft) includes revised car parking standards to take into consideration the sustainable location of the Corridor. The AAP also recognises that in certain locations it may be appropriate to exceed the general building height – such 'landmark buildings' must be of explainer design.*

ID	Comment Received	Council Response
	In addition the council may wish to review how the building heights policy is implemented, to ensure there is variation in rooflines.	
	Q5: Do you agree with the Highway Proposals Please see our response to Question 2.	
	Q6: Other comments It would be helpful for developers if the scale of contributions for development be set out, such as S106 and CIL, and this is supported with evidence of how the council intends to spend it, for example on the potential street scene and highway improvements. This should be supported with costings.	
7	**Q1: Should the AAP boundary be extended?** No objection at present. My question is – if the development goes ahead will residents still be able to comment / complain as they see how the boundary unfolds.	*Comments noted. Developers will still be required to submit planning applications for determination. These will be subject to public consultation in line with the Council's Statement of Community Involvement (SCI).*
	Q2: Do you agree with the Vision and objectives I agree and disagree. My concerns are more residential development which has already taken place, hence axing the college (why?) Borehamwood is stuffed with housing, do you really think you can address and provide all facilities that go with more housing in the Corridor? Comfortably and attractively? The 'Vision' is persuasive but I have doubts.	
	Q3: Do you agree with the General Development Principles	
	Q4: Do you agree with the Design Principles Agree generally but with some doubts. The improvement of Maxwell Park would be welcomed, but as a Member of the four parks committee I would, and others, like to know more on the these plans, at some stages safe access for those with mobility problems must be a priority, as well as limited opportunities for crime. As a Neighbourhood Watch Member this is very important. However, I think it is essential that more information/updates/pictures are provided at some stage for viewing. Also 'Development Principles' are just a briefing and could be implemented in a different way at the 'final outcome'. The public must not be misled at any stage.	
	Q5: Do you agree with the Highway Proposals Agree but not sure at this stage. You need at some stage to provide a visual picture of the whole development. Facts and figures are not sufficent, your principles are	

ID	Comment Received	Council Response
	clear but residents will eventually need to see how the final development will look.	
	Q6: Other comments Neither agree nor disagree. My main concern in McDonalds. I am a resident of Eldon Avenue and there have been many problems in the past with access. Therefore plan to change the entry into McDonalds will be a concerns as I keep reiterating – a visual picture of all these changes will need to be provided before you satisfy residents' concerns.	

Section B

The following representations did not use for response form.

REP	Comment Received	Council Response
8	Welcomes the approach for the redevelopment of the Corridor including the preparation of the AAP and community engagement. Highlights the existing limited safe pedestrian road crossing points; 'unsafe' subway opposite Bullhead; and, ad-hock traffic islands unsuitable in non-daylight hours or by wheelchair or pram users. Requests that Hertsmere Borough Council together with AECOM take into consideration pedestrian crossings in the proposed designs.	*Comments noted in response to existing poor quality pedestrian and cycle facilities. The Submission Draft of the AAP and supporting AECOM study will include improvements to both pedestrian and cycle routes.*
9	Thank you for consulting Three Rivers District Council on the Elstree Way Corridor Area Action Plan Consultation. I can confirm that the Council has no comment to make at this time.	*Comments noted.*
10	The Winn Everett Guide Headquarters in Maxwell Road is used by the 5th Borehamwood Brownies and Guides and is a much loved building and resource. There has been no contact with our District Commissioner about what is going to happen to our hall.	*The Guide Centre was consulted as part of the AAP production. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities.*
11	Thank you for the leaflet and info about the AAP of Elstree Way Corridor. However, I am puzzled: why let us know about this plan when it's half way through being done and since we all know that nothing can be stopped or changed?	*The principle of the residential-led redevelopment of the Elstree Way Corridor was established within the adopted Core Strategy (2013) which underwent Borough wide public consultation and examination. The consultation on the AAP is to shape the policies which will guide the areas redevelopment.*
12	Please could you give me more details on what is being planned for the Winn Everett Guide HQ in Maxwell Road as nobody has been in touch with me as yet and it seems from your proposals that SOMETHING is going to be happening and I'd like to be able to reassure all our members that their beloved headquarters is NOT going to be pulled down to make way for MORE housing.	*The Guide Centre was consulted as part of the AAP production. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative.*

REP	Comment Received	Council Response
		Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities.
13	Where will these extra children find school places and Traffic wise, Borehamwood is already at gridlock not only trying to get through the village but also getting in and out of the town. What plans are there to overcome this problem?	*The County Council is the Local Education Authority and has statutory responsibility for the provision of education services. It has a duty to ensure that there are sufficient school places to meet the needs of the population. The County Council will seek developer contributions towards additional education capacity required as a result of development within the Corridor. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. A highway scheme to facilitate the level of development proposed has been prepared details of which will be within the submission draft AAP.*
14	The proposed bus lane which appears to be very short, i.e. from Elstree Film Studios to Tesco's as the supermarket very much needs its own lane to avoid un-necessary congestion, without the additional difficulty of coming from Elstree Way into the town centre, or of getting to Grosvenor Road.	*Comments noted. The diagram within the AAP was indicative. A highway scheme to facilitate the level of development proposed has been prepared details of which will be within the submission draft AAP.*
15	<u>Highway Improvements</u> The county council, as Local Highway Authority (LHA) has been engaged in the preparation of the AAP and supports the objectives which relate to highway improvements along the Elstree Way Corridor. HCC welcomes the additional work being undertaken in relation to the necessary highway improvements. However, it is unfortunate that the outcomes of this work are not included with this consultation. Without the outcome of this work, it is not possible at this stage to comment on the suitability of the preferred scheme or what the likely impact on the local highway network may be. Notwithstanding this, it is considered that an appropriate scheme can be identified that would be acceptable in highways terms.	*Comments noted. The Council is working with HCC and appointed consultants AECOM to prepare an implementable highway scheme to facilitate the level of development proposed. Details of this will be within the submission draft of the AAP. Additional wording/suggested referencing (9a-e) will be made within the AAP.* *The need for developer funding to provide for the enabling infrastructure is recognised both in the Core Strategy (Policy CS23) and within the AAP (Chapter 7).* *The costs associated with the proposed highway works will be included within the submission draft of the AAP and*

REP	Comment Received	Council Response
	To strengthen the links between the AAP and Local Transport Plan, it is considered that the following additions could be included within the AAP to provide greater clarity: a) including a reference to the emerging Active Travel Strategy which will support the Local Transport Plan and will be published in April 2013; b) including reference to the provision of electric vehicle charging points in Policy EWC9 (supporting Policy 3.9 of LTP) c) making it clear within Policy EWC7 that any landscaping/street trees should be provided within the curtilage of new buildings and should not be maintainable at public expense; d) reference within EWC7 to ensure that new street furniture does not clutter the environment and impede access (i.e. ensuring access is maintained for disabled and mobility impaired); e) include reference to 'Roads in Herts' design guidance and recognition that there will be limited opportunities to establish new access/egress points along EWC within the 'Design Strategy' Chapter. <u>Delivery of Highway Improvements and use of Developer Contributions</u> There is unlikely to be any public funding available for the highway improvements and that they would need to be funded wholly by development taking place within the Corridor or secured via alternative funding sources. Where there is perhaps less certainty at this stage is in relation to the likely costs, funding opportunities and delivery timescales of any preferred scheme – although the ongoing assessment of scheme options may provide further clarity. The commitment within Policy EWC10, that prioritises improvements to the transport network when negotiating planning obligations is also welcomed and would be consistent with the Local Highway Authorities priorities for the area. However, it is considered that this point could be strengthened further by including a reference to the need for development to contribute towards highway	*AECOM Study.* *The Viability Assessment undertaken as part of the Community Infrastructure Levy concludes that development within the Corridor can sustain S106 contributions of £7,000 per unit.* *Discussions with HCC in connection with both the EWC and CIL have concluded that the most appropriate means of delivering the essential enabling works is through S106 agreements. The level of S106 contributions required means that a CIL will not be applied with development in the Corridor.* *Reference to the County Wildlife site and SUDS made in the submission draft of the AAP.*

REP	Comment Received	Council Response
	improvements within the General Development Principles set out in Policy EWC2. As drafted, the AAP identifies that strategic infrastructure within the AAP will be secured through S106 agreements and CIL depending on the approach taken by the Council. It is likely that the cost of any preferred highways scheme will be significant (with the earlier Colin Buchanan Study identifying the cost of the scheme in the region of £10m) and this will need to be considered against wider viability of development within the EWC. Once the overall cost of highway infrastructure improvements within the EWC are known, it will be necessary to consider the best approach in terms of funding these improvements. <u>Biodiversity Improvements / Sustainable Drainage</u> Maxwell Hillside Park is the only major area of semi-natural habitat within the AAP boundary. Currently, there is no mention within the AAP that this grassland site is a County wildlife Site (ref: 86/036). Sustainable Urban Drainage Systems (SUDS) are currently not mentioned in the AAP. Redevelopment of the area should include Sustainable Urban Drainage Systems (SUDS) to reduce any increases in surface water drainage, taking into consideration present and future climate change scenarios.	
16	The density and the mass of hard building will not make an attractive frontage. The green scape should be put in first to soften the frontage. Maxwell Hillside should be brought forward to create an ecological linkage. The use of SUDS to create a series of wetlands running up the western side of the western arm of Maxwell Hillside Park.	*Comments noted. As stated the preference is for sites to be brought forward together as such an approach will allow for linkages to be made with Maxwell Park. Reference is made to SUDS within the AAP and in both the Core Strategy and the proposed Development Management Policies.*
17	The members of the Committee agree that there should be planned development in the EWC. There are far too many homes in too high density, 60% of the total required for Hertsmere is too many for the infrastructure that exists. The roads that serve this are already congested to breaking point. Not enough attention has been paid to encouraging more work places to replace those that have gone. The community facilities of the guide HQ and Maxwell Community Centre should be	*Comments noted. The principle of the residential-led redevelopment of the Elstree Way Corridor was established within the adopted Core Strategy (2013).* *The Council is working with HCC and appointed consultants AECOM to prepare an implementable highway scheme to facilitate the level of development proposed. The need for*

REP	Comment Received	Council Response
	retailed to allow for the expansion needed in leisure activities.	*community faculties is recognised within the AAP. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities.*
18	Paragraph 4.12 -- the support for a new 1500 m² educational facility on the former Oaklands College site is to be welcomed. On a small point however it should refer to 'further' rather than ' higher' education. The case for retention of this site for education is overwhelming bearing in mind the projected increase of young people aged 16 -- 18 requiring further education in the next 10 years and the current lack of suitable accommodation to meet this demand. Paragraph 5.7 -- the proposal to remove the underpass under Elstree Way should be accompanied by a commitment to re provide an alternative, safe way for people to cross this busy road. The need for a safe crossing spot remains as Hertswood Academy students from the south of Borehamwood need to get across the road at this point when they come to and from school. It is for highway experts to determine what would be the best alternative but it needs to be at least as safe as the current subway bearing in mind that there are now more students crossing the road and cars using it than when the subway was first built. This commitment should also be to provide the alternative route at the same time as removing the underpass Paragraphs 4.1 and 6.24 -- the proposal to earmark the Civic Centre car park for residential development at some stage in the future requires further justification. It is stated in paragraph 6.24 that such development is long way off but is not clear about whether this might be 2, 5, 10 or 20 years away. This requires further clarity. Paragraph 6.24 also draws attention to the importance of the car park for users of the surrounding community facilities and this is a very busy area with cars/coaches coming and going on a regular basis. Unless there is a reduction in the use of the community facilities and the accompanying traffic, sharing the site for car parking and residential development seems difficult to justify. Including it in the plan now without proper justification will give prospective developers encouragement in the	*Comments Noted. Reference is made to 'further education' within the submission draft of the AAP. An implementable highway scheme including improvements to pedestrian and cycle crossing has been prepared and will be within the submission draft of the AAP. The importance of the car park is recognised within the AAP and a requirement made that should the site be brought forward for redevelopment by the council then a car parking provision will be retained (likely in a multi or decked facility) on the site.*

REP	Comment Received	Council Response
	knowledge that the Planning Committee will have to have regard to what the Plan says in considering planning applications. In considering this matter Hertswood Academy is very concerned about what the effects of developing the car park would have on the Ark Theatre. The public entrance is through the car park and although efforts had been made by HBC and the Academy to improve visibility and this access route, it remains a problem. It is very difficult to see how this visibility and access would be improved through development of the car park and we could be storing up to difficulties for residents living alongside regular streams of people going to and from the theatre up to 11pm each night. Any reduction in the number of people using the theatre would reduce its viability and make it difficult for HBC and the Academy to continue operating as a community theatre.	
19	The Council is broadly supportive of the aim and intentions of the AAP insofar as it sought to improve the area. The Council is concerned about the scale and density of proposed development with associated implications for the local infrastructure The Council suggest the inclusion of a primary school and surgery (or comprehensive health centre). The AAP should include the requirement for CCTV for all Open Spaces and Play Areas (para. 6.39) Concerns over the signalised junctions causing congestion, in particular the proposed reduction in the number of lanes on Shenley Road. Safe cycling routes through the town and an improvement of Maxwell Park were encouraged. Borehamwood lacked family homes and a greater emphasis larger	*Comments noted. The Council continues to work with the County Council as Local Education Authority in its duty to ensure that there are sufficient school places to meet the needs of the population. The submission draft of the AAP includes a site for a 2 form entry Primary School. The council will also work with other service providers including the Clinical Commissioning Groups (CCGs) to ensure provision of services.* *Additional wording proposed to para. 6.39 to include the design of open space to ensure the safety and security of users.* *The proposed highway works will significantly improve pedestrian and cycle movement. The highway scheme has been prepared in associated with the County Council as Highway Authority and traffic modelling demonstrates that the scheme performs to an acceptable level.*
20	I am very concerned that so much extra housing will cause unbearable commuter & schools' traffic. Traffic jams at rush hour times are bad enough now on the town's centre and peripheries. Doctor's and hospital services are already stretched. More pressure will be put on schools. If a light industrial building was divided into smaller	*Comments noted.*

REP	Comment Received	Council Response
	units it could provide jobs by small businesses which would be better than turning it into more housing. 5-6 storey buildings either side of Elstree Way would create an over-bearing closed in corridor. More homes are going to require more car parking but a deck over the council car park could result in vandalism and a place most people would not want to go. 96 Shenley Road should not charge activity groups more than what they pay for Maxwell Road community centre. The green space at Maxwell Road area should be protected as green corridor for nature. It links with gardens and allotments, back to the wild railway area.	
21	Grosvenor Road:– although outside the Action Plan area it does appear proposed changes to road layouts will affect access into / out of Grosvenor Road. As there is no 'right turn' out of our road drivers currently use the Tesco Roundabout to do a 'u turn' to head towards the station end of Shenley road. If the Tesco and Shenley road roundabouts are removed this will not be possible. The same problem applies to the slip roads in front of the Shenley Road shops either side of Grosvenor Road. Will traffic still be able to turn right into Grosvenor Road? If not how will we gain access to our road from the Elstree Way end of Shenley Road? Congestion at the entrance to Grosvenor Road:– could changes to road layout help this problem? For example if the Eldon Avenue end of the slip road in front of the shops was re-opened it would reduce the number of vehicles forced to use Grosvenor Road to exit onto Shenley Road. Maxwell Park Community Centre – this seems to be in an ideal location for a community centre – near existing and proposed residential areas and next to a park. The new facility in Shenley Road seems much too small to meet a growing towns needs. It would be better to retain / extend the Maxwell Park Centre to help meet community needs now and in the future.	*Comments noted. The Council is working with HCC and appointed consultants AECOM to prepare an implementable highway scheme to facilitate the level of development proposed. Details of this will be within the submission draft of the AAP. The need for community faculties is recognised within the AAP. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities.*
22	I am very concerned about all the new Housing Developments taking place in Borehamwood. While I appreciate people have to have somewhere to live, has anyone thought how over crowded Borehamwood is going to become when all these dwellings are occupied? We do not have the infrastructure to cope with all these new people, it is difficult	*A highway scheme to facilitate the level of development proposed has been prepared details of which will be within the submission draft AAP. The council will continue to work with service providers including the Clinical Commissioning Groups (CCGs) to ensure provision of services.*

REP	Comment Received	Council Response
	enough to get a Doctor's appointment now what will it be like later, also the traffic in the high street is terrible especially at mid-day so what is the future going to bring with extra cars etc,. Borehamwood will become so overcrowded it will lower the standard of living for everyone. I dont suppose anyone will take any notice of this e-mail, but it makes me feel better to record my protest.	
23	It is noted that Maxwell Park Community Centre would be reprovided as set out in policy EWC5. This is welcomed in principle as this would offer the opportunity to provide modern community facilities that are suitable for meeting future needs. The existing hall in the centre is used for some indoor sports such as indoor bowls, table tennis and dance and will be important that a new community centre is also designed so that it is suitable for accommodating such sports. Careful attention will need to be given to ensure that the facilities provided in the new centre address any unmet needs in the community while complementing the public leisure facilities provided at the nearby Venue Leisure Centre to avoid potential duplication which may affect the sustainability of the facilities. While the design of a new community hall is a matter for a later stage of the process, I wish to draw the Council's attention to Sport England's established "Village and Community Halls' design guidance note which provides detailed guidance on how new community centres can be designed to incorporate indoor sports.	*Comments noted. 96 Shenley Road will be a multi-purpose community building comprising a library, youth services area, museum and multi-purpose community rooms, opening in Autumn 2013. It is proposed within the AAP that the Maxwell Park / Community Centre / Winn Everett Guide HQ area as outlined on the Policies Plan be reserved for a 2FE Primary School should HCC be unable to find a suitable alternative. Should the site come forward for a Primary School any detailed proposal will need to address potentially displaced community activities.*
24	I welcome the news of new and affordable housing being built along this road, but the scale seems to me to be far larger than the town can accommodate. Shenley Road, Allum Lane,. Elstree Village and the Boulevard are all almost gridlocked at busy times already. Where will all the extra people go? On to the already overcrowded roads? As a minimum requirement there should be a new school, community centre and some business development to provide jobs for the incomers. Please don't turn what used to be a pleasant town with lots of green spaces into a concrete jungle.	*Comments Noted. The Elstree Way Corridor was identified within the Core Strategy as a sustainable location for residential development, the level of development proposed for the Corridor forms part of Hertsmere planned level of growth. The infrastructure planning associated with the delivery of the Core Strategy was found sound by a Planning Inspector. The Council is in dialogue with Hertfordshire County Council regard the provision of education and other infrastructure to facilitate the Borough's planned level of growth.*
25	**The Proposal** I understand the importance of Hertsmere Borough Council (HBC) agreeing an	*The AAP does not state that supporting community faculties will be 'limited'. Policy EWC5 and supporting identifies a*

REP	Comment Received	Council Response
	Area Action Plan (AAP) consistent with its Core Strategy which was endorsed by HBC in January 2013, particularly when it is expected that development of multiple and separately owned sites will be piece meal. I also understand that because the AAP does not refer to a single development the Planning Department of HBC is unable to specify or even suggest guidelines across the area for minimum provision of (for example) community amenities. I assume these will be discussed with each developer on a site by site basis. HBC's "strategic vision" as set out in its Core Strategy is worth repeating here: The redevelopment of the Elstree Way Corridor will provide at least 800 residential units and a range of community and cultural facilities for Borehamwood which will contribute to meeting the needs of the wider community. Development will be of the scale, height and quality to denote the importance of the area as a civic and commercial gateway to the Borough. There will be new residential development of a variety of tenures, and new and improved facilities to support new development and the wider community. Development will facilitate connectivity and public realm improvements linking the area to the town centre and improving its physical appearance. The area's redevelopment will help promote Borehamwood as an attractive and sustainable location for business. Comparing what is proposed to the strategic vision: **Provide at least 800 residential units** I am not questioning whether or not this level of build is "fair". However, I find little evidence within the CD that the impact of increasing the local population from 16,000 to between 17,600 (2 people per unit) to at least 18,400 (3 people per unit) has been assessed with regard to supporting infrastructure (including transport and schools) In particular, what formal assessment has been made of the expected impact on levels of provision of school places by Herts County Council whose statutory duty it is to provide enough places to cope with projected numbers of children resident in the area?	*series of know/likely community facilities. The AAP is a plan for 15 years during which additional community and cultural facilities maybe be identified.* *Maxwell Park Community Centre is owned by Hertfordshire County Council, it is the Council's understanding that it is the intention to close the facility when the new Borehamwood Library is to open.* *The Civic Centre, the Police and Fire Stations, and Maxwell Park are all recognised community facilities providing a service/facility for the community. The AAP is making it clear that these key facilities will remain in the area and where possible be enhanced.* *The consultation exceed the minimum requirements as set out in the legislation and the Council's Statement of Community Involvement (SCI).*

REP	Comment Received	Council Response
	A range of community and cultural facilities for Borehamwood which will contribute to meeting the needs of the wider community According to Policy EWC5 (page 12) the impact on supporting community facilities will be limited to: "reprovide" the Borehamwood Library and Maxwell Community Centre on Shenley Road. It is far from clear that this will increase or even match the current provision. It is clear that it will move them by about 15 minutes' walk from their current location retain the Civic Centre and fire station (but why move them?) "enhance" (possibly) Maxwell Park provide a new police front desk at the Civic Centre How can these activities be reasonably claimed to contribute to meeting the needs of the wider (and increased) community? **Development will be of the scale, height and quality to denote the importance of the area as a civic and commercial gateway** The CD says that "buildings fronting onto Elstree Way should have a general height of between 5-6 storeys" so that "the larger scale of buildings fronting Elstree Way will reflect the importance of the road as a gateway into Borehamwood Town Centre" The CD does not provide a comparison to existing height of buildings, leaving the impression that the proposed heights will create a "canyon" of residential dwellings. There are surely other design options which could also denote the importance of the area rather than simply building large blocks. There will be new residential development of a variety of tenures Policy EWC 4 (Page 9) refers to housing mix. There will be a mix of housing size(not tenure), of which about 30% should be 3 bed units. There will be a mix of	

REP	Comment Received	Council Response
	flats and houses; all units fronting Elstree Way will be flats. Is this as much guidance as we can expect on housing mix? Point 4.5 asserts that “the Council will seek to secure the provision of affordable housing”. Again, what might this mean in practice? New and improved facilities to support new development and the wider community. And these “new and improved facilities” would be what? Development will facilitate connectivity and public realm improvements linking the area to the town centre. Apart from suggesting that occupiers of the new 800-plus units should walk to Shenley Road, how will developments facilitate connectivity? Point 6.20 asserts that the area is “within reasonable walking distance of the railway station and (has) proximity to the town centre” Subject to confirmation I believe that it would take between 20 and 30 minutes to walk to the train station. Is this “reasonable”? I also have concerns about the limited level of provision of parking, which seems an exercise in social engineering to discourage car ownership. The proposals rely on the area being served by existing bus routes. What has been the formal response from bus operators, particularly on the expected increase of vehicle traffic from an added 1,000 or so private cars? What is the estimate impact on local traffic, even after proposed adjustments to local roads (“Movement Framework”).As for “private realm improvements”, if these are limited to the list in Point 5.7 then such improvements, although welcome, seem marginal. The area’s redevelopment will help promote Borehamwood as an attractive and sustainable location for business. The CD does not seem to set out specific aspects which would positively encourage new businesses to invest in locating in the Elstree Way Corridor.	

REP	Comment Received	Council Response
	Do existing commercial enterprises within or adjacent to the EWC say that the proposals make the area more attractive to them? Have they been asked to express their opinion? **Conclusion** Based on this comparison of Hertsmere's Strategic Vision against the information set out in the Consultation Draft, the Draft does not convince this local resident that the vision will indeed be realised. **The Public Consultation Process** After careful review of the Consultation Draft I conclude that the proposed developments will have a major impact on many aspects of Borehamwood, affecting residents and commercial enterprises outside the EWC as defined. This also seems to be the last opportunity for major development within the current boundaries of the Town, except perhaps for redevelopment of the sites currently occupied by Elstree Studios and by the BBC Elstree Centre. I understand that it is for the Planning Department of Hertsmere to decide what level of consultation is appropriate and then to organise that consultation. Although I have been very interested in these proposed developments and am comfortable using the Internet as a source of information, in my view the Public Consultation has been very low profile and lacks the visibility it merits. Even the display boards in Hertsmere's waiting area are still not displayed prominently, while there seem to be no copies of the leaflet on display either on the notice boards or at the front desk. I would like to know: • Is this the <u>minimum</u> level of consultation which Officers could chose? • Why was distribution of a consultation leaflet limited to 500 local residents when	

REP	Comment Received	Council Response
	the potential impact affects the entire community? • What was the level of response of these 500 residents? Was it as great as Officers had expected before starting the Consultation? • When will the residents' response be made public to a wider community? • How many people attended either of the two drop-in sessions? (I attended one but found no list on which to register my interest) • What consultation has taken place with local enterprises? With local transport providers? With local schools? • When will their response be made public? I could continue but I believe that these questions indicate the extent to which I lack of confidence in the Public Consultation process adopted in the case of these proposals for development of the Elstree Way Corridor.	
26	Support and welcome the preferred approach for sites to be brought forward together. Concerned about the potential impact on the Strategic Road Network (SRN), in particular the A1 and possibly the M1 and M25. The Highways Agency's requirements under DfT Circular 02/2007 should be outlined within the AAP.	*Comments Noted. The Council is working with HCC and appointed consultants AECOM to prepare an implementable highway scheme to facilitate the level of development proposed. Details of this will be within the submission draft of the AAP.*
27	We do not wish to make any detailed comments on the document. In accordance with guidance in the National Planning Policy Framework (paragraph 128) we suggest that you seek the advice of the county archaeologist to ensure that any archaeological interest is appropriately assessed. We note that no impacts on heritage assets have been identified.	*Comments Noted*

REP	Comment Received	Council Response
28	I would like to make the following observations on the Draft Area Action Plan and request these be included in the responses. Firstly I would ask how widely this plan has been circulated excluding electronic means which are not available to everyone and may not embrace low income families, senior citizens and others without ready access to computers. Have posters been displayed in shop windows and on the Council notice boards including those belonging to the Town Council and in the community centres? How many leaflets have been circulated bearing in mind i believe we have about 33,000 residents in the town? Could or has this consultation been timed to coincide with the Hertsmere News which would ensure every household received details? Secondly what studies have been undertaken with public transport providers, the education and health authorities in regard to servicing these new home building targets ? Thirdly you mention this will help address the Borough's overall housing target. Please could you provide me, under the Freedom of Information Act, the number of home building permissions granted for Elstree & Borehamwood over the last 10 years compared with the rest of the Borough. It seems hard to escape the conclusion that this town seems to have become 'the dumping ground' for housing targets to save large scale building elsewhere in more 'sensitive' areas of the Borough. Like many other residents I feel the Town is already overcrowded. You mention 626 homes have been or are about to be built in the Studio Way area of the 'corridor' . You are now proposing an additional 800 plus high density homes for the Elstree Way! Have you taken into account the medium term growth of the town even without these new builds? Over 5,000 houses were built in the immediate post war period many of which are now occupied by one or two older residents. As the grim reaper does his job over the next decade or so these properties will revert back to family size occupation plus the highest national birth rate in decades will ensure a population growth in addition to the proposed new homes. How will the roads, surgeries, schools, etc cope ? Within the last few years with great foresight the County Council closed 4 primary schools in the town and allowed housing to be built on the sites for a 'ready buck' . Now the remaining primary schools are all overflowing requiring additional facilities	*Comments noted.* *Full details of the public consultation undertaken is outlined in the Pre-Consultation Statement which supplemented the draft Area Action Plan.* *The level of consultation undertaken was deemed appropriate given the AAP seeks to put in place the means to deliver a level of development established in the adopted Core Strategy. The Core Strategy underwent borough wide consultation and an Examination in Public, it was found sound by a Government appointed planning Inspector and was adopted by full Council in January 2013.* *Extensive consultation took place with transport providers, Hertfordshire County Council as and the NHS during the preparation of the Core Strategy. Hertfordshire County Council and the NHS have also been consulted on the preparation of the Elstree Way Corridor AAP.* **Additional details included in email response to REP28*

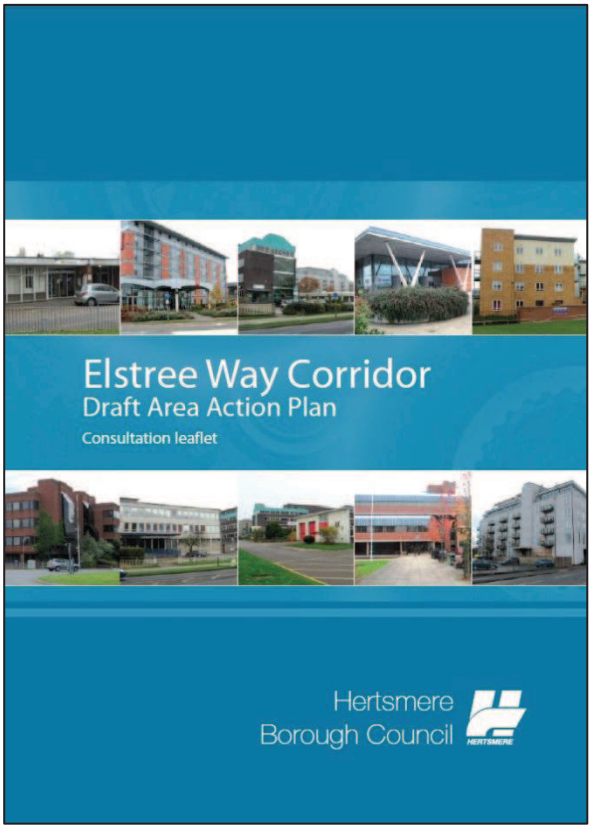
REP	Comment Received	Council Response
29	It is frightening to see that you propose to justify the building of 800 units, plus the nearby approved plans in Studio Way for over 100 more, whilst reducing roads and infrastructure. This is not acceptable and cannot be justified. Questions I have raised have not been answered and the general comment is "...we have no choice". I do not think that you have looked at alternative development opportunities on the fringes of Borehamwood/ Elstree. If we have to find the space for more housing then we need evidence based planning. The density of housing will in my view lead to a number of social issues (Lack of Schools, Community Facilities, Local Shops) and neighbourhood problems. Roads will be reduced in extent in this area with no new roads being built or planned and traffic lights proposed instead of roundabouts. This will create choke points (like Elstree crossroads and Shenley Road/Theobalds Street). This fact is hidden in the comment about alterations to the highways to allow the proposed level of development to go ahead. I understand that proper modelling has yet to be carried out - see the Transport Statement. The area will be gridlocked at peak times and may well tail back to the A1. There is no extra car parking in the town centre. It is unrealistic to expect people to walk a mile to the shops or the station especially in the rain or snow. (Studio Way to the Station or Boulevard 25). We need extra parking in town and at the station. With most of the business/offices gone where will people work? We will move more to being a commuter satellite of London with little employment locally. Horizon 1 just outside of this area has just had planning given for over a hundred units so we are heading for a total of 1000 units, 2000+ more people? We need to build infrastructure before we pack more people into an already heavily populated area, even if this means building on marginal green belt. This has	*The Core Strategy establishes the principle of the residential-led redevelopment of the Elstree Way Corridor and the quantum of development (at least 800 residential units). The Core Strategy underwent borough wide consultation and an Examination in Public, it was found sound by a Government appointed planning Inspector and was adopted by full Council in January 2013* *The Council is working with HCC and appointed consultants AECOM to prepare an implementable highway scheme to facilitate the level of development proposed. Details of this will be within the submission draft of the AAP*

REP	Comment Received	Council Response
	happened before (Deacons Hill etc) and I have identified several areas where sensitive development could take place. The HCC seem to have abandoned planning and Borehamwood centre is a dumping ground for extra housing (up to 180 units per hectare!). Yes, we need more housing but we need more roads to move people around. Even if cars and buses go electric this will still be the case. There is a strong case for two East/West through routes ie North and South relief roads near which new housing could be built. We are at the heart of a golden triangle with all the increased traffic that brings, but with 1930's roads. In fact a number of through roads/routes in use then have been cut. This is a damming indictment of the planners. There are a number of myths politicians bring up to justify not building roads. Please see a very good summary and paper by the RAC foundation. http://www.racfoundation.org/media-centre/road-building-myths-busted *Roads* and reality - Bayliss - Background paper 5 ... - RAC Foundation Look in particular at the big increase in pollution as road speed drops!! If this plan goes ahead I predict high levels of pollution on Elstree Way.	
30	I live within approximately half a mile of the "Elstree Way Corridor" and am somewhat bemused by the lack of information given to local (rate paying) residents of the proposed influx of (800 +)people about to become residents of already over-populated Boreham Wood! I can only assume that a 'fait accompli' has been reached, as it was with the unwanted ERUV poles erected in my town. This once very pleasant place to live, raise a family and eventually retire to has become nothing more than a suburb of London.....already over-populated, no availability at schools, surgerys or even parking spaces!	

REP	Comment Received	Council Response
	Yet Hertsmere Council "advertise" any meetings open to the public (ie: the ratepayers of Borehamwood in which we residents might air our views), in such a way - and I am sure completely within the law - that very few residents even know a meeting will be or has taken place. I did not know about the meetings last week until informed by a third party, after the event! If no room in the Council 0ffices, surely Allum Hall would been available for such an important event! And please leave Maxwell Centre alone. This much loved community hall is just about all we residents have left. If a new school is needed - after building on the old Lynhurst site, then build it next to your council offices. Plenty of car parking space that could be given over to a new school. Thankfully I have the means, after living in Boreham Wood for over 55 years, to be able to sell up and leave the area.	

Appendix 5: Consultation Material (Public Consultation – Regulation 18)

Leaflet



What is this about?

Hertsmere Borough Council is proposing to create an Area Action Plan (AAP) for the Elstree Way Corridor, Borehamwood. An AAP is a Development Plan Document (DPD) that will form part of the Hertsmere Local Plan, together with the Core Strategy it will form the most important considerations in determining most planning applications in Elstree Way Corridor area.

The preparation of an AAP will put in place planning policies to guide development proposals, along with details of how these proposals will be delivered. It will also be used to make decisions when people apply for planning permission. It will direct investment, give increased certainty to potential investors, build confidence and assist the Council in securing funding and facilitating development.

What are the objectives of the AAP?

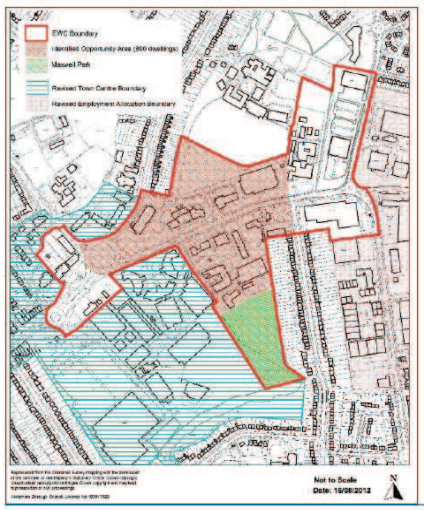
The EWC has been identified within the Local Plan Core Strategy as being able to deliver at least 800 residential units, a significant level of housing to meet the needs of the Borough. The redevelopment of the EWC is an opportunity to improve the physical fabric of the area as well as environmental improvements to existing buildings, street and open spaces. The change in function and character of the area brings with it the need to integrate the corridor with the town centre and address issues of severance as a result of the major Shenley Road roundabout.

The following objectives form the basis for the policies within the AAP:

- Provide improved and coordinated facilities for the delivery of a range of services to the public;
- Improve the physical appearance of this important gateway into the town;
- Link the commercial area of Borehamwood with the town centre;

- Release land for a range of uses and help meet the Borough's future residential development land needs;
- Provide certainty and guidance to both landowners and developers;
- Promote sustainable development; and,
- Provide infrastructure to support development.

Extent of the Area Action Plan



Outline Timetable

A draft plan (preferred option) will be available for consultation from 7 January 2013 to Monday 18 February 2013. The comments and responses to this will inform the production of a final draft plan (Spring 2013) to which representations can be made. These will be presented for independent examination in autumn 2013. Subject to the outcome of this examination, formal adoption is anticipated to occur in early 2014.

Where can I see the full details?

Copies of the AAP are available at local libraries and council offices, and can be downloaded from our website at www.hertsmere.gov.uk/planning

How can I give my views?

We welcome your comments on the draft plan. The period in which to make representations runs for six weeks from Monday 7 January 2013 to Monday 18 February 2013. A small display will be put on at the Civic Offices throughout this period. Council Officers will be available at the Civic Centre to answer any questions you might have on Thursday 24 January 2013 between 1pm and 6pm and on Wednesday 30 January 2013 between 5pm and 8pm.

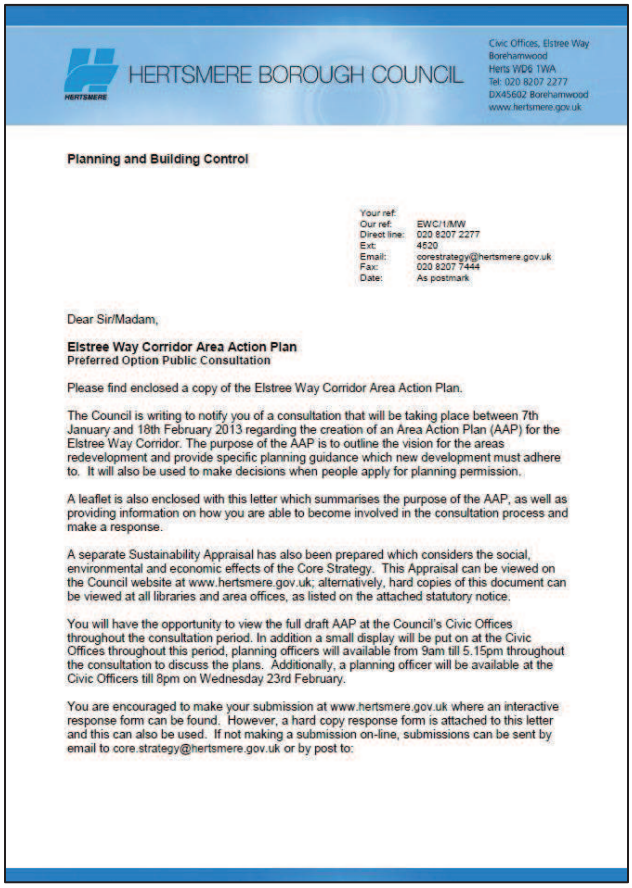
Email: core.strategy@hertsmere.gov.uk

Write to us at: Planning Policy Team, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire, WD6 1WA

Phone: 020 8207 2277 (planning policy)

The deadline for comments is 18 February 2013.

Statutory Consultee Letter



HERTSMERE BOROUGH COUNCIL

Civic Offices, Elstree Way
Borehamwood
Herts WD6 1WA
Tel: 020 8207 2277
DX45602 Borehamwood
www.hertsmere.gov.uk

Planning and Building Control

Your ref:
Our ref: EWC/1/MW
Direct line: 020 8207 2277
Ext: 4620
Email: corestrategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: As postmark

Dear Sir/Madam,

Elstree Way Corridor Area Action Plan
Preferred Option Public Consultation

Please find enclosed a copy of the Elstree Way Corridor Area Action Plan.

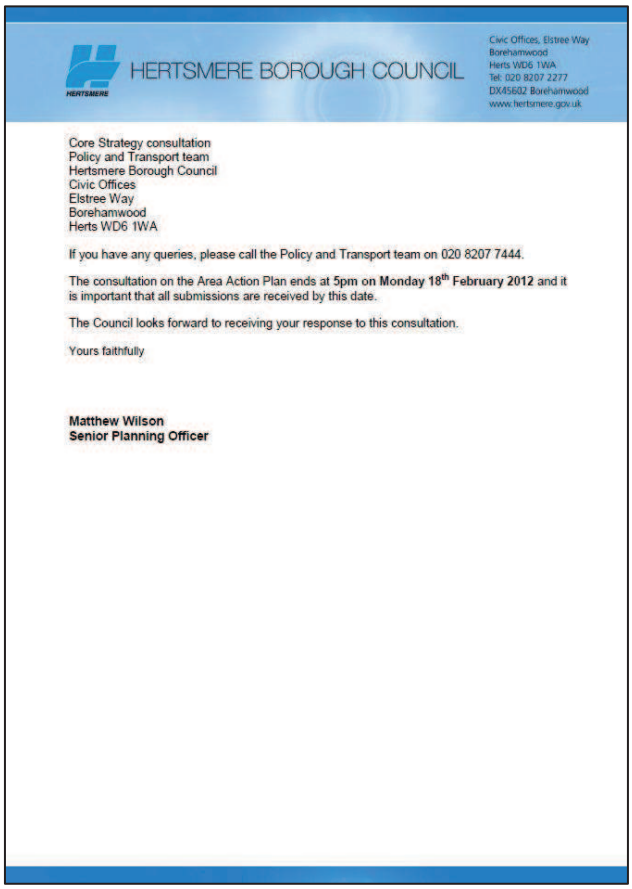
The Council is writing to notify you of a consultation that will be taking place between 7th January and 18th February 2013 regarding the creation of an Area Action Plan (AAP) for the Elstree Way Corridor. The purpose of the AAP is to outline the vision for the areas redevelopment and provide specific planning guidance which new development must adhere to. It will also be used to make decisions when people apply for planning permission.

A leaflet is also enclosed with this letter which summarises the purpose of the AAP, as well as providing information on how you are able to become involved in the consultation process and make a response.

A separate Sustainability Appraisal has also been prepared which considers the social, environmental and economic effects of the Core Strategy. This Appraisal can be viewed on the Council website at www.hertsmere.gov.uk; alternatively, hard copies of this document can be viewed at all libraries and area offices, as listed on the attached statutory notice.

You will have the opportunity to view the full draft AAP at the Council's Civic Offices throughout the consultation period. In addition a small display will be put on at the Civic Offices throughout this period, planning officers will available from 9am till 5.15pm throughout the consultation to discuss the plans. Additionally, a planning officer will be available at the Civic Officers till 8pm on Wednesday 23rd February.

You are encouraged to make your submission at www.hertsmere.gov.uk where an interactive response form can be found. However, a hard copy response form is attached to this letter and this can also be used. If not making a submission on-line, submissions can be sent by email to core.strategy@hertsmere.gov.uk or by post to:



HERTSMERE BOROUGH COUNCIL

Civic Offices, Elstree Way
Borehamwood
Herts WD6 1WA
Tel: 020 8207 2277
DX45602 Borehamwood
www.hertsmere.gov.uk

Core Strategy consultation
Policy and Transport team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

If you have any queries, please call the Policy and Transport team on 020 8207 7444.

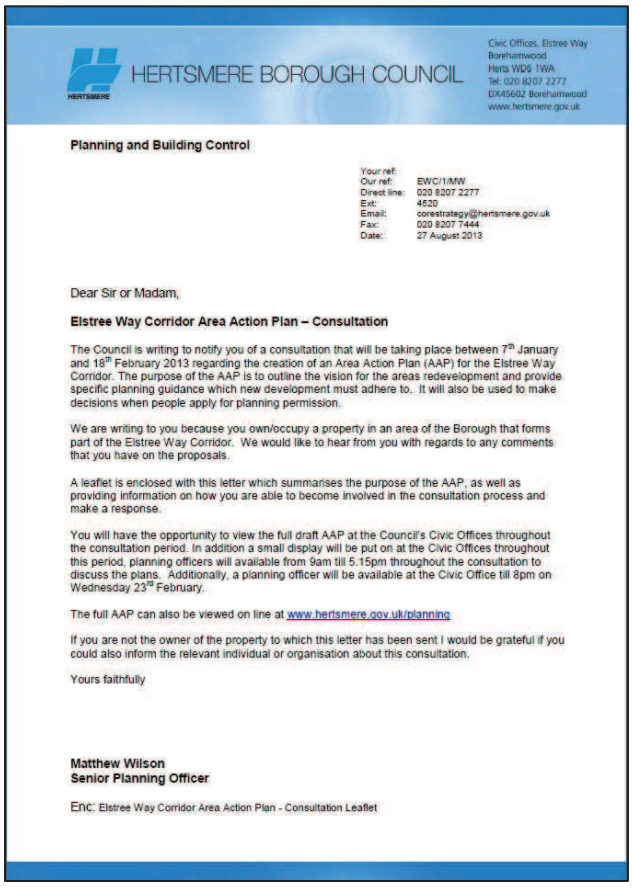
The consultation on the Area Action Plan ends at **5pm on Monday 18th February 2012** and it is important that all submissions are received by this date.

The Council looks forward to receiving your response to this consultation.

Yours faithfully

Matthew Wilson
Senior Planning Officer

Residents Letter



HERTSMERE BOROUGH COUNCIL

Civic Offices, Elstree Way
Borehamwood
Herts WD6 1WA
Tel: 020 8207 2277
DX45602 Borehamwood
www.hertsmere.gov.uk

Planning and Building Control

Your ref:
Our ref: EWC/1/MW
Direct line: 020 8207 2277
Ext: 4620
Email: corestrategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: 27 August 2013

Dear Sir or Madam,

Elstree Way Corridor Area Action Plan – Consultation

The Council is writing to notify you of a consultation that will be taking place between 7th January and 18th February 2013 regarding the creation of an Area Action Plan (AAP) for the Elstree Way Corridor. The purpose of the AAP is to outline the vision for the areas redevelopment and provide specific planning guidance which new development must adhere to. It will also be used to make decisions when people apply for planning permission.

We are writing to you because you own/occupy a property in an area of the Borough that forms part of the Elstree Way Corridor. We would like to hear from you with regards to any comments that you have on the proposals.

A leaflet is enclosed with this letter which summarises the purpose of the AAP, as well as providing information on how you are able to become involved in the consultation process and make a response.

You will have the opportunity to view the full draft AAP at the Council's Civic Offices throughout the consultation period. In addition a small display will be put on at the Civic Offices throughout this period, planning officers will available from 9am till 5.15pm throughout the consultation to discuss the plans. Additionally, a planning officer will be available at the Civic Office till 8pm on Wednesday 23rd February.

The full AAP can also be viewed on line at www.hertsmere.gov.uk/planning

If you are not the owner of the property to which this letter has been sent I would be grateful if you could also inform the relevant individual or organisation about this consultation.

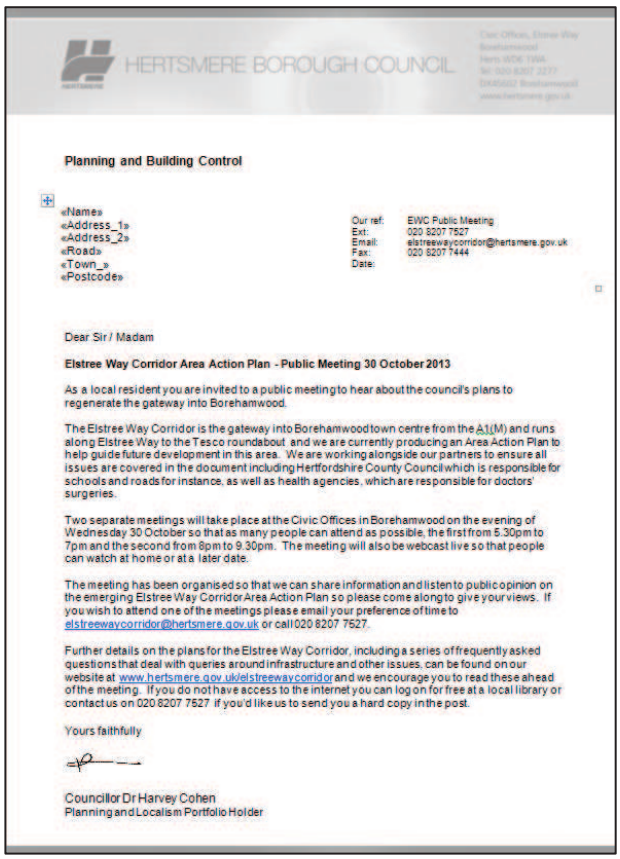
Yours faithfully

Matthew Wilson
Senior Planning Officer

Enc: Elstree Way Corridor Area Action Plan - Consultation Leaflet

Appendix 6: Consultation Material (Public Meetings 30th October 2013)

Letter sent to approx. 1000 residents and businesses



HERTSMERE BOROUGH COUNCIL

Planning and Building Control

«Name»
«Address_1»
«Address_2»
«Road»
«Town_»
«Postcode»

Our ref: EWC Public Meeting
Ext: 020 8207 7527
Email: elstreewaycorridor@hertsmere.gov.uk
Fax: 020 8207 7444
Date:

Dear Sir / Madam

Elstree Way Corridor Area Action Plan - Public Meeting 30 October 2013

As a local resident you are invited to a public meeting to hear about the council's plans to regenerate the gateway into Borehamwood.

The Elstree Way Corridor is the gateway into Borehamwood town centre from the A1(M) and runs along Elstree Way to the Tesco roundabout and we are currently producing an Area Action Plan to help guide future development in this area. We are working alongside our partners to ensure all issues are covered in the document including Hertfordshire County Council which is responsible for schools and roads for instance, as well as health agencies, which are responsible for doctors' surgeries.

Two separate meetings will take place at the Civic Offices in Borehamwood on the evening of Wednesday 30 October so that as many people can attend as possible, the first from 5.30pm to 7pm and the second from 8pm to 9.30pm. The meeting will also be webcast live so that people can watch at home or at a later date.

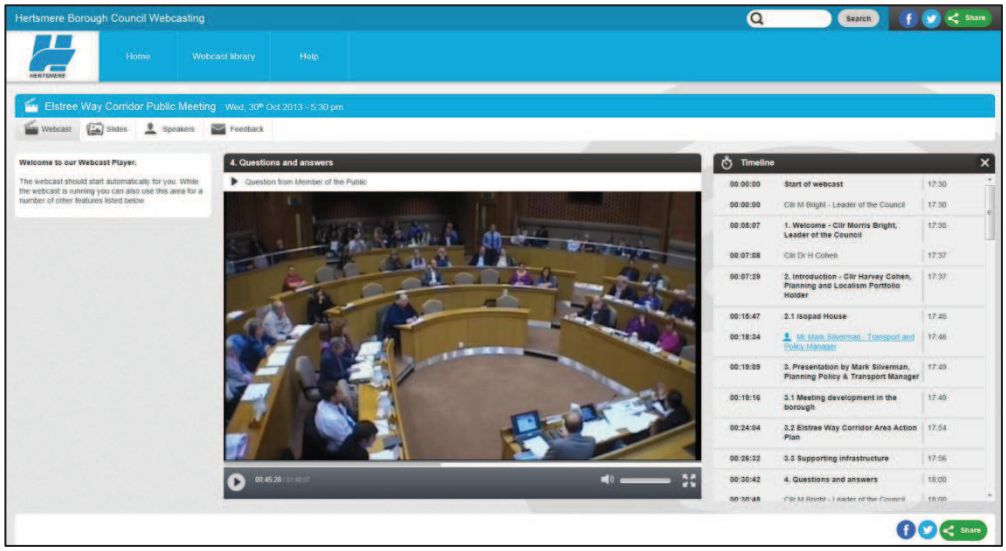
The meeting has been organised so that we can share information and listen to public opinion on the emerging Elstree Way Corridor Area Action Plan so please come along to give your views. If you wish to attend one of the meetings please email your preference of time to elstreewaycorridor@hertsmere.gov.uk or call 020 8207 7527.

Further details on the plans for the Elstree Way Corridor, including a series of frequently asked questions that deal with queries around infrastructure and other issues, can be found on our website at www.hertsmere.gov.uk/elstreewaycorridor and we encourage you to read these ahead of the meeting. If you do not have access to the internet you can log on for free at a local library or contact us on 020 8207 7527 if you'd like us to send you a hard copy in the post.

Yours faithfully

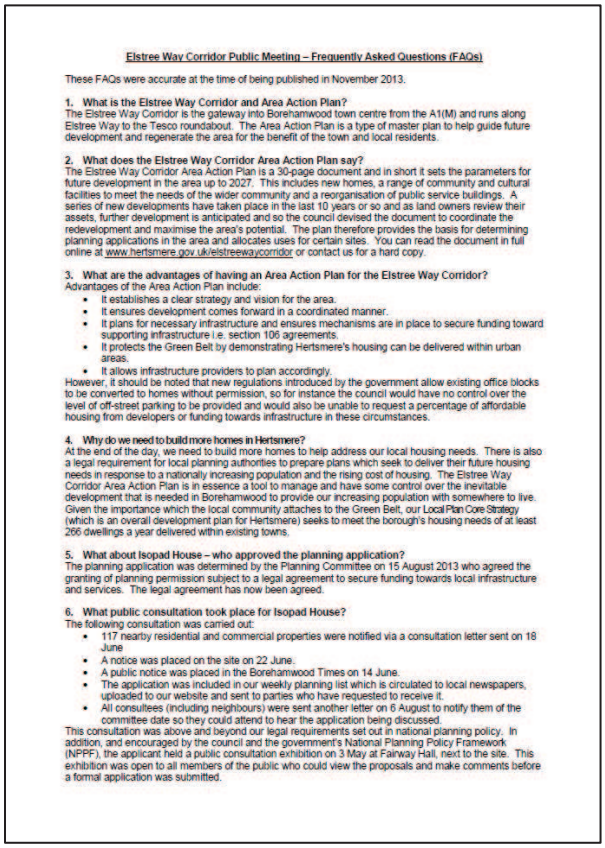
Councillor Dr Harvey Cohen
Planning and Localism Portfolio Holder

Webcast of public meetings



5:30pm: http://www.hertsmere.public-i.tv/core/portal/webcast_interactive/115727
8:00pm: http://www.hertsmere.public-i.tv/core/portal/webcast_interactive/115728

Frequently Asked Questions – Available at: http://www.hertsmere.gov.uk/Documents/09-Planning--Building-Control/Planning-Policy/Planning-Publications/Elstree-Way-Corridor-Public-Meeting-new-faqs.pdf



Elstree Way Corridor Public Meeting – Frequently Asked Questions (FAQs)

These FAQs were accurate at the time of being published in November 2013.

1. What is the Elstree Way Corridor and Area Action Plan?
The Elstree Way Corridor is the gateway into Borehamwood town centre from the A1(M) and runs along Elstree Way to the Tesco roundabout. The Area Action Plan is a type of master plan to help guide future development and regenerate the area for the benefit of the town and local residents.

2. What does the Elstree Way Corridor Area Action Plan say?
The Elstree Way Corridor Area Action Plan is a 30-page document and in short it sets the parameters for future development in the area up to 2027. This includes new homes, a range of community and cultural facilities to meet the needs of the wider community and a reorganisation of public service buildings. A series of new developments have taken place in the last 10 years or so and as land owners review their assets, further development is anticipated and so the council devised the document to coordinate the redevelopment and maximise the area's potential. The plan therefore provides the basis for determining planning applications in the area and allocates uses for certain sites. You can read the document in full online at www.hertsmere.gov.uk/elstreewaycorridor or contact us for a hard copy.

3. What are the advantages of having an Area Action Plan for the Elstree Way Corridor?
Advantages of the Area Action Plan include:

- It establishes a clear strategy and vision for the area.
- It ensures development comes forward in a coordinated manner.
- It plans for necessary infrastructure and ensures mechanisms are in place to secure funding toward supporting infrastructure i.e. section 106 agreements.
- It protects the Green Belt by demonstrating Hertsmere's housing can be delivered within urban areas.
- It allows infrastructure providers to plan accordingly.

However, it should be noted that new regulations introduced by the government allow existing office blocks to be converted to homes without permission, so for instance the council would have no control over the level of off-street parking to be provided and would also be unable to request a percentage of affordable housing from developers or funding towards infrastructure in these circumstances.

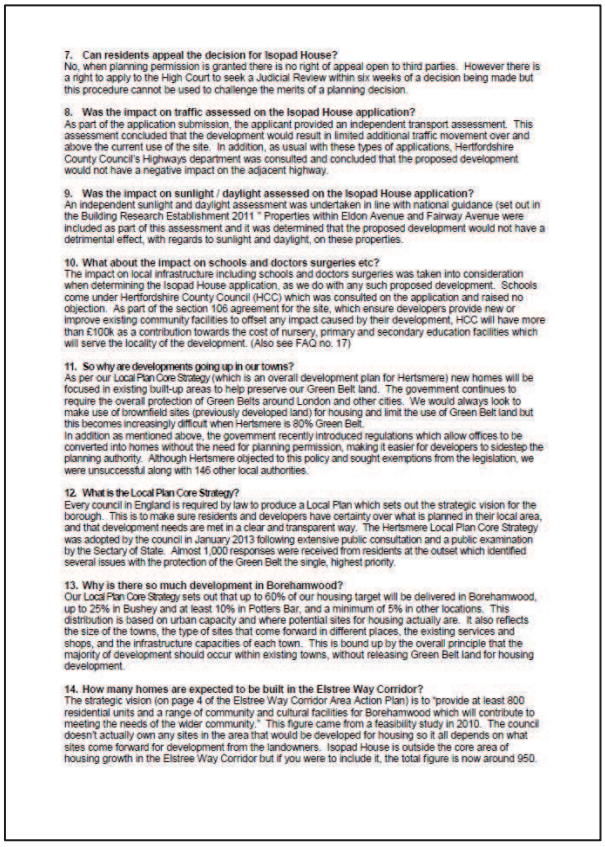
4. Why do we need to build more homes in Hertsmere?
At the end of the day, we need to build more homes to help address our local housing needs. There is also a legal requirement for local planning authorities to prepare plans which seek to deliver their future housing needs in response to a nationally increasing population and the rising cost of housing. The Elstree Way Corridor Area Action Plan is in essence a tool to manage and have some control over the inevitable development that is needed in Borehamwood to provide our increasing population with somewhere to live. Given the importance which the local community attaches to the Green Belt, our Local Plan Core Strategy (which is an overall development plan for Hertsmere) seeks to meet the borough's housing needs of at least 266 dwellings a year delivered within existing towns.

5. What about Isopad House – who approved the planning application?
The planning application was determined by the Planning Committee on 15 August 2013 who agreed the granting of planning permission subject to a legal agreement to secure funding towards local infrastructure and services. The legal agreement has now been agreed.

6. What public consultation took place for Isopad House?
The following consultation was carried out:

- 117 nearby residential and commercial properties were notified via a consultation letter sent on 18 June
- A notice was placed on the site on 22 June.
- A public notice was placed in the Borehamwood Times on 14 June.
- The application was included in our weekly planning list which is circulated to local newspapers, uploaded to our website and sent to parties who have requested to receive it.
- All consultees (including neighbours) were sent another letter on 6 August to notify them of the committee date so they could attend to hear the application being discussed.

This consultation was above and beyond our legal requirements set out in national planning policy. In addition, and encouraged by the council and the government's National Planning Policy Framework (NPPF), the applicant held a public consultation exhibition on 3 May at Fairway Hall, next to the site. This exhibition was open to all members of the public who could view the proposals and make comments before a formal application was submitted.



7. Can residents appeal the decision for Isopad House?
No, when planning permission is granted there is no right of appeal open to third parties. However there is a right to apply to the High Court to seek a Judicial Review within six weeks of a decision being made but this procedure cannot be used to challenge the merits of a planning decision.

8. Was the impact on traffic assessed on the Isopad House application?
As part of the application submission, the applicant provided an independent transport assessment. This assessment concluded that the development would result in limited additional traffic movement over and above the current use of the site. In addition, as usual with these types of applications, Hertfordshire County Council's Highways department was consulted and concluded that the proposed development would not have a negative impact on the adjacent highway.

9. Was the impact on sunlight / daylight assessed on the Isopad House application?
An independent sunlight and daylight assessment was undertaken in line with national guidance (set out in the Building Research Establishment 2011 " Properties within Eldon Avenue and Fairway Avenue were included as part of this assessment and it was determined that the proposed development would not have a detrimental effect, with regards to sunlight and daylight, on these properties.

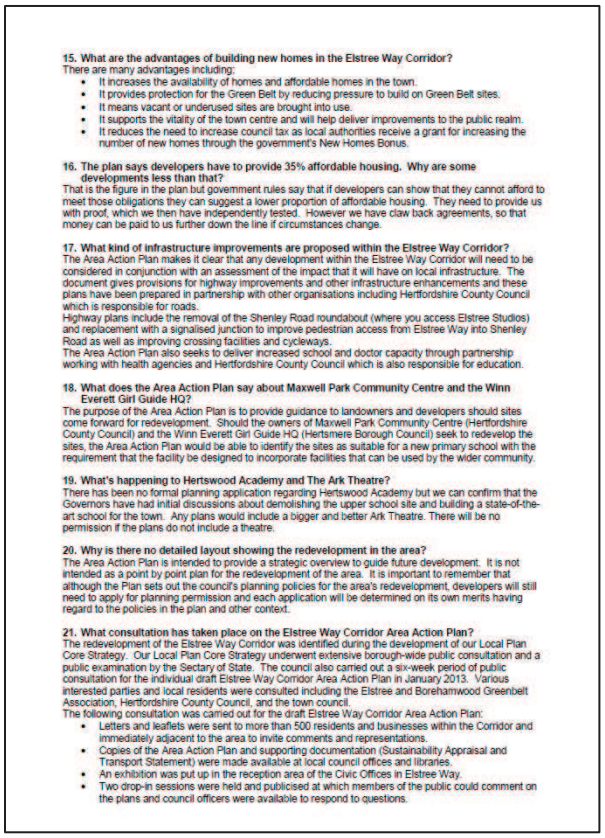
10. What about the impact on schools and doctors surgeries etc?
The impact on local infrastructure including schools and doctors surgeries was taken into consideration when determining the Isopad House application, as we do with any such proposed development. Schools come under Hertfordshire County Council (HCC) which was consulted on the application and raised no objection. As part of the section 106 agreement for the site, which ensure developers provide new or improve existing community facilities to offset any impact caused by their development, HCC will have more than £100k as a contribution towards the cost of nursery, primary and secondary education facilities which will serve the locality of the development. (Also see FAQ no. 17)

11. So why are developments going up in our towns?
As per our Local Plan Core Strategy (which is an overall development plan for Hertsmere) new homes will be focused in existing built-up areas to help preserve our Green Belt land. The government continues to require the overall protection of Green Belts around London and other cities. We would always look to make use of brownfield sites (previously developed land) for housing and limit the use of Green Belt land but this becomes increasingly difficult when Hertsmere is 80% Green Belt.
In addition as mentioned above, the government recently introduced regulations which allow offices to be converted into homes without the need for planning permission, making it easier for developers to sidestep the planning authority. Although Hertsmere objected to this policy and sought exemptions from the legislation, we were unsuccessful along with 146 other local authorities.

12. What is the Local Plan Core Strategy?
Every council in England is required by law to produce a Local Plan which sets out the strategic vision for the borough. This is to make sure residents and developers have certainty over what is planned in their local area, and that development needs are met in a clear and transparent way. The Hertsmere Local Plan Core Strategy was adopted by the council in January 2013 following extensive public consultation and a public examination by the Sectary of State. Almost 1,000 responses were received from residents at the outset which identified several issues with the protection of the Green Belt the single, highest priority.

13. Why is there so much development in Borehamwood?
Our Local Plan Core Strategy sets out that up to 60% of our housing target will be delivered in Borehamwood, up to 25% in Bushey and at least 10% in Potters Bar, and a minimum of 5% in other locations. This distribution is based on urban capacity and where potential sites for housing actually are. It also reflects the size of the towns, the type of sites that come forward in different places, the existing services and shops, and the infrastructure capacities of each town. This is bound up by the overall principle that the majority of development should occur within existing towns, without releasing Green Belt land for housing development.

14. How many homes are expected to be built in the Elstree Way Corridor?
The strategic vision (on page 4 of the Elstree Way Corridor Area Action Plan) is to "provide at least 800 residential units and a range of community and cultural facilities for Borehamwood which will contribute to meeting the needs of the wider community." This figure came from a feasibility study in 2010. The council doesn't actually own any sites in the area that would be developed for housing so it all depends on what sites come forward for development from the landowners. Isopad House is outside the core area of housing growth in the Elstree Way Corridor but if you were to include it, the total figure is now around 950.



15. What are the advantages of building new homes in the Elstree Way Corridor?
There are many advantages including:

- It increases the availability of homes and affordable homes in the town.
- It provides protection for the Green Belt by reducing pressure to build on Green Belt sites.
- It means vacant or underused sites are brought into use.
- It supports the vitality of the town centre and will help deliver improvements to the public realm.
- It reduces the need to increase council tax as local authorities receive a grant for increasing the number of new homes through the government's New Homes Bonus.

16. The plan says developers have to provide 35% affordable housing. Why are some developments less than that?
That is the figure in the plan but government rules say that if developers can show that they cannot afford to meet those obligations they can suggest a lower proportion of affordable housing. They need to provide us with proof, which we then have independently tested. However we have claw back agreements, so that money can be paid to us further down the line if circumstances change.

17. What kind of infrastructure improvements are proposed within the Elstree Way Corridor?
The Area Action Plan makes it clear that any development within the Elstree Way Corridor will need to be considered in conjunction with an assessment of the impact that it will have on local infrastructure. The document gives provisions for highway improvements and other infrastructure enhancements and these plans have been prepared in partnership with other organisations including Hertfordshire County Council which is responsible for roads.
Highway plans include the removal of the Shenley Road roundabout (where you access Elstree Studios) and replacement with a signalised junction to improve pedestrian access from Elstree Way into Shenley Road as well as improving crossing facilities and cycleways.
The Area Action Plan also seeks to deliver increased school and doctor capacity through partnership working with health agencies and Hertfordshire County Council which is also responsible for education.

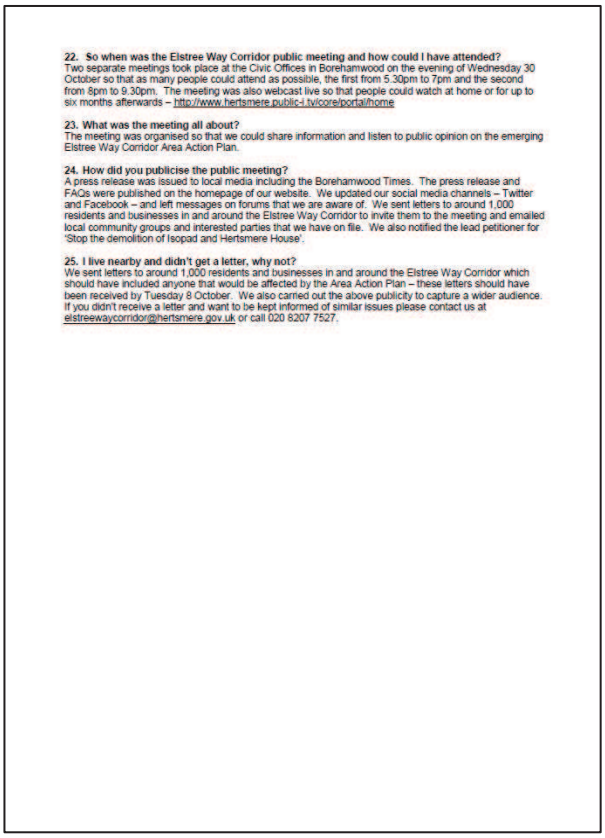
18. What does the Area Action Plan say about Maxwell Park Community Centre and the Winn Everett Girl Guide HQ?
The purpose of the Area Action Plan is to provide guidance to landowners and developers should sites come forward for redevelopment. Should the owners of Maxwell Park Community Centre (Hertfordshire County Council) and the Winn Everett Girl Guide HQ (Hertsmere Borough Council) seek to redevelop the sites, the Area Action Plan would be able to identify the sites as suitable for a new primary school with the requirement that the facility be designed to incorporate facilities that can be used by the wider community.

19. What's happening to Hertswood Academy and The Ark Theatre?
There has been no formal planning application regarding Hertswood Academy but we can confirm that the Governors have had initial discussions about demolishing the upper school site and building a state-of-the-art school for the town. Any plans would include a bigger and better Ark Theatre. There will be no permission if the plans do not include a theatre.

20. Why is there no detailed layout showing the redevelopment in the area?
The Area Action Plan is intended to provide a strategic overview to guide future development. It is not intended as a point by point plan for the redevelopment of the area. It is important to remember that although the Plan sets out the council's planning policies for the area's redevelopment, developers will still need to apply for planning permission and each application will be determined on its own merits having regard to the policies in the plan and other context.

21. What consultation has taken place on the Elstree Way Corridor Area Action Plan?
The redevelopment of the Elstree Way Corridor was identified during the development of our Local Plan Core Strategy. Our Local Plan Core Strategy underwent extensive borough-wide public consultation and a public examination by the Sectary of State. The council also carried out a six-week period of public consultation for the individual draft Elstree Way Corridor Area Action Plan in January 2013. Various interested parties and local residents were consulted including the Elstree and Borehamwood Greenbelt Association, Hertfordshire County Council, and the town council.
The following consultation was carried out for the draft Elstree Way Corridor Area Action Plan:

- Letters and leaflets were sent to more than 500 residents and businesses within the Corridor and immediately adjacent to the area to invite comments and representations.
- Copies of the Area Action Plan and supporting documentation (Sustainability Appraisal and Transport Statement) were made available at local council offices and libraries.
- An exhibition was put up in the reception area of the Civic Offices in Elstree Way.
- Two drop-in sessions were held and publicised at which members of the public could comment on the plans and council officers were available to respond to questions.



22. So when was the Elstree Way Corridor public meeting and how could I have attended?
Two separate meetings took place at the Civic Offices in Borehamwood on the evening of Wednesday 30 October so that as many people could attend as possible, the first from 5.30pm to 7pm and the second from 8pm to 9.30pm. The meeting was also webcast live so that people could watch at home or for up to six months afterwards – http://www.hertsmere.public-i.tv/core/portal/home

23. What was the meeting all about?
The meeting was organised so that we could share information and listen to public opinion on the emerging Elstree Way Corridor Area Action Plan.

24. How did you publicise the public meeting?
A press release was issued to local media including the Borehamwood Times. The press release and FAQs were published on the homepage of our website. We updated our social media channels – Twitter and Facebook – and left messages on forums that we are aware of. We sent letters to around 1,000 residents and businesses in and around the Elstree Way Corridor to invite them to the meeting and emailed local community groups and interested parties that we have on file. We also notified the lead petitioner for 'Stop the demolition of Isopad and Hertsmere House'.

25. I live nearby and didn't get a letter, why not?
We sent letters to around 1,000 residents and businesses in and around the Elstree Way Corridor which should have included anyone that would be affected by the Area Action Plan – these letters should have been received by Tuesday 8 October. We also carried out the above publicity to capture a wider audience. If you didn't receive a letter and want to be kept informed of similar issues please contact us at elstreewaycorridor@hertsmere.gov.uk or call 020 8207 7527.

Article in the winter 2013 Hertsmere News sent to all households in Hertsmere

Click to zoom in

Follow us on Twitter @HertsmereBC

Development in Borehamwood

Around 140 residents attended public meetings at the end of October called by the council to discuss planning issues relating to the Elstree Way Corridor in Borehamwood.

The meeting was organised to give residents another opportunity to find out about and comment on the council's master plan of the area which will help guide future development up to 2027.

The Elstree Way Corridor is the gateway into Borehamwood from the A1(M) and the council is currently working on an Area Action Plan which sets the parameters for new homes, infrastructure, a range of community and cultural facilities and a reorganisation of public service buildings. A series of new developments have taken place in the last 10 years or so and as land owners review their assets, further development is predicted and so the council has devised the plan to coordinate the redevelopment and maximise the area's potential.

Cllr Harvey Cohen, Planning and Localism Portfolio Holder, said: "At the end of the day we need to build more homes to help address our local housing needs. We are also legally required to prepare such plans for the government to show how we are dealing with our increasing population.

"The Elstree Way Corridor Area Action Plan is in essence a tool to manage and have some control over the inevitable development that is needed in Borehamwood and given that the local community has previously made it clear they do not want us to build on green belt, we are doing our best to concentrate new homes within existing towns and urban areas."

The council is working with partners Hertfordshire County Council, which is responsible for roads and schools, as well as health agencies, which are responsible for doctors' surgeries, to ensure the necessary infrastructure is in place to cope with the additional homes.

> **"The Area Action Plan is in essence a tool to manage and have some control over the inevitable development"**

The public meeting also gave residents an opportunity to learn more about planning in general and the consultation process for planning applications following reactions to the Isepod House development in the area.

The council is currently considering all comments raised at the meetings and will be making appropriate adjustments to the Area Action Plan as well as our consultation process.

For more information and a list of frequently asked questions visit **www.hertsmere.gov.uk/elstreewaycorridor**. You can also watch a video of the public meetings (two separate meetings were arranged on the same day so that as many people could attend as possible) via our website.

- You can still make comments on the Area Action Plan by sending an email to **elstreewaycorridor@hertsmere.gov.uk** or calling **020 8207 7527**.

A view of the Elstree Way Corridor in Borehamwood

Join us on Facebook www.facebook.com/hertsmere

The Three Horseshoes pub in Letchmore Heath

Local pubs protected

Four Hertsmere pubs have been named as assets of community value under new legislation which is intended to help protect land and buildings that are important to the community.

The Crown in Borehamwood, The White Horse and King William IV in Shenley, and The Three Horseshoes in Letchmore Heath have been added to the council's list of assets of community value.

This means if the pubs are put up for sale, community and neighbourhood groups have an opportunity to prepare a bid to buy them. Groups can apply for relevant funding and/or community organisations can bid to buy them such as parish councils, charities and non-profit making companies. If no one comes forward with a bid the pub can be sold as usual.

The Three Horseshoes in Letchmore Heath is the only pub currently up for sale which means the community has until 10 December to submit a bid.

The Crown was nominated to go on the list by a group of residents. The White Horse and King William IV were nominated by Shenley Parish Council and The Three Horseshoes was nominated by Aldenham Parish Council. Landowners whose property has been added to the list can appeal the decision.

- For more information visit **www.hertsmere.gov.uk/communityrightobid** or call **020 8207 2277**.

Where should new homes go?

Plans which set out what and where development should take place in the borough are due to be out for consultation early next year.

To help plan for the future and in line with government legislation, the council has written what is known as a Site Allocations and Development Management Policies document. This document specifically earmarks locations where the borough's much needed new homes could be built as well as identifies sites where development will not be acceptable – this includes providing protection to open spaces including green belt land which residents have said they want protected. The document also reviews town centres and seeks to protect employment and retail areas.

The Site Allocations and Development Management Policies document gives detail to our Core Strategy which provides the overall strategic framework for development in the borough up to 2027. We adopted the Core Strategy in January this year after extensive public consultation.

Please get involved with this new stage of consultation when it opens next year – we will publish information in local papers, on our website and through our social media platforms – **www.facebook.com/hertsmere** and **@HertsmereBC** on Twitter. There will also be drop-in sessions organised so you can learn more about the document and the statutory planning process.

Sign up for planning updates

To ensure you are notified of planning consultations please sign up to receive our regular planning updates – email **local.plan@hertsmere.gov.uk** or call **020 8207 7582**

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HERTSMERE BOROUGH COUNCIL

PART I Agenda Item No	11
Document Reference No	**C/14/06**

COUNCIL

DATE OF MEETING: **22nd January 2014**

REVISED STATEMENT OF COMMUNITY INVOLVEMENT (2014)

The Council's Statement of Community Involvement (SCI) is a statutory document which sets out how the Council will consult on both planning policy documents and individual planning applications. The SCI was first published in 2006 and has been updated in order to better reflect current legislative requirements and follows a period of public consultation in May 2013. Changes have also been made in light of the Elstree Way Corridor public meetings where the extent of consultation on individual planning applications considered.

PORTFOLIO HOLDER: COUNCILLOR DR HARVEY COHEN

1. **RECOMMENDED THAT:**

1.1 The Council adopts the revised Statement of Community Involvement (SCI) with immediate effect.

2. **CONTEXT**

2.1 All Local Authorities are legally required to produce a SCI through the provisions of the Planning and Compulsory Purchase Act 2004. Since the Council adopted its first SCI in 2006, much of the associated legislation has changed and working practices have evolved. The Council is no longer required to submit its SCI for public examination and is free to adopt it as it sees fit, following public consultation.

2.2 The main changes that were made to the document ahead of the public consultation in May 2013 are as follows:

- Updated terminology: Since the last SCI was adopted in 2006, policy terminology has changed significantly following the introduction of the National Planning Policy Framework (NPPF), Localism Act and associated regulations. References to 'Development Plan Documents' and the 'Local Development Framework' have been replaced with references to the Local Plan or Local Plan Documents throughout the revised SCI.

- Out of date references regarding the way the Council consults have been either updated (e.g. via the website) or deleted. There is also a commitment to replace the expensive placing of notices in local newspapers as and when legislation allows for this; this process has already started with scaled back requirements for press notices for planning policy documents.
- A section has been introduced that outlines the neighbourhood planning processes that were introduced by the Localism Act (2011).
- A new section has been introduced that outlines the new Local Validation List, what it is, why it has been introduced and the future of the Local Validation List.
- Updated references to Hertsmere Together's Vision and membership.
- Updated references to the list of statutory and general consultees.
- Updated references to the preparation stages of Supplementary planning Documents and Local Plan Documents to bring the SCI in line with the most up to date iteration of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- The list of background documents in appendix 5 has been updated in line with the current legislative and regulatory frameworks.

2.3 Following approval by the Portfolio Holder on 8th May 2013, a formal consultation period ran from 29th May 2013 to 12th July 2013. All of the Council's Members and Planning Officers were notified as well as 1,116 interested parties from Hertsmere's Local Plan database. A press release was issued from Hertsmere Borough Council which was reported on by the Watford Observer.

2.4 Out of the statutory consultees and interested people that had been consulted, only 14 formal representations were made. These representations and officers' responses are outlined in appendix 1 of this document. A number of consultees also contacted the Council to update the Local Plan database which was positive as the database is now up to date in order to inform future consultations.

2.5 A majority of the representations (10) received either supported the Draft Revised SCI or supported the Draft Revised Statement of Community Involvement but sought further changes regarding terminology, extra information regarding the duty to cooperate and suggestions relating to how community involvement could be improved. Changes have been made to the SCI in response to these comments.

2.6 Of the four other organisations who did not explicitly 'support' the SCI, the only substantive or relevant (to the SCI) comments were made by Aldenham Parish Council (APC) who, in particular, sought greater involvement in the determination of planning applications. Officers and the Portfolio Holder have since met with APC (and subsequently Shenley Parish Council who had similar concerns) to address APC's concerns and explaining how they can participate effectively in the process, including speaking at the planning committee in their own right or via the ward Councillor as a community advocate.

2.7 A limited number of other minor changes were made to the draft SCI during the period of public consultation but that were not a result of formal representations received. These provided additional clarity, in particular, about

- how the Council will respond should the government choose to withdraw the need to advertise planning applications in the local press in the future; and
- public consultation requirements for permitted development applications including the new prior approval regimes introduced for householders by the government in May 2013

2.8 Further changes are now proposed to the SCI, following the Elstree Way Corridor public meetings and request from the Leader and the Portfolio Holder to revisit how the Council consults on (major) planning applications. Whilst the Council already meets and exceeds its statutory obligations on such consultation, the fact remains that many residents do not engage in the planning application process and when they do, it is often on a re-active basis and after a decision has been made. The SCI now proposes a number of additional measures for major applications (in paragraphs 7.12 to 7.19 of the SCI) which would have a tangible impact in terms of how the Council consults:

- Consultation on applications over 50 dwellings/5,000 sq m non-residential floorspace will be determined on the basis of the number of properties within a radius of the application site. The radius will depend on the size of the scheme, its location and the height of the development and will be agreed by the Development Team Manager; (presently consultation is based primarily on addresses/streets adjoining a site, in line with the regulations)
- Where applications over 50 dwellings/5,000 sq m are the subject of a Planning Performance Agreement – where the timescales are agreed with the applicant – details of the application will, wherever practical, be included in Hertsmere News;
- An increased number of site notices for applications over 50 dwellings/5,000 sq m of non-residential floorspace;
- Details of how the public can engage more easily and effectively in planning applications via the enhanced public access facilities available through the new Uniform software
- Greater use of social media (this has already started)
- An expectation that developers will undertake more pre-application consultation themselves. Developers will be *required* to set out details of how they have consulted with the local community, as part of the information to be included in the planning application.

3. REASON FOR RECOMMENDATION

3.1 The recommendation has been made following consideration of the revised SCI at the meeting of the Council's Executive on 15th January 2014 where the Executive was requested to endorse the SCI and recommend it to the next meeting of the full Council for adoption. Adoption of the SCI will provide the Council with an up-to-date commitment to how it will consult on planning policy documents and individual planning applications.

4. ALTERNATIVE OPTIONS

4.1 To fail to adopt the revised SCI. This would potentially result in planning officers having to rely on an outdated SCI that would also not reflect more recent legislative requirements and is not the recommended course of action.

5. LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

5.1 Sections 18 and 19 of the Planning and Compulsory Purchase Act (2004) require Local Authorities to produce a Statement of Community Involvement. Other legislation that is relevant is the Planning Act (2008) and Localism Act 2011. Relevant regulations include the Town and Country (Local Development) Regulations 2012. There are not considered to be any legal implications of this decision other than those identified in the body of the report although third parties have the right to seek judicial review of the decision to adopt the revised SCI, within the prescribed time periods and within the limited grounds allowed for any judicial review.

6. FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

6.1 The adoption of the revised SCI itself is being undertaken within the normal budget of the planning policy team. There may, potentially, be financial implications from the increased publicity requirements in the SCI associated with major planning applications over 50 dwellings/5,000 sq m. The application fee paid on these applications may cover some or most of the additional costs but it is suggested that the costs of increased publicity are kept under regular review and if necessary, the need for additional resources to cover these costs be considered in due course.

7. DELEGATION

7.1 The SCI forms parts of the Council's policy framework and its adoption is a decision for the full Council.

8. PLANNED TIMETABLE FOR IMPLEMENTATION

8.1 The revised SCI would, subject to the approval of the Council, be adopted with immediate effect.

9. EFFICIENCY GAINS AND VALUE FOR MONEY

9.1 Earlier and more effective engagement in the planning process, particularly on individual planning application, can reduce the likelihood of re-active objections, appeals and/or complaints. The revised SCI seeks earlier public engagement in the planning process and if this can be achieved on a regular basis, there could be scope to deliver a more cost-effective planning process over time. However, it should be emphasised that a consensus cannot always be guaranteed given the contentious nature of some land use planning and there will be invariably be occasions when either applicants or third parties remain dissatisfied with the final outcome.

10. RISK MANAGEMENT IMPLICATIONS

10.1 None arising from this report.

11. PERSONNEL IMPLICATIONS

11.1 None arising from this report.

12. CORPORATE PLAN & POLICY FRAMEWORK IMPLICATIONS

12.1 None arising from this report.

13. ASSET MANAGEMENT PLAN IMPLICATIONS

13.1 None arising from this report.

14. HEALTH AND SAFETY IMPLICATIONS

14.1 None arising from this report.

15. APPENDICES ATTACHED

15.1 Appendix 1 – Revised Statement of Community Involvement
Appendix 2 – Table of Representations on draft revised SCI (May 2013)

16. AUTHOR

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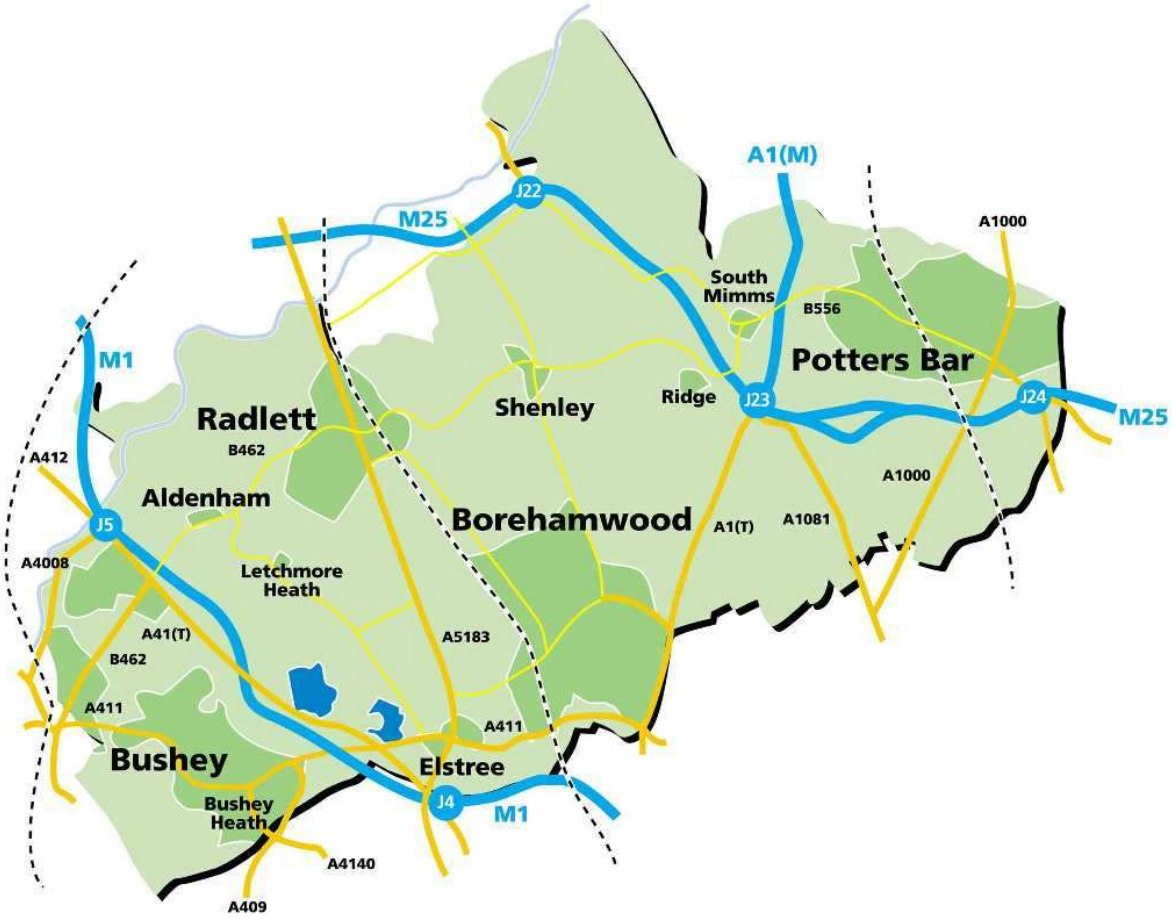
Hertsmere Borough Council
Local Plan



Statement of Community Involvement

January 2014

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HERTSMERE

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ইংরেজি যদি আপনার মাতৃভাষা না হয় এবং সেই কারণে যদি আপনার এই লেখাটি বুঝতে বা এর বিষয়ে কোন মন্তব্য করতে অসুবিধা হয়, তাহলে দয়া করে কাউন্সিলের করপোরেট কমিউনিকেশন টীমের সঙ্গে 020 8207 2277 নম্বরে টেলিফোন করে যোগাযোগ করবেন। আমরা আপনাকে সাহায্য করবার জন্য যথাসাধ্য চেষ্টা করব। অনুরোধ করলে এই লেখাটি বড় হরফে, ব্রেইলে এবং অডিও-টেপেও পাওয়া যাবে। আপনি ঠিক যে ভাবে লেখাটি চাইছেন সেইভাবে এটিকে প্রস্তুত করে আপনাদের দেবার জন্য আমাদের দয়া করে যথেষ্ট সময় দেবেন।

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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).

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Glossary

Binding Report	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.
Community Strategy	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.
Core Strategy	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.
Independent examination	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.
Local Plan	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.
LDO - Local Development Order	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.
LDS - Local Development Scheme	Our Local Development Scheme is the project plan and timetable setting out what steps we are taking to prepare documents, and by when.
Planning Performance Agreement (PPA)	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.
Policies Map	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.

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Representations	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.
SCI - Statement of Community Involvement	Our Statement of Community Involvement sets out the procedures we will follow when consulting on future planning documents.
Stakeholder	An individual, group or business that has a particular interest in the development of the Borough, or in a particular project.
SoS - Secretary of State	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.
SPD - Supplementary Planning Document	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.
Sustainability Appraisal	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.
Sustainable development	Development that meets the needs of both current and future generations, making the most efficient use of land and resources, while protecting the environment.
Windfall sites	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, 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 17th 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[1];
- 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.

[1] 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.

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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.

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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.

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.

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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.

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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 1,000m2 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 1,000m2

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 Hertsmere 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) 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[2] 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.

[2] 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[3], 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 places 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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[3] 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.

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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.

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.

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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)[4]
- 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

[4] 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.

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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 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?
Key Issues stage (also known as preparation of a Local Plan) Regulation 18	• 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. • We will notify specific and general consultation organisations for a minimum of 6 weeks. • We will consult LSP partners on an ongoing basis. • We will issue a press release. • We will hold workshops for key stakeholders, if necessary. • We will notify councillors and parish councils. • We will issue a local press release. • Articles and questionnaires will be available on our website. • We will use mailing lists to invite comments from appropriate individuals, local groups, amenity groups, landowners, developers and so on.	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.	Appropriate key stakeholders will be involved in technical work to support the options being developed. 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. 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.

Production stage & Publication stage (Regulation 19)	• 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). • Any person may make representations during a period of no less than six weeks from the date of the notice. • We must consider these representations. • If necessary we may re-draft a document and consult.	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).	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. 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.
Submission to the Secretary of State (Regulation 22)	• 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. • We will notify all identified consultation groups and people who have asked to be contacted that the submission documents are available for inspection	We will notify the people / bodies that wish to be notified of the submission of the Local Plan	We will consult all Local Plan organisations and all other identified consultation groups. We will publish the documents on the website We will write to neighbours and nearby residents of site specific Local Plans.
Notice of public examination (Regulation 24)	If appropriate we will hold a pre-examination meeting 13 weeks before the examination starts. At least six weeks before examination starts, we will: • publish details on the website; • tell people who made representations the date the examination starts and the name of the person appointed to hold the examination	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.	We will invite everyone who has made a representation or objection to come to the examination.
Inspector's	• Recommendations made after the		We will contact everyone who has asked

recommendations (Regulation 25)	independent examination will be made available for inspection at the inspection points (including on the website). • We will contact anyone who has asked to be told about the publication of the inspector's recommendations.	As soon as practicable after the Inspectors report is received.	to be told about the publication of the recommendations. We will make the inspector's recommendations available for inspection at the inspection points (including on the website).
Adopting the Local Plan document (Regulation 26)	• 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). • We will send a copy of the adoption statement to all identified consultation groups and everyone who has asked to be contacted.	N/A	We will contact all consultation organisations and anyone who has made a representation. 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.

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 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?
Public involvement (Regulations 12 & 35)	• The document will be made available for inspection at the inspection points contained in this SCI (including on the website). • We will publish details of the consultation on our website. • Any person may make representations during the consultation period. We must consider those representations. • We will allow at least four weeks for public involvement. • We will issue press releases. • We will carry out a targeted consultation with local residents (for site-specific SPDs). • We will carry out a targeted consultation with amenity organisations, professional organisations, developers, etc (for policy-based SPDs).	Consultation on draft SPD: During the period of public consultation We will then consider representations made on these SPDs.	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. 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.
Adoption (Regulations 14 and 35)	• The adopted SPD, adoption statement and statement of formal consultation will be available for inspection at the inspection points (including on the website). • We will contact everyone who has specifically asked to be told when we adopt the SPD. • For site-specific SPDs, we will contact neighbours or nearby residents.		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.

Appendix 3

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

Type of development	Press advert	Site notice	Neighbour Notifica-tion	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 *Hertsmere News* 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 Notifica-tion	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 appear-ance 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 appear-ance 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

Bushey Library
Sparrows Herne
Bushey
Herts
WD23 1FA

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

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

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

Radlett Centre
1 Aldenham Avenue
Radlett
Herts
WD7 8HL

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).

APPENDIX 2 - Revised SCI 2013: Table of representations

Represent-ation number	Representation made	Officers response
Rep 1	- No statement as to whether the representation is in support or not of the Draft Revised SCI.	- None required
	- Objection to the ultra-modern houses that are changing the character of the Radlett.	- None required as this is outside of the scope of the document.
	- Questions who gives planning permission for these new dwellings and whether a new Travelodge is proposed for Radlett.	- None required.
	- Highlights that some of the local roads are in urgent need of repair.	- None required.
Rep 2 (Watford Borough Council)	- In support but seeking changes.	- None required.
	- Overall, the simplification and update is supported.	- None required.
	- The changes need to take into account later amendments to the 2012 SCI Regulations: 1. The correction issued to remove reference to DPDs. Should reconsider using the references LDDs and DPDs as well as Local Plan.	- Updated terminology throughout the document as per the 2012 Local development Regs.
	2. Primary Care Trusts are replaced with local clinic commissioning groups and the National Health Service Commissioning Board (Appendices 1 and 6)	- The required update has been made in line with the amended regulations.

	3. More should be said about the duty to cooperate and how it relates to the list of consultees in the appendices.	- Several new paragraphs (2.9 to 2.12) has been inserted into the SCI which provides greater detail regarding how Hertsmere will undertake its duty to cooperate and how that relates to the list of consultees in the appendices, in-line with the legislation.
Rep 3	- No statement as to whether the representation is in support or not of the Draft Revised SCI – no comments made	- None required.
Rep 4	- In support of the Draft Revised SCI – no comments made	- None required.
Rep 5	- In support of the Draft Revised SCI – no comments made	- None required.
Rep 6 (Highways Authority)	- No objection	- None required.
Rep 7 (Natural England)	- Natural England are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning. - Natural England was however, unable to comment in detail.	- None required. - None required.
Rep 8	- There needs to be sufficient access for residents who are not able to access electronic information. - Local newspapers are no longer delivered to everyone and are not available in	- A notice is sent out with any consultation letter outlining where hard copies can be viewed (at the main Civic Office and area offices). - Customers can ask the libraries if there are any new public

	local newspapers.	consultations available or access the Council's website from the main Civic Office, area offices and libraries.
Rep 9 (Elstree & Boreham-wood Town Council)	- The document was considered by the Elstree and Borehamawood Town Council Environment and Planning Committee meeting. - The document was considered to be well presented and user friendly. - Members were broadly happy with the proposed changes which appeared to in accordance with legislation. - It should be noted that the Town Council is committed to engaging with the public by: • Holding individual Member surgeries to be held at the close of the Annual Parish meeting. • Invitation to Specific Working Group meetings (e.g. Entertainment Forum) • Specific Events tailored to Council projects (e.g. site visit to allotment site with plot holders) • Feedback forms in the Town Crier. • Feedback can be given on the Town Council's webpage and on the new Council and Youth Facebook and Twitter feeds • Through opening the office at convenient times for members of the public to deliver correspondence, telephone or visit in person. - Elstree and Borehamwood Town Council prides itself on being able to reach all sections of the community and promotes equality.	- None required. - None required. - It is considered that these actions comprise are examples of positive and effective public engagement. No further information shall be included within Hertsmere Borough's Councils Statement of Community Involvement. - No response required
Rep 10 (Elstree & Boreham-wood Green Belt Society)	- We approve of your plans to consult so thoroughly.	- No response required.

Rep 11	- In support of the draft but seeking changes. - Information could be improved to make community groups aware of development and make comments: • Pre-application advice: the fact that pre-application advice has been given can appear on the website, but the substance of such advice is omitted. It would help to understand the officer's pre-application advice when forming comments for any subsequent application. Comments should be posted to the documents sections of the application. • Discharge of conditions: These applications do not appear in full on the website and so it is difficult to know what details are being approved. This is becoming more of an issue as more significant details are being left to condition. • Application for amendments: Non-material minor amendments are dealt with by officers and the changes that are requested are not available on the website. This prevents interested parties from understanding the changes. • Enforcement action: It would help community involvement if a schedule of enforcement actions and current status is made available to interested representative community groups. This would allow comment to be provided to enforcement officers regarding the views of the local community on such matters.	- No response required. It would not be appropriate to formally publish all pre-application advice as applicants are able to request that information be treated as confidential and/or commercially sensitive and therefore not for disclosure to third parties. Where third parties wish to see officer's pre-application advice, they would be advised to contact the case officer directly to establish whether it can be made available. In due course, the Council will be seeking to use the Conditions Monitoring module in the new Uniform Software and this should able to be viewed/tracked inline. This should now be possible as part of the Council's new Uniform software. A list of Enforcement Notices and Breach of Condition Notices that have been served are available on a register that is available for public inspection and the list of these actions are also available within the planning committee papers online each meeting. Any further information on Enforcement Actions and status is not considered to be appropriate as any information released to the public prior to prosecution is not admissible in court as it could prejudice the judicial process.

Rep 12	- The draft document covers major planning projects satisfactorily. - There is no reference to regarding the unsatisfactory situation whereby consent for private house extensions is refused, the building works goes ahead anyway regardless of the local authority's original decision.	- No response required. - This issue is considered to fall outside of the scope of the Statement of Community Involvement.
Rep 13	- The document seems very comprehensive.	- No response required.
Rep 14 (Aldenham Parish Council)	- Representation on Hertsmere Committee meetings – If there are no ward members to representations APC then is a need to have another form of representation. A member of the Parish Council should be made community advocate – this was discussed with Cllr Morris Bright and there was an indication that this plan could make the process more representative. - Also discussed was Borough Councillors that are not on the planning committee should be allowed on the Committee if needed. - Email alerts – a register of email addresses should be set up so that people that are interested in planning matters within their area can be alerted. - APC would like more involvement with controversial projects during the pre-application process so that the views of the residents can be herd at an earlier stage. - Although we recognise that the Borough Councillors have an important role in pre-application discussions, Parish Councillors should also be involved.	- This has been discussed with the Portfolio Holder for Planning and Localism and it is considered that it will be kept under review. It should however, be noted that any Borough Councillor can be community advocate and that allowing Parish Councillors to be community advocates could cause a sense of unfairness to those that reside in unparished areas of the Borough. - This is what occurs normally. All of the Council's Councillors are now trained on planning matters and are able to attend planning committee should the need be required. - The planning department have recently introduces a new database and associated software. We are looking into the possibility if email alerts and other ways of consulting people. - These comments are noted. Ward Members should consult APC where possible when a project is known. - It should be noted that the short timescale of pre-applications mean that it is difficult to involve everybody that would like to be involved. It should also be noted that ward members are only

		involved on the agreement of the applicant in any case.
Rep 15 (English Heritage) Late submission	- Please to note that that the Historic Buildings and Monuments Commission (English Heritage) is referred to in appendix 1. Recommendation: no changes to the document are required although English Heritage will be divided into 2 separate organisations in the next two years and the organisation will write to the Council if and when that happens in order to amend the SCI.	- None required. - References to English Heritage will have a footnote explaining the proposed re-organisation and that any reference to consult this organisational refers to any subsequent reorganizational body also.

HERTSMERE

HERTSMERE BOROUGH COUNCIL

PART I Agenda Item No	12
Document Reference No	**C/14/01**

COUNCIL

DATE OF MEETING: **22 January 2014**

ANTI- BRIBERY POLICY AND PROCEDURE

This report advises the Executive of the implications of the Bribery Act 2010 and the steps it needs to take to ensure Hertsmere complies with the Act and has arrangements in place to prevent a breach of this Act.

1 **RECOMMENDED** that the Council**:**

(a) adopts the draft Anti-Bribery Policy and Anti-Bribery Procedure;

(b) delegates responsibility to the Director of Resources to approve updates to the Anti-Bribery Policy and Anti-Bribery Procedure.

(c) instructs the Head of Human Resources to consider necessary amendments to the Employee Code of Conduct (Constitution, Part 5.2) to include key messages from the guidance on the Bribery Act 2010, and

(d) amends the terms of reference of the Audit Committee to explicitly include overview of the Council's anti-bribery arrangements, as set out in paragraph 8.

INTRODUCTION

2 The Bribery Act 2010 came into force on 1st July 2011. This report provides Members with information on steps the Council should take to ensure that the council is compliant with the Act and has put appropriate arrangements in place to prevent any potential breaches of the Act. This report also seeks approval of the draft Anti-Bribery Policy, and Anti-Bribery Procedures. Members are also asked to consider recommending Council to amend the Audit Committee's terms of reference to allow that Committee to exercise an overview of the Council's arrangements under this Act.

3 The Bribery Act replaces offences at Common Law and under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Act 1906 and the Prevention of Corruption Act 1916 with a new consolidated scheme of bribery offences. There are two general offences. The first is the offering, promising or giving of an advantage (the actual offence of bribing someone). The second deals with the

requesting, agreeing to receive or accepting an advantage (the offence of accepting a bribe). This Act also creates two new offences: The bribery of a foreign public official regardless of where the bribe is paid and where a commercial organisation fails to prevent bribery.

4 The suggested Policy and Procedure gives guidance on the Act and how councillors and employees might be affected by it. It shows what measures are necessary to manage the risk of bribery in the workplace. It explains how the Council can be liable to prosecution under the new Act unless it can prove that adequate measures are in place to prevent bribery. This Policy and Procedures document is part of that assurance together with educating and communicating with councillors and employees.

5 It also explains what to do if offered a bribe and how to report it. The policy and procedures are there to offer advice and help to councillors and employees to prevent themselves getting into a situation where there is a real threat of bribery and tells them what to do to mitigate the risks.

6 It is proposed to remind staff of the requirements of the Act through internal publications. Staff have been provided with guidance through short briefing sessions. Councillors have also had an opportunity to attend a briefing.

7 Part of the Bribery Act requires corporate responsibility for acts of bribery committed by officials of the organisation. The only defence is to show that measures have been put in place to prevent bribery and it is considered that this policy and procedures, together with the communication plan will provide sufficient evidence to put risk at the minimum.

8 To demonstrate the Council's commitment to the requirements of the Bribery Act, it is proposed that the Terms of Reference of the Audit Committee be amended by the addition of the following:

> "Pursuant to its audit and anti-fraud responsibilities, to maintain an overview of the Council's compliance with the requirements of the Bribery Act 2010."

9 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

9.1 The report does not give rise to any additional capital or revenue financial implications. Actions to ensure compliance with the Act will be undertaken within existing budgets.

10 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

10.1 There are no direct legal implications arising from this report.

11 EFFICIENCY GAINS AND VALUE FOR MONEY

11.1 Adherence to the policy and procedures set out in the appendix will help ensure that the efficient operation of the Council is not disrupted by bribery allegations.

12 **RISK MANAGEMENT IMPLICATIONS**

12.1 By adopting the policy and procedures in the appendix, Hertsmere will take proportionate steps to reduce the risk of the high reputation of this Authority being damaged by illegal activity.

13 **PERSONNEL IMPLICATIONS**

13.1 There are no direct human resources implications arising from this report.

14 **CORPORATE PLAN & POLICY FRAMEWORK IMPLICATIONS**

14.1 None

15 **APPENDICES ATTACHED**

15.1 Appendix A – Anti-Bribery Policy and Anti-Bribery Procedure.

16 **BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT**

Document Title	Custodial Officer	Where Filed

10.1 None

17 **AUTHOR**

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ANTI-BRIBERY POLICY

January 2014

1. Anti-Bribery Policy Statement

1.1 Hertsmere Borough Council is committed to conducting business in accordance with the highest ethical and legal standards. The integrity of our Members, staff, and those with whom we do business, is critical to our success. Our residents and stakeholders have every right to expect that professional, competent and trustworthy people are working in the best interests of the Council. The Council observes high standards of openness and transparency and exercises rigorous stewardship of public money. This Anti-Bribery Policy is drafted with those obligations in mind.

1.2 The Council requires that all Members and personnel, including those permanently employed, temporary agency staff and contractors to;

- act honestly and with integrity at all times and to safeguard the Council's resources for which they are responsible:
- comply with the spirit, as well as the letter of the laws and regulations, in respect of the lawful and responsible conduct of activities.

1.3 The Council takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all its business dealings and relationships wherever it operates. The Council is committed to implementing and enforcing effective systems to counter bribery.

1.4 The Council's Anti-Bribery Procedure (which comprises this Policy and its associated guidance) reflects our commitment to uphold all laws relevant to countering bribery and corruption. In particular, we are committed to compliance with the Bribery Act 2010, which applies to individuals and all organisations carrying on a business in the UK, including the public sector. The territorial jurisdiction of the prosecutors extends to offences committed both in the UK and abroad.

1.5 The purpose of this Policy is to:

- set out our responsibilities, and of those working for us, in observing and upholding our position on bribery and corruption; and
- provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

1.6 Bribery and corruption are punishable for individuals by up to ten years imprisonment and if the Council is found to have failed to prevent bribery in relation to its business it could face unlimited fines and extensive reputational damage. The Council therefore take its legal responsibilities very seriously. All 'relevant commercial organisations' are required to comply with the Act, which defines a 'relevant commercial organisation' as including any body incorporated in the UK that engages in commercial activities. It further states. '...it does not matter if it pursues primarily charitable or educational aims or purely public functions. It will be caught if it engages in commercial activities, irrespective of the purpose for which profits are made.'

1.7 In this Policy, third party means any individual or organisation you come into contact with during the course of your work for the Council, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and other public bodies, including their advisors, representatives and officials, politicians and political parties.

1.8 The Bribery Act can be found at: http://www.legislation.gov.uk/ukpga/2010/23/contents

2. What is Bribery?

2.1 A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

Examples:

Offering a bribe

You offer a catering company a 'light touch' Environmental Health inspection regime, but only if they agree reduce costs to the Council for the provision of refreshments.

This would be an offence as you are making the offer to gain commercial and contractual advantage. The Council may also be found to have committed an offence because the offer has been made to obtain business at preferential rates for the Council. It may also be an offence for the catering company to accept your offer.

Receiving a bribe

An applicant for a major development in the Borough offers to take a planning officer on a family holiday if she agrees to recommend the application for approval.

It is an offence for the applicant to make such an offer. It would be an offence for you to accept the offer as you would be doing so to gain a personal advantage.

3. Who is covered by the Policy?

3.1 Under Section 7 of the Bribery Act the Council may be liable to be prosecuted for an offence if a person associated with it bribes another person, intending to obtain or retain business or a business advantage for the organisation. It is a defence for the organisation to show that it has in place "adequate procedures" designed to prevent bribery by its "associated persons". A person is associated with an organisation if it performs services for or on behalf of that person, e.g. as employee, subsidiary, agent or subcontractor.

3.2 There are four key offences under the Act:

- bribery of another person (section 1) –described as active bribery.
- accepting a bribe (section 2) – described as passive bribery
- bribing a foreign official (section 6)

- failure by a commercial organisation to prevent persons associated with it from bribing another person on its behalf (section 7)

3.3 The Bribery Act 2010 makes it an offence to offer, promise or give a bribe (Section 1). It also makes it an offence to request, agree to receive, or accept a bribe (Section 2). Section 6 of the Act creates a separate offence of bribing a foreign public official with the intention of obtaining or retaining business or an advantage in the conduct of business.

3.4 There is also a corporate offence under Section 7 of failure by a commercial organisation to prevent bribery that is intended to obtain or retain business, or an advantage in the conduct of business, for the organisation. This is what is known as a "strict liability" offence. This means that there is no need to prove negligence or management complicity. An organisation will have a defence to this corporate offence if it can show that it had in place adequate procedures designed to prevent bribery by or of persons associated with the organisation.

3.5. The guidance that accompanies the Bribery Act 2010 states that a "commercial organisation" is any-body formed in the United Kingdom and "...it does not matter if it pursues primarily charitable or educational aims or purely public functions. It will be caught if it engages in commercial activities, irrespective of the purpose for which profits are made." There are circumstances in which the Council will be a commercial organisation for the purposes of section 7. This policy is intended to ensure that the Council has in place the necessary procedures to act as a defence to a section 7 offence.

3.6 This Policy applies to all Councillors of Hertsmere Borough Council and individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, casual staff and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Council, or any of our subsidiaries or their employees, wherever located (collectively referred to as staff in this Policy).

3.7 Within the Council, the responsibility to control the risk of bribery occurring resides at all levels of the organisation. It does not rest solely within assurance functions, but in all business units and corporate functions.

4. Gifts and Hospitality

4.1 This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

4.2 The giving or receipt of gifts is not prohibited, if the following requirements are met:

(a) it complies with the Council's Policy on Gifts and Hospitality;

(b) it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;

(c) it complies with the law;

(d) it is given in the Council's name, not in your name;

(e) it does not include cash or a cash equivalent (such as gift certificates or vouchers);

(f) it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;

(g) taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time; and

(h) it is given openly, not secretly.

4.3 The Council appreciates that the practice of giving business gifts varies, the test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

4.4 For Councillors the acceptance of a gift or hospitality with a value greater than £50 must be declared on their Declaration of Interest form. Staff must register the acceptance of gifts or hospitality on a form held by the Democratic Services Manager.

5. Gifts and Hospitality - what is not acceptable?

5.1 It is not acceptable for you (or someone on your behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the Council in return;
- threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- engage in any activity that might lead to a breach of this policy.

6. Facilitation Payments

6.1 Facilitation payments are typically small, unofficial payments made to secure or expedite a routine or necessary government action by a government official, when we have already paid for, or are entitled to, that action. They are not commonly requested in the UK, but this is a widespread form of bribery, despite being illegal in many countries. Under Sections 1 and 6 of the Bribery Act

2010, bribes and facilitation payments are illegal and the offer of any of these forms of payments is against Council policy.

7. Anti-Bribery Procedures

7.1 Whether an organisation's procedures are adequate will ultimately be a matter for the courts to decide on a case-by-case basis. As required by the Bribery Act 2010, adequate procedures need to be applied proportionately, based on the level of risk of bribery in the organisation.

7.2 Hertsmere's policy and procedures have been designed to take account of the "Guidance on good practice procedures for corporate anti-bribery programmes" published by Transparency International in response to the Bribery Act requirement regarding adequate procedures.

7.3 The principles which support the Anti-Bribery Policy and underpin the Council's Anti-Bribery Procedures are as follows:

- Proportionality

The Council has procedures in place to prevent bribery by persons associated with it. These are proportionate to the bribery risks faced by the Council and to the nature, scale and complexity of the Council's activities. They are also clear, practical, accessible, effectively implemented and enforced.

- Top level commitment

The Chief Executive, Directors and all Senior Officials (internal and external) connected with the Councils business are committed to preventing bribery by persons associated with it. They foster a culture within the organisation in which bribery is never acceptable.

- Risk Assessment

The nature and extent of the Council's exposure to potential external and internal risks of bribery on its behalf by persons associated with it is periodically assessed. This includes financial risks but also other risks such as reputational damage.

- Due diligence

The Council takes a proportionate and risk based approach, in respect of persons who perform or will perform services for or on behalf of the organisation, in order to mitigate identified bribery risks.

- Communication (including training)

The Council seeks to ensure that its bribery prevention policies and procedures are embedded and understood throughout the organisation through internal and external communication, including training that is proportionate to the risks it faces.

- Monitoring and review

Procedures designed to prevent bribery are monitored and reviewed and improvements are made where necessary.

7.4 The bribery risk faced by the Council will be regularly assessed by the Risk Manager and the Audit Manager will monitor and review the Bribery Policy annually.

8. Your Responsibilities

8.1 You must ensure that you read, understand and comply with this Policy.

8.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for the Council or under its control. All staff are required to avoid any activity that might lead to, or suggest, a breach of this Policy.

8.3 You must notify your line manager OR the Head of Human Resources OR the Monitoring Officer OR Audit Manager as soon as possible if you believe or suspect that a conflict with this Policy has occurred, or may occur in the future. For example, if a supplier or potential supplier offers you something to gain a business advantage with the Council, or indicates to you that a gift or payment is required to secure their business. Further "red flags" that may indicate bribery or corruption are set out at the end of this Policy.

8.4 Any employee who breaches this Policy may face disciplinary action, which could result in dismissal for gross misconduct. The Council reserves its right to dismiss staff if they breach this Policy.

9. Record-Keeping

9.1 Financial records must be kept and appropriate internal controls must be put in place which will evidence the business reason for making payments to third parties.

9.2 Written records of all hospitality or gifts accepted or offered must be declared and kept, which will be subject to managerial review.

9.3 All expenses claims relating to hospitality, gifts or expenses incurred to third parties must be submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

9.4 All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

10. What to do if you have a specific concern about bribery or corruption

10.1 All staff are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with your line manager OR the Head of Human Resources OR Monitoring Officer OR Audit Manager. Concerns could also be reported by following the procedure set out in the Whistleblowing Policy.

10.2 It is important that you tell your line manager OR the Head of Human Resources OR the Monitoring Officer OR Audit Manager as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are affected by any another form of unlawful activity.

11. Protection

11.1 Staff who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The Council aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

11.2 The Council is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Head of Human Resources OR Monitoring Officer immediately. If the matter is not remedied, and you are an employee, you should raise it formally through the Council's Whistleblowing Policy or through the Grievance Procedure.

12 Public contracts and failure to prevent bribery

21.1 Under the Public Contracts Regulations 2006 (which gives effect to EU law in the UK), a company is automatically and perpetually debarred from competing for public contracts where it is convicted of a corruption offence. There are no plans to amend the 2006 Regulations for this to include the crime of failure to prevent bribery. Organisations that are convicted of failing to prevent bribery are not automatically barred from participating in tenders for public contracts. A Local Authority has the discretion to exclude organisations convicted of this offence.

13. Training and Communication

13.1 Training and guidance will be updated and communicated as appropriate on a regular basis and all Members and relevant staff will receive regular, relevant training on how to implement and adhere to this policy.

13.2 The Council's zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

14. Who is responsible for the Anti-Bribery policy?

14.1 The Chief Executive has overall responsibility for ensuring this policy complies with the Council's legal and ethical obligations, and that all those under his control comply with it. The Chief Executive and the Director of Resources are the joint-sponsors of the Council's Anti-Bribery Policy.

14.2 The Chief Executive and Directors have primary and day-to-day responsibility for implementing this Policy, and for monitoring its use and effectiveness. The Head of Human Resources and the Monitoring Officer have primary responsibility for dealing with any queries on its interpretation.

Council management at all levels are responsible for ensuring those reporting to them are made aware of and understand this Policy and are given adequate and regular training on it.

15. Monitoring and Review

15.1 The effectiveness of the implementation of this Policy will be reviewed and monitored regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption. High risk areas of Council activity will receive particular attention from the Council's internal audit and the anti-fraud unit.

15.2 All staff are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

15.3 Staff are invited to comment on this Policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Monitoring Officer.

15.4 This Policy does not directly form part of any employee's contract of employment and it may be amended at any time.

Potential risk scenarios: "red flags"

The following is a list of possible red flags that may arise during the course of your work and which may raise concerns under various anti-bribery and anti-corruption laws. The list is not intended to be exhaustive and is for illustrative purposes only.

If you encounter any of these red flags while working for the Council, you must report them promptly to your line manager OR to the Head of Human Resources OR the Monitoring Officer OR use the procedure set out in the Whistleblowing Policy:

(a) you become aware that a third party engages in, or has been accused of engaging in, improper business practices;

(b) you learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having a "special relationship" with foreign government officials;

(c) a third party insists on receiving a commission or fee payment before committing to sign up to a contract with us, or carrying out a government function or process for us;

(d) a third party requests payment in cash and/or refuses to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made;

(e) a third party requests an unexpected additional fee or commission to "facilitate" a service;

(f) a third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or provision of services;

(g) a third party requests that a payment is made to "overlook" potential legal violations;

(h) a third party requests that you provide employment or some other advantage to a friend or relative;

(i) you receive an invoice from a third party that appears to be non-standard or customised;

(j) a third party insists on the use of side letters or refuses to put terms agreed in writing;

(k) you notice that the Council has been invoiced for a commission or fee payment that appears large given the service stated to have been provided;

(l) a third party requests or requires the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known to the Council;

(m) you are offered an unusually generous gift or offered lavish hospitality by a third party.

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HERTSMERE BOROUGH COUNCIL

PART I Agenda Item No	13
Document Reference No	**C/14/03**

COUNCIL

DATE OF MEETING: 22 January 2014

SETTING THE TAX BASE 2014/15

PORTFOLIO HOLDER: COUNCILLOR GRAHAM

SUMMARY:
This report details the calculations made to arrive at the Council's Tax Base to be used in determining the level of council tax for 2014/15. It takes into account the implications of the Council Tax Support Scheme and the Council Tax Technical Reforms effective from 1 April 2013.

Under the council tax legislation it is also necessary to make resolutions prior to the budget setting to ensure that parish or town council precepts and any special expenses are charged over only that part of the borough to which they relate.

1 RECOMMENDED THAT:

1.1 The Executive recommend to full Council that calculation of the Council's tax base for the year 2014/15 be approved as set out in this report and the attached appendix.

1.2 In accordance with the Local Government Finance Act 1992, as amended by the Local Government Finance Act 2012, the total tax base calculated for the borough shall be 38,273 (2013/14: 37,801), which can be summarised by parish as follows and is further explained in paragraphs 2.2 to 2.5:

Parish:	**2014/15 No**	**2013/14 No**
Elstree and Borehamwood	**11,859**	11,616
Aldenham	**4,971**	4,928
Ridge	**94**	93
South Mimms	**315**	313
Shenley	**1,710**	1,688
Bushey & Potters Bar	**19,324**	19,163
Total	**38,273**	**37,801**

2 INTRODUCTION

2.1 This report complies with the legal requirement for the Council to set the tax base figures for 2014/15. The relevant financial and legal aspects are covered in the body of the report.

2.2 The tax base before any adjustments is the number of properties in each valuation band (A to H) adjusted to band D equivalents after allowing for estimated discounts and exemptions already in existence at 1 April 2013.

2.3 With effect from 1 April 2013, the tax base has been reduced by the band D equivalent of the discounts given to residents under the Council's own support scheme. The Council is compensated for the loss of this element of the tax base in the form of a grant included within the annual finance settlement but not separately identified.

2.4 Also with effect from 1 April 2013, the tax base has been increased by the effect on the band D equivalents of the technical reforms of council tax which require payments in respect of second homes and some empty properties.

2.5 The table below summarises the effects of the above regulations on the calculation of the tax base:

2013/14 tax base	42,798
Growth due to new properties (Band D equivalent)	264
Tax base for 2014/15 before adjustments	43,062
Less	
Reduction in tax base due to Council Tax support scheme (para. 2.3 above)	(4,178)
Plus	
Increase in tax base due to reforms (para. 2.4 above)	403
Less	
Collection rate adjustments (para. 3.3.10 below)	(1,014)
Tax base for 2014/15 after adjustments	**38,273**

3 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

3.1 Regulations 3 to 5 of the Local Authorities (Calculation of Council Tax Base) Regulations (SI 2012/2914) (hereinafter referred to as "the Regulations"), set out what must be taken into account in calculating the tax base. The tax base is basically the number of properties in each valuation band (A to H) adjusted to Band D equivalents after allowing for estimated discounts and exemptions. The total budget requirements of each precepting body, after taking into account central government grants allocated in respect of the council tax support scheme (paragraph 3.2), are divided by the tax base to arrive at the council tax for Band D.

3.2 The ratios are widely publicised, but for ease of reference they have been set out below:

Band	Ratio to band D
A	6/9ths
B	7/9ths
C	8/9ths
D	1

Band	Ratio to band D
E	11/9ths
F	13/9ths
G	15/9ths
H	2

3.3 Appendix A summarises the Tax Base calculations for 2014/15 taking into account (i) the factors below (including the Council Tax technical reforms) and (ii) the Council Tax Support Scheme.

3.3.1 **Total number of properties:** the base figures are those supplied by the Valuation Office (VO) as at 7 October 2013.

3.3.2 **Discounts 25%:** in general properties occupied by only one person, and some other cases, attract a discount of 25%. The level of all discounts is set by Regulation.

3.3.3 **Discounts 50%:** properties where all occupants are disregarded attract the maximum discount available of 50%.

3.3.4 **Second homes:** furnished dwellings which are not the sole or main residence of any individual attract a discount of 10% (note that as this is a discretionary option for each local authority for grant purposes, the Department for Communities & Local Government (DCLG) treat this as a 50% discount.)

3.3.5 **Empty properties:**

- Uninhabitable due to major repairs: 50% exemption for up to one year
- Empty and substantially unfurnished: 100% exemption for two months
- Empty for more than 2 years: subject to 150% charge

3.3.6 **Exempt properties - students:** any property wholly occupied by students is exempt from charge.

3.3.7 **Disability relief:** any property where one of the residents qualifies under the regulations as 'disabled' is to be charged at one band lower than that set by the Valuation Office. The overall reduction has only a slight effect on the final tax base figure.

3.3.8 The above estimates and calculations were carried out for each band within each of the parished and non-parished areas. The total for the authority is the aggregate of these individual amounts.

3.3.9 **Contributions in lieu:** there are a number of Ministry of Defence properties located in the Bushey area. The Council do not raise individual bills for each property but do receive a contribution in lieu direct from the M.O.D.

3.3.10 **Reduction for non-collection:** regulation 3(1) requires the billing authority to estimate the collection rate for the year. From 2009/10 to 2012/13 this target was set at 98.5% with actual collection rates between 98.0% and 98.6% being achieved. However, the current economic climate in general, and specific aspects of the changes to the arrangements for collecting Council Tax outlined at paragraphs 2.3 and 2.4 above, led to a recommendation for a reduction in the estimated collection rate for 2013/14 to 96.9%. In setting this prudent rate, consideration was given to the fact that the new schemes required payment by taxpayers who were not required to pay in years prior to 2013/14 and who were likely to be facing difficulties in personal budgeting. Whilst it is not possible to forecast ultimate collection rates with certainty at this stage of the first year of implementing the new arrangements, current monitoring of recovery rates suggests that the collection rate has held up slightly better than foreseen and that the collection rate for 2014/15 should be estimated at 97.4%.

3.4 Where it is necessary for a billing authority to calculate the tax base figure for part of its area, Regulation 6 provides for calculations to be made in the same manner as for the whole of the authority's area. These calculations have been made and the details are shown in Appendix A.

4 SPECIAL EXPENSES

4.1 Sections 34 and 35 of the Local Government Finance Act 1992 cover the setting of special items relating to part only of an authority's area. In the case of a billing authority, special items include parish precepts and special expenses. Guidance given by the Association of District Councils states that some items can only be treated as special expenses if there is a new resolution in force to that effect under the 1992 Act. At the meeting in January 1993, the Council passed a resolution defining various special expenses that will remain in force unless specifically rescinded. This report is based on the assumption that this resolution remains unchanged and there are no recommendations to review that earlier resolution.

5 LEGAL IMPLICATIONS

5.1 Section 67 (2) of the Local Government Finance Act 1992 requires that "setting the tax base" must be carried out by the Full Council and may not be delegated to a committee or an officer. Regulation 8 also requires this determination to be carried out between 1 December and 31 January in order that the various precepting authorities can be formally notified in sufficient time for use in setting their own budgets and Council Tax levies.

6 EFFICIENCY GAINS AND VALUE FOR MONEY

6.1 Not applicable for the purposes of this report.

7 RISK MANAGEMENT IMPLICATIONS

7.1 None identified for the purposes of this report.

8 PERSONNEL IMPLICATIONS

8.1 None identified for the purposed of this report.

9 CORPORATE PLAN AND POLICY FRAMEWORK IMPLICATIONS

9.1 None identified for the purposed of this report.

10 APPENDIX ATTACHED

10.1 APPENDIX A: Details of Tax Base calculations for the authority as a whole and for each individual Parish where appropriate. To reduce paper usage, only the summary sheet of the calculations has been included at Appendix A. An electronic copy of the complete file will be available on the Council's website as part of the agenda.

11 BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT

- Local Government Finance Act 1992 (as amended)
- Local Government Finance Act 2012
- Banding List (Valuation Office) as at 7 October 2013
- The Local Authorities (Calculation of Council Tax Base) Regulations (SI 2012/2914)
- Council Tax DOE Practice Note No 7 (tax setting, precepting and levying)

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CONSULTATION ON DRAFT REPORT

I have sent a copy of the draft of this report to the following on 12 December 2013:
Portfolio Holder, Directors, Principal Solicitor and Democratic Services Manager.

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APPENDIX A

AREA	HERTSMERE

Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	547.00	2,881.00	6,473.00	13,816.00	8,612.00	4,115.00	4,343.00	947.00	41,734.00
Exemptions	0.00	20.00	77.00	114.00	177.00	150.00	185.00	22.00	9.00	754.00
Of which Occupied Exemptions	0.00	1.00	19.00	34.00	61.00	25.00	14.00	3.00	0.00	157.00
Of which Vacant Exemptions	0.00	19.00	59.00	80.00	116.00	125.00	171.00	19.00	9.00	598.00
Disabled Relief (Net)	1.00	1.00	13.00	28.00	15.00	-25.00	12.00	-31.00	-14.00	0.00
Chargeable Dwellings	**1.00**	**528.00**	**2,817.00**	**6,387.00**	**13,654.00**	**8,437.00**	**3,942.00**	**4,290.00**	**924.00**	**40,980.00**
Single Adult Discount	0.00	271.00	1,921.00	3,139.00	4,193.00	2,079.00	776.00	590.00	66.00	13,035.00
Disregards x 25%	0.00	3.00	17.00	67.00	128.00	73.00	31.00	22.00	3.00	344.00
Disregards x 50%	0.00	0.00	1.00	3.00	13.00	4.00	10.00	29.00	15.00	75.00
Discount Class B	0.00	11.00	20.00	51.00	59.00	26.00	25.00	19.00	6.00	217.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
Discount Class C	0.00	13.00	27.00	56.00	86.00	53.00	31.00	23.00	11.00	300.00
Discount Class D	0.00	5.00	2.00	18.00	30.00	39.00	19.00	17.00	3.00	133.00
Discount Class CU	0.00	1.00	10.00	30.00	46.00	17.00	10.00	4.00	3.00	121.00
Long Term Empties	0.00	2.00	1.00	8.00	20.00	11.00	5.00	4.00	2.00	53.00
Total classed empty	**0.00**	**21.00**	**40.00**	**112.00**	**182.00**	**120.00**	**65.00**	**48.00**	**19.00**	**607.00**
Dwellings with 100% liability	**1.00**	**222.00**	**818.00**	**3,015.00**	**9,079.00**	**6,135.00**	**3,034.00**	**3,582.00**	**815.00**	**26,701.00**
Total with assumed discount / premium	**0.00**	**306.00**	**1,999.00**	**3,372.00**	**4,575.00**	**2,302.00**	**908.00**	**708.00**	**109.00**	**14,279.00**
Equivalent No. of Dwellings after reductions	**1.00**	**455.90**	**2,319.50**	**5,543.90**	**12,510.35**	**7,863.40**	**3,715.25**	**4,110.10**	**895.15**	**37,414.55**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.6**	**303.9**	**1,804.1**	**4,927.9**	**12,510.4**	**9,610.8**	**5,366.5**	**6,850.2**	**1,790.3**	**43,164.7**
Class O properties										**300.2**
Taxbase for RSG purposes										**43,464.8**
Equivalent No. of Dwellings after reductions	**1.00**	**455.90**	**2,319.50**	**5,543.90**	**12,510.35**	**7,863.40**	**3,715.25**	**4,110.10**	**895.15**	**37,414.55**
LCTRS (Z) (Average Band D 1447.10)	**0.00**	**114.31**	**856.05**	**1,251.14**	**1,693.89**	**369.51**	**86.61**	**29.51**	**2.29**	**4,403.31**
£ - Pensioner & Protected	**0.00**	**47,149.66**	**431,510.82**	**722,273.47**	**1,117,618.01**	**415,549.89**	**106,043.97**	**51,898.83**	**6,622.66**	**2,898,667.31**
£ - Working Age	**0.00**	**63,130.40**	**531,993.24**	**887,085.05**	**1,333,607.80**	**237,996.16**	**74,983.51**	**19,267.31**	**0.00**	**3,148,063.47**
Equiv No Dwellings after reductions & LCTRS	**1.00**	**341.59**	**1,463.45**	**4,292.76**	**10,816.46**	**7,493.89**	**3,628.64**	**4,080.59**	**892.86**	**33,011.24**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.6**	**227.7**	**1,138.2**	**3,815.8**	**10,816.5**	**9,159.2**	**5,241.4**	**6,801.0**	**1,785.7**	**38,986.1**
Class O Properties										**300.2**
Taxbase for RSG purposes										**39,286.3**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.6**	**296.6**	**1,786.2**	**4,869.2**	**12,399.4**	**9,522.8**	**5,305.8**	**6,805.2**	**1,776.3**	**42,762.0**
Deduct Support scheme:										
Actual	**0.0**	**114.31**	**856.1**	**1,251.1**	**1,693.9**	**369.5**	**86.6**	**29.5**	**2.3**	**4,403.3**
Band D equivalent	**0.0**	**76.2**	**665.8**	**1,112.1**	**1,693.9**	**451.6**	**125.1**	**49.2**	**4.6**	**4,178.5**
Add technical reform										
Actual	**0.0**	**11.0**	**23.0**	**66.0**	**111.0**	**72.0**	**42.0**	**27.0**	**7.0**	**359.0**
Band D equivalent	**0.0**	**7.3**	**17.9**	**58.7**	**111.0**	**88.0**	**60.7**	**45.0**	**14.0**	**402.6**
										38,986.1
Collection rate at 97.4%										**37,972.4**
Class O properties										**300.2**
Taxbase for Collection Fund purposes										**38,272.6**

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APPENDIX A

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	547.00	2,881.00	6,473.00	13,816.00	8,612.00	4,115.00	4,343.00	947.00	41,734.00
Exemptions	0.00	20.00	77.00	114.00	177.00	150.00	185.00	22.00	9.00	754.00
Of which Occupied Exemptions	0.00	1.00	19.00	34.00	61.00	25.00	14.00	3.00	0.00	157.00
Of which Vacant Exemptions	0.00	19.00	59.00	80.00	116.00	125.00	171.00	19.00	9.00	598.00
Disabled Relief (Net)	1.00	1.00	13.00	28.00	15.00	-25.00	12.00	-31.00	-14.00	0.00
Chargeable Dwellings	**1.00**	**528.00**	**2,817.00**	**6,387.00**	**13,654.00**	**8,437.00**	**3,942.00**	**4,290.00**	**924.00**	**40,980.00**
Single Adult Discount	0.00	271.00	1,921.00	3,139.00	4,193.00	2,079.00	776.00	590.00	66.00	13,035.00
Disregards x 25%	0.00	3.00	17.00	67.00	128.00	73.00	31.00	22.00	3.00	344.00
Disregards x 50%	0.00	0.00	1.00	3.00	13.00	4.00	10.00	29.00	15.00	75.00
Discount Class B	0.00	11.00	20.00	51.00	59.00	26.00	25.00	19.00	6.00	217.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
Discount Class C	0.00	13.00	27.00	56.00	86.00	53.00	31.00	23.00	11.00	300.00
Discount Class D	0.00	5.00	2.00	18.00	30.00	39.00	19.00	17.00	3.00	133.00
Discount Class CU	0.00	1.00	10.00	30.00	46.00	17.00	10.00	4.00	3.00	121.00
Long Term Empties	0.00	2.00	1.00	8.00	20.00	11.00	5.00	4.00	2.00	53.00
Total classed empty	**0.00**	**21.00**	**40.00**	**112.00**	**182.00**	**120.00**	**85.00**	**48.00**	**19.00**	**607.00**
Dwellings with 100% liability	**1.00**	**222.00**	**818.00**	**3,015.00**	**9,079.00**	**6,135.00**	**3,034.00**	**3,582.00**	**815.00**	**26,701.00**
Total with assumed discount / premium	**0.00**	**306.00**	**1,999.00**	**3,372.00**	**4,575.00**	**2,302.00**	**908.00**	**708.00**	**109.00**	**14,279.00**
Equivalent No. of Dwellings after reductions	**1.00**	**455.90**	**2,319.50**	**5,543.90**	**12,510.35**	**7,863.40**	**3,715.25**	**4,110.10**	**895.15**	**37,414.55**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.6**	**303.9**	**1,804.1**	**4,927.9**	**12,510.4**	**9,810.8**	**5,366.5**	**6,850.2**	**1,790.3**	**43,164.7**
Class O properties										**300.2**
Taxbase for RSG purposes										**43,464.8**
Equivalent No. of Dwellings after reductions	**1.00**	**455.90**	**2,319.50**	**5,543.90**	**12,510.35**	**7,863.40**	**3,715.25**	**4,110.10**	**895.15**	**37,414.55**
LCTRS (Z) (Average Band D 1447.10)	**0.00**	**114.31**	**856.05**	**1,251.14**	**1,693.89**	**369.51**	**86.61**	**29.51**	**2.29**	**4,403.31**
£ - Pensioner & Protected	**0.00**	**47,149.66**	**431,510.82**	**722,273.47**	**1,117,618.01**	**415,549.89**	**106,043.97**	**51,898.83**	**6,622.66**	**2,898,667.31**
£ - Working Age	**0.00**	**63,130.40**	**531,993.24**	**887,085.03**	**1,333,607.80**	**237,996.16**	**74,983.51**	**19,267.31**	**0.00**	**3,148,063.47**
Equiv No Dwellings after reductions & LCTRS	**1.00**	**341.59**	**1,463.45**	**4,292.76**	**10,816.46**	**7,493.89**	**3,628.64**	**4,080.59**	**892.86**	**33,011.24**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.6**	**227.7**	**1,138.2**	**3,815.8**	**10,816.5**	**9,159.2**	**5,241.4**	**6,801.0**	**1,785.7**	**38,986.1**
Class O Properties										**300.2**
Taxbase for RSG purposes										**39,286.3**

Summary of Band D equivalents										
Before Support scheme and technical reform	0.6	296.5	1,786.2	4,869.2	12,399.4	9,522.8	5,305.6	6,805.2	1,776.3	42,762.0
Deduct Support scheme:										
Actual	0.0	114.31	856.1	1,251.1	1,693.9	369.5	86.6	29.5	2.3	4,403.3
Band D equivalent	0.0	76.2	665.8	1,112.1	1,693.9	451.6	125.1	49.2	4.6	4,178.5
Add technical reform										
Actual	0.0	11.0	23.0	66.0	111.0	72.0	42.0	27.0	7.0	359.0
Band D equivalent	0.0	7.3	17.9	58.7	111.0	88.0	80.7	45.0	14.0	402.6
										38,986.1
Collection rate at 97.4%										37,972.4
Class O properties										300.2
Taxbase for Collection Fund purposes										38,272.6

Summary

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	279.00	1,894.00	2,973.00	7,037.00	1,622.00	634.00	782.00	131.00	15,352.00
Exemptions	0.00	7.00	48.00	38.00	56.00	7.00	4.00	2.00	1.00	163.00
Of which Occupied Exemptions	0.00	0.00	6.00	13.00	14.00	1.00	1.00	0.00	0.00	35.00
Of which Vacant Exemptions	0.00	7.00	42.00	25.00	42.00	6.00	3.00	2.00	1.00	128.00
Disabled Relief (Net)	1.00	1.00	7.00	17.00	-12.00	-8.00	4.00	-5.00	-4.00	0.00
Chargeable Dwellings	**1.00**	**273.00**	**1,853.00**	**2,952.00**	**6,969.00**	**1,607.00**	**634.00**	**774.00**	**126.00**	**15,189.00**
Single Adult Discount	0.00	134.00	1,277.00	1,301.00	1,929.00	364.00	84.00	80.00	2.00	5,171.00
Disregards x 25%	0.00	2.00	9.00	34.00	64.00	9.00	6.00	4.00	1.00	129.00
Disregards x 50%	0.00	0.00	0.00	1.00	7.00	2.00	1.00	6.00	2.00	19.00
Discount Class B	0.00	5.00	12.00	25.00	26.00	7.00	1.00	3.00	2.00	81.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	6.00	17.00	20.00	33.00	8.00	4.00	3.00	1.00	92.00
Discount Class D	0.00	3.00	2.00	2.00	11.00	7.00	5.00	4.00	1.00	35.00
Discount Class CU	0.00	0.00	7.00	15.00	21.00	6.00	1.00	0.00	0.00	50.00
Long Term Empties	0.00	0.00	1.00	3.00	6.00	0.00	1.00	1.00	1.00	13.00
Total classed empty	**0.00**	**9.00**	**27.00**	**40.00**	**71.00**	**21.00**	**11.00**	**8.00**	**3.00**	**190.00**
Dwellings with 100% liability	**1.00**	**123.00**	**528.00**	**1,551.00**	**4,872.00**	**1,204.00**	**531.00**	**673.00**	**116.00**	**9,599.00**
Total with assumed discount / premium	**0.00**	**150.00**	**1,325.00**	**1,401.00**	**2,097.00**	**403.00**	**103.00**	**101.00**	**10.00**	**5,590.00**
Equivalent No. of Dwellings after reductions	**1.00**	**237.00**	**1,522.80**	**2,600.75**	**6,441.15**	**1,502.55**	**607.90**	**748.20**	**124.05**	**13,785.40**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.6**	**158.0**	**1,184.4**	**2,311.8**	**6,441.2**	**1,836.4**	**878.1**	**1,247.0**	**248.1**	**14,305.6**
Class O properties										**0.0**
Taxbase for RSG purposes										**14,305.5**
Equivalent No. of Dwellings after reductions	**1.00**	**237.00**	**1,522.80**	**2,600.75**	**6,441.15**	**1,502.55**	**607.90**	**748.20**	**124.05**	**13,785.40**
LCTRS (Z) (Parish Band D 1449.46)	**0.00**	**59.29**	**607.93**	**615.94**	**923.79**	**84.20**	**20.14**	**8.52**	**0.00**	**2,319.81**
£ - Pensioner & Protected	**0.00**	**26,446.86**	**282,160.64**	**327,223.02**	**590,191.44**	**90,946.53**	**21,098.56**	**11,293.62**	**0.00**	**1,349,360.67**
£ - Working Age	**0.00**	**30,848.24**	**403,193.60**	**466,354.24**	**748,803.76**	**58,215.94**	**21,078.23**	**9,287.69**	**0.00**	**1,737,781.70**
Equiv No Dwellings after reductions & LCTRS	**1.00**	**177.71**	**914.87**	**1,984.81**	**5,517.36**	**1,418.35**	**587.76**	**739.68**	**124.05**	**11,465.59**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.6**	**118.5**	**711.6**	**1,764.3**	**5,517.4**	**1,733.5**	**849.0**	**1,232.8**	**248.1**	**12,175.7**
Class O Properties										**0.0**
Taxbase for RSG purposes										**12,175.7**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.6**	**155.3**	**1,174.3**	**2,291.3**	**6,392.2**	**1,818.1**	**866.5**	**1,240.3**	**248.1**	**14,184.7**
Deduct Support scheme:										
Actual	**0.0**	**59.29**	**607.9**	**615.9**	**923.8**	**84.2**	**20.1**	**8.5**	**0.0**	**2,319.8**
Band D equivalent	**0.0**	**39.5**	**472.8**	**547.5**	**923.8**	**102.9**	**29.1**	**14.2**	**0.0**	**2,129.9**
Add technical reform										
Actual	**0.0**	**4.0**	**13.0**	**23.0**	**49.0**	**15.0**	**8.0**	**4.0**	**1.0**	**117.0**
Band D equivalent	**0.0**	**2.7**	**10.1**	**20.4**	**49.0**	**18.3**	**11.6**	**6.7**	**2.6**	**120.8**
										12,175.7
Collection rate at 97.4%										**11,859.1**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**11,859.1**

ELSTREE & BOREHAMWOOD

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	0.00	26.00	77.00	62.00	1.00	1.00	0.00	1.00	168.00
Exemptions	0.00	0.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	6.00
Of which Occupied Exemptions	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Of which Vacant Exemptions	0.00	0.00	1.00	2.00	1.00	0.00	0.00	0.00	0.00	4.00
Disabled Relief (Net)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chargeable Dwellings	**0.00**	**0.00**	**23.00**	**75.00**	**61.00**	**1.00**	**1.00**	**0.00**	**1.00**	**162.00**
Single Adult Discount	0.00	0.00	18.00	34.00	12.00	1.00	0.00	0.00	0.00	65.00
Disregards x 25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Disregards x 50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class B	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class CU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long Term Empties	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Total classed empty	**0.00**	**0.00**	**0.00**	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1.00**
Dwellings with 100% liability	**0.00**	**0.00**	**5.00**	**39.00**	**49.00**	**0.00**	**1.00**	**0.00**	**1.00**	**95.00**
Total with assumed discount / premium	**0.00**	**0.00**	**18.00**	**36.00**	**12.00**	**1.00**	**0.00**	**0.00**	**0.00**	**67.00**
Equivalent No. of Dwellings after reductions	**0.00**	**0.00**	**18.50**	**66.90**	**58.00**	**0.75**	**1.00**	**0.00**	**1.00**	**146.15**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**0.0**	**14.4**	**59.5**	**58.0**	**0.9**	**1.4**	**0.0**	**2.0**	**136.2**
Class O properties										**0.0**
Taxbase for RSG purposes										**136.2**
Equivalent No. of Dwellings after reductions	**0.00**	**0.00**	**18.50**	**66.90**	**58.00**	**0.75**	**1.00**	**0.00**	**1.00**	**146.15**
LCTRS (Z) (Parish Band D 1517.21)	**0.00**	**0.00**	**0.84**	**4.40**	**1.66**	**0.00**	**0.00**	**0.00**	**0.00**	**6.90**
£ - Pensioner & Protected	**0.00**	**0.00**	**0.00**	**1,756.17**	**221.61**	**0.00**	**0.00**	**0.00**	**0.00**	**1,977.78**
£ - Working Age	**0.00**	**0.00**	**996.97**	**4,180.81**	**2,300.54**	**0.00**	**0.00**	**0.00**	**0.00**	**7,478.32**
Equiv No Dwellings after reductions & LCTRS	**0.00**	**0.00**	**17.66**	**62.50**	**56.34**	**0.75**	**1.00**	**0.00**	**1.00**	**139.25**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**0.0**	**13.7**	**55.6**	**56.3**	**0.9**	**1.4**	**0.0**	**2.0**	**130.0**
Class O Properties										**0.0**
Taxbase for RSG purposes										**130.0**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**0.0**	**14.4**	**59.5**	**58.0**	**0.9**	**1.4**	**0.0**	**2.0**	**136.2**
Deduct Support scheme:										
Actual	**0.0**	**0.00**	**0.8**	**4.4**	**1.7**	**0.0**	**0.0**	**0.0**	**0.0**	**6.9**
Band D equivalent	**0.0**	**0.0**	**0.7**	**3.9**	**1.7**	**0.0**	**0.0**	**0.0**	**0.0**	**6.2**
Add technical reform										
Actual	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
Band D equivalent	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
										130.0
Collection rate at 97.4%										**126.6**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**126.6**

ALDENHAM

AREA	HERTSMERE									
Description	**Band Z**	**Band A**	**Band B**	**Band C**	**Band D**	**Band E**	**Band F**	**Band G**	**Band H**	**Total**
Dwellings	0.00	5.00	3.00	6.00	28.00	5.00	8.00	24.00	6.00	85.00
Exemptions	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Of which Occupied Exemptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Of which Vacant Exemptions	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Disabled Relief (Net)	0.00	0.00	0.00	0.00	0.00	0.00	-1.00	-1.00	0.00	0.00
Chargeable Dwellings	**0.00**	**4.00**	**3.00**	**6.00**	**28.00**	**5.00**	**9.00**	**23.00**	**6.00**	**84.00**
Single Adult Discount	0.00	2.00	1.00	2.00	5.00	2.00	1.00	5.00	2.00	20.00
Disregards x 25%	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	2.00
Disregards x 50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class B	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00
Discount Class C	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Discount Class D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class CU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long Term Empties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total classed empty	**0.00**	**0.00**	**0.00**	**0.00**	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1.00**
Dwellings with 100% liability	**0.00**	**2.00**	**2.00**	**4.00**	**21.00**	**3.00**	**6.00**	**17.00**	**4.00**	**59.00**
Total with assumed discount / premium	**0.00**	**2.00**	**1.00**	**2.00**	**7.00**	**2.00**	**3.00**	**6.00**	**2.00**	**25.00**
Equivalent No. of Dwellings after reductions	**0.00**	**3.50**	**2.75**	**5.50**	**28.50**	**4.50**	**8.15**	**21.50**	**5.50**	**77.90**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**2.3**	**2.1**	**4.9**	**26.5**	**5.5**	**11.8**	**35.8**	**11.0**	**99.9**
Class O properties										**0.0**
Taxbase for RSG purposes										**99.9**
Equivalent No. of Dwellings after reductions	**0.00**	**3.50**	**2.75**	**5.50**	**26.50**	**4.50**	**8.15**	**21.50**	**5.50**	**77.90**
LCTRS (Z) (Parish Band D 1425.50)	**0.00**	**0.75**	**0.00**	**3.30**	**0.47**	**0.00**	**0.00**	**0.00**	**0.00**	**4.52**
£ - Pensioner & Protected	**0.00**	**712.79**	**0.00**	**950.56**	**356.14**	**0.00**	**0.00**	**0.00**	**0.00**	**2,019.49**
£ - Working Age	**0.00**	**0.00**	**0.00**	**3,231.29**	**311.29**	**0.00**	**0.00**	**0.00**	**0.00**	**3,542.58**
Equiv No Dwellings after reductions & LCTRS	**0.00**	**2.75**	**2.75**	**2.20**	**26.03**	**4.50**	**8.15**	**21.50**	**5.50**	**73.38**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**1.8**	**2.1**	**2.0**	**26.0**	**5.5**	**11.8**	**35.8**	**11.0**	**96.0**
Class O Properties										**0.0**
Taxbase for RSG purposes										**96.0**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**2.3**	**1.4**	**4.9**	**26.5**	**5.5**	**11.8**	**35.8**	**11.0**	**99.2**
Deduct Support scheme:										
Actual	**0.0**	**0.75**	**0.0**	**3.3**	**0.5**	**0.0**	**0.0**	**0.0**	**0.0**	**4.5**
Band D equivalent	**0.0**	**0.5**	**0.0**	**2.9**	**0.5**	**0.0**	**0.0**	**0.0**	**0.0**	**3.9**
Add technical reform										
Actual	**0.0**	**0.0**	**1.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**1.0**
Band D equivalent	**0.0**	**0.0**	**0.8**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.8**
										96.0
Collection rate at 97.4%										**93.5**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**93.5**

R1082

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	29.00	170.00	262.00	553.00	351.00	549.00	1,379.00	545.00	3,838.00
Exemptions	0.00	2.00	3.00	3.00	4.00	1.00	5.00	4.00	4.00	26.00
Of which Occupied Exemptions	0.00	0.00	0.00	0.00	2.00	0.00	0.00	1.00	0.00	3.00
Of which Vacant Exemptions	0.00	2.00	3.00	3.00	2.00	1.00	5.00	3.00	4.00	23.00
Disabled Relief (Net)	0.00	0.00	0.00	1.00	1.00	1.00	6.00	-9.00	0.00	0.00
Chargeable Dwellings	**0.00**	**27.00**	**167.00**	**260.00**	**550.00**	**351.00**	**550.00**	**1,366.00**	**541.00**	**3,812.00**
Single Adult Discount	0.00	16.00	104.00	127.00	162.00	105.00	167.00	190.00	43.00	914.00
Disregards x 25%	0.00	0.00	2.00	4.00	2.00	0.00	2.00	10.00	1.00	21.00
Disregards x 50%	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	2.00	4.00
Discount Class B	0.00	2.00	0.00	3.00	6.00	1.00	8.00	6.00	0.00	26.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	0.00	3.00	3.00	12.00	2.00	6.00	10.00	3.00	39.00
Discount Class D	0.00	1.00	0.00	1.00	2.00	1.00	2.00	8.00	2.00	17.00
Discount Class CU	0.00	0.00	0.00	2.00	8.00	0.00	5.00	2.00	3.00	20.00
Long Term Empties	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	0.00	5.00
Total classed empty	**0.00**	**1.00**	**3.00**	**7.00**	**23.00**	**4.00**	**14.00**	**21.00**	**8.00**	**81.00**
Dwellings with 100% liability	**0.00**	**8.00**	**58.00**	**118.00**	**357.00**	**241.00**	**359.00**	**1,138.00**	**487.00**	**2,766.00**
Total with assumed discount / premium	**0.00**	**19.00**	**109.00**	**142.00**	**193.00**	**110.00**	**191.00**	**228.00**	**54.00**	**1,046.00**
Equivalent No. of Dwellings after reductions	**0.00**	**22.30**	**140.50**	**224.45**	**499.90**	**324.65**	**501.45**	**1,309.40**	**525.00**	**3,547.65**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**14.9**	**109.3**	**199.5**	**499.9**	**396.8**	**724.1**	**2,182.3**	**1,050.0**	**5,177.0**
Class O properties										**0.0**
Taxbase for RSG purposes										**5,177.0**
Equivalent No. of Dwellings after reductions	**0.00**	**22.30**	**140.50**	**224.45**	**499.90**	**324.65**	**501.45**	**1,309.40**	**525.00**	**3,547.65**
LCTRS (Z) (Parish Band D 1517.21)	**0.00**	**1.44**	**55.00**	**43.97**	**61.24**	**25.30**	**11.73**	**6.04**	**0.54**	**205.26**
£ - Pensioner & Protected	**0.00**	**852.54**	**38,894.40**	**18,339.16**	**45,194.30**	**27,990.81**	**20,201.71**	**10,810.26**	**1,629.46**	**163,912.64**
£ - Working Age	**0.00**	**606.94**	**26,005.73**	**40,954.58**	**47,725.31**	**18,920.56**	**5,506.81**	**4,462.91**	**0.00**	**144,182.82**
Equiv No Dwellings after reductions & LCTRS	**0.00**	**20.86**	**85.50**	**180.48**	**438.66**	**299.35**	**489.72**	**1,303.36**	**524.46**	**3,342.39**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**13.9**	**66.5**	**160.4**	**438.7**	**365.9**	**707.4**	**2,172.3**	**1,048.9**	**4,974.0**
Class O Properties										**0.0**
Taxbase for RSG purposes										**4,974.0**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**14.2**	**106.9**	**196.8**	**486.9**	**394.4**	**708.4**	**2,162.4**	**1,038.0**	**5,108.0**
Deduct Support scheme:										
Actual	**0.0**	**1.44**	**55.0**	**44.0**	**61.2**	**25.3**	**11.7**	**6.0**	**0.5**	**205.3**
Band D equivalent	**0.0**	**1.0**	**42.8**	**39.1**	**61.2**	**30.9**	**16.9**	**10.1**	**1.1**	**203.1**
Add technical reform										
Actual	**0.0**	**1.0**	**3.0**	**3.0**	**13.0**	**2.0**	**11.0**	**12.0**	**6.0**	**51.0**
Band D equivalent	**0.0**	**0.7**	**2.3**	**2.7**	**13.0**	**2.4**	**15.9**	**20.0**	**12.0**	**69.0**
										4,974.0
Collection rate at 97.4%										**4,844.6**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**4,844.6**

ALDENHAM

AREA	HERTSMERE									
Description	**Band Z**	**Band A**	**Band B**	**Band C**	**Band D**	**Band E**	**Band F**	**Band G**	**Band H**	**Total**
Dwellings	0.00	1.00	22.00	92.00	143.00	31.00	34.00	28.00	14.00	365.00
Exemptions	0.00	0.00	0.00	0.00	1.00	1.00	0.00	1.00	1.00	4.00
Of which Occupied Exemptions	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Of which Vacant Exemptions	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	3.00
Disabled Relief (Net)	0.00	0.00	1.00	-1.00	0.00	0.00	0.00	0.00	0.00	0.00
Chargeable Dwellings	**0.00**	**1.00**	**23.00**	**91.00**	**142.00**	**30.00**	**34.00**	**27.00**	**13.00**	**361.00**
Single Adult Discount	0.00	1.00	13.00	48.00	53.00	5.00	5.00	6.00	1.00	132.00
Disregards x 25%	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	3.00
Disregards x 50%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class B	0.00	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	3.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	2.00
Discount Class D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class CU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long Term Empties	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Total classed empty	**0.00**	**0.00**	**0.00**	**2.00**	**1.00**	**0.00**	**1.00**	**0.00**	**0.00**	**4.00**
Dwellings with 100% liability	**0.00**	**0.00**	**10.00**	**39.00**	**86.00**	**25.00**	**27.00**	**21.00**	**11.00**	**219.00**
Total with assumed discount / premium	**0.00**	**1.00**	**13.00**	**52.00**	**56.00**	**5.00**	**7.00**	**6.00**	**2.00**	**142.00**
Equivalent No. of Dwellings after reductions	**0.00**	**0.75**	**19.75**	**79.15**	**128.90**	**28.75**	**32.65**	**25.50**	**12.50**	**327.95**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**0.5**	**15.4**	**70.4**	**128.9**	**35.1**	**47.2**	**42.5**	**25.0**	**365.0**
Class O properties										**0.0**
Taxbase for RSG purposes										**365.0**
Equivalent No. of Dwellings after reductions	**0.00**	**0.75**	**19.75**	**79.15**	**128.90**	**28.75**	**32.65**	**25.50**	**12.50**	**327.95**
LCTRS (Z) (Parish Band D 1457.28)	**0.00**	**0.00**	**6.00**	**22.47**	**13.93**	**1.58**	**1.04**	**0.00**	**0.00**	**45.02**
£ - Pensioner & Protected	**0.00**	**0.00**	**3,683.37**	**20,668.91**	**12,588.33**	**2,809.48**	**2,105.01**	**0.00**	**0.00**	**41,855.08**
£ - Working Age	**0.00**	**0.00**	**3,116.58**	**8,441.41**	**7,713.49**	**0.00**	**78.21**	**0.00**	**0.00**	**19,349.69**
Equiv No Dwellings after reductions & LCTRS	**0.00**	**0.75**	**13.75**	**56.68**	**114.97**	**27.17**	**31.61**	**25.50**	**12.50**	**282.93**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**0.5**	**10.7**	**50.4**	**115.0**	**33.2**	**45.7**	**42.5**	**25.0**	**322.9**
Class O Properties										**0.0**
Taxbase for RSG purposes										**322.9**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**0.5**	**14.6**	**70.4**	**128.9**	**35.1**	**47.2**	**42.5**	**25.0**	**364.1**
Deduct Support scheme:										
Actual	**0.0**	**0.00**	**6.0**	**22.5**	**13.9**	**1.6**	**1.0**	**0.0**	**0.0**	**45.0**
Band D equivalent	**0.0**	**0.0**	**4.7**	**20.0**	**13.9**	**1.9**	**1.5**	**0.0**	**0.0**	**42.0**
Add technical reform										
Actual	**0.0**	**0.0**	**1.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**1.0**
Band D equivalent	**0.0**	**0.0**	**0.8**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.8**
										322.9
Collection rate at 97.4%										**314.5**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**314.5**

SOUTH HERTS

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	181.00	364.00	1,720.00	2,713.00	3,116.00	1,479.00	1,260.00	185.00	11,018.00
Exemptions	0.00	8.00	11.00	27.00	56.00	86.00	150.00	6.00	3.00	347.00
Of which Occupied Exemptions	0.00	0.00	1.00	6.00	10.00	4.00	2.00	0.00	0.00	23.00
Of which Vacant Exemptions	0.00	8.00	10.00	21.00	46.00	82.00	148.00	6.00	3.00	324.00
Disabled Relief (Net)	0.00	0.00	3.00	6.00	5.00	0.00	3.00	-12.00	-5.00	0.00
Chargeable Dwellings	**0.00**	**173.00**	**356.00**	**1,699.00**	**2,662.00**	**3,030.00**	**1,332.00**	**1,242.00**	**177.00**	**10,671.00**
Single Adult Discount	0.00	92.00	264.00	884.00	968.00	715.00	277.00	179.00	15.00	3,394.00
Disregards x 25%	0.00	1.00	1.00	15.00	19.00	36.00	10.00	2.00	0.00	84.00
Disregards x 50%	0.00	0.00	0.00	0.00	0.00	1.00	4.00	11.00	7.00	23.00
Discount Class B	0.00	2.00	3.00	12.00	9.00	9.00	6.00	10.00	2.00	53.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	5.00	5.00	20.00	21.00	21.00	11.00	7.00	6.00	96.00
Discount Class D	0.00	1.00	0.00	6.00	11.00	15.00	5.00	5.00	0.00	43.00
Discount Class CU	0.00	1.00	0.00	4.00	11.00	3.00	2.00	1.00	0.00	22.00
Long Term Empties	0.00	2.00	0.00	2.00	8.00	6.00	0.00	1.00	1.00	20.00
Total classed empty	**0.00**	**9.00**	**5.00**	**32.00**	**51.00**	**45.00**	**18.00**	**14.00**	**7.00**	**181.00**
Dwellings with 100% liability	**0.00**	**69.00**	**83.00**	**756.00**	**1,615.00**	**2,224.00**	**1,017.00**	**1,026.00**	**146.00**	**6,936.00**
Total with assumed discount / premium	**0.00**	**104.00**	**273.00**	**943.00**	**1,047.00**	**806.00**	**315.00**	**216.00**	**31.00**	**3,735.00**
Equivalent No. of Dwellings after reductions	**0.00**	**149.05**	**289.45**	**1,467.05**	**2,401.85**	**2,833.35**	**1,253.15**	**1,187.25**	**170.05**	**9,751.20**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**99.4**	**225.1**	**1,304.0**	**2,401.9**	**3,463.0**	**1,810.1**	**1,978.7**	**340.1**	**11,622.3**
Class O properties										**300.2**
Taxbase for RSG purposes										**11,922.5**
Equivalent No. of Dwellings after reductions	**0.00**	**149.05**	**289.45**	**1,467.05**	**2,401.85**	**2,833.35**	**1,253.15**	**1,187.25**	**170.05**	**9,751.20**
LCTRS (Z) (Parish Band D 1426.56)	**0.00**	**42.51**	**98.03**	**284.65**	**298.96**	**137.58**	**29.87**	**6.93**	**1.75**	**900.28**
E - Pensioner & Protected	**0.00**	**16,500.61**	**67,333.11**	**164,623.34**	**202,836.76**	**140,879.57**	**40,376.82**	**11,810.36**	**4,993.20**	**649,353.77**
E - Working Age	**0.00**	**23,925.23**	**41,434.28**	**196,323.07**	**223,649.58**	**98,993.21**	**21,175.21**	**4,660.53**	**0.00**	**610,161.11**
Equiv No Dwellings after reductions & LCTRS	**0.00**	**106.54**	**191.42**	**1,182.40**	**2,102.89**	**2,695.77**	**1,223.28**	**1,180.32**	**168.30**	**8,850.92**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**71.0**	**148.9**	**1,051.0**	**2,102.9**	**3,294.8**	**1,767.0**	**1,967.2**	**336.6**	**10,739.4**
Class O Properties										**300.2**
Taxbase for RSG purposes										**11,039.6**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**96.0**	**224.4**	**1,287.2**	**2,369.9**	**3,434.9**	**1,792.8**	**1,965.4**	**340.1**	**11,510.6**
Deduct Support scheme:										
Actual	**0.0**	**42.51**	**98.0**	**284.7**	**299.0**	**137.6**	**29.9**	**6.9**	**1.8**	**900.3**
Band D equivalent	**0.0**	**28.3**	**76.2**	**253.0**	**299.0**	**168.2**	**43.1**	**11.6**	**3.5**	**882.9**
Add technical reform										
Actual	**0.0**	**5.0**	**1.0**	**19.0**	**32.0**	**23.0**	**12.0**	**8.0**	**0.0**	**100.0**
Band D equivalent	**0.0**	**3.3**	**0.8**	**16.9**	**32.0**	**28.1**	**17.3**	**13.3**	**0.0**	**111.8**
										10,739.4
Collection rate at 97.4%										**10,460.2**
Class O properties										**300.2**
Taxbase for Collection Fund purposes										**10,760.4**

BUSHEY

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	16.00	54.00	156.00	609.00	297.00	298.00	229.00	22.00	1,681.00
Exemptions	0.00	0.00	0.00	5.00	2.00	4.00	1.00	0.00	0.00	12.00
Of which Occupied Exemptions	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00
Of which Vacant Exemptions	0.00	0.00	0.00	5.00	2.00	3.00	1.00	0.00	0.00	11.00
Disabled Relief (Net)	0.00	0.00	0.00	1.00	1.00	0.00	0.00	-1.00	-1.00	0.00
Chargeable Dwellings	**0.00**	**16.00**	**54.00**	**152.00**	**608.00**	**293.00**	**297.00**	**228.00**	**21.00**	**1,669.00**
Single Adult Discount	0.00	5.00	30.00	81.00	173.00	73.00	37.00	29.00	0.00	428.00
Disregards x 25%	0.00	0.00	0.00	1.00	4.00	2.00	2.00	2.00	0.00	11.00
Disregards x 50%	0.00	0.00	0.00	0.00	4.00	0.00	0.00	1.00	2.00	7.00
Discount Class B	0.00	0.00	0.00	0.00	4.00	1.00	3.00	0.00	2.00	10.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	1.00	1.00	1.00	6.00	3.00	2.00	1.00	0.00	15.00
Discount Class D	0.00	0.00	0.00	4.00	2.00	1.00	2.00	0.00	0.00	9.00
Discount Class CU	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	2.00
Long Term Empties	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
Total classed empty	**0.00**	**1.00**	**1.00**	**5.00**	**11.00**	**4.00**	**4.00**	**2.00**	**0.00**	**28.00**
Dwellings with 100% liability	**0.00**	**10.00**	**23.00**	**65.00**	**412.00**	**213.00**	**251.00**	**194.00**	**17.00**	**1,185.00**
Total with assumed discount / premium	**0.00**	**6.00**	**31.00**	**87.00**	**196.00**	**80.00**	**46.00**	**34.00**	**4.00**	**484.00**
Equivalent No. of Dwellings after reductions	**0.00**	**14.75**	**46.50**	**129.50**	**560.35**	**273.65**	**285.95**	**218.75**	**19.80**	**1,549.25**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**9.8**	**36.2**	**115.1**	**560.4**	**334.5**	**413.0**	**364.6**	**39.6**	**1,873.2**
Class O properties										**0.0**
Taxbase for RSG purposes										**1,873.2**
Equivalent No. of Dwellings after reductions	**0.00**	**14.75**	**46.50**	**129.50**	**560.35**	**273.65**	**285.95**	**218.75**	**19.80**	**1,549.25**
LCTRS (Z) (Parish Band D 1458.66)	0.00	1.00	10.60	37.98	54.36	13.32	1.96	0.63	0.00	119.85
E - Pensioner & Protected	0.00	972.48	765.46	11,100.17	27,120.54	8,757.91	916.67	1,530.91	0.00	51,164.12
E - Working Age	0.00	0.00	11,264.42	38,147.71	52,175.19	14,989.51	3,208.87	0.00	0.00	119,785.70
Equiv No Dwellings after reductions & LCTRS	**0.00**	**13.75**	**35.90**	**91.52**	**505.99**	**260.33**	**283.99**	**218.12**	**19.80**	**1,429.40**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**9.2**	**27.9**	**81.4**	**506.0**	**318.2**	**410.2**	**363.5**	**39.6**	**1,755.9**
Class O Properties										**0.0**
Taxbase for RSG purposes										**1,755.9**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**9.8**	**36.2**	**111.6**	**556.4**	**332.0**	**408.7**	**361.2**	**39.6**	**1,855.4**
Deduct Support scheme:										
Actual	**0.0**	**1.00**	**10.6**	**38.0**	**54.4**	**13.3**	**2.0**	**0.6**	**0.0**	**119.9**
Band D equivalent	**0.0**	**0.7**	**8.2**	**33.8**	**54.4**	**16.3**	**2.8**	**1.1**	**0.0**	**117.2**
Add technical reform										
Actual	**0.0**	**0.0**	**0.0**	**4.0**	**4.0**	**2.0**	**3.0**	**2.0**	**0.0**	**15.0**
Band D equivalent	**0.0**	**0.0**	**0.0**	**3.6**	**4.0**	**2.4**	**4.3**	**3.3**	**0.0**	**17.7**
										1,755.9
Collection rate at 97.4%										**1,710.3**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**1,710.3**

STHENLEY

AREA	HERTSMERE									
Description	Band Z	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Dwellings	0.00	36.00	348.00	1,187.00	2,671.00	3,189.00	1,112.00	641.00	43.00	9,227.00
Exemptions	0.00	2.00	12.00	39.00	57.00	51.00	25.00	9.00	0.00	195.00
Of which Occupied Exemptions	0.00	1.00	9.00	15.00	35.00	18.00	11.00	2.00	0.00	91.00
Of which Vacant Exemptions	0.00	1.00	3.00	24.00	22.00	33.00	14.00	7.00	0.00	104.00
Disabled Relief (Net)	0.00	0.00	2.00	4.00	20.00	-18.00	-2.00	-2.00	-4.00	0.00
Chargeable Dwellings	**0.00**	**34.00**	**338.00**	**1,152.00**	**2,634.00**	**3,120.00**	**1,085.00**	**630.00**	**39.00**	**9,032.00**
Single Adult Discount	0.00	21.00	214.00	662.00	891.00	814.00	205.00	101.00	3.00	2,911.00
Disregards x 25%	0.00	0.00	5.00	12.00	37.00	26.00	11.00	3.00	0.00	94.00
Disregards x 50%	0.00	0.00	1.00	1.00	2.00	1.00	5.00	10.00	2.00	22.00
Discount Class B	0.00	2.00	5.00	9.00	13.00	8.00	5.00	0.00	0.00	42.00
Discount Class BE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Discount Class C	0.00	1.00	1.00	11.00	13.00	19.00	7.00	2.00	1.00	55.00
Discount Class D	0.00	0.00	0.00	5.00	4.00	15.00	5.00	0.00	0.00	29.00
Discount Class CU	0.00	0.00	3.00	9.00	5.00	8.00	2.00	0.00	0.00	27.00
Long Term Empties	0.00	0.00	0.00	0.00	2.00	4.00	3.00	1.00	0.00	10.00
Total classed empty	**0.00**	**1.00**	**4.00**	**25.00**	**24.00**	**46.00**	**17.00**	**3.00**	**1.00**	**121.00**
Dwellings with 100% liability	**0.00**	**10.00**	**109.00**	**443.00**	**1,667.00**	**2,225.00**	**842.00**	**513.00**	**33.00**	**5,842.00**
Total with assumed discount / premium	**0.00**	**24.00**	**229.00**	**709.00**	**967.00**	**895.00**	**243.00**	**117.00**	**6.00**	**3,190.00**
Equivalent No. of Dwellings after reductions	**0.00**	**28.55**	**279.25**	**970.60**	**2,393.70**	**2,895.20**	**1,025.00**	**599.50**	**37.25**	**8,229.05**
Band Proportion	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**19.0**	**217.2**	**862.8**	**2,393.7**	**3,538.6**	**1,480.6**	**999.2**	**74.5**	**9,585.6**
Class O properties										**0.0**
Taxbase for RSG purposes										**9,585.6**
Equivalent No. of Dwellings after reductions	**0.00**	**28.55**	**279.25**	**970.60**	**2,393.70**	**2,895.20**	**1,025.00**	**599.50**	**37.25**	**8,229.05**
LCTRS (Z) (Parish Band D 1426.56)	**0.00**	**9.90**	**76.30**	**242.15**	**343.51**	**109.57**	**21.97**	**7.28**	**0.00**	**810.68**
£ - Pensioner & Protected	**0.00**	**1,664.40**	**38,673.84**	**177,612.13**	**239,108.89**	**144,165.61**	**21,345.20**	**16,453.68**	**0.00**	**639,023.75**
£ - Working Age	**0.00**	**7,749.99**	**45,981.66**	**129,451.94**	**250,928.64**	**46,876.95**	**23,936.18**	**856.19**	**0.00**	**505,781.55**
Equiv No Dwellings after reductions & LCTRS	**0.00**	**18.65**	**202.95**	**728.45**	**2,050.19**	**2,785.63**	**1,003.03**	**592.22**	**37.25**	**7,418.37**
Band Proportion (F)	**5.0**	**6.0**	**7.0**	**8.0**	**9.0**	**11.0**	**13.0**	**15.0**	**18.0**	
Band D Proportion (G)	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	**9.0**	
Band D Equivalents	**0.0**	**12.4**	**157.9**	**647.5**	**2,050.2**	**3,404.7**	**1,448.8**	**987.0**	**74.5**	**8,783.0**
Class O Properties										**0.0**
Taxbase for RSG purposes										**8,783.0**

Summary of Band D equivalents										
Before Support scheme and technical reform	**0.0**	**18.4**	**214.1**	**847.8**	**2,380.7**	**3,501.9**	**1,469.0**	**997.5**	**74.5**	**9,503.7**
Deduct Support scheme:										
Actual	**0.0**	**9.90**	**76.3**	**242.2**	**343.5**	**109.6**	**22.0**	**7.3**	**0.0**	**810.7**
Band D equivalent	**0.0**	**6.6**	**59.3**	**215.2**	**343.5**	**133.9**	**31.7**	**12.1**	**0.0**	**802.5**
Add technical reform										
Actual	**0.0**	**1.0**	**4.0**	**17.0**	**13.0**	**30.0**	**8.0**	**1.0**	**0.0**	**74.0**	
Band D equivalent	**0.0**	**0.7**	**3.1**	**15.1**	**13.0**	**36.7**	**11.6**	**1.7**	**0.0**	**81.8**
										8,783.0
Collection rate at 97.4%										**8,554.6**
Class O properties										**0.0**
Taxbase for Collection Fund purposes										**8,554.6**

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HERTSMERE

HERTSMERE BOROUGH COUNCIL

PART I Agenda Item No	14
Document Reference No	**C/14/02**

COUNCIL

DATE OF MEETING: **22nd January 2014**

PROPORTIONALITY – REVISIONS FOLLOWING CHANGES TO GROUP SIZES

Following a recent change to the size of the political groups on Hertsmere Council, this report proposes changes to the political representation of the Conservative and Labour Groups on Committees of Hertsmere Borough Council.

1 **RECOMMENDED THAT:**

[1] the Licensing Committee be excluded from the proportionality considerations, as permitted under the provision of the Local Government and Housing Act 1989,

[2] the proportional political split of the Committees of Hertsmere Borough Council be as detailed in Appendix A and Conservative Councillors be appointed to serve on the Personnel Appeals Panel and Resources Scrutiny Committee, and

[3] it be noted that Councillor Maughan will remain as a member of the Licensing Committee as a Conservative Councillor.

2 **INTRODUCTION**

3 A review of the allocation of seats to political groups is required at, or as soon as practicable after, each Annual Meeting of the Council or when notice is received of a change in the composition of a political group. Following the resignation of Councillor Maughan from the Labour Group on 20 November 2013, the Leader of the Conservative Group has given formal notice that Councillor Maughan is now a member of that Group. Accordingly, the Council is required to carry out a review of the allocation of seats to all political groups.

4 The Council's duty to determine the allocation of seats is prescribed by section 15 of the Local Government and Housing Act 1989 (specifically subsections (3) to (5)). The Act provides four principles concerning political representation that must be observed when conducting a review. The four principles are:-

(a) That not all seats are allocated to the same political party.

(b) That the political group with the majority of seats should have the majority of seats on each committee.

(c) Subject to (a) and (b) that the total number of seats allocated to political groups on all committees (to which Section 15 of the Act applies), shall be in the same proportion as the total number of seats on the authority held by each political group.

(d) Subject to (a) to (c) that the number of seats allocated to each political group on a committee (to which Section 15 of the Act applies), shall be the same as the proportion of the total number of seats on the authority held by each political group.

5 The fourth principle (d) can be waived if the members of the Council agree, with no member voting against. The Committees to which the provisions of Section 15 of the Act apply are shown in Appendix A, together with the overall political balance of the Council. Members will note that the Licensing Committee has been omitted from this schedule and that this omission should be agreed, with no member voting against before the other amendments can be agreed.

6 It is proposed that the membership of Committees/Panel be varied, as detailed below, but all other memberships to remain as appointed at the Annual meeting of Council on 22 May 2013;

- a third Conservative member be appointed to replace Councillor Harrison on the Personnel Appeals Panel.

- an eighth Conservative member be appointed to replace Councillor Ernie Butler on the Resources Scrutiny Committee.

7 While it is proposed the Licensing Committee be removed from these proportionality considerations, the membership of that Committee needs to show that Councillor Maughan remains a member but as part of the Conservative grouping.

8 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

8.1 These are no financial implications of the proposals detailed in this report.

9 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

9.1 The Council has a duty under Section 15 of the Local Government and Housing Act 1989. The proposals in this report will see that duty discharged.

10 EFFICIENCY GAINS AND VALUE FOR MONEY

10.1 Not applicable.

11 RISK MANAGEMENT IMPLICATIONS

11.1 Not applicable

12 PERSONNEL IMPLICATIONS

12.1 Not applicable

13 CORPORATE PLAN & POLICY FRAMEWORK IMPLICATIONS

13.1 None

14 APPENDICES ATTACHED

14.1 Appendix A – Proportional Allocation of places on Committees of the Council.

15 BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT

Document Title	Custodial Officer	Where Filed

10.1 None

16 AUTHOR

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email: paul.hughes@hertsmere.gov.uk

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APPENDIX A

PROPORTIONAL ALLOCATION OF PLACES ON COMMITTEES OF THE COUNCIL

Group	Audit (5)	Personnel (6)	Personnel Appeals Panel (3)	Planning (10)	Planning Referrals (8)	Environment Scrutiny (9)	Resources Scrutiny (9)	Overview & Performance (6)	Standards (5)	Total No Seats (61)
CON	5	5	3	9	8	8	8	5	4	55
LAB	0	1	0	1	0	1	1	1	1	6

NOTE: The Council is reminded that any Member can attend any meeting

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HERTSMERE

HERTSMERE BOROUGH COUNCIL

PART I Agenda Item No	15
Document Reference No	**C/14/04**

DATE OF MEETING:

APPROVAL OF A PERIOD OF ABSENCE FROM MEETINGS BY A COUNCILLOR

This report provides details regarding a proposal that Council approve a period of absence from meetings by a Councillor under Section 85(1) of the Local Government Act 1972.

1 **RECOMMENDED THAT:**

2 the Council notes that Councillor Derrick Gunasekera has not been able to attend meetings of the Council due to ill-health since 16 August 2013.

3 Councillor Derrick Gunasekera's non-attendance at meetings of the authority due to ill health, from 16 August up until this meeting, be approved pursuant to Section 85 of the Local Government Act 1972.

4 **INTRODUCTION**

5 The Council is advised that Councillor Gunasekera has been unable to attend any meeting of the Council for some time due to illness and is asked to consider passing a resolution pursuant to Section 85 of the Local Government Act 1972.

6 Under the Local Government Act if a Member fails throughout a period of six consecutive months from the date of his or her last attendance to attend any meeting of the Council he or she shall on the expiry of that period cease to be a Member, unless the failure was due to some reason approved by the Council. Attendance in an official capacity at a meeting of a committee or sub-committee of the Council or other such body discharging functions of the Council or at any meeting as a representative of the Council is deemed to be a meeting of the Council.

7 As a result of a period of ill-health Councillor Gunasekera has not attended a Council meeting since 16 August 2013.

8 If after six months from 16 August 2013 the Council has not approved the absence then the member, as a result of the operation of law, ceases to be a member of the

Council from 17 February 2014. The six months runs from the date of the member's last attendance and approval must be given within the six month period.

9 Once approval had been given and it can be for no more than 6 months prospectively or retrospectively or a combination of both - then the statutory six months period begins to run again from the end of the period for which approval has been given. It is noted that Councillor Gunasekera's period of service as a Councillor expires in May 2014.

10 For the avoidance of doubt, if Councillor Gunasekera fails to attend any meeting of the Council by 17 February 2014, he would be disqualified as a Councillor under the statutory provision (Section 85(1) of the Local Government Act 1972) unless the Council passes a resolution tonight.

11 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

11.1 The Council would incur the cost of holding a by-election if the Councillor becomes disqualified under the Local Government Act 1972.

12 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

12.1 The Council has the ability under Section 85 of the Local Government Act 1972 to approve the absence of Councillor Gunasekera.

13 EFFICIENCY GAINS AND VALUE FOR MONEY

13.1 Not applicable

14 RISK MANAGEMENT IMPLICATIONS

14.1 Not applicable

15 PERSONNEL IMPLICATIONS

15.1 Not applicable

16 CORPORATE PLAN & POLICY FRAMEWORK IMPLICATIONS

16.1 None

17 APPENDICES ATTACHED

17.1 None

18 BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT

Document Title	Custodial Officer	Where Filed

10.1 None

19 **AUTHOR**

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HERTSMERE BOROUGH COUNCIL

Council meeting – 22 January 2014

Agenda item 17

Questions from Members of the Council

The following questions have been received from Members of the Council in accordance with Council Procedure Rule 11.

1. Councillor E Butler to the Environment and Transport Portfolio Holder

"Could the portfolio holder explain why residents who were deemed by out refuse collectors to have contamination in their bins had a label stuck to their bin saying the bin had been emptied when it had not been emptied?"

2. Councillor Hoeksma to the Leader (as Chairman of the LSP)

"Can the portfolio holder inform the Council about the level of demand seen at food banks across the borough over the Christmas period?

Do we know if the food banks were able to cope with the demand and had sufficient supplies to meet demand?"

3. Councillor Harrison to the Planning & Localism Portfolio Holder

"I have recently received complaints from residents about noise levels in some of the new flats recently built in Borehamwood.

Are there any additional measures this Council can take to help to ensure that the large number of flats being built in Borehamwood and other areas of Hertsmere do not cause such problems for their residents?"

4. Councillor R Butler to the Planning & Localism Portfolio Holder

"I understand that Hertfordshire County Council have had to return to developers £800k of 106 money that had not been spent in the timeframe allowed. Was any of this money supposed to have been spent on projects in Hertsmere?

Has Hertsmere Borough Council forfeited any 106 money due to failure to spend it on time?

Is there any money in the current 106 pot with either HBC or HCC (available for expenditure in Hertsmere) which is in danger of being forfeited back to developers?"

5. Councillor Harrison to the Planning & Localism Development Portfolio Holder

"Whilst we share the delight of the Tory group that the government has made a U-Turn and will now not be taking a large percentage of the New Homes Bonus to

support the LEPs does the portfolio holder share our disgusted at the proposal in the Autumn budget statement that if housing developments are given permission on appeal the Council will not receive the New Homes Bonus.

Does he not agree that this is tantamount to blackmail and subverts the planning process making it virtually impossible for officers and Councillors to turn down any application to build new residential property?"

6. Councillor Hoeksma to the Housing & Economic Development Portfolio Holder

"Can the portfolio holder inform the Council if any local landlords are now refusing to rent to those receiving benefits? What steps are we taking to ensure our local landlords do not refuse to accommodate those on benefit particularly those who have been made homeless? How much higher are benefit levels paid to those in private rented accommodation than those who are in housing association accommodation?"

7. Councillor Harrison to the Housing and Economic Development Portfolio Holder

"Can the portfolio holder tell the Council how many of what were previously Council Houses owned by this authority have been sold under the right to buy? How many of these are now owned by private landlords? How many of these are being rented by private landlords to those on Benefit?

8. Councillor Harrison of the Planning and Localism Portfolio Holder

"Does this local authority have within its boundary any potential 'fracking sites' and if so how large does the portfolio holder think the bribe will be from the government to give permission for development of these sites?"

9. Councillor E Butler of the Communications and Consultation Portfolio Holder

"It is understood that many residents are refusing to put their names on the electoral register. Could the Portfolio Holder give the council an indication of how many have refused and state if the Council is intending to take any legal action in these cases?"