



# LOCAL DEVELOPMENT SCHEME

JULY 2017



Hertsmere  
Borough Council



PLANNING FOR GROWTH  
**LOCAL PLAN**  
HERTSMERE

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## Chapter 1: Introduction

The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS), which is effectively a three-year work program for all Local Plan documents. The main purpose of the LDS is to inform the community and other partners of the documents that are being prepared and the envisaged timescales for their preparation, including the stages during which public consultation will take place. In addition, the LDS provides:

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

The previous LDS was published in 2016 but it has become necessary to review the LDS. This LDS supersedes previous versions of the Hertsmere LDS, the most recent of which was dated October 2016.

## Chapter 2: Policy context

### **Legislation and regulations**

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

It should be noted that the production of a Local Plan is currently not a legal requirement for local authorities. Nevertheless, the legislation makes it very clear how important a Local Plan is in determining planning applications.

### **NPPF and PPG**

The National Planning Policy Framework (NPPF) was published in March 2012. It sets out planning policies for England and how these are expected to be applied in plan making (for local plans) and decision making (for planning applications). The framework and its policies are not legally binding but are nonetheless influential in shaping how development plans should be developed and how planning applications should be determined. The NPPF sets out the important planning principles including the presumption in favour of sustainable development; that development should be plan-led; and that local plans should pro-actively drive and support sustainable housing and economic development, to name but a few.

The Planning Practice Guidance (PPG) was launched in March 2014 and has since been updated as necessary by the Government. It provides further guidance and clarification on a wide range of planning matters, for example, there is a section on 'housing and economic development needs assessments' which sets out how such assessments should be carried out. There is also a section on the Duty-to-Cooperate (DtC) explaining what the DtC is, what it requires, and how it relates to the local plan examination.

### **Planning Policy for Traveller Sites**

Published in August 2015, the document sets out national policy for Traveller sites and requires local planning authorities to work collaboratively to prepare a robust evidence base to establish accommodation needs and then set local targets for pitches and plots in a Local Plan. Appropriate sites should then be allocated through the local plan process to meet identified needs.

### **Waste and Mineral Planning**

The Waste Management Plan for England was published in December 2013 and sets out the Government's ambition to work towards a more sustainable and efficient approach to resource use and management. It should be noted that Hertfordshire County Council (HCC) is the Waste and Mineral Local Planning Authority and is responsible to produce Waste and Mineral Local Plans for Hertfordshire as a whole. Progress and timescale for these documents can be found in the relevant LDS produced by HCC.

## Neighbourhood Planning

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

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

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

## Current Development Plan for Hertsmere

The Government abolished Regional Spatial Strategies through the Localism Act 2011. Under the same legislation the original requirement for a Council to submit its LDS to the Secretary of State was removed. However, the new Housing and Planning Act 2016 (section 143) states that if a Local Authority has not prepared a LDS then the Secretary of State may prepare a LDS on its behalf and direct the authority to bring that scheme into effect.

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

The Council describes the documents which provide the statutory, strategic planning framework for the Hertsmere local authority area as 'local plan documents'. As at June 2017, the local plan for Hertsmere comprised the following documents:

a) prepared by Hertsmere Borough Council

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

b) prepared by Hertfordshire County Council

- Waste Core Strategy and Development Management Policies (adopted 2012),
- Waste Site Allocations (adopted July 2014), and
- Hertfordshire County Council's Minerals Local Plan (adopted 2007).

A series of supplementary planning documents and local guidance have also been produced to support selected policies in these plans Appendix A outlines the role of different types of local plan documents and supporting documents.

The Localism Act also granted powers to local communities (i.e. Town/Parish Councils and neighbourhood forums) to prepare neighbourhood plans which help guide development and land use in their areas. Neighbourhood plans must be in conformity with the strategic policies of the Local Plan, as well as national planning policy. Two neighbourhood plans are currently being prepared in Hertsmere – i.e. by Aldenham Parish Council for the urban area of Radlett, and by Shenley Parish Council for the whole parish of Shenley. Once adopted, the neighbourhood plans will form part of the statutory planning framework for the borough for use in individual planning decisions.



## Chapter 3: Local Plan Documents

This chapter provides details about the Council's policy-setting Local Plan documents, while Chapter 4 provides a summary of the other supporting documents.

The Council's three new local plan documents collectively replace the whole of the Hertsmere Local Plan 2003:

- Core Strategy - adopted in 2013;
- Elstree Way Area Action Plan – adopted in 2015;
- Site Allocations and Development Management (SADM) – adopted in 2016; and,
- Policies Map – adopted in 2016.

### Local Plan Document Profiles

Summary information about each Local Plan document and the Community Infrastructure Levy Charging Schedule is provided in the document profiles below. Documents are described in terms of their purpose and subject matter, geographical coverage, and links with other documents. A timetable for preparation and revision is given, together with notes on resources and evidence to underpin the documents.

Document Details	
Title	<b>Hertsmere Local Plan Core Strategy (Adopted 2013)</b>
Role and Subject	Sets out the strategic vision, objectives and spatial strategy for the area up to 2027. Contains core strategic policies, including the distribution of new housing numbers.
Geographical Coverage	Borough wide. Key diagram shows relationships to neighbouring areas.
Chain of Conformity	General conformity with NPPF, saved Structure Plan policies, and Waste and Minerals Development Plan Documents. All other LDDs must be in conformity with the Core Strategy.
Inter-relationships	Community Strategy, Local Transport Plan, utilities & other infrastructure plans and strategies, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Manager - Policy & Transport Manager; Project Team - Policy & Transport team; Quality assurance: Head of Planning.
Joint Working	Local Strategic Partnership, key stakeholders
Stakeholder/Community Involvement	Dependent upon the range of target audiences and the resources available to facilitate different methods. Expanded upon in the SCI.
Studies/Evidence Required	Desktop study of all inter-related plans and strategies plus topic based studies.
Resources Required	Cost of the technical studies, Sustainability Appraisal, Examination and a Programme Officer
Timetable for production	
Adopted January 2013	
Monitoring and Review Arrangements	
Progress on delivery of policies is reviewed as part of the Authority Monitoring Report. The Council committed to a review of aspects of the Core Strategy when it was adopted in 2013. That review has commenced – see Hertsmere Local Plan 2019 - 2034 below.	

<b>Document Details</b>	
Title	<b>Site Allocations and Development Management (SADM) Local Plan document and the Policies Map</b>
Role and Subject	There are three aspects. Site allocations identify site-specific proposals for a range of uses such as housing, employment, retail, leisure and community uses, within the parameters set by the Core Strategy. Development Management policies detail the planning policies against which planning applications will be assessed. Finally there is the Policies Map which shows all the areas in the borough where different local planning policies apply.
Geographical Coverage	Borough wide.
Chain of Conformity	NPPF and Core Strategy.
Inter-relationships	Community Strategy, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
<b>Arrangements for Production</b>	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Reporting and Project Management Arrangements	Reporting: Full Council, the Executive; Member Planning Panel; Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Head of Planning and Economic Development.
Joint Working	Employ consultants to undertake studies as required. Opportunities for joint commissioning.
Stakeholder/Community Involvement	Methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	Housing and Employment Land Availability Assessment, open space and leisure study.
Resources Required	Cost of any required technical studies, Sustainability Appraisal, Examination and a Programme Officer. Publicity and consultation costs.
<b>Timetable for production</b>	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Undertaken on work leading up to publication of draft SADM in 2014
Public consultation (Regulation 18)	March 2014
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (Regulations 19/20)	July-September 2015
Submit Local Plan to Secretary of State - Examination begins (Regulation 22)	November 2015
Examination Period (Regulation 24)	From January 2016. Post hearing modifications to be published for consultation from June 2016.
Receive Inspector's Report (Regulation 25)	September 2016
Adopt Local Plan (Regulation 26)	November 2016
<b>Monitoring and Review Arrangements</b>	
Progress to be reviewed as part of the Authority Monitoring Report. Potential review of relevant parts of this plan (including employment and housing policies and proposals) as needed to support the Hertsmere Local Plan 2019 - 2034.	
<b>Risk Assessment</b>	
Lack of capacity in-house to deliver on time or diversion onto other priorities. Unable to retain or recruit staff with appropriate skills. PINS availability for examination and report received in time. Legislative and regulatory changes to/reforms of the planning system. Further changes of National Planning Policy or Planning Guidance. The following risks are considered small or minimal now the Modifications stage has been reached - additional sites coming forward for development meriting further consultation: the Council does not take a decision in time due to the democratic process and timetabling of meetings; insufficient budget to undertake studies and SA process; large number of representations on the modifications.	

<b>Document Details</b>	
Title	<b>Elstree Way Corridor Area Action Plan Local Plan document</b>
Role and Subject	To provide a comprehensive planning framework for the Elstree Way Corridor
Geographical Coverage	Elstree Way Corridor (EWC), Borehamwood (From Junction of Shenley Road/Elstree Way to Studio Way)
Chain of Conformity	Core Strategy.
Inter-relationships	Core Strategy and Site Allocations DPD and relevant SPD, other legislation.
<b>Arrangements for Production</b>	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Reporting and Project Management Arrangements	Reporting: Full Council, the Executive; Project Manager: Policy & Transport Manager; Project Lead Senior Planning Officer; Quality assurance: Director of Environment.
Joint Working	Council Estates Department, and Other Key Landowners including Hertfordshire County Council and Hertfordshire Constabulary
Stakeholder/Community Involvement	Methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	Elstree Way Feasibility Study and Borehamwood Transport Study Complete
Resources Required	
<b>Timetable for production</b>	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Undertaken on work leading up to publication of draft EWC Plan in 2013 and submission of EWC Plan in 2014
Public consultation (Regulation 18)	January/February 2013
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (Regulations 19/20)	February 2014
Submit Local Plan to Secretary of State - Examination begins (Regulation 22)	September 2014
Examination Period (Regulation 24)	Commenced October 2014
Receive Inspector's Report (Regulation 25)	May 2015
Adopt EWC Plan (Regulation 26)	Adopted 8 July 2015
<b>Monitoring and Review Arrangements</b>	
Progress to be reviewed as part of the Authority Monitoring Report.	

<b>Document Details</b>	
<b>Title</b>	<b>Community Infrastructure Levy Charging Schedule</b>
<b>Role and Subject</b>	The charging schedule sets out the rates of CIL which will apply in the authority's area. This will involve consultation and independent examination. CIL rates must be expressed as pounds per square metre, as CIL will be levied on the gross internal floorspace of the net additional liable development. The published rate(s) within the charging schedule will enable liable parties to anticipate their expected CIL liability. The adopted CIL charging schedule has been incorporated into an online Developer Contributions Framework, a suite of pages which also includes advice on s106 agreements (including the provision of Affordable Housing).
<b>Geographical Coverage</b>	Borough wide.
<b>Chain of Conformity</b>	Conformity with adopted Core Strategy, NPPF, CIL Regulations (as amended)
<b>Inter-relationships</b>	Developer Contributions Framework Community Strategy, Local Transport Plan, utilities & other infrastructure plans and strategies, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
<b>Arrangements for Production</b>	
<b>Lead Organisation / Department</b>	Hertsmere Borough Council's Policy and Transport Team
<b>Reporting and Project Management Arrangements</b>	Reporting: Full Council, Executive and CIL Investment Panel. Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Director of Environment
<b>Joint Working</b>	Consultants, Local Strategic Partnership, key stakeholders including Hertfordshire County Council and adjoining authorities.
<b>Stakeholder/Community Involvement</b>	Dependent upon the range of target audiences and the resources available to facilitate different methods. Expanded upon in the SCI.
<b>Studies/Evidence Required</b>	Infrastructure Assessment, Viability Assessment
<b>Resources Required</b>	Cost of any required technical studies, Examination and a Programme Officer, Legal Advice
<b>Timetable for production</b>	
<b>Pre-production / survey</b>	Stage 1 Winter 2011 / Stage 2 Autumn 2012
<b>Prepare CIL charging schedule</b>	Winter 2012
<b>Public Consultation and right to be heard on draft charging schedule</b>	March 2013
<b>Modification on draft charging schedule</b>	June 2013
<b>Appoint examiner and programme officer</b>	September 2013
<b>Examination Notification</b>	Autumn 2013
<b>Examination</b>	Autumn/Winter 2013
<b>Receive Inspector's Report</b>	Winter 2013
<b>Introduction of Charge</b>	1 December 2014
<b>Monitoring and Review Arrangements</b>	
Progress to be reviewed as part of the Authority Monitoring Report and Local Plan review. Potential review of CIL charging schedule (and Regulation 123 list) alongside Hertsmere Local Plan 2019 - 2034 through a combined examination.	

<b>Document Details</b>	
Title	<b>Hertsmere Local Plan 2019 - 2034</b>
Role and Subject	This will be a review of the Core Strategy and the SADM Policies Plan focusing on housing (including for Gypsies and Travellers) and employment policies and the supporting infrastructure required. Where necessary the Council will adopt new housing and employment targets and allocate new sites to deliver these targets. Other planning policies will also be reviewed where necessary and justified. Once adopted the new Local Plan will supersede both the Core Strategy and the SADM Policies Plan.
Geographical Coverage	Borough wide.
Chain of Conformity	NPPF and other relevant national policy and legislation.
Inter-relationships	Community Strategy, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
<b>Arrangements for Production</b>	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Approval and Project Management Arrangements	Approval: Full Council, Executive and Member Planning Panel; Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Head of Planning and Economic Development
Joint Working	Employ consultants to undertake studies as required. Opportunities for joint commissioning on key studies and consideration of needs and future strategies within relevant market areas.
Stakeholder/Community Involvement	Consultation exercises to be undertaken in compliance with the Council's adopted SCI. Scales and methods dependent upon the range of target audiences and the resources available to facilitate different methods.
Studies/Evidence Required	Economy study, strategic housing market assessment, housing and employment land availability assessment, Green Belt assessment, strategic flood risk assessment and water study, open space and leisure study, Infrastructure Capacity Assessment. Possibly other studies on retail and hotels, cemeteries, health uses (including care provision), allotments and traffic modelling
Resources Required	Cost of any required technical studies, Sustainability Appraisal, public consultations and publicity cost as well as the cost for Examination in public including a programme officer.
<b>Timetable for production</b>	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	2016-2017
Public consultation (Regulation 18)	A number of phases: - 'First Steps' pre-consultation: Autumn 2016 - Strategic issues/options: Autumn 2017 - Draft Local Plan: Spring/Summer 2018
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (Regulations 19/20)	Spring 2019
Submit Local Plan to Secretary of State - Examination begins (Regulation 22)	Summer 2019
Examination Period (Regulation 24)	Autumn/Winter 2019
Receive Inspector's Report (Regulation 25)	Winter 2019
Adopt Local Plan (Regulation 26)	Spring 2020
<b>Monitoring and Review Arrangements</b>	
Progress to be reviewed as part of the Authority Monitoring Report.	
<b>Risk Assessment</b>	
Lack of capacity in-house to deliver on time or diversion onto other corporate priorities. Unable to retain or recruit staff with appropriate skills. Inability to work co-operatively and constructively with neighbours on delivery of housing and employment development in this part of the market area. PINS availability for examination and report received in time. Legislative and regulatory changes to/reforms of the planning system. Further changes of National Planning Policy or Planning Guidance. The Council does not take a decision in time due to the democratic process and timetabling of meetings. Insufficient budget to undertake studies and SA process. Very large number of representations received at any stage. Major 'show-stopper' arising from evidence base documents and/or public consultations.	

## Chapter 4: Other Planning Documents

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

### **Procedural documents**

This document is the Local Development Scheme (LDS). It describes Hertsmere's present and future Local Plan and provides a programme for its preparation. The Council has also prepared the following procedural documents:

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

The current version was adopted in July 2017. The SCI sets out how the Council will engage with stakeholders in preparing Development Plan Documents (now commonly known as Local Plan documents) and Supplementary Planning Documents. It also provides information about how consultation on individual planning applications will take place.

- **Authority Monitoring Report (AMR)**

Produced annually, this provides up-to-date statistics about key issues in the Borough and assesses the performance of existing Development Plan policies.

### **Supplementary Planning Documents (SPDs)**

Unlike the statutory Local Plan documents, SPDs do not set policy: they therefore do not form part of the statutory development plan. However, their role in planning decision making is still significant as they provide supplementary guidance to assist with the implementation of a particular policy or policies in the development plan.

Following the Planning Act 2008, SPDs do not need to be formally recorded in the LDS before they can be prepared or adopted. The Council therefore has considerably more flexibility over when to produce and renew these documents. Nevertheless, it is considered good practice to still provide a description of existing SPDs and to highlight those new ones which will be prioritised in coming years (see Table 1). It should be noted that DPD preparation will normally take priority over SPDs.

**Table 1: Hertsmere SPDs**

<b>Document Title</b>	<b>Current Status</b>	<b>Next Stage of Review</b>	<b>Scope and Purpose</b>
<b>Guidance linked to Core Strategy and Local Plan 2003</b>			
<b>Planning Obligations</b>	Adopted 2010 but superseded in 2014 by CIL and online Developer Contributions Framework	n/a	n/a
<b>Affordable Housing</b>	Originally adopted in 2008. Revisions adopted in November 2015. The Standard Financial Contribution section is updated quarterly on the Council's website	To be updated to take into account new regulations and policies.	To provide detailed guidance on the application of affordable housing policies
<b>Parking Standards</b>	Adopted SPD 2008 but subsequent revisions adopted in December 2010 and July 2014.	Not planned.	Sets out detailed off-street parking standards for residential and non-residential development, including accessibility zones, provision for disabled spaces and guidance on Green Travel Plans
<b>Biodiversity, Trees and Landscape SPD</b>	Adopted SPD December 2010	Not planned	Provides advice on potential impacts of development on protected species, habitats, trees and landscape and sets out best practice approaches to mitigate, improve and enhance biodiversity.
<b>Planning and Design Guidance</b>			
<b>Part A - Overview and Context</b>	Adopted SPD (1 Nov 2006)	Not planned.	Sets out the Council's standards in relation to development.
<b>Part B - Permitted Development</b>	Adopted SPD (1 Nov 2006 - updated April 2009)	Not planned. May need to be updated, following amendments to the PD rights.	
<b>Part C - Site Appraisal: Design and Access Statements</b>	Adopted SPD (1 Nov 2006)	Not planned.	
<b>Part D - Guidelines for Development (Adopted 2013)</b>	The document was last updated in 2013. Public consultation on a new version was undertaken in Autumn 2016, and the updated document is expected to be adopted in Autumn 2017	To be updated to take account of new national housing standards and provide further clarification on specific matters. Consultation in autumn 2016. Expected to be adopted in 2017.	

Document Title	Current Status	Next Stage of Review	Scope and Purpose
<b>Part E - Guidelines for residential extensions and alterations</b>	Adopted SPD (1 Nov 2006) Appendix on garage conversions adopted in January 2015	Not planned.	
<b>Part F - Shopfronts</b>	Adopted SPD (March 2011)	Not planned.	
<b>Area Development Briefs (SPD status)</b>			
<b>Radlett Key Locations</b>	Development Brief with SPD status, Adopted March 2011. This document is currently being updated.	A revision of the document is being undertaken. Consultation in autumn 2016. Expected to be adopted in 2017.	Sets out planning guidances and assesses development potential of 4 key sites in Radlett centre
<b>Bhaktivedanta Manor, Letchmore Heath</b>	Development Brief with SPD status. Adopted December 2012	Not planned.	

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

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

The use of good practice advice complements the above guidance (see Table 2).

**Table 2: Good Practice Guidance**

Good Practice Guidance/Advice	Current Status	Next Stage of Review	Scope and Purpose
<b>Streetscape Manual</b>	Good Practice Guidance, adopted July 2012	Not planned.	Guidance on hard and soft landscaping and streetscene enhancement
Building Futures (Guide and Website)	Good Practice Guidance Endorsed 12 Nov 2008	HCC document	Guidance on sustainable development



## Conservation Area Appraisals

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

There are sixteen conservation areas in Hertsmere, whose character will be protected through control of demolition and careful design and management of new development.

The Council has a duty to review conservation areas from time to time and to determine whether any sites should be included or removed (ref. Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990). A programme of review covering several years is underway:

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

## Appendix A

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

Document Type	Description and Purpose
Procedure	
Local Development Scheme	Describes the Local Plan and ancillary planning documents, and project plan for the preparation of the Local Plan.
Statement of Community Involvement	Sets out how the Council will engage with stakeholders and the public in the preparation and revision of the Local Plan and how it will consult on planning applications.
Authority Monitoring Report	Assesses progress on Local Plan preparation and to monitor the effectiveness of Local Plan policies every year.
Local Plan	
Core Strategy	Provides the overarching planning strategy for the Borough. It contains a spatial vision; strategic objectives; and core policies for delivering development across the whole Borough. Crucially, it sets out how much development will be delivered and where it will go. Other Local Plan documents must be in conformity with the Core Strategy.
Site Specific Allocations	Identifies and allocate sites and areas to accommodate the different types of development required by the Core Strategy.
Area Action Plan	Provides a comprehensive planning framework for a selected, specific area where significant change or conservation is necessary.
Development Management Policies	Provides detailed, often subject-specific policies, for issues that are neither strategic nor site-specific. They are used primarily in the determination of planning applications.
Policies Map	Illustrates the policies and proposals in the Local Plan on an Ordnance Survey base map.
Plan Appraisal	
Sustainability Appraisal	SA/SEA must accompany each Local Plan document to assess the extent to which its policies will result in sustainable development and ensure that those policies are the most appropriate of the alternatives considered.
Supplementary Planning and other relevant documents and strategies	
SPDs	Provides further guidance about how to implement policies and proposals in Local Plan documents
Other	
Community Infrastructure Levy Charging Schedule (CIL)	Sets out charges for different types of development. The Council will levy the charge on the net increase in gross internal floorspace arising from development in order to fund local infrastructure which will support development in the area.
Developer Contributions Framework	An online resource setting out the Council's overall approach to securing developer contributions in relation to both CIL and s106 including in relation to the Elstree Way Corridor.
Conservation Area Appraisal	Sets out the key characteristics of a conservation area and provides design guidance for proposals within that area.
List of Locally Important Buildings in Hertsmere	A comprehensive list of buildings which are not on the national register of buildings but which have been identified as having local architectural or historic significance. The list was introduced in 2007 and updated in 2016.
Parking Management Strategy	A document setting out the Council's strategic approach towards the management of on and off-street parking across the Borough.
Economic Development Strategy	A Strategy which presents the Council's aims and proposed actions for improving economic prosperity across the borough
Housing Strategy	The Council's Strategy to enable it to plan and deliver housing for different groups of people across the borough.



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