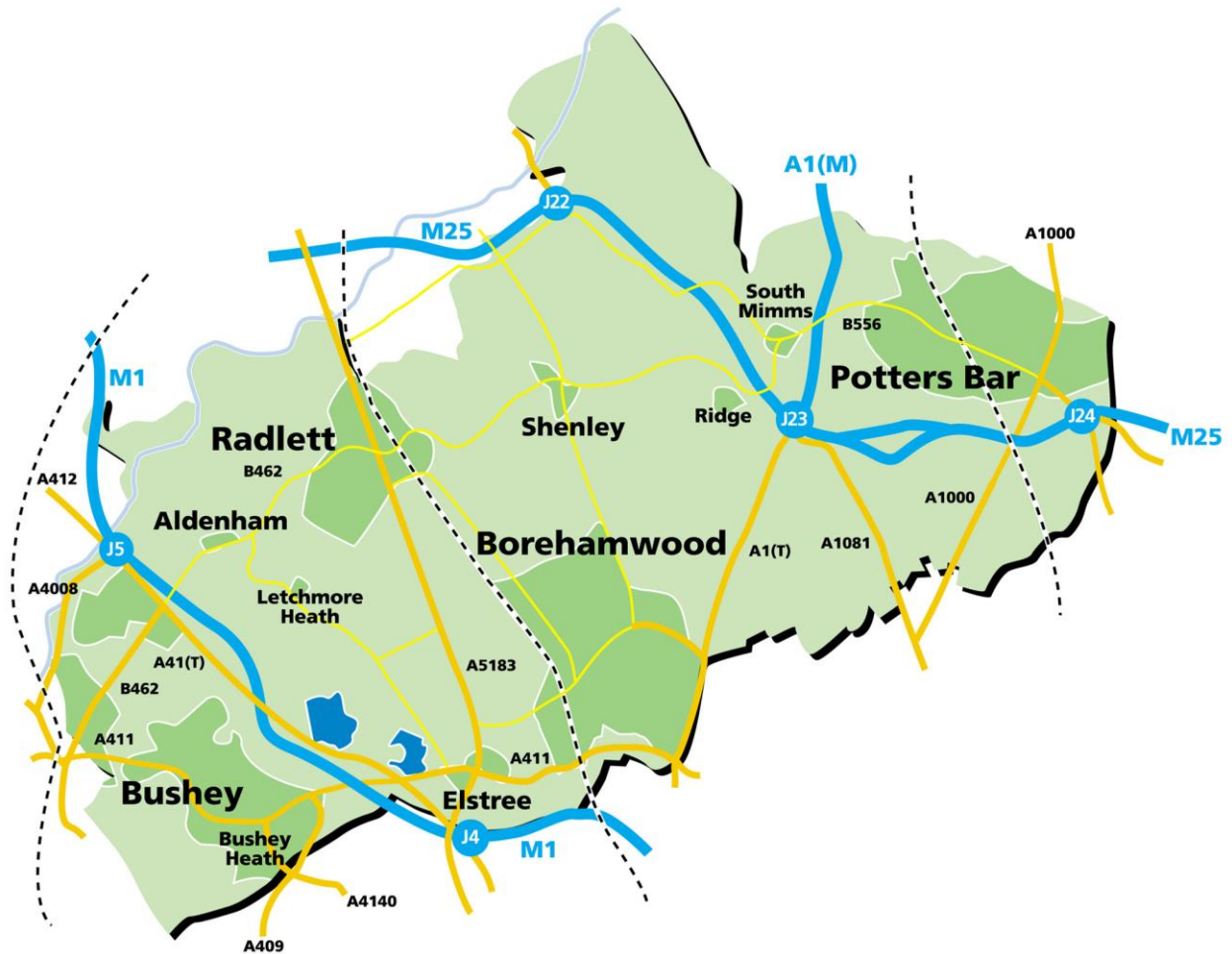


Hertsmere Borough Council Local Plan



Local Development Scheme October 2016

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Chapter 1: Introduction

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

1.2 This document is the Local Development Scheme (LDS). Its role is to describe the planning policy documents that the Council is preparing, or has already prepared, as part of its Local Plan. The LDS explains the purpose of the individual documents and how they relate to each other: it sets out the timetable 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.

1.3 This LDS supersedes previous versions of the Hertsmere LDS, the most recent of which was dated April 2015.

Chapter 2: Overview of the Planning System

2.1 The Planning & Compulsory Purchase Act (PCPA) 2004 is the primary legislation for plan-making purposes. The Council must comply with it. Certain elements of the PCPA were updated by the Planning Act, 2008 (as amended), the Localism Act 2011 and most recently the Housing and Planning Act 2016. However, none changed the fundamental requirements of Local Plan preparation. Most significantly, Section 38(6) of the PCPA states that *“If regard is to be had to the **development plan** for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise.”*

2.2 The **development plan** is the document, or series of documents, which contain the planning policies that the local planning authority will take into account when determining applications for development. Some of the documents that Hertsmere Borough Council prepares as part of its Local Plan process form part of the statutory development plan. These are the policy-setting documents.

2.3 As at October 2016, **the development plan for Hertsmere** comprised the following documents:

- a) prepared by Hertsmere Borough Council
 - the Core Strategy (adopted January 2013),
 - Elstree Way Corridor Area Action Plan (adopted July 2015), and
 - saved Policies in the 2003 Local Plan (adopted May 2003); and
- 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).

2.4 The Government abolished Regional Strategies through the Localism Act 2011. The original requirement for a Council to submit its LDS to be submitted to the Secretary of State has been dropped. However, the new Housing and Planning Act 2016 (section 143) states that if a Local Authorities have not prepared a LDS then the Secretary of State may prepare a LDS for the Local Authority and direct the authority to bring that scheme into effect.

2.5 Terminology around local plans has changed as a consequence of newer 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 statutory plans as 'Development Plan Documents' and local planning authorities are able to prepare more than a single local plan if necessary.

2.6 The Council describes the documents which provide the statutory, strategic planning framework for the Hertsmere local authority area as local plan documents. The **Local Plan** currently comprises:

- Saved Policies of Local Plan (2003);
- Core Strategy (2013);
- Elstree Way Corridor Area Action Plan (2015); and
- Site Allocation and Development Management Policies Plan (likely to be adopted by the winter 2016)

The remaining saved policies of the Local Plan (2003) will be superseded when the Site Allocations and Development Management Policies Plan is adopted.

2.7 A series of supplementary planning documents provide additional guidance to support selected policies in these plans.

2.8 The Localism Act allows 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. One neighbourhood plan is currently being prepared in Hertsmeire – i.e. by Aldenham Parish Council for Radlett. Once adopted, the neighbourhood plan will form part of the statutory planning framework for the borough for use in individual planning applications.

2.9 The role of local plan and supporting documents is outlined in Table 1 below.

Table 1: Local Plan and Supporting Documents

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	Sets out charges for different types of development. The Council

Infrastructure Levy Charging Schedule (CIL)	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.

Chapter 3: Local Plan Documents

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

3.2 The Council's three new local plan documents are collectively replacing the whole of the Borough Local Plan 2003: i.e.

- Core Strategy - adopted in 2013, it provides the overarching strategy and principles for development in the Borough up to 2027, including the amount and distribution of development.
- Elstree Way Area Action Plan – adopted in 2015; and
- Site Allocations and Development Management (SADM) – Inspector's report received in September 2016 following a public examination with adoption of the Plan anticipated before the end of 2016.

Local Plan Document Profiles

3.3 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	Hertsmere Local Plan Core Strategy (Adopted 2013)
Role and Subject	Sets out the strategic vision, objectives and spatial strategy for the area up to 2027. Contains core strategic policies, including the distribution of new housing numbers.
Geographical Coverage	Borough wide. Key diagram shows relationships to neighbouring areas.
Chain of Conformity	General conformity with NPPF, saved Structure Plan policies, and Waste and Minerals Development Plan Documents. All other LDDs must be in conformity with the Core Strategy.
Inter-relationships	Community Strategy, Local Transport Plan, utilities & other infrastructure plans and strategies, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Management Arrangements	Project Manager - Policy & Transport Manager; 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 Review of Core Strategy below.	

Document Details

Title	Site Allocations and Development Management (SADM) Local Plan document
Role and Subject	There are two 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.
Geographical Coverage	Borough wide.
Chain of Conformity	NPPF and Core Strategy.
Inter-relationships	Community Strategy, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
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.
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Undertaken on work leading up to publication of draft SADM in 2014
Public consultation (<i>Regulation 18</i>)	March 2014
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (<i>Regulations 19/20</i>)	July-September 2015
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	November 2015
Examination Period (<i>Regulation 24</i>)	From January 2016. Post hearing modifications to be published for consultation from June 2016.
Receive Inspector's Report (<i>Regulation 25</i>)	September 2016
Adopt Local Plan (<i>Regulation 26</i>)	November 2016
Monitoring and Review Arrangements	
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 Review of the Core Strategy.	
Risk Assessment	
Lack of capacity in-house to deliver on time or diversion onto other priorities. Unable to retain or recruit staff with appropriate skills. PINS availability for examination and report received in time. Legislative and regulatory changes to/reforms of the planning system. 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. .	

Document Details	
Title	Elstree Way Corridor Area Action Plan Local Plan document
Role and Subject	To provide a comprehensive planning framework for the Elstree Way Corridor
Geographical Coverage	Elstree Way Corridor (EWC), Borehamwood (From Junction of Shenley Road/Elstree Way to Studio Way)
Chain of Conformity	Core Strategy.
Inter-relationships	Core Strategy and Site Allocations DPD and relevant SPD, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
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	
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	Undertaken on work leading up to publication of draft EWC Plan in 2013 and submission of EWC Plan in 2014
Public consultation (<i>Regulation 18</i>)	January/February 2013
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (<i>Regulations 19/20</i>)	February 2014
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	September 2014
Examination Period (<i>Regulation 24</i>)	Commenced October 2014
Receive Inspector's Report (<i>Regulation 25</i>)	May 2015
Adopt EWC Plan (<i>Regulation 26</i>)	Adopted 8 July 2015
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Authority Monitoring Report.	

Document Details	
Title	Community Infrastructure Levy Charging Schedule
Role and Subject	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).
Geographical Coverage	Borough wide.
Chain of Conformity	Conformity with adopted Core Strategy, NPPF, CIL Regulations (as amended)
Inter-relationships	Developer Contributions Framework Community Strategy, Local Transport Plan, utilities & other infrastructure plans and strategies, Housing Strategy, Environment Policy and Action Plan, Crime Reduction Strategy, Cultural and Leisure Strategy, other legislation.
Arrangements for Production	
Lead Organisation / Department	Hertsmere Borough Council's Policy and Transport Team
Reporting and Project Management Arrangements	Reporting: Full Council, Executive and CIL Investment Panel. Project Manager: Policy & Transport Manager; Project Team: Policy & Transport team; Quality assurance: Director of Environment
Joint Working	Consultants, Local Strategic Partnership, key stakeholders including Hertfordshire County Council and adjoining authorities.
Stakeholder/Community Involvement	Dependent upon the range of target audiences and the resources available to facilitate different methods. Expanded upon in the SCI.
Studies/Evidence Required	Infrastructure Assessment, Viability Assessment
Resources Required	Cost of any required technical studies, Examination and a Programme Officer, Legal Advice
Timetable for production	
Pre-production / survey	Stage 1 Winter 2011 / Stage 2 Autumn 2012
Prepare CIL charging schedule	Winter 2012
Public Consultation and right to be heard on draft charging schedule	March 2013
Modification on draft charging schedule	June 2013
Appoint examiner and programme officer	September 2013
Examination Notification	Autumn 2013
Examination	Autumn/Winter 2013
Receive Inspector's Report	Winter 2013
Introduction of Charge	1 December 2014
Monitoring and Review Arrangements	
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 Local Plan review through a combined examination.	

Document Details	
Title	Hertsmere Local Plan 2019 - 2034
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 delivery these targets. Other planning policies will also be review 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.
Arrangements for Production	
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, Examination and a Programme Officer. Publicity and consultation costs.
Timetable for production	
Pre-production / survey, including preparation of a Sustainability Appraisal (SA) report.	2016-2017
Public consultation (<i>Regulation 18</i>)	A number of phases: - 'First Steps' pre-consultation: Autumn 2016 - Strategic issues/options: Spring 2017 - Draft Local Plan: Autumn/Winter 2017
Publish Plan and invite representations on the "soundness" of the Plan (i.e. whether it is justified, effective and consistent with national policy) (<i>Regulations 19/20</i>)	Spring/Summer 2018
Submit Local Plan to Secretary of State - Examination begins (<i>Regulation 22</i>)	Autumn/Winter 2018
Examination Period (<i>Regulation 24</i>)	Winter 2018
Receive Inspector's Report (<i>Regulation 25</i>)	Spring 2019
Adopt Local Plan (<i>Regulation 26</i>)	Summer 2019
Monitoring and Review Arrangements	
Progress to be reviewed as part of the Authority Monitoring Report.	
Risk Assessment	
Lack of capacity in-house to deliver on time or diversion onto other 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

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

Procedural documents

4.2 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 2014. 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. An updated SCI is expected to be issued in early 2017 for a period public consultation.

- **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.

General Supplementary Planning Documents (SPDs)

4.3 Unlike the statutory Local Plan documents, SPDs do not set policy: they therefore do not form part of the statutory development plan. Their role is to provide supplementary guidance to assist with the implementation of a particular policy or policies in the development plan.

4.4 Following the Planning Act 2008, SPDs do not need to be formally recorded in the LDS before they can be prepared. The Council therefore has considerable flexibility when to produce and renew guidance. It is considered good practice to provide a description of existing SPDs and to highlight those new ones which will be prioritised in the short term (see Table 2). It should be noted that DPD preparation will normally take priority over SPD.

Table 2: Hertsmere SPDs

Document Title	Current Status	Next Stage of Review	Scope and Purpose
Guidance linked to Core Strategy and Local Plan 2003			
Planning Obligations	Adopted 2010 but superseded in 2014 by CIL and online Developer Contributions Framework	n/a	n/a
Affordable Housing	Originally adopted in 2008. Revisions adopted in November 2015.	To be updated to take into account new regulations and policies.	To provide detailed guidance on the application of affordable housing policies

Document Title	Current Status	Next Stage of Review	Scope and Purpose
Parking Standards	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
Biodiversity, Trees and Landscape SPD	Adopted SPD December 2010	Not planned.	Provides advice on potential impacts of development on protected species, habitats, trees and landscape and sets out best practice approaches to mitigate, improve and enhance biodiversity.
Planning and Design Guidance			
Part A - Overview and Context	Adopted SPD (1 Nov 2006)	Not planned.	Sets out the Council's standards in relation to development.
Part B - Permitted Development	Adopted SPD (April 2009)	Not planned.	Could be updated, following amendments to the PD rights.
Part C - Site Appraisal: Design and Access Statements	Adopted SPD (1 Nov 2006)	Not planned.	
Part D - Guidelines for Development (Adopted 2013)	The revised document was adopted SPD (19 June 2013)	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.	Adopted. Reviewed document now includes: - Guidance on garden land development. - New guidance on internal space standards. - Updated references to public documents
Part E - Guidelines for residential extensions and alterations	Adopted SPD (1 Nov 2006) Appendix on garage conversions adopted in January 2015	Not planned.	
Part F - Shopfronts	Adopted SPD (March 2011)	Not planned.	
Area Development Briefs (SPD status)			
Radlett Key Locations	Development Brief with SPD status, Adopted March 2011	A revision of the document is being undertaken. Consultation in autumn 2016. Expected to be adopted in 2017.	Sets out planning policies and assesses development potential of 4 key sites in Radlett centre
Bhaktivedanta Manor, Letchmore Heath	Development Brief with SPD status. Adopted December 2012	Not planned.	

4.5 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
- Warren Estate (Bushey Heath) Design Guide
- Joseph Rowntree Foundation Lifetime Homes.

4.6 The use of good practice advice complements the above guidance (see Table 3).

Table 3: Good Practice Guidance

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

Conservation Area Appraisals

4.7 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.

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

4.9 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 2016
Aldenham	planned for 2016/17
Patchetts Green	planned for 2016/17
Letchmore Heath	planned for 2016/17
Roundbush	planned for 2016/17
South Mimms	planned for 2017/18
Ridge	planned for 2017/18
The Lake (Warren Estate)	to be confirmed – existing Design Guidance remains in use

Chapter 5: Supporting Statement - Evidence, Resources and Risks

5.1 The Council aims to prepare its planning policy documents in accordance with the timescales set out in the LDS. Effective programming is important to ensure the public and interested parties know when to expect participation stages and to help ensure policies are in place to support development.

5.2 This Chapter takes the form of a supporting statement to the LDS. Its purpose is to demonstrate that, in setting timescales for completion of planning policy documents, the Council has taken account of the resources available for preparing the documents and the evidence needed to support them. The most significant risks to meeting the timescales set are also evaluated.

Evidence

5.3 The Core Strategy was supported by a considerable amount of evidence collected over the years leading up to its adoption. The evidence has been and is being used to underpin completion of the remaining Local Plan documents (see Table 3). Studies forming part of the evidence base are regularly used to inform decisions on planning applications.

5.4 From time to time the evidence base is reviewed and updated. As indicated in the Document Profiles in Chapter 3, further work is required for the new Local Plan .

5.5 When any local plan document is submitted to the Secretary of State for independent examination, the Planning Inspector will test whether their policies and proposals are "justified" with reference to up to date and robust evidence. Government advises in the National Planning Policy Framework that the evidence should be proportionate to the task (it is not a case of information for information's sake).

Table 3: Hertsmere Local Plan Evidence Base

- *Work (already) published in 2015/2016 is recorded in italics*
- Work still to be undertaken and/or completed is highlighted (in red)
- Other studies will be undertaken to support the Review of the Core Strategy: they have not yet been determined and are not therefore recorded in Table 3.

Evidence	Purpose
(1) Commissioned by Hertsmere Borough Council	
Viability Study - Development Economics Study	The Development Economics Study examines the viability of delivering affordable housing by considering a range of possible different policy options for thresholds and percentages for requiring the provision of affordable housing. (Three Dragon Consulting May 2010)
Strategic Flood Risk Assessment	A Level 1 Strategic Flood Risk Assessment in accordance with Planning Policy Statement 25. (Halcrow May 2008)
Strategic Flood Risk Assessment (Update)	This study will provide an update to the current Leel 1 Strategic Flood Risk Assessment. To be commissioned in 2016 and completed in early 2017
Elstree Way Corridor Feasibility Study	The study seeks to prepare a viable master plan scenario for the redevelopment of the Elstree Way Corridor. (Colin Buchanan and Partners June 2010)
Green Belt Assessment	The study is likely to be in two phases. Phase 1 has been commissioned from Arup. It assesses the contribution areas of the Green Belt make to the overall purposes and functioning of the Green Belt – due for completion, Autumn 2016. Phase 2 is dependent upon the need for more development land to support housing and employment needs: if undertaken, Phase 2 would assess the relative merits (and implications) of using different areas for development – i.e. potential land releases.
Gypsy and Traveller Accommodation Assessment	The accommodation needs – both residential and transit – for Gypsies and travellers, and for travelling showpeople have been assessed. Study commissioned from ORS, replacing the jointly commissioned assessment by CURS in 2005. The final report and an addendum were published in 2015.
Gypsy and Traveller Accommodation Assessment (Update)	There is a need to update the 2015 GTAA to reflect changes in national policies, in particular the change in the planning definition of Travellers. To be commissioned and completed during 2016/17
Housing Strategy	To be commissioned in 2016. The work is intended to prepare a corporate housing strategy, including the delivery of different types of 'affordable housing. In terms of the evidence base, it will complement the SHMA.
Indoor Sports and Outdoor Playing Field Strategy	4Global and RPT Consulting have been commissioned (by the Council's Parks & Recreation Team) to assess the demand for and supply of sports facilities. The report will include recommendations for enhancing the supply. Due for completion in 2016.

Evidence	Purpose
(2) Jointly commissioned with neighbouring authorities and other authorities	
Strategic Housing Market Assessment (SHMA)	New study replacing the 2010 assessment and covering South West Herts to 2031/2036. It was commissioned jointly by Dacorum Borough Council, Hertsmere Borough Council, Three Rivers District Council and Watford Borough Council. The purpose of the study was twofold: a) to identify the housing market(s) for the commissioning authorities; and b) to develop a clear understanding of housing market dynamics, to provide an assessment of future needs for both market and affordable housing and the housing needs of different groups within the population. (GL Hearn – February 2016) Elements of the study will need updating or review in the light of more recent population forecasts and the need to plan for self-build/custom-build and starter homes.
Economy Study	New study replacing the previous Central Herts work undertaken by Roger Tym in 2006 and 2009 and covering South West Herts to 2031/2036. It was commissioned jointly by Dacorum Borough Council, Hertsmere Borough Council, Three Rivers District Council and Watford Borough Council. The study's purpose was to advise on a functional economic market and to provide a sub-regional overview of future requirements for employment land, comprising factories, warehouses and offices over the next 20 years. The study also looked at the qualitative supply of employment land in Hertsmere (Regeneris: February 2016).
Green Arc Strategic Green Infrastructure Plan	Provides an overview of existing strategic green infrastructure assets within the GreenArc (Hertfordshire and Essex), including consideration of assets and proposals which are significant for national and sub national/regional green infrastructure planning (Land Use Consulting March 2011)
Hertsmere Green Infrastructure Study	Provides an overview of existing strategic green infrastructure assets and provides an action plan for Green Infrastructure within Hertsmere. (Land Use Consulting March 2011)
Hertfordshire Infrastructure and Investment Strategy	The Hertfordshire Local Authorities, comprising the ten District Councils and the County Council, commissioned Atkins Ltd, Roger Tym and Partners and URS to undertake the

Evidence	Purpose
	HIS Study, an assessment of Hertfordshire's future infrastructure requirements and the identification of funding mechanisms necessary to secure its provision. (Atkins Ltd, Roger Tym and Partners and URS August 2009)
(3) Prepared in-house by HBC	
Housing and Employment Land Availability Assessment (HELAA)	The document originated with a Strategic Housing Land Availability Report 2010 and Update 2011. It has since been refreshed and extended into a HELAA looking at employment land potential as well. The HELAA includes an assessment of potential sites and locations for housing and employment (B use class – office, research, industry, storage and distribution); it also provides a picture of the quantity and timing of future housing supply over the next 15 years. The HELAA will be kept under annual review to maintain an up to date understanding about where development potential may exist in that may contribute towards the creation of sustainable mixed communities. New document published in January 2016.
Local Significant Employment Sites	The purpose of this study was to recommend sites currently in B, or physically similar Sui Generis, use for allocation as Local Significant Employment Sites in the Borough's Local Development Framework. (2009 and updated 2010)
Employment Site Allocations	This report seeks to assess the boundaries of these allocated sites, to establish whether they are still relevant, and make recommendations in respect of whether they should be altered before these existing sites are considered for reallocation in the Council's emerging Site Allocations and Development Management Plan (SADM). (2011)
Retail Topic Paper	The topic paper sets out the existing robust evidence base regarding the retail needs assessments that cover Hertsmere but have been prepared by authorities that adjoin Hertsmere. This justifies Hertsmere Borough Council's position regarding the informed decision not to allocate any major retail sites itself and the choice not to undertake an additional full retail needs / capacity assessment. (2009) An updated of this work is planned for 2017.
Town Centres and Shopping Study	The study evaluates the health of the six existing town and district centres and provides guidance to assist the Council in the evaluation and assessment of planning applications and proposals for retail development within the Borough in the future. (2008)
Hertsmere Open Space Study	This study aims to identify the quantity and quality of open spaces and recreational opportunities available to residents of Hertsmere. By establishing actual and / or anticipated levels of demand, the study will identify the land requirements for open space

Evidence	Purpose
	for the period to 2021. (2011)
Green Space and Amenity Land Report	The study builds on the findings of the Open Space Study which was published following public consultation. (2012) Information re-evaluating local green spaces was published in February 2016 and provided to the Examination on SADM.
Infrastructure Topic Paper	The document supports the Core Strategy by highlighting what physical, social and green infrastructure is needed as a result of the amount of development that will be brought forward in the Core Strategy. (2012)
Infrastructure Capacity Assessment	The study will identify local infrastructure provision, providers, area with spare/insufficient capacity, future improvement programme and any funding gaps. Information from the study will be used to inform the new Local Plan. The study is scheduled to be carried out during late 2016 / early 2017 taking account of Hertfordshire County Council's Local Infrastructure Plan for the borough.
Faith Community Needs Assessment	This study assesses the current and future needs for places of worship and associated facilities. (2012)
(4) Commissioned by HCC	
Hertfordshire Renewable and Low Carbon Energy Technical Study	The study identifies options for delivering Renewable and Low Carbon opportunities to Hertfordshire. It provides an understanding of the local feasibility and potential for renewable and low-carbon technologies. (Aecom 2010)
Borehamwood and Elstree Transport Plan	This transport plan provides a framework to focus transport improvements and manage congestion in Borehamwood and Elstree over the next five years. (Aecom 2013)
South West Hertfordshire Transport Strategy Review and Action Plan	The Review provides a forward vision for the area which is in accordance with local and national policies, challenges and targets and the identified objectives for the South West Herts area. (2008). The plan which is based on Watford (and its hinterland) was under review at July 2016.
Potters Bar UTP	Hertfordshire County Council developed an Urban Transport Plan for Potters Bar which sets out the priorities for transport investment for the next five years and beyond. (2011)
Local Implementation Plan	This work will assess the infrastructure required to support particular levels of growth and potential delivery. Completion of main report 2017/18.
Transport Modelling	This work will be carried out at a strategic (district) and at a local level to evaluate the effect of predicted traffic growth and the effect of major development options. Reporting will be in successive stages, yet to be agreed with HCC. (Completion of current baseline

Evidence	Purpose
	expected winter 2016 with updates planned based when development options are considered)
Waste Water Study	An assessment of local water supply and wastewater treatment in relation to future growth levels for Hertfordshire and associated policy options and solutions. (Completion expected - Winter 2016)

Resources

5.6 Hertsmere is a small Council with limited resources. The planning system's emphasis on evidence based plan-making and community engagement places a substantial burden on the Council resources. The Council must balance the need for a high quality evidence base and extensive engagement with speed of production and achieve effective, sound local planning documents.

5.7 The Local Plan is prepared by the Planning Policy Team, with the input of other teams or members of staff as necessary. The team currently comprises the Planning Policy Manager, a Principal Planning Officer, a Senior Planning Officer and two Planning Officers. The team also includes two part-time Conservation and Design Officers, two part-time Traffic Engineers and a Monitoring and Research Officer. An officer(s) with responsibility for housing strategy and economic development is also expected to be required.

Risks

5.8 The risks that could impact on delivery of the new Local Plan concern:

- **Funding and departmental resources** - a budget has been built up over several years for the Local Plan process (excluding staff costs). However, the Government expects councils to be self-financing by 2020 and further significant savings in Hertsmere Council's budget will need to be made. The financial resource for local planning cannot be relied upon to continue at historic levels. It will be necessary to keep costs at a minimum through smarter working. (*Potential Risk: High*)
- **Change in Council/Team Priorities** – this will depend on prevailing circumstances and the level of importance attached to particular functions of the team at any one time: for example, economic development or the Council's new development company could require more team resource in order to tackle a particular problem. The aim will be to adequately resource all the team's functions. (*Potential Risk: Medium*)
- **Staff turnover/difficulty in recruitment** - should staff leave, the Council would seek to new recruit staff by advertising quickly, unless posts are frozen. If difficulties in recruiting suitable and qualified staff arise, we will explore other options including the use of focussed consultants or agency staff, subject to resources. (*Potential Risk: Medium*)
- **"Soundness" of Local Plan documents** - the Council will minimise this risk in several ways. We will liaise closely with the Planning Inspectorate, our partners, our own legal advisors, in particular regarding meeting statutory requirements, and by using the PAS 'soundness self-assessment toolkits'. (*Potential Risk: Medium*)
- **Planning reforms** - the planning system continues to be subject to significant reform. There could be new advice/policy and regulation. This could create a need for new evidence to support a new policy requirement. Interpretation of new Government policy and guidance may be unclear, though the Council would take legal advice to help understand the implications. The government is currently reviewing the NPPF and new legislation continues to emerge, including the newly enacted Housing and Planning Act. Delay in plan preparation may occur if major changes to the planning system are to be introduced as the Council may need to consider what additional work maybe required as a result of these changes, (*Potential Risk: Medium*)

- **Programme Slippage** - the Council will continue to monitor the progress of LPDs against the LDS and report these in the AMR each year. We have sought to ensure that the timing of resource intensive stages on the Local Development Documents do not clash to the extent those resources are overstretched. The LDS will itself be kept under review with interim updates published as necessary. *(Potential Risk: Medium)*
- **Capacity of the Planning Inspectorate** - there is a risk that PINS will be unable to cope with examination demand nation-wide, and/or the other commitments of an appointed Inspector. *(Potential Risk: Low)*
- **Legal Challenge** - third parties could mount a challenge to the adoption of a local planning document. The risk can be minimised by ensuring that LPDs are “sound” – i.e. founded on a robust evidence base and well-audited community engagement. Working closely with legal support officers will also help. *(Potential Risk: Low)*
- **Failure of external parties to meet project deadlines** - there is a risk that consultants or other stakeholders do not supply evidence base studies on time, or that consultants cannot be sourced. *(Potential Risk: Medium)*
- **The Duty to Co-operate** - could throw up strategic issues and requests from neighbouring authorities to accommodate some of their development needs in Hertsmere. While early and regular liaison can improve understanding, create shared approaches and remove ‘late’ surprises, the need to consider additional/higher levels of growth could add significantly to the controversy of planning issues in the borough. *(Potential Risk: Low to High)*
- **Scale of stakeholder engagement**- It is not possible to predict accurately the likely scale of responses at various stages of consultation. It could well depend on the scale and location of development proposed to address housing needs. In the event of very high responses, the Council will seek to gain additional support to process them. We will seek to engage people by targeting key stakeholders in organisations and ‘hard to reach’ groups. *(Potential Risk: Medium)*