



## Planning and Economic Development

13<sup>th</sup> July 2022

Dear Mr Jones,

### Application for designation of a neighbourhood area

I refer to your email of 28<sup>th</sup> June and subsequent letter of 11<sup>th</sup> July 2022 requesting that the entirety of the Town Council's boundary be designated as a Neighbourhood Area.

I can confirm that the application has now been accompanied by the information required under Regulation 5(1) of the Neighbourhood Planning (General) Regulations 2012 (as amended). Pursuant to section 61G of the Town and Country Planning Act 1990 (as amended), I am able to confirm the designation of the entire area within the boundary of Elstree and Borehamwood Town Council as a neighbourhood area. Confirmation of this will be publicised in accordance with Regulation 7.

The role of the Local Planning Authority in neighbourhood planning is outlined in national Planning Practice Guidance<sup>1</sup> and we will engage constructively with all parties throughout the process. To ensure that this can be undertaken effectively, I am proposing that both our Councils commit to a Service Level Agreement (SLA) which will enable a working relationship to be established, as well as setting out how statutory obligations will be met and the level of assistance which we are able to provide. A model Service Level Agreement is available on the Local Government Association website<sup>2</sup> which I would suggest can form the basis of such an agreement locally.

I would be grateful if you could confirm that your Council is able to agree to such an approach and look forward to hearing from you or your appointed consultant, Alison Eardley, with regard to taking this forward.

Yours sincerely

Ross Whear  
Head of Planning and Economic Development

cc Alison Eardley, Alison Eardley Consulting  
Cllr Harvey Cohen, Portfolio Holder for Planning

<sup>1</sup> <https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

<sup>2</sup> <https://www.local.gov.uk/plan-making-model-service-level-agreement>