

*Local Development Framework*



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# Local Development Scheme

Timetable for producing  
planning policy documents for  
North Hertfordshire  
Approved December 2009



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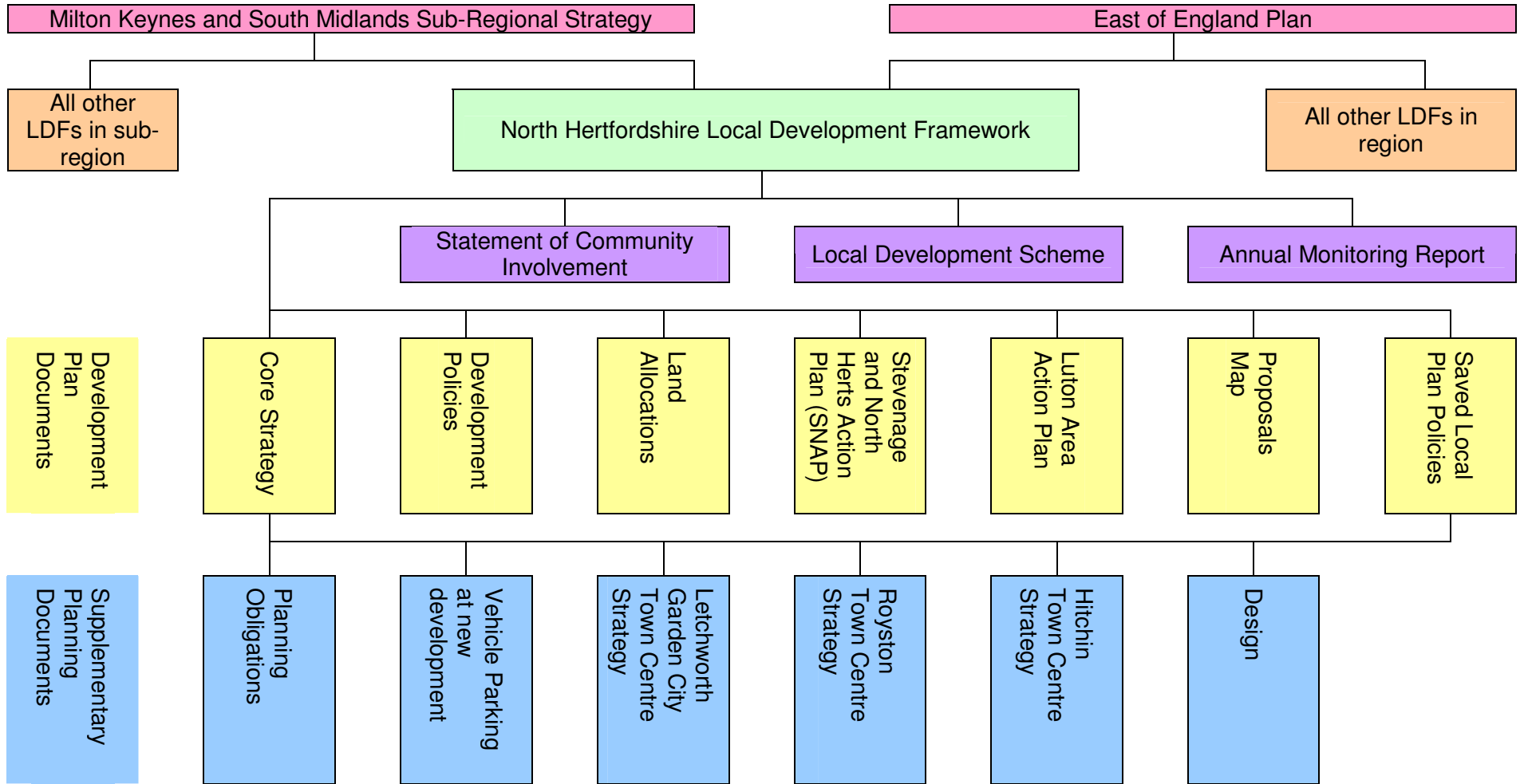
## **1.0 Introduction**

- 1.1 This is the third Local Development Scheme (LDS) which has been produced for North Hertfordshire. The LDS is a timetable and project plan, showing the planning policy documents (technically known as 'Local Development Documents') we intend to prepare over the next five years. These documents make up the Local Development Framework (LDF), which is replacing the District's old Local Plan.
- 1.2 Our previous LDS took effect in June 2007. Since then, there has been significant progress towards the milestones set out in it. There have also been instances where the timetables proposed have been affected by external factors and need updating, notably due to further studies that have proved necessary on how deal with the amount of sewage generated by the level and locations of housing included in the East of England Plan, which was published in May 2008.
- 1.3 The Local Development Framework system was introduced by the Planning and Compulsory Purchase Act 2004. LDFs are portfolios of several documents, which collectively state our vision for the area, strategy for accommodating new land uses, policies for controlling development and specific projects for certain areas. It also makes explicit our policy on the involvement of the community in policy making and decision making.
- 1.4 Documents within the Local Development Framework will be subjected to assessments of its environmental impact and sustainability. These are known as Sustainability Appraisal and Strategic Environmental Assessment. These assessments ensure that the land-use planning system makes the greatest contribution possible to the protection of the environment for future generations.
- 1.5 The Local Development Framework has to be in conformity with the East of England Plan (technically known as the Regional Spatial Strategy) and the Milton Keynes and South Midlands Sub-Regional Strategy. It must also take account of the North Hertfordshire Sustainable Community Strategy.

## **2.0 Current position and the way forward for North Hertfordshire**

- 2.1 Planning applications have to be determined in accordance with the policies of the development plan, unless material considerations indicate otherwise. At present the statutory development plan for North Hertfordshire comprises:
- (i) East of England Plan, adopted May 2008 (East of England Regional Assembly);
  - (ii) Single issues review of East of England Plan on Accommodation for Gypsies and Travellers and Travelling Showpeople, published July 2009 (East of England Regional Assembly);
  - (iii) Saved policies from the Hertfordshire Structure Plan Review 1991-2011 adopted in 1998 (Hertfordshire County Council)
  - (iv) Hertfordshire Minerals Local Plan adopted in 1998 (HCC)
  - (v) Hertfordshire Waste Local Plan adopted in 1999 (HCC)
  - (vi) Saved policies from the North Hertfordshire District Local Plan No. 2 with Alterations adopted 1996 (NHDC)
- 2.2 Under the new system all these plans will be replaced by the following:
- (i) East of England Plan (EERA)
  - (ii) Hertfordshire Waste Minerals Local Development Framework (HCC)
  - (iii) North Hertfordshire Local Development Framework (NHDC)
- 2.3 Although only adopted in May 2008, the East of England Regional Assembly (EERA) has already begun the process of revising the East of England Plan. The County Council will be preparing its own Local Development Documents for matters relating to minerals and waste to replace the existing Minerals and Waste Local Plans.
- 2.4 Figure 1 (over) sets out the documents that are currently anticipated to form North Hertfordshire's Local Development Framework.
- 2.5 The Council will work positively with neighbouring authorities in order to facilitate joint working on technical matters relating to the Milton Keynes and South Midlands Sub-Regional Strategy and the East of England Plan.
- 2.6 A profile for each document to be produced is contained in the Section 3, which outlines the document details, production timetable and other production details. A summary of the timetable for production is on the back cover.
- 2.7 It is impossible at the outset to be precise about the timetable for the production of various facets of work and as such the timings identified are simply indications of when stages will be undertaken, begun or completed. The work may or may not last for the whole of the period specified and it should not be interpreted that the timetable will endure with strict precision. The LDS will be subject to periodic review.

**Figure 1: Document hierarchy**



- 2.9 The existing local plan will not all be replaced in one go. Under the Planning and Compulsory Purchase Act 2004, the policies of the local plan were saved for three years from September 2004. Since September 2007, only certain policies have been saved, as listed in figure 2.

**Figure 2: Saved Policies of Local Plan No. 2 with Alterations**

<b>Policy</b>	<b>Title</b>
2	Green Belt
3	Settlements within the Green Belt
4	North East Stevenage
5	Excluded villages
6	Rural areas beyond the Green Belt
7	Selected villages beyond the Green Belt
8	Development in towns
9	Royston's development limits
11	Chilterns AONB
14	Nature conservation
16	Areas of archaeological significance and other archaeological areas
19	Historic Parks and Gardens
21	Landscape and open space pattern in towns
25	Re-use of rural buildings
26	Housing proposals
28	House extensions
29	Rural housing needs
29a	Affordable housing for urban local needs
30	Replacement or extension of dwellings in the countryside
33	Relatives and staff accommodation
34	Caravans and mobile homes
36	Employment provision
37	Business uses (B1 Use Class)
39	Leisure uses
42	Shopping
43	Shopping areas in town centres
45	Shopfronts
47	General aviation
51	Developments effects and planning gain
55	Car parking standards
57	Residential guidelines and standards
58	Letchworth Garden City design principles

2.10 In addition to the Local Plan, we have an existing suite of Supplementary Planning Guidance (SPG) which supports the local plan. These SPG will also be replaced by the new policies within the LDF. Figure 3 shows in which document existing SPG is to be replaced, as well as which existing policy the SPG supports.

**Figure 3: Supplementary Planning Guidance**

<b>SPG</b>	<b>Title and date</b>	<b>Summary</b>	<b>Supports policy</b>	<b>Proposal</b>
1	Land north of Royston June 1990	Policies for the area of land transferred to North Hertfordshire from South Cambridgeshire	9 and 10	Remains material until adoption of Core Strategy
3	Access to Hitchin Industrial Areas January 1992	Clarifies interpretation of policy relating to sites HE1 and HE2	36	Remains material until adoption of Land Allocations
8	Urban Regeneration September 1997	Encourages use of previously developed land	26 and 36	Remains material until adoption of Core Strategy
9	Car parking standards for houses in multiple occupation October 1997	Self-explanatory	55	Refer now to Vehicle Parking SPD
10	Nightingale Road, Hitchin (Site HS2) November 1997	Reviews allocation of site	26 and 42	Remains material until adoption of Land Allocations
11	Design guide for a shopfront in Baldock January 1998	Self-explanatory	45	Remains material until adoption of Development Policies
12	Design guide for a shopfront in Hitchin January 1998	Self-explanatory	45	Remains material until adoption of Development Policies
13	Design guide for a shopfront in Letchworth January 1998	Self-explanatory	45	Remains material until adoption of Development Policies
14	Design guide for a shopfront in Royston January 1998	Self-explanatory	45	Remains material until adoption of Development Policies
15	Shopping February 1999	Restricts out-of-town retail developments	42 and 43	Remains material until adoption of Core Strategy
16	Environmental guidelines for the management of roads in the Chilterns AONB September 1998	Self-explanatory	11	Remains material until adoption of Core Strategy. May form basis of new SPD in future.

<b>SPG</b>	<b>Title and date</b>	<b>Summary</b>	<b>Supports policy</b>	<b>Proposal</b>
17	Chilterns building design guide February 2000	Self-explanatory	11	Remains material until adoption of Core Strategy. May form basis of new SPD in future.
18	Ashwell Village Design Guide October 2000	Self-explanatory	7 and 22	Remains material until adoption of Core Strategy. May form basis of new SPD in future.
19	North Herts Towns Cycle Routes Network December 2000	Supports the development of a cycle network in the towns	Structure Plan Policy 22	Remains material until adoption of East of England Plan. May form basis of new SPD in future.
20	Letchworth Design Guide October 2000	Self-explanatory	58	Remains material until adoption of Design SPD
21	Pirton Village Design Statement April 2003	Self-explanatory	7 and 22	Remains material until adoption of Core Strategy. May form basis for new SPD in future.
	Paynes Park Design Brief and Views October 1988	Development Brief	42	Was updated by a revised brief in 2005. The revised brief is a statement of the Council's policy rather than full SPD.
	River Hiz Development Guidelines March 1995	Supports creation of walkway along river through Hitchin	21	Remains material until adoption of Development Policies. May form basis for new SPD in future.
	Energy Conservation Requirements February 1997	Self-explanatory	57	Remains material until adoption of Development Policies. May form basis for new SPD in future.
	Skills Centre, Pixmore Avenue, Letchworth July 2001	Development Brief: Site under construction	26	Remains material until adoption of Land Allocations. May form basis for new SPD in future.
	Clothall Common, Baldock October 2001	Development Brief	26	Remains material until adoption of Land Allocations.
	Lloyd Way, Kimpton February 2002	Development Brief	26	Remains material until adoption of Land Allocations.
	North Herts College, Hitchin September 2003	Development Brief	Structure Plan Policy 13	Remains material until adoption of Land Allocations.

### 3.0 Summary and Profile of Proposed Documents

The timetable for producing all the proposed documents is summarised on the back cover. The timetable has been negotiated with the Government Office for the East of England (GO-East).

#### 3.1 Core Strategy

<i>Subject</i>	This document will state the Council's spatial vision for North Hertfordshire. It will be closely linked to the priorities identified in the Community Strategy for North Hertfordshire.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Development Plan Document
<i>Chain of conformity</i>	Must conform with East of England Plan. All other Local Development Documents must conform to the Core Strategy
<i>Timetable for production</i>	
<i>Survey and participation on options</i>	January 2005 - August 2007 (main consultation time September / October 2005)
<i>Preferred options participation</i>	September – October 2007
<i>Analyse responses and prepare pre-submission documents</i>	November 2007 – August 2010
<i>Pre-Submission Consultation</i>	September – October 2010
<i>Consideration of comments</i>	November 2010 – April 2011
<i>Formal Submission to Secretary of State</i>	May 2011
<i>Pre-examination meeting</i>	July 2011
<i>Independent examination</i>	September – October 2011
<i>Inspector's report</i>	February 2012
<i>Adoption</i>	May 2012
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from Community Development and Policy, Partnerships & Performance groups and other internal departments as appropriate. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	The Annual Monitoring Report (AMR) will assess the effectiveness of the policies contained within the Core Strategy. It is envisaged that the Core Strategy will only need reviewing once every five to ten years.

The survey work for the Core Strategy was started during 2005, with public engagement in September and October 2005 in the form of workshops and a questionnaire based on an Options Paper.

### 3.2 Development Policies

<i>Subject</i>	This document will state the criteria against which planning applications will be assessed.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Development Plan Document
<i>Chain of conformity</i>	Must conform with East of England Plan and Core Strategy
<i>Timetable for production</i>	
<i>Survey and participation on options</i>	January 2005 - August 2007 (main consultation time September / October 2005)
<i>Preferred options participation</i>	September – October 2007
<i>Analyse responses and prepare pre-submission documents</i>	November 2007 – August 2010
<i>Pre-submission consultation</i>	September – October 2010
<i>Consideration of comments</i>	November 2010 – April 2011
<i>Formal Submission to Secretary of State</i>	May 2011
<i>Pre-examination meeting</i>	July 2011
<i>Independent examination</i>	December 2011
<i>Inspector's report</i>	April 2012
<i>Adoption</i>	June 2012
<i>Production arrangements</i>	Led by Planning Policy & Projects group with input from with input from Planning Control and Conservation and other internal departments as appropriate. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	The Annual Monitoring Report (AMR) will assess the effectiveness of the policies contained within the Development Policies. It is envisaged that these policies will need reviewing once every five to ten years.

The survey work for the Development Policies was started during 2005, with public engagement in September and October 2005 in the form of workshops and a questionnaire based on an Options Paper.

### 3.3 Land Allocations

<i>Subject</i>	This document will specify sites to meet the District's needs for housing, employment, retail, leisure, community facilities and any other uses considered appropriate.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Development Plan Document
<i>Chain of conformity</i>	Must conform with East of England Plan and Core Strategy
<i>Timetable for production</i>	
<i>Survey and participation on options</i>	September 2007- December 2010 (main consultation time January – February 2008 and additional suggested sites consultation July – September 2009)
<i>Preferred options participation</i>	January – March 2011
<i>Analyse responses and prepare pre-submission documents</i>	April 2011 – May 2012
<i>Pre-submission consultation</i>	June – July 2012
<i>Consideration of comments</i>	August 2012 – January 2013
<i>Formal Submission to Secretary of State</i>	February 2013
<i>Pre-examination meeting</i>	April 2013
<i>Independent examination</i>	June – July 2013
<i>Inspector's report</i>	November 2013
<i>Adoption</i>	January 2014
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from Planning Control and Conservation, Environmental Health and other internal departments as appropriate. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	The take up of sites will be monitored by the AMR. It will be necessary to review these allocations on a regular basis, probably every five years.

The Council has to allocate land for 5 years' supply of housing at a rate set by the East of England Plan. The submission of the Land Allocations document has been scheduled so as to immediately follow the receipt of the Inspector's report on the Core Strategy.

### 3.4 Stevenage and North Hertfordshire Action Plan

<i>Subject</i>	This document will give detailed guidance on the protection of green belt and the development of urban extensions to Stevenage.
<i>Geographical area</i>	West and North of Stevenage (precise area to be determined through the preparation of this document)
<i>Status</i>	Development Plan Document
<i>Chain of conformity</i>	Must conform with East of England Plan and Core Strategy
<i>Timetable for production</i>	
<i>Survey and participation on options</i>	November 2006 – September 2008 (main consultation time November 2007 – January 2008)
<i>Preferred options participation</i>	February – March 2010
<i>Analyse responses and prepare pre-submission documents</i>	April – September 2010
<i>Pre-submission consultation</i>	October – November 2010
<i>Consideration of comments</i>	December 2010 – June 2011
<i>Formal Submission to Secretary of State</i>	July 2011
<i>Pre-examination meeting</i>	September 2011
<i>Independent examination</i>	February 2012
<i>Inspector's report</i>	June 2012
<i>Adoption</i>	September 2012
<i>Production arrangements</i>	Strategic Planning and Enterprise team at North Hertfordshire with the Planning Policy group at Stevenage Borough Council. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	It should not be necessary to review this document unless there are considerable delays to the delivery of the housing. In that case and if the strategic requirement for the development still exists then a review may be carried out.

This document will be prepared jointly with Stevenage Borough Council, as the development will be partly within that district and will need to be integrated into the existing town of Stevenage. The timetable for this document accords with the current timetable envisaged by Stevenage Borough Council.

### 3.5 Luton Area Action Plan

<i>Subject</i>	This document will give detailed guidance on the protection of green belt and possible development of urban extensions to Luton.
<i>Geographical area</i>	East of Luton within broad location south of Putteridgebury, west of the Breachwood Green ridge and north of Tea Green and Wandon End.
<i>Status</i>	Development Plan Document
<i>Chain of conformity</i>	Must conform with Milton Keynes and South Midlands Sub-Regional Strategy and Core Strategy
<i>Timetable for production</i>	See note below
<i>Production arrangements</i>	Led by Planning Policy & Projects group at North Hertfordshire, in consultation with Luton Borough Council and Central Bedfordshire Council. The North Herts SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	It should not be necessary to review this document unless there are considerable delays to the delivery of the development. In that case and if the strategic requirement for the development still exists then a review may be carried out.

This document will only be prepared if technical working proves that it is necessary for land in North Hertfordshire to be developed in order to meet the requirements of the Milton Keynes and South Midlands Sub-Regional Strategy. If prepared, this document will be prepared in consultation with Luton Borough Council and Central Bedfordshire Council, as the development will need to be integrated into the existing town of Luton.

### **3.6 Proposals Map**

<i>Subject</i>	This document will present all the Council's policies with a geographic extent on a map base.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Development Plan Document
<i>Chain of conformity</i>	Records the policies of all other DPDs.
<i>Timetable for production</i>	See note below

The Proposals Map will initially record the policies of Local Plan 2 with Alterations. The map will be updated with each new Development Plan Document to record changes. As such, the first change will be with the production of the Core Strategy, Development Policies and Land Allocations.

### **3.7 Statement of Community Involvement**

<i>Subject</i>	This document will set out the Council's Policy on involving the community in the preparation of policies and the determination of planning applications.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Local Development Document
<i>Chain of conformity</i>	Must meet minimum standards set in legislation. All other documents must be produced in accordance with this document.
<i>Timetable for production</i>	
<i>Survey and participation on options</i>	January - March 2005
<i>Preferred options participation and representations</i>	April - June 2005
<i>Submission to Secretary of State and formal comment</i>	October - November 2005
<i>Consideration of comments</i>	December 2005 - January 2006
<i>Pre-examination meeting</i>	February 2006
<i>Independent examination</i>	April 2006
<i>Inspector's report</i>	June 2006
<i>Adoption</i>	July 2006
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from Community Development and Policy, Partnerships & Performance groups and other internal departments as appropriate. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	It is not envisaged that this document will need regular review. It will probably be assessed once every ten years or so.

This document has now been adopted.

### 3.8 Planning Obligations

<i>Subject</i>	Considers the types of requirement which the Council may seek to provide through planning obligations.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Supplementary Planning Document
<i>Chain of conformity</i>	To support the current Local Plan policy 51, but will ultimately support policy in the Core Strategy.
<i>Timetable for production</i>	
<i>Evidence gathering</i>	March – July 2010
<i>Prepare draft SPD</i>	August 2010 – January 2011
<i>Public participation on draft SPD</i>	February – March 2011
<i>Consideration of comments</i>	April - June 2011
<i>Adoption</i>	July 2011
<i>Production arrangements</i>	Planning Policy & Projects group and Strategic Planning & Enterprise team, with input from Community Development and other internal departments as appropriate. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	To be reviewed through the AMR, with a possible review within five years.

This document is an update to our existing Planning Obligations SPD, which was adopted in September 2006. The update is necessary to take into account the Government's emerging proposals for a Community Infrastructure Levy (CIL).

### **3.9 Vehicle Parking at new development**

<i>Subject</i>	Sets parking standards and zonal restraint (as determined in Local Plan or DPD) with detail as to how they will be applied.
<i>Geographical area</i>	North Hertfordshire District
<i>Status</i>	Supplementary Planning Document
<i>Chain of conformity</i>	To support the current Local Plan policy 55, but will ultimately support the car parking policy in the Development Policies document.
<i>Timetable for production</i>	
<i>Evidence gathering</i>	January – April 2010
<i>Prepare draft SPD</i>	May – August 2010
<i>Public participation on draft SPD</i>	September – October 2010
<i>Consideration of comments</i>	November 2010 – January 2011
<i>Adoption</i>	February 2011
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from other internal departments as appropriate. The SCI will determine how external parties and members of the public will be involved.
<i>Timetable for review</i>	To be reviewed through the AMR, with a possible review within five years.

This document is an update to our original Vehicle Parking at New Development SPD, which was adopted in February 2006.

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### 3.10 Letchworth Garden City Town Centre Strategy

<i>Subject</i>	Provides guidance on the future of Letchworth Garden City town centre.
<i>Geographical area</i>	Letchworth Garden City town centre
<i>Status</i>	Supplementary Planning Document
<i>Chain of conformity</i>	Subordinate to the saved Local Plan, although prepared to also conform to the emerging Core Strategy.
<i>Timetable for production</i>	
<i>Evidence gathering</i>	September 2005 – July 2006
<i>Prepare draft SPD</i>	August – October 2006
<i>Public participation on draft SPD</i>	October - December 2006
<i>Consideration of comments</i>	December 2006 - January 2007
<i>Adoption</i>	January 2007
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from other internal departments as appropriate.
<i>Timetable for review</i>	Ten years

This document has been adopted.

This document gives guidance on the challenges facing the town centre of Letchworth Garden City and the Council's aspirations for the future. It also provides additional guidance for determining any major applications.

### **3.11 Royston Town Centre Strategy**

<i>Subject</i>	Provides guidance on the future of Royston town centre.
<i>Geographical area</i>	Royston town centre
<i>Status</i>	Supplementary Planning Document
<i>Chain of conformity</i>	Subordinate to the saved Local Plan, although prepared to also conform to the emerging Core Strategy.
<i>Timetable for production</i>	
<i>Evidence gathering</i>	December 2006 – May 2007
<i>Prepare draft SPD</i>	June 2007 – September 2007
<i>Public participation on draft SPD</i>	October – November 2007
<i>Consideration of comments</i>	December 2007 - May 2008
<i>Adoption</i>	June 2008
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from other internal departments as appropriate.
<i>Timetable for review</i>	Ten years

This document was adopted in June 2008.

This document gives guidance on the challenges facing the town centre of Royston and the Council's aspirations for the future.

### 3.12 Hitchin Town Centre Strategy

<i>Subject</i>	Provides guidance on the future of Hitchin town centre.
<i>Geographical area</i>	Hitchin town centre
<i>Status</i>	Supplementary Planning Document
<i>Chain of conformity</i>	Subordinate to the saved Local Plan, although prepared to also conform to the emerging Core Strategy.
<i>Timetable for production</i>	
<i>Evidence gathering</i>	May – September 2010
<i>Prepare draft SPD</i>	October 2010 – January 2011
<i>Public participation on draft SPD</i>	February – March 2011
<i>Consideration of comments</i>	April – August 2011
<i>Adoption</i>	September 2011
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from other internal departments as appropriate.
<i>Timetable for review</i>	Ten years

This document will update the existing Hitchin Town Centre Strategy, which was adopted in 2004.

### 3.13 Design

<i>Subject</i>	Provides guidance on design across different parts of the district.
<i>Geographical area</i>	North Hertfordshire
<i>Status</i>	Supplementary Planning Document
<i>Chain of conformity</i>	Subordinate to the saved Local Plan, although prepared to also conform to the emerging Core Strategy.
<i>Timetable for production</i>	
<i>Evidence gathering</i>	April – August 2009
<i>Prepare draft SPD</i>	September 2009 – January 2010
<i>Public participation on draft SPD</i>	February – March 2010
<i>Consideration of comments</i>	April – May 2010
<i>Adoption</i>	June 2010
<i>Production arrangements</i>	Led by Planning Policy & Projects group, with input from other internal departments as appropriate.
<i>Timetable for review</i>	Ten years

This document will replace existing Supplementary Planning Guidance on Letchworth Garden City Design Principles, whilst including similar guidance for other parts of the district.

#### **4.0 Resources**

- 4.1 It will be necessary for the Council to commit significant resources to the preparation of the first Local Development Framework. At any one time there will be several documents in preparation.
- 4.2 The Council's Service and Financial Planning process seeks to ensure that adequate resources are made available over at least the period up until submission of the Core Strategy, whilst acknowledging that the Housing and Planning Delivery Grant is an essential component in the financing of the progression of a Local Development Framework in a growth area such as North Herts.
- 4.3 The resources of a minimum of three full time equivalent members of Planning Services staff will be made available for the duration of the process through to adoption of the Core Strategy. Other additional planning resources will be called upon for the progression of joint working in the two growth areas that may affect North Hertfordshire.
- 4.4 Significant levels of staff commitment at a corporate level are assured in order to satisfactorily progress the LDF. This will include staff from several departments within the Council. As well as technical input, there will be considerable support for community and stakeholder involvement through the public participation/community engagement process.
- 4.5 Where there is a lack of identified capacity or expertise within the Council's own resources, this will be supplemented by the use of consultants during at least the first years of the programme. Service and Financial Planning has already identified and budgeted for consultancy input and support into the process during this initial period.
- 4.6 The Council already monitors many aspects of the effects of its policies. The production of the Annual Monitoring Report is therefore also built into existing work programmes.
- 4.7 Several independent examinations will be required. For this the Council has negotiated with the Planning Inspectorate a service level agreement to ensure the necessary Inspectors will be available.

#### **Risks**

- 4.8 There are several factors which may impact upon the ability of the Council to keep to this timetable. The table overleaf considers the main risks to the draft timetable.

**Figure 4: Risks to delivery of this timetable**

<b>Risk</b>	<b>Mitigating measures</b>
East of England Plan changes priorities <b>Medium Risk</b>	In this instance the whole timetable for the LDS would need to be revised. The East of England Plan was published in May 2008, but proposals for its full review looking to 2031 are already underway.
Significant public opposition <b>High Risk</b>	The Core Strategy, Land Allocations and Area Action Plans are likely to be highly contentious if they implement the proposals in the current East of England Plan. Whilst every effort will be made to build cross-community consensus, there is a high risk of significant public opposition. Where this opposition is to things which have already been determined at the regional planning level there is little the Council will be able to do. Therefore, we encourage maximum response to the East of England Plan review to bring it to the community's earliest attention for its role in determining strategic planning issues for North Hertfordshire.
Loss of staff <b>Medium Risk</b>	Although the Planning Policy and Projects Group currently has enough planning officers to progress the LDF this may change within the life of this LDS. There is currently a shortage of qualified planners, which has been examined by the Egan Review of skills shortages in planning. The Government has made available additional monies (in the form of the 'Housing and Planning Delivery Grant'), which the Planning Policy and Projects group is currently using to fund one Senior Planning Officer and one Research and Monitoring Officer on temporary contracts.
Financial shortfall <b>Medium Risk</b>	In the short term, the Council has allocated funds through its Service and Financial Planning process to allow for the preparation of the LDF. It has also been identified as a risk in the proposed Budget Strategy in the event that the initial sum proves insufficient (subject to Council approval). In the medium term, the cost of the Independent Examination may inflate due to the length of the Examination. This will be kept under review.
Changing Political Priorities <b>Medium / High Risk</b>	Proposals are discussed with Members of all parties via informal means (cross-party working party) and formal (Scrutiny Committee etc). This helps build consensus and reduce the likelihood of wholesale change of direction from local politicians. That said, the general election which is likely to be held in the first half of 2010 may lead to different priorities or even amendments to how the system works.
Legal Challenge <b>Low Risk</b>	As a measure of last resort anyone may issue a legal challenge within six week of adoption of an LDD. The degree to which this will happen is uncertain due to the untried nature of the system. However, a challenge will only succeed if the Council (or Inspector) has made a mistake in procedure or in fact. A challenge cannot consider whether the Council or Inspector has made the 'right' decision if the procedures have been followed and the decision was not based on incorrect facts. Every effort is being made to ensure that procedures are followed and facts are correct.

## 5.0 Glossary

### Annual Monitoring Report (AMR)

This assesses how the Council is progressing with the timetables set out in the LDS. It also assesses how effective the various policies contained in the other Local Development Documents are in practice. This is a statutory document but is not a Local Development Document (LDD).

### Community Infrastructure Levy (CIL)

Proposals by the Government for a means of obtaining money from developers to pay for the necessary infrastructure to support growth in an area. Exact details of how such schemes will work have yet to be published.

### Development Plan Documents (DPD)

These are the documents which must be taken into account in determining planning applications. Planning permission must be granted in accordance with these documents unless material considerations indicate otherwise. Development Plan Documents must be subjected to independent examination before being adopted.

### East of England Plan

See Regional Spatial Strategy.

### Local Development Documents (LDD)

These documents can be Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs), both of which are used to guide development and by the Council in the determination of planning applications. The Statement of Community Involvement (SCI) is also an LDD.

### Local Development Framework (LDF)

This comprises a number of different types of document - Local Development Scheme, Annual Monitoring Report, Statement of Community Involvement, Local Development Documents, Development Plan Documents and Supplementary Planning Documents.

### Local Development Scheme (LDS)

This document (which you are currently reading) sets out which documents are part of the Local Development Framework and the timetable for their review and the preparation of new documents. This is a statutory document although not a Local Development Document (LDD).

### Local Plan

A document produced under the old planning system which set out all the Council's policies on the development of land. The existing Local Plan will be saved for three years from September 2004 to allow time for replacement documents under the new system to be produced. If the Council wishes to save its Local Plan beyond this period it must seek the permission of the Secretary of State.

### Statement of Community Involvement (SCI)

This sets out the Council's policy on involving the community in policy-making and major planning applications. It is a Local Development Document.

### Regional Spatial Strategy (RSS)

This is the successor to both the non-statutory Regional Planning Guidance and to the statutory Structure Plan. It will set the strategic context for development across the region, including setting the level of new housing to be accommodated. The Regional Spatial Strategy which covers North Hertfordshire is called the East of England Plan.

### Strategic Environmental Assessment (SEA)

Required under the terms of the European directive 2001/42/EC for "environmental assessment of certain plans and programmes, including those in the field of planning and land use". Undertaken in conjunction with the Sustainability Appraisal (q.v.).

### Structure Plan

Document produced by the County Council under the old system considering strategic issues. To be replaced under the new system by Regional Spatial Strategy.

### Supplementary Planning Documents (SPD)

There is no legal requirement to take these documents into account in determining planning applications, so their nature is to provide guidance to applicants wishing to develop land. The community will be involved in their preparation, but there is no independent examination of the document.

### Supplementary Planning Guidance (SPG)

Performed a similar role to SPD (q.v.), but as produced under the old system, with fewer regulations governing their preparation.

### Sustainability Appraisal (SA)

An assessment of the impact the proposals contained within a Local Development Document would have on the environment, economy and society. SA is an iterative process; it should be used to improve the sustainability of subsequent versions of the document. It is to be carried out in conjunction with the Strategic Environmental Assessment (q.v.).



Figure 5: Timetable

		2007					2008					2009					2010					2011					2012					2013					2014					Review Period	Next review																																																																																
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Development Plan Documents (DPD)	Core Strategy	[Grey]					[Brown]	[Red]	[Red]					[Red]	[Yellow]	[Green]	[Blue]	[Dark Blue]	[Purple]	[Purple]	[Black]										5 years	2017																																																																																											
	Development Policies	[Grey]					[Brown]	[Red]	[Red]					[Red]	[Yellow]	[Green]	[Blue]	[Dark Blue]	[Purple]	[Purple]	[Black]											5 years	2017																																																																																										
	Land Allocations					[Grey]	[Pink]					[Grey]	[Pink]	[Grey]	[Grey]	[Brown]	[Red]					[Yellow]	[Green]	[Blue]	[Dark Blue]	[Purple]	[Purple]	[Black]					5 years	2019																																																																																									
	Stevenage and North Herts Action Plan					[Grey]	[Pink]	[Grey]				[Brown]	[Red]	[Yellow]	[Green]	[Blue]	[Dark Blue]	[Purple]	[Purple]	[Black]												10 years	2022																																																																																										
	Luton Area Action Plan	Will only be prepared if technical work on the Luton and South Bedfordshire Core Strategy or other circumstances dictate that growth of Luton into North Hertfordshire is strictly necessary.																																																																																																																									
	Statement of Community Involvement	Adopted 2006																														10 years	2016																																																																																										
	Proposals Map	Reviewed with each Development Plan Document																																																																																																																									
Supplementary Planning Documents (SPD)	Planning Obligations	Adopted 2006									[Grey]	[Red]	[Yellow]	[Green]	[Black]																	5 years	2016																																																																																										
	Vehicle Parking at new development	Adopted 2006								[Grey]	[Red]	[Yellow]	[Green]	[Black]																			5 years	2016																																																																																									
	Letchworth Garden City Town Centre Strategy	Adopted 2007																															10 years	2017																																																																																									
	Royston Town Centre Strategy	Adopted 2008																															10 years	2018																																																																																									
	Hitchin Town Centre Strategy					[Grey]	[Red]	[Yellow]	[Green]	[Black]																							10 years	2021																																																																																									
	Design					[Grey]	[Red]	[Yellow]	[Green]	[Black]																							10 years	2020																																																																																									

Development Plan Documents and Statement of Community Involvement (top half of table)	Supplementary Planning Documents (bottom half of table)
Survey and participation on options	Survey and participation on options
Consultation (Reg. 25)	
Second consultation (where necessary) (Reg. 25)	
Analyse responses and prepare submission documents	Prepare draft SPD
Pre-submission consultation (Reg. 27)	Public participation on draft SPD
Consider comments	Consideration of comments
Submit to Secretary of State (Reg. 30)	
Pre-examination meeting	
Independent Examination	
Inspector's Report	
Adoption of Document	Adoption of document