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Note:

Annual monitoring reports are prepared on a financial year (April – March) basis.

This Annual Monitoring Report covers the period 1 April 2018 to 31 March 2019. Information in this report is generally presented based on the situation as at the last day of the monitoring period (but may have been collected or released after the period). Data released since 31 March 2019 but which refers to (a point within) the monitoring period is included where relevant.

Since 31 March 2019, the examination of the Council's new Local Plan has continued to progress.

The consultation period for the proposed Main Modifications and additional evidence closed on Thursday 11 April 2019. In July and August 2019 the Inspector wrote to the Council setting out a range of additional queries and questions.

This Annual Monitoring Report contains references to policies in the new Local Plan which are proposed to be modified.

Due to the ongoing Examination and the subsequent publication of new national policy guidance, some of the issues discussed in this report will have been 'overtaken by events' and more up-to-date information may be available.

Information on the progress of the Local Plan can be viewed on the Council's website at www.north-herts.gov.uk/localplan.

1. Introduction

- 1.1 Monitoring is an important part of the planning system. Keeping track of changes to the built and natural environment helps show how well our policies for the District are working. This report examines the direct effects of our policies by measuring the number of new homes built and identifying when the schemes that have been granted planning permission are expected to be delivered.
- 1.2 We also look at wider social, economic and environmental indicators which can be influenced by our Plan. This forms part of the ongoing environmental assessment of our policies.
- 1.3 During the monitoring period (1st April 2018 – 31st March 2019), our new Local Plan continued to proceed through the examination process. This monitoring report therefore generally reflects the new targets and policies in our emerging Plan. More information on the new Plan is included in the following sections of this report.
- 1.4 However, until the new Plan is adopted, the statutory Development Plan for North Hertfordshire continues to comprise the saved policies from the North Hertfordshire District Local Plan No. 2 with Alterations (DLP2a) along with relevant waste and minerals policies produced by Hertfordshire County Council.
- 1.5 Information for this Annual Monitoring Report (AMR) comes from a variety of sources. Some of the information has been collected through our own survey and monitoring work. For a number of years we have monitored housing and employment development. This involves officers carrying out a survey of sites which have planning permission for residential development or employment (B class uses), to see if the sites are under construction, completed or where no work has begun.
- 1.6 We also collect information on retail and town centre development in North Hertfordshire. In a similar way to housing and employment, planning permissions for retail (A uses) and assembly and leisure (D2) uses are monitored through site surveys.
- 1.7 Unless specifically referenced to state otherwise the data published in this report has been collected by North Hertfordshire District Council.

Content of the AMR

- 1.8 The AMR is effectively divided into two parts. The first part (chapters 1 to 4) reports on work the Council and others are doing to deliver new Plans and development in, and affecting, North Hertfordshire:
 - Chapter 2 looks at the progress being made in the preparation of new Plans for the area.
 - Chapter 3 examines how the district's current policies are being used.
 - Chapter 4 sets out what activity has been carried out under the duty to co-operate.
- 1.9 The second part of the AMR (chapter 5 -6) reports on data about the district and how it has changed during the monitoring year. This AMR has been restructured to reflect the content of our emerging new Local Plan and will comment on the following, non-extensive list:

- Contextual data about the district.
- Changes to the housing stock.
- Employment developments.
- Changes affecting retail and other local facilities.
- Other developments affecting the wider environment.

2. Progress in preparation of new plans

2.1 The formal, anticipated timetable for preparing the Local Plan is known as the Local Development Scheme (LDS). This is a document we are required by the Government to produce. Our LDS was updated, approved and adopted by the Council in April 2017. This was prior to the submission of the new Local Plan to the Government for examination. At this time it was anticipated that the Plan would complete its examination and be adopted in 2018.

Progress on the Local Plan during 2018/19 monitoring year

2.2 The new Local Plan for the District was formally submitted for examination in June 2017. Simon Berkeley BA MA MRTPI is the Inspector appointed to carry out the independent examination of the Plan.

2.3 Examination hearings were held between November 2017 and March 2018. Following the closing of the Examination in Public officers entered the process of completing the actions and additional information as requested by the Inspector; these actions can be seen at: <https://www.north-herts.gov.uk/planning/planning-policy/local-plan/local-plan-examination/examination-actions>

2.4 Additional information and a proposed schedule of draft modifications were submitted to the Inspector at the beginning of June 2018 for his consideration. Further information was submitted in September and October 2018.

2.5 The Inspector wrote to the Council in October 2018 setting out the next steps for the Local Plan Examination allowing for a draft schedule of the main modifications and relevant supporting information

2.6 Cabinet considered the Inspector's Main Modifications and approved consultation on them in December 2018. The consultation began on 3 January 2019 and was scheduled to conclude on 11 April 2019.

2.7 It can be seen that the examination of the Plan has taken longer than was anticipated in the LDS. The adoption of the Plan has therefore been delayed. The timetable for the Examination will be determined by the Inspector.

Statement of Community Involvement (SCI)

2.8 A revised SCI was adopted in September 2015. No further work on the SCI was undertaken in this monitoring year. Work on an updated SCI is anticipated to commence during 2019/20.

3. Implementation of current policies

The Local Plan

- 3.1 AMRs must report on which policies in the current Local Plan that are not being implemented and the reasons why. This is particularly important in light of the National Planning Policy Framework, which indicates:
- Firstly, that local policies should only be applied where they are broadly consistent with the NPPF and not 'out of date'; and
 - Secondly, that emerging policies in new Plans can be taken into account in planning decisions, becoming more important as they progress through the preparation and examination process.
- 3.2 Despite its age, the policies from the saved Local Plan still form the basis for determining planning applications. This is in accordance with legal requirements. However, the Council recognises that the District Plan is now more than twenty years old. Some of its targets and requirements are based upon the situation at the time it was written, rather than now.
- 3.3 The Council has not formally resolved that any particularly saved policies should no longer be implemented. However, we do take into account more recent factors and information when coming to decisions on individual planning applications. The progress of the emerging, new Local Plan is taken into account in deciding how much weight can be given to its policies in determining planning applications. We also consider national policy and associated matters such as five-year housing supply (see Chapter 6).

Other policy guidance

- 3.4 Neighbourhood planning is an additional tier of the planning system introduced by the Localism Act 2011. Chapter 6 provides an update on neighbourhood planning.
- 3.5 A revised version of the National Planning Policy Framework (NPPF) was issued in July 2018 and amended in February 2019. The National Planning Policy Framework must be taken into account in preparing the development plan, and is a material consideration in planning decisions.
- 3.6 A review, authorised by the Council's Cabinet, of supplementary planning guidance and documents took place in the previous monitoring year (2017/18) that both revoked and retained a number of documents. The review also outlined a broad programme for the updating and replacement of this guidance. Under this programme, the Council aims to consolidate the existing guidance into three updated Supplementary Planning Documents:
- Transport and Parking SPD
 - Design SPD
 - Planning Obligations SPD
- 3.7 It is anticipated that work on these SPDs will commence during 2019/20 subject to progress with the examination of the Local Plan. These will be complemented by Neighbourhood Plans and an updated suite of Town Centre Strategies.

4. Duty to co-operate

- 4.1 The Duty to Co-operate is a legal duty that requires local planning authorities and other bodies to work together towards achieving sustainable development. The National Planning Policy Framework (NPPF) 2019 contains a list of strategic issues which may require joint consideration under the Duty.
- 4.2 The Duty to Co-operate is an ongoing process. If an authority has not co-operated meaningfully when preparing its Local Plan, it may fail at examination. Failure to meet the Duty to Co-operate is not something which can be 'fixed' through the Examination process. If an authority does not meet the requirements of the Duty, the Plan will fail.
- 4.3 During 2018/19, the Council continued to progress key issues with surrounding Councils and other agencies under the Duty.

North Hertfordshire Local Plan

- 4.4 The Local Plan examination considered the Council's compliance with the Duty to Co-operate in November 2017. The Inspector had not issued any findings by 31 March 2019. However, as a general rule, it is unusual for Examinations to be allowed to proceed beyond this initial point if there is considered to be fundamental issue with this key legal test.

Other authorities

- 4.5 Although the Local Plan Examination has assessed the Council's compliance with the Duty in relation to its own proposed Plan, the Duty remains a 'live' issue in relation to other relevant Plans that were under preparation during the Monitoring year, and will become a live issue again for any subsequent Local Plan produced for the District.
- 4.6 In this regard, activities conducted by the Council have included submission of representations to planning consultations of:
- St Albans Local Plan (Reg. 19)
 - Hertfordshire Minerals Local Plan (Reg.19)
 - Stevenage Community Infrastructure Levy Preliminary Draft Charging Schedule
- 4.7 North Hertfordshire is working jointly with authorities from across the County and beyond to understand issues which may affect any future Local Plan reviews in the District. This includes consideration of approaches to long-term strategic planning and the collection of developer contributions.

5. Contextual background

- 5.1 North Hertfordshire is a mainly rural district by land area, with the majority of the population residing in its four towns. It lies less than 40 miles from central London. North Hertfordshire has good transport links and is served by fast rail services to the north, London and Cambridge. The A1(M) and A10 run north-south through the district while the A505 provides for east-west movement. There is easy access to the A1(M) and the airports at Luton and Stansted. The M1 motorway also passes close to the district's western edge.
- 5.2 North Hertfordshire is characterised by a number of small to medium sized towns with a range of facilities and smaller settlements in open countryside. North Hertfordshire covers an area of 375 square kilometres.
- 5.3 The main towns are Hitchin, Letchworth Garden City, Baldock and Royston. Most of the Great Ashby estate on the edge of Stevenage lies in North Hertfordshire. There are also about 40 villages and hamlets. Of these settlements, 14 villages have been identified in the saved Local Plan as being able to accommodate some level of development: Ashwell, Barkway, Barley, Codicote, Holwell, Ickleford, Kimpton, Knebworth, Little Wymondley, Offley, Pirton, Sandon, Therfield and Whitwell.

Contextual Indicators

- 5.4 As with previous AMRs, this report includes some contextual indicators to provide a backdrop against which to consider the effects of policies and inform the interpretation of data. The contextual indicators show the wider social, economic and environmental circumstances in the district.
- 5.5 We have tried to show the most up to date information available in this section and, where possible, comparison with relevant areas.
- 5.6 The indicators fall within the following topic areas: demographic structure; socio-cultural issues; economy; environment; housing and built environment; transport and spatial connectivity. The contextual indicators have been updated from last year where newer information has become available.

Demographic Structure

- 5.7 Mid-year population estimates are released annually by the Office for National Statistics (ONS).
- 5.8 The population of North Hertfordshire stood at 133,200 in 2018. It decreased by an estimated 0.08% between 2017 and 2018, compared with a 0.29% increase within Hertfordshire.

Area	2013	2014	2015	2016	2017	2018	Increase or decrease 17-18(%)
Hertfordshire	1,140.7	1,154.8	1,166.3	1,176.7	1,180.9	1,184.4	0.29
North Hertfordshire	129.3	131.0	131.7	132.7	133.3	133.2	-0.08

Source: Office for National Statistics (ONS) – Population in thousands

- 5.9 The latest data shows that approximately 17% of the District's population are aged 65 or over while almost a quarter (24%) are aged 19 or under.
- 5.10 The 2011 Census remains the most comprehensive source of information on detailed population characteristics such as ethnicity and health. No new data was released during the monitoring year and previous AMRs should be referred to for more information.

Socio-cultural issues

- 5.11 An updated Index of Multiple Deprivation was released in September 2015 (no updated data was released during this monitoring year). It shows that North Hertfordshire is relatively affluent compared to other local authority areas. The district ranks 271th out of the 326 local authority areas in England, (1 being the most deprived). The Index of Multiple Deprivation is a measure based on seven different types ("domains") of deprivation.
- 5.12 The new Indices of Multiple Deprivation are scheduled for release in September 2019 and will be reported in the AMR for 2019 to 2020.
- 5.13 The unemployment benefit claimant count in North Hertfordshire at March 2019 was 1,165. This represented an increase of 190 people over twelve months from the March 2018 figure of 975.
- 5.14 At March 2019, the number of claimants as a proportion of economically active residents aged 16+ is 1.7%, in the East the figure is 1.2% and 3.2% nationally.
- 5.15 Levels of qualifications in North Hertfordshire are high, in common with the county of Hertfordshire as a whole. The majority of the district's working age population is qualified to at least NVQ 3 (A-Level) standard

Qualification level	North Herts (numbers)	North Herts (%)	Great Britain (%)
NVQ4 and above	30,500	37.2	39.3
NVQ3 and above	46,500	56.8	57.8
NVQ2 and above	62,000	75.7	74.9
NVQ1 and above	71,700	87.6	85.4
Other qualifications	5,800	7.0	6.8
No qualifications	4,400	5.4	7.8

Source: ONS – Annual Population Survey (January 2018 to December 2018)

Economy

- 5.16 Major employers in the district include Altro, Johnson Matthey, North Hertfordshire District Council, Unichem, Dorma, Sainsbury, Tesco, and Morrisons although the majority of businesses are very small in scale.
- 5.17 Economic output per head for jobs based in North Hertfordshire is much less than Hertfordshire, the East of England and the UK. This reflects the relatively rural nature of the district and the low intensity economic activities in this area. About half of North Hertfordshire's resident workforce work outside the district.
- 5.18 For information on specific sectors see previous employment monitoring reports, available

on our website at: <http://www.north-herts.gov.uk/home/planning/planning-policy/monitoring>

5.19 The economic activity rate has remained above the rate for the East of England. The activity rate is the labour force as a proportion of the population. The rates are significantly higher than those of the UK and higher than Stevenage and the East of England.

Year	North Herts	Stevenage	Hertfordshire	East of England	UK
2011/12	80.7	78.5	80.3	79.5	76.3
2012/13	81.4	83.1	82.2	79.8	76.9
2013/14	81.8	82.4	81.3	80.2	77.2
2014/15	81.9	80.3	81.5	80.0	77.4
2015/16	86.9	80.5	82.8	80.2	77.8
2016/17	87.9	78.3	81.8	80.3	78.0
2018/19	80.6	82.4	81.1	81.2	78.7

Source: ONS Annual Population Survey (April 2018- March 2019)

5.20 The residence-based average earnings are significantly higher than Stevenage, and higher than the county average. For workplace-based rates Stevenage has slightly higher wage rates than North Herts.

5.21 This suggests that Stevenage employers are paying higher wages than those in North Herts, but that many economically active people in North Herts are commuting to high paid jobs outside the district, probably London, hence on a residence basis many are enjoying higher incomes.

Area	Residence based (£)	Workplace based (£)
UK	571.1	570.9
East of England	590.3	558.1
Hertfordshire	666.5	603.7
North Herts	668.6	572.5
Stevenage	612.1	635.9

Source: ONS. Gross average weekly full time earnings (£) (2018)

5.22 There is evidence to suggest that North Hertfordshire has been increasing the number of jobs available in the district. ONS's Annual Business Inquiry suggests 4,000 more jobs were added between 2013 and 2017.

Year	North Herts jobs	Herts jobs
2017	60,000	725,000
2016	61,000	690,000
2015	60,000	670,000
2014	60,000	653,000
2013	56,000	624,000

Source: ONS. Jobs Density (2017)

Environment & Biodiversity

5.23 Green Belt accounts for approximately 38% of the district's land area. The area designated as green belt has remained unchanged as this can only be altered through a

review of the Local Plan.

5.24 Part of the Chilterns Area of Outstanding Natural Beauty (AONB) is within North Hertfordshire. The Chilterns AONB covers 833km², of which 23km² is in north-west of North Hertfordshire.

Housing and Built Environment

5.25 The 2011 Census remains the most comprehensive source of data on home ownership and housing tenure. This information has been reported in previous AMRs.

5.26 An issue of concern in the district is housing affordability. The Ministry of Housing, Communities and Local Government (CLG) maintain data on house price to income ratios.

5.27 In 2013, house prices were more than eight times incomes at both the lower quartile (i.e. entry level) and median levels. Affordability ratios have continued to rise. It is particularly concerning that entry-level affordability appears to be deteriorating at a faster rate than median values.

5.28 Nationally, both lower quartile and median house prices are around seven times the respective incomes. This confirms that housing in North Hertfordshire is less affordable than the national average.

Year	Lower quartile price / income ratio	Median price / income ratio
2013	8.57	8.29
2014	9.74	8.71
2015	10.32	9.41
2017	9.78	9.66
2018	12.42	11.01

Source: ONS House Price (existing dwellings) to workplace-based earnings ratio. (29 March 19)

6. Monitoring Local Plan Strategic Policies

SP1 – Sustainable development in North Hertfordshire

- 6.1 With the intention of supporting the principles of sustainable development within North Hertfordshire, North Hertfordshire District Council will support neighbourhood plans and other local planning initiatives where they are in general conformity with the strategic policies of the Local Plan.

	2015-16	2016-17	2017-18	2018 - 19
Neighbourhood Area Applications	3	2	0	0
Neighbourhood Area Designations	2	2	1	0
Pre-submission consultation	1	2	1	1
Submission of neighbourhood Plan and supporting documents to NHDC	0	2	0	2
Post-submission consultation	0	1	1	2
Appointment of Examiner and Independent Examination	0	0	1	1
Examiners Report	0	0	1	1
“Making” of the Neighbourhood Plan	0	0	0	1

- 6.2 At 31 March 2019, there were 12 designated Neighbourhood Areas in the District and one ‘made’ Neighbourhood Plan. No new area applications were made or approved in 2018/19. Pirton Neighbourhood Plan was “made” on 27 April 2018 and is now part of the statutory development plan.
- 6.3 Other parishes making progress towards making a neighbourhood plan include Ashwell, Preston and Wymondley:
- Ashwell Parish Council consulted on a pre-submission neighbourhood plan which included three potential development sites. Ashwell is the first parish in North Hertfordshire to consider the propose allocating sites for residential development in their neighbourhood plan.
 - Preston Parish Council submitted their neighbourhood plan in April 2018 with consultation taking place between May and June. A number of the policies in the neighbourhood plan were based on the assumption that the Inspector’s report for the Local Plan would have been received. After some consideration, it was decided to amend the policies so that they were not dependent on the emerging policies and re-submit the neighbourhood plan. A second period of consultation took place between March and April 2019. It is anticipated that an examination will take place in 2019.
 - An examination for the Wymondley Neighbourhood Plan took place during the monitoring year. The examiner held an exploratory meeting in January and issued her report in March 2019. This report concluded that subject to the implementation of the recommended modifications, the Wymondley Neighbourhood Plan can proceed to Referendum. Work will continue towards making the neighbourhood plan in 2019-20.

- 6.4 There are no specific targets set in the Local Plan against which the performance of SP1 can be monitored due to the significant influence that external factors beyond the Council's control can have on making a neighbourhood plan.
- 6.5 National legislation dictates that the local planning authority must support neighbourhood plan preparation. North Hertfordshire District Council will make decisions at key stages of the process and will organise the independent examination of the plan as well as the community referendum that is held at the end of the process.

SP2 – Settlement Hierarchy and Spatial Distribution

- 6.6 Policy SP2 defines the District's settlement hierarchy and spatial distribution. The plan makes provision for at least 15,950 homes in North Hertfordshire with 80% of housing development to be located in the settlement boundaries of Baldock, Hitchin, Letchworth Garden City, Luton, Royston and Stevenage (including Great Ashby). The proposed Main Modification MM010 to Policy SP2 sets out the settlement hierarchy which anticipates the scale of growth in each village. This modification identifies that a further 11% (approximately) of housing development should be delivered in villages identified for growth; Barkway, Codicote, Ickleford, Knebworth and Little Wymondley.
- 6.7 In 2018-19 the distribution of housing completions has been broadly aligned with the desired distribution that is laid out in the Local Plan. It is expected that the distribution of housing will continue throughout the plan period once the plan is adopted and many greenfield housing allocations have been removed from the Green Belt. We will report the cumulative amount of development in these locations in future reports once the targets and distribution have been confirmed at the close of the Examination.

	2018 – 19	Percentage (%)	Target (100)
Total net residential completions	220	100	100
Net residential completions in towns (or the adjusted settlement boundary)	144	65	80
Net residential completions within villages identified for growth	23	10	11
Net residential completions elsewhere in the district	53	25	9

6.8 In previous monitoring reports that have been published by NHDC, net housing developments have been recorded on a parish by parish basis.

Parish	2015-16	2016-17	2017-18	2018-19
Ashwell	28	18	2	6
Baldock	21	11	67	
Barkway	4	11	6	2
Barley	1	-1		1
Bygrave				-1
Codicote	12	22	12	5
Graveley		2	3	
Hexton		1		
Hitchin	46	36	132	94
Hinxworth				1
Holwell		3		
Ickleford	4	3	-1	25
Kelshall	-1			
Kimpton	11	31	1	4
Knebworth	6	46	2	1
Langley		-1	7	
Letchworth	45	110	-3	26
Lilley		0	2	
Newnham				3
Offley	29	34		
Offley (Cockernhoe)		1		
Pirton	1		4	5
Preston		1	0	-1
Reed				12
Royston	128	192	24	23
Rushden	2		1	
Sandon	2		1	
St Ippolyts		13	13	1
St. Paul's Walden			2	1
Therfield	3	2	1	11
Weston	-2	2	2	1
Wymondley	1	2	3	0
Total	341	539	281	220

SP3 - Employment

6.9 The Council seeks to encourage economic growth and build on the District's strengths by supporting new and existing businesses. The emerging Plan allocates employment land to meet the need of the Functional Economic Market Area as well as safeguarding employment areas within the District's main settlements to enhance and protect their employment potential. North Hertfordshire District Council intends to support the expansion of the knowledge based economy in the District.

6.10 In planning terms, employment land refers to 'B-class' uses¹ and includes:

- B1(a) – offices
- B1(b) – research and development
- B1(c) – light industry

¹ As defined in the Town and Country Planning (Use Classes) Order (1987) (as amended)

- B2 – general industry; and
- B8 – storage and distribution

District wide employment provision

6.11 Gains and losses of B1, B1a, B1b, B1c, B2 and B8 floorspace are shown. The floorspace figures are taken from planning application forms, and are gross external floorspace. We have used a ratio to estimate the gross internal floorspace as this is not collected. Also included are the jobs lost / created based on employment densities from the Employment Densities Guide (November 2015) published by the government. For the purposes of calculating jobs created/lost by changes in floorspace, it has been assumed that, where applicable, net internal area (NIA) is 85% of gross external area.

Types of Uses	Gain (m ²)	Gain %PDL	Loss (m ²)	Loss % PDL	Net (m ²)	Jobs
B1	13	0	0	100	13	-0.5
B1(a)	221	100	2914	100	2693	190
B1(b)	0	0	0	0	0	0
B1(c)	37	100	2666	100	2629	47
B2	1480	100	1074	100	406	9
B8	5074	72	2052	100	3022	33
Complete Total	6825	79	8706	100	-1881	278.5

Employment provision in designated areas (Policy ETC3)

6.12 Employment floorspace completions within employment areas are as follows:

Employment type	Gain (m ²)	% of gross gains in designated areas	Loss (m ²)	Net (m ²)	Jobs
B1	13	0	0	13	-0.5
B1(a)	221	100	2914	2693	190
B1(b)	0	0	0	0	0
B1(c)	37	100	2666	2629	47
B2	1480	100	1074	406	9
B8	5074	72	2052	3022	33
Total	6825	79	8706	-1881	278.5

6.13 We do not currently have all information on the sub-types of B1 use. Therefore only some of the data under Business Development is broken down into B1a, b, & c. The Council started recording B1a, b & c in April 2007, and we have also begun to monitor the specific type of B1 uses which have been completed. We do this by analysing planning applications, monitoring, and surveying companies where necessary. This will continue in future AMRs until all B1 uses are split between B1a, b & c.

6.14 Monitoring data for the previous year shows that there has been an overall increase in the percentage of B-use being completed in in designated employment areas. This is predominantly due to the completion of a storage and distribution centre at Aztec

Logistics, Letchworth Garden City.

6.15 While the current level of employment completions in employment areas is below the 90% target desired in the Local Plan this can be contributed to employment allocation BA10 being designated as Green Belt land until the Plan is adopted. Upon release from the Green Belt it is anticipated that the site will be permissioned and employment and uses will be completed on previously undeveloped land.

Employment land supply

6.16 Employment land supply means outstanding capacity of employment land. This includes planning permissions not yet implemented, developments under construction but not completed.

Type of use	Gain (m ²)	Loss (m ²)	Net (m ²)	Jobs
B1 Permissions	1647	0	1647	58
B1(a) Permissions	5295	6441	-1146	-81
B1(b) Permissions	136	1080	-944	-16
B1(c) Permissions	6217	1731	4486	81
B2 Permissions	4466	2973	1493	35
B8 Permissions	8679	824	7855	91
Total Permissions	26440	13049	13391	168

6.17 In order to fully monitor SP3 employment statistics for the District:

	2014 – 15	2015 – 16	2016 – 17	2017 – 18	2018- 19
Total employee jobs	49,000	51,000	53,000	52,000	47,600
Full-time employee jobs	32,000	34,000	35,000	34,000	36,400
Part-time employee jobs	17,000	17,000	18,000	18,000	11,200
Job density	0.73	0.73	0.75	0.73	-
Job density (East of England)	0.80	0.81	0.83	0.85	-
Professional, Scientific And Technical Activities (%)	7.1	7.8	8.5	9.6	-
Professional, Scientific And Technical Activities (%) (North Herts)	8.2	8.5	8.7	9.3	-

Source: Nomis local area labour force survey

SP4 – Town Centres, Local Centres and Community Shops

6.18 The Council will make provision for an appropriate range of retail facilities across North Hertfordshire and will protect the vitality and viability of all centres.

6.19 The retail hierarchy for North Hertfordshire is as follows:

- Town centres: Baldock, Hitchin, Letchworth Garden City and Royston;
- Existing local centres:
 - Village centres at Ashwell, Codicote and Knebworth;
 - Seven centres in Hitchin;
 - Two centres in Letchworth Garden City; and
 - The centre at Great Ashby
- Two new local centres at north of Baldock and east of Luton in strategic housing sites identified in the Local Plan.

6.20 The monitoring of the vitality and viability of land-use in town centres and local centres has not been collected this year. This will be monitored in the 2019/2020 AMR report.

6.21 Targets in the Local Plan dictate that at least 66% of all units within primary frontage to be A1 use class, while the monitored level of 62% is below this target, it is expected that 66% of total floorspace in primary frontage remains in A1 use. Data for total floorspace designated to each use class in primary frontage has not been recorded for this report but may be monitored in the future.

6.22 For the duration of the plan period one unit in all local centres should remain in use as a shop; this is currently the case.

6.23 To ensure the District's towns maintain their role and market share, the emerging Local Plan makes provision for up to 38,100 gross m² of additional A-class floorspace (including the re-occupation of vacant floorspace). The three town centres of Baldock, Hitchin and Letchworth Garden City have significant overlapping markets; with spend leakage from Letchworth Garden City to Hitchin and a lack of physical space at Baldock to accommodate its projected retail capacity. To address the leakage and physical capacity issues across these three centres the indicative distribution and phasing of provision is as follows:

A class net completions (m ²)	2016 – 17 (m ²)	2017 – 18 (m ²)	2018-19 (m ²)	Plan Provision 2016 – 21 (m ²)
Baldock	-99	59	-152	0
Hitchin	-1275	-242	-1896	0
Letchworth	-266	-273	-1,008	5,350
Royston	-512	-814	10	4,350
Urban extensions	0	0	0	0
Other	-142	-575	4448	0
Total	-2294	-1845	1402	9,700

6.24 North Hertfordshire District Council will support the retention and provision outside of identified centres where they serve a local day-to-day need.

SP5 – Countryside and Green Belt

6.25 The principles of the Green Belt and intrinsic values of the countryside are supported by North Hertfordshire District Council. A comprehensive review of the Green Belt has been undertaken to support the preparation of the Local Plan. Upon any future adoption of the Plan land will be released from the Green Belt to enable both economic and housing

development across the District. Along with releasing land from the Green Belt, the Plan also proposes to both review and define village boundaries for locations that are currently either bound or washed over by Green Belt.

- 6.26 The emerging Local Plan proposes new Green Belt to cover the area bounded by the Metropolitan Green Belt to the east, the Luton Green Belt to the west and the A505 Offley Bypass to the north.
- 6.27 The amount of Green Belt in North Hertfordshire has not changed in over 20 years as the boundaries can only be amended through the local plan process. National policy allows for Green Belt boundaries to be altered through the preparation of local plans where ‘exceptional circumstances’ exist. Although there is no definition of this term within Government guidance, this matter has been considered by the courts². On balance, it is considered that the relevant circumstances do exist within North Hertfordshire to review boundaries and enable development to meet locally identified needs. This position is currently being considered through the Local Plan examination.
- 6.28 National policy generally guards against further alterations to Green Belt in the short- to medium-term following a review³. However, this requirement is not absolute. Given the potential direction of future local plan reviews, and the need to properly consider long-term solutions, it is not considered appropriate to identify significant areas of safeguarded land at this point. The exception to this is to the west of Stevenage where land has been safeguarded in the Plan.
- 6.29 There are no targets associated with changes in Green Belt area; however, the updated area will be commented on in future AMRs.

Green Belt	1997	2019
Area of land in North Hertfordshire covered by Green Belt (hectares)	14,248	14,247 ⁴ .

SP6 – Sustainable Transport

- 6.30 Over the plan period North Hertfordshire District Council is committed to improving accessibility across the district and promoting the use of sustainable transport. Development will be encouraged in locations that enable sustainable journeys to be made to key services and facilities.
- 6.31 Under the new Local Plan the Council will establish a transport plan strategy to assess the current limitations within our transport infrastructure and propose new approaches to overcome concerns such as air pollution, road congestion etc. Within this, we anticipate a new cycling and walking scheme to be implemented in North Hertfordshire.
- 6.32 North Hertfordshire District Council will work with Hertfordshire County Council, neighbouring authorities, highways England and service providers to ensure that a range of sustainable transport options are available to the residents of the District. Where sustainable travel infrastructure is to be provided on allocated housing sites this should be

² Including in *Calverton Parish Council v Nottingham City Council & Ors* [2015] EWHC 1078 (Admin) (21 April 2015)

³ Paragraph 85 of the NPPF

⁴ Amendment to Green Belt figure from the figure previously reported in the AMR 2017/2018 due to a GIS error.

implemented at the earliest, reasonable opportunity.

6.33 Existing rights of way, cycling and equestrian routes will be protected by the Council, should their diversion be unavoidable due to development replacement routes will be required.

6.34 Similar to other plan policies, Policy SP6 does not have a specific monitoring target which would require the constant monitoring and analysis of data. The Duty to Cooperate section of this report comments on collaborative planning that taken place with Hertfordshire County Council (acting as the Highway Authority) with regards to sustainable transport issues in North Hertfordshire. It is expected that the District and County council will continue to work successfully together in this regard and any updated collaborative work will be commented on in future monitoring reports.

SP7 – Infrastructure requirements and developer contributions

6.35 Development proposals in North Hertfordshire will make provision for the infrastructure that is necessary in order to accommodate additional demands resulting from the development. The delivery of infrastructure will be directly linked to the phasing of developments to ensure it is aligned with the timing of future growth. This means that there can be a lag between the collection and expenditure of contributions. Planning permission can be refused where appropriate agreements or processes ensuring that infrastructure agreements are not in place. The most appropriate indicator to assess the success of this policy is developer contributions. The financial position for the Section 106 monies for this Council from 2011 – 2012 are set out below:

Year	Receipts in years (£)	Allocated in year (£)
2011 – 12	477,000	59,936
2012 – 13	449,650	108,474
2013 – 14	570,022	486,347
2014 – 15	1,289,621	228,686
2015 – 16	223,166	425,862
2016 – 17	137,920	490,475
2017 – 18	434,106	346,750
2018 – 19	471,740	246,624
Total	4,053,285	2,393,154

6.36 Reporting of the sites that have benefited from the funding during the last financial year include can be found in reports to the Council's various Area Committees.

6.37 Data shown covers the time since the plan period began in 2011 and this will remain the case moving forward. As the amount of monies received each year is dependent on the timing of site permissions and factors beyond the District Council's control it would be inappropriate to set annual targets for developer contributions.

6.38 In June 2019 the Government proposed a Community Infrastructure Levy reform which eradicated Regulation 123 lists which identifies infrastructure projects the local authority intends to fund through CIL. Instead, from the September 2019 local authorities are now required to annually publish Infrastructure Funding Statements to identify infrastructure needs, the total cost of the infrastructure and anticipated funding from the developer.

SP8 – Housing

- 6.39 Our evidence identifies an overall requirement for 13,800 homes per year to be built between 2011 and 2031 to meet the needs of North Hertfordshire. This is equivalent to 690 homes per year over the plan period.
- 6.40 The emerging Local Plan makes provision for 15,950 homes in North Hertfordshire over the plan period (2011 – 2031), with 1,950 of these homes to be provided to meet Luton’s unmet housing need. A large proportion of these homes (7,700) will be provided on six strategic housing sites as defined by the Plan while 4,860 homes will be delivered on local housing allocations.
- 6.41 The Plan proposes a ‘stepped approach’ to housing delivery with a target to deliver an average of 500 new homes per year over the first ten years of the plan period (2011-2021). For the period beyond 2021, a target of 1,100 homes per year would apply. This approach remains subject to the outcome of the Examination.

Housing Completions

- 6.42 Housing completions should remain broadly aligned to the housing trajectory and housing requirements that the Plan establishes. Housing completions for the last three years are shown in the table below.

	Proposed housing requirement	Net completions
2016 – 17	500	539
2017 – 18	500	281
2018 – 19	500	220

- 6.43 In the latest monitoring year, 220 net additional homes were built. This brings the total since 2011 to 2,495 new homes. Over the Plan period to date, housing completions are behind target when measured against either the overall requirement or the proposed stepped approach.
- 6.44 The revised NPPF introduces a new Housing Delivery Test (HDT). This measures completions over a three year period. Councils must undertake certain actions when delivery falls below thresholds identified by the Government. The first HDT results were published in February 2019. These showed that North Hertfordshire had delivered 55% of the homes required. This result required the Council to produce an Action Plan. This has been produced and published separately to this monitoring report⁵. The next HDT results are due in November 2019 and will use completions for the three-year period to 2019 as shown above.

Five-year land supply

- 6.45 SP8 dictates that the Council will maintain a five year land supply, as required by national policy. In previous monitoring reports, the Council has relied upon information submitted to the Local Plan Examination process. However due to delays on the examination and the publication of the revised NPPF, the Council’s current five-year housing land supply information for decision-making purposes is set out below.

⁵ <https://www.north-herts.gov.uk/home/planning/planning-policy/monitoring>

- 6.46 The five-year housing land supply situation that is set out below complies with the February 2019 version of the NPPF. However, it does not replace any information that has been submitted to the Local Plan's examination. The examination is a separate process that is running under its own policy and procedures.
- 6.47 Under the transitional arrangements in the latest version of the NPPF, the Local Plan examination will proceed having regard to the 2012 version of the NPPF. This includes any consideration of five-year supply as set through the new plan which takes into account the prospective contributions from proposed new allocations and the proposed approaches to the phasing of the housing target and dealing with any backlog.
- 6.48 The guidance in the most recent version of the NPPF *excludes* consideration of emerging allocations in new Local Plans from the five-year supply. In the absence of an up-to-date, adopted housing target, authorities must additionally use household projections as the basis for their annual requirement. There is therefore a significant discrepancy between the results achieved using the two approaches.

Five-year land supply at 1st April 2019		
A.	Annual housing requirement	984
B.	Buffer to be applied	+20%
C.	Total five year requirement (5*[A+B])	5,904
D.	Total C3 commitments	1,643
E.	Allowance for non-implementation	-164
F.	Total C2 commitments	73
G.	Ratio applied to C2 commitments ⁶	1.8:1
H.	Effective total of C2 commitments (1 st April 2019 – 31 st March 2024)	35
I.	Total commitments (D+E+H)	1,514
J.	Years land supply (I / C) * 5	1.3

- 6.49 The above calculation has been made utilising the standard method outlined in national planning guidance. The annual housing requirement figure has been adjusted for affordability and capping as appropriate. National guidance states that a 20% buffer must be added to the housing requirement due to NHDC's previous housing delivery. The commitments figure includes allowances for non-implementation of existing permissions as well as C2 uses (effectively care homes). The approach to C2 uses is in accordance with national guidance. A list of the sites included in the five-year supply figures is included in Appendix 2.

⁶ Housing Delivery Measurement Test Rulebook published by MHCLG in July 2018

Detailed breakdown of housing completions

6.50 To ensure sustainable development, North Hertfordshire District Council has a target of 20% of all new homes to be delivered on previously developed land (PDL) over the plan period.

	Target (%)	Development on PDL (%)
2016 – 17	20	56.7
2017 – 18	20	89.6
2018 – 19	20	81.1
Completions on PDL since 2011	20	78.9

6.51 The proportion of homes completed on PDL was above 80% in 2018 – 19. The increase is due to the completion of multiple large PDL sites; North Hertfordshire College, Hitchin, Land at Weatherhead Mark Ltd, Royston and Garage Block, Pelican Way, Letchworth.

6.52 The discrepancy between the 20% target and significantly larger delivery on PDL can be attributed to the continuation of the Local Plan’s examination. Large proportions of housing allocations in the Plan are to be released from the green belt and are currently undeveloped. Upon adoption of the Plan and the permission of these sites it is anticipated that expected that development on PDL will drop closer to the 20% target.

6.53 Since the start of the plan period 78.9% of net housing completions have been on PDL.

6.54 The Plan seeks to provide a range of housing tenures, types and sizes; 33% of all homes over the plan period should be provided as affordable housing for local needs. Key affordable housing sites are presented below.

Site	Affordable dwellings
Land rear of 14 Meadow Way, Therfield	8
Land adjacent to Elm Tree Farm, Hambridge Way, Pirton	4
Garage Block, Pelican Way, Letchworth Garden City	12
Total	24

	Affordable completions	% of net completions	Target (%)
2016 – 17	118	22	33
2017 – 18	37	13	33
2018 – 19	24	11	33
2011 – 2018	476	19	33

6.55 Since the start of the plan period 452 affordable dwellings have been built in the District.

6.56 Over a three year period from 2016-2019 179 affordable units have been completed in North Hertfordshire equating to 17% of the total housing completions in the District. This is below the Plan’s target delivery levels however this can partially be attributed to the applications for some of the largest proposed sites in the Plan, where 40% of dwellings are anticipated to be affordable, not yet being determined. An additional contributing factor to the under provision since the beginning of the plan period was the inability to give full weight to new plan policies thus earlier sites have been assessed against the affordable housing requirements in the No.2 District Plan. Moreover there are many affordable units which have been permissioned but where the site has yet to be built out.

6.57 Housing completions should comprise a broadly even split between smaller (1- / 2-bedroom) and larger properties (3+ bedroom). Policy SP8 does not specify threshold values for types of dwellings that are to be built (i.e., detached house, bungalow, apartment, etc.):

	1 Bedroom (%)	2 Bedrooms (%)	3 Bedrooms (%)	4+ Bedroom (%)
2016 – 17	17	28	26	29
2017 – 18	20	48	19	13
2018 – 19	28	33	16	20
2016 – 19	21	35	22	22

6.58 In 2018 – 19 data shows a skew towards small properties being built in North Hertfordshire with 61% of dwellings being 2-bedroom or smaller, this is an overprovision against the Plan’s target. However, looking at a three year period the Council is close to its goal of a broadly even split between small and large dwellings.

6.59 The overprovision of smaller properties in 2018 -19 can be attributed to a large number of flats being built in the monitoring year on redeveloped sites within settlement boundaries. Moreover, there will be a greater number of houses, and subsequently 3+bedroom properties, developed on greenfield sites once the Plan is adopted.

Gypsy and Traveller Accommodation

6.60 There is only one Gypsy and Traveller site in the district. This is a privately owned site located at Pulmer Water / Wexford Park, St Albans Road, Codicote. The site currently has permission for 12 pitches. There are no sites for Travelling Showpeople in the district, nor are we aware of any having existed historically.

6.61 Paragraph 10 of the CLG Planning Policy for Travellers Sites (August 2015) identifies that LPAs should identify and update annually, as supply of specific deliverable sites sufficient to provide 5 years worth sites against locally set targets.

6.62 As with housing land supply (discussed above), there is presently no formally adopted target. The Proposed Submission Local Plan identified a requirement for 7 additional pitches up to 2031.

SP9 – Design and sustainability

6.63 The Council will ensure that good design will be a key component of sustainable development. New development will be supported where it is well designed, appropriately located and responds well to local context. Proposals will have regard to the Council’s Design SPD while significant developments will require master planning. The Local Plan has allocated housing sites that the Council deems to be sustainable; in 2018 -19 the following allocated sites have been permissioned:

- RY2 – Land east of Garden Walk and north of Newmarket Road,
- RY1 – Land west of Royston and north of Baldock Road
- BK1 – Land off Cambridge Road,

6.64 There is not a specific monitoring target for SP9 which the Council must aim to achieve, however, this section of the report will be utilised to highlight development schemes which conform to good design principles. This will be updated on an annual basis.

SP10 – Healthy communities

6.65 North Hertfordshire District Council will provide and maintain healthy, inclusive communities for those residing in the District. In addition to retaining existing community, cultural and recreation facilities as well as providing new facilities where development dictates it is necessary to do so. Moreover, healthy lifestyles will be fostered through the enhancement and creation of physical and green infrastructure.

Completions	Gain	Loss	Net
D1 – Non – residential institutions	2803	7400	-4597
D2 – Assembly and leisure	1879	259	1620
Completions in town centre locations			
D1 – Non – residential institutions	90	0	90
D2 – Assembly and leisure	694	0	694
Permissions			
D1 – Non – residential institutions	8244	549	7695
D2 – Assembly and leisure	5395	2872	2523

6.66 There have been three large scale (900sqm+) D-class completions during 2018 – 19 including:

- Replacement teaching block at Hitchin Boys School,
- Two-storey teaching block at Hitchin Girls School, and
- All weather sports pitch at Hitchin Cricket Club.

6.67 There is not a specific monitoring target identified for SP10, however, the Council will comment on significant non-residential institution permissions and completions annually.

SP11 – Natural resources and sustainability

6.68 The emerging Local Plan utilises Policy SP11 to address natural resources and sustainability in North Hertfordshire. The policy seeks to meet the challenges of climate change and flooding by ensuring that no planning permissions are granted contrary to the advice of either the Environment Agency or the Lead Local Flood Authority. This was the case in 2017 -18 and has been so since the start of the plan period.

6.69 Whilst the council will seek to not grant any permissions against the advice of the Environment Agency or the Lead Local Flood Authority, should any such permissions ever be granted they will be commented on here when required.

SP12 – Green infrastructure, landscape and biodiversity

6.70 North Hertfordshire District Council will seek to protect and enhance the natural environment whilst accommodating significant growth. Designated sites will be protected in accordance with the hierarchy of designations set out in the Local Plan. SP12 seeks to protect and manage biodiversity networks, local geological sites along with non designated sites of ecological value. Open spaces are to be protected and the provision of new open spaces will be supported.

Sites of Special Scientific Interest

6.71 There are six Sites of Special Scientific Interest (SSSI) in the District, which cover approximately 300 ha of land, the vast majority of which is in just two sites: Therfield Heath and Knebworth Woods.

6.72 The condition of the SSSIs in the District at the time of their last published survey. Natural England is responsible for periodically updating the data.

Site of Special Scientific Interest	Main habitat	Hectares	Condition	Last assessed
Ashwell Springs	Rivers and streams	0.23	Favourable	Dec 2011
Blagrove Common, Sandon (part)	Neutral grassland - lowland	3.97	Favourable	Nov 2010
Blagrove Common, Sandon (part)	Neutral grassland - lowland	1.03	Unfavourable – no change	Nov 2010
Knebworth Woods (part)	Neutral grassland – lowland	5.98	Unfavourable recovering	Jul 2009
Knebworth Woods (part)	Acid grassland - lowland	2.39	Favourable	Jul 2009
Knebworth Woods (part)	Broadleaved, mixed and yew woodland – lowland	66.92	Unfavourable - recovering	Apr 2017
Knebworth Woods (part)	Broadleaved, mixed and yew woodland – lowland	18.56	Unfavourable - recovering	Apr 2017
Knebworth Woods (part)	Broadleaved, mixed and yew woodland – lowland	34.99	Unfavourable - recovering	Apr 2017
Oughtonhead Lane, Hitchin	Earth heritage	0.98	Favourable	Mar 2013
Therfield Heath (part)	Calcareous grassland - lowland	26.40	Unfavourable - recovering	Jul 2012
Therfield Heath (part)	Calcareous grassland - lowland	33.88	Unfavourable - recovering	Jul 2012
Therfield Heath (part)	Calcareous grassland - lowland	26.14	Unfavourable - recovering	Jul 2012
Therfield Heath (part)	Calcareous grassland - lowland	56.55	Unfavourable - recovering	Jul 2012
Therfield Heath (part)	Broadleaved, mixed and yew woodland – lowland	2.26	Favourable	Jul 2012
Therfield Heath (part)	Broadleaved, mixed and yew woodland – lowland	1.29	Unfavourable - recovering	Jul 2012
Wain Wood, Preston	Broadleaved, mixed and yew woodland – lowland	19.03	Unfavourable - Recovering	May 2009
Total		300.60		

Source: Natural England

Local Wildlife Sites

6.73 Data published by Hertfordshire Environmental Records Centre (HERC) in their Local Sites Ratification Report (January 2018) for Local Wildlife Sites (LWS) and Regionally Important Geological Sites (RIGS) are as follows. No update was available for this monitoring report.

No. of LWS	Area of LWS (Ha)	No. of RIGS	Area of RIGS (Ha)	Total area of local sites (Ha)
314	1764.95	11	150.97	195.92

6.74 This is the first year that sites designated by HERC have been commented on in the above format. The Local Plan seeks to ensure that there is no loss of designated sites either in number or total area covered by the designation. Moving forward a year by year summary of designated sites will be published to track the Plan's progress.

Open space provision

6.75 North Hertfordshire has a significant stock of public open space. This includes open space within a number of typologies. Detailed figures have been reported in previous AMRs which should be referred to for more information.

6.76 A review of open space data has been carried out to support the proposed submission version of the Local Plan and the findings are commented on here. North Hertfordshire District Council Open Space Review and Standards 2016 is document OSC4 in the Submission Local Plan evidence base.

6.77 There are 585 open spaces identified in the District providing different types of open space and covering an area of approximately 2,343.18 hectares (ha). This equates to 6% of the entire District. This 2016 review of open spaces has identified that there has been a net increase of 58.32 hectares of open spaces since the 2009 assessment. Thirty six new open spaces (covering 88.92ha) have been identified from a number of sources including recent planning applications, S106 reports and the 2012 parish survey.

6.78 A substantial proportion of the District's open spaces are classified as Natural and Semi-Natural Greenspace (1195.61 ha). In contrast, Provision for Children and Young People represents the lowest provision (12.80ha). Amenity Greenspace accounts for the largest number of open space sites (201), although their often small scale is reflected by their more limited contribution to overall provision.

6.79 It is anticipated that North Hertfordshire District Council will review open space in the District in the near future; the results of this review will be summarised here. New development should achieve the current open space standards both in terms of open space that is permissioned as well as open space provision per 1,000 population.

SP13 – Historic Environment

6.80 Growth and development in North Hertfordshire will be balanced against the protection and enhancement of the historic environment. The Council will maintain a strong presumption in favour of the retention, preservation and enhancement of heritage assets and their setting according to their significance. A summary of the heritage assets located

in North Hertfordshire is presented here.

Listed Buildings	2018 – 19	2017 – 18
Grade I	26	26
Grade II*	105	105
Grade II	1609	1609

Source: Historic England

6.81 North Hertfordshire District Council aims to prevent the loss of listed buildings wherever possible. In 2018 -19 there has been no change in Grade II or Grade II* listed buildings in the District.

Type	Number
Buildings of local interest	94
Conservation Areas	44
Listed Buildings	1740
Parks or Garden	13
Scheduled Monument	63
Total	1954

Source: Historic England

6.82 During the monitoring year there has been no loss of designated Conservation Areas in North Hertfordshire. The Council will ensure that all Conservation Areas are supported by up-to-date appraisals. At the time of writing all Conservation Area appraisals are deemed current and the Council is committed to refreshing appraisals when necessary to ensure their accuracy and appropriateness.

Heritage at Risk Register	
Number of entries	13
Poor condition	4
Very bad condition	4
Repair schemes in progress	1
Immediate risk of further deterioration	1

Source: Historic England

6.83 The ambition of the Council is for there to be no buildings on the Heritage at Risk Register. In the most recent iteration of the Register, published by Historic England, there was one new entry – The Town House, Swan Street, Ashwell.

6.84 This is the first commentary on the Heritage at Risk Register in the AMR. There will be an appropriate update provided in subsequent monitoring reports in accordance with any register updates published by Historic England. While the Council aims to see no heritage assets at risk, it is hoped that the Heritage at Risk Register does not grow any further.

Appendix 1: Glossary

Annual Monitoring Report (AMR)

A report describing the characteristics of the authority's area and assessing the implementation and effectiveness of planning policies. Since 2011 technically referred to in legislation as the "Authority's Monitoring Report".

Biodiversity

The whole variety of life encompassing all genetics, species and ecosystem variations, including plant and animals.

Community Infrastructure Levy (CIL)

A method of securing financial contributions from developers to pay for infrastructure costs.

Ministry for Housing Communities and Local Government (MHCLG)

Government department with responsibility for planning.

Geographic Information System (GIS)

Computerised mapping system.

Index of Multiple Deprivation (IMD)

The Government publishes an Index of Multiple Deprivation combining into an overall measure of deprivation individual indices for the following domains:

- income deprivation;
- employment deprivation;
- health deprivation and disability;
- education, skills and training deprivation;
- barriers to housing and services;
- crime; and
- living environment deprivation.

Local Development Framework (LDF)

The term by which Local Plans were known between 2004 and 2012.

Local Development Scheme (LDS)

A document setting out a programme for the preparation of the different documents that makes up the Local Plan. It is reviewed periodically when timetables change.

Local Plan

The document (or documents) which set out the overall strategy for a district, allocate land for development and set the policies against which planning applications are assessed.

National Vocational Qualifications (NVQ)

They are work-related, competence based qualifications and represent national standards recognised by employers throughout the country.

Previously Developed Land (PDL)

Previously developed land is that which is or was occupied by a permanent structure (excluding agricultural or forestry buildings) – see the National Planning Policy Framework for full definition.

Sustainability Appraisal (SA)

An assessment of the social, economic and environmental impacts of the policies and proposals contained within the Local Development Framework. This appraisal is a requirement of the new planning system and normally done in conjunction with a SEA (see below).

Statement of Community Involvement (SCI)

A document that sets out how the Council will engage with the community in preparing and reviewing the Local Plan and major planning applications. In effect it is the Council's planning policy on consultation. A statement demonstrating how the local planning authority has complied with the Statement of Community Involvement will be required for all local development documents that the Council produces.

Strategic Environmental Assessment (SEA)

The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment' of certain plans and programmes, including those involving planning and land use. The assessment will examine the potential impacts of policies and proposals on the environment, and includes proposals for the mitigation of these impacts.

Super Output Areas (SOA)

Areas first designated in the 2001 Census, having relatively uniform numbers of residents (around 1,500). There are 32,482 SOAs in England as opposed to 8,414 local authority wards.

Supplementary Planning Document (SPD)

These documents provide additional guidance on certain aspects of policies contained in the Development Plan. They are prepared subject to regulations, but do not form part of the Development Plan.

Sui Generis

A land use that does not fall within the classes specified in the Use Classes Order. Sui generis uses include nightclubs, motor car showrooms' retail warehouse clubs, taxi or vehicle hire businesses, laundrettes, amusement centres and petrol stations.

Use Class / Use Classes Order

Most land uses are assigned to use classes, which are defined in the Use Classes Order. Broadly, there are four groupings:

- A: retail
- B: employment and industry
- C: domestic
- D: assembly and leisure.

These are then further broken down into the individual classes – houses are C3, shops are A1, warehouses are B8 and so on.

Appendix 2: Sites used in five-year housing supply calculations

Application ref.	Emerging Local Plan ref.	Address	Settlement	Total permitted	Allowance in 5-year period	Notes / commentary
C3 commitments						
16/00378/1	RY1	Land west of Royston and north of Baldock Road	Royston	279	210	Outline permission granted. Reserved matters application under consideration
18/00359/RM	RY2	Land east of Garden Walk and north of Newmarket Road	Royston	108	108	'Phase 2' Reserved matters. Phase 1 under construction
14/02485/1	RY2	Land east of Garden Walk and north of Newmarket Road	Royston	139	99	Residual of original outline application. Phase 3 reserved matters application anticipated
17/02627/1	RY2	Land east of Garden Walk and north of Newmarket Road	Royston	83	83	'Phase 1' Reserved matters
16/02256/1		Land Adjacent To Elm Tree Farm	Pirton	74	74	Site under construction
16/02915/1	LG17	Land at Hamonte	Letchworth	71	71	Site under construction
16/00813/1		Odyssey Health Club	Knebworth	70	70	This permission unlikely to be implemented but replacement scheme under consideration and, subject to positive determination, considered deliverable within five-year period
17/02771/1		Minsden Old Peoples Home	Hitchin	53	53	Site under construction
14/01080/1		Garden Square Shopping Centre	Letchworth	47	47	Site under construction
17/02180/1	LG9	Site Of Former Lannock Primary School	Letchworth	44	44	Outline permission granted
15/02555/1	WH1	South of Bendish Lane	Whitwell	41	41	Detailed permission
12/01903/1	RY4 (part)	Site D north of Housman Avenue and Lindsay Close	Royston	39	39	Detailed permission
18/00191/RM		Hitchin Cricket and Hockey Ground	Hitchin	27	27	Site under construction
18/02916/RM		Land on the North East Side of Priors Hill	Pirton	24	24	Reserved matters approved
16/02395/1PN		Dorchester House	Letchworth	18	18	Site under construction
17/00614/1PN	LG16	Foundation House	Letchworth	16	0	Scheme unlikely to be implemented
17/01129/1	RY8	Land East of Lumen Road	Royston	15	15	Site under construction
16/02967/1		Welwyn Equestrian Centre	Codicote	13	13	Site under construction
17/00905/1		Garages at Bittern Way	Letchworth	13	13	Site under construction
16/03128/1		Block B Latchmore Court	Hitchin	13	13	Detailed permission granted
16/02707/1		St Michaels House	Letchworth	12	12	Detailed permission granted
17/01496/1		Legion House	Hitchin	12	12	Detailed permission granted
17/04393/RM	BK1	Land off Cambridge Road	Barkway	12	12	Site under construction
16/03262/1PN		Station House	Knebworth	10	10	Prior notification
17/01622/1		The Station PH, Station Approach	Knebworth	10	10	Detailed permission granted
17/04418/FP		Roysia House	Royston	10	10	Site under construction
18/00992/RM		Hamilton Billiards and Games	Knebworth	10	10	Site under construction
		Small sites (<10 unit) - Baldock	Baldock	36	36	Sites at various stages of delivery. Detailed lists available on request.
		Small sites (<10 unit) - Hitchin	Hitchin	102	102	
		Small sites (<10 unit) - Letchworth	Letchworth	48	48	
		Small sites (<10 unit) - Royston	Royston	66	66	
		Small sites (<10 unit) - Villages	Unspecified	206	206	
		Total		1721	1596	
		Allowance for non-implementation of C3 commitments			-120	Non-implementation rate of 10% on un-commenced sites
C2 commitments						
17/01863/1		146-156 and r/o 142 And 144, London Road	Knebworth	47	26	
17/02602/1		Wymondley Nursing Home, Stevenage Road	Wymondley	15	8	
		Total		62	34	Ratio of 1.8:1 applied to calculate five-year supply allowance
		Total five-year supply			1510	