



**MEETING** : DISTRICT PLANNING EXECUTIVE PANEL  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : THURSDAY 25 JULY 2013  
**TIME** : 7.00 PM

**MEMBERS OF THE PANEL**

Councillors M Carver (Chairman), L Haysey and S Rutland-Barsby.

All other Members are invited to attend and participate if they so wish.

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## DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
  
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
  
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

## **AGENDA**

1. Apologies

*To receive apologies for absence.*

2. Chairman's Announcements

3. Minutes (Pages 5 - 12)

*To approve the Minutes of the meeting of the Panel held on 21 February 2013.*

4. Declarations of Interests

*To receive any Member(s)' Declaration(s) of Interest*

5. Statement of Community Involvement (SCI): Proposed Adoption of Document Following Public Consultation (Pages 13 - 50)

6. District Plan - Update Report (Pages 51 - 96)

7. Duty to Co-Operate – Update Report (Pages 97 - 124)

8. Population and Household Projections – Update Report (Pages 125 - 142)

9. Strategic Land Availability Assessment (SLAA) – Round 3 – Update Report (Pages 143 - 190)

10. Town Wide Employment Study for Bishop's Stortford (June 2013) (Pages 191 - 204)

11. Urgent Business

*To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.*

MINUTES OF A MEETING OF THE  
DISTRICT PLANNING EXECUTIVE PANEL  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON THURSDAY  
21 FEBRUARY 2013, AT 7.00 PM

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PRESENT: Councillor M Carver (Chairman)  
Councillor L Haysey.

ALSO PRESENT:

Councillors W Ashley, E Buckmaster,  
Mrs R Cheswright, G Jones, G Lawrence,  
M McMullen, M Newman, T Page, M Pope,  
P Ruffles, S Rutland-Barsby, N Symonds,  
G Williamson and B Wrangles.

OFFICERS IN ATTENDANCE:

Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Kay Mead	- Senior Planning Officer
Martin Paine	- Senior Planning Officer
Jenny Pierce	- Senior Planning Officer
Claire Sime	- Planning Policy Team Leader
Katie Simpson	- Assistant Planning Officer
Kevin Steptoe	- Head of Planning and Building Control Services
Bryan Thomsett	- Planning Policy Manager

**20 DISTRICT PLAN PART 1 – UPDATE REPORT**

The Panel considered a report which confirmed that the East of England Plan had been revoked on 3 January 2013. The Panel was advised of recent interpretation of objectively assessed need by the Planning Inspectorate, which suggested that East Herts Council might need to plan for the upper end of the previously agreed range of 10,000 to 17,000 dwellings. Finally, Officers advised that because of continued uncertainty in relation to transport and schools planning, combined with the requirement for the Plan to be effective throughout its period, the consultation draft District Plan, was of necessity, subject to further delay.

Members asked questions and commented on the recent interpretation of objectively assessed need by the Planning Inspectorate and its potential impact on the range of dwellings, given the previous population models reported to the Panel. Officers explained that further studies, such as Phase 4 of the Greater Essex Demographic Forecasts and the Sub-District Population and Household Forecasts, had since been published. Whilst noting that the interpretation suggested a higher number, there remained a great deal of work to undertake on the deliverability, given outstanding infrastructure and sustainability issues.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) recent interpretation of ‘objectively assessed housing need’ by the Planning Inspectorate be noted, which suggests that East Herts Council may need to plan for the upper end of the range 10,000-17,000 dwellings over 20 years; and

(B) a further delay to the finalisation of the District Plan Part 1: Strategy be supported, until such time as a resolution to the outstanding

strategic issues can be found.

21 **DISTRICT PLAN PART 1 – STRATEGY SUPPORTING  
DOCUMENT: MEMBER COMMENTS AND ADDITIONAL  
AMENDMENTS TO TEXT**

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The Panel gave consideration to a report detailing the issues that had been raised in the responses made by Members following the previous Panel meeting held on 28 November 2012, in respect of the feedback period agreed regarding the District Plan Part 1 – Strategy Supporting Document: Update Report (Agenda Item 11), which concerned the first three sections of Chapter 5 - Options Refinement. The Panel was also advised of updated information received which necessitated revision to the Supporting Document at paragraphs 5.3.116 and 5.3.123, as now submitted.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the responses made by Members in respect of agenda item 11 of the District Planning Executive Panel on 28 November 2012 be noted;

(B) the Officer responses to the comments made and any consequent amendments to the District Plan: Part 1 - Strategy Supporting Document be supported; and

(C) the proposed amendments to the District Plan: Part 1 - Strategy Supporting Document at paragraphs 5.3.116 and 5.3.123 to be made as a result of the receipt of updated information, be supported.

22 **HABITATS REGULATION ASSESSMENT STAGE 1 –  
SCREENING REPORT (DECEMBER 2012)**

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The Panel considered the findings of the Stage 1 Screening Report Habitat Regulations Assessment (HRA) of the Draft District Plan Part 1 – Strategy. This presented the HRA Screening Report and explained that a stepped approach to planning in relation to the potential impacts on European Sites was necessary.

The Panel supported the recommendation as now detailed.

**RECOMMENDED** - that the Habitat Regulations Assessment Stage 1 – Screening Report (December 2012) be supported as part of the evidence base to inform the District Plan Part 1: Strategy.

23 **TRANSPORT MODELLING UPDATE AND DIAMOND  
RESULTS**

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The Panel considered a report presenting the results of the DIAMOND transport modelling of a range of development scenarios. The Panel noted that DIAMOND provided key messages in relation to options for large urban extensions, as set out in a Non-Technical Summary attached to the report now submitted. Officers advised that further work on transport modelling still needed to be completed, including the Harlow-Stansted-Gateway-Transport model, and that this delay had implications for the District Plan work programme as explained earlier in the meeting.

In response to Members' questions on the development scenarios, Officers advised that Hertfordshire County Council's transport specialists had been involved and were satisfied with the modelling. However, Officers were prepared to take up any specific queries with the County Council. Members were reminded that this was not a full transport model and that other modelling requirements



would be necessary.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the DIAMOND transport modelling work be supported as part of the technical evidence base to inform the District Plan Part 1 - Strategy; and

(B) East Herts Council implores the relevant transport authorities, including Essex County Council, Hertfordshire County Council, and the Highways Agency, to urgently work to identify a pragmatic solution to the evidence base for long-term transport planning issues, to enable East Herts Council to finalise a consultation draft of its District Plan and enable it to comply with its responsibilities as Local Planning Authority.

## 24 **FINANCIAL VIABILITY UPDATE AND STAGE 1 RESULTS**

The Panel gave consideration to a report explaining that assessing financial viability and costs was an important part of plan-making. This report presented the Executive Summaries of two important studies on the subject of financial viability. Officers advised that a stepped approach to financial viability and infrastructure planning would be necessary.

The Panel supported the recommendations now detailed.

**RECOMMENDED** – that (A) the Stage 1 Financial Viability technical work, be supported as part of the evidence base for a Community Infrastructure Levy (CIL) and for the District Plan Part 1 - Strategy; and

(B) the stepped approach to infrastructure planning outlined in this report, including a separate consultation on matters relating to financial viability, be supported.

25 **GREATER ESSEX DEMOGRAPHIC FORECASTS - PHASES 1 TO 4 (MARCH 2012 - DECEMBER 2012)**

The Panel considered the findings of the Greater Essex Demographic Forecasts Phases 1 to 4 (March 2012 - January 2013) technical work, that was intended to form part of the evidence base for generating an appropriate District-wide housing target for East Herts to 2031, and to inform the preparation of the District Plan.

The Panel supported the recommendation as now detailed.

**RECOMMENDED** - that the Greater Essex Demographic Forecasts Phases 1 to 4 (March 2012 - January 2013) technical study, be supported as part of the evidence base to inform and support the East Herts District Plan.

26 **ANNUAL MONITORING REPORT 2011/12**

The Panel considered a report which sought approval for the publication of the Annual Monitoring Report (AMR) 2011/12. This aimed to monitor how the Council was performing against the timetable set out in the Local Development Scheme (LDS), and to report on the extent to which policies in local development documents were being successfully implemented. Officers advised of a number of tabled amendments to the AMR.

The Panel supported the recommendation as now detailed.

**RECOMMENDED** - that the Annual Monitoring Report 2011/2012 contained as Essential Reference Paper 'B' and Essential Reference Paper 'C' to the report now submitted, be supported for publication.

27 **EAST HERTS LOCAL PLAN SECOND REVIEW (APRIL 2007) – NATIONAL PLANNING POLICY FRAMEWORK (NPPF) COMPATIBILITY SELF ASSESSMENT CHECKLIST**

The Panel considered a report which assessed how well the current East Herts Local Plan Second Review (April 2007) reflected the National Planning Policy Framework (NPPF) and accompanying 'Planning policy for traveller sites'. The assessment had demonstrated that the overall aims and policies of the current Local Plan fitted well with the NPPF. However, some areas of the Local Plan did not fully conform with the NPPF, in particular, the Council could not demonstrate a 5 year supply of deliverable housing sites.

The Panel supported the recommendations as now detailed.

**RECOMMENDED** – that (A) the NPPF Compatibility Self Assessment Checklist at Essential Reference Paper 'B' of the report submitted, be noted; and

(B) the policies in the East Herts Local Plan Second Review (April 2007) continue to be given due weight in accordance with paragraph 215 of the National Planning Policy Framework (NPPF).

28 **STATEMENT OF COMMUNITY INVOLVEMENT (SCI): DRAFT DOCUMENT FOR PUBLIC CONSULTATION**

The Panel was advised of the need for the Council to update its Statement of Community Involvement and considered a report seeking approval to enter into a period of six weeks' public consultation on a draft revised document. Officers advised that a Statement of Community Involvement (SCI) set out how a local authority intended to involve the community in the preparation, alteration or review of local planning policies, in determining planning applications and in certain neighbourhood planning consultations.

**The Panel supported the recommendation as now detailed.**

**RECOMMENDED – that the Draft Statement of Community Involvement, as now submitted, be supported for public consultation.**

29 CHAIRMAN'S ANNOUNCEMENTS

The Panel Chairman welcomed the press and public to the meeting and reminded Members that the meeting was being webcast.

The Chairman advised Members to look out for an email invitation from him to participate in an informal discussion group on policy formulation issues that would inform the work of this Panel in advance of the public consultation on the Draft District Plan. He envisaged up to seven daytime meetings in the coming months and hoped that a good cross section of Members across the District would take an interest. He commented that all policies developed would be submitted to Council for approval, via this Panel and the Executive, in the usual way.

30 MINUTES

RESOLVED – that the Minutes of the Panel meeting held on 28 November 2013, be approved as a correct record and signed by the Chairman.

The meeting closed at 8.22 pm

Chairman	.....
Date	.....

## EAST HERTS COUNCIL

### DISTRICT PLANNING EXECUTIVE PANEL – 25 JULY 2013

#### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

#### STATEMENT OF COMMUNITY INVOLVEMENT (SCI): PROPOSED ADOPTION OF DOCUMENT FOLLOWING PUBLIC CONSULTATION

WARD(S) AFFECTED: ALL

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#### Purpose/Summary of Report

- This report details the results of the Council's public consultation on its Draft Statement of Community Involvement and seeks agreement to adopt a revised document.

<b><u>RECOMMENDATIONS FOR DISTRICT PLANNING EXECUTIVE PANEL AND EXECUTIVE:</u> That:</b>	
<b>(A)</b>	<b>the responses to the public consultation be noted and the Officer responses and proposed changes to the Draft East Herts Statement of Community Involvement be supported;</b>
<b>(B)</b>	<b>the East Herts Statement of Community Involvement, 2013 be supported for adoption.</b>
<b><u>RECOMMENDATIONS FOR COUNCIL:</u> That:</b>	
<b>(A)</b>	<b>the responses to the public consultation be noted and the Officer responses and proposed changes to the Draft East Herts Statement of Community Involvement be agreed; and</b>
<b>(B)</b>	<b>the East Herts Statement of Community Involvement, 2013 be adopted.</b>

#### 1.0 Background

- 1.1 A Statement of Community Involvement (SCI) sets out how a local authority intends to involve the community in the preparation, alteration or review of local planning policies or in determining

planning applications. Under the terms of the Planning & Compulsory Purchase Act 2004 (as amended), local planning authorities must prepare a Statement of Community Involvement.

1.2 Members will recall that public consultation on a Draft SCI for a period of six weeks was agreed at Council on 6<sup>th</sup> March 2013. The consultation subsequently took place between 21st March and 5pm on 2nd May 2013.

## 2.0 Report

2.1 The need for SCI preparation is set out in the Planning & Compulsory Purchase Act 2004 (as amended). Section 18 defines a local planning authority's SCI "as a statement of their policy for involving interested parties in matters relating to development in their area. The statement will apply to the preparation and revision of LDDs [*Local Development Documents*] and to the exercise of the authority's functions in relation to development control".

2.2 Section 19 further sets out the requirements for preparing LDDs. ... "Once the authority have adopted their statement of community involvement they must comply with it in preparing any local development document".

2.3 In light of various legislative changes since the Council's previous SCI was prepared (but not subsequently adopted due to procedural timing issues in 2007), a draft revised SCI was prepared and agreed by Full Council for public consultation purposes on 6<sup>th</sup> March. The public consultation subsequently took place between 21st March 2013 and 5pm on 2nd May 2013.

2.4 A total of 23 responses were received from 20 respondents in relation to the consultation. Ten of the responses related solely to requests to be advised of the adoption of the document when it occurs.

2.5 Of the remaining 13 responses, the matters raised in these submissions are included in a schedule which is attached at **Essential Reference Paper 'B'**. This includes summaries of the main issues raised (which may have been made by one or more respondent); the Officer responses to those issues; and proposed amendments to the SCI, where appropriate. A few responses related to more than one matter; hence more issues are summarised in the schedule than correlate with the number of individual responses received.

- 2.6 A number of matters raised were not specifically related to the content of the consultation document and concerned areas beyond the scope of the SCI. While these matters have been included in the schedule they have not resulted in any recommended changes to the document.
- 2.7 However, several representations suggested amendments that would add value to the SCI either in terms of factual content or for clarification of the proposed text. For these cases, proposed amendments to the document have been suggested in the schedule.
- 2.8 An additional suggested amendment has been made to the draft SCI in that the final sentence of paragraph 5.3.1 regarding applicants' consultation documents has been duplicated at the end of paragraph 5.2.1 for consistency across all types of application.
- 2.9 It should be noted that, following advice contained in a DCLG letter to Chief Planning Officers, dated 30 March 2011, the SCI is able to proceed straight to adoption "without being submitted to the Secretary of State for examination" by the Council.
- 2.10 Therefore, a revised SCI document which takes into account the proposed amendments detailed above, is attached at **Essential Reference Paper 'C'** and agreement to adopt the document is now sought.
- 2.11 Members are therefore invited to agree the Officer responses to the issues raised as part of the public consultation; the proposed changes to the draft SCI; and adoption of the final document.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

Statement of Community Involvement (SCI): Draft Document for Public Consultation – Report to District Planning Executive Panel 21<sup>st</sup> February 2013

<http://online.eastherts.gov.uk/moderngov/ieListDocuments.aspx?CIId=151&MIId=2211&Ver=4>

Planning & Compulsory Purchase Act 2004 (as amended)  
[http://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga\\_20040005\\_en.pdf](http://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf)

Town and Country Planning (Local Planning) (England) Regulations 2012  
<http://www.legislation.gov.uk/uksi/2012/767/contents/made>

Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012  
<http://www.legislation.gov.uk/uksi/2012/2613/contents/made>

Neighbourhood Planning (General) Regulations 2012  
<http://www.legislation.gov.uk/uksi/2012/637/contents/made>

DCLG letter to Chief Planning Officers, dated 30 March 2011  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8004/110330-Letter\\_to\\_Chief\\_Planning\\_Officers\\_Preparation\\_and\\_Monitoring\\_of\\_Local\\_Plans.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8004/110330-Letter_to_Chief_Planning_Officers_Preparation_and_Monitoring_of_Local_Plans.pdf)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services.</p> <p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	Public consultation on the draft Statement of Community Involvement (SCI) took place between 21st March and 5pm on 2nd May 2013.
Legal:	Requirement to prepare a Statement of Community Involvement (SCI) under the terms of the Planning & Compulsory Purchase Act 2004 (as amended). Current, unadopted, SCI is out of date in relation to updated statutory Regulations.
Financial:	None other than staff resources and printing costs.
Human Resource:	None other than Planning Policy Team staff resources.
Risk Management:	Failure to produce a Revised SCI could lead to the Council being found unsound at the Examination into the District Plan.

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Draft SCI Consultation Responses 2013

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
General	General and specific support for the document and involving the community in the preparation, alteration and review of the Council's planning policies, plans and decisions.	Noted and welcomed.	None.
General	Draft Statement of Community Involvement was very easy to read and accessible. The information was clear and there were good signposts to the relevant legislation and regulations that underpin the SCI.	Noted and welcomed.	None.
General	Key issue will be how successfully it works out in practice with respect to getting the wider public involvement sought for the policy documents. Past community meetings have tended to be dominated by those who might be classed as "NIMBY" or otherwise comparatively narrow focussed.	Noted.	None.
General	In the context of the duty to cooperate the Statement of Community Involvement should also consider how the Council will deal with strategic priorities that cross administrative	Acknowledged that the Draft SCI is silent on the duty to co-operate. New paragraph 2.1.6 drafted to cover duty to co-	Add new paragraph 2.1.6: "In recognising that in many cases there are very strong

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
	boundaries.	operate issues; however, as the nature of involvement will vary depending on issues apparent in each individual case, this should not be prescriptive of method.	reasons for neighbouring local authorities, or groups of authorities, to work together on planning issues in the interests of all their local residents, the Government introduced the duty to co-operate via the Localism Act, 2011. The Council is cognisant of the duty and will engage constructively and actively in this process. It is also recognised that, with the requirement being of an on-going nature, the form and method of contact will be likely to vary according to the type of issue concerned and the relevant bodies involved. Therefore, no prescriptive method of consultation is proposed in respect of the duty to co-operate in the SCI.”
1.1.4	While the Statement of Community Involvement outlines the intent to try to engage hard to reach groups it does not identify what measures the Council proposes	Paragraph 1.1.4 sets the context in acknowledging that some people are harder to involve in public consultation than others.	Add to end of paragraph 1.1.4: “The following section details the guiding principles that set out

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
	<p>or any particular methods that may be used to try and encourage greater engagement to ensure the views from seldom heard groups are obtained.</p>	<p>While there may not be explicit reference to particular methods designed to reach specific groups in the later text, the guiding principles set out inclusive engagement methods that the Council will use to encourage participation by people of all backgrounds.</p> <p>An additional sentence should be added to the paragraph to explain this, and a further bullet point added to paragraph 2.1.1 to include information being available on the internet.</p>	<p>inclusive engagement methods that the Council will use (making use of current guidance and good practice) to encourage participation by people of all backgrounds.”</p> <p>Paragraph 2.1.1 – New bullet point also to be inserted after third bullet point to state:</p> <p>“Emphasis is placed on making material accessible on the Council’s website to ensure that information on consultations is made widely available;”</p>
4.0.4	<p>What happens if a Parish Council decide not to produce a formal Neighbourhood Plan (for example because they have not got the resources or cannot fund it)?</p>	<p>The production of Neighbourhood Plans is discretionary. If no Plan is produced then the policies of the District Plan will apply.</p> <p>However, as this matter is beyond the scope of a document concerned with consultation procedures, no amendment to</p>	None.

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
		the SCI is considered necessary in this respect.	
4.0.4	If a Parish Council consults the local residents and others as best they can, will the outputs of this consultation be used by EHC Planning as part of their fact base/guidance?	<p>Consultation outputs will be considered as part of the evidence base to be taken into account to inform decisions, in much the same way as Parish Plans are being used to inform the emerging District Plan, where relevant.</p> <p>Once the District Plan has been adopted, outputs would be taken into account, provided that they are in conformity with strategic policies in the District Plan. Where a community produces a Neighbourhood Plan, subject to examination and referendum, this will form part of the District Plan and will be accorded the same weight as the District Plan.</p> <p>However, as the SCI is not the appropriate mechanism to provide full guidance on</p>	None.

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
		Neighbourhood Planning (the Council has produced a separate Neighbourhood Planning document) and the manner in which all consultation responses will be taken into account is covered generally in paragraph 3.7.1, no amendment to the SCI is considered necessary in this respect.	
4.0.4	If the LDF Plan makes an allocation of X% dwellings to be developed in the villages and a particular village does not produce a formal NP, how will EHC planning decide where to permit the development of the allocated development target, and what sort of commercial and social houses?	<p>It is anticipated that, should any (as yet to be determined) provisions of the emerging District Plan not be met then an Allocations DPD, to follow after the production of the District Plan, will address this matter in due course.</p> <p>However, as this matter is beyond the scope of a document concerned with consultation procedures, no amendment to the SCI is considered necessary in this respect.</p>	None.
5.4.1	By neighbours immediately abutting the	All neighbouring properties	After "Notify neighbours

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
	property do you include where the rear gardens butt up end to end as well as those on either side?	sharing a common boundary will be consulted. Additional text to be added to this effect.	immediately abutting the property concerned” add:  “wherever a common boundary is shared,”
5.4.1	It may be useful to provide information regarding how long a period of public consultation will be for the type of planning applications under paragraph 5.4.1.	<p>Consultation periods can vary depending on the type of application and various stages in the decision making process and the suggestion would involve adding a complex section that would not be commensurate with the level of detail in the remainder of the document or aid ease of use for the reader. The existing proposed footnote provides full details of the minimum requirements that must be met.</p> <p>However, as consultation at the initial application stage is for at least 21 days additional text could be added to the paragraph to reflect this.</p>	<p>In between first two sentences insert:</p> <p>“Initial consultation at the application stage will be for a period of not less than 21 days.”</p>
5.6.2	Applications determined by the Development	This matter is considered beyond	None.



Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
	<p>Control Committee, in accordance with the criteria set out in the Council's Constitution. Section F para (v) of the Constitution states "Where the application is one where a member considers that delegated powers should not be exercised by the Director of Neighbourhood Services in which case the member must notify and obtain the written agreement of the Chairman of the Development Control Committee in writing stating why he/she should not determine the application.</p> <p>It is felt that this is not a transparent process and Parish and Town Council's should be able to request that an application is referred to the Development Control Committee providing that certain (to be decided) criteria applies. There are occasions when an application is not major development but has such a significant effect on the community it warrants consideration by the Development Control Committee. The current process delegates the decision to the Committee Chairman and is not democratic.</p>	<p>the scope of this document, which is concerned with consultation procedures rather than regarding constitutional matters and application processes.</p> <p>However, it should be noted the current arrangements do allow for a local member to request that an application is referred to the (now) Development Management Committee. Town and Parish Councils are of course at liberty to approach their local members to ask them to take such a course of action.</p> <p>No amendment to the SCI is considered necessary in this respect of this issue.</p>	
5.7.2	"oral" is more accurate than "verbal".	Agreed.	Replace "verbal" with "oral".

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
Appendix 1	<p>British Waterways having transferred to the charitable sector and now known as the Canal &amp; River Trust, wishes to ensure that [the Council] continues to view the Trust a key Delivery Partner and be kept informed of any planning consultations within its buffer zone as provided by the Trust on a GIS layer to the Council and also wish to continue to be notified of any Planning Policy document consultations.</p>	<p>Following the change from British Waterways to the Canal &amp; River Trust, this body continues to be consulted by the Council in respect of relevant planning applications in the same way as previous to being transferred to the charitable sector.</p> <p>The Canal &amp; River Trust is also registered on the Council's planning policy database to be informed of all planning policy consultations as they occur.</p>	None.
Appendix 1	<p>The County Council as Minerals and Waste Planning Authority would like to ensure that the SCI is clear in relation to all of the relevant persons that should be required to be consulted for plan making purposes. In addition to the general consultation bodies listed in appendix 1, it may be worth adding in the bodies that should be consulted as part of an authority's duty to co-operate requirement as specified in part 2 of the Town and Country Planning (Local Planning) (England)</p>	<p>Agreed that reference to duty to co-operate bodies and the relevant Regulations would provide added value to the document and should be included in the text.</p>	<p>Paragraph 3.2.1 – In first sentence, insert after “Specific and General consultation bodies who must be consulted by the Council”:</p> <p>“, and those bodies who should be consulted as part of the duty to co-operate requirement,”</p> <p>and add to the end of footnote:</p>

Paragraph No:	Summary of Issues Raised	Officer Response	Proposed Amendment to SCI
	<p>Regulations 2012. It should also be acknowledged that the amendment to these Regulations came into force on 12 November 2012 known as The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012 ( SI 2012/2613 ) which includes “local nature partnerships” as additional persons with whom local planning authorities and county councils must co-operate in achieving sustainable development.</p>		<p>“and the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.”</p> <p>Appendix 1 – Add Duty to co-operate bodies as specified in Part 2 of the Town and country Planning (Local Planning) (England) Regulations 2012 and the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.</p>
Other	Request to be advised of revised timelines for adoption of the elements covered in the District Plan	Not appropriate for inclusion in SCI. However, all those registered on the Council’s planning policy database will be advised of all future District Plan consultations as they occur and the opportunity to request notification of adoption of documents, as appropriate.	None.

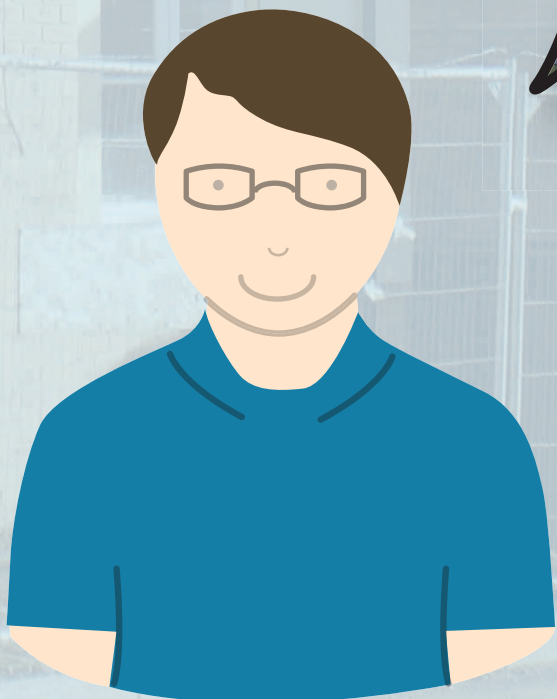
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# Statement of Community Involvement

October 2013



**We want  
your views**







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# 1 . What is the SCI?



## 1 What is the SCI?

### 1.1 Introduction

- 1.1.1** The Statement of Community Involvement (SCI) sets out East Herts Council's approach to public engagement in the planning system, both in terms of the preparation of district planning policy documents and the consideration of planning applications. It provides guidance on how East Herts Council intends to engage with the local community, including involvement in Neighbourhood Planning.
- 1.1.2** The SCI is in conformity with the Council's current Public Engagement Strategy<sup>(1)</sup>. The Council wishes to involve all sectors of the community in the planning process and is committed to maximising publicity of its planning documents. It will therefore aim to exceed the minimum legal requirements laid down in Planning Regulations<sup>(2)</sup> in respect of its planning role in public consultation.
- 1.1.3** Community engagement is a key component in the planning system as it adds value to the process by ensuring that the Council is able to listen to the views of stakeholders and the community to inform the outcome of planning decisions. This helps local people to become directly involved in place shaping in the district. However, to get the most out of any consultation, it is important that stakeholders and the community understand the scope of the consultation and the process itself. More information on the planning system can be found at <http://www.eastherts.gov.uk/planning>.
- 1.1.4** Public bodies are required<sup>(3)</sup> to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people in carrying out their activities. However, it is recognised that some parts of the community are less likely to get involved in some activities and as a result are under represented in the consultation process. In East Herts our 'hard to reach' groups may include young people, students, the elderly, ethnic minorities, gypsies and travellers, homeless people, single parent families, and people with disabilities. They may also include whole sections of the community living in the rural areas or more deprived areas of the district. We must also consider those who have difficulties accessing information and those with limited time to become further involved. Therefore, the way in which we consult is very important to ensure that we try to encourage hard-to-reach groups to become fully involved in all consultations from an early stage. The following section details the guiding principles that set out inclusive engagement methods that the Council will use (making use of current guidance and good practice) to encourage participation by people of all backgrounds.

<sup>1</sup> <http://www.eastherts.gov.uk/index.jsp?articleid=10867> N.B. The East Herts Public Engagement Strategy is currently under review.

<sup>2</sup> Information on the Planning Regulations can be found at <http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

<sup>3</sup> Under the terms of Public Sector Equality Duty, Section 149, Equality Act, 2010.





## 2 Guiding Principles

### 2.1 Introduction

**2.1.1** Several guiding principles will be applied to our planning consultations, based around three values of informing, consulting and involving people. Where the Council is involved with planning related consultations undertaken by others, we will also expect them to apply these principles. We will seek to ensure that:

- Consultation publications are clear and concise, making it obvious in the information provided what is being proposed; how and when people can get involved; and with planning jargon used only where absolutely necessary;
- It is easy for groups and individuals with little or no knowledge of the planning process to get involved;
- Appropriate consultation methods are used in order to maximise opportunity for community involvement, while making sure that these processes are commensurate, i.e. cost and time effective;
- Emphasis is placed on making material accessible on the Council's website to ensure that information on consultations is made widely available;
- Consultation is effective by listening to the views of interested and affected parties at an early stage in the process;
- People who respond to consultations are informed of how their responses will be taken into account; how they can view the Council's response to issues they have raised; and also of opportunities to become further involved at any later stages;
- Involvement will be open to all regardless of background and personal circumstance. It is the Council's practice not to treat any one group of people less favourably than others because of their age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.
- Written information (publications, leaflets etc) will be made available on request in accessible formats such as large print, Braille, audio, electronic format or translated into another language;
- Response to consultations is fully encouraged; and
- All responses to consultations are handled in accordance with the Council's Data Protection Policy and Guidelines which are designed to ensure that the activities of the Council comply with the Data Protection Act (1998).

## 2 . Guiding Principles



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- 2.1.2** It is often the case that consultation leads to comments and representations which conflict with each other and mean that it will not be possible for the aspirations of all parties to be satisfied. There may also be other reasons why we are unable to deliver the outcome which the respondent seeks. However, while it will not always be possible for the Council to accommodate everyone's expressed views, we will carefully balance and consider all relevant comments and representations and will respond to those issues, as appropriate.
- 2.1.3** It is important to note that the Council reserves the right not to consider or include in its documentation any inappropriate comments submitted as a result of its consultations. These may include, but not be limited to:
- Discriminatory comments relating to age, gender, disability, ethnicity, religious beliefs and sexual orientation;
  - Offensive or inflammatory remarks, including foul language or abusive content.
- 2.1.4** These types of comments will not be included for consideration by the Council. However, where the author of such comments is traceable, the opportunity may be made available (at the Council's discretion) for comments to be redrafted to an acceptable form so that they can be considered as part of the consultation process.
- 2.1.5** The SCI aims to ensure that all consultation is carried out in a professional, cost effective and coordinated way. The central role of elected Council Members as representatives of their community<sup>(4)</sup> is unaffected by the SCI; councillors are important as representatives of the Council and the local community. Their knowledge of, and role within, the community can be used to great advantage and should be regarded as central to the determination and implementation of both consultations and policy decisions.
- 2.1.6** In recognising that in many cases there are very strong reasons for neighbouring local authorities, or groups of authorities, to work together on planning issues in the interests of all their local residents, the Government introduced the duty to co-operate via the Localism Act, 2011. The Council is cognisant of the duty and will engage constructively and actively in this process. It is also recognised that, with the requirement being of an on-going nature, the form and method of contact will be likely to vary according to the type of issue concerned and the relevant bodies involved. Therefore, no prescriptive method of consultation is proposed in respect of the duty to co-operate in the SCI.



### 3 Planning Policy Documents

#### 3.1 Introduction

**3.1.1** Three types of document may constitute the development plan for the district consisting of:

- Development Plan Documents;
- Supplementary Planning Documents; and
- Neighbourhood Development Plans and Orders.

**3.1.2** East Herts Council will itself produce two of these main types of planning policy document:

- Development Plan Documents (DPDs) – these form part of the legal Development Plan that contains the planning policies used to determine planning applications and make decisions about development, e.g. the East Herts District Plan. They have to go through certain stages of community involvement before being submitted to a government appointed Inspector for Examination prior to adoption by the Council (if the Examination finds it sound); and,
- Supplementary Planning Documents (SPDs) – these additional policy documents provide further detailed planning information on specific matters (e.g. vehicle parking) or individual development sites (e.g. Development Briefs or Master Plans<sup>(5)</sup>). They are also subject to public consultation, but do not require examination by an Inspector before adoption by the Council.

**3.1.3** Both DPDs and SPDs must accord with national planning policies, be supported by technical evidence, and be informed by the views of residents, businesses and stakeholders, as appropriate.

#### 3.2 Who will we consult?

**3.2.1** Specific and General consultation bodies who must be consulted by the Council, and those bodies who should be consulted as part of the duty to co-operate requirement, are detailed in the relevant Regulations<sup>(6)</sup> and these are listed at

5 Development Briefs or Master Plans can be produced for specific sites or areas either by the Council or the prospective developer. Council approval of Development Briefs/Master Plans would be appropriate if they are to be relied upon by the Council in determining any planning application. However, it should be noted that briefs can be produced independently in support of applications. The public can become involved in the production of Development Briefs/Master Plans through consultation undertaken by those producing them. The Council can also work with other parties, such as prospective developers, to produce Development Briefs/Master Plans; in all such cases the production stages and consultations methods associated with Supplementary Planning Documents will apply to those Development Briefs/Master Plans.

6 Currently, the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.

## 3 . Planning Policy Documents



Appendix A. We are keen to ensure that as many interested people as possible are kept informed of our consultations. Therefore, our consultation database extends beyond the Regulations' requirements and includes:

- Statutory organisations, including parish councils, neighbouring councils, infrastructure providers and government bodies as legally required or otherwise appropriate;
- Community and voluntary groups, business and other social, economic and environmental organisations, as appropriate;
- Others who have expressed an interest in the subject matter;
- Members of the general public who have asked to be consulted.

**3.2.2** The Council is keen to enable more people with an interest in the plan-making process to become involved. Individuals, groups and organisations are therefore encouraged to visit the Council's consultation portal (<http://consult.eastherts.gov.uk>) or contact the Planning Policy Team (see below for details) to be added to the Planning Policy consultation database at any time in the process. This will ensure that they are kept informed of the progress of emerging planning policy documents and are given notice of the opportunity to respond to public consultations, as appropriate.

**3.2.3** Consultees who wish to receive ongoing updates about the District Plan and other planning policy documents may also inform the Planning Policy Team if they would like to be emailed copies of the District Planning Bulletin as new editions are published.

### 3.3 How will we consult?

**3.3.1** We will contact appropriate organisations and individuals directly. This will be by email where possible, and by post only for those contacts:

- who must be consulted by this method statutorily;
- are without email addresses; or,
- where hard copy documents are more appropriate e.g. at places for public viewing.

**3.3.2** For all of its planning policy consultations, the Council's documents will be available at the appropriate stages for viewing and comment via its website <http://www.eastherts.gov.uk> (this is a statutory requirement). The website can be used to make comments via its online consultation portal (which can also be directly accessed at: <http://consult.eastherts.gov.uk>).



- 3.3.3** Beyond the website, we will publicise consultations using media appropriate to each individual consultation, including methods such as the Council’s ‘Link’ magazine (where publication dates enable its circulation to coincide with or pre-date the consultation period), posters, leaflets, displays, community and social media, and local newspapers.
- 3.3.4** We will leave hard copies of consultation documents on display at specific locations where there is public access, including district and town council offices and libraries.
- 3.3.5** Consultation documents will be sold at a price reflecting publication costs (plus postage and packaging, where appropriate) for hard copies, and made available for download at no charge from the Council’s website.
- 3.3.6** On occasion we may make available hard copies of consultation documents to community groups, councils and other statutory organisations.
- 3.3.7** We will consult on planning policy documents for at least the minimum required period.
- 3.3.8** We may consider organising or supporting other consultation events, such as but not limited to, community based planning meetings, as appropriate. If such meetings are considered appropriate we will:
- Try to hold community involvement events in different parts of the district, and at different times and days of the week, to make them available to as many people as possible;
  - Use venues with good access and transport links.

### 3.4 When will we consult on DPDs?

- 3.4.1** We will first ask for ideas, views and information from appropriate organisations, individuals and communities – [Issues and Options](#) stage.
- 3.4.2** After considering any initial comments and previous consultation results, we will consult on the revised document(s) which will explain the main issues to be considered and may include potential options for at least six weeks – [Preferred Options](#) stage.
- 3.4.3** We will consider whether there is a need to prepare documents for additional consultation stages, as appropriate.
- 3.4.4** When all relevant representations have been taken into account and any necessary changes to the document have been made, we will formally publish the [Submission](#) document (or equivalent under any revision to the relevant regulations).
- 3.4.5** The DPD will then be submitted to the Secretary of State for [Public Examination](#) by a Planning Inspector appointed by the Planning Inspectorate.



## 3 . Planning Policy Documents



**3.4.6** The Council will subsequently formally **adopt** the DPD incorporating the Inspector's recommendations.

### 3.5 When will we consult on SPDs?

**3.5.1** If appropriate, we will first ask for ideas, views and information from relevant organisations, individuals and communities.

**3.5.2** We may carry out informal consultation before we prepare a formal draft SPD, which would take into account any initial comments and any previous consultation results. If the proposed SPD is related to a specific site, this initial informal consultation may be limited to specific bodies and people in the local area. We will fully **consult** on a draft version of the SPD for at least six weeks.

**3.5.3** After considering the responses to the draft, we will consider whether there is a need for any further consultation.

**3.5.4** Once we consider that the planning policy issues raised through community involvement have been fully considered and any necessary changes to the document have been made, we will **adopt** the SPD.

### 3.6 How should people respond to DPD and SPD consultations?

**3.6.1** The processing of hand written consultation responses is a very time-consuming procedure, which has the potential to cause considerable delay to the policy-making process, particularly for consultations where a large volume of comments are received. Consequently, the Council's preferred method of response is via its online consultation portal where people enter their own personal details and comments. However, it is recognised that not everybody will be able to use this method of response and there is no requirement to use it. Therefore, respondents will be encouraged to submit their comments in the following order:

- Via the Council's online consultation portal (<http://consult.eastherts.gov.uk>).  
The advantages of this method are that people can:
  - enter their own contact details and update them as circumstances change;
  - download all consultation documents or document sections in PDF format for easy viewing or printing;
  - make comments on consultations and upload any supporting documents;
  - receive an automated response confirming submission of their comments;
  - view comments made by other users regarding specific points;
  - search current and previous consultations for views expressed by specific users;

and



- choose to be informed of subsequent consultations and/or the adoption of documents they have responded to;

- Electronic copies of word documents or text submitted by email;
- Hard copy submissions.

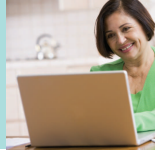
**3.6.2** Where groups are intending to coordinate a large campaign in response to a consultation, the Council's preference is for responses to be made using the consultation portal and, where necessary, the Planning Policy Team will support such groups by providing explanation of how to use it.

### 3.7 How will we respond to comments made on DPD and SPD consultations?

**3.7.1** For consultations on all planning policy documents (DPDs and SPDs) the Council will take account of all responses received by any of the above means where the issues raised are material planning considerations. Responses concerning other issues beyond the scope of planning policy (e.g. matters such as highways maintenance or refuse collection) will not be taken into account.

- We will publish all comments received (either in full or in summary form) as soon as feasible;
- All submissions will be made publicly available;
- Comments received in hard copy format will be made available online in an appropriate format where practicable (either scanned or typed up), or if not practicable, the original documents will be available for viewing at the Council offices;
- Pro-forma responses will be considered collectively;
- All responses will be made available for public viewing, either online or in hard copy format for at least three months after the document is adopted;
- We will respond to comments (or a summary of the issues raised in the comments) explaining how any planning policy matters have been taken into account by reporting initially to the District Planning Executive Panel, with recommendations subsequently supported by Executive and agreed by Full Council (which comprises all elected ward members). All meetings of the

### 3 . Planning Policy Documents



District Planning Executive Panel are open for the public to attend (although not to participate in proceedings) and all agendas, supporting evidence and minutes are available for viewing or free download via the Council's website;

- We will send all those people who have requested to be notified of the Plan's adoption a copy of the adoption statement, including details of where and when the Plan can be inspected.





### 4 Neighbourhood Planning

- 4.0.1** Neighbourhood Planning involves Town and Parish Councils or designated Neighbourhood Forums in preparing planning documents for their communities which, following examination and a successful referendum, will then be adopted by the Council as part of the Development Plan for the area.
- 4.0.2** There are two main aspects of Neighbourhood Planning: Neighbourhood Development Plans and Neighbourhood Development Orders (including the Community Right to Build):
- Neighbourhood Development Plans are community-led and provide a framework for guiding the future development, regeneration and conservation of an area;
  - Neighbourhood Development Orders are a way for Town and Parish Councils or designated Neighbourhood Forums to grant planning permission for certain kinds of development within a specified area;
  - Community Right to Build Orders are a special kind of Neighbourhood Development Order, which grant planning permission for certain development schemes.
- 4.0.3** The process for preparing Neighbourhood Plans and Orders is set out in the Regulations<sup>(7)</sup>. We have published our own guidance on Neighbourhood Planning which is available on the Council's website<sup>(8)</sup>. The Locality Neighbourhood Plans Roadmap Guide provides additional helpful advice on Neighbourhood Planning and is available on its website<sup>(9)</sup>. Once brought into legal force, a Neighbourhood Plan will form part of the statutory Development Plan and decisions on whether or not to grant planning permission in the Neighbourhood Area will need to be made in accordance with it, unless material considerations indicate otherwise.
- 4.0.4** As part of the process towards gaining legal force, planning legislation requires consultation and engagement to take place on Neighbourhood Plans and Orders. While much of the consultation required for Neighbourhood Planning is the responsibility of the local communities involved (and information on this is available in the guidance mentioned above), there are certain stages where the District Council has statutory involvement in the process, which also results in consultation.
- 4.0.5** Where the Council is required to carry out consultation as part of the Neighbourhood Planning process, we will apply the same broad principles associated with consultation on Planning Policy documents, subject to any conditions of the relevant Regulations.

7 Currently, the Town and Country Planning, England, The Neighbourhood Planning (General) Regulations 2012  
8 [http://www.eastherts.gov.uk/media/pdf/4/m/Interim\\_Neighbourhood\\_Planning\\_Guidance\\_Note\\_-\\_Dec\\_11\\_Smaller\\_File\\_Size.pdf](http://www.eastherts.gov.uk/media/pdf/4/m/Interim_Neighbourhood_Planning_Guidance_Note_-_Dec_11_Smaller_File_Size.pdf)  
9 <http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/> also available via PAS website:  
<http://planning.communityknowledgehub.org.uk/resource/neighbourhood-plans-roadmap-guide>

# 5 . Planning Applications



## 5 Planning Applications

### 5.1 Introduction

**5.1.1** For many people the first experience of the planning process is through planning applications, either as an applicant or in relation to applications submitted by other people. While some minor schemes can be carried out as ‘Permitted Development’, a significant amount of new development in East Herts will require planning permission. A planning application is required for most new buildings, many changes of use and operational development or significant alterations to existing buildings. There are a number of different types of planning application, with the type of application determined by the size and scale of the proposed development. Whilst the process for consulting on all types of planning application is similar, there are additional requirements for larger proposals involving residential development (including change of use) for 10 or more homes or where the site area is more than 0.5 hectares or, for all other uses, where the floorspace created is 1000m<sup>2</sup> or more, or where the site area is 1 hectare or more. These are known as major applications, where there are additional publicity requirements<sup>(10)</sup>.

### 5.2 Major Applications

**5.2.1** Before making a major planning application, prospective applicants should preferably:

- Talk to the Council’s planning officers about their application, and consider these discussions when preparing their proposals, through the chargeable pre-application service<sup>(11)</sup> – the aim of this is to see if the principle of development is acceptable before any formal application is made and so that any necessary adjustments can be made if required;
- Talk directly with relevant statutory consultees to minimise technical objections to their application;
- Consult the local community on overall and specific aspects of their proposals; and
- Consider the consultation responses received, and take them into account before making their planning application. Planning applications should where possible be accompanied by a document explaining what consultation has been carried out by the applicant, including technical and public involvement and how it has influenced the planning application proposals.

<sup>10</sup> Where there is a departure from the Development Plan; where an Environmental Impact Assessment is required; and, where a proposal would affect a Right of Way to which Part 3 of the Wildlife and Countryside Act 1981 applies.

<sup>11</sup> It should be noted that, in respect of the pre-application service, any advice given at this stage is not binding and there are no statutory requirements for pre-application discussions.



## 5.3 Other Applications

**5.3.1** Before making other types of planning application, prospective applicants should preferably:

- Consult both the Council's planning officers (through the Council's chargeable pre-application service as set out above) and any people likely to be affected by the proposed development; and
- Consider their views before finalising proposals. Consulting those affected may be as simple as talking over plans with a neighbour. Planning applications should where possible be accompanied by a document explaining what consultation has been carried out by the applicant, including technical and public involvement and how it has influenced the planning application proposals.

## 5.4 How we will consult on Planning Applications

**5.4.1** Once an application has been submitted, East Herts Council will always meet its statutory consultation requirements as a minimum<sup>(12)</sup>, and may exceed these where appropriate. Initial consultation at the application stage will be for a period of not less than 21 days. We will therefore:

- Display a site notice where statutorily required, and provide all other applicants with site notices for voluntary display;
- Notify neighbours immediately abutting the property concerned wherever a common boundary is shared, and (depending on the nature of the development proposed) to properties in the wider locality, if considered appropriate;
- Consult with statutory bodies and with other departments, bodies and interested parties as commensurate with the development proposed;
- Publicise as statutorily required applications for major, departure, Listed Building, Conservation Area or Right of Way proposals, and for other applications, as appropriate;
- Make all planning applications available for viewing at the Council's offices in Hertford and on our website;
- Publicise a weekly list of planning applications on our website and in other public places;
- Send this weekly list to town and parish councils and to other subscribers.

## 5 . Planning Applications



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### 5.5 How will the Council deal with consultation responses?

**5.5.1** Comments received will be placed on the application file and be made publicly available.

**5.5.2** The Council will take account of all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations. What the Council can take into account when it considers comments on planning applications can be confusing. We can only consider objections or comments which raise relevant planning issues, e.g. problems with increased traffic if the development went ahead, the effect a development might have on the environment in terms of noise, loss of trees etc, or the effect a proposal might have on the appearance of the surrounding area. The issue for the planning system is whether or not the proposed use, or development of the site, would be acceptable in land use and environmental terms.

**5.5.3** Responses concerning other issues cannot be taken into account when determining a planning application. These matters include, but are not restricted to:

- Property values;
- Boundary disputes;
- Personal circumstances of the applicant or the objector;
- Loss of a private view;
- “Moral issues”; and
- Issues controlled by other legislation (e.g. building regulations, legal covenants etc).

**5.5.4** All relevant planning issues raised within the consultation period will be taken into account in the Planning Officer’s report to help inform the recommendation. It is important to know that we cannot refuse an application simply because many people are against it. We have to consider whether the application satisfies our adopted planning policies, as well as national planning policy guidance.

### 5.6 How will the decision be made?

**5.6.1** The authority to determine planning applications lies with the Development Management Committee; however, as the Council typically deals with more than 2,200 applications per year, the majority of applications (around 90%) are determined by planning officers under delegated powers granted to them by the Committee.



**5.6.2** The remaining applications are determined by the Development Management Committee. This Committee generally meets every four weeks and handles the larger and more complex applications, in accordance with the criteria set out in the Council's Constitution.

### 5.7 What else will the Council do in the decision making process?

**5.7.1** The Council will consider any submitted consultation statement in addition to any comments received on the planning application. If the application is to be considered by the Development Management Committee, we will inform anyone who responded to the consultation before the meeting takes place.

**5.7.2** The Council may allow applicants and objectors to make a short oral statement on those planning applications which are considered by the Development Management Committee<sup>(13)</sup>.

**5.7.3** We will make Development Management Committee meetings available for live viewing via webcast.

**5.7.4** The Council will publish the decisions on all planning applications on its website which will, where required, include the reasons for the decision.

**5.7.5** We will write back to respondents (by email if possible and by post where no email address is available) to inform them of the Council's decision.

**5.7.6** If an appeal is subsequently lodged, we will inform all those people who responded to the consultation on the original planning application (although the rest of the appeal procedure will be handled by the Planning Inspectorate<sup>(14)</sup>).

<sup>13</sup> Up to one person may be allowed to speak in support of an application, and one person to speak in objection to each application at the meeting. Each person or group of people opposing or supporting the proposal will be allowed up to three minutes to speak to the Committee. How to register to speak and the rules for these meetings are explained in greater detail on the Council's website <http://www.eastherts.gov.uk> and in a leaflet available from Council offices.

<sup>14</sup> Further information on the appeals process is available on the Planning Inspectorate website: <http://www.planning-inspectorate.gov.uk>

## 6 . Contact Details



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### 6 Contact Details

#### *Contact the Planning Policy Team*

Phone: 01279 655261

Email: [planningpolicy@eastherts.gov.uk](mailto:planningpolicy@eastherts.gov.uk)

Post: East Herts Council, Wallfields, Pegs Lane, Hertford, Herts, SG13 8EQ

#### *Contact the Development Management Service*

Phone: 01279 655261

Email: [planning@eastherts.gov.uk](mailto:planning@eastherts.gov.uk)

Post: East Herts Council, Wallfields, Pegs Lane, Hertford, Herts, SG13 8EQ





## Appendix 1 - Consultation Bodies

### Specific and General Consultation Bodies

As set out in the Town and Country Planning (Local Planning)(England) Regulations 2012,

“general consultation bodies” means the following:

- a) voluntary bodies some or all of whose activities benefit any part of the local planning authority’s area,
- b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority’s area,
- c) bodies which represent the interests of different religious groups in the local planning authority’s area,
- d) bodies which represent the interests of disabled persons in the local planning authority’s area,
- e) bodies which represent the interests of persons carrying on business in the local planning authority’s area;

“specific consultation bodies” means the following:

- a) the Coal Authority<sup>(15)</sup>,
- b) the Environment Agency<sup>(16)</sup>,
- c) the Historic Buildings and Monuments Commission for England (known as English Heritage)<sup>(17)</sup>,
- d) the Marine Management Organisation<sup>(18)</sup>,
- e) Natural England<sup>(19)</sup>,
- f) Network Rail Infrastructure Limited (company number 2904587),
- g) the Highways Agency,
- h) a relevant authority any part of whose area is in or adjoins the local planning authority’s area,
- i) any person:

15 See section 1 of the Coal Industry Act 1994 (c.21)  
 16 See section 1 of the Environment Act 1995 (c.25)  
 17 See section 32 of the National Heritage Act 1983 (c.47)  
 18 See section 1 of the Marine and Coastal Access Act 2009 (c.23)  
 19 See section 1 of the Natural Environment and Rural Communities Act 2009 (c.16)



(i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and

(ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,

(j) if it exercises functions in any part of the local planning authority's area:

(i) a Primary Care Trust established under section 18 of the National Health Service Act 2006<sup>(20)</sup> or continued in existence by virtue of that section;

(ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989<sup>(21)</sup>;

(iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986<sup>(22)</sup>;

(iv) a sewerage undertaker; and

(v) a water undertaker;

(k) the Homes and Communities Agency<sup>(23)</sup>; and

(l) where the local planning authority are a London borough council, the Mayor of London.

## Duty to Co-operate Bodies

As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012,

1. The bodies prescribed for the purposes of section 33A(1)(c) of the Act are:

a) the Environment Agency;

b) the Historic Buildings and Monuments Commission for England (known as English Heritage);

c) Natural England;

d) the Mayor of London;

e) the Civil Aviation Authority<sup>(24)</sup>;

f) the Homes and Communities Agency;

20 2006 (c.41)

21 1989 (c.29) There are amendments to these provisions which are not relevant to these Regulations

22 1986 (c.44) There are amendments to these provisions which are not relevant to these Regulations

23 See section 2 of the Housing and Regeneration Act 2008 (c.17)

24 See section 2 of the Civil Aviation Act 1982(c.16)





- g) each Primary Care Trust established under section 18 of the National Health Service Act 2006<sup>(25)</sup> or continued in existence by virtue of that section;
- h) the Office of Rail Regulation<sup>(26)</sup>;
- i) Transport for London<sup>(27)</sup>;
- j) each Integrated Transport Authority<sup>(28)</sup>;
- k) each highway authority within the meaning of section 1 of the Highways Act 1980<sup>(29)</sup> (including the Secretary of State, where the Secretary of State is the highways authority); and
- l) the Marine Management Organisation.

2. The bodies prescribed for the purposes of section 33A(9) of the Act are

- a) each local enterprise partnership; and
- b) each local nature partnership.

3. In this regulation:

“local enterprise partnership” means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area; and

"local nature partnership" means a body, designated by the Secretary of State, which is established for the purpose of protecting and improving the natural environment in an area and the benefits derived from it.

25 2006 (c.41)  
26 See section 15 of the Railways and Transport Safety Act 2003 (c.20)  
27 See section 154 of the Greater London Authority Act 1999 (c.29)  
28 See section 77 and 78 of the Local Transport Act 2008 (c.26)  
29 1980 (c.66)

If you would like this document in another format please contact Communications at:

East Herts Council,  
Wallfields, Pegs Lane,  
Hertford SG13 8EQ

For further information contact the  
Planning Policy Team on 01279 655261  
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EAST HERTS COUNCIL

DISTRICT PLANNING EXECUTIVE PANEL – 25 JULY 2013

REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

DISTRICT PLAN - UPDATE REPORT

WARD(S) AFFECTED: ALL

**Purpose/Summary of Report**

- This report sets out the progress towards finalisation of a development strategy for the District;
- The agreement of Members is sought towards consolidation of the two-part plan into a single District Plan, and to provide for an early review of the plan to address long-term planning requirements;
- The agreement of Members is sought towards an approach to obtaining critical information from developers;
- It is hoped that, subject to unforeseen circumstances, it will be possible to present a draft District Plan to Members later this year, with consultation later this year/early next year.

**RECOMMENDATIONS FOR DISTRICT PLANNING EXECUTIVE PANEL AND EXECUTIVE: That:**

<b>(A)</b>	<b>a change to the structure of the District Plan, to combine Strategic Policies, Development Management Policies, and Site Allocations, into a single District Plan, be supported;</b>
<b>(B)</b>	<b>an early review of the District Plan, based on a ‘plan-monitor-and-manage’ approach particularly in respect of long-term planning, be supported; and</b>
<b>(C)</b>	<b>the approach to obtaining critical delivery information, including ATLAS project support, be supported.</b>

**RECOMMENDATIONS FOR COUNCIL: That:**

<b>(A)</b>	<b>a change to the structure of the District Plan, to combine Strategic Policies, Development Management Policies, and Site Allocations, into a single District Plan, be agreed;</b>
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<b>(B)</b>	<b>an early review of the District Plan, based on a ‘plan-monitor-and-manage’ approach particularly in respect of long-term planning, be agreed; and</b>
<b>(C)</b>	<b>the approach to obtaining critical delivery information, including ATLAS project support, be agreed.</b>

## 1.0 Background

1.1 In March 2012 (see Background Papers) it was proposed to reflect changes in national policy and rename the Local Development Framework ‘District Plan’, with the Core Strategy renamed as ‘Part 1 – Strategy’ and the Site Allocations and Development Management Policies renamed as ‘Part 2 – Allocations and Policies’. From July 2012 onwards, the Local Development Framework Executive Panel became the District Planning Executive Panel.

1.2 In July 2012 a shortlist of potential development options was agreed for further assessment and testing (see Background Papers). The shortlisted options are as follows:

- Up to 4,700 dwellings at Bishop’s Stortford
- Up to 2,000 dwellings at Buntingford
- Up to 1,700 dwellings at Hertford
- 10,000 dwellings north of Harlow
- 5,000 dwellings in the Hunsdon area
- Up to 270 dwellings at Terlings Park north of Harlow
- Up to 3,000 dwellings west of Sawbridgeworth
- Up to 3,000 dwellings north and east of Ware
- Up to 2,000 dwellings east of Welwyn Garden City
- Around 900 dwellings in total in the villages

It is not yet clear which of these options will be needed for the draft plan. All of these figures are subject to change as the strategy selection process enters its final phase.

1.3 In November 2012 (see Background Papers) it was explained that a delay to finalisation of the District Plan – Part 1: Strategy was necessary because further work was needed in the field of schools planning, highways assessment, and viability assessment. It was explained that *“although the NPPF [National Planning Policy Framework] does not require certainty about infrastructure delivery, it does require that local planning*

*authorities demonstrate that there is a 'reasonable prospect' that planned infrastructure is deliverable in a timely fashion."*

- 1.4 In February 2013 (see Background Papers) it was explained that *"recent interpretation of objectively assessed need by the Planning Inspectorate suggests that East Herts Council may need to plan for the upper end of the previously agreed range of 10,000 to 17,000 dwellings"*. It was also explained that because of continued uncertainty in relation to transport and schools planning, combined with the requirement for the plan to be effective throughout its period, the consultation on the draft District Plan is of necessity subject to further delay.
- 1.5 The report states that officers are strenuously exploring ways of progressing the District Plan and re-assessing a realistic timetable for consultation. This will involve working closely with infrastructure and service providers on a way forward, taking account of the Duty to Co-Operate, and clarification will also be sought from the Planning Inspectorate in relation to interpretation of key NPPF requirements as they are likely to impact East Herts District Plan.
- 1.6 Finally, also in February 2013, a separate report on Viability and Infrastructure Planning (see Background Papers) explained the 'stepped approach' to infrastructure planning, whereby detailed infrastructure evidence would be collected following the agreement of a draft strategy.

## 2.0 Report

- 2.1 This report considers the following:
- Proposed change to the structure of the District Plan
  - Update on progress with infrastructure issues
  - ATLAS Project Engagement Plan
  - National Planning Policy Framework (NPPF) requirements
  - Approach to long-term planning

### **Proposed change to the structure of the District Plan**

- 2.2 The agreement of Members is sought to draw together Part 1 – Strategy and Part 2 – Site Allocations and Policies into a single District Plan. There are a number of reasons for this proposed change. A single, combined plan is considered to

- result in a single examination rather than two separate examinations, resulting in considerable cost savings, which could be used to enable early review of the plan, with particular focus on delivery and infrastructure planning, as explained below;
  - better reflect the NPPF emphasis focus on a single Local Plan, rather than the more complex Local Development Framework 'portfolio of documents', avoiding complex and unnecessary distinctions between 'strategic' and 'non-strategic' policies; and
  - be more user-friendly, for members, applicants, planning officers, and the public, involving a single set of policy maps and a single written statement.
- 2.3 Delays with infrastructure planning have opened up an opportunity for the Council to move forward with a full suite of policies which can become the basis for a single plan.
- 2.4 In March this year, all Members were invited to participate in an informal discussion group in relation to policy development. The membership of the group reflects representation from the five towns and also representatives of the villages. Although not a decision-making forum, the group plays a significant role in providing early input and local knowledge into the process of policy-making.
- 2.5 Taking account of the informal member discussion group, and also the proposed change to the structure of the District Plan, an updated 'Stepped Approach to the District Plan (Version 4)' sheet is presented at **Essential Reference Paper 'B'**.

### **Update on progress with infrastructure issues**

- 2.6 Following the last meeting, East Herts Council's Chief Executive and Director of Customer and Community Services wrote to the Chief Executive of Hertfordshire County Council to address the issue of infrastructure planning for the District Plan, particularly in relation to the matters of schools planning and transport. The exchange of letters is contained at **Essential Reference Paper 'C'**, along with letters from the Director of Neighbourhood Services to the Highways Agency and also to Essex County Council, together with their responses.
- 2.7 At the same time as these high-level exchanges, Officers have been working closely with personnel from the relevant

organisations, including the National Health Service, the water companies, and the transport authorities.

- 2.8 Officers are seeking to ensure that the approach of these organisations to future development can be set out by them in writing. This should provide the basis for an Infrastructure Topic Paper to underpin decision-making on a draft strategy, and will form part of the consultation on the draft plan.
- 2.9 More detailed infrastructure planning can be undertaken following consultation on the draft District Plan. This later work, to be undertaken next year, will form the basis for an Infrastructure Delivery Plan to support the District Plan at the Examination in Public.
- 2.10 An informal group of officers from Uttlesford, Harlow, Epping Forest, and East Herts Councils, as well as the Highways Agency, and the two transport authorities has made significant progress in relation to the Harlow-Stansted-Gateway-Transport Model (HSGTM) in the area. It is anticipated that this critical piece of technical work will be available later in the summer.
- 2.11 It is also understood that the County Council is on course to complete its assessment of primary and secondary school expansion capacity by the end of July.

### **ATLAS Project Support**

- 2.12 An important gap in the Council's knowledge relates to infrastructure delivery considerations, notably in respect of the scope of evidence that may be required as part of the plan-making process, and the robustness of information that has to date been made available to the Council.
- 2.13 East Herts Council agreed that meetings with landowners and developers would only be sought where there are known evidence gaps (see Background Papers, 29<sup>th</sup> March 2012, Paragraphs 2.21-2 and Recommendation 'C'). To date, there have been no meetings between Officers and landowners or developers. Instead, information has been sought by means of a questionnaire issued to the landowners at all the shortlisted potential options. These responses are currently being collated and will be published alongside the draft Plan.
- 2.14 The current level of information held by the Council regarding deliverability may not be adequate to either include or exclude

some of the shortlisted potential site options without significant risk of challenge. This applies in particular to sites which are likely to be dependent on particularly expensive or complex pieces of infrastructure, most notably transport.

- 2.15 For this reason it is considered necessary to obtain certain information before setting out a preferred strategy. This information can then be used to either discount a particular option, or alternatively entered into the assessment of deliverability, financial viability and funding plans as part of the Infrastructure Delivery Plan for submission to the Planning Inspectorate for Examination in Public.
- 2.16 An appropriate procedure is therefore required to ensure that probity is guaranteed, and that critical information is obtained.
- 2.17 To assist with transparency, and to bring expertise in delivery matters to underpin this important aspect of the Plan, officers have requested support from the Advisory Team for Large Applications (ATLAS), an independent advisory service available at the request of local authorities to support them in dealing with complex and large scale development projects.
- 2.18 In summary, the role of ATLAS is envisaged to be:
- To draw knowledge and experience from other Councils facing similar issues;
  - To advise the Council in respect of key deliverability considerations and their relationship to plan-making processes; and
  - To support external partners to find a way forward in the preparation of a suitable evidence base in light of the above, if necessary and appropriate through direct engagement with relevant external bodies.
- 2.19 This request is currently being considered by ATLAS and should it be agreed, full details of the role would be set out in a Project Engagement Plan. An illustrative example, which sets out the general role and operating principles of ATLAS, plus the letter of request from the Council's Head of Planning and Building Control, is contained at **Essential Reference Paper 'D'**.
- 2.20 Any advice from ATLAS and their findings would be reported back to the District Planning Executive Panel for transparent decision-making. This approach may apply to any of the shortlisted potential development options, but is expected to be particularly



important in respect of long-term and complex options, where there is currently no clear indication of whether or not there is a reasonable prospect of delivery.

## **National Planning Policy Framework (NPPF) requirements**

- 2.21 Compliance with the provisions of the NPPF is the key to soundness at examination in public. In order to provide a robust basis for plan-making, and to support Members in the decision-making process, Officers are closely monitoring the output of the Planning Inspectorate.
- 2.22 It is now 16 months since the introduction of the NPPF, and the Council is in a position to benefit from a steadily increasing body of evidence as to how national policy is being applied in practise in other Local Planning Authorities around the country. Careful scrutiny of the reports of the Planning Inspectorate and the Secretary of State is being undertaken, and a summary of the results of this so far are presented in **Essential Reference Paper 'E'**.
- 2.23 In addition, the findings of a number of reports on the NPPF are being critically reviewed, including those by campaign groups such as the Campaign to Protect Rural England (CPRE), by various think-tanks, and by planning consultants. Further guidance from the government is anticipated during 2013, although at present more specific details of the timing of this are not available.

## **Long-term planning**

- 2.24 East Herts Council has selected 2031 as the end of the plan period, to enable long-term planning to be taken into account. This reflects the emphasis in national policy on the need to consider the long-term, as set out below:

### **National Planning Policy Framework**

*Paragraph 47 "to boost significantly the supply of housing, local planning authorities should...identify a supply of specific, developable\* sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15. \*To be considered developable, sites should be in a suitable location for housing development and there should be a reasonable prospect that the site is available and could be viably developed at the point*

*envisaged.”*

Paragraph 85: when reviewing the Green Belt, *“where necessary, [Local Planning Authorities] should identify in their plans areas of ‘safeguarded land’ between the urban area and the Green Belt, in order to meet longer-term development needs stretching well beyond the plan period”.*

- 2.25 Long-term planning is an important function of Local Planning Authorities because in some cases it can take 10 years or longer for new infrastructure to be planned and built. This applies particularly in the case of infrastructure which serves not just a single development area but also a wider area as well. Infrastructure providers use Local Plans as a basis upon which to seek financing and consent to build the required infrastructure.
- 2.26 At the same time, it is usually not possible for Local Planning Authorities to secure guarantees that the necessary finance will be available to deliver the infrastructure to support long-term plans. As explained previously, long-term development presents the greatest difficulties in terms of infrastructure delivery.
- 2.27 However, although the plan period will run to 2031, typically the Local Plan has been reviewed every few years, with reviews of the East Herts Local Plan in 1993, 1999, and 2007. As explained above, the decision to roll both parts of the plan into a single document would free up resources to undertake a plan review on a similar cycle as has been the case in East Herts over the past 20 years.
- 2.28 Therefore, one possible way forward is for East Herts District Council to progress as far as reasonably possible during this present round of plan-making, and re-assess the prospects for delivery during the next round of plan-making. Such an approach would ensure that:
- a suitable balance of flexibility and certainty can be maintained, and any alterations to the plan or amendments to the development strategy can be made;
  - the plan will be based on the latest available population projections, rather than projections which could be many years out of date during the latter part of the plan period.
- 2.29 As mentioned above in the explanation of the changes to the

structure of the District Plan, it should be possible to use the time previously set aside for the production of Part 2 of the District Plan, to instead carry out a thorough and early review of long-term planning and delivery, as well as the shorter-term performance of the plan.

## **Conclusions and Next Steps**

- 2.30 In the absence of an up-to-date plan and 5-year housing land supply, some developers have submitted planning applications by reference to the NPPF, as has been the case recently in Buntingford, Bishop's Stortford, and in Hertford.
- 2.31 Similar proposals appear to be in the pipeline in adjoining districts without a 5-year housing land supply, for example:
- 1, 000 dwellings granted permission by the Secretary of State at a Greenfield site at Gilden Way east of Harlow.
  - Appeal to the Secretary of State on non-determination grounds for 850 dwellings at Elsenham in Uttlesford District;
  - 1,200 dwellings in the Green Belt at West Sumners in Epping Forest District west of Harlow;
  - 700 dwellings in the Green Belt west of Hoddesdon in Broxbourne Borough.
- Given such decisions and proposals, the urgency of getting a plan in place is very clear.
- 2.32 However, NPPF requirements mean that the Council is not able to bring forward plans for parts of the district, ahead of a plan for the whole district. It is therefore proposed that the only feasible option is to continue as swiftly as is reasonably possible with progress on a single District Plan. The speed at which the Council can do so is regulated by the need to ensure soundness of the whole plan when judged against the NPPF.
- 2.33 Whilst it is clear that there remain a number of issues still to resolve, good progress has been made with infrastructure and delivery partners. East Herts Council has taken all reasonable steps to address the challenges of the NPPF, including a new structure for the District Plan, and close working with key organisations.
- 2.34 It is therefore hoped that, subject to unforeseen circumstances, and following early discussions with Members in the autumn, it will be possible to present a draft District Plan later this year, with public consultation later this year/early next year.

2.35 A workshop for Members will be held in the Council Chamber on 24<sup>th</sup> October between 10am and 4pm for early review and discussion of a draft plan, and the alternative options. It is proposed to engage the Planning Advisory Service (PAS) to facilitate this session and to provide guidance in respect of requirements of the examination in public. A flyer has been issued to all Members by courier and a reminder was posted in the Members Information Bulletin on 19<sup>th</sup> July. Members who have not yet done so may confirm their attendance by emailing [claire.sime@eastherts.gov.uk](mailto:claire.sime@eastherts.gov.uk).

### 3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

District Planning Executive Panel reports:

- District Plan Part 1 – Update Report (21 February 2013)
- District Plan Part 1 – Strategy Supporting Document – Update Report (28<sup>th</sup> November 2012)
- District Plan Part 1 – Strategy Supporting Document – Update Report (26<sup>th</sup> July 2012)
- District Plan Part 1 – Strategy Supporting Document – Chapter 4: Places, and Next Steps (26<sup>th</sup> July 2012)
- Local Development Framework Core Strategy: Approach, Technical Work, and Next Steps.

<http://online.eastherts.gov.uk/moderngov/mgCommitteeDetails.aspx?ID=151>

Contact Member: Cllr Mike Carver - Executive Member for Strategic Planning and Transport  
[mike.carver@eastherts.gov.uk](mailto:mike.carver@eastherts.gov.uk)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services.</p> <p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	None
Legal:	N/A
Financial:	N/A
Human Resource:	N/A
Risk Management:	N/A

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**A Stepped Approach to preparation of the District Plan – Version 4 (July 2013)**

ESSENTIAL REFERENCE PAPER B

Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7		Step 8	
Supporting Document Ch 1: Background and Approach	Supporting Document Ch 2: Issues	Supporting Document Ch 3: Assessment Criteria		Supporting Document Ch 4: Places		Supporting Document Ch 5: Options Refinement	Supporting Document Ch 6: Strategy		Drafting District Plan Policies	Draft District Plan					
<b>Explaining the nature of the task and the wider context</b>	<b>Understand the strategic planning issues</b>	<b>Developing 69 assessment areas and 21 topics, assessing each area against each criterion</b>		<b>Sieve 1: Area Assessments</b>	<b>Sieve 2: Settlement Evaluations</b>	<b>Sieve 3: Technical work to refine the short-list from Sieve 2</b>		<b>Strategy formulation and NPPF compliance</b>	<b>Informal Member discussion group sessions on draft policies</b>						
<b>29 March 2012</b> Introduction District Plan Progress So Far Scope Planning Policy and the Planning System Localism and Neighbourhood Planning A Stepped Approach Consultation Refining the Approach Delivery Infrastructure Planning Sustainability Appraisal.	<b>29 March 2012</b> Housing Economy Education Transport Water Telecoms, Gas and Electricity Natural and Historic Environment Green Belt Community and Leisure Natural Resources Environmental Quality	<b>29 March 2012</b> <b>26 July 2012</b>  <i>Part 1:</i> Land Availability Employment Potential Primary Schools Secondary/Middle Schools Highways Infrastructure Vehicular Access Access to Bus Services Access to Rail Services Waste Water Impacts Flood Risk Designated Wildlife Sites Historic Assets Landscape Character Green Belt Strategic Gaps Boundary Limits Community Facilities Minerals and Waste Agricultural Land Environmental Stewardship Noise Impacts  <i>Part 2:</i> Application of the criteria from Part 1 to the 69 areas of search, to produce a 'Traffic Light' rating  <b>(Appendix A)</b>		<b>26 July 2012</b> Evaluation of 69 separate areas using the criteria established in Chapter 3, and using the traffic light assessments.  Local-area consideration of revised scale assumptions against initial test assumptions.	<b>26 July 2012</b> Consider impact of combinations of possible growth areas on existing settlements and the wider area.  Evaluation of whether/how growth could fit within this wider context.  Settlement-level consideration of revised scale assumptions.  Based on Sieve 1 results plus Documents and Feedback <b>(Appendix B)</b>	<b>28 November 2012</b> 3a: Economic Development 3b: Urban Form  <b>Autumn/Winter 2013</b> 3c: Schools planning 3d: Highways (including transport modelling) 3e: Habitats Regulations 3e: Green Belt Inner Boundary Review 3f: Housing Delivery		<b>Autumn/Winter 2013</b> Housing Requirements Scenario formulation Objectives Cross-boundary development needs Vision Infrastructure planning Draft development strategy	14 <sup>th</sup> April 2013 Natural Environment Landscape Heritage  15 <sup>th</sup> May 2013 Climate Change Water Environmental Quality  14 <sup>th</sup> June 2013 Design Transport  12 <sup>th</sup> July 2013 Economy Retail and Town Centres  Housing Community Infrastructure  Implementation  Development Strategy	<b>Autumn/Winter 2013</b>  Development strategy policies (long and short term)  Development management policies  Site and location specific policies  Site allocations  Infrastructure policies  Policy maps					
<b>Member Comments</b> April 2012		<b>Member Comments</b> April 2012		<b>Member Comments</b> August 2012		<b>Member Workshop: Process</b> November 2012				<b>Public Consultation on draft District Plan including all supporting evidence</b>					

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East Herts Council  
Wallfields, Pegs Lane  
Hertford, Herts  
SG13 8EQ  
Tel: 01279 655261

John Wood  
Chief Executive and Director of  
Environment  
Hertfordshire County Council  
County Hall  
Pegs Lane  
Hertford  
SG13 8DQ

Your contact: George A Robertson  
Telephone 01992 531650  
Fax: 01992 531441  
Our ref:  
Date: 12 March 2013

Dear John

**Ref : East Herts District Plan – PROGRESS AND DELAYS**

I need to share with you some concerns our Council has around delays to the preparation of our District Plan and ask if you are able to assist us in any way.

We are experiencing delays to this extensive and important piece of work principally due to external factors. Two of these key factors relate to schools and transport planning. As a result, the Council has recently agreed a further delay to the finalisation of and consultation on the District Plan Part 1: Strategy, until such time as a resolution to the outstanding strategic issues can be found. The consequences of not having an up-to-date plan in place are likely to be felt in the short and medium term by both the District Council and the County Council.

Given the housing requirements of national planning policy, prolonged delay to the District Plan is likely to significantly weaken East Herts Council's ability as Local Planning Authority to control development in the form of speculative planning applications, whether large or small. It could also likely burden the District Council with appeal costs. Perhaps more importantly, 'planning by appeal' is also likely to result in uncoordinated development which will hamper the ability of infrastructure and service providers, notably the County Council, to plan for, and quite possibly also to provide for, effective service delivery.

**Schools**

Whilst we have received some helpful information on primary schools we are awaiting further detailed assessment on secondary schools.

The secondary schools issue in Bishop's Stortford in particular remains to be resolved. Whilst various options are under consideration by the schools and the County Council, at present it is unclear whether these options are feasible or could provide sufficient long-term schools capacity in the town to provide for future development needs.



Schools planning in other settlements also remains to be resolved. It is acknowledged that this issue is complicated by recent government reforms, in particular the establishment of Academies and Free Schools programmes, which places many current and future schools outside Local Authority control.

We understand that work on the feasibility of expanding existing secondary schools is being undertaken. Phase 1 (relating to the Bishop's Stortford & Sawbridgeworth School Planning Area and the Buntingford School Planning Area) is currently underway and whilst we expect further information to be available in July, it is not clear at this stage whether this will be sufficiently conclusive or provide confirmation of a way forward. We are also very concerned that there is currently no agreed timescale for Phase 2 of the work, which will include the Hertford & Ware School Planning Area.

### **Transport**

Considerable progress has been made to date, with extensive support from HCC Transport Officers, in respect of transport modelling, using the DIAMOND Model. This has been very helpful in sifting broad development options and providing guidance on likely highway impacts.

Whilst not directly within your responsibility, we are, however, particularly concerned with the delay in relation to work on the Harlow/Stansted Gateway Transport Model (HSGTM). East Herts and HCC Transport Officers have made significant efforts to resolve the issues relating to this work stream. We had originally been promised by Essex County Council that outputs from the model would be available for testing planning options by September 2012. The latest estimate from ECC in respect of completion of this modelling work is June 2013.

The transport authorities have advised that it is not possible to say whether, or how much, feasibility work will be necessary in order to have a robust basis to either include or exclude some large development options, notably north of Harlow, until the HSGTM transport modelling has been completed.

This has major implications for progress on the East Herts District Plan, because in order to meet levels of objectively assessed housing need in the period after 2021, it is becoming clear that one or more large urban extensions requiring significant transport infrastructure will be required.

East Herts Members' concerns are such that at their Full Council last week they agreed the following recommendation from the District Planning Panel and Executive:

**East Herts Council implores the relevant transport authorities, including Essex County Council, Hertfordshire County Council, and the Highways Agency to urgently work to identify a pragmatic solution to the evidence base for long-term transport planning issues, to enable East Herts Council to finalise a consultation draft of its District Plan and enable it to comply with its responsibilities as a Local Planning Authority.**

EH Officers are exploring ways of progressing the District Plan and re-assessing a realistic timetable for consultation. This will involve working closely with infrastructure and service providers on a way forward. However, absence of data in these areas represents significant barriers for them preparing a District Plan that would be deemed fit for purpose by the Planning Inspectorate.

It would be extremely helpful if you could discuss these issues with your colleagues and give us a firm end date for when we can rely upon having the information we need.

I would be happy to discuss if that would help and if there is anything that we can do to help move matters along, please let me know.

Yours sincerely

A handwritten signature in black ink that reads "George". The signature is written in a cursive, slightly slanted style.

George A Robertson  
**Chief Executive & Director of Customer and Community Services**

CC 7 J / ES / SN / MC

RECEIVED  
- 2 APR 2013



Chief Executive's Office  
Chief Executive & Director of Environment: John Wood

George A Robertson  
Chief Executive & Director of Customer and  
Community Services  
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Hertfordshire County Council  
CH 0238, County Hall  
Hertford SG13 8DE  
Fax: 01992 555505

Tel: 01992 555200  
Minicom: 01992 556611  
Contact: Mr J Wood  
My ref: JW/AMH  
Your ref:  
Date: 28 March 2013

Dear George

**Ref: East Herts District Plan – Progress and Delays**

Thank you for your letter dated 12 March with regards to the difficulties experienced in progressing the East Herts Local Plan.

I agree with you entirely that it is in everyone's interests for East Herts District to have an up-to-date District Plan in place as soon as possible and reassure you that the County Council will continue to play whatever roll it can in making that happen.

Please find below an overview of current progress relating to the Transport and Education issues that you have raised.

Transport

I share your concerns about the length of time it has taken to develop and undertake the necessary modelling work and understand this has occurred primarily as a result of issues around the calibration of the model and constituent authorities providing valid growth assumptions. I would like to assure you that the County Council continues to press Essex County Council to move the work forward as quickly as possible and the most recent communication from Essex County Council has indicated that work will begin on running the model this week. The first results are expected to be available by the end of April at the latest.

Given the scale of proposed growth within the HGSTM, there is likely to be a need for further model runs to test additional mitigation options. The timescales for these model runs are more uncertain and will depend on the outcomes of the initial model run. However, with an agreed baseline model and the issues relating to the growth assumptions now resolved, I am hopeful that any future model runs could proceed without further delay. Of course, progress may be affected were there to be a significant change in the spatial approach to growth by any of the authorities.



RECEIVED  
Chief Executive's Office

Chief Executive & Director of Environment: John Wood

### Education

The County Council's Children's Services and Development Services team has and continues to work closely with Officers at East Herts District Council to ensure the draft Local Plan and future strategic housing growth is informed by the necessary education infrastructure requirements to ensure long term success of new communities across the District.

Local schools are vital to the sustainability of long term growth and a significant amount of work is being undertaken by the County Council to ensure the demographic impact of future new housing is assessed and appropriate measures are put in place to effectively meet future needs.

As you say, the County Council has already provided East Herts District Council Officers with a detailed analysis of the methodology employed to assess pupil yield from new housing and specific property related information on all existing primary/first school sites in the District, including site capacity, town planning information and an assessment of the physical potential of these schools to expand. Further work is being undertaken at East Herts District Council's request around the impact of different housing growth scenarios on areas across the District which East Herts District Council will receive by the end of April.

Specific circumstances outside the control of the County Council have resulted in delays to the completion of the detailed information for secondary provision across the District. Detailed feasibility work is currently being undertaken in both the Bishop's Stortford/Sawbridgeworth and Buntingford areas to provide the level of detail around the existing secondary/middle/upper schools' capacity to expand in property, town planning and highways terms. Officers have agreed to provide both this and further analysis of secondary provision in other areas of the District by July 2013 in line with East Herts District Council's currently stated timescales.

### Progressing the Local Plan

In terms of moving forward with the preparation of the Local Plan, it is likely that once the implications of growth have been assessed and appropriate mitigation identified, there would be sufficient confidence as to the requirements for additional or upgraded infrastructure which would allow progression towards a Preferred Option. Of course there are likely to be outstanding issues relating to feasibility and deliverability for some infrastructure requirements, and these will need to be considered further. However, I am confident that both the County Council and East Herts Officers can continue to work together to ensure that any issues can be resolved prior to the submission of the Local Plan.

Chief Executive's Office  
Chief Executive & Director of Environment: John Wood

Once again I would like to reassure you that work is continuing in order to resolve the outstanding issues as quickly as possible, but I am in no doubt that you realise the importance of identifying the potential impact of future development in East Hertfordshire on the existing infrastructure and the importance of ensuring that the necessary improvements can be delivered to mitigate the impact of future growth in the district.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J. Wood', written over a faint circular stamp.

John Wood  
Chief Executive & Director of Environment



East Herts Council  
Wallfields, Pegs Lane  
Hertford, Herts  
SG13 8EQ  
Tel: 01279 655261

Paul Bird  
Director of Highways and Transportation  
County Hall  
Market Road  
Chelmsford  
Essex, CM1 1QH

Officer: Simon Drinkwater  
Direct Tel: 01992 531404  
Fax: 01992 531441  
Date: 23 April 2013

Dear Mr Bird

**RE: EAST HERTS DISTRICT PLAN: PROGRESS AND DELAYS**

As you are aware East Herts Council is in the process of preparing its District Local Plan. My Council is becoming increasingly concerned about delays to the preparation of our District Plan, caused principally by external factors. One of these relates to transport planning. The Council has recently agreed a further delay to the finalisation of and consultation on the District Plan, until such time as a resolution to the outstanding strategic issues can be found.

Considerable progress has been made to date, with extensive support from HCC Transport Officers, in respect of transport modelling, using the Aecom DIAMOND modelling approach, covering the whole of East Herts District. This has been very helpful in sifting broad development options and providing guidance on likely highway impacts.

We are, however, particularly concerned with the delay in relation to work on the Harlow/Stansted Gateway Transport Model (HSGTM). East Herts and HCC Transport Officers have made strenuous efforts to resolve the issues relating to this work stream. We had originally been promised by Essex County Council that outputs from the model would be available for testing planning options by September 2012. The latest estimate from ECC in respect of completion of this modelling work is June 2013.

The transport authorities have advised that it is not possible to say whether, or how much, feasibility work will be necessary in order to have a robust basis to either include or exclude some large development options, notably north of Harlow, until the HSGTM transport modelling has been completed.

This has major implications for progress on the District Plan, because in order to meet levels of objectively assessed housing need in the period after 2021, it is becoming clear that one or more large urban extensions requiring significant transport infrastructure will be required.

I wish to draw your attention to the following resolution recently agreed at an East Herts Full Council meeting:



Director of Neighbourhood Services: Simon Drinkwater LL.B. Solicitor

**East Herts Council implores the relevant transport authorities, including Essex County Council, Hertfordshire County Council, and the Highways Agency, to urgently work to identify a pragmatic solution to the evidence base for long-term transport planning issues, to enable East Herts Council to finalise a consultation draft of its District Plan and enable it to comply with its responsibilities as Local Planning Authority.**

I understand positive progress is now being made in respect of model testing using the HSGTM and look forward to the completion of this phase of transport work by June this year. On behalf of my Council I would urge that priority be maintained for this very important work, in order to provide timely evidence to inform and support the Local Plans of East Herts and our neighbouring Essex Districts.

Yours sincerely



**Simon Drinkwater**  
**Director of Neighbourhood Services**





East Herts Council  
Wallfields, Pegs Lane  
Hertford, Herts  
SG13 8EQ  
Tel: 01279 655261

Mark Norman  
Highways Agency  
Woodlands  
Manton Industrial Estate  
Bedford  
MK41 7LW

Officer: Simon Drinkwater  
Direct Tel: 01992 531404  
Fax: 01992 531441  
Date: 23 April 2013

Dear Mr Norman

**RE: EAST HERTS DISTRICT PLAN: PROGRESS AND DELAYS**

As you are aware East Herts Council is in the process of preparing its District Local Plan. My Council is becoming increasingly concerned about delays to the preparation of our District Plan, caused principally by external factors. One of these relates to transport planning. The Council has recently agreed a further delay to the finalisation of and consultation on the District Plan, until such time as a resolution to the outstanding strategic issues can be found.

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I understand positive progress is now being made in respect of model testing using the HSGTM and look forward to the completion of this phase of transport work by June this year. On behalf of my Council I would urge that priority be maintained for this very important work, in order to provide timely evidence to inform and support the Local Plans of East Herts and our neighbouring Essex Districts.

Yours sincerely



**Simon Drinkwater**  
**Director of Neighbourhood Services**

Essex County Council  
**Director for Highways & Transportation**  
PO Box 11  
County Hall  
Chelmsford  
Essex CM1 1LX



Mr Simon Drinkwater  
East Herts Council  
Wallfields, Pegs Lane  
Herts  
SG13 8EQ



Dear Mr Drinkwater

**Re: East Herts District Plan: Progress and Delays**

I refer to your letter of 23 April in respect of the above.

Essex County Council in partnership with Harlow DC, Epping Forest DC, Uttlesford DC, Herts CC, the Highways Agency and yourselves have been making strenuous efforts to ensure delivery of the HSGTM and the testing of the various local plan options, which rely on this model for their delivery.

As you will be aware despite using the Highways Agencies consultants, and more recently their officer contact, delivery of the validation documentation (LMVR) required to sign off the HSGTM has unfortunately for all been a slow process and a final sign off is still to be achieved. However, in order to make progress we considered that the relatively minor final matters in respect of the HGSTM should not hold up the modelling work further and in conjunction with the working group agreed to move forwards from where we are.

In addition it has not been a straightforward process to get individual authorities to agree either the quantum of their developments and even more difficult to locate it due to the political aspects of these for some authorities. Both these latter points could potentially make any runs difficult to defend at future examination in public if different substantive information were to be presented. Officers here, in liaison with individual authorities, have been proactive in taking decisions to overcome this in the knowledge of the impacts of delays on other partner authorities.

We believe that we are now in positive position to deliver the outputs as agreed at the last working group meeting, always being aware that further model runs could be required when the outputs of the next few model runs are known. This is an iterative process that needs to be robust.

We will continue to work in a positive and co-operative environment with all partner authorities to facilitate delivery of all Local Plans across the area.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PB', with a large, sweeping underline that extends to the right.

**Paul Bird**  
**Director for Highways & Transportation**



Our ref: 690876  
Your ref:



Mark Norman

Simon Drinkwater  
East Herts Council  
Wallfields Pegs Lane  
Hertford  
Herts  
SG13 8QE

Woodlands  
Manton Lane  
Bedford MK41 7LW

Direct Line: 01234 796244  
Fax: 01234 796340

14 May 2013

Dear Mr Drinkwater

**EAST HERTS DISTRICT PLAN: PROGRESS AND DELAYS**

Thank you for your letter of the 23 April 2013.

I note your concerns regarding the Harlow Stansted model. We are continuing to work with Essex CC and others to ensure that the model can provide a robust and defensible evidence base.

We have some concerns over the validation of the model which Essex CC are addressing at the moment

Please feel free to contact me for an update on progress at any time

Yours sincerely



Mark Norman  
Network Delivery & Development  
Email: mark.norman@highways.gsi.gov.uk

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## Illustrative Project Engagement Plan

### 1 INTRODUCTION

On request, the Advisory Team for Large Applications (ATLAS) can provide independent advice to Local Planning Authorities and their partners dealing with large scale strategic housing matters. Upon engagement, ATLAS will agree and confirm with the nature of the team's role and tasks within a 'Project Engagement Plan' (PEP) which sets out:

- **The role & purpose of ATLAS**, including the team's overall vision and objectives;
- **Operating principles** including our approach to Quality Assurance and project disengagement;
- **Engagement expectations** of both ATLAS and the LPA;.
- An initial **project appreciation** and the key planning & development issues; and
- The **ATLAS response**, with respect to the team members assigned to the project, defined tasks, and anticipated outcomes.

The PEP document represents the formal record of ATLAS engagement, and should be treated as a 'live' document that will need to be updated as the project progresses. It has no formal statutory or legal status but in effect sets out a basic Memorandum of Understanding between the Council and ATLAS as to how ATLAS will engage and provide support in respect of the project.

### 2 THE ROLE & PURPOSE OF ATLAS

The following overall mission statement underpins the operation of the ATLAS service:

*"To secure the timely delivery of high quality sustainable development through effective planning processes, collaborative working and the promotion of good practice."*

This vision will be met by addressing the following objectives:

- Acting to provide help and support to Local Planning Authorities (LPAs) that are dealing with issues and challenges related to large scale growth
- Bringing an impartial and independent perspective on issues;
- Helping local planning authorities to develop better and more consistent interaction with the key stakeholders;
- Ensuring the lessons learnt from ATLAS's work are disseminated widely to local planning authorities and the wider development community; and
- Contributing to the establishment of a collaborative planning system based on the principles of holistic sustainable development, spatial planning and development management.

### 3 ATLAS OPERATING PRINCIPLES

The following core principles underpin the nature of ATLAS engagement in project work:

- ATLAS only work where the LPA requests support;
- ATLAS provides an 'enabling service' taking the role as "critical friend" of the Local Planning Authority (LPA);
- Whilst working with the LPA first and foremost, ATLAS will endeavour to work openly with other key stakeholders in particular the private sector to build trust and ability to influence;
- The LPA or any other project partner is under no statutory obligation to follow the advice we provide;
- The advice we provide will be impartial and independent – we will say it as we see it which may or may not support the position being taken by any specific stakeholder (including the LPA);
- Advice we provide will be for the benefit of all, under an overall ethos that the 'project' is the client;
- ATLAS will aim to enable and support the project partners to deal with and resolve issues as they arise based on the knowledge and experience of the team;

- ATLAS does not provide a direct case officer style resource, although will in some cases offer to undertake specific pieces of work if the project requires it;
- ATLAS promotes that a collaborative, open and transparent process is followed by all parties where possible;
- ATLAS will not charge for its services;
- ATLAS is engaged in many active projects at any given time and draws upon its project work in order to inform its activities, to continually improve the ATLAS offer, and to disseminate best practice. ATLAS may therefore from time to time wish to utilise aspects of project work as case study material, which may necessitate a project being identified. ATLAS will however always strive to maintain the anonymity of individuals involved with a project when requested to do so;
- ATLAS will always endeavour to provide it's independent opinion, but will not be the final decision maker on issues. These must reside with the relevant body. In particular, local democratic processes remain unaffected; and
- ATLAS retains the right to disengage from any project without recourse, but will only do so under certain circumstance (see below).

### ATLAS Quality Assurance

ATLAS is committed to providing a quality professional service and has several processes in place to evaluate the delivery of the service. Such measures include:

- An independent evaluation process whereby all ATLAS project partners are interviewed regularly (by external independent consultants) to assess ATLAS performance against defined tasks;
- An opportunity for project partners to provide feedback directly to ATLAS on performance at any time during project engagement; and

- A formalised disengagement process to consider the overall value of ATLAS engagement and any lessons-learned.

### Disengagement

ATLAS reserves the right to disengage from any project although would seek to ensure that this only occurs where and when appropriate, most likely under the following circumstances:

- All ATLAS tasks are completed;
- The project ceases to be being pursued;
- If tasks are proving unachievable or taking an unreasonable level of resource compared to project progress or added value;
- Lack of trust or support of ATLAS advice; or
- On request of the Local Authority who retains the right to at any time request ATLAS to disengage.

## 4 ENGAGEMENT PRINCIPLES & EXPECTATIONS

### Expectations of ATLAS

LPA's and other project partners can expect the following from ATLAS staff during the course of engagement:

- ATLAS will seek to formally agree and record tasks and activities as required by the project;
- ATLAS will respond to requests for assistance in a reasonable and timely manner;
- Before using any aspects of a live or closed project for wider dissemination, ATLAS will seek to ensure that the LPA is comfortable with this;
- ATLAS will endeavour to provide advice and assistance based on good and best practice; and
- ATLAS will operate with discretion and courtesy; and will provide honest and open advice at all times.

]



### Expectations of the LPA

By engaging with ATLAS, the following will be expected from the LPA:

- The LPA will act in an honest and transparent manner, ensuring that ATLAS is aware of and if necessary involved in all matters that will influence the tasks ATLAS have been set or the progression of the project;
- Where necessary the LPA will facilitate ATLAS engagement with other LA corporate and partner organisations and individuals when requested and as necessary to assist project progression;
- The LPA will be required to respond to and engage with an independent evaluation process of ATLAS on request by consultants appointed to undertake this task on an ongoing basis;
- On disengagement, the LPA will be requested to complete a proforma to review the scope and quality of ATLAS engagement and in the majority of cases attend a formal disengagement meeting;
- The LPA should endeavour to learn and build their knowledge and internal capacity through ATLAS engagement.

### 5 PROJECT APPRECIATION

To be completed in response to the project in question.

### 6 THE ATLAS RESPONSE

#### Proposed ATLAS Team

To be completed.

#### ATLAS Tasks

To be completed

#### Anticipated Outcomes

Project partners will be contacted through the independent evaluation process through which the impact of ATLAS support is assessed with reference to a number of general “added value measures”.

ATLAS support would be anticipated specifically to have positive impacts across a number of the following defined measures (subject to future review):

Added Value measure	Definition
<b>Improving project management</b>	Improving project management processes and procedures within Local Planning Authorities (LPA) and across the other partners involved in delivering projects
<b>Resolving critical blockages</b>	Enabling partners to clarify and address key blockages in the system
<b>Increasing capacity to deal with large scale development</b>	Building confidence, skills and knowledge in the individuals, and, when requested, the organisations involved to enable them to make more effective and efficient decisions in future



East Herts Council  
Wallfields, Pegs Lane  
Hertford, Herts  
SG13 8EQ  
Tel: 01279 655261

- Mr Robert Smith  
Spatial Planning Manager  
Homes and Communities Agency  
Advisory Team for Large Applications (ATLAS)
- Central Business Exchange II,  
406-412 Midsummer Boulevard,  
Central Milton Keynes,  
MK9 2EA.

1<sup>st</sup> July 2013

Dear Mr Smith,

### **Request for ATLAS engagement in relation to East Herts District Plan**

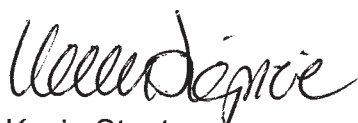
East Herts Council has reached a critical stage in the preparation of the District (Local) Plan, and is hoping to take a draft Plan into the public domain later this year, prior to full public consultation. The draft plan is anticipated to include a number of large proposed housing allocations, and will feature proposals for significant volumes of market and affordable housing as well as employment and other land uses.

The shortlisted potential development options present a number of outstanding delivery issues. If possible the Council would like to request assistance from ATLAS in order to expedite finalisation of the plan. ATLAS involvement would be likely to focus on helping the Council to find a way forward in respect of the preparation of a suitable evidence base. If necessary and appropriate this may involve direct engagement with relevant external bodies.

ATLAS has provided significant and very helpful assistance to the Council in the past, most recently in relation to the planning applications for an urban extension at Bishop's Stortford North. I hope that we are once again able to draw on your extensive experience and skills.

Given the tight timescales involved in preparation of the plan we need to progress the project without delay. I would therefore be very grateful if you could confirm your ability to assist us in this matter at your earliest convenience.

Thanks and Best Regards,

A handwritten signature in black ink, appearing to read 'Kevin Steptoe', written in a cursive style.

Kevin Steptoe  
Head of Planning and Building Control  
East Herts Council

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## Planning Inspectorate reports on Local Plans – Updated 20<sup>th</sup> June 2013

Officers have studied the findings of all the Local Plans found sound since late 2012, in order to understand the requirements of soundness as they are likely to apply to the East Herts District Plan. The summary below presents an overview of the main messages from all the sound Local Plans listed on the Planning Inspectorate's website since October 2012, and also includes relevant correspondence where a plan has not been found sound.

Each Local Plan responds to its own unique local geography and circumstances. However, the review reveals that there are recurring themes and issues consistently raised by the Planning Inspectorate which will need to be taken into account by East Herts Council as it prepares its own plan. Key points are shown below, with examples in brackets.

### Key points

- A significant number of plans have been withdrawn and later resubmitted following consultation, or have required extensive further technical evidence before they have been found sound;
- Must **boost housing supply** in accordance with Paragraph 47 of the NPPF (Blaby, Denbighshire, Kirklees, Rushcliffe, Coventry, Melton, Waverley). Objectively assessed housing need is commonly defined by the Sub-National Population Projections (SNPP) of the Office for National Statistics (ONS), using the latest available data (2008 or 2011 in the cases below) (Hertsmere, Milton Keynes). In many cases these figures are higher than the regional plan figures. The level of housing should be assessed through the sustainability appraisal process. Up to date housing evidence is essential (North Warwickshire);
- Need to plan for more land than is actually needed to allow for **flexibility** i.e. if delivery runs into trouble at certain sites (Blaby, Croydon).
- **Failure to meet objectively assessed needs must be justified in NPPF terms as a whole** (Waverley). Adverse impacts of loss of agricultural land and non-designated countryside are usually outweighed by the benefits of housing development (Blaby, Denbighshire), even in the case of Green Belt (Halton, Hertsmere, Rushcliffe, Waverley, Coventry) unless there are clear physical and environmental constraints (Eastbourne, Shepway) or National Park and European habitat designations (Wealden);
- Strategy must be based on **sustainable patterns of development**, flexible and not reliant on a single site (Winchester), and alternatives robustly tested, not based on political or other factors (Coventry, Melton, Rushcliffe) ;
- In limited cases an **early review** is required in order to address difficult strategic issues and enable further housing sites to be provided

(Hertsmere). However in most cases plans are required for **long term housing needs** (15 years)

- **Duty to Co-Operate** includes unmet housing needs where relevant (East Hampshire, Coventry). Where regional strategies are still in place, Inspectors have required conformity – even where revoked, they may be held as a suitable basis for co-operation (Coventry, Kirklees); and agreement is necessary in relation to essential infrastructure issues (Waverley);
- **Infrastructure plans** do not require demonstration of full deliverability – lack of evidence that plans are not deliverable may be sufficient in some cases (Milton Keynes). Contingent policies may address uncertainty around infrastructure delivery (Halton). However, where specific infrastructure requirements are raised by key partners these should be addressed (Melton).
- Requirement to consider **Gypsy and Traveller site allocations** and criteria-based approach to provision of new sites (South Staffs, Hertsmere);
- **Affordable housing** levels vary across the country in accordance with viability assessment.

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
<p>Halton Borough Council (Widnes-Runcorn) Robert Yuille Report dated 12<sup>th</sup> October 2012</p>	<ul style="list-style-type: none"> <li>• Increase housing target from 9,000 to 9,900 to take account of shortfall from previous plan period</li> <li>• Compliance with the Code for Sustainable Homes and BREAM will be encouraged rather than required</li> <li>• Include requirement for partial Green Belt review as part of the Site Allocations Development Plan Document – little evidence that this would undermine regeneration</li> <li>• Include commitment to explore as a priority funding sources for upgrades to Junction 11 of the M56 motorway, to facilitate development of East Runcorn urban extension</li> </ul> <p>Halton Borough Council is currently re-consulting on the proposed changes</p>	<p>Sound with modifications</p>
<p>South Staffordshire Simon Berkeley Report dated 17<sup>th</sup> October 2012</p>	<ul style="list-style-type: none"> <li>• Core Strategy should set a 'robust framework' for review of the Green Belt through the Site Allocations document</li> <li>• Increase provision of gypsy and traveller sites to meet assessed needs of 79 pitches</li> </ul> <p>South Staffordshire Council adopted the Core Strategy on 11<sup>th</sup> December 2012. The Council is currently defending a High Court challenge in respect of the distribution of development between the villages.</p>	<p>Sound with modifications</p>
<p>South Oxfordshire Roy Foster Report dated 23<sup>rd</sup> October 2012</p>	<ul style="list-style-type: none"> <li>• To fulfil duty-to-co-operate should briefly review the demise of the South Oxford Development Area (proposal for 4,000 dwellings successfully challenged on grounds of inadequate sustainability appraisal) and commit to future joint working with Oxford City Council to assess wider needs of Oxford.</li> <li>• 775 dwelling requirement for Thame to be devolved to Thame Town Council for allocation through the Thame Neighbourhood Plan, reflecting</li> </ul>	<p>Sound with modifications</p>

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<p>change of strategy from a large allocation of 600 dwellings to a strategy based on a larger number of smaller sites.</p> <ul style="list-style-type: none"> <li>• Green Belt Review required only at Berinsfield, exceptional circumstances justified because it is rare for such a large village to not be inset. Delete reference to Green Belt Review at Wheatley, in order to preserve key gaps between villages which form a key part of their character.</li> <li>• 20% on-site renewable energy requirements at certain kinds of development is justified given the evidence, but will need to be reviewed when the Building Regulations change to avoid a plethora of standards which are confusing and expensive to operate.</li> </ul>	
<p>Wealden (East Sussex) Mike Moore Report dated 30<sup>th</sup> October 2012</p>	<ul style="list-style-type: none"> <li>• Undershoots regional housing target and objectively assessed housing need</li> <li>• This is acceptable because of impacts of nitrogen deposition on air quality at Ashdown Forest Special Area of Conservation (SAC).</li> <li>• Requirement for an early review to resolve the issue of capacity at a sewage treatment works and conduct further work on air quality</li> <li>• Additional pitches for gypsies are in accordance with evidence supplied in recent technical assessment</li> </ul> <p>Wealden District Council adopted the Core Strategy on 19<sup>th</sup> February 2013</p>	<p>Sound with modifications</p>
<p>Eastbourne Sue Turner Report dated 21<sup>st</sup> November 2012</p>	<ul style="list-style-type: none"> <li>• Meets regional strategy housing targets but does not meet objectively assessed need</li> <li>• Failure to meet objectively assessed needs is justified by constraints arising from coastal and fluvial flood risk and the South Downs National Park</li> <li>• Several potential sites have been dropped due to abnormal costs such as flood risk mitigation</li> </ul>	<p>Sound with modifications</p>



Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	Eastbourne Borough Council adopted the Core Strategy on 20 <sup>th</sup> February 2013	
<p>East Hampshire Anthony Thickett Preliminary Note dated 23<sup>rd</sup> November 2012</p>	<ul style="list-style-type: none"> <li>• 2008 Strategic Housing Market Assessment (SHMA) is out of date</li> <li>• Levels of housing proposed would not meet objectively assessed needs, and would not meet urgent need for affordable housing, limit the supply of local workers and lead to increased levels of in-commuting.</li> <li>• 40% affordable housing target based on a 2010 study and may not be viable in the current market</li> <li>• Failure to consider possibility for the district to address unmet housing need in Waverley District and the South Downs adjacent (Duty to Co-Operate)</li> <li>• Sustainability Appraisal does assess alternative levels of growth and therefore there is no evidence to suggest that a higher level of growth would cause unacceptable harm to the environment</li> <li>• Failure to consider phasing implications of extraction of mineral resource on housing provision at key housing site (Whitehill and Bordon)</li> </ul> <p>East Hampshire Council has suspended work on the Core Strategy for nine months to enable further technical work to be undertaken.</p>	<p>Not sound - Suspend examination or withdraw plan</p>
<p>Hertsmere Mary Travers Report dated 5<sup>th</sup> December 2012</p>	<ul style="list-style-type: none"> <li>• This is the revised Core Strategy, following the withdrawal of Hertsmere's Core Strategy in January 2010 (originally submitted late 2008), therefore the consequences of further delay are given significant weight</li> <li>• Housing figures under-estimate level of housing need when judged against the latest sub-national population projections</li> <li>• Strategy of brownfield redevelopment is adequate for the short term, and no Green Belt releases are required for the present plan</li> <li>• The plan must be reviewed within three years to review Green Belt and allocate more housing land as well as releasing safeguarded sites</li> </ul>	<p>Sound with modifications</p>

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<ul style="list-style-type: none"> <li>• Policy amendments to ensure that the need for Gypsy and Traveller sites is addressed</li> <li>• Should increase affordable housing requirement to 40% in certain postcodes and 35% elsewhere</li> </ul> <p>Hertsmere Borough Council adopted the Core Strategy on 16<sup>th</sup> January 2013</p>	
Croydon (London) Robert Yuille Report dated 17 <sup>th</sup> December 2013	<ul style="list-style-type: none"> <li>• Insufficient housing identified 2021-2031 to meet need, but robust evidence base suggests that there is no more capacity at present, 270 sites are being assessed for potential allocation in Part 2 (Site Allocations) and may yield further supply, and that housing need and demand should be considered London-wide as part of the London Plan</li> <li>• Impetus for a Green Belt Review should come from the London Plan, not from the Borough plans</li> <li>• Council does not have a current 5-year land supply, but has a credible record of having done so, therefore a 5% buffer (rather than 20%) will be sufficient</li> <li>• Compliance with Code for Sustainable Homes and BREEM Standards is justified by policies in the London Plan and by local evidence</li> </ul> <p>Croydon adopted the Local Plan: Strategic Policies on 22<sup>nd</sup> April 2013</p>	Sound with modifications
Haringey (London) Andrew Seaman Report dated 17 <sup>th</sup> December 2013	<ul style="list-style-type: none"> <li>• Minor amendments to ensure compatibility with the London Plan</li> <li>• Ensuring that the plan reflects the evidence base in relation to health infrastructure and employment land</li> <li>• To ensure the objectives of the plan are linked adequately to the provision of necessary infrastructure and to ensure that adequate monitoring of the plan will be secured in the interests of effectiveness.</li> </ul>	Sound with modifications

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
<p>Winchester Nigel Payne Report dated 11<sup>th</sup> February 2013</p>	<p>Haringey Council adopted the Local Plan: Strategic Policies on 18<sup>th</sup> March 2013</p> <ul style="list-style-type: none"> <li>• Increase the housing supply from 550 to 625 dwellings per annum, based on Office for National Statistics figures, and utilising identified spare capacity within the District</li> <li>• Define housing figures as 'about' rather than 'maximum' or 'minimum' is appropriate to enable flexibility</li> <li>• Strategy provides for a sustainable pattern of growth in accordance with the NPPF, with three urban extensions to Winchester and a spread in the villages guarding against over-reliance on one site</li> <li>• Relatively small increase in employment land is realistic, given the retention of the existing employment land</li> <li>• Education provision is often flexible – given the agreements with the County Council, do not specify the number of primary schools needed</li> </ul> <p>Winchester City Council adopted the Core Strategy on 20<sup>th</sup> March 2013.</p> <p>The Council is currently defending a legal challenge from a developer in relation to 12,000 dwellings proposed at Micheldever station, on the grounds that neither Council nor the inspector had not provided sufficient housing and had failed to comply with the Strategic Environmental Assessment Directive.</p>	<p>Sound with modifications</p>
<p>Rushcliffe (Northamptonshire) Jill Kingaby Letter dated 13<sup>th</sup> February 2013</p>	<ul style="list-style-type: none"> <li>• Not consistent with NPPF requirement to significantly boost supply of housing and meet objectively assessed development needs</li> <li>• Inadequate assessment of Green Belt function – earlier studies had indicated that Green Belt to the south and east of Nottingham was least sensitive to new development.</li> <li>• Failure to co-operate with other local planning authorities to decide where greater Nottingham's need can best be met</li> </ul>	<p>Not sound - Suspend examination or withdraw plan</p>

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<ul style="list-style-type: none"> <li>• Simplistic understanding of localism – housing numbers must be justified i.e. “the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence” (NPPF Paragraph 182).</li> </ul> <p>In a statement issued on 17<sup>th</sup> June 2013, Rushcliffe Council announced that to <i>“have any chance of having the plan passed by the inspector, the borough council has to allow a further 3,550 homes to be built”</i>. It therefore proposes to consult in June and July on the following additional housing sites, following by a decision on a new strategy in October.</p>	
Blaby (Leicestershire) Kevin Ward Report dated 12 <sup>th</sup> February 2013	<ul style="list-style-type: none"> <li>• Increase provision from 365 to 380 dwellings per annum</li> <li>• Clarify that housing provision figures are a minimum</li> <li>• Inevitably some adverse impacts (such as increased congestion) as a result of proposed development, but these are outweighed by the benefits</li> <li>• No evidence to justify seeking 30% affordable housing at the urban extension but 25% elsewhere</li> <li>• 20% housing buffer brought forward from later in the plan period</li> <li>• Infrastructure Plan includes indicative costs, roles of partners and the Councils, and is flexible, and forms part of an effective approach to developer contributions.</li> </ul> <p>Blaby Council adopted the Core Strategy on 21<sup>st</sup> February 2013</p>	Sound with modifications
Coventry Robert Yuille Letter/annex dated 27 February 2013	<ul style="list-style-type: none"> <li>• Failure to engage constructively with neighbouring Councils on the strategic matter of the number of houses proposed</li> <li>• Reduction in housing numbers from adopted plan under Regional Plan of 33,500 dwellings to proposed just 11,373.</li> <li>• Lack of a co-ordinated basis for agreeing housing need</li> </ul>	Not sound

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<ul style="list-style-type: none"> <li>Change of political control and new political mandate not to release Green Belt sites for housing</li> </ul> <p>Coventry Council withdrew the Core Strategy on 16<sup>th</sup> April 2013</p>	
<p>Melton (Leicestershire) Harold Stephens Letter dated 11 April 2013</p>	<ul style="list-style-type: none"> <li>Plan fails to meet objectively assessed needs – should increase target from 170 dwellings per annum to 200 per annum</li> <li>Plan not justified against alternative options – no clear rationale for apportionment between villages and main town, assessment of alternative directions of growth at main town is “subjective and unreliable”</li> <li>12 year timeframe insufficient – must be at least 15 years</li> <li>Over-reliant on a single urban extension for the majority of development, with no consideration of the viability of delivery</li> <li>Infrastructure Delivery Plan does not meet Police needs</li> </ul> <p>The Council withdrew the Core Strategy on 16th April 2013, to commence work on a new Local Plan.</p>	<p>Not sound</p>
<p>North Warwickshire Anthony Thicket Letter dated 22<sup>nd</sup> April 2013</p>	<ul style="list-style-type: none"> <li>2008 Strategic Housing Market Assessment (SHMA) is out of date</li> <li>Must seek to meet objectively assessed housing needs</li> <li>Cannot defer housing matters to an early review of the plan</li> </ul>	<p>Not sound</p>
<p>Denbighshire, Wales Anthony Thickett Gwynedd Thomas Report dated 26<sup>th</sup> April 2013</p>	<ul style="list-style-type: none"> <li>Requirement for additional 21 proposed sites to address the shortfall in the original plan (June 2012), providing another 1,000 dwellings</li> <li>Density target of 35 dwellings per hectare to enable housing targets to be met on the available land</li> <li>Contingency of around 5.5% is less than the 10% usually considered to enable flexibility, therefore the Council should be prepared to react quickly</li> </ul>	<p>Sound with modifications</p>

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<p>if monitoring shows that the housing target may not be met.</p> <ul style="list-style-type: none"> <li>• Key Strategic Site – spending power of 1,715 additional households within 3 miles of Rhyl would be likely to have a positive influence on investment decisions for a hotel, restaurants and leisure facilities in the town</li> <li>• Benefits of development outweigh loss of grade 3 agricultural land and open fields</li> <li>• Affordable housing at 30% is not supported by viability evidence – 10% is a more appropriate starting point</li> </ul> <p>Denbighshire Council adopted the Local Development Plan on 4<sup>th</sup> June 2013</p>	
<p>Kirklees (west Yorkshire) Roland Punshon Letter dated 26<sup>th</sup> April 2013</p>	<ul style="list-style-type: none"> <li>• so far as housing is concerned, the Council appears to be abandoning the foundation of co-ordination which could be provided by the RS [Regional Strategy]. This impression is reinforced by the fact that submission of the Core Strategy for Examination appears to have been delayed until the RS has been revoked. The object of the Council's timing appears to be to ensure that the Core Strategy cannot now fail the test which required that the document should be generally in conformity with the RS. This does not fulfil Duty to Co-Operate requirement in NPPF Paragraph 182 for a "continuous process of engagement from initial thinking through to implementation."</li> <li>• Does not address paragraph 47 of the NPPF, and does not seek to meet objectively assessment housing need. Meeting housing needs is one of the most important functions of the Plan. The proposed approach would drive higher house prices and result in migration from the district.</li> <li>• No recognition of the cross-boundary housing market areas –Kirklees district's geographical position as one of a group of closely-related built-up areas, I am concerned that the Council's identification and treatment of</li> </ul>	<p>Not sound – recommend withdrawal</p>

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<p>Kirklees as an isolated and independent market area may be difficult to substantiate.</p>	
<p>Milton Keynes Mary Travers  Report dated 29<sup>th</sup> May 2013</p>	<ul style="list-style-type: none"> <li>• Housing target (1,750 per year) in line with sub-national population projections</li> <li>• the plan's housing target is an interim, minimum figure;</li> <li>• Clarification about how non-strategic sites will be brought forward and a rolling five-year supply of housing land will be maintained;</li> <li>• Confirmation that the council will undertake an early review of the plan that will address needs in co-operation with adjoining authorities to 2031 and beyond;</li> <li>• No evidence that the infrastructure will be undeliverable, although there is no doubt that direct financial support from government will be required.</li> </ul> <p>Additions to the strategic land allocation to the south east of the city for further development. The Core Strategy is scheduled for adoption by Milton Keynes Council on 20<sup>th</sup> July 2013</p>	<p>Sound with modifications</p>
<p>Waverley (Surrey) Michael Hetherington Letter dated 13<sup>th</sup> June 2013</p>	<ul style="list-style-type: none"> <li>• Plan's reliance on urban extensions in adjoining districts: should have discussed willingness of neighbouring authorities to accept Waverley's unmet housing need at an earlier stage</li> <li>• Housing data does not meet requirements of NPPF Paragraph 159: is out of date (2009), does not consider wider housing market areas beyond the district boundary, does not take account of migration and demographic change</li> <li>• Failure to meet objectively assessed housing needs has not been justified in NPPF terms as a whole</li> <li>• Core Strategy does not clearly differentiate between a) national designations such as Green Belt and Areas of Outstanding Natural Beauty;</li> </ul>	<p>Not sound – recommend withdrawal of the plan unless additional work can be accomplished a) without fundamentally altering the spatial strategy, and b) does not require re-</p>

Authority, Inspectors Name, Date of Report	Main issues raised by the Inspector	Recommendation
	<p>b) local designations, and c) other areas</p> <ul style="list-style-type: none"> <li>• Failure to undertake a Green Belt Review is not justified in NPPF terms;</li> <li>• Level of housing need has not been assessed through the sustainability appraisal process</li> <li>• Failure to provide 'compelling evidence' to support windfall figure</li> <li>• Despite statement of common ground with Hampshire County Council, it is not clear whether there are any outstanding objections</li> </ul>	consultation.
Shepway (South Kent) Michael Hetherington Report dated 10 <sup>th</sup> June 2013	<ul style="list-style-type: none"> <li>• Housing target exceeds the Regional Strategy figures and meet objectively assessed needs</li> <li>• Three strategic housing allocations are suitably justified and effective in NPPF terms</li> <li>• Extensive areas of flood risk and internationally designated wildlife habitat around Romney Marsh AONB</li> <li>• 5% housing buffer is adequate – no evidence of persistent under-delivery</li> <li>• Acceptable rate of return to the developers must be taken into account by Council in setting suitable housing level at Folkestone Racecourse site</li> </ul>	Sound with modifications



## EAST HERTS COUNCIL

### DISTRICT PLANNING EXECUTIVE PANEL – 25 JULY 2013

#### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

#### DUTY TO CO-OPERATE - UPDATE REPORT

WARD(S) AFFECTED: ALL

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#### **Purpose/Summary of Report**

- This report summarises relevant information related to the Duty to Co-Operate involving each of the seven adjoining Local Planning Authorities
- It seeks endorsement of the Hertfordshire Infrastructure and Planning Partnership's Memorandum of Understanding

<b><u>RECOMMENDATIONS FOR DISTRICT PLANNING EXECUTIVE PANEL AND EXECUTIVE:</u> That:</b>	
<b>(A)</b>	<b>the current main issues relating to the Duty to Co-Operate involving adjoining authorities, be noted; and</b>
<b>(B)</b>	<b>the Hertfordshire Infrastructure and Planning Partnership Memorandum of Understanding, be supported for use in planning policy and development management work.</b>
<b><u>RECOMMENDATIONS FOR COUNCIL:</u> That:</b>	
<b>(A)</b>	<b>the current main issues relating to the Duty to Co-Operate involving adjoining authorities, be noted; and</b>
<b>(B)</b>	<b>the Hertfordshire Infrastructure and Planning Partnership Memorandum of Understanding, be endorsed for use in planning policy and development management work.</b>

#### 1.0 Background

1.1 A report to the District Planning Executive Panel on 28<sup>th</sup> November 2012 (see Background Papers) explained the

background to the Duty to Co-Operate and its implications for the East Herts District Plan.

- 1.2 The report explained that the duty required the Council as Local Planning Authority to engage constructively with a range of bodies at the formative stages of plan-making. The duty also applies to other public sector bodies such as the County Council. Some of the engagement conducted with these bodies, focusing on updates on infrastructure planning, is reported separately to this panel (see agenda item 6: District Plan Update Report).
- 1.3 The regulations also require co-operation with a number of other bodies, including the Environment Agency, English Heritage, Natural England, Primary Care Trusts, Office of the Rail Regulator, Transport and Highway Authorities, the Highways Agency, the Homes and Communities Agency, the Civil Aviation Authority, the Local Economic Partnership and the Local Nature Partnership. Officers are engaging with these bodies as appropriate. A statement of how the duty has been discharged will be prepared for submission to Examination in Public.
- 1.4 The report of 28<sup>th</sup> November 2012 explained that one of the most complex areas of the duty is around the issue of cross-boundary strategic priorities, in particular in relation to the issue of unmet housing need, particularly in the case of districts with little physical capacity to accommodate their housing and development needs.
- 1.5 The report sought agreement for the Executive Member for Strategic Planning and Transport to be authorised to represent East Herts Council in meetings with the relevant Member(s) from neighbouring local planning authorities, Hertfordshire and Essex County Councils, and other relevant bodies.
- 1.6 It was agreed that the notes of all Member-level meetings would be reported back to the District Planning Executive Panel. To date, Member-level meetings have taken place with Welwyn Hatfield Borough, Stevenage Borough, and North Herts District. The notes from these meetings have been agreed by the respective authorities and are attached at **Essential Reference Paper 'B'**.
- 2.0 Report
- 2.1 This report sets out the results of the latest position in respect of all East Herts District's neighbouring authorities, namely:

- Broxbourne Borough
  - Epping Forest District
  - Harlow District
  - North Herts District
  - Stevenage Borough
  - Uttlesford District
  - Welwyn Hatfield Borough
- 2.2 In the strategy selection process, East Herts Council has discounted options for development north of Hoddesdon (adjacent to Broxbourne) and east of Stevenage. Even in these areas, further co-operation on matters of cross-boundary strategic interest will be required, for example in relation to water, transport, and economic development.
- 2.3 Options agreed by East Herts Council for further testing include east of Welwyn Garden City (adjacent to Welwyn Hatfield Borough) and north of Harlow (adjacent to Harlow District). In these areas in particular the requirement for co-operation is likely to entail further detailed understanding of the cross-boundary issues in order to demonstrate soundness at examination, irrespective of whether or not development in these areas eventually forms part of the East Herts District Plan.
- 2.4 Other than the broad guidance in the NPPF, there is no prescribed list of issues for consideration as part of the duty. The issues requiring co-operation depend on local evidence, the aspirations of the authorities involved, the strategy, and the infrastructure needed to deliver the strategy. The particular set of issues for consideration will evolve over time as the strategy emerges. For this reason the report presented here provides only a 'snapshot' of current issues, and it is likely that this will change over time.
- 2.5 The summaries within this report are high-level and do not address the full range of planning issues, as can be seen from the meeting notes. However, they do provide a brief summary of the strategic development issues, including both meetings and other available information.

### **Broxbourne Borough**

- 2.6 Broxbourne Borough is currently working towards a new Local Plan, following the withdrawal of its Core Strategy as a result of an unfavourable report from the Planning Inspector in December

2011. It is understood that at the time of writing, Broxbourne Council is not yet in a position to commence Member-level discussions in respect of a preferred option.

- 2.7 Broxbourne Council has previously opposed development in the strategic gap to the north of Hoddesdon. This view is aligned with that of East Herts Council, which has discounted the area north of Hoddesdon from further consideration as part of the District Plan.
- 2.8 The potential for traffic congestion along the A10 and M25 is one of the major concerns for Broxbourne Council, particularly in light of the Core Strategy Inspector's comments about the traffic impact of retail proposals at Brookfield Farm. Officers will work closely together on the technical aspects and cumulative impacts of development in both districts. It is anticipated that a Member-level meeting will be required later this year, as Broxbourne and East Herts Councils approach selection of a preferred development strategy.

### **Epping Forest District**

- 2.9 Regular officer-level meetings of the 'Western Essex/Eastern Herts' authorities, including East Herts, Epping Forest, Harlow, Uttlesford, Essex County Council, Hertfordshire County Council, and the Highways Agency have discussed transport modelling technical work.
- 2.10 East Herts Council submitted a response to Epping Forest District Council's recent Issues and Options Consultation (see Background Papers). Consultation options included development to the south and west of Harlow, a new settlement at North Weald airfield, and urban extensions to the larger settlements. It is anticipated that a Member-level meeting will be required later this year, as Epping Forest and East Herts Councils approach selection of a preferred development strategy.

### **Harlow District**

- 2.11 Harlow Council supports the development of a major urban extension in East Herts District North of Harlow, provided that the impact on the infrastructure of Harlow can accommodate the level of development planned. East Herts Council is still objectively assessing development options in this area, although major objections to the principle of development remain.

- 2.12 Harlow Council is also investigating options for development in the Green Belt to the east of the town within their District boundaries. The Secretary of State recently ruled in favour of an appeal by applicants on non-determination grounds for 1,200 homes at the reserve site at Gilden Way to the east of the town.
- 2.13 A Member-level meeting will be necessary before a strategy for either authority can be put forward, in order to review the evidence and if possible jointly agree whether or not there is a realistic or practical basis for growth to the north of Harlow. Such a discussion would also require the aspirations and concerns of both Local Planning Authorities to be jointly explored.

### **North Herts District**

- 2.14 North Herts District's recent consultation on housing options included seven strategic sites proposed by developers for over 1,000 dwellings each, including south-west of Hitchin, north of Letchworth, east of Luton, Rush Green, north of Stevenage, north-east of Stevenage, and west of Stevenage. Although the consultation formed part of an options paper, North Herts Council has previously been clear that it does not support growth west of Stevenage, and this point was re-iterated in a recent meeting – notes at Essential Reference Paper 'B'.
- 2.15 East Herts Council submitted a response to North Herts Council's consultation, (see Background Papers) which states that

*It is noted that four of the seven strategic sites presented are dependant upon development occurring alongside development in Stevenage. Stevenage is tightly constrained by its administrative boundaries, and may therefore need to look to other authorities to meet some of its development needs, as stated in Paragraph 182 of the NPPF. In such an event, development to the west and north of Stevenage should take advantage of long-established development plans based on proximity to the A1(M) transport corridor. To the east, East Herts Council's own assessments to date indicate that development is not appropriate, based on the high quality landscape and sense of remoteness of the Beane Valley, as demonstrated by the Landscape Character Assessment SPD 2007, and also because of the remoteness of the area from strategic transport links and other facilities and services.*

From the meeting notes it appears that Central Bedfordshire Council may seek to accommodate some of its development needs within North Hertfordshire, to address unmet needs.

## **Stevenage Borough**

- 2.16 East Herts District Council will be submitting a response to Stevenage Borough Council's six-week Local Plan 'First Consultation', June 2013 (see Background Papers).
- 2.17 The consultation documents state that if Stevenage is to reverse the current trend of out-migration from the town, 6,600 dwellings would be needed, although in this case *"the Borough Council would need to find a partner authority willing to take the surplus development which could not be met within our own administrative boundary. Our research to date has identified only a limited appetite amongst other Authorities for this type of co-operative action."*
- 2.18 Therefore Stevenage Borough Council has opted for a lower target of 5,300 new dwellings, based on self-containment within the Borough boundaries. This strategy will require roll-back of the Green Belt within Stevenage Borough. The Borough Council noted however, that there will be a need for on-going discussions with other authorities for the next version of the Local Plan.
- 2.19 Stevenage Borough Council appointed Amec Consultants to undertake a Green Belt Review around the town, including Green Belt in North Herts and East Herts.
- 2.20 Part 1 – Survey against Green Belt Purposes (February 2013) concluded that those areas forming a strategic gap, including those to the south with Welwyn Hatfield and to the north with Letchworth, make a 'significant contribution', those to the east and west make a 'contribution' based on their landscape character, and an area around Aston makes a 'limited contribution'. The report concluded that further discussions with North and East Herts could be needed in respect of long-term development needs.
- 2.21 East Herts Council will monitor the emerging situation and assess any further evidence in relation to development options in Stevenage Borough and North Herts District.

## **Uttlesford District Council**

- 2.22 East Herts District Council submitted a response to Uttlesford District Council's Local Plan, June 2012 (see Background Papers). The draft plan proposes 1,150 new dwellings at Great Dunmow, around 900 at Saffron Walden, and smaller amounts at the larger villages. A proposal for a new settlement at Elsenham which featured in previous iterations of the plan was dropped.
- 2.23 Fairview Homes has appealed to the Secretary of State on non-determination grounds in respect of an application for 850 dwellings at Elsenham north-west of Bishop's Stortford, in a location dropped by the draft Local Plan. Fairview has claimed that Uttlesford District Council cannot demonstrate a five-year housing land supply.
- 2.24 There has been on-going discussion at officer level, including at the Western Essex/Eastern Herts group (see under Epping Forest above), also including other stakeholders such as the Highways Agency and the two county councils.
- 2.25 In response to East Herts Council's submission, Uttlesford District Council commissioned consultants to undertake a study of the impact of a proposed 18ha employment allocation at Stansted Airport. This concluded that the development would be different in type and nature to employment within Bishop's Stortford and would therefore complement, rather than compete with the town (see background papers). This was also the broad conclusion of East Herts Council's Strategic Economic Development advice (see background papers).
- 2.26 Ongoing officer-level discussion will continue, particularly in relation to economic development and transport. A Member-level meeting will be programmed prior to publication of East Herts Council's Draft District Plan.

## **Welwyn Hatfield Borough**

- 2.27 East Herts District Council submitted a response to Welwyn Hatfield Council's Emerging Core Strategy, November 2012 (see Background Papers), following a Member-level meeting between the two authorities, the notes from which are included within Essential Reference Paper 'B'. The draft Core Strategy identifies Broad Locations for 700 dwellings at the reserved site at Panshanger Aerodrome, and 2,000 in the Green Belt west of

Hatfield. In addition, it includes an area of Potential Expansion east of Welwyn Garden City, in the same area as East Herts Council's Area of Search 61, which was shortlisted for further assessment last summer.

- 2.28 East Herts Council objected to the inclusion of dwellings within East Herts District as part of the Welwyn Hatfield housing land supply within its Emerging Core Strategy. A further Member-level meeting will be needed to identify a way forward in respect of this and other issues in relation to land east of Welwyn Garden City, preferably before East Herts Council publishes its Draft District Plan.

### **Memorandum of Understanding**

- 2.29 The Hertfordshire Infrastructure & Planning Partnership (HIPP) has established a Memorandum of Understanding to establish a framework for co-operation between the eleven local authorities and for the partnership to engage with other relevant organisations, both within Hertfordshire and beyond the county boundary. The memorandum is attached at **Essential Reference Paper 'C'**, as presented to a meeting of HIPP on 23<sup>rd</sup> May 2013.
- 2.30 It is considered that the memorandum takes a flexible and pragmatic approach to implementation of the Duty-to-Co-operate, and should form the basis for future engagement between East Herts Council and other bodies in relation to planning activities, including both policy work and development management. Members are therefore asked to endorse the use of this document.

### 3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

- 'The Duty to Co-Operate' and East Herts District Plan (District Planning Executive Panel, 28<sup>th</sup> November 2012)
- Consultation on North Herts District Council's Housing Options Growth Levels and Locations 2011-2031 Consultation Paper, February 2013 (Executive Non-Key Decision 13/02)



- Consultation on Epping Forest District Council's Issues and Options for the Local Plan Consultation, July 2012 (Executive Non-Key Decision 12/19)
- Consultation On Welwyn Hatfield Borough Council's Emerging Core Strategy, November 2012 (Executive Non-Key Decision 12/23)
- Consultation on Uttlesford District Council's Draft Local Plan, June 2012 (Executive Non-Key Decision 12/15)
- Assessment of the draft Allocation at Stansted Mountfitchet – Land north east of Bury Lodge Lane and its potential impact on Bishops Stortford (Carter Jonas, November 2012)  
[http://www.uttlesford.gov.uk/uttlesford/file/Carter\\_Jonas\\_Assessment\\_of\\_Land\\_North\\_East\\_of\\_Bury\\_Lodge\\_Lane\\_%20Nov2012.pdf](http://www.uttlesford.gov.uk/uttlesford/file/Carter_Jonas_Assessment_of_Land_North_East_of_Bury_Lodge_Lane_%20Nov2012.pdf)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services.</p> <p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	None
Legal:	N/A
Financial:	N/A
Human Resource:	N/A
Risk Management:	N/A

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**Meeting Notes**  
**Welwyn Hatfield Emerging Core Strategy**  
**East Herts District Plan Part 1: Strategy**

**Date:** Friday 30<sup>th</sup> November, 2012

**Venue:** Welwyn Hatfield Borough Council offices, Welwyn Garden City

**Attendees**

Welwyn Hatfield Borough Council (WHBC):

- Cllr Mandy Perkins, Executive Member for Planning and Business
- Sue Tiley, Planning Policy and Implementation Manager
- Paul Everard, Principal Planning Officer

East Herts District Council (EHDC):

- Cllr Linda Haysey, Executive Member for Health, Housing, and Community Support
- Bryan Thomsett, Planning Policy Manager
- Martin Paine, Senior Planning Officer

These notes have been agreed by all attendees as a true reflection of the meeting, and have been agreed for publication on either/both Councils' websites.

**Meeting Notes**

1. It was discussed that some joint technical work had already been undertaken, but as the plans of both districts advance it was felt to be important that there be political engagement at this stage.
2. Cllr Haysey explained that Cllr Carver is unwell and therefore she had been asked to stand in for him at this meeting. Cllr Haysey is a Member of the Executive (i.e. Cabinet) with responsibility for Housing, and one of two Members of the District Planning Executive Panel (along with Councillor Carver, who chairs the Panel).
3. Cllr Haysey declared that she is also local Ward Member for Hertford Rural South, and therefore has a local interest in the area east of Welwyn Garden City indicated as an area of Potential Expansion (PE) in Welwyn Hatfield's emerging Core Strategy.
4. Cllr Perkins explained that she is the Executive Member for Planning and Business and she represents Welwyn West Ward in the north of Welwyn Hatfield Borough.
5. Welwyn Hatfield's broad locations for growth were reviewed, as shown on the Key Diagram within the Emerging Core Strategy. Sue Tiley explained that due to

NPPF requirements urban extensions/Green Belt release would be necessary, although it would not be possible to meet objectively assessed needs as set out in the Housing Background Paper Part One.

6. It was explained that there had been very strong representations to earlier consultations by WHBC to avoid development in the villages. This, combined with the greater advantages of concentrating growth in the towns with better opportunities for proximity of housing to jobs, services and facilities, had led to a strategy focused on Hatfield and Welwyn Garden City.
7. The WHBC Emerging Core Strategy area of Proposed Expansion (PE) east of Welwyn Garden City within East Herts was discussed. It was acknowledged that although WHBC cannot propose this land, and that the decision of whether or not to bring forward the land lies with EHDC as Local Planning Authority for the area, WHBC would support a decision by EHDC to do so.
8. In the Emerging Core Strategy Panshanger Aerodrome is proposed for 700 dwellings, plus 15 Gypsy and Traveller pitches. To the south, the landowners Lafarge have not been able to give Welwyn Hatfield Borough Council any confidence that land south of Birchall Lane could be developed for housing in a coherent form, perhaps because of the implications of decontamination.
9. EHDC District Plan options were explained. 69 initial 'areas of search' at all settlements had been carefully assessed, and a shortlist of options, including the area East of Welwyn Garden City, and other significant options such as Harlow North, had been agreed by the Council for further testing and assessment. However, although East Herts is a larger district, the technical work to date had demonstrated that, like Welwyn Hatfield, there are many constraints to development, and the number of reasonable development options is limited. It is proposed to bring forward a draft Preferred Strategy to the District Planning Executive Panel meeting on 21<sup>st</sup> February, and 12 weeks consultation in April-July 2013.
10. It was discussed that area PE is relatively unconstrained, well located in relation to Welwyn Garden City and Moneyhole Park, has spare capacity in the sewerage network, has low flood risk, is well screened by tree belts, and has good access to the A414.
11. The potential for area PE to accommodate a new secondary school was discussed. The area is relatively flat and therefore suitable for school playing fields. This could help to alleviate the pressure on school places within the town, and provide capacity for development at Panshanger also.

12. The employment potential of area PE was discussed. DTZ had recently completed a technical study for EHDC, which suggested that given proximity to the A414, a small employment allocation could be feasible, although in reality the majority of residents would be likely to seek work in the wider travel to work area, in Welwyn Garden City Employment Area or perhaps at Hatfield Business Park nearby. The possibility of business incubator units was discussed. It was acknowledged that the main strength of East Herts lies in the SME sector, and there are no intentions to change that emphasis to attract bigger businesses.
13. WHBC's approach to housing is set out in two background papers. In Part 1, WHBC decided the housing requirement based on consideration of a balance of different projections including migration and economic development. Part 2 then looked at housing distribution options to meet that target. EHDC's approach to housing is to identify a range of housing options (10,000-17,000 dwellings) and then test the capacity of the district and the ability to deliver at both ends of the range.
14. Within the Emerging Core Strategy, the figure of 400 dwellings within area PE is based on a) the need to meet the identified Borough-wide housing need of 400 dwellings per year and b) acknowledgement that, given the need to extract the underlying mineral deposits prior to development, some of the development would occur after the end of the plan period. It was observed that without the numbers shown in the housing trajectory within East Herts, the actual proposed housing target for WHBC is 378 dwellings per annum.
15. Transport was discussed. The Inter-Urban Route Strategy (IURS) led by the County Council is acknowledged to require further input from all the Districts, particularly as the details of their emerging strategies become available. Transport modelling has been undertaken and the results are being shared between WHBC and EHDC, the County Council in its function as Transport authority and the Highways Agency.
16. The following issues were raised as needing further joint consideration, if EHDC bring forward this option:
  - funding arrangements, for example in relation to Community Infrastructure Levy (CIL), and how the money would be apportioned fairly to relevant service providers;
  - a suitable policy vehicle will be needed for more detailed work towards a high quality urban design framework;
  - consideration of requirement to demonstrate agreement at Examination in Public, perhaps involving a Memorandum of Understanding (MOU);
  - Co-operation on planning for Gypsy and Traveller sites;
  - Joint discussion of school provision with the County Council;

- Hertfordshire-wide position statement on the housing numbers set out in CLG/ONS projections – could LEP endorse this?

17. It was noted that the Emerging Core Strategy consultation ends on January 18<sup>th</sup>. EHDC will agree an official response through a Non-Key report before submission to WHBC.

18. It was agreed that there should be a further meeting after the end of Welwyn Hatfield Borough council's consultation on their Emerging Core Strategy and associated documents, but before East Hertfordshire District Council's District Plan consultation starts.

END.

Post Meeting Note: Since this meeting took place the consultation period has been extended to 31<sup>st</sup> January 2013.



## **Meet the Neighbours - North Herts District Council**

**Date:** Wednesday 24 April 2013

**Present:** Cllr Mike Carver (EHC)  
Claire Sime (EHC)  
Jenny Pierce (EHC)  
Cllr Tom Brindley (NHDC)  
Louise Symes (NHDC)

### **Matters Discussed**

The A1(M) Corridor  
Airports  
Community Infrastructure Levy  
Gypsies and Travellers  
Progress with Local/District Plans

### **The A1(M) Corridor**

1. Discussion was had over the importance of the A1(M) in supporting the existing and potential development of North Herts District Council, Welwyn Hatfield, Stevenage and Central Bedfordshire Boroughs. The four councils have drafted a letter to the Secretary of State for Communities and Local Government to converse with the Secretary of State for Transport to highlight the apparent inconsistencies in their approach. The A1(M) cannot cope under existing pressures and there are no plans to improve the capacity of the road. Without these improvements, major development along this corridor will not be possible. NHDC requested that East Herts may wish to counter-sign this letter as there are many issues associated with the A1(M) that affect East Herts. EHC agreed to counter-sign this letter to add support to the arguments.

### **Airports**

2. NHDC do not object in principle to the Luton Airport increasing passenger numbers if it can be contained within existing infrastructure. The Council does not think that such an increase can be met without major infrastructure improvements. The Council would therefore continue to seek restrictions on noise, transport etc and would also seek mitigation measures from any development of the Airport. It was felt that because the development of the Airport has national importance, any application should be dealt with nationally rather than just by the local authority.
3. East Herts had equally responded concerning Luton Airport and impacts on the infrastructure.

4. EHC noted similar concerns with Stansted Airport and a consistent approach in terms of acknowledging the benefits the proximity to the airports bring, but limiting the downsides of this proximity. Now that Manchester Airports Group own the airport they appear to be much more open about what the ambitions for the airport services are and because of their shared background in local government, understand our concerns and our potential role in the continued success of the airport.
5. EHC suggested that NHDC consider becoming members of SASIG (Strategic Aviation Special Interest Group).

### **Gypsies and Travellers**

6. Discussion occurred about an appeal at a site in Welwyn Hatfield Borough where the five year land supply was raised as an issue in considering the appeal. The Council only fractionally won the appeal but the impression was that unless they resolved the issue over the supply of pitches, if the appeal came round again it would be allowed. NHDC were concerned because they have a similar site with potentially similar issues. They have a site which could accommodate an additional pitch but the site is occupied by a single family and may be unlikely to accommodate any other family.
7. A brief discussion occurred over the Birch Green Site in Hertingfordbury which has yet to receive a decision. EHC indicated that the Council were preparing to tender for an update to our needs assessment, however, we were constrained by the lack of a decision by PINS over the status of the occupiers at the Esbies site in Sawbridgeworth. EHC were writing to PINS to request a speedier decision in order to enable the Council to continue in the preparation of the evidence base.
8. NHDC indicated that as part of the previous SNAP proposal, consideration was given to providing a G&T site. This may still be considered as an option to the north east of their housing option location to the north of Stevenage. NHDC questioned whether a cross-border site could be allowed under the NPPF. NHDC are presently undertaking a G&T assessment.
9. NHDC indicated a desire to increase the sharing of knowledge, particularly when families are moving around. There was also a desire to see a county-wide action plan, a common approach to dealing with illegal encampments.
10. EH Indicated it had a procedure in place and had been successful in quickly bringing court orders against illegal encampments. NHDC wished for this information to be shared.

## **CIL**

11. NHDC explained that the work they have done so far indicates that as they have a variety of land values depending on their location a single charge would not be realistic. Although they expressed some concern about the practicality of the CIL in the long term, NHDC are continuing to prepare a CIL in parallel with the plan.
12. EHC agreed with this doubt mainly because the long term projections involved are just guesswork after a certain timeframe and stated that there are many benefits of the Section 106 system such as the ability to negotiate on a site-by-site basis. There were also issues with CIL relating to the fact that utility providers do not plan for more than 10 years, and five years with any certainty. EHC suggested that there may be a delay with releasing a CIL charging schedule until it is more certain on the proposed development strategy. A separate CIL consultation may be necessary. EHC were concerned about the slowing down of the process related to introducing CIL and the requirements of further evidence bases. In turn, this would have an impact on the deliverability of the District Plan without resolution.

## **Local Plan Update**

13. EHC cannot move forward without evidence relating to education and highways. The schools across EH are at capacity and the uncertainty of free schools and academies makes education planning more complicated.
14. EHC wish to speak to the Government regarding having a plan which is fully evidenced for the first 10 years with reviews every five years.
15. NHDC are of the view that the County Council have a statutory duty to provide for the education needs of children, and that the lack of school places should not necessarily prevent NHDC from giving consideration to building houses. NHDC do have capacity in some of its schools and the proposed strategic sites would need to make provision for additional education needs.
16. EHC disagreed. It is necessary to have a deliverable plan. Huge demographic changes are forcing up needs. EHC have a close working relationship with the County Council and have been receiving advice on education planning to assist with the plan preparation. EHC have information regarding primary level capacity issues and are awaiting secondary level information. There are capacity issues at all levels across the district. EHC indicated that it wouldn't feel comfortable proceeding on the basis that it is someone else's problem. EHC want to plan properly to address issues such as community infrastructure and indicated that the County Council would be likely to object to a plan which did not adequately address the educational need of its residents.

17. With regards to policy preparation, EH is combining two plans into one single District Plan. Each policy area is being dealt with as a whole to create flexible policies, making them user-friendly and suitable for both the short and longer term.
18. EHC do not have a five year land supply. EHC have a wide housing figure range of between 10 and 17 thousand homes, and indicated that recent demographic forecasts are indicating the need to plan for towards the upper end of this range.
19. NHDC advised that they had a SHMA undertaken in 2012 which demonstrates a range of figures. The proposed figure of 10 700 is considered a reasonable number and takes into consideration low trend migration, including impacts of migration associated with Great Ashby and the East of England forecasting model, based on economic considerations. . The evidence in place for available sites from their SHLAA indicate they have three times the amount of available land than they need for their housing need.
20. NHDC wish to see Stevenage's evidence with regards to housing need rather than their aspirations. NHDC indicate that their response to Stevenage is that SBC should continue to look all around their borders to accommodate their needs.
21. NHDC indicated that Central Bedfordshire Council have a different approach and are pushing NHDC to use the same approach – to allocate the needs arising from immigration on a town-by-town basis. C.Beds have indicated that if they then cannot accommodate migration needs other locations including NHDC should accommodate them instead. NHDC stated that if they had to accommodate this type of need as well it would push their housing figure to much more than they need even at their own higher migration level suggests.
22. On other cross-boundary issues, EHC indicated that Welwyn Hatfield Council had allocated 400 homes of it's targets in land within EH. Cllr Brindley stated that as his interests lie in Hertingfordbury as well, that the parish might accept some form of development contiguous with Welwyn Garden City as it could see some of the benefits to the community that could be gained from CIL contributions and other development gains.
23. EHC indicated they intend to consult on their preferred strategy towards the end of 2013, and have set up a working forum of 15 Members covering the whole district to comment and advise on the emerging planning policies. Officers have been meeting regularly with Development Management colleagues on the policies.
24. NHDC plan to submit in June 2014 following a Local Plan consultation in January 2014. They have a Local Plan Working Party with comprising 7 Members and would consider expanding the spread of Members like

EHC have. NHDC are also working closely with Development Management colleagues on policies.

25. As part of their Housing Growth consultation, NHDC undertook roadshows where the whole Policy team met members of the public in an open format. More than 1,200 people attended and most of them that did have not responded to the consultation. They get the impression that even if they don't like what is being proposed, at least they now understand the process and the reasons for the proposals.
26. With regards to site-specifics, NHDC indicated that the proposal to the north of Stevenage may require an additional access around Great Ashby Park which would be on land in EH. Local electricity pylons could be buried, which may have enabled access through the pylon corridor but the national grid lines could not be buried which may prevent this opportunity.
27. The land to the west of Stevenage is still being held by the Secretary of State who has yet to make a decision. NHDC have been told that the SoS/Planning Inspectorate are unlikely to re-open an inquiry on this land until they know if it is included in NHDC Local Plan. NHDC don't know whether to include it in their Plan until they receive a decision from the SoS.
28. Other smaller sites would not impinge on EHC and were not discussed. Knebworth was discussed as a potential location for locally significant growth. Four sites are proposed but the local school is already too small for the current demand. EHC suggested a land swap could be possible and that the levels of local growth combined with existing demand may result in the need for a new single form of entry primary school.

### **Future Work**

29. Both authorities agreed for further meetings on a similar basis as required in the future. Both agreed on the usefulness of meetings of this kind and welcomed the sharing of practice and information.

## Duty to Co-operate Meeting with Stevenage Borough Council

**Thursday 30 June 2013**  
**At Stevenage Borough Council**

### Attendees

Cllr John Gardener (SBC)  
Peter Bandy (SBC)  
Richard Javes (SBC)

Cllr Mike Carver (EHC)  
Bryan Thomsett (EHC)  
Jenny Pierce (EHC)

### East Herts Council

1. East Herts Council (EHC) described where they are in terms of preparing their development strategy, and highlighted several constraints in terms of obtaining evidence on key infrastructure required to prepare a deliverable and appropriate strategy.
2. Education provision and highway constraints continue to be the main cause for delay in deciding the strategy as there is neither the evidence available to discount options nor to support the deliverability of them. EHC are pushing for a more rapid response at the highest levels from both Essex and Hertfordshire County Council (HCC) as the delay in receiving such evidence is preventing EHC from preparing it's strategy and defending it's position in terms of planning applications.
3. While EHC are waiting for this evidence, the Policy Team are taking the opportunity to update other evidence and combine the previously intended suite of documents into one single plan called the District Plan. As part of this process, EHC are preparing draft policies in collaboration with a group of Members put together with the specific purpose of scrutinising and shaping each policy. This approach fosters ownership of the Plan and has created a better working relationship between these Members and the Policy Team.
4. EHC hope to be in a position to take the draft District Plan out to consultation for a period of twelve weeks in the autumn of 2013. The Submission stage will follow depending upon the volume of responses, in mid 2014 with examination by end of 2014/early 2015, with adoption in late 2015.
5. EHC wish to raise concerns with DCLG over the constraints relating to the deliverability of a strategy where utilities and statutory providers are not in a position to plan for longer term eventualities. EHC are exploring the option of securing a deliverable plan for a short-medium time-frame with an early review after five years.

### Stevenage

6. Stevenage Borough Council (SBC) explained that they received approval from their Members on Tuesday to proceed with their planned consultation, but the reports were yet to be presented to their Scrutiny Panel (due Monday 3<sup>rd</sup> June). SBC have notified neighbouring Parish Councils in advance of the



consultation period to enable them to plan meetings to discuss the proposals. The consultation is programmed to run for six weeks commencing June 11<sup>th</sup>, ending 22<sup>nd</sup> July.

7. In terms of education capacity, SBC is relatively well provided for at both primary and secondary level. Barnwell Secondary School is split over three campuses, one of which (Collenswood) was originally thought to be surplus to requirements in the near future. Now HCC wish to retain the site after it closes in 2014 for future educational purposes in response to the level of growth proposed in the draft Plan. A site to the north of Great Ashby in North Herts District has planning permission for a new secondary school but HCC will let the permission lapse. The greatest secondary education need stems from the Great Ashby area as there is no secondary school in this area.
8. The two secondary schools located in the centre of the old town of Stevenage are located next to each other and are both very much in need of investment. One school (Thomas Alleyns) may seek to become an academy. Some primary schools will need to expand and will therefore need to use some of the local parks under licence as their playing fields. This position is not supported by SBC as their current playing pitches and local parks are very well used, there are issues over security, supervision and fencing required to protect the children as well as access and suitability. In addition, to make large areas of local parks single use for the school access for large parts of the day would prevent the use of the park for general public use. There are also issues of maintenance and the suitability of the space for playing pitch use. One other option being considered is the amount of land HCC require for playing fields. They could expand schools where they have potential to use larger playing fields and change the catchment areas of the remaining schools. SBC are hopeful that they will still be able to resolve education issues.
9. The overarching strategy for development is one of self-containment. Having been found unsound on their previous draft strategy as a result of North Herts District Council (NHDC) withdrawing their support for development to the north and north-west of the town as advocated in the Stevenage North Area Action Plan (SNAP) plans, the Council is reluctant to proceed with a plan that relies on a neighbouring authority.
10. In terms of highway issues, SBC are receiving conflicting advice with regards to the capacity of the A1(M) junctions. The Highways Agency had placed a limit of 1,000 new homes on the plan but the Highways Agency have now advised that they do not intend to continue with this. Improvements to the A1(M) within current motorway limits between junctions 6 and 7 would allow for the development strategy proposed for the first two-thirds of the plan period. In order to provide for the latter part of the development strategy, the A1(M) would need to be improved between junctions 7 and 8. Regardless of this, with the cumulative impacts of all development along this A1(M) corridor will require all three junctions to undergo major reconstruction by the end of the plan period.

11. There are concerns over the funding for such schemes. Even if SBC imposed a CIL charge and directed all of this spending towards these motorway improvements, there would not be enough funding to undertake the works. EHC suggested that this should be considered as a priority for the Highways Agency and the Local Enterprise Partnership (LEP) as the issue affects the wider area more generally and is vital to support both economic and residential growth in the corridor as a whole. SBC indicated that they had heard that their particular section of the A1(M) was not a priority for HCC, who appeared to prefer improvements further south between junctions 3 and 4 around Hatfield. The LEP Draft Strategy was due to be published within two weeks which may help authorities know whether they are to receive LEP funding for any major infrastructure proposals.
12. Both authorities agreed that they will conduct further meeting of this nature should the need arise in the future. It was appreciated by all parties that there was open discussion between neighbouring authorities and an acknowledgement of the issues facing each district/borough.



## HERTFORDSHIRE INFRASTRUCTURE & PLANNING PARTNERSHIP

### MEMORANDUM OF UNDERSTANDING

#### **Hertfordshire Infrastructure & Planning Partnership (HIPP)**

This memorandum of understanding has been developed by the Hertfordshire Infrastructure and Planning Partnership that comprises all local authorities in Hertfordshire, namely:

- Broxbourne Borough Council
- Dacorum Borough Council
- East Hertfordshire District Council
- Hertsmere Borough Council
- North Hertfordshire District Council
- St Albans City & District Council
- Stevenage Borough Council
- Three Rivers District Council
- Watford Borough Council
- Welwyn Hatfield Borough Council
- Hertfordshire County Council

#### **HIPP & Supporting Officer Structure**

HIPP meets approximately six times a year and is comprised of senior Councillors, usually the Planning Portfolio Holders, from Hertfordshire's District and Borough Councils and the County Council. It is supported by an officer group, the Hertfordshire Planning Group (HPG), which is made up of the Heads of Planning of each local authority. HPG acts as the implementation arm of HIPP and is in turn supported by a number of sub groups, task and finish groups and associated partnerships. These include HPG Development Plans, HPG Development Management, Hertfordshire Economic Development Group (HEDOG), the Landscape & Green Infrastructure Group, the Strategic Green infrastructure Group and the Community Infrastructure Levy (CIL) Reference Group.

#### **Purpose**

This memorandum of understanding seeks to establish a framework for co-operation between the eleven local authorities that comprise the Hertfordshire Infrastructure & Planning Partnership (HIPP) and for the partnership to engage with other relevant organisations, both within Hertfordshire and beyond the county boundary. It particularly relates to strategic planning and infrastructure issues and consequently enables the partnership to agree joint approaches to common issues that impact on more than one local authority district. The framework also reflects how HIPP will work together with other appropriate bodies including Hertfordshire Forward,

Hertfordshire Local Enterprise Partnership, the Local Transport Body for Hertfordshire, the Local Nature Partnership, the Hertfordshire Association of Parish and Town Councils, Infrastructure providers and organisations based beyond the Hertfordshire boundary. The memorandum reflects the principles of localism and the duty to co-operate as enshrined in Section 110 of the Localism Act 2011.

This memorandum of understanding also seeks to establish a process to raise awareness of possible areas of conflict at an early stage. It is one of a series of documents and initiatives that establishes a direction of travel to ensure more effective and collaborative strategic planning across Hertfordshire. It is the cumulative effect of this joint and collaborative work that is intended to assist HIPP members in meeting their duty to co-operate obligations.

### **Status of this Document**

This memorandum of understanding is a statement of intent that seeks to support effective co-operative working amongst the Hertfordshire local authorities. It is not intended to be legally binding and recognises that there will not always be full agreement on strategic planning and infrastructure issues across the HIPP authorities.

### **Objectives**

This Memorandum has the following broad objectives:

- To provide a framework through which HIPP members will commit to engaging constructively, actively and on an ongoing basis both with each other and other public bodies and private sector interests including the Hertfordshire Local Enterprise Partnership (LEP), Hertfordshire Forward, Hertfordshire Local Nature Partnership (LNP), the Local Transport Body for Hertfordshire (LTB), the Hertfordshire Association of Parish and Town Councils (HAPTC) and Infrastructure providers on matters relating to strategic planning, strategic infrastructure and other activities that prepare the way for sustainable development;
- To provide a means by which HIPP can collectively and individually engage with the Greater London Authority and neighbouring counties and sub regional groupings on matters relating to sustainable development;
- Whilst recognising that individual HIPP Members have a duty to continue to act in the best interests of their localities and constituents provide the opportunity to work collaboratively across local boundaries on issues of broader strategic importance;

- To facilitate the achievement of a broad, co-ordinated but consistent approach to strategic spatial planning, development and strategic infrastructure issues across Hertfordshire that recognises the differing characteristics, constraints and environmental considerations that exist across the County but that seeks to address the needs of business and local communities;
- To provide an opportunity for individual HIPP members to work jointly to meet development requirements that cannot wholly be met within their own areas;
- To enable a sharing of information and views and, where appropriate, to facilitate joint working on strategic issues which affect more than one local authority area;
- To ensure that the local planning, development and infrastructure policies prepared by each local authority are, where appropriate, informed by the views of other local authorities in Hertfordshire;
- To ensure that decisions on major planning applications, which have effects across more than one local authority area, are informed by the views of other Hertfordshire local authorities; and
- Provide a forum for HIPP members to discuss, debate and resolve potential areas of conflict at the earliest possible opportunity.

### **Strategic Planning & Infrastructure Issues**

HIPP will jointly:

- Work to develop and maintain a Local Strategic Statement that provides a broad strategic direction for Hertfordshire without imposing top-down targets on the scale or location of new development and that recognises the unique characteristics and different priorities of each constituent district and area;
- Identify areas for inter-authority co-operation on strategic issues, including the preparation of joint local development documents;
- Seek to co-ordinate land use planning functions and align adopted local plans, including the use of local development orders, across local authorities within the HIPP and LEP area;
- Adopt a flexible approach to joint work, recognising that the County may not always be the appropriate geography for all partnership activity;
- Develop and implement a programme of joint research aimed at producing a robust evidence base and for jointly addressing strategic planning and development issues, particularly, but not exclusively, those referred to in the National Planning Policy Framework (para 156);
- Prepare and jointly seek funding for a strategic infrastructure investment programme to meet the existing needs of Hertfordshire and address the future social, economic and environmental requirements of growth; and
- Maintain effective liaison with the LEP, Hertfordshire Forward, LNP, LTB and other public and private sector interests as appropriate.

Each Member of HIPP will also notify the Chairman of HIPP, and where appropriate report to a meeting of HIPP, any issue that in their view could potentially have an adverse impact on partnership working or the effective operation of this memorandum of understanding.

### **Policy Documents**

Each member of HIPP will:

- Through the Chair of the Hertfordshire Planning Group Development Plans Officer Group (HPGDP) notify all HIPP local authorities at each consultation stage in the preparation of its local development documents or, in the case of the County Council, its local transport plan, or other relevant policy documents, and any documents associated with them;
- Through the Chair of HPGDP notify all HIPP local authorities of consultation on any other policy document which, in its view, would have a significant impact on strategic planning or development within Hertfordshire; and
- If requested, meet with and discuss any issues raised by one or more of the other HIPP local authorities and take into account any views expressed on those issues.

### **Development Management**

Each member of HIPP will:

- Through their representative on the Hertfordshire Planning Group Development Management Group (HPGDM) notify all HIPP local authorities of any major planning applications, from within its area or on which it is consulted by a local authority from outside its area, which would, in its view, have a significant impact on the strategic planning and development of Hertfordshire; and
- Take into account any views expressed in determining the application.

### **Monitoring**

The operation and implementation of this Memorandum of Understanding will be managed and monitored through the HIPP Work Programme and will be reviewed on at least an annual basis through the HIPP Annual Review. Updates and amendments to be document will be issued as appropriate.

## EAST HERTS COUNCIL

### DISTRICT PLANNING EXECUTIVE PANEL - 25 JULY 2013

#### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

#### POPULATION AND HOUSEHOLD PROJECTIONS: UPDATE REPORT

WARD(S) AFFECTED: ALL

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#### **Purpose/Summary of Report**

- This report updates Members on aspects of population and household projections.
- Recently published and emerging information, together with the ongoing interpretation by the Planning Inspectorate of 'objectively assessed housing need' in the context of the National Planning Policy Framework (NPPF), continues to indicate that East Herts Council may need to plan for the upper end of the range 10,000 to 17,000 dwellings over the 20 year period 2011 to 2031.

#### **RECOMMENDATIONS FOR DISTRICT PLANNING EXECUTIVE PANEL AND EXECUTIVE: That:**

<b>(A)</b>	<b>it be noted that recently published and emerging information, together with the ongoing interpretation by the Planning Inspectorate of 'objectively assessed housing need' in the context of the National Planning Policy Framework (NPPF), continues to indicate that East Herts Council may need to plan for the upper end of the range 10,000 to 17,000 dwellings over the 20 year period 2011 to 2031.</b>
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#### **RECOMMENDATIONS FOR COUNCIL: That:**

<b>(A)</b>	<b>it be noted that recently published and emerging information, together with the ongoing interpretation by the Planning Inspectorate of 'objectively assessed housing need' in the context of the National Planning Policy Framework (NPPF), continues to indicate that East Herts Council may need to plan for the upper end of the range</b>
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<b>10,000 to 17,000 dwellings over the 20 year period 2011 to 2031.</b>
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## 1.0 Background

- 1.1 In line with the Government's Localism agenda, the National Planning Policy Framework (NPPF) March 2012, and the abolition of the East of England Plan on 3 January 2013, East Herts Council is now solely responsible for setting a district-wide housing target, based on objectively assessed needs for market and affordable housing.
- 1.2 In July 2011, East Herts Council joined with the Greater Essex grouping of local authorities to commission Edge Analytics Ltd to undertake technical work, in respect of population and household forecasting, to provide robust evidence to support setting its own district-wide housing target. In addition to the strategic demographic work, the Council engaged the same consultants, Edge Analytics Ltd, to undertake sub-district population and household forecasts, in order to provide benchmarking demographic information to inform the preparation of the East Herts District Plan.
- 1.3 The Sub-District Population and Household Forecasts were presented to the District Planning Executive Panel on 28 November 2012, and subsequently agreed as part of the District Plan evidence base, by the Executive and Full Council on 4 and 12 December 2012 respectively. The Greater Essex Demographic Forecasts Phases 1 to 4 (March 2012-January 2013) were presented to the District Planning Executive Panel on 21 February 2013, and subsequently agreed as part of the District Plan evidence base, by the Executive and Full Council on 5 and 6 March 2013 respectively.
- 1.4 The Greater Essex and East Herts Sub-District Studies are available on the Council's website. See the Background Papers link at the end of this report.
- 1.5 Demographic and household projections are updated on a regular basis by ONS and DCLG respectively and it is important for local planning purposes to monitor such information:

- ONS Mid Year Population Estimates (MYE), for the total population of the District for the previous year, published every year at District local authority level
- ONS Sub-National Population Projections (SNPP), for 25 years ahead, normally published every two years at District local authority level
- DCLG Sub-National Household Projections (SNHP), for 25 years ahead, normally published every two years, at District local authority level.

## 2.0 Report

### **Household Interim Projections 2011-2021 (Published March 2013)**

- 2.1 In accordance with this continuous process, the Department for Communities and Local Government (DCLG), published in April 2013 'Household Interim Projections 2011-2021, England' down to District local authority level. These projections are interim and only cover ten years from 2011 to 2021. Updated household projections beyond 2021 are anticipated to be published in late 2014, following further technical work by ONS and DCLG, and the availability of further statistical information from the 2011 Census.
- 2.2 The new household projections are based on the 2011 interim SNPP, published by ONS in September 2012 and replace the DCLG 2008-based household projections released in November 2010.
- 2.3 At the national level these projections:
- show a lower growth in households compared with the 2008-based projections; This lower growth largely reflects lower household formation rates compared with the previous 2008 based projections
  - represent a decrease in average household size from 2.36 to 2.33 persons per household in the ten years
  - show that two thirds (67%) of the increase in households between 2011 and 2021 is projected for households without dependent children
  - more than half (54%) of the increase in households is projected for households headed by someone aged 65 or over
- 2.4 At the District level these projections:

- show a greater growth in households compared with the 2008-based projections: 7680 (13.53%) increase between 2011 and 2021, compared with 7037 (12.16%)
- start from a lower total household base for 2011 of 56,765 compared with 2008 base for 2011 of 57,878. This is 1.96% less and takes account of new information from the 2011 Census
- represent a decrease in average household size from 2.40 to 2.33 persons per household in the ten years
- show that three quarters (75%) of the increase in households between 2011 and 2021 is projected for households without dependent children
- show that more than half (56%) of the increase in households is projected for those headed by someone aged 65 or over

## How Many Homes?

- 2.5 In the absence of national, regional or county housing targets, established for local planning purposes at a District level, a new organisation has been set up by an informal grouping of professional bodies, trade associations and charities with an interest in planning for housing. 'How Many Homes?' was established in 2011 in response to a call for practical support in assessing how many homes were needed in local areas, in the context of the new housing and planning landscape.
- 2.6 The organisation's package of support and information is web based, and will be kept up to date. It uses as its basis ONS and DCLG statistics and projections.
- 2.7 The organisation has produced '*How Many Homes? - A Companion Guide*' (March 2013). See the Background Papers link at the end of this report.
- 2.8 The Guide covers such topics as:

### National Context:

- National Planning Policy Framework
- '*Laying the Foundations: a Housing Strategy for England*'
- 'Duty to Co-operate'

### Demographics:

- Why do we need to know about demographics?
- Why is looking at the past relevant?



- Why do we need to think about the mix of housing?
- Why do we need to think about the wider context that planning and housing links to?
- Is it appropriate to look at assumptions which are not based on past trends?
- Why is it important to look beyond an individual local authority's boundary?

#### Housing Need:

- What is housing need?
- Why assess housing need?

#### The Affordable Housing Evidence Base:

- Starting and managing the process
- In-house or consultants?
- Methodology
- Monitoring and updating
- Using the evidence in plan development

2.9 In terms of population and household projections and local planning requirements, the Guide concludes:

*'The baseline population and household projections...form the starting point for assessing requirements. In identifying the level and type of housing to be delivered in a local plan, this baseline, and any alternative scenarios proposed, need to be assessed in relation to factors including, but not limited to:*

- *Environmental, infrastructure and services capacity*
- *Economic objectives*
- *The timing and phasing of development*
- *The ability of the local market to accommodate development*
- *The willingness of the development industry to build it*
- *The availability of land - is there enough land identified through the Strategic Housing Land Availability Assessment (SHLAA), is it in the right place, and does it provide sufficient choice to deliver the new housing required?*
- *Viability considerations*

2.10 The 'Stepped Approach to preparation of the District Plan' is taking all these factors into account in working towards an appropriate housing target and development strategy for inclusion in the District Plan.

## University of Cambridge: Choice of Assumptions in Forecasting Housing Requirements (March 2013)

2.11 This document was prepared by acknowledged national experts in the field. It is intended to help local authorities and others using the official population and household projections, published by ONS and DCLG, as the basis for planning for housing, to consider whether there is a case for modifying the assumptions behind those projections, in order to arrive at more appropriate estimates for an individual authority.

2.12 The general conclusion of the report is that:

*'such modifications are best restricted to sensitivity tests as the official estimates are generally seen as the best available and are therefore likely to carry substantial weight at examinations and inquiries.'*

2.13 A summary of the main conclusions from the report are contained at **Essential Reference Paper 'B'** to this report.

2.14 In setting the scene to their approach, at the beginning of the report, the authors state:

*'In planning for housing at the local authority level projections need to be made not just on the future population in the area but also of the number, type and age of households. The population projections made by the Office for National Statistics (ONS) and the Department for Communities and local Government (DCLG) provide a ready-made and widely accepted basis for doing this.'*

*ONS and DCLG both emphasise that their figures are projections, not forecasts. They estimate what the effect would be if trends were to continue. Local authorities and others may therefore wish to consider whether the 'trends continue' assumption is the most appropriate to make for their area.*

*The future population in any area will be the current population plus births, less deaths, plus those who arrive, less those who leave. Those arriving and leaving can usefully be divided into those moving to and from others parts of the UK and those arriving from abroad or moving abroad. The number and type of households will then depend on the assumptions made of the rate at which men and women of different ages form households of different types.*

*The five notes look in turn at the following: births; deaths; flows to and from the rest of the UK; flows to and from abroad; and rates of household formation. They discuss the extent to which there might be uncertainty surrounding the assumptions made and the impact any uncertainty might have on the number and type of households to be planned for... In all cases the notes in effect ask the question, "To what extent might it be legitimate to vary the assumptions made in the official population and household projections?"*

## **Interpretation of Recent Projections and Information**

- 2.15 The DCLG recently published interim household projections provide an updated 'picture' of changes in the total and type of households anticipated to form. These most recent projections and their potential implications for setting an East Herts housing target for the District Plan, are compared with the previous 2008-based projections and the Greater Essex Edge figures, in the tables at **Essential Reference Paper 'C'** of this report.
- 2.16 The new household projections are greater than the 2008-based ones but 'scale back' the increase compared with the Greater Essex Edge figures. The Edge work was based on Government 'more buoyant' population change and household formation rates, which have 'abated' somewhat in the recent past, largely due to the social/economic impact of the on-going economic situation. This is identified in the University of Cambridge work which indicates that household formation is currently 'suppressed' and can be expected to return closer to longer term trends, if and when economic conditions improve.
- 2.17 When converted to dwellings, on the basis of these latest projections, the East Herts total housing requirement for 2011 to 2031 is 14,716, equating to an annual average of 736. These housing figures are greater than the 2008-based ones, of 13,224 total, 661 per annum but less than the Greater Essex Edge figures of 16,219 and 16,061 totals, 811 and 803 per annum.
- 2.18 In terms of the validity and robustness of the ONS and DCLG projections for East Herts, there are not considered to be any unusual or exceptional factors in these, taking account of the general assessment by the University of Cambridge, referred to above.
- 2.19 To further interpret the official projections for local planning purposes, there are several computer models, e.g. the Local

Government Association POPGROUP suite of demographic forecasting models, the Chelmer Model, and the East of England Forecasting Model. All these models do similar things with varying but largely similar outputs.

- 2.20 There is, therefore, considered to be no justifiable reason for not relying on such official projections as a basis for informing planning for housing and related policy work. Equally there is no justifiable reason for not accepting the outputs of the available demographic models for what they are: an interpretation of statistics, which are available to assist in strategy and policy formulation.

## **Conclusion**

- 2.21 The overall conclusion from this review of recently published projections and informed academic assessment, together with the on-going interpretation by the Planning Inspectorate of 'objectively assessed housing need' in the context of the NPPF, continues to indicate that East Herts Council may need to plan for the upper end of the range 10,000 to 17,000 dwellings over the 20 year period 2011 to 2031.

## 3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

## Background Papers

Household Interim Projections, 2011- 2021, England: Department for Communities and Local Government: April 2013

<https://www.gov.uk/government/publications/household-interim-projections-2011-to-2021-in-england>

How Many Homes? A companion guide: Local Housing Requirements Assessment Working Group: March 2013

[http://www.howmanyhomes.org/resources/LHRA\\_Guidance\\_7-3.pdf](http://www.howmanyhomes.org/resources/LHRA_Guidance_7-3.pdf)

Choice of Assumptions in Forecasting Housing Requirements: Methodological Notes: Cambridge Centre for Housing and Planning Research: University of Cambridge: March 2013

[http://www.howmanyhomes.org/resources/Choice\\_of\\_Assumptions.pdf](http://www.howmanyhomes.org/resources/Choice_of_Assumptions.pdf)

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services</p> <p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	None
Legal:	N/A
Financial:	None Known
Human Resource:	None
Risk Management:	In order to be found sound at examination, it is essential that the District Plan should be based on a robust evidence base, of which population and household projections form a key part, along with relevant informed assessment of these and the on-going interpretation by the Planning Inspectorate of 'objectively assessed housing need' in the context of the NPPF.

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## **ESSENTIAL REFERENCE PAPER 'B'**

POPULATION AND HOUSEHOLD PROJECTIONS:  
UPDATE REPORT

UNIVERSITY OF CAMBRIDGE: CHOICE OF ASSUMPTIONS IN  
FORECASTING HOUSING REQUIREMENTS (MARCH 2013)

SUMMARY OF MAIN CONCLUSIONS

The main conclusions are:

**Births:** Variations in birth rate assumptions could only have a negligible impact on the number of households to be planned for as the overwhelming majority of those who will form households during the projection period were born before the period began.

**Deaths:** Whilst death rates could differ from those assumed, the impact of quite wide variations to the assumptions made in the official projections on the number of households would be small. For practical purposes this area of potential uncertainty is not significant in planning for housing.

**Flows to and from the rest of the UK (internal migration):** The potential uncertainty here is much larger as a number of factors, including the number of homes built in a local authority area, could affect future flows. The NPPF makes it clear that account is to be taken of migration. This suggests that it is not open to an authority simply to make whatever assumption it chooses on flows to and from the rest of the UK and assumptions that imply a departure from recent trends (on which the official projections are based) would need to be carefully justified.

The 'Duty to Co-operate' is relevant here as any decision not to plan for a continuation of the flows that have taken place in the past would have an impact on the areas from which people move to the planning authority in question. There could also be impacts on the areas that receive people from the authority.

Some local authorities may wish to argue that to accommodate the projected net flows would have adverse impacts that outweigh the benefits of providing additional homes- a justification for not planning to meet the objectively assessed needs of an area that is specifically referred to in the NPPF. However, we suggest that in such cases, unless clear evidence can be provided that those not being planned for will be adequately accommodated elsewhere, then the adverse impact of providing housing should be weighed against the adverse impact on those who may as a result have to live in overcrowded or shared accommodation or be prevented from forming a household at all. There may also be broader impacts on other authorities,

increasing the housing pressures they face. That said, it has to be acknowledged that there are some authorities that are not physically able to accommodate the projected growth in households or where to do so would have severe adverse impacts.

**International migration flows:** International migration has varied considerably over the last 20 years. However, DCLG's sensitivity analysis shows that relatively wide variation in net flows (+/-38%) would have much smaller impacts (+14/-13%) on the number of extra households formed in England as a whole. We therefore suggest that local planning authorities with relatively small international flows should not regard that as an area of significant uncertainty.

For authorities with large international flows the uncertainty could be significant but it is difficult if not impossible to predict which ways flows might move. We therefore suggest that estimates of the scale of the uncertainty- potentially informed by DCLG's analysis of high and low migration scenarios- should be used to determine how much flexibility an authority should build into its planning for housing rather than to change the main estimate of the number of homes required.

**Household formation rates:** It is hardly surprising that there have been quite large variations in household formation patterns over the last 10 years as compared to earlier projections given the extent of economic and housing market volatility. It therefore seems likely that the changes seen in recent years are a departure from the longer term trends on which government projections are based and that a return to something closer to previous trends can be expected if and when economic conditions improve. We therefore suggest that it would be appropriate for local authorities to plan on the basis of household formation patterns assumed in the official projections unless there is strong local evidence to the contrary.

**Overall conclusion:** The overall conclusion is that modifications to the official assumptions should be used simply as sensitivity tests to determine how much flexibility an authority should seek to incorporate in its plans and authorities should normally plan on the basis of the official projections.

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<b>EAST HERTS HOUSEHOLD PROJECTIONS AND HOUSING PROVISION</b>									
<b>PROJECTIONS SOURCE</b>	<b>HOUSEHOLDS AND DWELLINGS</b>								
	<b>2011 Total</b>	<b>2021 Total</b>	<b>2011-2021 Change</b>		<b>2031 Total</b>	<b>2021-2031 Change</b>		<b>2011-2031 Change</b>	
			<b>Total</b>	<b>%</b>		<b>Total</b>	<b>%</b>	<b>Total</b>	<b>%</b>
<b>DCLG 2008-Based (published 2010) Households</b>	57878	64915	7037	12.16	70946	6031	9.30	13068	22.58
<b>Dwellings</b>	58567	65688	<b>7121</b>	12.16	71790	<b>6102</b>	9.30	<b>13224</b>	22.58
<b>Greater Essex Edge SNPP 2010-Based Households</b>	57971	66334	8363	14.43	73999	7665	11.56	16028	27.65
<b>Dwellings</b>	58661	67123	<b>8462</b>	14.43	74880	<b>7757</b>	11.56	<b>16219</b>	27.65
<b>Great Essex Edge 2010 R-Based Households</b>	57380	65664	8284	14.44	73253	7588	11.56	15872	27.66
<b>Dwellings</b>	58063	66445	<b>8382</b>	14.44	74124	<b>7679</b>	11.56	<b>16061</b>	27.66
<b>DCLG 2011-Based (published 2013) Households</b>	56765	64445	7680	13.53	71308 <sup>1</sup>	6863 <sup>1</sup>	10.65 <sup>1</sup>	14543 <sup>1</sup>	25.62 <sup>1</sup>
<b>Dwellings</b>	57441	65212	<b>7771</b>	13.53	72157	<b>6945</b>	10.65	<b>14716</b>	25.62

- SNPP 2010 R-Based Projection suffix indicates that household headship rates have been rescaled to met 2010 household totals, by using more locally available information from Council Tax records, as per Greater Essex Edge work for East Herts
- Households to Dwelling Ratio = Household Number x 1.0119 as per Greater Essex Edge work for East Herts Council.

**Bold numbers** are included in Dwellings table below

<sup>1</sup> DCLG 2011-Based Projections (published April 2013) only cover 2011 to 2021. 2021 to 2031 projected figures in this table assume a similar reduction in the increase of households in this period as the other projections in the table.

<b>EAST HERTS DWELLINGS TOTAL AND ANNUAL AVERAGE</b>						
<b>PROJECTIONS SOURCE</b>	<b>2011-2021</b>		<b>2021-2031</b>		<b>2011-2031</b>	
	<b>Total</b>	<b>Annual Average</b>	<b>Total</b>	<b>Annual Average</b>	<b>Total</b>	<b>Annual Average</b>
<b>DCLG 2008-Based (published 2010)</b>	7121	712	6102	610	13224	661
<b>Greater Essex Edge SNPP 2010-Based</b>	8462	846	7757	776	16219	811
<b>Greater Essex Edge SNPP 2010 R-Based</b>	8382	838	7679	768	16061	803
<b>DCLG 2011-Based (published 2013)</b>	7771	777	6945	695	14716	736

## EAST HERTS COUNCIL

### DISTRICT PLANNING EXECUTIVE PANEL – 25 JULY 2013

#### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

#### STRATEGIC LAND AVAILABILITY ASSESSMENT (SLAA) - ROUND 3 - UPDATE REPORT

WARD(S) AFFECTED: ALL

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#### **Purpose/Summary of Report**

- The purpose of this report is to update Members on the status of Round 3 of the Strategic Land Availability Assessment (SLAA) and to provide an interim list of sites identified to date that will be considered for assessment in Round 3.

#### **RECOMMENDATIONS FOR DISTRICT PLANNING EXECUTIVE PANEL AND EXECUTIVE: That:**

<b>(A)</b>	<b>the list of identified sites, contained as Essential Reference Paper 'B' to this report, which includes responses received to the Call for Sites, be noted and taken into account as part of the preparation of Round 3 of the East Herts Strategic Land Availability Assessment (SLAA); and</b>
<b>(B)</b>	<b>any future Call for Sites suggestions be included and assessed as part of the preparation of Round 3 of the SLAA, and subsequently as part of the annual monitoring and review of the SLAA.</b>

#### **RECOMMENDATIONS FOR COUNCIL: That:**

<b>(A)</b>	<b>the list of identified sites, contained as Essential Reference Paper 'B' to this report, which includes responses received to the Call for Sites, be noted and taken into account as part of the preparation of Round</b>
------------	--

	<b>3 of the East Herts Strategic Land Availability Assessment (SLAA); and</b>
<b>(B)</b>	<b>any future Call for Sites suggestions be included and assessed as part of the preparation of Round 3 of the SLAA, and subsequently as part of the annual monitoring and review of the SLAA.</b>

## 1.0 Background

- 1.1 Publication of the National Planning Policy Framework (NPPF) in March 2012 has reiterated the requirement for local planning authorities to prepare a Strategic Housing Land Availability Assessment (SHLAA) ‘to establish realistic assumptions about the availability, suitability and the likely economic viability of land to meet the identified need for housing over the plan period’ (NPPF paragraph 159).
- 1.2 In acknowledging the wider spatial objectives of the planning system, East Herts Council has opted to prepare a Strategic Land Availability Assessment (SLAA) to look at land supply for all development including employment, retail, leisure and community uses, rather than just prepare a SHLAA in respect of housing.
- 1.3 The SLAA is part of the proactive plan-making process and will help ensure that the Council meets its requirement to maintain a continuous five year supply of housing across the district.
- 1.4 The SLAA is being undertaken in stages or rounds in tandem with the preparation of the District Plan. It is however, a separate and technical piece of work.
- Round 1 - series of stakeholder meetings to provide advice and guidance on SLAA sites
  - Round 2 - assessment of sites deemed to be available for development within settlement boundaries
  - Round 3 - assessment of sites outside settlement boundaries and any further sites within settlement boundaries
  - Round 4 - annual update of SLAA to review site assessments and assess any additional sites



- 1.5 In addition to the fact that the SLAA is being undertaken in rounds, it should be noted that the SLAA is an ongoing piece of work in the sense that its conclusions will be updated annually. This is because the overriding purpose of the SLAA is to have up-to-date information on the availability of land across East Herts. Thus if the status of a particular site changes (e.g. a site ceases to be occupied) this change should be reflected in the SLAA.
- 1.6 The District Planning Executive Panel on 28<sup>th</sup> November 2012 supported the use of the Initial Report of the SLAA Technical Study - Rounds 1 and 2 (October 2012) to inform the preparation of the East Herts District Plan and for housing supply purposes. The work is available to view as a background paper to this report at [www.eastherts.gov.uk/slaa](http://www.eastherts.gov.uk/slaa). The study explains how the SLAA has been undertaken and presents an assessment of the deliverability of sites assessed through Round 2 of the SLAA. The SLAA Technical Study will be updated and re-published at the end of Round 3 to take account of the additional sites that have been assessed. It will then be revised and re-published annually (Round 4) to ensure that it provides a robust assessment as possible of the availability of land in East Herts.
- 1.7 It should be remembered that the SLAA does *not* make decisions about whether a site should come forward for development: it simply provides an assessment as to the *likelihood* of a site coming forward for development.

## 2.0 Report

- 2.1 In preparation for Round 3 of the SLAA, an interim list has been compiled of all the sites outside of the settlement boundaries of the six main settlements and Category 1 villages, which will be considered for assessment. The list can be found as **Essential Reference Paper 'B'** to this report. It should be regarded as an interim list, as sites to be assessed will only be finalised shortly before Round 3 commences and are subject to change in the meantime.
- 2.2 The sites in this list have been gathered largely from Call for Sites suggestions received by the Council, as well as from

other sources such as the Housing Capacity Assessment (2007). Of the sites put forward through the Call for Sites exercise that would be considered for assessment in Round 3, two have since been withdrawn; one only partly. However, these sites will still be considered for assessment in Round 3, as the SLAA addresses land availability as part of its assessment of deliverability. These sites have been identified as withdrawn/partly withdrawn in the interim list.

- 2.3 In addition to assessing sites outside of the settlement boundaries, Round 3 will also assess sites within the settlement boundaries that have been identified since Round 2 was undertaken. To date, there have not been any new sites within the settlement boundaries suggested through the Call for Sites exercise since Round 2 of the SLAA was undertaken in October 2012.
- 2.4 Round 3 of the SLAA was scheduled to commence in Spring/Summer 2013. However, given that public consultation on the District Plan has been delayed, Round 3 is now expected later, after public consultation on the draft District Plan.
- 2.5 It is therefore possible that further Call for Sites suggestions will be received by the Council between now and the start of Round 3. These will be included and assessed as part of Round 3, and subsequently as part of the review of the SLAA (Round 4).
- 2.6 Sites could also be removed from the list between now and the start of Round 3 when considered against the site size threshold for assessment. Sites that have implemented planning permission since being suggested in the Call for Sites will also be removed. These factors have not yet been considered, as site boundaries are subject to amendment through the Call for Sites exercise and further sites could gain and implement planning permission over the following months. They will be taken into account when finalising the sites to be assessed in Round 3 of the SLAA.
- 2.7 As the sites to be considered for assessment in Round 3 are subject to change and not yet finalised, site maps have not yet been produced for publication. However, copies of all

Call for Sites submissions are publically available from the Council offices at Wallfields and the Housing Capacity Assessment (2007) is available on the Council's website at [www.eastherts.gov.uk/technicalstudies](http://www.eastherts.gov.uk/technicalstudies).

2.8 For reference purposes, a full list of sites submitted to the Call for Sites exercise to date is attached as **Essential Reference Paper 'C'** to this report.

### 3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

Initial Report of the SLAA Technical Study – Rounds 1 and 2 (October 2012)

<http://www.eastherts.gov.uk/slaa>

Housing Capacity Assessment, Entec UK Ltd (2007)

<http://www.eastherts.gov.uk/index.jsp?articleid=15664>

National Planning Policy Framework (NPPF), CLG (March 2012)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services</p> <p><b>Place</b> This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
Consultation:	N/A
Legal:	N/A
Financial:	District Plan technical work is being funded from the Planning Policy/LDF Upkeep Budgets.
Human Resource:	Existing Planning Policy staff resources are being used to undertake this technical study.
Risk Management:	In order to be found sound at examination, it is essential that the District Plan should be based on a robust evidence base, of which the SLAA forms a key part.

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**STRATEGIC LAND AVAILABILITY ASSESSMENT (SLAA)**  
**ROUND 3 – INTERIM LIST OF SITES**  
**(updated 8<sup>th</sup> July 2013)**

- Please note: the inclusion of a site or particular area of land in the list below is not in any way an endorsement of a particular site for development. These sites are part of the SLAA evidence gathering process to inform the District Plan plan-making process.
- The sites below will be considered for assessment in Round 3 of the SLAA. This interim list will be updated with any additional sites that come forward before Round 3 commences, and it is also possible that sites could be removed when considered against the site size threshold or if planning permission is gained and implemented before the start of Round 3.
- For ease of reference the sites are listed by town and parish.
- As such, at this stage, the Council has not and can not make any comment or commitment in respect of any of the sites suggested or identified.

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>01</b>	<b>Bishop's Stortford</b>				
01/001	Land at Rye Street	Rye Street	Bishop's Stortford	2.89	Residential
01/002	Land to the rear of 165/167 Rye Street	Rye Street	Bishop's Stortford	0.06	Residential
01/003	Woodlands Lodge	Dunmow Road	Bishop's Stortford	0.42	Employment
01/004	Land west of Farnham Road	Farnham Road	Bishop's Stortford	10.41	Residential
01/007	Land at 9 Dolphin Way	Dolphin Way	Bishop's Stortford	1.25	Residential
01/008	Land at Hoggates End	Whitehall Lane	Bishop's Stortford	1.19	Residential
01/010	Bishop's Stortford Football Club	Woodside Park	Bishop's Stortford	2.99	Leisure/ Recreation, Other - Hotel
01/011	Thorley Place	Thorley Lane East	Bishop's Stortford	0.56	Residential
01/014	Land at Bishop's Stortford Golf Club (to the rear of Manor Links)	Manor Links	Bishop's Stortford	2.12	Residential, Affordable Housing
01/015	Farm Shop, Blyth Farm	Gipsy Lane	Bishop's Stortford	0.02	Retail
01/016	Rock Cottage, Blyth Farm	Gipsy Lane	Bishop's Stortford	0.05	Residential
01/017	Land north of Great Hadham Road & east of Monkwood Drive	Great Hadham Road	Bishop's Stortford	3.07	Residential, Affordable Housing, Leisure/

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Recreation
01/018	Land south of Maze Green Road	Maze Green Road	Bishop's Stortford	0.14	Residential
01/019	Junior School Site, Bishop's Stortford College	Maze Green Road	Bishop's Stortford	0.99	Other - Education
01/020	Land at Dane O'Coys Road	Dane O'Coys Road	Bishop's Stortford	17.96	Residential, Affordable Housing
01/021	Whitehall Leys	Whitehall Road	Bishop's Stortford	0.98	Residential
01/022	Land north of 221 Rye Street	Rye Street	Bishop's Stortford	1.49	Residential, Affordable Housing
01/023	Land north-east of Farnham Road	Farnham Road	Bishop's Stortford	18.78	Residential
01/024	Bishop's Stortford Areas of Special Restraint No's 1-5, Special Countryside Area and adjoining Green Belt	Land south of A120	Bishop's Stortford	154.05	Mixed Use
01/027	Land adjacent to Bournebrook House	Farnham Road	Bishop's Stortford	0.47	Residential
01/030	Land at Hallingbury Road	Hallingbury Road	Bishop's Stortford	0.93	Residential
01/033	Land at Styleman's Farm	Hallingbury Road	Bishop's Stortford	4.68	Residential, Affordable Housing, Leisure/ Recreation, Employment
01/036	Water Tower	Off Hadham Road	Bishop's Stortford	1.65	Residential
01/038	Land to rear of 15-37 Manor Link	Manor Link	Bishop's Stortford	5.67	Residential
01/039	Land opposite 9-10 Maze Green Heights	Maze Green Heights	Bishop's Stortford	0.66	Residential
01/040	Land to north of Dane O'Coys Road	Dane O'Coys Road	Bishop's Stortford	5.56	Residential
01/043	Land at Bournebrook & Partridges, Farnham Road	Farnham Road	Bishop's Stortford	1.39	Residential
01/136	Land at Bishop's Stortford Golf Course, Dunmow Road	Dunmow Road	Bishop's Stortford	4.16	Residential, Affordable Housing
<b>02</b>	<b>Buntingford</b>				
02/001	Land south of Owles Lane	Owles Lane	Buntingford	12.24	Residential, Affordable Housing, Specialist Residential,



ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use
02/002	Land to the rear of Snells Mead	Station Road	Buntingford	18.22	Residential, Leisure/ Recreation
02/003	Land off Longmead	Longmead	Buntingford	1.18	Residential
02/004	Land east of Buntingford (south of the Causeway & north of Hare Street Road)	The Causeway	Buntingford	11.73	Residential, Affordable Housing, Leisure/ Recreation, Other – Open Space, Children's Play Area, Car Parking, Forest Planting
02/005	Land west of Buntingford (between Monks Walk & A10)	Monks Walk	Buntingford	21.25	Residential, Affordable Housing
02/006	Aspenden Bridge (opposite Watermill Industrial Estate)	Aspenden Road	Buntingford	2.78	Residential, Affordable Housing
02/008	Land west of London Road	London Road	Buntingford	2.14	Residential
02/009	Land west of Ermine Street	Ermine Street	Buntingford	17.39	Residential, Affordable Housing, Specialist Residential
02/010	Land to the rear of How Green Meadow	Baldock Road	Buntingford	0.27	Residential
02/011	Land at Aspenden Road	Aspenden Road	Buntingford	0.73	Residential
<b>03</b>	<b>Hertford</b>				
03/001	Bengeo Plant Nursery	Sacombe Road	Hertford	1.68	Residential
03/003	Land north of Molewood Road	Molewood Road	Hertford	0.47	Residential
03/004	Land east of North Road	North Road	Hertford	3.04	Residential
03/005	Land west of Mangrove Road	Mangrove Road	Hertford	4.87	Residential
03/006	[CRICKET GROUND PART OF SITE WITHDRAWN FROM CALL FOR SITES]				
	Land adjacent to	Mangrove	Hertford	2.08	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	London Road & Cricket Ground on Mangrove Road	Road			
03/010	Land west of Thieves Lane & south of Welwyn Road	Thieves Lane	Hertford	11.37	Residential, Renewable Energy
03/011	SITE WITHDRAWN FROM CALL FOR SITES				
	Dunkirksbury Farm	Mangrove Lane	Hertford	51.85	Residential
03/013	Land east of East Lodge, Balls Park	London Road	Hertford	0.10	Residential
03/014	Land west of London Road Cottages, Balls Park	London Road	Hertford	0.22	Residential
03/019	Goldings Manor	Waterford	Hertford	40.47	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Employment, Mixed Use
03/021	Goldings, Orchard House	Broad Oak End	Hertford	1.37	Residential
03/022	Chelmsford Lodge	Valeside	Hertford	1.54	Residential, Affordable Housing, Specialist Residential
03/023	Land south of 145 North Road	North Road	Hertford	0.05	Residential
03/025	Land west of Mangrove Road	Mangrove Road	Hertford	2.76	Residential
03/055	Land adjacent to 84 Riversmeet	Riversmeet	Hertford	0.03	Residential
03/120	Land at Wadesmill Road	Wadesmill Road	Hertford	76.4	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail
03/128	Land off Welwyn Road	Welwyn Road	Hertford	12.5	Residential
03/134	Land south of Hornsmill Road	Hornsmill Road	Hertford	15.6	Residential
03/152	Land north of Welwyn Road	Welwyn Road	Hertford	11.62	Residential
03/153	Land east of	Queens Road	Hertford	1.95	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	Queens Road				
03/154	Land at St Marys Lane	St Marys Lane	Hertford	1.92	Residential, Affordable Housing
<b>04</b>	<b>Sawbridgeworth</b>				
04/001	Land at 'The Colt'	Redricks Lane	Sawbridgeworth	2.51	Residential
04/002	Biss Brothers Old Site	Land north of 'The Dell'	Spellbrook	0.28	Residential
04/004	Land adjacent to east edge of Rowney Wood	Chaseways	Sawbridgeworth	4.08	Affordable Housing
04/005	Land at Thomas Rivers Hospital	High Wych Road	Sawbridgeworth	27.90	Other - Health
04/006	Land at Chalk's Farm (south of West Road)	West Road	Sawbridgeworth	14.19	Residential
04/007	Land west of Sawbridgeworth		Sawbridgeworth	108.84	Residential
04/008	Land at Northfield House	Cambridge Road	Sawbridgeworth	1.04	Residential, Affordable Housing
04/009	Land north of Chaseways	Chaseways	Sawbridgeworth	8.79	Residential
04/010	Land adjacent to Primrose Cottage	High Wych Road	Sawbridgeworth	1.00	Residential, Affordable Housing
04/011	The Piggeries (land south & west of the Coach House)	Redricks Lane	Sawbridgeworth	4.05	Residential
04/012	The Bungalow and land to the east	Three Mile Pond Farm	Sawbridgeworth	5.29	Residential, Affordable Housing
04/013	Brickwell Fields (land north of West Road)	West Road	Sawbridgeworth	5.93	Residential
04/014	Land south of Bridgefoot House	Station Road	Sawbridgeworth	0.73	Residential
04/015	Land west of the River Stort and south of Station Road	Station Road	Sawbridgeworth	2.99	Residential, Affordable Housing
04/017	Land north & south of Spellbrook Lane West	Spellbrook Lane West	Spellbrook	11.21	Residential, Affordable Housing, Employment
04/018	Land at Thomas Rivers Nursery	High Wych Road	Sawbridgeworth	27.90	Community Facility
04/021	Land to the west of 23 Hedgerows	23 Hedgerows	Sawbridgeworth	0.08	Residential
04/055	Triangle Nurseries	Chaseways	Sawbridgeworth	3.86	Residential
04/056	Land at Kecksys Farm				Residential
04/060	Lock Pavillion	Spellbrook Lane East	Spellbrook	0.24	Residential
04/061	Paddock adjacent	Spellbrook	Spellbrook	0.42	Residential,

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	to the Old Cottage	Lane West			Affordable housing
04/062	Land north of Station Road	Station Road	Sawbridgeworth	5.75	Residential, Other (Extension to station car park, nature reserve)
<b>05 Ware</b>					
05/001	Presdales Pit	Hoe Lane	Ware	11.23	Residential, Affordable Housing, Employment (Resource Recovery Park)
05/003	Nuns' Triangle (land bound by A10/ A1170/ Quincey Road)		Ware	10.65	Residential
05/004	Land south of Fanhams Hall Road and east of the Trinity Centre	Fanhams Hall Road	Ware	5.20	Residential
05/005	Horticultural Nursery, Presdales School	Hoe Lane	Ware	1.12	Residential
05/008	Old Hertfordians Rugby Club	Hoe Lane	Ware	2.27	Residential
05/013	Land at Rush Green	Hoe Lane	Ware	14.61	Residential
05/014	Land at Crane Mead	Crane Mead	Ware	1.66	Residential
05/016	Land at Chadwell Springs Golf Course	Hertford Road	Ware	4.27	Leisure/ Recreation
05/017	Land at Little Acres	Little Acres	Ware	2.16	Residential
05/019	Hale Club	Hoe Lane	Ware	3.85	Residential
05/020	Land east of Ware (to the rear of Cozens Road)		Ware	11.75	Residential, Affordable Housing
<b>06 Albury</b>					
06/001	Bride Croft (land south of Upwick Green Road)	Upwick Green Road	Upwick, Nr Albury	6.25	Residential
06/002	Salmon Mead (land east of Tatts Cottage; now known as The Nook)	Upwick Green Road	Upwick, Nr Albury	0.96	Residential
<b>07 Anstey</b>					
07/001	Land south-east of Anstey village school	Anstey Road	Anstey	0.52	Residential, Affordable Housing
07/002	Silkmead Farm	B1368	Hare Street	2.70	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>08 Ardeley</b>					
08/001	Kingswick	White Hill	Cromer	0.19	Residential
<b>09 Aspenden</b>					
09/001	Land north of Buntingford Business Park	Baldock Road	Buntingford	2.80	Retail, Employment, Renewable Energy, Mixed Use
<b>10 Aston</b>					
10/001	Palletts Orchard	Stringers Lane	Aston	0.44	Residential, Affordable Housing
10/002	Coppers Field	Aston End Road	Aston	3.04	Residential
10/003	Little Orchard	Dene Lane	Aston	0.48	Residential
10/004	Lammas Cut	Dene Lane	Aston	0.29	Residential
10/006	Land at Aston End, Lanterns Lane	Lanterns Lane	Aston End	9.7	Residential
<b>11 Bayford</b>					
11/001	Land to the rear of 4-6 Ashdene Road	Ashdene Road	Bayford	0.18	Residential
11/002	Land east of Well Row		Bayford	3.35	Residential
11/003	Land at The Stables	Bayford Lane	Bayford	0.28	Residential, Gypsies & Travellers
<b>12 Bengeo Rural</b>					
12/001	Land at High Trees Farm		Chapmore End	22.05	Residential
12/002	Land at Bourne Honour	Bourne Honour	Tonwell	0.41	Residential
<b>13 Benington</b>					
13/001	Land west and north of Oak Tree Surgery	Oak Tree Close	Benington	1.73	Residential
13/002	Land west of 22 Burns Green	Burns Green	Benington	0.31	Residential
13/003	Land west of 90 Town Lane	Town Lane	Benington	0.34	Residential
13/004	Land south of 2A Whempstead Road	Whempstead Road	Benington	0.36	Residential
13/005	Land east of 25 Hebing End	Hebing End	Benington	0.14	Residential
13/006	Land north of 68 Whempstead Road	Whempstead Road	Benington	0.83	Residential
13/007	Old School	Old School Green	Benington	0.05	Residential
13/008	Land at the Old Chalk Pit	Church Green	Benington	0.33	Residential
13/009	Whitehall Stables, Whitehall Farm	Walkern Road	Watton-at-Stone	0.17	Residential
13/010	Land north of High Elms Lane	High Elms Lane	Watton-at-Stone	0.74	Residential
13/011	Land adjacent to Frogmore Lodge	Walkern Road	Watton-at-Stone	0.17	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
13/012	Holbrook Barns	Benington Road	Benington	0.22	Residential
13/013	Land adjacent to The Bell PH	Town Lane	Benington	0.77	Residential
13/018	Paddocks fronting Walkern Road	Walkern Road	Benington	1.25	Residential
<b>14</b>	<b>Bramfield (No identified sites)</b>				
<b>15</b>	<b>Braughing</b>				
15/001	Arden Meadow	Friars Road	Braughing	1.71	Residential
15/002	Land east of B1368, Quinbury Farm	Hay Street	Braughing	0.83	Residential
15/003	Land off Green End & Gravelly Lane	Gravelly Lane	Braughing	1.61	Residential
15/004	Land off Green End	Green End	Braughing	6.69	Leisure/ Recreation
15/005	Land north of 21 Green End	Green End	Braughing	0.73	Residential, Affordable Housing
15/006	Open land in and surrounding the village of Braughing		Braughing	67.52	Other – Open/ Green Space
15/007	Land to the rear of the Chesnuts	Hull Lane	Braughing	0.33	Residential
15/012	Land opposite 3 Church End		Braughing	0.46	Residential
15/016	Land west of Station Road	Station Road	Braughing	36.04	Residential, Retail, Employment
15/019	Land west of Station Road	Station Road	Braughing	2.49	Residential, Retail, Employment
15/020	Land north-east of Puckeridge (east of Wickham Hill)	Wickham Hill	Puckeridge	6.10	Residential
<b>16</b>	<b>Brent Pelham &amp; Meesden</b>				
16/001	Land adjacent to Pumphill Cottage	Pumphill	Brent Pelham	0.31	Residential, Affordable Housing
<b>17</b>	<b>Brickendon Liberty</b>				
17/001	Birch Farm	White Stubbs Lane	Broxbourne	1.08	Residential
17/002	Land west of Brickendon Lane	Brickendon Lane	Hertford	24.81	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Employment, Mixed Use
17/003	Land at Brickendon Grange	Pembridge Lane	Brickendon	0.17	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>18</b>	<b>Buckland (No identified sites)</b>				
<b>19</b>	<b>Cottered</b>				
19/001	Trinity Meadow, Thirty Acre Farm	Broadfield	Throcking	2.17	Residential
19/002	Land to the rear of Peasecroft & The Crescent	Peasecroft & The Crescent	Cottered	12.90	Residential
19/003	The Paddock	Warren Lane	Cottered	0.45	Residential
<b>20</b>	<b>Datchworth</b>				
20/001	Home Farm	76 Bramfield Road	Bulls Green	0.47	Residential
20/002	Pound Farm	Hollybush Lane	Datchworth	0.78	Residential
20/003	Land between 67 & 75 Burnham Green Road	Burnham Green Road	Burnham Green	1.31	Residential
20/009	Land at Hawkins Hall Lane	Hawkins Hall Lane	Datchworth	20	Residential
20/010	Old Turkey Farm	Brookbridge Lane	Datchworth	4.12	Residential
20/011	Land at 111 Burnham Green Road	Burnham Green Road	Burnham Green	2.49	Residential Affordable Housing
<b>21</b>	<b>Eastwick &amp; Gilston</b>				
21/001	Fiddlers Brook Stables	Church Lane	Gilston	2.28	Unspecified
21/002	Redricks, Hollingson Meads, Sayes Park, Gilston Park (part)	Marlers, Pye Corner	Gilston	135.83	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use
21/003	Terlings Park	Eastwick Road	Eastwick	12.08	Residential
21/004	Land north of A414/ Eastwick Road		Eastwick	1012.03	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use
21/005	Land adjacent and to the rear of The	Burnt Mill Lane	Eastwick	0.81	Residential, Employment

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	Dusty Miller PH				
21/006	Land south of Gilston Park House	Gilston Park	Gilston	7.99	Residential
21/007	Terlings Park and the Gravel Pits to the west of Redricks Lane	Redricks Lane	Gilston	Not provided	Residential, Affordable Housing, Mixed Use
21/008	Gilston Great Park (land to the north of Harlow)		Eastwick & Gilston	2500	Residential, Affordable Housing, Community Facility, Leisure/ Recreation, Employment, Renewable Energy, Mixed Use
21/009	Land south of Eastwick Road & Redricks Lane	Redricks Lane	Gilston	112.97	Residential, Affordable Housing, Community Facility, Leisure/ Recreation, Retail, Renewable Energy
21/016	Redricks Lane Pumping Station	Redricks Lane	Sawbridgeworth	7.3	Residential
<b>22</b>	<b>Furneux Pelham</b>				
22/001	Land north of Lake Villas	Barleycroft End	Furneux Pelham	0.31	Residential
22/002	Hollybush	The Street	Furneux Pelham	0.25	Residential
22/003	Land at Violets Lane	Barleycroft End	Furneux Pelham	0.37	Residential
22/004	Land at Tinkers Hill	The Street	Furneux Pelham	0.23	Residential
22/012	Land adjacent to 'Blacksmith's Cottage', The Street	The Street	Furneux Pelham	0.19	Residential
22/013	Land adjacent to 'Craigdhu', The Street	The Street	Furneux Pelham	0.29	Residential
22/014	Land adjacent to 'Chapel House', The Street	The Street	Furneux Pelham	1.11	Residential
<b>23</b>	<b>Great Amwell</b>				
23/001	Land to the rear of The Brooms	Lower Road	Great Amwell	0.65	Residential, Affordable



ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Housing
23/002	Byfield Nursery	Gipsy Lane	Great Amwell	2.05	Residential
23/004	Land surrounding Van Hages Garden Centre	Amwell Hill	Great Amwell	39.37	Residential, Affordable Housing
23/017	36 Hertford Road	Hertford Road	Great Amwell	0.27	Residential
23/018	Land to the South of Waggon and Horses, Pepper Hill	Pepper Hill	Great Amwell	0.56	Residential
23/019	Factory Land at Furlong Way	Furlong Way	Great Amwell	1.6	Residential
23/020	Land south of Environment House, Cautherly Lane	Cautherly Lane	Great Amwell	0.84	Residential
23/021	Hillside Farm	Pepper Hill	Great Amwell	20	Residential
23/022	Byfield Nursery & Landcroft	Pepper Hill	Great Amwell	3.71	Residential
<b>24</b>	<b>Great Munden (No identified sites)</b>				
<b>25</b>	<b>Hertford Heath</b>				
25/001	Land west of London Road (opposite no's 87-119)	London Road	Hertford Heath	5.44	Residential, Affordable Housing
25/002	Land at Amwell Place Farm (east & west of Downfield Road)	Downfield Road	Hertford Heath	70.38	Residential
25/003	The Roundings and land to the rear	The Roundings	Hertford Heath	1.70	Residential, Affordable Housing
<b>26</b>	<b>Hertingfordbury</b>				
26/001	Water Hall Quarry Complex	Lower Hatfield Road	Little Berkhamsted	128.09	Gypsies & Travellers, Travelling Showpeople, Community Facility, Leisure/ Recreation, Employment, Renewable Energy, Mixed Use, Other
26/002	Joseph Rochford Gardens Ltd	1 Pipers End	Letty Green	10.83	Residential
26/003	Birchall Farm (land north of Birchall Lane)	Birchall Lane	Cole Green	70.88	Residential
26/004	Hatfield Estate (land surrounding Munn's Farm)	Munn's Farm	Cole Green	126.80	Unspecified
26/005	New England		Birch Green	0.69	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	Nursery				
<b>27</b>	<b>High Wych</b>				
27/001	Builders Yard	High Wych Lane	High Wych	0.28	Residential
27/002	Sayes Park Farm	High Wych Road	High Wych	169.42	Residential
27/003	Land surrounding High Wych Grange	High Wych Road	High Wych	6.79	Residential
27/004	Land south of 'Bakers Far', High Wych Lane	High Wych Lane	High Wych	1.72	Residential
27/008	Land between Andor and Elms	Slough Road	Allens Green	0.7	Residential
<b>28</b>	<b>Hormead</b>				
28/001	Field 2769 (land south of B1038)	B1038	Hare Street	0.89	Leisure/ Recreation
28/002	Land to rear and east of Hormead C of E Primary School	B1038	Great Hormead	3.62	Residential, Affordable Housing
28/003	Land west of Hormead Village Hall	B1038	Great Hormead	0.89	Residential, Affordable Housing
28/004	Land to rear of Jubilee Cottages	Horseshoe Lane	Great Hormead	1.28	Residential, Affordable Housing
28/005	Land at Lamorna	B1368	Hare Street	2.25	Residential
<b>29</b>	<b>Hunsdon</b>				
29/001	Land west of Little Samuel's Farm	Widford Road	Hunsdon	28.85	Residential
29/002	Land north of Little Samuel's Farm	Widford Road	Hunsdon	1.07	Residential
29/003	Little Samuel's Farm Estate	49 Widford Road	Hunsdon	1.14	Residential
29/004	Eastern part of Briggens Estate (land east & west of Eastwick Road)	Eastwick Road	Hunsdon	114.05	Residential
29/005	Land south of Drury Lane & east of allotments	Drury Lane	Hunsdon	0.67	Residential, Affordable Housing
29/006	Land south of Tanners Way	Tanners Way	Hunsdon	0.33	Residential, Affordable Housing
29/015	Hunsdon Lodge Farm, Drury Lane	Drury Lane	Hunsdon	0.36	Residential
29/017	Land at Dixon's Crane Yard	Acorn Street	Hunsdon	0.9	Residential
29/018	Land at Buryholme	Hunsdonbury	Hunsdon	0.42	Residential
29/019	Woodholme Stock Yard	Hunsdonbury	Hunsdon	2.81	Residential
<b>30</b>	<b>Little Berkhamsted</b>				
30/001	Brookside and the old gravel pit	Lower Hatfield Road	Little Berkhamsted	5.67	Residential, Mixed Use

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>31</b>	<b>Little Hadham</b>				
31/001	Field 5155, Stone House Farm (land south of Stortford Road)	Stortford Road	Little Hadham	0.66	Residential
31/002	Land & buildings at Little Hadham	Church End Farm	Little Hadham	268.15	Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use, Other – Health, A120 bypass
31/003	Land at Bury Green Farm	Millfield Lane	Bury Green	3.34	Residential, Affordable Housing
31/004	Land to rear of Florence Cottage	The Ford	Little Hadham	0.24	Residential
31/005	Paddock adjacent to Barrans		Bury Green	0.41	Residential
31/006	Land east of Ashcroft Farm	Stortford Road	Little Hadham	0.66	Residential
31/007	Field behind Foxearth	Chapel Lane	Little Hadham	0.92	Residential
31/008	Land adjacent to Ford Hill Bungalow, Acremore Street	Acremore Street	Hadham Ford	0.14	Residential
31/009	Land at Little Sparrows, The Ford	The Ford	Hadham Ford	0.11	Residential
31/010	Land south of The Manse, The Ford	The Ford	Hadham Ford	0.15	Residential
31/011	Land north of South Cottages, The Ford	The Ford	Hadham Ford	0.05	Residential
31/012	Land to the south of Ashdene, The Ford	The Ford	Hadham Ford	0.09	Residential
31/013	Land at Florence Cottage, The Ford	The Ford	Hadham Ford	0.04	Residential
31/014	Land to the south of Ford House, The Ford	The Ford	Hadham Ford	0.16	Residential
31/015	Land to the south of Houghtons, The Ford	The Ford	Hadham Ford	0.18	Residential
31/022	Old Lime Works, land off Albury Road		Little Hadham	2.2	Residential
31/024	Land south of Stortford Road	Stortford Road	Little Hadham	5.1	Residential
31/025	Hadham Industrial Estate & Church	A120	Little Hadham	12.18	Employment

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	End Farm				
31/026	Land at Side Hilly	The Ford	Hadham Ford	1.08	Residential
31/027	Land north of Pathway Cottages	The Ford	Hadham Ford	2.62	Residential, Community Facility, Leisure/ Recreation, Retail
31/028	Land north of Stanemede	Albury Road	Little Hadham	0.74	Residential, Leisure/ Recreation, Retail
31/029	Land south of The Smithy	The Smithy	Little Hadham	1.83	Residential, Leisure/ Recreation
<b>32</b>	<b>Little Munden (No identified sites)</b>				
<b>33</b>	<b>Much Hadham</b>				
33/001	Land west of Hodge's Garage	Victoria Terrace	Much Hadham	0.78	Residential
33/004	Land south of Ashleys	Widford Road	Much Hadham	0.58	Residential
33/005	Dolan's Field (land north of New Barns Lane)	New Barns Lane	Much Hadham	4.48	Residential
33/012	Land at Barn Cottage, Widford Road	Widford Road	Much Hadham	0.97	Residential, Affordable housing, Specialist residential, Community Facility
<b>34</b>	<b>Sacombe (No identified sites)</b>				
<b>35</b>	<b>Standon</b>				
35/001	A10 Timber Company	Gore Lane	Barwick Ford	1.73	Employment
35/002	Burrs Meadow	High Street	Standon	0.47	Residential
35/003	Lilymead	Mill End	Standon	0.46	Residential
35/004	Café Field (land north of A120)	Standon Hill	Puckeridge	11.20	Residential
35/005	Land to rear of Lamb & Flag PH	Ermine Street	Colliers End	2.92	Residential
35/006	Land at Half Acres	Stortford Road	Standon	0.02	Residential
35/007	Land south of Dowsetts Lane	Dowsetts Lane	Colliers End	5.77	Residential
35/008	Land north of St Mary's Church	Ermine Street	Colliers End	0.50	Residential, Specialist Residential
35/011	Hopson Site (land bounded by the A120, River Rib & the dismantled railway)	Stortford Road	Standon	0.93	Employment
35/012	Land north of Barnacres	Ermine Street	Colliers End	0.05	Residential
35/013	Camps Field	Ermine Street	Colliers End	5.62	Residential
35/014	Slaughterhouse/ Orchard	Ermine Street	Colliers End	0.24	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
35/015	Ryders Mead	Ermine Street	Colliers End	1.84	Residential
35/016	Land at Wickham Hill	Wickham Hill	Puckeridge	8.69	Residential, Community Facility, Leisure/ Recreation
35/017	The Chestnuts & Glanton	Cambridge Road	Puckeridge	0.89	Residential
35/018	Bromley Farm Yard	Bromley Lane	Bromley, Nr Standon	0.33	Residential
35/019	Land west of Arches Hall Cottages	Morley Lane	Latchford, Nr Standon	1.09	Residential
35/031	Land at Oakford, Stortford Road	Stortford Road	Standon	0.24	Residential
35/032	Baileys, Hadham Road	Hadham Road	Standon	0.21	Residential
35/033	Land west of Cambridge Road	Cambridge Road	Puckeridge	1.77	Residential
35/034	Land east of Cambridge Road	Cambridge Road	Puckeridge	1.98	Residential
35/036	Land east of Buntingford Road	Buntingford Road	Puckeridge	0.53	Residential
<b>36</b>	<b>Stanstead Abbots</b>				
36/001	Kitten Hill (land east of Hunsdon Road & north of Roydon Road)	Kitten Lane	Stanstead Abbots	3.36	Residential
36/002	Land north of Marsh Lane	Marsh Lane	Stanstead Abbots	1.31	Residential, Affordable Housing
36/003	Land north of Marsh Lane (adjacent to the Mill Stream)	Marsh Lane	Stanstead Abbots	0.22	Leisure/ Recreation
36/004	Land at French & Jupps	The Maltings	Stanstead Abbots	0.28	Other – Parking
36/006	David Websters	Netherfield Lane	Stanstead Abbots	1.34	Employment
36/007	Land off Netherfield Lane (north of David Websters)	Netherfield Lane	Stanstead Abbots	1.35	Residential
36/008	Tennis Court, 1 The Abbots, Warrax Park	Cappell Lane	Stanstead Abbots	0.91	Residential
36/016	Land at Willowthorpe, High Street	High Street	Stanstead Abbots	0.01	Residential
<b>37</b>	<b>Stanstead St Margarets</b>				
37/001	Land at Stanstead St Margarets (land north & south of A414)	A414	Stanstead St Margarets	45.65	Residential
37/002	Land west of Ware Road, Springle House	Springle Lane	Hailey	17.98	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
37/004	Hillside Nursery	Ware Road	Hailey	1.88	Residential, Affordable Housing
<b>38 Stapleford</b>					
38/001	Little Gobions	Gobions Lane	Stapleford	0.31	Residential
38/002	Hubbards	Gobions Lane	Stapleford	0.43	Residential
38/003	Land opposite Stapleford Place Farm, High Road	High Road	Stapleford	0.36	Residential
38/004	Land adjacent to 42 Clusterbolts	Clusterbolts	Stapleford	0.06	Residential
<b>39 Stocking Pelham (No identified sites)</b>					
<b>40 Tewin</b>					
40/001	Land adjacent to Cowper C of E School	Cannons Meadow	Tewin	1.49	Residential, Affordable Housing
40/002	Seven Acres	49 Upper Green Road	Tewin	1.97	Residential
40/003	Land east of Upper Green Road	Upper Green Road	Tewin	1.00	Residential
40/004	Land at junction of Upper Green Road & Tewin Hill	Upper Green Road	Tewin	2.23	Residential
40/005	Land rear of 8 Tewin Hill Cottages	Tewin Hill	Tewin	0.04	Residential
40/007	Land rear of 29 Upper Green Road	Upper Green Road	Tewin	0.91	Residential
40/008	Land east of Upper Green Road	Upper Green Road	Tewin	0.31	Residential
40/022	Land at Tewin Grove	B1000	Hertford	30	Residential, Affordable Housing, Specialist Residential
<b>41 Thorley</b>					
41/001	Land north of Twyford Bury	Twyford Lane	Bishop's Stortford	0.44	Residential
41/002	Land south of Whittington Way	Whittington Way	Bishop's Stortford	53.14	Residential
41/003	Thorley Wash Grange	London Road	Bishop's Stortford	0.48	Residential
41/004	Land south of Whittington Way	Whittington Way	Bishop's Stortford	53.14	Residential
41/005	Land at Pig Lane	Twyford Bury Lane	Bishop's Stortford	10.91	Residential, Mixed Use
<b>42 Thundridge</b>					
42/001	The Football Pitches (land south of Dane End Road)	Dane End Road	High Cross	8.50	Residential
42/002	Land rear of Rennesley Farm	Anchor Lane	Wadesmill	0.97	Residential, Affordable Housing
42/003	Land east of Cambridge Road	Cambridge Road	Wadesmill	1.25	Residential, Affordable Housing
42/004	Land rear of Puller Memorial JMI	High Road	High Cross	1.09	Residential, Affordable

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	School				Housing
42/005	Land south of Cold Christmas Lane	Cold Christmas Lane	Thundridge	1.13	Residential, Affordable Housing
42/006	Sutes Farm	High Road	High Cross	1.47	Employment
42/007	Land north of 24 Cambridge Cottages	High Road	High Cross	0.19	Residential, Affordable Housing
42/008	Land to rear of Cambridge Cottages	High Road	High Cross	1.15	Residential, Affordable Housing
42/010	Land at Oakley Coach Builders	High Road	High Cross	0.57	Employment
42/011	Land at Oakley Coach Builders	High Road	High Cross	1.50	Employment
42/012	Sawtrees Yard	Cold Christmas Lane	Sawtrees, Nr Barwick	0.26	Residential
42/013	Land south of Cold Christmas Lane	Cold Christmas Lane	Cold Christmas	18.44	Residential
42/014	Land south of North Drive	North Drive	High Cross	0.86	Residential
42/021	Land to rear of 24-28 Ermine Street		Wadesmill	0.17	Residential
42/022	Land to rear of 32-52 Ermine Street		Wadesmill	0.23	Residential
42/023	Land at Old Church Lane	Old Church Lane	Wadesmill	0.09	Residential
42/024	Land adjacent 'Rivers Reach', Old Church Lane	Church Lane	Wadesmill	0.12	Residential
42/025	Land to the rear of 3-7 Ducketts Wood		Wadesmill	0.6	Residential
42/026	Land at 'Whiteleaf', Cold Christmas Lane	Woodlands Road	Wadesmill	0.35	Residential
42/027	Land north of 'Northfield', Cambridge Road	Cambridge Road	Wadesmill	0.25	Residential
42/028	Land at 'Wellcroft', Cambridge Road	Cambridge Road	Wadesmill	0.15	Residential
42/029	Land to the rear of 'The Anchor PH', Anchor Lane	Anchor Lane	Wadesmill	0.11	Residential
42/030	Land south of Cold Christmas Lane, west of the A10	Cold Christmas Lane	Wadesmill	13.2	Residential
42/031	Land east of High Cross, to rear of Cambridge Cottages		High Cross	6.8	Residential
42/032	Land adjacent to Oaklands	Pest House Lane	High Cross	1.33	Residential
42/033	Land west of Cambridge Road	Cambridge Road	Thundridge	3.81	Residential
42/034	Land north of North Drive (west of A10)	North Drive	High Cross	1.61	Residential

ESSENTIAL REFERENCE PAPER 'B'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>43 Walkern</b>					
43/002	Land to the north-east of Stevenage, Boxbury Farm & Walkern & Chells Farm		Walkern/ Stevenage	247.42	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use, Other
43/003	Chells Field (land south of Stevenage Road & east of Gresley Way)	Stevenage Road	Walkern/ Stevenage	9.82	Residential (see 43/002)
43/004	Land to rear of The White Lion PH	High Street	Walkern	0.54	Residential
43/005	Land to rear of 6-7 Clay End Road	Clay End Road	Clay End, Nr Walkern	0.13	Residential
43/006	Land to the east of Clay End Road	Clay End Road	Clay End, Nr Walkern	0.16	Residential
43/007	Land to rear of 5 Clay End Road	Clay End Road	Clay End, Nr Walkern	0.20	Residential
43/008	Land adjacent to 1 Clay End Road	Clay End Road	Clay End, Nr Walkern	0.18	Residential
43/009A	Land to the rear of 19-39 Aubries	Aubries	Walkern	0.93	Residential, Affordable Housing
43/009B	Land to the rear of 19-39 Aubries	Aubries	Walkern	1.88	Residential, Affordable Housing
43/010	Land adjacent to Granary Cottage	High Street	Walkern	0.34	Residential
43/011	Land north of Manor View	High Street	Walkern	0.12	Residential
<b>44 Wareside</b>					
44/001A	Land north of Ware (land to rear of Heath Drive)	High Oak Road	Ware	7.19	Residential
44/001B	Land north of Ware (land bound by Wodson Park to west, High Oak Road & Fanhams Hall Road to south & the Round House to north)		Ware	39.43	Residential
44/002	Appleton Farmyard, Appleton Farm	Babbs Green	Wareside	0.28	Residential
44/003	Land south of St Georges Cottages	Babbs Green	Wareside	0.18	Residential



ESSENTIAL REFERENCE PAPER 'B'

<b>Ref:</b>	<b>Site Location</b>	<b>Site Address</b>	<b>Site Settlement</b>	<b>Site Area (Ha)</b>	<b>Suggested Use</b>
44/004	Land adjacent to Appleton Farm	Babbs Green	Wareside	0.69	Residential
44/005	Land to the north and east of Ware		Ware	99.18	Residential, Affordable Housing, Community Facility, Leisure/ Recreation, Retail, Employment
<b>45 Watton-at-Stone</b>					
45/002	Land and buildings at Perrywood Lane	Perrywood Lane	Watton-at-Stone	0.71	Residential, Affordable Housing
45/004	Land north of 25 Walkern Road	Walkern Road	Watton-at-Stone	1.08	Residential
45/007	Land north of Great Innings North	Great Innings	Watton-at-Stone	2.2	Residential
45/009	The Allotments, Church Walk	Church Walk	Watton-at-Stone	1.3	Residential
<b>46 Westmill</b>					
46/001	Land south of Cherry Green Lane (between Pantiles and Gaynors Farm)	Cherry Green Lane	Westmill	0.60	Residential
46/002	Land to rear of School Cottages		Westmill	0.06	Residential, Affordable Housing, Specialist Residential
<b>47 Widford</b>					
47/001	Adams Farm	Hunsdon Road	Widford	0.53	Residential
47/002	Land to rear of Adams Farm	Hunsdon Road	Widford	1.66	Residential
47/003	Land east of The Orchard	High Street	Widford	0.09	Residential
47/004	Land at Priory Farm, High Street	High Street	Widford	0.2	Residential
47/005	Land rear of The House of Orange, Hunsdon Road	Hunsdon Road	Widford	0.12	Residential
47/008	Land at Whites Farm, Ware Road		Widford	0.35	Residential
47/009	Land between 'Wilmoor' and White's Farm, Ware Road	Ware Road	Widford	0.05	Residential
47/010	Land adjacent to The Croft, Nether Street		Widford	0.26	Residential
<b>48 Wyddial (No identified sites)</b>					

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RESPONSES RECEIVED TO THE CALL FOR SITES  
(updated 8<sup>th</sup> July 2013)

- Please note: the inclusion of a site or particular area of land in the list below is not in any way an endorsement of a particular site for development. The Call for Sites is part of the SLAA evidence gathering process to inform the District Plan plan-making process.
- The sites have been suggested by landowners, developers and other interested parties and simply indicate a desire to bring forward a site for development at some point in the future.
- For information, total site areas have been included below although for larger sites especially, the whole site would be unlikely to be developed.
- For ease of reference the sites are listed by town and parish.
- The Call for Sites is separate from the planning application process and neither the Call for Sites nor the SLAA precludes landowners and developers from submitting planning applications for development.
- As such, at this stage, the Council has not and can not make any comment or commitment in respect of any of the sites suggested.

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>01</b>	<b>Bishop's Stortford</b>				
01/001	Land at Rye Street	Rye Street	Bishop's Stortford	2.89	Residential
01/002	Land to the rear of 165/167 Rye Street	Rye Street	Bishop's Stortford	0.06	Residential
01/003	Woodlands Lodge	Dunmow Road	Bishop's Stortford	0.42	Employment
01/004	Land west of Farnham Road	Farnham Road	Bishop's Stortford	10.41	Residential
01/005	B.J. Ashpole Ltd	Southmill Road	Bishop's Stortford	0.70	Residential
01/006	34 Rye Street	Rye Street	Bishop's Stortford	0.08	Residential
01/007	Land at 9 Dolphin Way	Dolphin Way	Bishop's Stortford	1.25	Residential
01/008	Land at Hoggates End	Whitehall Lane	Bishop's Stortford	1.19	Residential
01/009	Land to the rear of 37-57 Haymeads Lane	Haymeads Lane	Bishop's Stortford	0.46	Residential
01/010	Bishop's Stortford Football Club	Woodside Park	Bishop's Stortford	2.99	Leisure/ Recreation, Other - Hotel
01/011	Thorley Place	Thorley Lane East	Bishop's Stortford	0.56	Residential
01/012	Apton Road Car	Apton Road	Bishop's Stortford	0.22	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	Park				
01/013	Reserve Secondary School Site	Hadham Road	Bishop's Stortford	10.17	Residential
01/014	Land at Bishop's Stortford Golf Club (to the rear of Manor Links)	Manor Links	Bishop's Stortford	2.12	Residential, Affordable Housing
01/015	Farm Shop, Blyth Farm	Gipsy Lane	Bishop's Stortford	0.02	Retail
01/016	Rock Cottage, Blyth Farm	Gipsy Lane	Bishop's Stortford	0.05	Residential
01/017	Land north of Great Hadham Road & east of Monkswood Drive	Great Hadham Road	Bishop's Stortford	3.07	Residential, Affordable Housing, Leisure/ Recreation
01/018	Land south of Maze Green Road	Maze Green Road	Bishop's Stortford	0.14	Residential
01/019	Junior School Site, Bishop's Stortford College	Maze Green Road	Bishop's Stortford	0.99	Other - Education
01/020	Land at Dane O'Coys Road	Dane O'Coys Road	Bishop's Stortford	17.96	Residential, Affordable Housing
01/021	Whitehall Leys	Whitehall Road	Bishop's Stortford	0.98	Residential
01/022	Land north of 221 Rye Street	Rye Street	Bishop's Stortford	1.49	Residential, Affordable Housing
01/023	Land north-east of Farnham Road	Farnham Road	Bishop's Stortford	18.78	Residential
01/024	Bishop's Stortford Areas of Special Restraint No's 1-5, Special Countryside Area and adjoining Green Belt	Land south of A120	Bishop's Stortford	154.05	Mixed Use
01/025	Bishop's Stortford Air Cadet HQ	Knights Row	Bishop's Stortford	0.07	Community Facility
01/026	Reserve Secondary School Site	Hadham Road	Bishop's Stortford	8.74	Residential
01/027	Land adjacent to Bournebrook House	Farnham Road	Bishop's Stortford	0.47	Residential
01/028	Council Offices & land at The Causeway	The Causeway	Bishop's Stortford	1.40	Mixed Use
01/029	Land at Riverside Walk	Riverside Walk	Bishop's Stortford	0.05	Mixed Use
01/030	Land at Hallingbury Road	Hallingbury Road	Bishop's Stortford	0.93	Residential
01/031	Oxford House	London Road	Bishop's Stortford	0.20	Residential
01/032	Bishop's Stortford Delivery Office & Post Office	102 South Street	Bishop's Stortford	0.27	Mixed Use

ESSENTIAL REFERENCE PAPER 'C'

<b>Ref:</b>	<b>Site Location</b>	<b>Site Address</b>	<b>Site Settlement</b>	<b>Site Area (Ha)</b>	<b>Suggested Use</b>
01/033	Land at Styleman's Farm	Hallingbury Road	Bishop's Stortford	4.68	Residential, Affordable Housing, Leisure/ Recreation, Employment
01/136	Land at Bishop's Stortford Golf Club	Dunmow Road	Bishop's Stortford	4.15	Residential, Affordable Housing
01/157	Sports fields associated with Birchwood High School	Dunmow Road	Bishop's Stortford	3.44	Residential
<b>02</b>	<b>Buntingford</b>				
02/001	Land south of Owles Lane	Owles Lane	Buntingford	12.24	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use
02/002	Land to the rear of Snells Mead	Station Road	Buntingford	18.22	Residential, Leisure/ Recreation
02/003	Land off Longmead	Longmead	Buntingford	1.18	Residential
02/004	Land east of Buntingford (south of the Causeway & north of Hare Street Road)	The Causeway	Buntingford	11.73	Residential, Affordable Housing, Leisure/ Recreation, Other – Open Space, Children's Play Area, Car Parking, Forest Planting
02/005	Land west of Buntingford (between Monks Walk & A10)	Monks Walk	Buntingford	21.25	Residential, Affordable Housing
02/006	Aspenden Bridge (opposite Watermill Industrial Estate)	Aspenden Road	Buntingford	2.78	Residential, Affordable Housing
02/007	Former Sainsbury's Depot	London Road	Buntingford	10.93	Residential
02/008	Land west of London Road	London Road	Buntingford	2.14	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
02/009	Land west of Ermine Street	Ermine Street	Buntingford	17.39	Residential, Affordable Housing, Specialist Residential
02/010	Land to the rear of How Green Meadow	Baldock Road	Buntingford	0.27	Residential
02/011	Land at Aspenden Road	Aspenden Road	Buntingford	0.73	Residential
<b>03</b>	<b>Hertford</b>				
03/001	Bengeo Plant Nursery	Sacombe Road	Hertford	1.68	Residential
03/002	National Grid Site/ Norbury Woodyard	Marshgate Drive	Hertford	4.18	Mixed Use
03/003	Land north of Molewood Road	Molewood Road	Hertford	0.47	Residential
03/004	Land east of North Road	North Road	Hertford	3.04	Residential
03/005	Land west of Mangrove Road	Mangrove Road	Hertford	4.87	Residential
03/006	Land adjacent to London Road & <del>Cricket Ground on Mangrove Road</del> [CRICKET GROUND PART OF SITE WITHDRAWN]	Mangrove Road	Hertford	2.08	Residential
03/007	The Old Orchard	Old Hertingfordbury Road	Hertford	0.29	Residential, Affordable Housing, Specialist Residential
03/008	Hertford Fire Station & Fire Service HQ	Old London Road	Hertford	0.59	Residential
03/009	West Street Allotments	West Street	Hertford	0.45	Residential
03/010	Land west of Thieves Lane & south of Welwyn Road	Thieves Lane	Hertford	11.37	Residential, Renewable Energy
03/011	SITE WITHDRAWN				
03/012	13-19 Castle Mead Gardens	Castle Mead Gardens	Hertford	0.21	Residential
03/013	Land east of East Lodge, Balls Park	London Road	Hertford	0.10	Residential
03/014	Land west of London Road Cottages, Balls Park	London Road	Hertford	0.22	Residential
03/015	Land to the rear of 'Fireflies'	9 The Avenue	Hertford	0.06	Residential
03/016	1-14 Dicker Mill	Dicker Mill	Hertford	0.45	Residential,

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Affordable Housing
03/017	30-34 and 33-41 Chambers Street	Chambers Street	Hertford	0.24	Residential, Affordable Housing
03/018	Former McMullen Brewery	Hartham Lane	Hertford	2.35	Retail
03/019	Goldings Manor	Waterford	Hertford	40.47	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Employment, Mixed Use
03/020	Land at Braziers Field	Braziers Field	Hertford	0.59	Residential
03/021	Goldings, Orchard House	Broad Oak End	Hertford	1.37	Residential
03/022	Chelmsford Lodge	Valeside	Hertford	1.54	Residential, Affordable Housing, Specialist Residential
03/023	Land south of 145 North Road	North Road	Hertford	0.05	Residential
03/024	Hertford Delivery Office	Greencoates	Hertford	0.42	Residential
03/025	Land west of Mangrove Road	Mangrove Road	Hertford	2.76	Residential
03/120	Land at Wadesmill Road	Wadesmill Road	Hertford	76.4	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail
03/121	Hertford Industrial Estate	Caxton Hill	Hertford	6.4	Residential
03/134	Land south of Hornsmill Road	Hornsmill Road	Hertford	15.6	Residential
03/152	Land north of Welwyn Road	Welwyn Road	Hertford	11.62	Residential
03/153	Land east of Queens Road	Queens Road	Hertford	1.95	Residential
03/154	Land at St Marys Lane	St Marys Lane	Hertford	1.92	Residential, Affordable Housing
<b>04</b>	<b>Sawbridgeworth</b>				
04/001	Land at 'The Colt'	Redricks Lane	Sawbridgeworth	2.51	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
04/002	Biss Brothers Old Site	Land north of 'The Dell'	Spellbrook	0.28	Residential
04/003	Land to the rear of 4 Newports	High Wych Road	Sawbridgeworth	0.21	Residential
04/004	Land adjacent to east edge of Rowney Wood	Chaseways	Sawbridgeworth	4.08	Affordable Housing
04/005	Land at Thomas Rivers Hospital	High Wych Road	Sawbridgeworth	27.90	Other - Health
04/006	Land at Chalk's Farm (south of West Road)	West Road	Sawbridgeworth	14.19	Residential
04/007	Land west of Sawbridgeworth		Sawbridgeworth	108.84	Residential
04/008	Land at Northfield House	Cambridge Road	Sawbridgeworth	1.04	Residential, Affordable Housing
04/009	Land north of Chaseways	Chaseways	Sawbridgeworth	8.79	Residential
04/010	Land adjacent to Primrose Cottage	High Wych Road	Sawbridgeworth	1.00	Residential, Affordable Housing
04/011	The Piggeries (land south & west of the Coach House)	Redricks Lane	Sawbridgeworth	4.05	Residential
04/012	The Bungalow and land to the east	Three Mile Pond Farm	Sawbridgeworth	5.29	Residential, Affordable Housing
04/013	Brickwell Fields (land north of West Road)	West Road	Sawbridgeworth	5.93	Residential
04/014	Land south of Bridgefoot House	Station Road	Sawbridgeworth	0.73	Residential
04/015	Land west of the River Stort and south of Station Road	Station Road	Sawbridgeworth	2.99	Residential, Affordable Housing
04/016	SITE WITHDRAWN				
04/017	Land north & south of Spellbrook Lane West	Spellbrook Lane West	Spellbrook	11.21	Residential, Affordable Housing, Employment
04/018	Land at Thomas Rivers Nursery	High Wych Road	Sawbridgeworth	27.90	Community Facility
04/055	Triangle Nurseries	Chaseways	Sawbridgeworth	3.86	Residential
04/060	Lock Pavillion	Spellbrook Lane East	Spellbrook	0.24	Residential
04/061	Paddock adjacent to the Old Cottage	Spellbrook Lane West	Spellbrook	0.42	Residential, Affordable housing
04/062	Land north of Station Road	Station Road	Sawbridgeworth	5.75	Residential, Other (Extension to station car park, nature



ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					reserve)
<b>05</b>	<b>Ware</b>				
05/001	Presdales Pit	Hoe Lane	Ware	11.23	Residential, Affordable Housing, Employment (Resource Recovery Park)
05/002	Leaside Depot	Widbury Hill	Ware	1.97	Mixed Use
05/003	Nuns' Triangle (land bound by A10/ A1170/ Quincey Road)		Ware	10.65	Residential
05/004	Land south of Fanhams Hall Road and east of the Trinity Centre	Fanhams Hall Road	Ware	5.20	Residential
05/005	Horticultural Nursery, Presdales School	Hoe Lane	Ware	1.12	Residential
05/006	SITE WITHDRAWN				
05/007	Baldock Street Car Park	Coronation Road	Ware	0.23	Residential
05/008	Old Hertfordians Rugby Club	Hoe Lane	Ware	2.27	Residential
05/009	Land east of the Trinity Centre	Lady Margaret Gardens	Ware	2.8	Residential, Affordable Housing
05/010	Ware Library & The Old Fire Station	High Street	Ware	0.07	Residential, Community Facility
05/011	2B Star Street	Star Street	Ware	0.05	Residential
05/012	SITE WITHDRAWN				
05/013	Land at Rush Green	Hoe Lane	Ware	14.61	Residential
05/014	Land at Crane Mead	Crane Mead	Ware	1.66	Residential
05/015	Swain Mill	Crane Mead	Ware	0.40	Residential, Specialist Residential, Leisure/ Recreation, Retail, Mixed Use
05/016	Land at Chadwell Springs Golf Course	Hertford Road	Ware	4.27	Leisure/ Recreation
05/017	Land at Little Acres	Little Acres	Ware	2.16	Residential
05/018	Cintel Site	Watton Road	Ware	2.14	Retail, Mixed Use
05/019	Hale Club	Hoe Lane	Ware	3.85	Residential
05/020	Land east of Ware (to the rear of Cozens Road)		Ware	11.75	Residential, Affordable Housing

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
05/021	Land at King George Road	King George Road	Ware	0.10	Residential
05/022	Swains Mill & land south of Crane Mead (Starstage site)	Crane Mead	Ware	0.82	Residential, Affordable Housing
<b>06 Albury</b>					
06/001	Bride Croft (land south of Upwick Green Road)	Upwick Green Road	Upwick, Nr Albury	6.25	Residential
06/002	Salmon Mead (land east of Tatts Cottage; now known as The Nook)	Upwick Green Road	Upwick, Nr Albury	0.96	Residential
<b>07 Anstey</b>					
07/001	Land south-east of Anstey village school	Anstey Road	Anstey	0.52	Residential, Affordable Housing
07/002	Silkmead Farm	B1368	Hare Street	2.70	Residential
<b>08 Ardeley</b>					
08/001	Kingswick	White Hill	Cromer	0.19	Residential
<b>09 Aspenden</b>					
09/001	Land north of Buntingford Business Park	Baldock Road	Buntingford	2.80	Retail, Employment, Renewable Energy, Mixed Use
<b>10 Aston</b>					
10/001	Palletts Orchard	Stringers Lane	Aston	0.44	Residential, Affordable Housing
10/002	Coppers Field	Aston End Road	Aston	3.04	Residential
10/003	Little Orchard	Dene Lane	Aston	0.48	Residential
10/004	Lammas Cut	Dene Lane	Aston	0.29	Residential
<b>11 Bayford</b>					
11/001	Land to the rear of 4-6 Ashendene Road	Ashendene Road	Bayford	0.18	Residential
11/003	Land at The Stables	Bayford Lane	Bayford	0.28	Residential, Gypsies & Travellers
<b>12 Bengeo Rural</b>					
12/001	Land at High Trees Farm		Chapmore End	22.05	Residential
12/002	Land at Bourne Honour	Bourne Honour	Tonwell	0.41	Residential
<b>13 Benington</b>					
13/001	Land west and north of Oak Tree Surgery	Oak Tree Close	Benington	1.73	Residential
13/002	Land west of 22 Burns Green	Burns Green	Benington	0.31	Residential
13/003	Land west of 90	Town Lane	Benington	0.34	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	Town Lane				
13/004	Land south of 2A Whempstead Road	Whempstead Road	Benington	0.36	Residential
13/005	Land east of 25 Hebing End	Hebing End	Benington	0.14	Residential
13/006	Land north of 68 Whempstead Road	Whempstead Road	Benington	0.83	Residential
13/007	Old School	Old School Green	Benington	0.05	Residential
13/008	Land at the Old Chalk Pit	Church Green	Benington	0.33	Residential
13/009	Whitehall Stables, Whitehall Farm	Walkern Road	Watton-at-Stone	0.17	Residential
13/010	Land north of High Elms Lane	High Elms Lane	Watton-at-Stone	0.74	Residential
13/011	Land adjacent to Frogmore Lodge	Walkern Road	Watton-at-Stone	0.17	Residential
13/012	Holbrook Barns	Benington Road	Benington	0.22	Residential
13/013	Land adjacent to The Bell PH	Town Lane	Benington	0.77	Residential
13/018	Paddocks fronting Walkern Road	Walkern Road	Benington	1.25	Residential
<b>14</b>	<b>Bramfield (No Suggestions Received)</b>				
<b>15</b>	<b>Braughing</b>				
15/001	Arden Meadow	Friars Road	Braughing	1.71	Residential
15/002	Land east of B1368, Quinbury Farm	Hay Street	Braughing	0.83	Residential
15/003	Land off Green End & Gravelly Lane	Gravelly Lane	Braughing	1.61	Residential
15/004	Land off Green End	Green End	Braughing	6.69	Leisure/ Recreation
15/005	Land north of 21 Green End	Green End	Braughing	0.73	Residential, Affordable Housing
15/006	Open land in and surrounding the village of Braughing		Braughing	67.52	Other – Open/ Green Space
15/007	Land to the rear of the Chesnuts	Hull Lane	Braughing	0.33	Residential
15/016	Land west of Station Road	Station Road	Braughing	36.04	Residential, Retail, Employment
15/019	Land west of Station Road	Station Road	Braughing	2.49	Residential, Retail, Employment
15/020	Land north-east of Puckeridge (east of Wickham Hill)	Wickham Hill	Puckeridge	6.10	Residential
<b>16</b>	<b>Brent Pelham &amp; Meesden</b>				
16/001	Land adjacent to Pumphill Cottage	Pumphill	Brent Pelham	0.31	Residential, Affordable Housing
<b>17</b>	<b>Brickendon Liberty</b>				
17/001	Birch Farm	White Stubbs	Broxbourne	1.08	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
		Lane			
17/002	Land west of Brickendon Lane	Brickendon Lane	Hertford	24.81	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Employment, Mixed Use
17/003	Land at Brickendon Grange	Pembridge Lane	Brickendon	0.17	Residential
<b>18</b>	<b>Buckland (No Suggestions Received)</b>				
<b>19</b>	<b>Cottered</b>				
19/001	Trinity Meadow, Thirty Acre Farm	Broadfield	Throcking	2.17	Residential
19/002	Land to the rear of Peasecroft & The Crescent	Peasecroft & The Crescent	Cottered	12.90	Residential
19/003	The Paddock	Warren Lane	Cottered	0.45	Residential
<b>20</b>	<b>Datchworth</b>				
20/001	Home Farm	76 Bramfield Road	Bulls Green	0.47	Residential
20/002	Pound Farm	Hollybush Lane	Datchworth	0.78	Residential
20/003	Land between 67 & 75 Burnham Green Road	Burnham Green Road	Burnham Green	1.31	Residential
20/010	Old Turkey Farm	Brookbridge Lane	Datchworth	4.12	Residential
20/011	Land at 111 Burnham Green Road	Burnham Green Road	Burnham Green	2.49	Residential Affordable Housing
<b>21</b>	<b>Eastwick &amp; Gilston</b>				
21/001	Fiddlers Brook Stables	Church Lane	Gilston	2.28	Unspecified
21/002	Redricks, Hollingson Meads, Sayes Park, Gilston Park (part)	Marlers, Pye Corner	Gilston	135.83	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use
21/003	Terlings Park	Eastwick Road	Eastwick	12.08	Residential
21/004	Land north of A414/ Eastwick Road		Eastwick	1012.03	Residential, Affordable Housing,

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use
21/005	Land adjacent and to the rear of The Dusty Miller PH	Burnt Mill Lane	Eastwick	0.81	Residential, Employment
21/006	Land south of Gilston Park House	Gilston Park	Gilston	7.99	Residential
21/007	Terlings Park and the Gravel Pits to the west of Redricks Lane	Redricks Lane	Gilston	Not provided	Residential, Affordable Housing, Mixed Use
21/008	Gilston Great Park (land to the north of Harlow)		Eastwick & Gilston	2500	Residential, Affordable Housing, Community Facility, Leisure/ Recreation, Employment, Renewable Energy, Mixed Use
21/009	Land south of Eastwick Road & Redricks Lane	Redricks Lane	Gilston	112.97	Residential, Affordable Housing, Community Facility, Leisure/ Recreation, Retail, Renewable Energy
<b>22</b>	<b>Furneux Pelham</b>				
22/001	Land north of Lake Villas	Barleycroft End	Furneux Pelham	0.31	Residential
22/002	Hollybush	The Street	Furneux Pelham	0.25	Residential
22/003	Land at Violets Lane	Barleycroft End	Furneux Pelham	0.37	Residential
22/004	Land at Tinkers Hill	The Street	Furneux Pelham	0.23	Residential
<b>23</b>	<b>Great Amwell</b>				
23/001	Land to the rear of The Brooms	Lower Road	Great Amwell	0.65	Residential, Affordable

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Housing
23/002	Byfield Nursery	Gipsy Lane	Great Amwell	2.05	Residential
23/003	Land north of Jansus	Amwell Lane	Stanstead Abbots	0.23	Residential
23/004	Land surrounding Van Hages Garden Centre	Amwell Hill	Great Amwell	39.37	Residential, Affordable Housing
23/021	Hillside Farm	Pepper Hill	Great Amwell	20	Residential
23/022	Byfield Nursery & Landcroft	Pepper Hill	Great Amwell	3.71	Residential
<b>24</b>	<b>Great Munden (No Suggestions Received)</b>				
<b>25</b>	<b>Hertford Heath</b>				
25/001	Land west of London Road (opposite no's 87-119)	London Road	Hertford Heath	5.44	Residential, Affordable Housing
25/002	Land at Amwell Place Farm (east & west of Downfield Road)	Downfield Road	Hertford Heath	70.38	Residential
25/003	The Roundings and land to the rear	The Roundings	Hertford Heath	1.70	Residential, Affordable Housing
<b>26</b>	<b>Hertingfordbury</b>				
26/001	Water Hall Quarry Complex	Lower Hatfield Road	Little Berkhamsted	128.09	Gypsies & Travellers, Travelling Showpeople, Community Facility, Leisure/ Recreation, Employment, Renewable Energy, Mixed Use, Other
26/002	Joseph Rochford Gardens Ltd	1 Pipers End	Letty Green	10.83	Residential
26/003	Birchall Farm (land north of Birchall Lane)	Birchall Lane	Cole Green	70.88	Residential
26/004	Hatfield Estate (land surrounding Munn's Farm)	Munn's Farm	Cole Green	126.80	Unspecified
26/005	New England Nursery		Birch Green	0.69	Residential
<b>27</b>	<b>High Wych</b>				
27/001	Builders Yard	High Wych Lane	High Wych	0.28	Residential
27/002	Sayes Park Farm	High Wych Road	High Wych	169.42	Residential
27/003	Land surrounding	High Wych	High Wych	6.79	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	High Wych Grange	Road			
27/008	Land between Andor and Elms	Slough Road	Allens Green	0.7	Residential
<b>28</b>	<b>Hormead</b>				
28/001	Field 2769 (land south of B1038)	B1038	Hare Street	0.89	Leisure/ Recreation
28/002	Land to rear and east of Hormead C of E Primary School	B1038	Great Hormead	3.62	Residential, Affordable Housing
28/003	Land west of Hormead Village Hall	B1038	Great Hormead	0.89	Residential, Affordable Housing
28/004	Land to rear of Jubilee Cottages	Horseshoe Lane	Great Hormead	1.28	Residential, Affordable Housing
28/005	Land at Lamorna	B1368	Hare Street	2.25	Residential
<b>29</b>	<b>Hunsdon</b>				
29/001	Land west of Little Samuel's Farm	Widford Road	Hunsdon	28.85	Residential
29/002	Land north of Little Samuel's Farm	Widford Road	Hunsdon	1.07	Residential
29/003	Little Samuel's Farm Estate	49 Widford Road	Hunsdon	1.14	Residential
29/004	Eastern part of Briggens Estate (land east & west of Eastwick Road)	Eastwick Road	Hunsdon	114.05	Residential
29/005	Land south of Drury Lane & east of allotments	Drury Lane	Hunsdon	0.67	Residential, Affordable Housing
29/006	Land south of Tanners Way	Tanners Way	Hunsdon	0.33	Residential, Affordable Housing
29/007	Land north of 50 Widford Road	Widford Road	Hunsdon	0.05	Residential
29/017	Land at Dixon's Crane Yard	Acorn Street	Hunsdon	0.9	Residential
29/018	Land at Buryholme	Hunsdonbury	Hunsdon	0.42	Residential
29/019	Woodholme Stock Yard	Hunsdonbury	Hunsdon	2.81	Residential
<b>30</b>	<b>Little Berkhamsted</b>				
30/001	Brookside and the old gravel pit	Lower Hatfield Road	Little Berkhamsted	5.67	Residential, Mixed Use
<b>31</b>	<b>Little Hadham</b>				
31/001	Field 5155, Stone House Farm (land south of Stortford Road)	Stortford Road	Little Hadham	0.66	Residential
31/002	Land & buildings at Little Hadham	Church End Farm	Little Hadham	268.15	Residential, Community Facility, Leisure/ Recreation, Retail,

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
					Employment, Renewable Energy, Mixed Use, Other – Health, A120 bypass
31/003	Land at Bury Green Farm	Millfield Lane	Bury Green	3.34	Residential, Affordable Housing
31/004	Land to rear of Florence Cottage	The Ford	Little Hadham	0.24	Residential
31/005	Paddock adjacent to Barrans		Bury Green	0.41	Residential
31/006	Land east of Ashcroft Farm	Stortford Road	Little Hadham	0.66	Residential
31/007	Field behind Foxearth	Chapel Lane	Little Hadham	0.92	Residential
31/025	Hadham Industrial Estate & Church End Farm	A120	Little Hadham	12.18	Employment
31/026	Land at Side Hilly	The Ford	Hadham Ford	1.08	Residential
31/027	Land north of Pathway Cottages	The Ford	Hadham Ford	2.62	Residential, Community Facility, Leisure/ Recreation, Retail
31/028	Land north of Stanemede	Albury Road	Little Hadham	0.74	Residential, Leisure/ Recreation, Retail
31/029	Land south of The Smithy	The Smithy	Little Hadham	1.83	Residential, Leisure/ Recreation
<b>32</b>	<b>Little Munden (No Suggestions Received)</b>				
<b>33</b>	<b>Much Hadham</b>				
33/001	Land west of Hodge's Garage	Victoria Terrace	Much Hadham	0.78	Residential
33/002	Land at Walnut Close	Walnut Close	Much Hadham	0.23	Residential
33/003	Land between 2-3 Poplar Cottages	Windmill Way	Much Hadham	0.05	Residential
33/004	Land south of Ashleys	Widford Road	Much Hadham	0.58	Residential
33/005	Dolan's Field (land north of New Barns Lane)	New Barns Lane	Much Hadham	4.48	Residential
33/012	Land at Barn Cottage, Widford Road	Widford Road	Much Hadham	0.97	Residential, Affordable housing, Specialist residential, Community Facility



ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>34</b>	<b>Sacombe (No Suggestions Received)</b>				
<b>35</b>	<b>Standon</b>				
35/001	A10 Timber Company	Gore Lane	Barwick Ford	1.73	Employment
35/002	Burrs Meadow	High Street	Standon	0.47	Residential
35/003	Lilymead	Mill End	Standon	0.46	Residential
35/004	Café Field (land north of A120)	Standon Hill	Puckeridge	11.20	Residential
35/005	Land to rear of Lamb & Flag PH	Ermine Street	Colliers End	2.92	Residential
35/006	Land at Half Acres	Stortford Road	Standon	0.02	Residential
35/007	Land south of Dowsetts Lane	Dowsetts Lane	Colliers End	5.77	Residential
35/008	Land north of St Mary's Church	Ermine Street	Colliers End	0.50	Residential, Specialist Residential
35/009	Land west of Buntingford Road & north of Mentley Lane East	Buntingford Road	Puckeridge	1.55	Residential
35/010	Land east of Station Road	Station Road	Standon	1.18	Employment
35/011	Hopson Site (land bounded by the A120, River Rib & the dismantled railway)	Stortford Road	Standon	0.93	Employment
35/012	Land north of Barnacres	Ermine Street	Colliers End	0.05	Residential
35/013	Camps Field	Ermine Street	Colliers End	5.62	Residential
35/014	Slaughterhouse/ Orchard	Ermine Street	Colliers End	0.24	Residential
35/015	Ryders Mead	Ermine Street	Colliers End	1.84	Residential
35/016	Land at Wickham Hill	Wickham Hill	Puckeridge	8.69	Residential, Community Facility, Leisure/ Recreation
35/017	The Chestnuts & Glanton	Cambridge Road	Puckeridge	0.89	Residential
35/018	Bromley Farm Yard	Bromley Lane	Bromley, Nr Standon	0.33	Residential
35/019	Land west of Arches Hall Cottages	Morley Lane	Latchford, Nr Standon	1.09	Residential
35/036	Land east of Buntingford Road	Buntingford Road	Puckeridge	0.53	Residential
<b>36</b>	<b>Stanstead Abbots</b>				
36/001	Kitten Hill (land east of Hunsdon Road & north of Roydon Road)	Kitten Lane	Stanstead Abbots	3.36	Residential
36/002	Land north of Marsh Lane	Marsh Lane	Stanstead Abbots	1.31	Residential, Affordable Housing
36/003	Land north of Marsh Lane	Marsh Lane	Stanstead Abbots	0.22	Leisure/ Recreation

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	(adjacent to the Mill Stream)				
36/004	Land at French & Jupps	The Maltings	Stanstead Abbots	0.28	Other – Parking
36/005	The Old Windmill	Glenmire Terrace	Stanstead Abbots	0.02	Residential
36/006	David Websters	Netherfield Lane	Stanstead Abbots	1.34	Employment
36/007	Land off Netherfield Lane (north of David Websters)	Netherfield Lane	Stanstead Abbots	1.35	Residential
36/008	Tennis Court, 1 The Abbots, Warrax Park	Cappell Lane	Stanstead Abbots	0.91	Residential
<b>37</b>	<b>Stanstead St Margarets</b>				
37/001	Land at Stanstead St Margarets (land north & south of A414)	A414	Stanstead St Margarets	45.65	Residential
37/002	Land west of Ware Road, Springle House	Springle Lane	Hailey	17.98	Residential
37/003	The Wilderness (land between Hoddesdon Road & the New River)	Hoddesdon Road	Stanstead St Margarets	0.48	Residential
37/004	Hillside Nursery	Ware Road	Hailey	1.88	Residential, Affordable Housing
<b>38</b>	<b>Stapleford</b>				
38/001	Little Gobions	Gobions Lane	Stapleford	0.31	Residential
38/002	Hubbards	Gobions Lane	Stapleford	0.43	Residential
<b>39</b>	<b>Stocking Pelham (No Suggestions Received)</b>				
<b>40</b>	<b>Tewin</b>				
40/001	Land adjacent to Cowper C of E School	Cannons Meadow	Tewin	1.49	Residential, Affordable Housing
40/002	Seven Acres	49 Upper Green Road	Tewin	1.97	Residential
40/003	Land east of Upper Green Road	Upper Green Road	Tewin	1.00	Residential
40/004	Land at junction of Upper Green Road & Tewin Hill	Upper Green Road	Tewin	2.23	Residential
40/005	Land rear of 8 Tewin Hill Cottages	Tewin Hill	Tewin	0.04	Residential
40/006	Land north of 16 Grass Warren	Grass Warren	Tewin	0.09	Residential
40/007	Land rear of 29 Upper Green Road	Upper Green Road	Tewin	0.91	Residential
40/008	Land east of Upper Green Road	Upper Green Road	Tewin	0.31	Residential
40/009	Land between 1 Lower Green & 2 Hertford Road	Hertford Road	Tewin	0.04	Residential
40/022	Land at Tewin	B1000	Hertford	30	Residential,

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
	Grove				Affordable Housing, Specialist Residential
<b>41</b>	<b>Thorley</b>				
41/001	Land north of Twyford Bury	Twyford Lane	Bishop's Stortford	0.44	Residential
41/002	Land south of Whittington Way	Whittington Way	Bishop's Stortford	53.14	Residential
41/003	Thorley Wash Grange	London Road	Bishop's Stortford	0.48	Residential
41/004	Land south of Whittington Way	Whittington Way	Bishop's Stortford	53.14	Residential
41/005	Land at Pig Lane	Twyford Bury Lane	Bishop's Stortford	10.91	Residential, Mixed Use
<b>42</b>	<b>Thundridge</b>				
42/001	The Football Pitches (land south of Dane End Road)	Dane End Road	High Cross	8.50	Residential
42/002	Land rear of Rennesley Farm	Anchor Lane	Wadesmill	0.97	Residential, Affordable Housing
42/003	Land east of Cambridge Road	Cambridge Road	Wadesmill	1.25	Residential, Affordable Housing
42/004	Land rear of Puller Memorial JMI School	High Road	High Cross	1.09	Residential, Affordable Housing
42/005	Land south of Cold Christmas Lane	Cold Christmas Lane	Thundridge	1.13	Residential, Affordable Housing
42/006	Sutes Farm	High Road	High Cross	1.47	Employment
42/007	Land north of 24 Cambridge Cottages	High Road	High Cross	0.19	Residential, Affordable Housing
42/008	Land to rear of Cambridge Cottages	High Road	High Cross	1.15	Residential, Affordable Housing
42/009	Land north of North Drive	North Drive	High Cross	0.70	Residential
42/010	Land at Oakley Coach Builders	High Road	High Cross	0.57	Employment
42/011	Land at Oakley Coach Builders	High Road	High Cross	1.50	Employment
42/012	Sawtrees Yard	Cold Christmas Lane	Sawtrees, Nr Barwick	0.26	Residential
42/013	Land south of Cold Christmas Lane	Cold Christmas Lane	Cold Christmas	18.44	Residential
42/014	Land south of North Drive	North Drive	High Cross	0.86	Residential
42/032	Land adjacent to Oaklands	Pest House Lane	High Cross	1.33	Residential
42/033	Land west of Cambridge Road	Cambridge Road	Thundridge	3.81	Residential
42/034	Land north of North Drive (west of A10)	North Drive	High Cross	1.61	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>43 Walkern</b>					
43/001	SITE REFERENCE AMENDED TO 08/001				
43/002	Land to the north-east of Stevenage, Boxbury Farm & Walkern & Chells Farm		Walkern/ Stevenage	247.42	Residential, Affordable Housing, Specialist Residential, Community Facility, Leisure/ Recreation, Retail, Employment, Renewable Energy, Mixed Use, Other
43/003	Chells Field (land south of Stevenage Road & east of Gresley Way)	Stevenage Road	Walkern/ Stevenage	9.82	Residential (see 43/002)
43/004	Land to rear of The White Lion PH	High Street	Walkern	0.54	Residential
43/005	Land to rear of 6-7 Clay End Road	Clay End Road	Clay End, Nr Walkern	0.13	Residential
43/006	Land to the east of Clay End Road	Clay End Road	Clay End, Nr Walkern	0.16	Residential
43/007	Land to rear of 5 Clay End Road	Clay End Road	Clay End, Nr Walkern	0.20	Residential
43/008	Land adjacent to 1 Clay End Road	Clay End Road	Clay End, Nr Walkern	0.18	Residential
43/009A	Land to the rear of 19-39 Aubries	Aubries	Walkern	0.93	Residential, Affordable Housing
43/009B	Land to the rear of 19-39 Aubries	Aubries	Walkern	1.88	Residential, Affordable Housing
43/010	Land adjacent to Granary Cottage	High Street	Walkern	0.34	Residential
43/011	Land north of Manor View	High Street	Walkern	0.12	Residential
<b>44 Wareside</b>					
44/001A	Land north of Ware (land to rear of Heath Drive)	High Oak Road	Ware	7.19	Residential
44/001B	Land north of Ware (land bound by Wodson Park to west, High Oak Road & Fanhams Hall Road to south & the Round House to north)		Ware	39.43	Residential
44/002	Appleton Farmyard, Appleton Farm	Babbs Green	Wareside	0.28	Residential

ESSENTIAL REFERENCE PAPER 'C'

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
44/003	Land south of St Georges Cottages	Babbs Green	Wareside	0.18	Residential
44/004	Land adjacent to Appleton Farm	Babbs Green	Wareside	0.69	Residential
44/005	Land to the north and east of Ware		Ware	99.18	Residential, Affordable Housing, Community Facility, Leisure/ Recreation, Retail, Employment
<b>45</b>	<b>Watton-at-Stone</b>				
45/001	Watton-at-Stone Depot	Station Road	Watton-at-Stone	0.39	Residential
45/002	Land and buildings at Perrywood Lane	Perrywood Lane	Watton-at-Stone	0.71	Residential, Affordable Housing
45/003	Land at 22 Great Innings North	Great Innings North	Watton-at-Stone	0.11	Residential
45/004	Land north of 25 Walkern Road	Walkern Road	Watton-at-Stone	1.08	Residential
<b>46</b>	<b>Westmill</b>				
46/001	Land south of Cherry Green Lane (between Pantiles and Gaynors Farm)	Cherry Green Lane	Westmill	0.60	Residential
46/002	Land to rear of School Cottages		Westmill	0.06	Residential, Affordable Housing, Specialist Residential
<b>47</b>	<b>Widford</b>				
47/001	Adams Farm	Hunsdon Road	Widford	0.53	Residential
47/002	Land to rear of Adams Farm	Hunsdon Road	Widford	1.66	Residential
<b>48</b>	<b>Wyddial (No Suggestions Received)</b>				

RESPONSES WITHDRAWN FROM THE CALL FOR SITES PROCESS

Ref:	Site Location	Site Address	Site Settlement	Site Area (Ha)	Suggested Use
<b>03</b>	<b>Hertford</b>				
03/006	Land adjacent to London Road & Cricket Ground on Mangrove Road [PART	Mangrove Road	Hertford	2.31	Residential

ESSENTIAL REFERENCE PAPER 'C'

	WITHDRAWAL OF CRICKET GROUND ONLY – LAND ADJACENT TO LONDON ROAD REMAINS]				
03/011	Dunkirksbury Farm	Mangrove Lane	Hertford	51.85	Residential
<b>04</b>	<b>Sawbridgeworth</b>				
04/016	Land adjacent to Cambridge Road	Cambridge Road	Sawbridgeworth	Not provided	Residential
<b>05</b>	<b>Ware</b>				
05/006	Ashwood	Dickenson Way	Ware	0.56	Residential
05/012	103 New Road	New Road	Ware	0.12	Residential

## EAST HERTS COUNCIL

### DISTRICT PLANNING EXECUTIVE PANEL – 25 JULY 2013

#### REPORT BY EXECUTIVE MEMBER FOR STRATEGIC PLANNING AND TRANSPORT

#### TOWN WIDE EMPLOYMENT STUDY FOR BISHOP'S STORTFORD, JUNE 2013

WARD(S) AFFECTED: ALL

#### **Purpose/Summary of Report**

- This report summarises the findings of the Employment Study undertaken for Bishop's Stortford, and seeks endorsement to use the Study to inform the preparation of the East Herts District Plan. The Report presents the Executive Summary of the Study.

#### **RECOMMENDATIONS FOR DISTRICT PLANNING EXECUTIVE PANEL AND EXECUTIVE: That:**

<b>(A)</b>	<b>the Town Wide Employment Study of Bishop's Stortford, June 2013, be supported as part of the evidence base to inform and support the East Herts District Plan and for Development Management purposes in the determination of planning applications.</b>
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#### **RECOMMENDATIONS FOR COUNCIL: That:**

<b>(A)</b>	<b>the Town Wide Employment Study of Bishop's Stortford, June 2013, be agreed as part of the evidence base to inform and support the East Herts District Plan and for Development Management purposes in the determination of planning applications.</b>
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#### 1.0 Background

- 1.1 Since 2008, the Council has commissioned and has been a partner to several studies which assess the quality of the district's employment land, forecast future employment needs of East Herts and Hertfordshire, and consider the strategic employment needs of the district in relation to the emerging District Plan.

These studies identify Bishop's Stortford as the town in East Herts best placed to capture economic and employment growth by virtue of its proximity to Stansted Airport and its strategic connections. The town of Bishop's Stortford has a number of options to capture this employment growth and to support the town's growing population. In order to better understand these options, Wessex Economics were commissioned to undertake a town wide study. The purpose of the Study is threefold:

- First to set out an overall vision for economic development in Bishop's Stortford, given the town's existing strengths and future opportunities. In doing so, Wessex Economics is mindful of the overall vision for the town set out in the Bishop's Stortford 2020 Vision Document.
- Second to advise the Council on how Bishop's Stortford can continue to prosper through the growth of business and employment, including an assessment of the types of business which are likely to underpin the local economy.
- Thirdly to give the Council advice on the requirement for employment sites for offices, industry and warehousing in Bishop's Stortford. This is particularly pertinent at this point in time when the Council is considering the planning applications for development to the north of Bishop's Stortford.

## 2.0 Report

2.1 Written in nine parts, the Study looks at Bishop's Stortford and the area around Stansted Airport. While the recommendations in the Study relate specifically to Bishop's Stortford, it would be unreasonable to examine the prospects for economic and employment growth in the town without recognising the importance of Stansted Airport to the local economy of both Bishop's Stortford and the towns and villages in the local area. As such, the Study includes the five Bishop's Stortford wards and four Uttlesford wards of Birchanger, Stansted North, Stansted South and Takeley and Canfield. The Executive Summary to the Study can be found at Essential Reference Paper 'B'.

2.2 Section 1 introduces the purpose of the Study and establishes the study area. Section 2 discusses the strategic context of the study area, the areas' history, location and connections. Section 3 details the current employment strengths of the area, explaining that despite the recent economic recessions, Bishop's Stortford and the wider Stansted area have shown a degree of resilience, even growing marginally. However, the Study indicates that the



town and Stansted area are very much reliant on the performance of Stansted Airport. Where reductions in passenger numbers occur, employment levels in the airport also fall, accounting for the majority of job losses in the study area.

- 2.3 The demographics presented in the Study are of particular concern when preparing a strategy for employment in Bishop's Stortford. There is a considerable amount of in and out commuting from the town and the differential in annual earnings between those who live in the area and those who work in the area is linked to the occupational profile of the area's residents. A higher proportion of residents have degree level qualifications and those in better paid occupations are more strongly represented among the residents of Bishop's Stortford than in the county or the East of England as a whole. The area therefore has a well-qualified labour force but many of these will not work in the area, since they can command higher salaries in London or elsewhere in the northern M25 corridor and Cambridge area. There may not be the sort of jobs available locally which would be suited to their expertise. This is of particular relevance when considering the types of employment the council may wish to attract to the area, and therefore the location and quality of employment land necessary.
- 2.4 There are consequently two key challenges for the area. Firstly to ensure that local employers can recruit the staff they need for their business, given high economic activity rates and low unemployment; and secondly, to ensure that there are opportunities for those who need to or wish to work locally to do so.
- 2.5 Section 4 of the Study considers the main drivers of employment growth in the study area. Stansted Airport has considerable scope to expand passenger numbers within current permission limits. The new airport owners Manchester Airports Group (MAG) have announced plans to grow by five million passengers over the next five years. The Study indicates that although the relationship between passenger numbers and employment is a complex one, nonetheless, East Herts and Uttlesford District Councils should factor in a potential growth of 3,000 jobs in or related to the airport by 2026. However, it would be reasonable to assume that a significant proportion of these jobs will not be filled by the local residents.
- 2.6 The Study indicates that local job growth tends to follow in the

wake of population growth, particularly if the growth is associated with those in work or on good pensions. Even if a growth in working population is partly offset by an ageing population, there will be an increased demand on the service and retail sectors, resulting in job creation. Whilst the majority of this growth does not result in the need for designated employment land, expanding some services do create some demand for space that can be accommodated on employment sites.

- 2.7 Nationally, economic forecasters expect that growth of business services will be the major source of employment growth. These services include financial and professional services, software development, marketing, wholesale distribution, education and health services. These sorts of services chose a location for a number of reasons, including the airport, proximity to London by motorway or rail, the draw of Bishop's Stortford town centre and related quality of life issues. The Study notes that it is significant that the ready availability of good quality premises does not seem to be a factor drawing such services to the area, and might be a barrier to attracting businesses.
- 2.8 Forecasts for employment growth in the area anticipate a rapid job growth over the next four years. However, the Study, along with previous advice warns against expecting a rapid recovery, but taken in the whole with growth at Stansted Airport, the Council should continue to plan for a reasonable level of employment growth in Bishop's Stortford over the plan period, not least because the other towns in East Herts are less well placed to attract and accommodate additional jobs.
- 2.9 Section 5 of the Study proposes a set of objectives in relation to employment land, which draw upon the National Planning Policy Framework, the East Herts Local Plan and Economic Development Strategy and the Bishop's Stortford 2020 Vision.
- 2.10 Section 6 assesses the existing stock of employment land in Bishop's Stortford in relation to office, industrial and warehouse markets and sets out some of the policy implications related to these markets. For example, the industrial and warehouse markets would favour land well located in relation to Junction 8 of the M11, and while it may be appropriate in the longer term to allow the redevelopment of some older, less attractive sites, these must be replaced by new employment land well located to the M11 and Stansted Airport. If looser criteria were applied by Uttlesford District Council on what are 'airport-related'

businesses, then this might relieve pressures on other sites used for non-airport-related businesses. With respect to office provision, again, there is a need to restructure the market, reducing the stock of larger older office premises in Bishop's Stortford and to plan for the re-provision of such space in the town centre and on the northern edge of Bishop's Stortford.

- 2.11 Section 7 of the Study looks in more detail at existing business space development opportunities in Bishop's Stortford and the study area, noting where improvements are needed in existing employment sites and the types of businesses that could be attracted to sites such as the Goods Yard and the Mill Site.
- 2.12 Section 8 of the Study discusses potential new business space development opportunities. The Study indicates that in terms of planning for employment space in Bishop's Stortford, the pressing requirement in terms of providing choice and flexibility of office and commercial space is to identify edge of town sites that could accommodate B1 users. Existing occupier preference would be for a new business park style accommodation located on, and with access to the A120, in a visible location with good access and parking. The Study advocates this approach and discusses the benefits of providing a new 'business park' style accommodation.
- 2.13 An alternative would be to provide new employment space at the heart of mixed use local centres in a residential-led scheme. The Study raises concerns with this approach, suggesting that in a relatively small town like Bishop's Stortford, if an employer wants to be located in a lively vibrant centre with a range of facilities, they will choose to be in the town centre. At the same time, if employers want modern premises close to the M11 with good parking, they will prioritise this over access to local facilities. Such employers would prefer modern freestanding offices with good parking and a local centre would not facilitate this.
- 2.14 The Study identifies six potential development locations for a business park style development and discusses the issues around each.
  - Location A: Bishop's Stortford Football Club (junction of A120 and A1250)
  - Location B: The Birchanger Site (junction of A120 and B183, within Uttlesford District boundary)

- Location C: The Mountbatten Site (land west of Hazelend Road)
- Location D: The Foxdells Farm Site (land west of Rye Street)
- Location E: Hadham Road (junction of A120 and A1250 Hadham Road)
- Location F: South Stortford (junction of B1383 London Road and A1184 St James Way)

2.15 Section 9 of the Study draws together key conclusions and sets out a series of recommendations to guide the economic development of Bishop's Stortford over the next 15 to 20 years. The Study recommends that the Council should be proactive in seeking to promote the development of new office space in Bishop's Stortford, and the redevelopment and re-provision of outdated office accommodation in acceptable locations. It is particularly important to ensure that plans for the Goods Yard site have a significant element of office (B1a) floor space. The Mill Site is likely to come forward in the medium to long term and should provide for a mix of uses including B1a office floor space. Existing stock should be maintained at least at current levels, with older larger office stock which is no longer fit for purpose being replaced with newly built or refurbished space.

2.16 With regards to new employment land, the recommendation of the Study is to identify a range of edge of town sites to accommodate B1 uses.

- In the immediate future, the Council should seek to incorporate proposals for around 3 to 4 hectares of B1 floor space at Location E: Hadham Road, as part of the Bishop's Stortford North development.
- In order to meet medium term requirements, the Council should engage with Bishop's Stortford Football Club and the landowners to identify relocation options with a view to removing the site from the Green Belt and designation as an employment site. The Football Club could relocate to the south of the town.
- To meet longer term requirements, the Council should make representations to Uttlesford District Council that the Birchanger site should be identified for mixed employment and residential development.
- The District Plan should reserve a site to the south of the town for future employment land development, which could compensate for lost town centre employment land.

2.17 As with all technical studies, the recommendations in this Study will be used to inform the preparation of the District Plan and the emerging development strategy of Bishop's Stortford and the District as a whole. It is therefore important to remember that these recommendations will need to be considered in relation to all the other planning issues and development needs of the town.

### 3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

- Town Wide Employment Study for Bishop's Stortford, Wessex Economics, June 2013 <http://www.eastherts.gov.uk/>
- East Herts Employment Forecasts and Strategic Economic Development Advice, DTZ 2012 – <http://www.eastherts.gov.uk/index.jsp?articleid=26574>
- East Herts Employment Land and Policy Review, Halcrow 2008 – <http://www.eastherts.gov.uk/index.jsp?articleid=15660>
- Hertfordshire Strategic Employment Sites Study, Regeneris Consulting 2011 <http://www.eastherts.gov.uk/index.jsp?articleid=24806>

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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p><b>People</b> This priority focuses on enhancing the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</p> <p><b>Place</b> This priority focuses on the standard of the built environment and our neighbourhoods and ensuring our towns and villages are safe and clean.</p> <p><b>Prosperity</b> This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic and social opportunities.</p>
Consultation:	N/A
Legal:	N/A
Financial:	District Plan technical work is being funded from existing budgets
Human Resource:	Existing Planning policy staff resources are being used to manage this study.
Risk Management:	In order to be found sound at examination, it is essential that the District Plan should be based on a robust evidence base, of which the Town Wide Employment Study for Bishop's Stortford forms a key part.

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# Town Wide Employment Study for Bishop's Stortford

## Executive Summary

Submitted to  
**East Hertfordshire District Council**  
**June 2013**

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## Executive Summary

The economy of Bishop's Stortford and Stansted is prosperous. The key drivers of growth are Stansted Airport, an excellent rail service into central London and good road links via the M11 to London, the M25 northern sub-region and Cambridge. Bishop's Stortford is well positioned in relation to the UK's most dynamic economies.

The town is still relatively small and retains its charm as a market town. The quality of life is an important economic asset and the town has a skilled population. A high proportion of residents are highly skilled and well paid, though many work outside the area. The appeal of the towns and villages around Bishop's Stortford reinforce its attraction as a place to live and work.

The town faces two key challenges: accommodating the inherent potential of the area for economic growth, without sacrificing the quality of life of residents; and the need to plan for the provision of employment land in the right locations to allow the provision of modern business space for employers. This study provides EHDC with guidance on what employment space is needed where over the next 15 to 20 years.

Much additional employment will be associated with growth in the retail and leisure sector, in health and educational provision. This will reinforce the existing role of Bishop's Stortford town centre as a major centre of employment and services. The other major source of employment growth (other than that associated directly with the airport) is likely to be business and financial services.

Growth in business and financial services will increase the requirement for office, research and technology floorspace (B1 use class). There has been relatively little development of new office floorspace in the town centre in recent years, and a significant part of the stock is not suited to modern business requirements. Action is required to bring forward additional supply of office floorspace in the town centre.

There is demand for modern office floorspace both in Bishop's Stortford town centre, but there is also interest in office and B1b and B1c (R&D and light industrial) space in edge of town locations. Existing industrial estates in Bishop's Stortford provide adequately for the requirements of business for industrial (B2) and warehousing space (B8).

Emerging proposals by Uttlesford District Council will significantly increase the supply of land for industrial and warehousing space uses on the east side of the M11. Given that much of the requirement for warehousing and industrial space may be linked in some way to businesses that service the airport, it is appropriate to expand provision to the east of the M11 rather than to the west.

EHDC should be proactive in seeking to promote the development of new office space in Bishop's Stortford town centre, and the redevelopment and re-provision of outdated office accommodation in acceptable locations. It is particularly important to ensure that the plans for the development of the Goods Yard site have a significant element of office (B1a) floorspace.

Development proposals for the Mill Site are likely to come forward in the medium to long term. As with the Goods Yard site, EHDC should seek to encourage redevelopment for a mix of uses including office B1a space.

EHDC should seek to ensure that the stock of office floorspace in the town centre is maintained at least at current levels. Over time older stock should be replaced with newly built or refurbished space. Some conversion of existing office accommodation to other uses should be permitted but the focus should be on replacement of larger older offices which are no longer fit for purpose, or not centrally located.

The range of small offices in the town centre let on relatively cheap rents provides valuable incubator space for small business. Policies to protect such space from conversion to higher value uses (eg residential) should be developed. There would be merit in seeking to bring such space under common management, perhaps through a Development Trust or Community Interest Workspace Company.

EHDC should identify a range of edge of town sites that could accommodate B1 uses over the next 20 years. These sites would not come forward at the same pace, and EHDC would need to work with landowners and other parties to bring them forward. Key recommendations regarding the location of new employment sites on the edge of Bishop's Stortford are as follows:

- In order to meet currently identified requirements (years 0 to 5) for a choice of employment sites, EHDC should seek to incorporate proposals for employment (B1 development) at Hadham Road (Site E) as part of the Bishop's Stortford North proposals of around 3 to 4 hectares
- In order to meet medium term (Years 5-15) requirements for B1 space, EHDC should engage with Bishop's Stortford Football Club and relevant landowners to identify relocation options (Site A); with a view to removing the site from greenbelt and designation as an employment site
- With respect to longer term requirements (15+ years) EHDC should make representations to Uttlesford District Council that the Birchanger site should be identified for mixed employment (B1) and residential development in the longer run (Site B).
- EHDC as part of the preparation of the new Local Plan should reserve a site on the South Stortford site (Site F) for employment land development. This might be used to compensate for loss of employment land if it is deemed that some of the industrial units south of the town centre are functionally redundant.
- Alternatively the site might be required for relocation of Bishop's Stortford Football Club, or for development of employment floorspace to meet local business requirements and sui generis uses that are not suited to the town centre.

Within Bishop's Stortford, EHDC should foster the renewal of existing industrial estates and work to improve access to these estates. The most significant action required is to improve the highways access to the estates accessed by means of Raynham Road.

In terms of economic development actions, Wessex Economics believe the key task of the authority is to plan strategically for the anticipated growth of the area and ensure that the appropriate infrastructure to deliver growth is put in place in a timely manner.

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