



**DRAFT LOCAL DEVELOPMENT
SCHEME**
January 2010
VERSION 1

APPENDIX 1
EXECUTIVE COMMITTEE 1 FEBRUARY 2010

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The Local Development Scheme for Three Rivers District

1. Introduction

Three Rivers District Council as local planning authority is required to submit to the Secretary of State a Local Development Scheme under the provisions of the Planning and Compulsory Purchase Act 2004. The Local Development Scheme (LDS) for Three Rivers is a project plan which sets out the time scales for the preparation of Local Development Documents (LDDs) that form the Council's Local Development Framework (LDF), within the current planning system.

The Planning and Compulsory Purchase Act introduced major changes to the planning system. The Hertfordshire County Structure Plan and district-wide local plan will cease to exist and will be replaced by a local development framework for Three Rivers.

The Three Rivers Local Development Framework (LDF) will comprise the following statutory local development documents:

- **Core Strategy** Development Plan Document
- **Site Allocations** Development Plan Document
- **Statement of Community Involvement**
- **Supplementary Planning Documents**

Further details about these documents are set out further in this document and Appendix 5 provides a glossary of the terms used in this document.

2. Local Development Scheme

This document is the Local Development Scheme (LDS) that sets out:

- The Local Development Documents (LDDs) that the Council intends to produce
- Which LDDs will be part of the development plan (see Appendices 1 & 2)
- Which will be Supplementary Planning Documents (SPD) (see Appendices 1 & 2)
- Information on the Statement of Community Involvement (see Appendices 1 & 2)
- Information on the Annual Monitoring Report
- A timetable for the production of appropriate new DPDs and SPDs (Appendix 3)
- 'Milestones' to be achieved as part of the process leading to adoption (Appendix 3)
- The relationship of the LDF to existing policies (Appendix 4)
- Other supporting documents and statements that will be required or referred to
- Which current Local Plan policies will be 'saved' (Appendix 4)
- The resources available together with constraints and a risk assessment

The Local Development Scheme took effect on 1 February 2009. It supersedes earlier versions:

- LDS 2005 which came into effect in April 2005
- LDS 2007 which came into effect in March 2007

As with previous versions, the current LDS has been subjected to targeted and informal consultation with officers and Members from Three Rivers District Council, with appropriate local authorities and other stakeholders such as the Local Strategic Partnership (LSP). In addition it has been the subject of discussion with GO EAST (the Government Office for the East of England).

The LDS is being publicised so that the public will know what the Council is intending to do and when, and at what stage they can get involved in the process.

3. Key Stages of Development Plan Production

Planning Policy Statement 12 'Local Spatial Planning' was published on 4 June 2008 alongside a new set of Local Development Framework (LDF) Regulations and a web-based Plan Making Manual "Creating LDFs". New Regulations came in to force on 28 November 2008 and 6 April 2009.

The revised policy approach is designed to be simpler, quicker and more flexible. There is now a single statutory prescribed consultation, followed by publication and submission of a DPD.

The key production stages for DPDs that make up the Local Development Framework are summarised below and shown in Figure 1.

Preparation of the evidence base

It is essential that Core Strategies and other DPDs are based on a thorough evidence base in order to ensure that the choices made by the Plan are informed by the evidence.

Public participation in the Preparation of the Development Plan

There is now a single statutory prescribed consultation stage, known as 'Regulation 25'. There is significant emphasis on the concept of 'front loading' and building consensus at an early stage of the plan preparation process. This stage may not necessarily be an isolated stage of consultation that takes a set period of time; instead there may be a variety of activities which happen more than once and at different stages.

Publication of a Development Plan Document

Before submitting a DPD to the Secretary of State, the Local Planning Authority must publish the proposed submission document and notify specific consultation and general consultation bodies. The publication of the DPD is not considered to be an additional stage of public consultation. The DPD is published for representations only relating to issues of soundness to be made.

Submission of a Development Plan Document

The Council must submit the DPD to the Secretary of State, together with a summary of the representations raised.

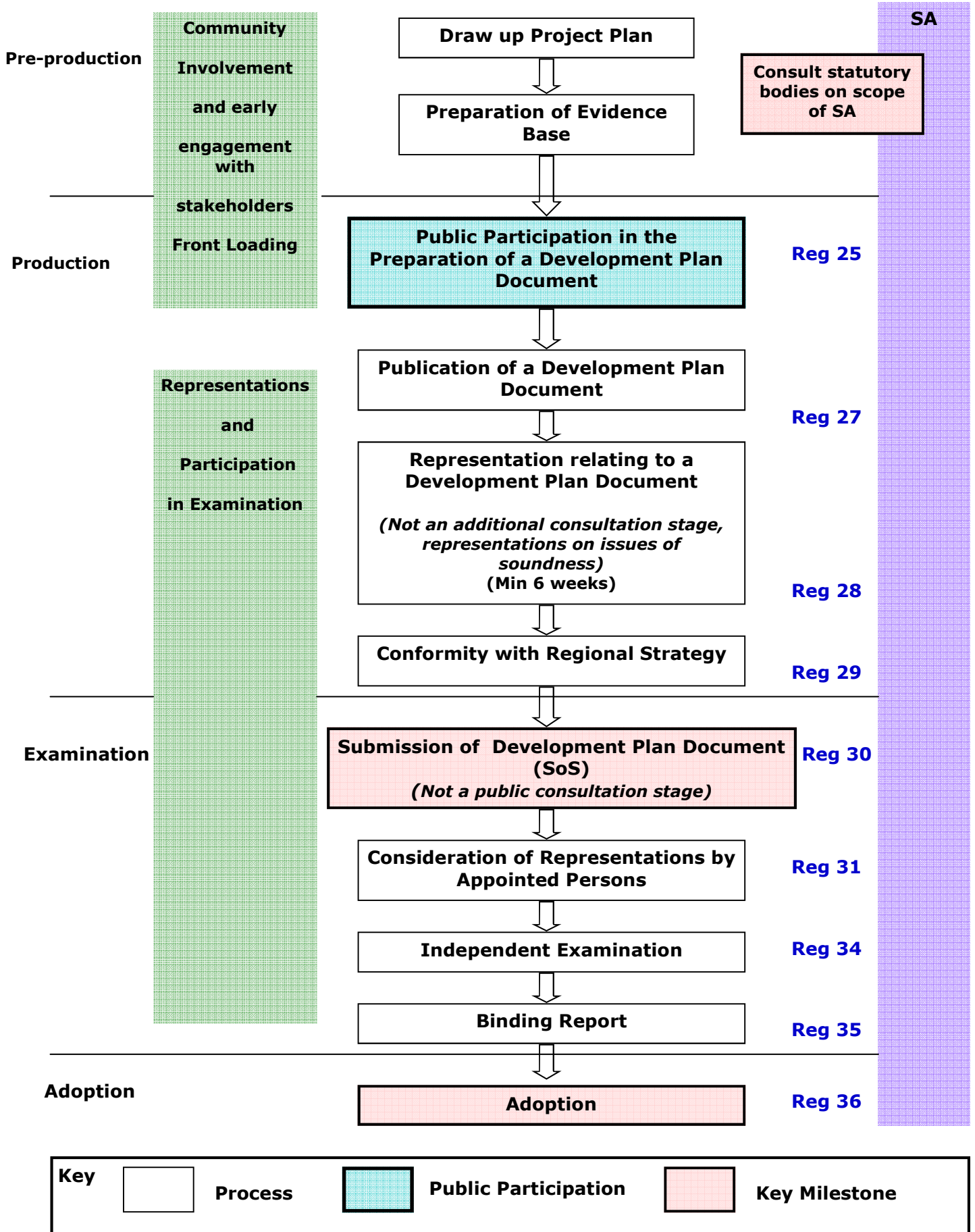
Examination in Public

The DPD is considered by a Planning Inspector at an Independent Examination to assess the 'soundness' of the Plan and the representations made.

Adoption

An Inspector's report will be issued following the independent examination which will set out binding recommendations for how the documents must be changed. The Council can then proceed to adopt the Plan.

Figure 1: PROCESS OF PRODUCING A DEVELOPMENT PLAN DOCUMENT (DPD)



Government guidance (PPS 12) permits the rolling forward of timescales agreed in local development schemes having regard to:

- Any special circumstances
- Meeting of government priorities
- Programme management and resource matters
- Producing a robust evidence base.

The Council has decided to review its LDS for the following reasons:

- Changes to the LDF system and plan-making process including new Regulations that came into effect in June 2008 and April 2009
- A delay in the publication of the East of England Plan (published in May 2008 but still the subject of legal challenges)
- The need to supplement the evidence base with studies jointly commissioned with adjoining authorities, essential for a sound Core Strategy (notably the Strategic Housing Land Availability Assessment, Strategic Housing Market Assessment, Development Economics Study, London Arc Employment Study) and associated delays in their delivery
- An intense process of scrutiny and public consultation on the Core Strategy particularly in relation to the priority of housing supply and sites
- A restructuring of Council services (in April 2008) affecting the Development Plans service and the outcome of associated budget growth bids for additional resources
- A continual process of review and testing of soundness as a result of annual monitoring and 'critical friend' analysis
- Other factors that have changed over the last two years since the last LDS was prepared.

4. The Transitional Period

Planning policy and control in Three Rivers is based on the statutory 'development plan' for the area. The components of the development plan are undergoing a period of review but currently consists of the following:

- **Three Rivers Local Plan 1996-2011**
- **Hertfordshire County Structure Plan 1991-2011**
- **The Hertfordshire Minerals Local Plan 2002-2016**
- **The Hertfordshire Waste Local Plan 1993-2005**
- **East of England Plan 2001-2021**

Three Rivers Local Plan

The Three Rivers Local Plan 1996-2011 was adopted by the Council in July 2001 and provides, together with supplementary planning guidance, a comprehensive framework for the area.

As part of the Planning and Compulsory Purchase Act 2004, local plan policies were protected for a period of three years from commencement of the Act. The three year period expired on 27th September 2007 and in order to extend or 'save' policies beyond this period, local planning authorities were required to obtain a Direction from the Secretary of State. The effect of the Direction for Three Rivers is that the majority of the existing policies in the Three Rivers Local Plan 1996-2011 have been extended.

Appendix 4 sets out the 'saved' policies together with proposals and timescales for replacement within a relevant DPD.

There are three adopted Supplementary Planning Guidance documents (SPGs) and eight further documents being used as material considerations in the determination of planning applications. These are linked to saved policies of the Local Plan and in due course will be replaced by new Supplementary Planning Documents (SPDs) or revised guidance as appropriate.

The three adopted SPGs (together with the linked Local Plan policies shown in brackets) are:

- SPG 3: Extensions to Dwellings in the Green Belt (GB6)
- SPG 4: Cycling in Three Rivers (T10)
- SPG 8: Landscape Character Assessment (N18, N23)

The 'material consideration' documents include guidance on:

- Affordable Housing (H6,H7)
- Car parking at new development (T8, App.3)
- Shopfront Design (C3,C4,C5)
- Moor Park Conservation Area Design Guide (C1,C2,C6)
- Chilterns AONB Buildings Design Guide plus Technical Notes on Flint Brick and Roofing Materials (N20,N21)

Supplementary Planning Documents (SPDs)

The Council formally adopted two SPDs in December 2007:

- Sustainable Communities SPD
- Open Space, Amenity and Children's Play Space SPD

They replace previous material consideration documents in these subject areas.

Hertfordshire Structure Plan

The plan for the period 1991–2011 was adopted in April 1998 and only policies 3, 15, 24, 35 and 52 remain saved until they are superseded by policies to be adopted in Local Development Documents.

Hertfordshire Waste and Minerals Plans

The Minerals Plan was adopted in March 2007 and all policies are automatically saved for three years. Policies 1-46 (excluding 6) in the Waste plan adopted in January 1999 are saved. Both Plans will be replaced by the emerging Waste and Minerals Framework.

Further information on Hertfordshire County Council documents is available at <http://www.hertsdirect.org/envroads/environment/plan/hccdevplan>

East of England Plan

The East of England Plan (also known as the Regional Spatial Strategy) published in May 2008, provides the strategic framework for LDFs in terms of spatial development. Following a successful legal challenge, the East of England Plan is undergoing a 'Repair' process. The implications of this for Three Rivers is not known at present, but may result in changes to the timetable of the production of some LDF documents.

The most important priority in the preparation of the new local development documents during the transitional period will be to seek the community's views on its vision for the District over the period to 2026, bearing in mind the framework of the new Regional Spatial Strategy (RSS). The Council is preparing and consulting on a district-wide Core Strategy which will reflect the RSS.

Three Rivers adjoins two other regions: the South-East and London. The processes involved in preparing the development plan documents will therefore also consider the impact of the Regional Spatial Strategy for the South-East and the Plan for London.

5. Preparation of Local Development Documents on a Joint Basis

Not only is Three Rivers influenced by three regional spatial strategies but it also relates to its immediate surroundings for the whole range of spatial planning, social, economic, transport and environmental issues. In particular, this relationship is with South and West Hertfordshire and the adjacent districts of Dacorum, Hertsmere, St Albans and Watford, as well as with Hertfordshire County Council. There are also links and similarities with the adjacent Buckinghamshire districts of Chiltern and South Bucks. Finally, links are significant with London, not only with the adjacent Unitary Authorities of Harrow and Hillingdon but also with Central London because of the strong economic and transport ties.

The Council will continue to work with its neighbours according to issues of common and cross-boundary interest and will consider the need for joint development documents as appropriate. The Council has worked with neighbouring districts and the County Council in responding to the Regional Spatial Strategy and in preparing several joint studies to inform the evidence base for the LDF. It is envisaged that these joint initiatives will continue in future and will inform the preparation of LDDs although at this stage no joint LDDs are envisaged.

6. Monitoring Progress

Each LDD will specify to what extent it replaces the existing planning policies. The Annual Monitoring Report (AMR) will specify what existing planning policies and guidance will remain in force.

The LDS will be monitored on an annual basis. Each year a report will be submitted to the Government that will:

- Provide information on the extent to which 'saved' policies in the local plan and policies within the LDDs are being achieved
- Specify how the Council is performing against the timescales set out within the adopted LDS
- Include a forecast of future housing supply against strategic housing requirements
- Provide an up-to-date list of relevant background documents and other relevant publications
- Outline the status of the old planning system of Structure Plans and Local Plans
- Conclude as to whether any LDDs need reviewing in advance of their scheduled main review date
- Indicate what additional LDDs need to be prepared
- Update the LDS as appropriate.

Each LDD will need to be reviewed on a regular basis to ensure that it is kept up to date. However, in addition to the scheduled reviews, each AMR will consider whether earlier reviews are required.

It may not be appropriate or necessary to prepare or carry out a major review of some of the site specific DPDs or SPDs proposed within this LDS. This could be the case if development proposals are brought forward on identified sites before a DPD or SPD is prepared.

The Annual Monitoring Report (AMR) will be submitted by December of each year and will set out how the planning authority intends to monitor the following financial years. It will refer to the targets for Local Development Document preparation, as set out in the Local Development Scheme, targets that will be compared to actual progress in subsequent Monitoring Reports.

Annual Monitoring Reports, to a large extent, will be concerned with reporting on the effectiveness of Local Development Documents, and the initial Monitoring Report will therefore identify an appropriate set of indicators against which to monitor the progress of policies. Five AMRs were submitted in December 2005 (covering 2004/5), December 2006 (covering 2005/6), December 2007 (covering 2006/2007), December 2008 (covering 2007/2008) and December 2009 (covering 2008/2009).

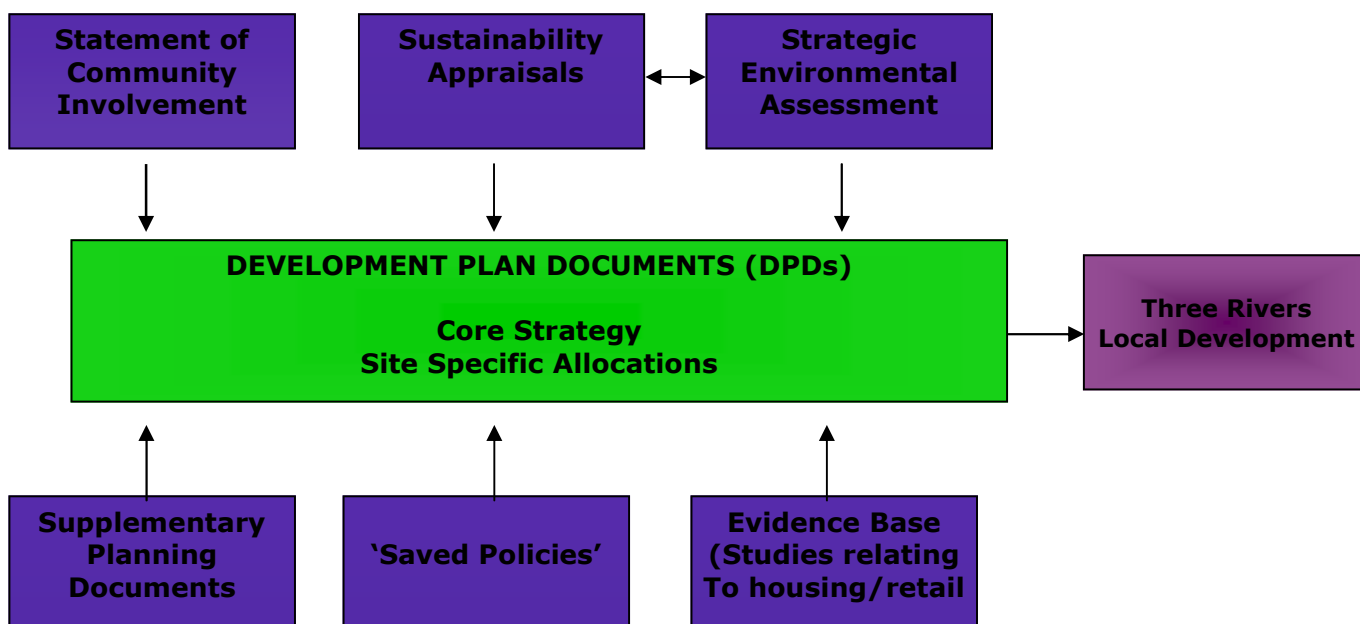
7. Planned Timescales

The provisional 'milestones' for the main DPDs that need to be achieved in order that the relevant parts of the LDF can be progressed towards adoption are set out below:

Document	Pre-Submission Consultation	Submission	Pre-Examination Meeting	Examination	Adoption
Core Strategy DPD	November 2009 to 15 January 2010	September 2010	November 2010	January 2011	July 2011
Site Allocations DPD	November 2009 to 15 January 2010 and March—May 2011	January 2012	March 2012	May 2012	December 2012
Development Management Policies DPD	November 2009 to 15 January 2010	September 2011	November 2011	January 2012	July 2012

Progress will be monitored annually and the milestones may need to be reviewed and reported in the Annual Monitoring Report. The LDS may therefore need to be revised although the Council will strive to keep to agreed timetables as far as possible. More information on the timetable showing the various stages of preparation is included in Appendix 3. Figure 2 below is a diagram showing how the various parts of the LDF link together.

Figure 2 Diagram of Key Links in the Local Development Framework



8. Developing and Managing the Evidence Base

It is essential that LDDs are informed by a thorough, proportionate and up-to-date 'evidence base'. The evidence base includes a series of research documents establishing an understanding of the needs, opportunities and constraints within the District. To date the following studies have been completed, many of them through joint working with adjoining authorities and the County Council:

- Urban Housing Capacity Study (January 2005)
- Employment Land Study (January 2005, update due Spring 2010)
- Open Space, Sport and Recreation Study (July 2005, update due April 2010)
- Gypsy and Travellers' Needs Study (April 2005) and Identification of Potential Sites (September 2006)
- Retail Capacity Study (March 2007)
- Transport Background Paper (March 2007)
- Access to Services and Infrastructure Background Paper (March 2007)
- Settlement Appraisal Paper (March 2007, update May 2008)
- Housing Market Needs Background Paper (November 2006)
- Strategic Flood Risk Assessment (June 2007)
- Appropriate Assessment report (December 2007)
- Strategic Housing Market Assessment (to be completed June 2010)
- Development Economics Study (February 2009)
- Strategic Housing Land Availability Assessment (November 2008)
- London Arc Employment Study (March 2009)
- Hertfordshire Investment and Infrastructure Strategy (November 2009)
- Biodiversity Background Paper (September 2008)
- Water Cycle Study (to be completed April 2010)
- Hertfordshire Climate Change Strategy (to be completed April 2010).

The above studies provide Three Rivers with a comprehensive evidence base for its LDF. However, the evidence base will be reviewed on a regular basis to ensure that it is kept up to date and reflects local circumstances and additional studies will be undertaken as required.

9. Sustainability Appraisal/Strategic Environmental Assessment

A series of documents are required to assess the social, environmental and economic effects of plans to ensure that development is as 'sustainable' as possible. Several appraisals have already been carried out in relation to the Core Strategy DPD at various stages and also in relation to the two SPDs. The new LDF Regulations which came into force on 6 April 2009 remove the need for sustainability appraisals in relation to some future SPDs but they will continue to be required for all DPDs. An Appropriate Assessment is also required under the European Habitats Directive to ensure proposals do not have any significant impacts on Special Areas of Conservation (SACs). A screening report was carried out in relation to the Core Strategy and revealed no likely significant impacts.

10. Key Documents

There are a number of strategies and plans which affect the Three Rivers area in terms of priorities and actions. It is therefore important that LDDs and the Core Strategy in particular relate to these so that the community's aspirations can be delivered in an effective and joined-up way. The key strategic documents include:

- The Community Strategy for Three Rivers (2006-2012)
- Hertfordshire Sustainable Community Strategy (Hertfordshire 2021- A Brighter Future)
- Three Rivers Strategic Plan (2009-2012)
- Three Rivers Housing Strategy 2006-2011
- Hertfordshire Local Transport Plan 2006-2011
- Health Authority Strategy
- Building Schools for the Future Programme
- Hertfordshire Policing Plan 2009-2012.

11. Other Documents

There will be certain supporting documentation for each LDD. This will include for each document:

- a Statement of Conformity with the East of England Plan
- a Sustainability Appraisal and Strategic Environmental Assessment
- an explanation of the steps undertaken to ensure that the document has been produced in accordance with the Statement of Community Involvement
- a statement explaining the relationship of the LDD to the Hertfordshire Structure Plan, the Three Rivers Local Plan and other documents under the old planning policy framework
- a list of any documents that are relevant to the LDD topic or areas which may be of relevance to the planning of that area.

12. Financial and Staffing Resources

In terms of staffing, preparation of local development plan documents will be co-ordinated in house by the Council's Development Plans Service. This is a partially new service arising from wider restructuring of Council Services in April 2008. A full time staff equivalent of three posts is available to work on the local development documents.

The Development Plans Service currently consists of four full-time qualified or part-qualified planning officers, with support from two technical officers. The Service is also responsible for a range of other work including, building conservation, design and development, systems support and mapping, and monitoring and information. In recognition of the large and important nature of workloads associated with the LDF and the small size of the service compared to other authorities, the Council agreed a growth budget bid to increase staffing capacity. This covers the financial years 2009/10, 2010/11 and 2011/12 and will result in an additional planning officer at senior/principal grade to help with the day-to-day running of the LDF. A growth bid was also agreed to restructure the Service in order to help retain staff, improve career development and reflect additional responsibilities. Specialist building conservation advice is also provided externally on a part-time basis by a consultant.

The amount of officer time that each planning officer currently gives to the preparation of the LDF is as follows:

- Development Plans Manager (50%)
- Principal Planning Officer (90%)
- Senior Planning Officer (90%)
- Senior Planning & Conservation Officer (10%)
- Planning Officer (80%)

The Council recognises the need for close working between the above Service and other parts of the Council. This is particularly the case in relation to the Community Plan and Partnerships function of the Council. It is recognised that joint working between the LDF and the LSP is vital to the achievement of an integrated approach towards spatial and community planning. Joint work has already been undertaken, for example, in relation to infrastructure and access to services. Further joint working will continue. Strong links also exist with Housing Services (in relation to affordable housing), Sustainability (in relation to carbon reduction and energy) Leisure and Landscape (in relation to green infrastructure and biodiversity) and Development Control (in relation to policy operation).

In terms of financing the preparation of the LDF, it is intended that this will be met by the existing revenue budget for Development Plans and will be supplemented as necessary by Planning Delivery Grant (PDG) and subsequently by Housing and Planning Delivery Grant (HPDG). Budgetary provision has been made for 2009/10 on the basis of existing revenue funding and anticipated PDG/HPDG. Provision for 2010/11 and 2011/12 will need to reflect additional costs associated with the planned examination for the Core Strategy and Site Allocations DPDs. On the basis of a moderate length examination for each, examination costs in 2010/11 could be around £120,000 , £80,000 in 2011/12 and £80,000 in 2012/2013.

However these costs could increase in the event of a more complex examination. More definitive costs will not be known until more progress is made towards the examination process. These costs take into account Inspector's fees and expenses, legal advice and the employment of a programme officer. Whilst the award of future levels of HPDG will be important in helping the Council meet its LDF programme, the Council understands that because of the uncertainty over its provision in future years, it will need to rely on the revenue budget and contingency reserves to meet any shortfall. As requirements and priorities are firmed up, resource requirements will be identified and resourced as necessary through the Council's system of forward financial planning through the Medium Term Plan process.

The Council is also aware that it is a small authority with limited resources and that there are economies to be achieved through joint working with neighbouring districts and the County Council. The Council will seek to develop existing methods of joint working to achieve further economies of scale as appropriate.

13. Risk Assessment

In preparing the local development scheme, it was found that the main areas of risk are as follows:

Risk	Action to Mitigate Risks	Risk Level
<p>Staffing levels</p> <p>(See also Financial & Staffing Resources in Section 12).</p>	<p>In the 2007 LDS it was acknowledged that the Development Plans service was small compared to other authorities and this was one factor in revising the timetable at that time. It was also recognised that staff retention strategies would need to be considered by the Council to minimise the risk of key planning staff leaving the Council. These factors have now been addressed through additional budget provision over the next three years in relation to an additional post and restructuring of existing posts within the Service. In the event that a member of staff leaves from the permanent establishment, consideration will be given to the temporary employment of contract staff in the short term.</p>	<p>High/ Medium</p>
<p>Skills levels.</p>	<p>Staff within the Development Plans Service are generally well skilled but there are skill shortages primarily in technical areas such as in developing the evidence base and in undertaking sustainability appraisals. In these cases, consultants are being employed not only to fill technical skills gaps but also to make more efficient use of time of existing planning staff on mainstream planning issues. The Council is using LDF software (from CAPS Uniform) to assist with the delivery and efficiency of consultation on LDF documents. External systems support for this is co-ordinated from a dedicated officer within the Service. Since the 2007 LDS, in order to meet identified gaps in skills levels for the more junior staff, two officers have successfully completed a Master's degree in Spatial Planning (2007 and 2009). There remains a gap in staffing levels in terms of highly experienced and RTPPI qualified staff. It is anticipated that this will be rectified at least in the short term through the new Principal Planner being eligible for full membership in 2010.</p>	<p>Medium</p>
<p>Financial</p> <p>(See also Financial & Staffing Resources in Section 12).</p>	<p>Budgetary provision will be made on the basis of existing revenue funding and anticipated Housing and Planning Delivery Grant. The Council has contingencies in place to deal with costs associated with the examination process in future years. Risks will be mitigated by identifying resource requirements through the Council's system of forward financial planning process.</p>	<p>High/ Medium</p>

Risk	Action to Mitigate Risks	Risk Level
The soundness of DPDs	The timetable for the production of the LDF has been modified in the light of early experience from authorities having gone through the examination process. Whilst the programme and process remains challenging, this risk will be minimised by working closely with Government Office and PINS at all milestone stages and in the run up to submission of DPDs. The Annual Monitoring Report (AMR) will track performance and highlight any amendments required to the work programme set out in the LDS.	Medium
Decision making process	Delays may be experienced as a result of democratic process and/or timetabling of meetings. This will be minimised by ensuring Members are kept informed of the LDF process.	Low/ Medium
Progress of the Regional Spatial Strategy	Delays in the publication of the final East of England Plan have impacted upon the LDF timetable set out in the 2007 LDS. The revised programme in this document could be affected by the 'repair process' as a result of the outcome of legal challenges to the Plan, particularly if they affect the District's housing allocation in any way. Such delays are outside the Council's control but their impact will be minimised through regular contact with the Government Office.	Medium
Information and evidence base	A number of technical studies have been carried out by consultants and in-house to inform the LDF. The baseline information will become less up-to-date as the LDF timetable progresses. Updates will be commissioned where necessary but this will have both financial and staff resources implications. These implications will be minimised by focussing only on updates that are absolutely necessary and proportionate to ensure 'soundness'. The Council will seek advice from the Government Office on this as necessary.	Medium
The capacity of key stakeholders to input into the LDF	The ability of stakeholders, such as those forming part of the Local Strategic Partnership (LSP) and other external agencies and infrastructure and service providers, to provide technical data to feed into DDPs may be affected because of the increase in demand from other local authorities in the area. Whilst the risk is outside of the Council's control, the Council will continue to work closely and collaboratively with stakeholders to facilitate their input.	Medium
The ability of PINs to examine DPDs	The ability of the Planning Inspectorate (PINS) to deal with the examination process within the timescales set out in the LDS may be compromised by a rise in demand for their services from other authorities leading to a possible delay in adoption of DPDs. Again, whilst this is outside the control of the Council, it will work closely with PINS and the Government Office to minimise any delays. The LDS process in itself also alerts PINs to future DPD schedules so that they can plan workloads accordingly.	Low
The length of the public examination being longer than anticipated	Whilst complications may lead to longer examinations, the Council will work closely with PINs and stakeholders to minimise the risk of this happening (see also Financial implications).	Medium

Risk	Action to Mitigate Risks	Risk Level
Strategic Environmental Assessment/ Sustainability Appraisal	This is a major new work area involving the testing of options. The Council has employed consultants, jointly with adjoining districts to assist with this work. Successful co-ordination and delivery at key output stages may sometimes be difficult because of the workload of the consultants and the ability of key consultation agencies to input into the process. The Council is seeking to minimise this risk by working closely with the consultants and partner authorities and meeting on a regular basis to identify any problems.	Low/ Medium
Information technology	The Council is using an LDF consultation software package to assist with dealing with representations. The Council will seek to maximise the use of the package by working closely with the provider and other IT staff within the Council. The Council will also regularly review the effectiveness of this software and may consider an alternative system if appropriate.	Low

Approved following Executive Committee on 1 February 2010.

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APPENDIX 1 LOCAL DEVELOPMENT PROFILES

CORE STRATEGY

Role and subject	Will set out the vision/objectives/spatial strategy for future development to 2026 (giving indications of where development will go and split between previously developed land and greenfield/green belt sites) in accordance with the East of England Plan (RSS), Will set out Core Policies, Place Shaping Policies and high level Development Management Policies.
Geographical coverage	The whole District
Status	Development Plan Document
Priority	High
Chain of Conformity	With Regional Spatial Strategy (RSS).
Start of Preparation Process	January 2006 – January 2009
Pre – Submission Consultation	February– March 2009 and November 2009—January 2010
Submission to Secretary of State	September 2010
Pre – Examination Meeting	November 2010
Commencement of Examination	January 2011
Adoption	July 2011
Monitoring and Review	Ongoing
Lead Officer	Development Plans Manager
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption stages by full Council.
Staffing resources	Development Plans Service with assistance other parts of the Council. Input also from LSP partner officers.
Evidence base	Responses from stakeholder and community involvement East of England Plan Three Rivers Community Strategy and other plans and strategies affecting the area Housing, Employment, Retail, Open Space and other Studies SEA/SA Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

SITE ALLOCATIONS DPD*

Role and subject	Will allocate sites for housing, employment, retail, Gypsies and Travellers, open space and community uses in accordance with Core Strategy and RSS.
Geographical coverage	The whole District
Status	Development Plan Document
Priority	High
Chain of Conformity	With Core Strategy and RSS.
Start of Preparation Process	May—October 2010
Pre – Submission Consultation	March—May 2011
Submission to Secretary of State	January 2012
Pre – Examination Meeting	March 2012
Commencement of Examination	May 2012
Adoption	December 2012
Monitoring and Review	Ongoing
Lead Officer	Development Plans Manager
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption by full Council.
Staffing resources	Development Plans Service with input from other parts of the Council. Input also from LSP Partner officers.
Evidence base	Responses from stakeholder and community involvement East of England Plan Three Rivers Community Strategy and other plans and strategies affecting the area Housing, Employment, Retail, Gypsy and Traveller, Open Space, Flood Risk and other Studies SEA/SA Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

* Pre-submission consultation on Housing sites was carried out from November 2009 to January 2010. Preparation (including informal consultation on issues and options) and pre-submission consultation on employment, Gypsy & Traveller, retail and open space sites will take place during 2010 and 2011. All Site Allocations will be submitted to the Secretary of State at the same time.

DEVELOPMENT MANAGEMENT POLICIES DPD

Role and subject	Will set out the Development Management Policies.
Geographical coverage	The whole District
Status	Development Plan Document
Priority	High
Chain of Conformity	With Core Strategy, Housing Strategy and RSS.
Start of Preparation Process	January 2006—January 2009
Pre – Submission Consultation	February—March 2009 and November 2009—January 2010
Submission to Secretary of State	September 2011
Pre – Examination Meeting	November 2011
Commencement of Examination	January 2012
Adoption	July 2012
Monitoring and Review	Ongoing
Lead Officer	Development Plans Manager
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption by full Council.
Staffing resources	Development Plans Service with input from other parts of the Council. Input also from LSP Partner officers.
Evidence base	Responses from stakeholder and community involvement East of England Plan Three Rivers Community Strategy and other plans and strategies affecting the area Housing, Employment, Retail, Gypsy and Traveller, Open Space, Flood Risk and other Studies SEA/SA Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

The following schedule includes proposed Supplementary Planning Documents (SPDs) for information only.

AFFORDABLE HOUSING SPD

Role and subject	Will provide supporting guidance in relation to Core Strategy policy on affordable housing including housing mix, tenure and size of units. Will also provide formula for calculating commuted payments towards affordable housing on small sites.
Geographical coverage	The whole District
Status	Supplementary Planning Document
Priority	High
Chain of Conformity	With Core Strategy and RSS.
Start of Preparation Process	November 2010—February 2011
Pre – Submission Consultation	May—June 2011
Adoption	August 2011
Monitoring and Review	Ongoing
Lead Officer	Development Plans Manager
Reporting arrangements	Drafts to be approved by Executive Committee. Adoption by full Council.
Staffing resources	Development Plans Service with assistance from Community Partnership Unit, Housing Policy (Strategy) Group and LSP.
Evidence base	Responses from stakeholder and community involvement East of England Plan Three Community Strategy and other plans and strategies affecting the area Strategic Housing Market Assessment and Development Economics Study SEAVSA where appropriate Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

INFRASTRUCTURE & OBLIGATIONS SPD

Role and Subject	Will set out the key infrastructure requirements for District covering Transport, Education, Health, Emergency Services and Community facilities and guidance for seeking contributions from new development.
Geographical Coverage	The whole District
Status	SPD
Priority	Medium
Chain of Conformity	With Core Strategy.
Start of Preparation Process	May—August 2012
Public Participation on options Adoption	May—June 2013 August 2013
Monitoring & Review	Ongoing
Lead Officer	Development Plans Manager
Reporting Arrangements	Drafts to be approved by Executive Committee Adoption by full Council
Staffing Resources	Development Plans Service and officers from other parts of the Council and County Council.
Evidence Base	Responses from stakeholder and community involvement East of England Plan Three Community Strategy and other plans and strategies affecting the area Hertfordshire Infrastructure and Investment Study Three Rivers Infrastructure Schedule and Delivery Plan Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

GREEN INFRASTRUCTURE & LANDSCAPE SPD

Role and Subject	Will assess requirements and provision of Green Infrastructure to cover networks of protected sites, nature reserves, green spaces, waterways and green linkages. Also provide an updated landscape strategy for district in conjunction with regional designations and typologies.
Geographical Coverage	The whole District
Status	SPD (incorporating existing SPG on landscape character)
Priority	Medium
Chain of Conformity	With Core Strategy.
Start of Preparation Process	July—October 2012
Public Participation on options	May—June 2013
Adoption	August 2013
Monitoring & Review	Ongoing
Lead Officer	Development Plans Manager
Reporting Arrangements	Drafts to be approved by Executive Committee. Adoption by full Council.
Staffing Resources	Development Plans Service with input from other parts of the Council including Sustainability Service. Also input from County Landscape officers.
Evidence Base	Responses from stakeholder and community involvement East of England Plan Three Community Strategy and other plans and strategies affecting the area Hertfordshire Biodiversity Action Plan and other background biodiversity and landscape studies Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

DESIGN SPD

Role and Subject	Will provide guidance and good practice on improving the design of all new development within the District covering residential and commercial development within the urban area and countryside. Also set out how character of District can be protected and enhanced.
Geographical Coverage	The whole District.
Status	SPD (incorporating existing SPGs on Shopfront Design and Extensions to Dwellings in the Green Belt)
Priority	Medium
Chain of Conformity	With Core Strategy
Start of Preparation Process	September—December 2012
Public Participation on options	May—June 2013
Adoption	August 2013
Monitoring & Review	Ongoing. In association with Three Rivers Design Award scheme.
Lead Officer	Development Plans Manager
Reporting Arrangements	Approved by Executive Committee
Staffing Resources	Development Plans Service and other parts of the Council. Input from consultants as necessary.
Evidence Base	Responses from stakeholder and community involvement East of England Plan Three Community Strategy and other plans and strategies affecting the area Building Futures modules including sustainable design Chiltern Design Guide Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

PARKING STANDARDS SPD

Role and Subject	Will provide revised parking standards for new development. Also updating of zonal map of district relating to accessibility.
Geographical Coverage	The whole District
Status	SPD
Priority	Low
Chain of Conformity	With Core Strategy.
Start of Preparation Process	November 2012—February 2013
Public Participation on options	May—June 2013
Adoption	August 2013
Monitoring & Review	Ongoing
Lead Officer	Development Plans Manager
Reporting Arrangements	Drafts to be approved by Executive Committee
Staffing Resources	Development Plans Service with officers other parts of the Council and County Council
Evidence Base	Responses from stakeholder and community involvement East of England Plan Three Community Strategy and other plans and strategies affecting the area Research to be undertaken by HCC including population projections and car ownership rates Existing SPG on car parking (2002) Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

APPENDIX 2 Schedules

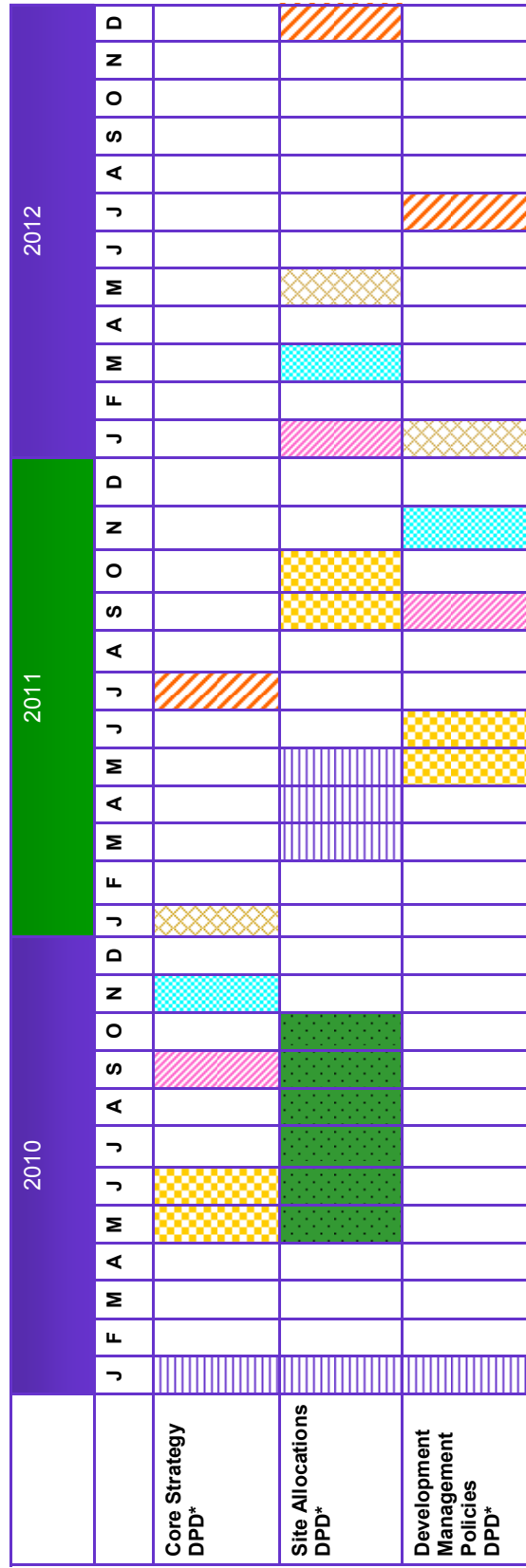
Document	Brief Description	Conformity to Regulations/policies and other parts of LDD	Area	Proposed Status	Priority	Start of Preparation Process	Pre-submission consultation	Submission to Secretary of State	Pre-Examination Meeting	Start of Examination	Adoption
Core Strategy	Will set out the vision/objectives/spatial strategy for future development to 2026. Will set out Core Policies, Place Shaping Policies and high level Development Management Policies.	In general conformity with the RSS (East of England Plan). All other LDDs to be in conformity with Core Strategy	District	To be prepared as a DPD	High	January 2006-January 2009	February—March 2009 and November 2009—January 2010	September 2010	November 2010	January 2011	July 2011
Site Allocations DPD *	Will allocate key land uses including housing, employment, gypsies and travellers, retail and open space	With Core Strategy, Housing Strategy and the RSS	District	To be prepared as a DPD	High	*May—October 2011	March—May 2011	January 2012	March 2012	May 2012	December 2012
Development Management Policies DPD	Will set out the Development Management Policies	With Core Strategy	District	To be prepared as a DPD	High	January 2006-January 2009	February—March 2009 and November 2009—January 2010	September 2011	November 2011	January 2012	July 2012
Proposals Map	Will show policy designations and sites with specific allocations	With Core Strategy Site Allocations DPDs.	District	To be prepared alongside DPDs and incorporated within.	High	To be prepared in conjunction with Core Strategy and related timetable. It will then be revised as part of the Site Allocations DPD process to reflect the up to date spatial plan for the area.					
Strategic & Environmental Assessment Of LDF	Will analyse the potential impact of LDD policies on the environment	N/A	District	To be prepared alongside DPDs and incorporated within.	High	To be prepared alongside DPDs and related timetables in order to inform Options.					
Sustainability Appraisal of LDF	Will consider the potential impact of LDDs on environmental, economic and social issues.	N/A	District	To be prepared alongside DPDs and incorporated within.	High	To be prepared alongside DPDs and related timetables in order to inform Options.					

* Pre-submission consultation on Housing sites was carried out from November 2009 to January 2010. Preparation (including informal consultation on issues and options) and pre-submission consultation on employment, Gypsy & Traveller, retail and open space sites will take place during 2010 and 2011. All site allocations will be submitted to the Secretary of State at the same time.

Document	Brief Description	Conformity to Regulations/policies and other parts of LDD	Area	Proposed Status	Priority	Start of Preparation Process	Public Participation on Revised Draft SPD	Representations and Finalise SPD	Adoption	Monitoring & Review
Affordable Housing SPD	To provide guidance on the quantity/ type of affordable housing required as part of new development.	With Core Strategy	District	New SPD	High	November 2010—February 2011	May—June 2011	July 2011	August 2011	On going
Infrastructure & Obligations SPD	To provide guidance on contributions for infrastructure for new development	With Core Strategy	District	New SPD	Medium	March—August 2012	May—June 2013	July 2013	August 2013	Ongoing
Green Infrastructure & landscape SPD	To provide guidance for the requirements of Green Infrastructure	With Core Strategy	District	New SPD incorporating and expanding existing SPG	Medium	July—October 2012	May—June 2013	July 2013	August 2013	On going
Design SPD	To provide guidance on improving design of all new development	With Core Strategy	District	New SPD combining and expanding existing SPG.	Medium	September—December 2012	May—June 2013	July 2013	August 2013	On going
Parking Standards SPD	To provide guidance on parking facilities of all new development	With Core Strategy	District	New SPD incorporating and expanding existing SPG	Low	November 2012—February 2013	May—June 2013	July 2013	August 2013	On going

APPENDIX 3 Timetable for LDF Preparation

DEVELOPMENT PLAN DOCUMENTS






* Pre-submission consultation on Housing sites was carried out from November 2009 to January 2010. Preparation (including informal consultation on issues and options) and pre-submission consultation on employment, Gypsy & Traveller, retail, community and open space sites will take place during 2010 and 2011.

	Preparation (including informal consultation on issues and options)
	Pre-submission consultation (on preferred alternatives and approach)
	Publication stage
	Submission stage
	Pre-Examination Meeting
	Examination
	Adoption

APPENDIX 3 Timetable for LDF Preparation

SUPPLEMENTARY PLANNING DOCUMENTS (shown for information only)

	2010			2011			2012			2013								
	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D
Affordable Housing SPD																		
Infrastructure & Obligations SPD																		
Green infrastructure & Landscape SPD																		
Design SPD																		
Parking Standards SPD																		

	Preparation (including informal consultation on issues and options)
	Pre-submission consultation (on preferred alternatives and approach)
	Adoption

Appendix 4

Schedule of policies “saved” from the Three Rivers Local Plan 1996-2011

Theme	To be replaced with new policies in DPDs but “saved” until then	To be deleted	To be merged into DPD	Timescale	Relevant DPD
General Development (GEN)	1a	5a	1, 2, 3, 4, 5A, 6, 7, 8	Jan 2006—July 2011	Core Strategy/ Development management Policies DPD
Natural Environment & Resources (N)	10, 15, 16, 21, 23, 24	8, 14, 19, 21	1, 2, 3, 4, 5, 6, 7, 9, 12, 13, 14, 17, 18, 20, 22	Jan 2006—July 2011	Core Strategy/ Development Management Policies DPD
Conservation of Built Heritage (C)		10, 11	1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14,	Jan 2006—July 2011	Core Strategy/ Development Management Policies DPD
Green Belt (GB)	1, 2, 3, 4, 5		6, 7, 8, 9, 10, 11, 12	Jan 2006—July 2011	Core Strategy/ Development Management Policies DPD
Design (D)	2, 3	5	1, 4, 6, 7, 8, 9	Jan 2006—July 2011	Core Strategy/ Development Management Policies DPD
Housing (H)	1, 2, 3, 5, 6, 7	16	4, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17	Jan 2009—Dec 2012	Core Strategy/ Development Management Policies & Site Allocations
Employment and Economic Development (E)	1, 3	5, 6	4, 6	Jan 2009—Dec 2012	Core Strategy/ Development Management Policies & Site Allocations
Town & Local Shopping Centres (S)		5a	1, 2, 3, 4, 5, 6, 7	Jan 2009—Dec 2012	Core Strategy/ Development Management Policies & Site Allocations
Transport & Movement (T)	3, 8, 9		1, 2, 4, 5, 6, 7, 10, 11	Jan 2006—Dec 2011	Core Strategy/ Development Management Policies & Site Allocations
Sport & Leisure (L)	1, 2, 3, 4, 10, 11, 16		5, 6, 7, 8, 9, 12, 13, 14, 15	Jan 2009—Dec 2012	Core Strategy/ Development Management Policies & Site Allocations

General Development Policies (GEN)

Making Development More Sustainable
General Location of Development
Location of Major Development
Compliance with Design and Access Standards
Potentially Hazardous or Polluting Development
Development, Unstable Land and Contamination

Provision of Utilities and Services
The Need for Environmental Impact Statements
Planning Obligations and Conditions

Conservation of the Built Heritage

Development within Conservation Areas
Setting of Conservation Areas

Shop Front Design & Advertisements in Conservation Areas
Signage in Conservation Areas
Shop Security

Demolition in Conservation Areas
Change of Use of Listed Buildings
Alterations or Extensions of Listed Buildings
The Setting of Listed Buildings

Locally Important Buildings
Historic Parks and Gardens
Archaeology and Development

Natural Environment and Resources (N)

Nature Conservation
Sites of Nature Conservation Importance

Protected Species

Protection of Water Resource

Flood Prevention and River Corridors

Water Supply and Sewerage Infrastructure

Agricultural Land
Use of Recycled and Reclaimed Materials

Provision for Waste Recovery and Recycling Facilities
in New Development

Air Quality

Light Pollution

Trees, Hedgerows and New Development

Protection of Trees and Hedgerows during Development

Replacement Planting
Landscape Management

Protection of the Chilterns AONB
Colne Valley Regional Park
Landscape Regions
Telecommunications Apparatus

GEN.1
GEN.1A

GEN.2
GEN.3
GEN.4
GEN.5

GEN.6
GEN.7
GEN.8

C.1
C.2
C.3
C.4
C.5

C.6
C.7
C.8
C.9

C.12
C.13
C.14

N.1
N.2

N.3

N.4

N.5

N.6

N.7
N.9

N.10

N.12

N.13

N.15

N.16

N.17
N.18

N.20
N.22
N.23
N.24

Green Belt (GB)

Aims, Objectives & Introduction

Development within the Green Belt

Leavesden Studios Site

Maple Lodge Sewage Treatment Works

Maple Lodge Planning Brief

Replacement of Dwellings in the Green Belt

Extensions to Dwellings in the Green Belt

Ancillary Buildings, including those in the Green Belt

The Extension of Residential Curtilages in the Green Belt

Re-Use and Conversion of Buildings in the Green Belt

Residential Conversion of Groups of Farm Buildings

Agricultural and Forestry Dwellings in the Green Belt

Use of Agricultural Occupancy Conditions

Design Statements

Energy Efficient Building Forms

Energy Efficient Layout

Pedestrian Priority and Cycle Routes

Landscaping

Design for Water Conservation

Design for Safety and Security

Access for the Disabled

GB.1

GB.2

GB.3

GB.4

GB.5

GB.6

GB.7

GB.8

GB.9

GB.10

GB.11

GB.12

D.1

D.2

D.3

D.4

D.6

D.7

D.8

D.9

Housing (H)

Residential Land Supply

Development of Identified Housing Sites

Control over Housing Land Supply and Identification

of Additional Housing Sites

Dwelling Mix and Density

Definition of Financially Affordable Levels

Affordable and Special Needs Housing

Rural Affordable Housing

Specialist Residential Accommodation

Home Working

Loss or Conversion of Dwellings

Conversion of Space above Shops

Conversion of Office Space to Residential Use

Subdivision of Dwellings

Infilling and Development on Garden Land

Residential Caravan Parks

Residential Moorings

Employment and Economic Development

New Development for Employment

Safeguarding of Employment Areas

Small Business Units

H.1

H.2

H.3

H.4

H.5

H.6

H.7

H.8

H.9

H.10

H.11

H.12

H.13

H.14

H.15

H.17

E.1

E.3

E.4

Town and Local Shopping Centres

Primary Shopping Frontages
Secondary Shopping Frontages
Local Shopping Centres
Local Shops
Retail Development in existing Shopping Areas
Retail Development outside Existing Shopping Centres
Conversion and Redevelopment of Business Premises in Rickmansworth

S.1
S.2
S.3
S.4
S.5
S.6
S.7

Transport and Movement

Transportation Interchanges
Passenger Transport and New Development
CrossRail and Croxley Link Rail Improvements
New Road Schemes
Transfer of Road Freight to Rail and Water
M25 Motorway
Highways and New Development
Car Parking Provision
Reduced Levels of Parking Provision
Cycling
Walking

T.1
T.2
T.3
T.4
T.5
T.6
T.7
T.8
T.9
T.10
T.11

Sport and Leisure

Protection of Existing Sports Facilities
Dual and Multiple Use of Sports Facilities
Built Sports Development
Provision for Sports Facilities by New Development
Golf Courses
Golf Driving Ranges
Sport in the Countryside
Water-based Sport and Leisure
Protection of Existing Amenity and Children's Play Space
Amenity and Children's Play Space Provision in New Residential Development
Design of Open Space
Protection of Grass Verges and Minor Open Spaces
Access to the Countryside
Rights of Way
Commons
Protection of Allotments

L.1
L.2
L.3
L.4
L.5
L.6
L.7
L.8
L.9
L.10
L.11
L.12
L.13
L.14
L.15
L.16
L.17

AMR Annual Monitoring Report

A document to be produced each year showing progress in achieving the timetable set out in the LDS and setting out revisions to the LDS.

AONB Chilterns Area of Outstanding Natural Beauty

National designation of countryside which is of high landscape quality. Stringent controls on development apply. Three Rivers District Council is a member of the Chilterns Conservation Board which ensures implementation of the Management Plan for the AONB.

DPD Development Plan Document

Any part of the LDF that forms part of the statutory development plan – these are: Core Strategy, area wide policies, topic policies, area action plans, proposals map, and site allocations (includes LDDs but not SCI or SPDs)

EIP Examination in Public

An examination chaired by an independent inspector into objections to the LDDs and into LDDs as a whole.

GOEAST Government Office for the East of England

Regional government office (based in Cambridge) responsible for implementing national policy in the region and ensuring Local Planning Authorities policies and plans accord with national guidance.

HEF Hertfordshire Environmental Forum

Countywide group consisting of representatives from the 10 Hertfordshire districts and the County Council which monitors the state of the local environment and co-ordinates improvements.

LDD Local Development Document

The individual documents that set out planning policies for specific topics or for geographical areas

LDF Local Development Framework

The collective name given to all those policies and documents forming the planning framework for the District

LDS Local Development Scheme

A project management document setting out what the LDF will contain, a timetable for its production, proposals for monitoring and review.

LP Local Plan

The existing statutory plan for the area setting out policies for controlling development and proposals for particular areas/sites.

PPG13 Planning Policy Guidance Note 13 Transport

Guidance note produced by the Office of the Deputy Prime Minister which promotes sustainable transport.

Public Service Agreement Target 6

PSA6 is the target set by the Office of the Deputy Prime Minister for local planning authorities to achieve the milestones set out in Local Development Schemes by 31 March 2007. It seeks to ensure an efficient planning system to deliver sustainable communities and to deliver housing provision, regeneration and the required infrastructure. It aims for a better, simpler, faster and more accessible planning system to serve business and the community.

RSS Regional Spatial Strategy

Overarching strategy produced by Regional Planning Body, with broad land use, transport and other policies to inform LDFs, will form part of the statutory development plan.

‘Soundness’ of the Plan

Development Plan Documents will be tested thoroughly by independent examination to ensure they have followed correct procedures, conform to national and regional policy and the Council’s community strategy, and the policies they contain are coherent, consistent and effective.

Spatial Planning

An approach to planning that ensures the most efficient use of land by balancing competing demands. Does not consider just the physical aspects of location/land use but also economic, social and environmental matters.

SA Sustainability Appraisal

An appraisal of the impacts of policies and proposals on economic, social and environmental issues.

SCI Statement of Community Involvement

The document that sets out how the Local Planning Authority will involve and consult the public in the production of the LDF and on major development control matters.

SEA Strategic Environmental Assessment

An assessment of the potential impacts of policies and proposals on the environment, to include proposals for the mitigation of impacts.

SPD Supplementary Planning Document

A document providing an elaboration of policies, design guidance, site development guidance, parking standards etc.

SPG Supplementary Planning Guidance

Documents produced under the existing system providing an elaboration of policies, design guidance, site development guidance.