

Local Plan



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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 produce 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 timescales for the preparation of Local Development Documents (LDDs) that form the Council's Local Plan (formally known as the Local Development Framework), within the current planning system.

The Three Rivers Local Plan will comprise the following documents:

- **Core Strategy** Development Plan Document
- **Site Allocations** Local Development Document
- **Development Management Policies** Local Development Document
- **Gypsy, Traveller & Travelling Showpeople** Local Development Document
- **Community Infrastructure Levy (CIL) Charging Schedule**
- **Statement of Community Involvement**
- **Supplementary Planning Documents**

Further details about these documents are set out later 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 LDDs and SPDs (Appendix 3)
- 'Milestones' to be achieved as part of the process leading to adoption (Appendix 3)
- The relationship of the Local Plan to existing policies (Appendix 4)
- Other supporting documents and statements that will be required or referred to
- Which current Local Plan (1996-2011) policies will be 'saved' (Appendix 4)
- The resources available together with constraints and a risk assessment.

The Local Development Scheme December 2012 supersedes the LDS which came into effect in September 2011. This LDS reflects the changes made to take account of:

- Changes to the legislation (e.g. through the Localism Act 2011 and new regulations)
- The adoption of the Core Strategy in October 2011.

3. Key Stages of Development Plan Production

The Planning and Compulsory Purchase Act 2004 and The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the procedures for producing Development Plan Documents.

The key production stages for Plans that make up the Local Plan are summarised below and shown in Figure 1.

Preparation of the evidence base

It is essential that Plans 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 a Plan

There is now a single statutory prescribed consultation stage, known as 'Regulation 18'. 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

This is often referred to as 'Regulation 19' or 'pre-submission' consultation. This is the publication of the plan in a form which we believe to be sound. There then follows at least a six week period for stakeholders to comment on the plan. Such comments must specifically relate to the legal compliance and soundness of the plan.

Submission

This is when the plan is submitted by the Council to the Secretary of State (Regulation 22). The Examination starts at this point.

Hearings

The most crucial time in the Examination is the hearing sessions (Regulation 24), however, plans can be examined purely through written representations. The hearings are roundtable discussions where the Inspector will explore the issues the plan raises.

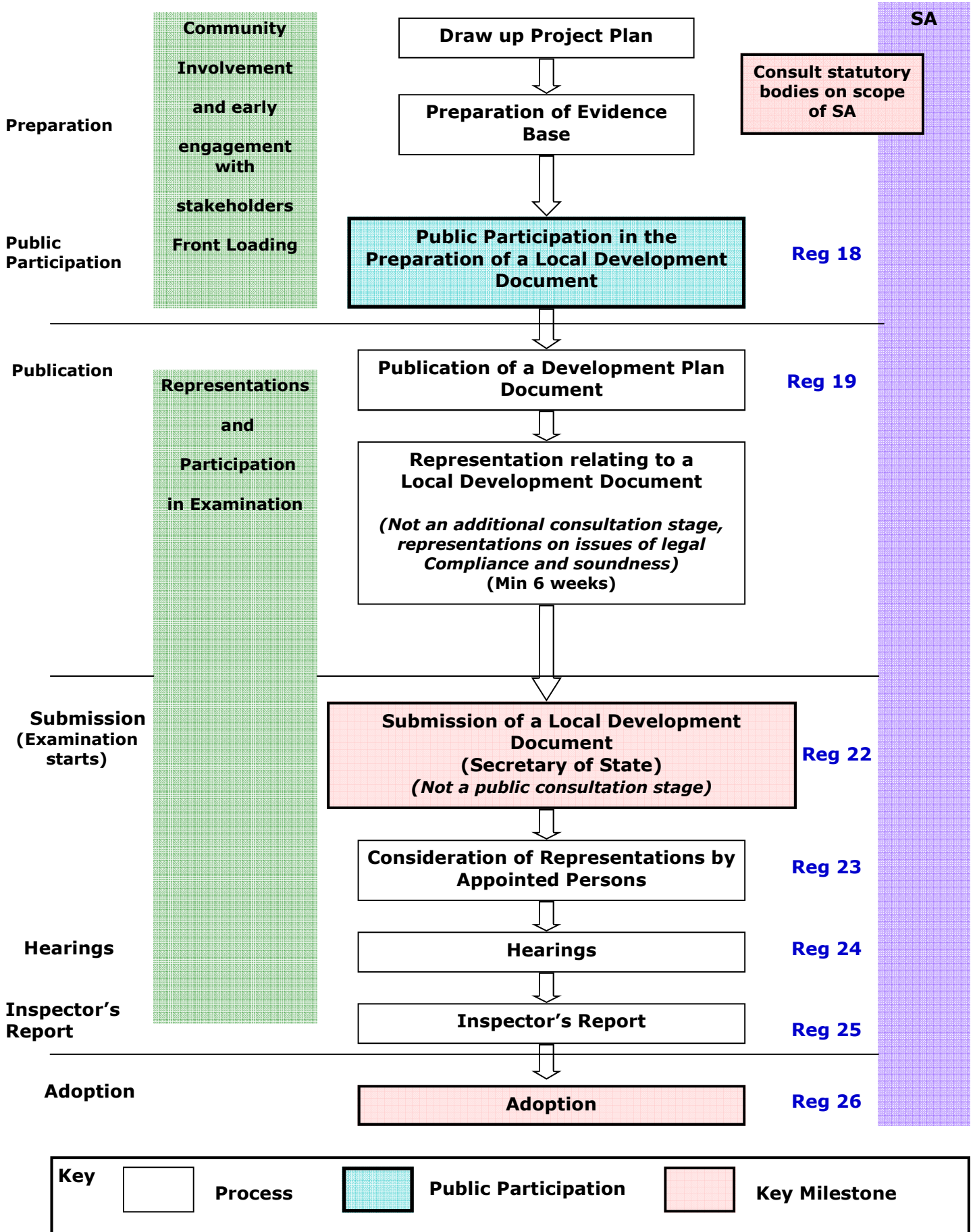
Inspector's Report

The Inspector will then issue a report on the Examination. This will set out whether the plan is legally compliant and sound. It will also set out any changes the Council requests the Inspector to make to the plan in order for it to be found sound.

Adoption

The final stage in the process is the formal adoption of the plan by the Council (Regulation 26). From then on it forms part of the Development Plan.

Figure 1: PROCESS OF PRODUCING A LOCAL DEVELOPMENT DOCUMENT (LDD)



The Council has decided to review its LDS to set out the timescales for the production of the following documents following the Adoption of the Core Strategy and changes to planning policy:

- Site Allocations LDD
- Development Management Policies LDD
- Gypsy, Traveller & Travelling Showpeople LDD
- Community Infrastructure Levy (CIL) Charging Schedule
- Affordable Housing SPD
- Infrastructure & Obligations SPD
- Carbon Off Setting SPD
- Design SPD
- Parking Standards SPD
- Green Infrastructure & Landscape SPD
- Statement of Community Involvement (SCI)

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**
- **East of England Plan (RSS)**
- **Hertfordshire County Structure Plan 1991-2011**
- **The Hertfordshire Minerals Local Plan 2002-2016**
- **The Hertfordshire Waste Local Plan 1993-2005**

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 LDD.

Supplementary Planning Guidance

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 Guides and Technical Notes (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.

The Council also approved a revised Affordable Housing SPD for use as a material consideration for Development Management purposes in June 2011.

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 beyond 2010. 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 Strategy) published in May 2008, provides the strategic framework for Local Plans in terms of spatial development as well as setting targets for housing and Gypsy & Traveller pitch provision. The Government are intending to revoke all Regional Strategies but until then the East of England Plan remains part of the Development Plan for the District.

Localism Bill and Neighbourhood Planning

The Government introduced the Localism Bill to Parliament on 13 December 2010 which introduces legislation to revoke Regional Strategies (including the East of England Plan). The Bill is expected to receive Royal Assent early in 2012 with the revocation of Regional Strategies following in 2013. It is anticipated that the Local Development Scheme will need to be updated at that time should it be decided that further Local Development Documents are required or that existing documents are amended as a result.

Neighbourhood Planning has also been introduced and will allow community groups and Parish Councils to prepare Neighbourhood Plans which can be adopted as part of the Development Plan for the District. The Council will be able to provide assistance to any community group wishing to produce such plans and although there is still uncertainty over the role of the Council, it is likely to include:

- Providing background information/maps/data
- Running engagement/plan making workshops
- Advising on existing policies that should be taken into account such as from LDFs and National Policy and
- Turning community ideas into plan text, maps and diagrams.

5. Preparation of Local Development Documents on a Joint Basis

Three Rivers is influenced by and relates to its immediate surroundings for the whole range of spatial planning, social, economic, transport and environmental issues. In particular, there are relationships 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 on 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 preparing several joint studies to inform the Local Plan. 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 produced 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 Structure Plan and Local Plan policies
- 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 LDDs or SPDs proposed within this LDS. This could be the case if development proposals are brought forward on identified sites before a LDD or SPD is prepared.

Annual Monitoring Reports, to a large extent, will be concerned with reporting on the effectiveness of Local Development Documents, measured against a set of indicators to monitor the progress of policies. Seven AMRs have been submitted: December 2005 (covering 2004/5), December 2006 (covering 2005/6), December 2007 (covering 2006/2007), December 2008 (covering 2007/2008), December 2009 (covering 2008/2009), December 2010 (covering 2009/2010) and December 2011 (covering 2010/2011).

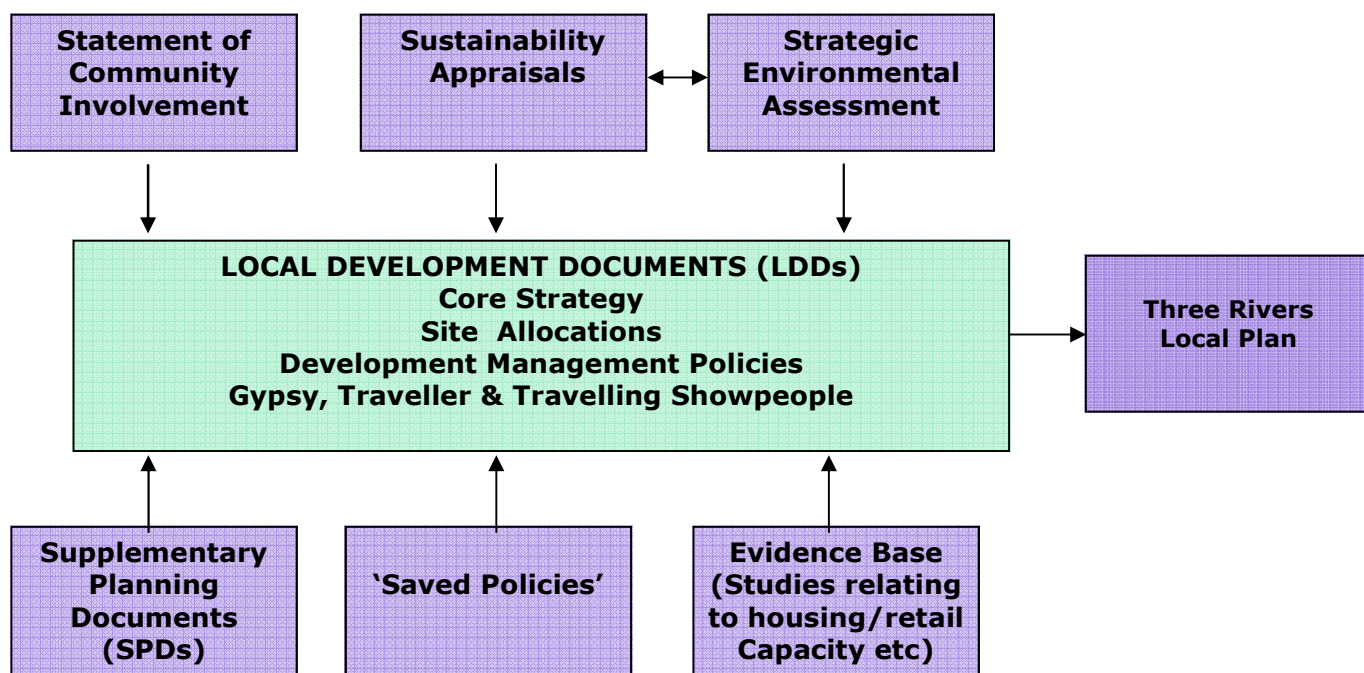
7. Planned Timescales

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

Document	Publication Consultation	Submission (Examination starts)	Pre-Hearing Meeting	Hearings	Adoption
Site Allocations LDD	November/December 2012	March 2013	May 2013	July 2013	December 2013
Development Management Policies LDD	July 2012	December 2012	February 2013	April 2013	September 2013
Gypsy, Traveller & Travelling Showpeople LDD	September/October 2013	January/February 2014	May 2014	July 2014	December 2014
Community & Infrastructure (CIL) Charging Schedule	February/March 2013 and April/May 2013	June 2013	August 2013	September 2013	December 2013

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 Local Plan link together.

Figure 2 Diagram of Key Links in the Local Plan



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 May 2010)
- Open Space, Sport and Recreation Study (July 2005, update 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, update October 2007)
- Settlement Appraisal Paper (March 2007, update March 2010)
- Housing Market Needs Background Paper (November 2006)
- Strategic Flood Risk Assessment (June 2007)
- Appropriate Assessment report (December 2007)
- Strategic Housing Market Assessment (April 2010)
- Development Economics Study (Housing and Viability) (February 2009)
- Strategic Housing Land Availability Assessment (November 2008, update April 2010)
- London Arc Employment Study (February 2009)
- Hertfordshire Investment and Infrastructure Strategy (November 2009)
- Green Infrastructure Background Paper (March 2010)
- Water Cycle Study (May 2010)
- Infrastructure Delivery Plan (March 2010)
- Spatial Portrait of Three Rivers (March 2010)
- Low and Zero Carbon Study (August 2010)
- Local Policy Context (March 2010)
- Meeting the Rising Demand for School Places (Hertfordshire County Council, 2010)

The above studies provide Three Rivers with a comprehensive evidence base for its Local Plan. 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. Updates can be viewed at www.threerivers.co.uk/Default.aspx/web/EvidenceBase

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 adopted SPDs. 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 (2012– 2018)
- Hertfordshire Sustainable Community Strategy (Hertfordshire 2021- A Brighter Future)
- Three Rivers Strategic Plan (2012-2015)
- Three Rivers Housing Strategy 2006-2011
- Hertfordshire Local Transport Plan 2011–2031
- Health Authority Strategy
- Hertfordshire Policing Plan 2010-2013.

11. Other Documents

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

- Sustainability Appraisal and Strategic Environmental Assessment
- Explanation of the steps undertaken to ensure that the document has been produced in accordance with the Statement of Community Involvement
- 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
- 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. 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
Staffing levels	In the 2009 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 we've addressed through additional budgetary and staffing provision. 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.	High/ Medium
Skills levels.	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 Local Plan documents. External systems support for this is co-ordinated from a dedicated officer within the Service. In recent years in order to meet identified gaps in skills levels, Three officers have successfully completed a Master's degree in Spatial Planning (2007, 2009 and 2012) and staff generally take part in training to further their Continued Professional Development (CPD).	Medium
Financial	Budgetary provision will be made on the basis of existing revenue funding . 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.	High/ Medium
The soundness of LDDs	The timetable for the production of the Local Plan has been modified in the light of our experience having gone through the examination process and due to changes to the national planning system brought about by the new coalition Government. Whilst the programme and process remains challenging, this risk will be minimised by working closely with PINS at all milestone stages and in the run up to submission of LDDs. Any risks brought about by future changes to the national planning system will clearly need to be examined at the appropriate time. The Annual Monitoring Report (AMR) will track performance and highlight any amendments required to the work programme set out in the LDS.	Medium

Risk	Action to Mitigate Risks	Risk Level
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 Local Plan process.	Low/ Medium
Information and evidence base	A number of technical studies have been carried out by consultants and in-house to inform the Local Plan. The baseline information will become less up-to-date as the Local Plan 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'.	Medium
The capacity of key stakeholders to input into the Local Plan	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 LDDs 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 Local Plans	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 LDDs. Again, whilst this is outside the control of the Council, it will work closely with PINs 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
Strategic Environmental Assessment/ Sustainability Appraisal	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
Localism Bill	The Localism Bill places additional requirements on Councils to assist with the preparation of Neighbourhood Plans and Neighbourhood Development Orders. It may lead to a future revision of the LDS if there is an impact on staffing and financial resources and consequently the delivery of the identified Local Plan programme. At this stage the impact is not expected to be significant.	Medium

Approved by the Executive Committee to come into effect on 4 December 2012.
Geof Muggerridge
Director Communities & Environmental Services
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Herts WD3 1RL

APPENDIX 1 LOCAL DEVELOPMENT PROFILES

SITE ALLOCATIONS LDD

Role and subject	Will allocate sites for housing, education, employment, retail, open space and community uses in accordance with Core Strategy .
Geographical coverage	The whole District
Status	Local Development Document
Priority	High
Chain of Conformity	With Core Strategy.
Start of Preparation Process	September 2010 —February 2011
Publication	November - December 2012
Submission to Secretary of State	March 2013
Pre – Hearing Meeting	May 2013
Hearings	July 2013
Adoption	December 2013
Monitoring and Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption by full Council.
Staffing resources	Economic & Sustainable Development Service with input from other parts of the Council.
Evidence base	Responses from stakeholder and community involvement 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.

DEVELOPMENT MANAGEMENT POLICIES LDD

Role and subject	Will set out the Development Management Policies.
Geographical coverage	The whole District
Status	Local Development Document
Priority	High
Chain of Conformity	With Core Strategy,
Start of Preparation Process	January 2006—January 2009
Publication	July 2012
Submission to Secretary of State	December 2012
Pre – Hearing Meeting	February 2013
Hearings	April 2013
Adoption	September 2013
Monitoring and Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption by full Council.
Staffing resources	Economic & Sustainable Development Service with input from other parts of the Council.
Evidence base	Responses from stakeholder and community involvement 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.

GYPSY, TRAVELLER & TRAVELLING SHOWPEOPLE LDD

Role and subject	Will allocate site for Gypsy & Travellers to meet targets set out in the Core Strategy
Geographical coverage	The whole District
Status	Local Development Document
Priority	High
Chain of Conformity	With Core Strategy
Start of Preparation Process	August/September 2012
Publication	September - October 2013
Submission to Secretary of State	January/February 2014
Pre – Hearing Meeting	May 2014
Hearings	July 2014
Adoption	December 2014
Monitoring and Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption by full Council.
Staffing resources	Economic & Sustainable Development Service with input from other parts of the Council.
Evidence base	Responses from stakeholder and community involvement 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.

COMMUNITY & INFRASTRUCTURE LEVY Charging Schedule

Role and subject	Will set out developer contributions towards infrastructure for delivering sustainable development.
Geographical coverage	The whole District
Status	Local Development Document
Priority	High
Chain of Conformity	With Core Strategy
Start of Preparation Process	March—November 2012
1st Statutory Consultation	February/March 2013
2nd Statutory Consultation	April/May 2013
Submission to Secretary of State	June 2013
Pre – Hearing Meeting	August 2013
Hearing	September 2013
Adoption	December 2013
Monitoring and Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting arrangements	Drafts to be approved by Executive Committee. Submission and Adoption by full Council.
Staffing resources	Economic & Sustainable Development Service with input from other parts of the Council, neighbouring authorities, Hertfordshire County Council
Evidence base	Prepared in accordance with the Planning Act 2008 and the Community Infrastructure Levy Regulations, Infrastructure Delivery Plan and economic viability assessments
Stakeholder and Community Involvement	In accordance with regulations

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.
Start of Preparation Process	January—March 2011
Public Participation on options	April—May 2011
Approval	June 2011
Adoption	February 2013
Monitoring and Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting arrangements	Drafts to be approved by Executive Committee. Adoption by full Council.
Staffing resources	Economic & Sustainable Development Service with assistance from Community Partnership Unit, Housing Policy (Strategy) Group and LSP.
Evidence base	Responses from stakeholder and community involvement Three Community Strategy and other plans and strategies affecting the area Strategic Housing Market Assessment and Development Economics Study Annual Monitoring Reports
Stakeholder and Community Involvement	In accordance with adopted SCI.

INFRASTRUCTURE & OBLIGATIONS SPD

Role and Subject	Will set out further guidance on planning obligations which fall outside CIL regime such as those for site specific mitigation measures.
Geographical Coverage	The whole District
Status	Supplementary Planning Document
Priority	High
Chain of Conformity	With Core Strategy.
Start of Preparation Process	February - May 2013
Public Participation on options Adoption	August/September 2013
Monitoring & Review	December 2013 Ongoing
Lead Officer	Principal Planning Officer
Reporting Arrangements	Drafts to be approved by Executive Committee Adoption by full Council
Staffing Resources	Economic & Sustainable Development Service and officers from other parts of the Council and County Council.
Evidence Base	Responses from stakeholder and community involvement 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.

CARBON OFF SETTING SPD

Role and Subject	To provide details of contributions to a Carbon Off Setting fund where developments are incapable of meeting carbon/energy targets.
Geographical Coverage	The whole District
Status	Supplementary Planning Document
Priority	High
Chain of Conformity	With Core Strategy, Development Management DPD and Infrastructure & Obligations SPD
Start of Preparation Process	February—May 2013
Public Participation on options Adoption	August/September 2013 December 2013
Monitoring & Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting Arrangements	Drafts to be approved by Executive Committee. Adoption by full Council
Staffing Resources	Economic & Sustainable Development Service with officers other parts of the Council
Evidence Base	Responses from stakeholder and community involvement Evidence Base Studies and CPLAN
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	Supplementary Planning Document (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	July—October 2013
Public Participation on options	January—February 2014
Adoption	April 2014
Monitoring & Review	Ongoing.
Lead Officer	Principal Planning Officer
Reporting Arrangements	Drafts to be approved by Executive Committee. Adoption by full Council.
Staffing Resources	Economic and Sustainable Development Service and other parts of the Council. Input from consultants as necessary.
Evidence Base	Responses from stakeholder and community involvement 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	Supplementary Planning Document
Priority	Low
Chain of Conformity	With Core Strategy.
Start of Preparation Process	September—December 2013
Public Participation on options Adoption	January - February 2014 April 2014
Monitoring & Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting Arrangements	Drafts to be approved by Executive Committee. Adoption by full Council
Staffing Resources	Economic & Sustainable Development Service with officers other parts of the Council and County Council
Evidence Base	Responses from stakeholder and community involvement 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.

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	Supplementary Planning Document (incorporating existing SPG on landscape character)
Priority	Low
Chain of Conformity	With Core Strategy.
Start of Preparation Process	November 2013—February 2014
Public Participation on options	March—April 2014
Adoption	June 2014
Monitoring & Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting Arrangements	Drafts to be approved by Executive Committee. Adoption by full Council.
Staffing Resources	Economic and Sustainable Development 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 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.

STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

Role and Subject	To set out how communities will be involved in the preparation and revision of Local Development Documents and in the consideration of planning applications
Geographical Coverage	The whole District
Status	Local Development Document
Priority	Low
Chain of Conformity	With National Guidance and Policy
Start of Preparation Process	March—May 2014
Public Participation on options Adoption	June—July 2014 September 2014
Monitoring & Review	Ongoing
Lead Officer	Principal Planning Officer
Reporting Arrangements	Drafts to be approved by Executive Committee. Adoption by full Council
Staffing Resources	Economic & Sustainable Development Service with officers other parts of the Council
Evidence Base	Responses from stakeholder and community involvement
Stakeholder and Community Involvement	In accordance with national guidance and regulations

APPENDIX 2 Schedules

Document	Brief Description	Conformity to Regulations/policies and other parts of LDD	Area	Proposed Status	Priority	Start of Preparation Process	Publication	Submission to Secretary of State	Pre-Hearing Meeting	Hearings	Adoption
Site Allocations LDD	Will allocate key land uses including housing, employment, retail and open space	With Core Strategy, Housing Strategy	District	To be prepared as a LDD	High	September—2010—February 2011	November—December 2012	March 2013	May 2013	July 2013	December 2013
Development Management Policies LDD	Will set out the Development Management Policies	With Core Strategy	District	To be prepared as a LDD	High	January 2006-January 2009	July 2012	December 2012	February 2013	April 2013	September 2013
Gypsy, Traveller & Showpeople LDD	Will allocate land for Gypsy & Traveller provision	With Core Strategy	District	To be prepared as a LDD	High	August—September 2012	September—October 2013	January—February 2014	May 2014	July 2014	December 2014
Community & Infrastructure (CIL) Charging Schedule	Will set out the developer's contributions towards infrastructure	With Core Strategy	District	To be prepared in accordance with CIL Regulations	High	March—November 2012	Statutory Consultations: Feb/March 2013 April/May 2013	June 2013	August 2013	September 2013	December 2013
Proposals Map	Will show policy designations and sites with specific allocations	With Site Allocations LDD.	District	To be prepared alongside LDD and incorporated within.	High	To be prepared as part of the Site Allocations LDD process to reflect the up to date spatial plan for the area.					
Strategic & Environmental Assessment Of Local Plans	Will analyse the potential impact of LDD policies on the environment	N/A	District	To be prepared alongside LDDs and incorporated within.	High	To be prepared alongside LDDs and related timetables in order to inform Options.					
Sustainability Appraisal of Local Plans	Will consider the potential impact of LDDs on environmental, economic and social issues.	N/A	District	To be prepared alongside LDDs and incorporated within.	High	To be prepared alongside LDDs and related timetables in order to inform Options.					

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	January—March 2011	April—May 2011	Approved by Council June 2011	February 2013	On going
Infrastructure & Obligations SPD	To provide guidance on contributions for infrastructure for new development (CIL & S106)	With Core Strategy and Community & Infrastructure (CIL) LDD	District	New SPD	High	February—May 2013	August—September 2013	October 2013	December 2013	Ongoing
Carbon Off Setting SPD	To provide details of contributions when developments incapable of meeting carbon/ energy targets	With Core Strategy, Development Management DPD and Infrastructure & Obligations SPD	District	New SPD	High	February—May 2013	August—September 2013	October 2013	December 2013	Ongoing
Design SPD	To provide guidance on improving design of all new development	With Core Strategy	District	New SPD combining and expanding existing SPG.	Medium	July—October 2013	January—February 2014	March 2014	April 2014	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	September—December 2013	January—February 2014	March 2014	April 2014	On going
Green Infrastructure & landscape SPD	To provide guidance for the requirements of Green Infrastructure	With Core Strategy	District	New SPD incorporating and expanding existing SPG	Low	November 2013—February 2014	March—April 2014	May 2014	June 2014	On going
Statement of Community Involvement	To set out how communities will be involved in the preparation of LDDs and of planning applications	With National Guidance and Community Strategy	District	Update of existing LDD	Low	March—May 2014	June—July 2014	N/A	September 2014	On going

APPENDIX 3 Timetable for Local Plan Preparation

LOCAL DEVELOPMENT DOCUMENTS

	2012			2013												2014					2015								
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	J	M	A	M	F	J	A	M	J	A	S	O	
Site Allocations LDD			Yellow Stripes												Red Checkered														
Development Management Policies LDD																													
Gypsy, Traveller & Showpeople LDD																													
Community & Infrastructure (CIL) Charging Schedule																													




Preparation	Green Dotted
Consultation	Blue Stripes
Publication stage	Yellow Stripes
Submission stage (Start of Examination Process)	Pink Checkered
Pre-Hearing Meeting	Cyan Grid
Hearings	Yellow Checkered
Adoption	Red Checkered

APPENDIX 3 Timetable for Local Plan Preparation

SUPPLEMENTARY PLANNING DOCUMENTS (shown for information only)

	2012			2013												2014												2015											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O		
Affordable Housing SPD					Start of Preparation Process																																		
Infrastructure & Obligations SPD*					Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process																								
Carbon Off Setting SPD**					Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process																								
Design SPD										Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process																								
Parking Standards SPD										Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process																								
Green Infrastructure & Landscape SPD										Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process	Start of Preparation Process																								
Statement of Community Involvement																																							

*To be prepared and adopted alongside the Community Infrastructure Levy (CIL) DPD
 **To be prepared alongside the Infrastructure & Obligations SPD

	Start of Preparation Process
	Public Consultation
	Adoption

Appendix 4 Schedule of policies “saved” from the Three Rivers Local Plan 1996-2011

Theme	To be replaced with new policies in LDDs but “saved” until then	Policies Replaced by Core Strategy in October 2011	Policies Not to be Replaced	Timescale	Relevant DPD
General Development (GEN)	3, 4	1, 1a, 2, 6, 8	5, 7	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Natural Environment & Resources (N)	1, 2, 3, 4, 5, 9, 10, 12, 13, 15, 16, 17, 18, 20, 23, 24	6	7, 22	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Conservation of Built Heritage (C)	1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 13, 14			September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Green Belt (GB)	1, 3, 5, 6, 7, 8, 9, 10	2	4, 11, 12	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Design (D)	6, 7	2, 3, 8, 9	1, 4	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Housing (H)	2, 3, 13, 14, 17	1, 4, 6, 7, 8, 9	5, 10, 11, 12, 15	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Employment and Economic Development (E)	3	1, 4		September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Town & Local Shopping Centres (S)	1, 2, 3, 4, 5	6	7	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Transport & Movement (T)	8, 10	1, 2, 3, 5, 11	4, 6, 7, 9	September—December 2013	Development Management Policies LDD/ Site Allocations LDD
Sport & Leisure (L)	1, 2, 3, 4, 9, 10, 11, 12, 15, 16		5, 6, 7, 8, 13, 14	September—December 2013	Development Management Policies LDD/ Site Allocations LDD

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

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

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

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

GB.1

GB.2

GB.3

GB.4

GB.5

GB.6

GB.7

GB.8

GB.9

GB.10

GB.11

GB.12

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

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 Croyley 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

The Core Strategy.

EIP Examination in Public

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

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 coordinates improvements.

LDD Local Development Document

The individual documents that set out planning policies and form part of the Local Plan

LDF Local Development Framework

Old collective name given to all those policies and documents forming the LocalPlan for the District.

LDS Local Development Scheme

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

Local Plan

Collective term for documents that will set out the policies for controlling development in the District

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.

'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.