

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee Monday 10 January 2022 – Planning Applications

21/2198/HSE	49 Tennison Avenue WD6 2BG Single storey front and side extensions to include relocation of access and changes to fenestration, following removal of existing carport
21/2217/HSE	24 Oakwood Ave WD6 1SR Conversion of loft to habitable space with hip to gable roof alterations to include rear dormer, 4 x front roof lights, 1 x rear roof light and insertion of 2 x windows to side elevation (Revised)
21/2212/HSE	8 Oakwood Ave WD6 1SR Single storey rear extension
21/2244/HSE	37 Hillside Ave WD6 1HQ Erection of single storey front, side and rear extension with relocated access and ramp to front
21/2240/HSE	91 Bullhead Road WD6 1HR Construction of part single, part two storey rear extension, first floor side extension, alterations to fenestration and insertion of roof light to side elevation
21/2249/HSE	44 Elmwood Avenue WD6 1SZ Retention of front porch
21/2256/HSE	44 Elmwood Ave WD6 1SZ Retention of extended eaves of single storey rear extension
21/2255/ADV	Elstree Golf Club, Watling Street, Elstree Removal of existing signage and replacement with 2 totem entrance signs (Application for Advertisement Consent)
21/2254/VOC	Land at Windsor Close 1-15 Windsor Close and 80-104 Gateshead Road and 1-15 Stannington Path, Borehamwood Application for variation of pre-commencement condition 10 to amend the wording from “No development shall commence” to “No works other than demolition shall commence” following grant of planning permission 19/0321/FUL
21/2225/HSE	30 Armstrong close WD6 1RR Conversion of garage to habitable room to include removal of garage door and insertion of window to front elevation

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee Monday 10 January 2022 – Planning Applications

21/2258/HSE	79 Crown Road WD6 5JJ Construction of a single storey front extension
21/2264/HSE	314 Shenley Road WD6 1TT Demolition of existing conservatory and erection of single storey rear extension and conversion of garage to habitable room, removal of garage and insertion of front bay window
21/2271/HSE	2 Linster Grove WD6 2EY Single storey rear extension
21/2273/FUL	Boreham Wood Football Club Broughinge Road Formation of new vehicle access and ramp and crossover, additional replacement vehicle parking, dedicated TV outside broadcast compound, creation of a new fan zone with turnstiles, toilets and burger bar and associated alteration to boundary walls and fences
21/2291/HSE	19 Winthorpe Gardens WD6 4QQ Single storey rear extension with 2 rooflights
21/2129/FUL	78 Brook Road WD6 5HB Installation of dropped kerb to allow vehicle access onto existing hard standing to include insertion of white line across entrance
21/2290/FUL	Meadow Park, Broughinge Road Installation of a splash park to include a “splash pad” area containing at least 20 jets/fountains and play features and a new plant-room
21/2319/HSE	20 The Rise Elstree Retrospective application for single storey rear infill extension and associated roof alterations
21/2322/HSE	9 Oakwood Avenue WD6 1SP Single storey rear extension and new flat roof over existing (Revised Application)
21/2300/FUL	Land to the Rear of 52 Stratfield Road/Badminton Close Construction of a detached 3 bed dwelling to include raised roof height, insertion of roof lights to both side elevations and enlargement of flank window following grant of planning permissions 19/1492/FUL & 20.0963/FUL (retrospective application)

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Environment and Planning Committee Monday 10 January 2022 – Planning Applications

21/2328/HSE	205 Aycliffe Road WD6 4AA Single storey front extension to include relocation of access following demolition of existing porch (revised application)
21/2348/HSE	16 Deacons Hill Road Elstree Demolition of existing side extension, rear extension and garage and construction of part single/part two storey side and rear extensions, and new front porch
21/2340/FUL	Telecommunications Equipment on Grass Verge At Junction of Gateshead Road/Leeming Road Roundabout Replacement of existing 12.5m mast and associated antennae with new 20m mast with 6 antennae and ancillary support units, an additional cabinet and development works ancillary thereto
21/2308/FUL	2 Gateshead Road WD6 4NQ Demolition of existing dwelling and construction of 2 x 4 bed town houses, 2 x 2 bed apartments and 2 x 3 bed duplex apartments with basement level car parking and associated landscaping
21.2346/HSE	1 Martins Walk WD6 2EH Part single, part two storey rear extension with rooflight. Replacement of existing timber fence to side path with brick wall and insertion of first floor window to side elevation
21/2338/FUL	Unit 1CA Borehamwood Shopping Park Theobald Street External alteration to front elevation and installation of 2 Internally illuminated fascia signs
21/2339/ADV	Unit 1CA Borehamwood Shopping Park Theobald Street Installation of 2 illuminated fascia signs (advertisement consent)
21359/HSE	308 Shenley Road WD6 1TT Part single part two storey side extension
21/2371/PD42	47 Arundel Drive WD6 2LE Single storey rear extension
21/2373/HSE	2 Mildred Ave WD6 1ET Demolition of existing garage and erection of part single, part two storey side and rear extensions and porch to front

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
Environment and Planning Committee Monday 10 January 2022 – Planning Applications

21/2032/HSE	12 Anthony Road WD6 4NG Two storey side and part single/part two storey rear extensions to include front dormer and entrance relocation (Amended Plans received 7.12.21 – change of first floor rear extension roof form)
21/2380/HSE	84 Stratfield Road WD6 1UR Two storey front and side extensions and part single/part two storey rear extension

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

Environment and Planning Committee: 10 January 2022– Planning Decisions

- | | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/0050/FULE1 Refuse Permission | Land North of Butterfly Lane, Land Surrounding Hilfield Farm & Land West of Hilfield Lane Aldenham
Installation of renewable led energy station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with substation, inverter/transformer stations, site accesses, internal access tracks, security measures, access gates, ancillary infrastructure, landscaping & biodiversity enhancements |
| 21/1923/FUL Refuse Permission | 12 Whitehouse Avenue WD6 1HD
Demolition of existing detached bungalow and construction of new detached 4 bed dwelling with accommodation in the roofspace |
| 20/2141/FUL Grant Permission | Land at Cowley Hill Stables, Cowley Hill WD6 5NA
Demolition of existing buildings and erection of 15 dwellings together with associated parking, amenity space and access from Cowley Hill (amended plans and description – increase in number of units) (updated Equestrian Needs Assessment received 18.7.21) |

A Neighbourhood Plan for Elstree and Borehamwood

A tailored route map



Report to Elstree and Borehamwood Town Council

October 2021

Alison Eardley, PGDip, BSc (Hons), AssocRTPI
Alison Eardley Consulting
M: 07930 325965
E: ajeardley@btinternet.com
W: www.yourfriendlyplanner.co.uk



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1. Introduction

- 1.1. This report has been commissioned by Elstree and Borehamwood Town Council to provide guidance on the neighbourhood plan process, opportunities offered and potential steps to achieving a plan for the area.
- 1.2. Neighbourhood plans were introduced into the planning process by the Localism Act 2011. They give communities an opportunity to have a tangible input in guiding development in their area and setting out how land should be used. Informed by the local community, the plan will identify a vision for the area and set objectives for the next 15 to 20 years. The detailed planning policies will seek to deliver that vision by setting out, for instance, where new development should be located, and how it should be designed. There is the opportunity to allocate sites for different types of development such as housing, retail, and office space and to designate areas of community greenspace. Furthermore, the plan can be used as a way of identifying priorities for community infrastructure as well as wider community projects and aspirations.
- 1.3. Because neighbourhood plans will ultimately form part of the development plan for the area, they must undergo a rigorous process, which involves consultations, an independent examination, and a local referendum. If a majority vote is achieved at this final stage, the Plan is 'made' (adopted) by the local authority and sits alongside the Local Plan to inform planning decisions in your area.
- 1.4. This document provides further information about us as independent planning consultants. It gives an overview of the neighbourhood planning process. It then provides a portrait of Elstree and Borehamwood, including key demographic and other information of note. This is followed by a review of the strategic planning context for the area, including an overview of national policy, and the implications of the adopted and emerging Hertsmere Local Plans for Elstree and Borehamwood. Taken together with the initial planning aspirations of the Town Council, this will provide the context against which to consider the areas where a neighbourhood plan would most likely add value to the planning system at the local level.
- 1.5. The final section sets out the key steps involved in neighbourhood planning and proposes a route map for the development of the Elstree and Borehamwood Neighbourhood Plan, which can be used to inform further discussions with the Town Council and emerging Neighbourhood Plan Steering Group.

2. About us

- 2.1. We are a small, friendly team of associates bringing together many years of expertise in planning, community engagement and mapping. Our experience of neighbourhood plans is very broad ranging from support for small rural parishes and market towns to larger towns and urban areas including in London. Alison Eardley has been working with neighbourhood planning groups for over ten years and will provide the day-to-day lead for the project. Chris Bowden is the Director of Navigus Planning and brings a wealth of planning knowledge and experience, having led on neighbourhood plans across the country. We are supported by Jake Sales, a qualified GIS mapper. Together, we have an extensive and successful track record in neighbourhood planning.
- 2.2. In 2019, the Warnham Neighbourhood Plan we supported was awarded an Excellence in Planning Award by the Royal Town Planning Institute. Most recently 'made' plans include our Caterham, Chaldon and Whyteleafe plan, a complex plan involving a cluster of local councils, the Totternhoe Neighbourhood Plan and Billingshurst Neighbourhood Plan.
- 2.3. We take a thorough but flexible approach to neighbourhood planning, working with each group to understand their skillsets to establish where our support can be used to greatest effect. In short, we can provide a full range of services for a neighbourhood plan from start to finish.
- 2.4. We are familiar with planning in Hertfordshire, where we have or continue to assist a number of local councils including Ashwell, St Stephen, Wheathampstead, Totternhoe, Abbots Langley and Ware.
- 2.5. As a result, we have a thorough knowledge of the local planning framework and situation regarding the emerging Local Plan and are therefore well placed to help you navigate your thorough approach through the neighbourhood planning process.

Testimonials

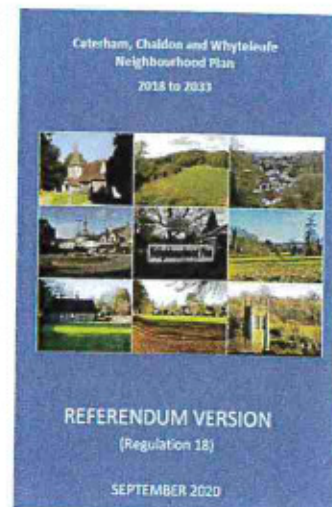
- 2.6. **Billingshurst Neighbourhood Plan:** This rural parish incorporates the main settlement of Billingshurst, which is categorised as a large village within the settlement hierarchy of the Local Plan. The Parish Council set a budget of approximately £25k to complete the work, and we supported all elements of this. The settlement is subject to a number of large strategic allocations that needed to be considered in the context of the emerging Neighbourhood Plan. We drafted a series of policies on a variety of areas including economic policies, such as the flexible re-use of historic buildings, supporting the visitor economy and improving the public realm.



- 2.7. The Plan has recently passed Referendum. The Examiner commented, *“There is a very clear focus on safeguarding local character and the specific role of the village centre. It also proposes a series of local green spaces. In the round the Plan has identified a range of issues where it can add value to the strategic context already provided by the wider development plan”*.

Contact: Greg Burt, Clerk to the Council, 01403 782555, clerk@billingshurst.gov.uk

- 2.8. **Caterham, Chaldon and Whyteleafe Neighbourhood Plan:** This is an example of four local and village councils working together to produce a neighbourhood plan for their shared boundaries, including the town of Caterham and its surrounding villages, with a collective population of just under 27,000 people. Prior to our involvement, the Neighbourhood Forum had undertaken a Regulation 14 version of their Plan, however the feedback from the Local Authority suggested that much work was needed to ensure that it complied with strategic policy. We were invited to support the project at this point and worked closely with the group to review their vision and objectives to draft a range of robust policies that would achieve their desired aims. There was a focus on defining and preserving local character, including both built heritage and local views.



- 2.9. The Plan successfully passed its referendum and is making a difference locally.

Contact: Jeremy Webster, Chair of the Neighbourhood Plan Steering Group, jeremy.webster50@gmail.com

- 2.10. **Horsham Blueprint Business Neighbourhood Plan:** Horsham is the principal settlement in Horsham district in West Sussex and is an historic market town with a population of approximately 27,000 people. The neighbourhood area incorporates the entire town centre of Horsham, and its surrounding residential properties. For this reason, it was designated as a Business Neighbourhood Plan. Following a range of engagement activities, we were invited to support the group in translating this into a set of policies and associated actions. There is a significant focus on town centre and local economy policies, but also on safeguarding green space and the green infrastructure network and celebrating the rich heritage of the town. The plan also seeks to improve active travel opportunities within the town, promoting walking and cycling and setting out specific areas where routes – including historic ‘twittens’ – can be enhanced and extended.
- 2.11. The project was wholly funded by Locality grants, which included the additional grant as the group was considered ‘complex’ due to the size of the settlement, the fact that it was a Business Neighbourhood Plan and that it was led by a forum as there is no town or parish council in this area. The Plan has passed examination and is awaiting referendum.

Contact: Andrew Cooke, Chair of the Business Neighbourhood Forum, a.cooke@gmx.com



3. The Neighbourhood Plan Process

What is a neighbourhood plan?

- 3.1. A neighbourhood plan is a document that contains planning policies to guide development and land-use within a designated neighbourhood area. It will be used by those wishing to submit a planning application, to inform their proposal, and by local authority planning officers and local and borough councillors in their role in determining the outcome of applications.
- 3.2. Neighbourhood plans are prepared in accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011 and the Neighbourhood Development Planning Regulations 2012 (as amended). Once 'made', the plan forms part of the strategic development plan for the local planning authority area, carrying equal weight to the local plan policies. The plans therefore have a legal status and must be considered when future plans and proposed actions are considered and implemented.

What can a neighbourhood plan include?

- 3.3. There is scope for a variety of different topics to be covered in a neighbourhood plan, depending on what is important to the community. This can include policies relating to housing, the environment, the local economy, community and recreational facilities and walking and cycling.
- 3.4. There are several types of planning policy common to neighbourhood plans:
 - **Generic policies:** these are simple policies which apply universally to development across the entire neighbourhood plan area and which all planning applications will need to be mindful of. For example, a spatial policy could set out where development is considered to be suitable and where it should be avoided.
 - **Criteria based policies:** these policies include a set of requirements that should be met by development proposals, as appropriate. For example, a policy on the design of development might require applicants to consider materials used, orientation of their proposal, the height of the proposal and impact on neighbouring properties.
 - **Site specific policies:** these are policies which apply only to particular areas of land only, rather than the whole area. For example, you may wish to identify a site to allocate housing, or a site for a new community facility. Equally, this might be used to allocate a site for a particular use, such as a green space or allotment. There is no requirement for neighbourhood plans to allocate sites, including for housing.
 - **Protective policies:** these policies enable you to identify specific features or sites within the area and protecting them. For instance, there might be heritage assets that are not nationally listed but which are important locally, or there might be natural features that you wish to protect from development.
- 3.5. Importantly the neighbourhood plan policies must confirm to national policy, as set out in the National Planning Policy Framework. They must also conform to the strategic policies of the

adopted local plan. Where a new local plan is being prepared, this can also be used to inform the neighbourhood plan.

- 3.6. Some matters sit outside the planning system (such as the setting of speed limits, school provision, healthcare and strategic highways issues) or matters covered by other planning procedures (such as new or extended conservation areas). Whilst these will not form part of the planning policies, they can be included as community projects/aspirations or as infrastructure priorities. It is useful to include projects and priorities as these can inform the allocation of any developer funding, such as section 106 and community infrastructure levy.
- 3.7. An important consideration is that the neighbourhood plan is not a tool to prevent development, rather to shape it.

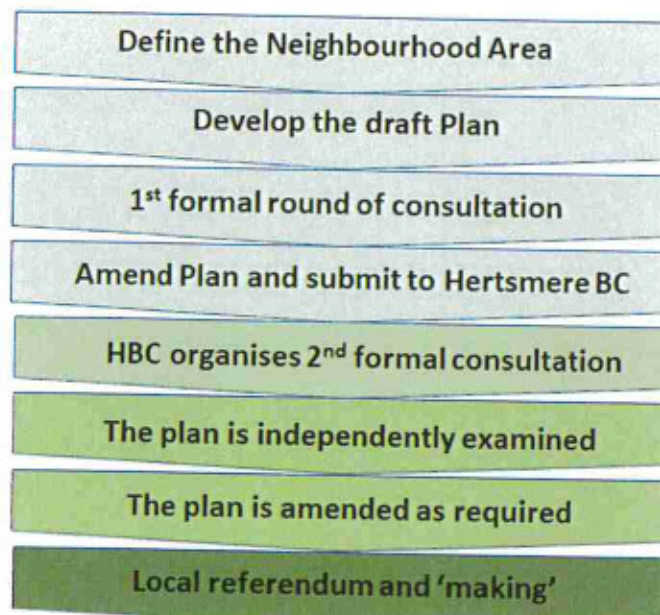
Who prepares the neighbourhood plan?

- 3.8. In a 'parished' area, such as yours, the Town (or Parish) Council is the 'qualifying body' legally required to lead the neighbourhood plan process. It is common, however, for councils to set up a separate steering group, usually comprising a mix of local councillors and volunteers, to oversee the project. Additional volunteers can assist in specific topics to be covered by the plan.
- 3.9. The local authority has a statutory duty to support the plan preparation process. Different authorities offer different support, but during the development phase, this might include assisting with identifying evidence, providing help with mapping, offering ongoing advice to the group and reviewing emerging policy ideas. The local authority is responsible for running the second round of formal consultation on the plan (the so-called Regulation 16 consultation), as well as organising and funding the examination and the referendum. They receive government grants to assist in this.
- 3.10. Support is also available to groups from Locality, the organisation overseeing the implementation of neighbourhood planning at a national level. They offer advice via their website and newsletter, including case studies and workshops. They also offer direct support:
 - Grant funding: a basic grant of up to £10,000 per neighbourhood planning group is available. 'Complex' groups can access a further grant of £8,000, taking the total to £18,000. Your area would be considered complex as it has a population of over 25,000 people.
 - Technical Support: There are many technical support packages available to apply for. A consultant will be allocated to you to prepare a bespoke piece of work, for instance on understanding your local housing need, preparing Design Guidance for your area and undertaking masterplanning. Further information on the packages available can be found here: [Neighbourhood Planning Grant & Technical Support Guidance Notes - Locality Neighbourhood Planning](#)

What are the key steps in the neighbourhood plan process?

- 3.11. The main steps involved in preparing a neighbourhood plan are set out below. On average, it takes between 12 and 24 months for groups to go through the process from the start to finish. This is dependent on the scope of the plan, time available from volunteers and external support.

Neighbourhood Plan process



- 3.12. The process as it applies to Elstree and Borehamwood is described in detail in Chapter 4 of this document. It will require a Steering Group to oversee the work, the recruitment of volunteers from the community to gather evidence and engagement with the wider community and other organisations.

4. About Elstree and Borehamwood

Borehamwood and Elstree (the part of the built-up area west of the railway as distinct from Elstree village)

Population	36,500
Households	14,785
New dwellings built 2018-21 (net)	835
Estimated new dwellings 2021/2-2037/8	2,770
Employment	New and extended Employment Areas within the town and new Media Quarter at Rowley Lane
Existing public transport services	Good rail and bus links to London and a number of other key towns in the area

- 4.1. This is the largest town in Hertsmere, and its only Tier 1 settlement. Borehamwood has good rail and bus links; the A1 runs north/south adjacent to the eastern edge of the town. It is a location for many of the retail and service facilities serving both the town itself and the surrounding area. There are good quality well used open spaces across the town.



- 4.2. The town has an international reputation for film and television production with significant investment in the industry planned, including at Sky Studios Elstree and at Elstree Studios. Borehamwood is also a source of employment in other sectors including Research and Development, retail and Communications and IT.

- 4.3. Over recent years Borehamwood has seen a significant number of new homes, with the Elstree Way Corridor being a focus for growth through a programme of residential led regeneration



guided by the Elstree Way Corridor Area Action Plan (EWCAAP), adopted in 2015. A total of 895 homes have been delivered so far; there is potential for a further 685 homes on other sites. Other key elements of the EWCAAP include improvements to open space and public realm, pedestrian and cycle connections with the town centre, highway improvements and the enhancement of facilities for the delivery of civic and public services.

- 4.4. An anticipated 2,770 new homes will be provided in Borehamwood, of which 2,155 are proposed to be on nine sites allocated through the Local Plan.

Key challenges identified at the strategic level:

- East/west road links with other parts of the borough are not so well developed.
- The growth in and around the town has impacted on levels of traffic (compounded by high volumes of through traffic) and an increased demand on local services including education and health provision.
- In terms of the community's health and well-being, the Cowley Hill ward remains one of the most deprived in the county, as assessed against the measures used in the Indices of Multiple Deprivation.
- There is a deficit across all types of open space (except amenity green space) and relative gaps in accessibility for the local community to open space in several locations.
- The long-term effects of the Covid pandemic and collapse of national chains with a local presence such as Debenhams will need to be addressed through both the Local Plan and the council's Economic Development Strategy.

Local Objectives

In addition to the borough-wide objectives, development will:

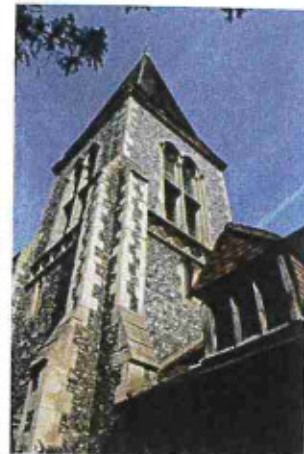
1. Define a new green belt boundary identifying the area within which growth can meet the needs of the village.
2. Protect the character of the village as a separate and distinctive settlement.
3. Deliver new homes which meet local needs through an appropriate and affordable mix of housing, including for elderly people and adults with additional needs.
4. Ensure an appropriately located site is available nearby for a replacement health facility to meet the needs of the local population.
5. Support local shopping facilities within the Primary Shopping Area of the neighbourhood centre.
6. Reduce traffic congestion and increase the availability and use of sustainable modes of transport both within the village and connecting it with other locations.
7. Support the sensitive re-use of any vacant listed buildings.
8. Protect existing Employment Areas to the south of the village and support the continued development of appropriately located new employment opportunities.
9. Secure the provision of enhanced access for local communities into the adjoining countryside.
10. Minimise any impact on the existing AQMA 5 at Elstree crossroads.

Elstree village

Population	1700
Households	700
New dwellings built 2018-21 (net)	5
Estimated new dwellings 2021/2-2037/8	235
Employment	Revised employment boundary at Centennial Park, as well as newly designated Rural Employment Areas
Existing public transport services	Bus links to Borehamwood, Bushey and Watford

4.5. Elstree village lies to the west of Borehamwood and Elstree, where the A411 Watford Road/Barnet Lane crosses the former Roman Watling Street, now the A5183. It is a Tier 4 settlement and is the second largest village in Hertsmere. Elstree village retains its separate and distinct identity from this and other neighbouring towns and nearby London suburbs.

4.6. The village is surrounded by countryside in a largely wooded landscape setting. Its centre is located on the crest of a ridge which runs eastward to the A1. The historic part of the village is designated as a conservation area and includes all but the more recent Composers Park housing development, close to the Centennial Park Employment Area to the south-west. The conservation area has two main parts:



the High Street, noted for medieval and later historic buildings, and Elstree Hill North and South and Barnet Lane, which are later extensions from c.1900.



4.7. The village is well served by open space, with the main Composers Park being rated highly in both as quality and value terms. A small number of convenience retail and other business and service facilities are located around the crossroads in the centre of the village. The village also has a primary school and GP surgery as well as multiple places of worship.

Key challenges identified at the strategic level

- The gap between the village and the western part of Borehamwood and Elstree is limited.
- Views into and out of the village – particularly of the spire of St Nicholas church - are important to its character. The settings of heritage assets also merit careful consideration.

- The A5183 (Elstree Hill) and A411 (Barnet Lane) carry significant levels of traffic. The A5183 provides access to Centennial Park and adjoining Employment Areas and beyond to the strategic road network via the A41.
- Physical constraints limit the scope for any further adjustments to the junction design in centre of the village; traffic congestion, particularly at peak times, often occurs.
- The area around the crossroads is a designated Air Quality Management Area (AQMA).
- The primary school and GP surgery are on constrained sites; opportunities for expansion are limited.

Local Objectives

In addition to the borough-wide objectives, development will:

1. Define a new green belt boundary identifying the area within which growth can meet the needs of the village.
2. Protect the character of the village as a separate and distinctive settlement.
3. Deliver new homes which meet local needs through an appropriate and affordable mix of housing, including for elderly people and adults with additional needs.
4. Ensure an appropriately located site is available nearby for a replacement health facility to meet the needs of the local population.
5. Support local shopping facilities within the Primary Shopping Area of the neighbourhood centre.
6. Reduce traffic congestion and increase the availability and use of sustainable modes of transport both within the village and connecting it with other locations.
7. Support the sensitive re-use of any vacant listed buildings.
8. Protect existing Employment Areas to the south of the village and support the continued development of appropriately located new employment opportunities.
9. Secure the provision of enhanced access for local communities into the adjoining countryside.
10. Minimise any impact on the existing AQMA 5 at Elstree crossroads.

5. The Strategic Planning Policy Context

- 5.1. It is important to consider the strategic planning context, as the Neighbourhood Plan will need to be in general conformity with this.

National Planning Policy

- 5.2. The Neighbourhood Plan must have regard to the policies set out in the National Planning Policy Framework (NPPF): [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617353/nppf-2019.pdf)
- 5.3. The National Planning Policy Framework (NPPF) states at paragraphs 29 and 30:

*“Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. **Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies**¹.*

*Once a neighbourhood plan has been brought into force, **the policies it contains take precedence over existing non-strategic policies in a local plan covering the neighbourhood area, where they are in conflict**; unless they are superseded by strategic or non-strategic policies that are adopted subsequently.”*

- 4.1. There have been several updates to the NPPF, most recently in July 2021. This includes stronger clauses on issues such as the design of development, with greater emphasis on the role of communities and the importance of natural features, such as trees, to create attractive spaces.
- 4.2. Other changes at the national level, that will potentially impact on the scope of the neighbourhood plan include:
- The emerging Environment Bill – this is likely to introduce targets to achieve a ‘net gain in biodiversity’ as a result of development. This is helpful for planning groups wishing to map out their environment and the features and habitats it comprises, to influence how that net gain is most effectively delivered.
 - Amended Use Classes – each type of development – retail, housing, leisure centre etc. – is classified within a ‘Use Class’. In September 2020, the Use classes were refined. The use classes relating to shops, offices, leisure centres and health centres (among others) were combined, which means that it is now possible to change from one use to another without the need for planning permission. This also makes it easier for different uses to be reflected within one building.
 - Converting to residential – from August 2021, the need for planning permission was revoked for certain uses wishing to convert to residential dwellings. This includes shops, restaurants and offices.
 - The introduction of First Homes – a new type of affordable housing has been introduced very recently, aimed at enabling key workers, first time buyers, or those with a local connection to an area, the prospect of purchasing a house at additional discounts.

¹ Neighbourhood plans must be in general conformity with the strategic policies contained in any development plan that covers their area.

Local Planning Policy

- 5.4. The policies of the Neighbourhood Plan must also be in general conformity with the strategic policies of the adopted Hertsmere Local Plan, which comprises four documents:
- [Core Strategy](#) (PDF 1.70mb), adopted January 2013.
 - [Elstree Way Corridor Area Action Plan](#) (PDF 7.51mb), adopted July 2015; Find out more about the [Elstree Way Corridor Area Action Plan](#),
 - [Site Allocations and Development Management \(SADM\) Policies Plan](#) (PDF 7.57mb), adopted November 2016; Find out more about the [SADM Policies Plan](#).
 - [Policies Map](#).
- 5.5. A new Local Plan is being developed which, once adopted, will set out the strategy for growth and development to 2038, replacing the existing documents. It is currently being consulted on in draft form, following which it will be amended into its Submission Version, for a further round of consultation, before being examined. The new Local Plan is scheduled to be adopted in the summer of 2023. It is sensible to consider the emerging policies when preparing the neighbourhood plan.
- 5.6. The Elstree Corridor Area Action Plan (2015) is a spatial strategy for the coordinated development and design of the area known as the Elstree Way Corridor.
- 5.7. The neighbourhood plan should not seek to repeat policies contained in the strategic plans. Rather it should add locally specific detail where required.

Emerging Joint Strategic Plan

- 5.8. The local authorities of Dacorum, Hertsmere, St Albans, Three Rivers, and Watford Councils are preparing the South West Herts Joint Strategic Plan, which will consider how the challenges of growth in the wider South West Hertfordshire area can be addressed longer term (i.e. to 2050). For instance, a key aim will be to ensure that infrastructure - such as transport, schools, health, and utilities (for example, water and sewerage) - are properly co-ordinated and delivered alongside the need for new homes and jobs.



6. Overview and implications of the adopted and emerging Local Plans for the Elstree and Borehamwood Neighbourhood Plan

- 6.1. The table below provides an overview of the policies contained in the adopted local plan as well as those indicated for the emerging local plan. It sets out where there could be an opportunity to add greater detail in the neighbourhood plan. Further potential neighbourhood plan policy ideas may arise from the local engagement.

What does the adopted Core Strategy say?	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Housing</p> <p>Number and location</p> <ul style="list-style-type: none"> CS1: Borough-wide need for at least 3,990 new homes across the Borough between 2012 and 2027. In the period up to 31 March 2019, 2745 dwellings had been completed, at an average of 392 per annum. CS2: As the main settlement within the Borough, Borehamwood is identified as being the primary focus for development, both to address local housing need, but also to contribute to the wider strategic housing need. 	<ul style="list-style-type: none"> H1: The emerging Local Plan is seeking to deliver a minimum target of 12,160 homes in the 16-year period from submission of the Local Plan in 2022 to 2038. H1: Borehamwood and Elstree to deliver 2,770 homes to be delivered through existing allocations/commitments, windfall sites and new allocations. Individual parishes have not been allocated a minimum requirement to be delivered via their neighbourhood plans. 	<p>Whilst you have an opportunity to allocate sites in the neighbourhood plan for housing, given the quantum of development proposed at a strategic level for the area, you may wish to focus your policies on the nature of that housing, for instance the types of homes to be delivered and its design.</p> <p>Contributing to the emerging Local Plan consultation would provide the best opportunity to have your say on overall housing numbers and give feedback on the individual sites being considered, including infrastructure requirements.</p> <p>Conclusion – no need for housing allocations</p>

What does the adopted Core Strategy say? Housing mix and affordability	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<ul style="list-style-type: none"> CS4: Developments of five or more dwellings should comprise at least 35% affordable homes. CS7: Requires a mix of housing, but does not specify the precise nature of this. 	<ul style="list-style-type: none"> H2: Developments of ten or more dwellings should comprise at least 40% affordable homes. %s of the affordable tenures is provided. H6: size and type (within each tenure) to reflect need demonstrated in the affordable housing strategy. H9: Supports self- and custom-build. 	<p>You could explore the specific housing needs within your area – ideally split by the two settlements – to construct a policy that ensures your local housing needs are delivered. <u>This might address your concerns about limiting one-bedroom developments</u>, although this would need to be robustly justified. Supporting evidence to consider:</p> <ul style="list-style-type: none"> - A top-down Housing Needs Assessment (Locality Technical Support): to set out the types of homes required, in terms of size, affordability, tenure. - This could be supported by engagement with the community to understand their concerns about housing locally and their potential housing needs over the lifespan of the plan. There may be scope for a bottom-up Local Housing needs study, which CDA Herts might deliver. <p>In terms of affordability, the top-down housing needs assessment could explore the relative gap between average local incomes and house prices. This could inform a First Homes policy if we can, for instance, demonstrate a need for greater discounts for certain house buyers.</p> <p>Conclusion – include a policy on Housing mix, including affordability, to ensure that local housing need is being addressed.</p>

What does the adopted Core Strategy say? Character and Design	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Local character</p> <ul style="list-style-type: none"> SP1: development should be in-keeping with local character. CS22: promotes high quality design SADM30: sets out design criteria. 	<ul style="list-style-type: none"> ENV5: expects development to conserve, enhance, restore the landscape character of the area. ENV7: seeks to protect the natural features of the landscape, in particular trees and planting new trees. Design Section: Sets out design criteria. 	<p>There is an opportunity to establish what is meant by 'local character' within your area. This would add greater detail to the strategic policies, which support development to be 'in keeping', but do not provide the detail of what that means. Likely to have different elements of local character for different parts of the overall area.</p> <p>This could potentially address your point relating to limiting 'tower block' developments (bearing in mind the national planning policy framework strongly advocated 'optimal use of space').</p> <p>Potential to explore retention of the gap between Elstree Village and Borehamwood.</p> <p>Conclusion – Commission a Design Guide for the area (Locality Technical Support)</p>
<p>The historic environment</p> <p>Heritage assets</p> <ul style="list-style-type: none"> CS14: general policy to conserve heritage assets in the borough. 	<ul style="list-style-type: none"> Section 12 includes a suite of policies protecting and conserving local heritage assets in the area. 	<p>Opportunity to identify any locally important heritage assets that are not, for instance, nationally listed, or which do not appear on the Heritage Environment Record (accessed using the online Heritage Gateway). Additionally, opportunity to identify heritage at risk.</p> <p>Conclusion – Opportunity to identify non-designated heritage assets and include these in a policy. Also a link across to a potential policy to promote tourism and associated facilities.</p>

What does the adopted Core Strategy say? The natural environment	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Preserving features of the natural environment</p> <ul style="list-style-type: none"> CS12: Seeks to preserve the natural environment and requires proposals to look for opportunities to enhance it. CS15: promotes access to green areas of the borough. CS16/CS17: sets out how development should contribute to sustainable design (inc. issues such as flooding, energy consumption, pollution etc.). <p>Local Green Space</p> <ul style="list-style-type: none"> SADM25: Safeguard 'local green spaces' 	<ul style="list-style-type: none"> ENV1: Essentially updates CS16/CS17 ENV3/ ENV4: Requires net gain in biodiversity (although no minimum requirement provided); sets out that national and local designated sites should be protected and enhanced. ENV7: seeks to protect the natural features of the landscape, in particular trees and planting new trees. ENV8: sets out that development should contribute to the green and blue infrastructure network. LF6: Safeguards Local Green Spaces that have been identified. 	<p>Biodiversity - Many areas use the neighbourhood plan as an opportunity to map out – at the local level – their green and blue infrastructure network, identifying features, habitats, spaces and corridors that enable movement of wildlife and provide places for flora and fauna to flourish (such spaces can also provide recreational opportunities). A policy would help to protect that network and provide a ready opportunity for developers who need to deliver their biodiversity net gain but cannot do this wholly on site. The Local Wildlife Trust can provide a comprehensive report to underpin this policy, and we would recommend commissioning them to prepare a report for your area.</p> <p>Local Green Space – Identify your Local Green Spaces, which are demonstrably special and which should be safeguarded from inappropriate development.</p> <p>Conclusion: Two potential policies: one mapping your green and blue infrastructure network, identifying important natural features; the other designating Local Green Spaces. This could link to other improvements to 'beautify/green' public areas.</p>

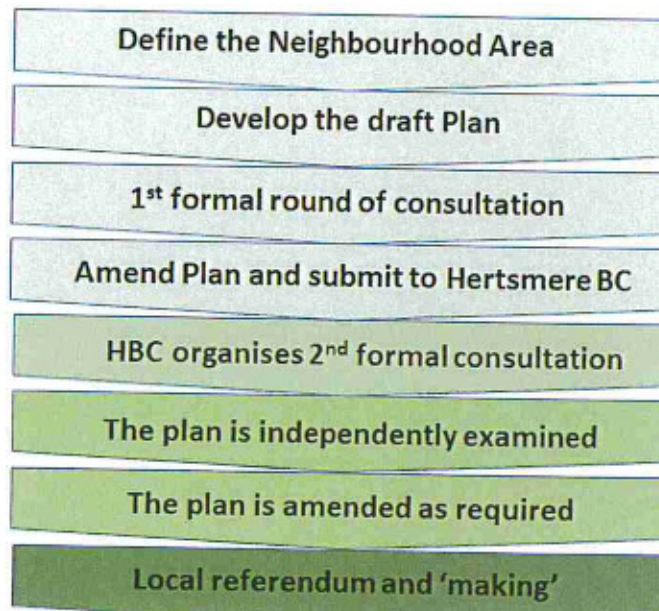
What does the adopted Core Strategy say? Getting around (walking and cycling)	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p><u>Car parking (residential)</u></p> <ul style="list-style-type: none"> CS25: sets out parking standards by type of development and how the amount of parking will be determined. <p><u>Walking and cycling</u></p> <ul style="list-style-type: none"> CS26: Identifies existing 'greenways' and supports additional ones and also extensions to the rights of way network. 	<ul style="list-style-type: none"> ST4: Also sets out parking standards and promotes, where possible, non-car modes. ST2: Supports opportunities to provide additional non-car routes, e.g. for walking and cycling. 	<p>Parking is a difficult area to influence, particularly in Hertfordshire, where the Local Transport Plan (LTP4) is heavily in favour of supporting non-car modes / sustainable car modes. Depending on the particular issue, it will be very difficult to, for instance, increase parking provision per home. It would be better to focus a policy on the walking/cycling network, and how this can be improved, extended and better promoted.</p> <p>Equally, public transport falls outside the remit of the neighbourhood plan. It can be discussed but is dealt with by the Highways Authority and private companies, supported by strategic policies in the local plan.</p> <p>Conclusion – Include a policy to add additional local detail to CS16 and ST2 - map out your walking and cycling network, showing the key residential areas and facilities (e.g. town/local centres, schools, recreation etc.). Consider which are the primary routes connecting up the facilities and ensure these are well-signed, pleasant and accessible. Also show where improvements can be made that will link up areas, address accessibility issues, link to the wider countryside.</p> <p>You could also show where EV points could be located within the area.</p>

What does the adopted Core Strategy say? The local economy / local employment	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<p>Commercial employment sites</p> <ul style="list-style-type: none"> CS8: Designates (key) employment areas: Elstree Way (Borehamwood), Stirling Way (Borehamwood) and Centennial Park (Elstree) and safeguards these. CS9: Designates local employment areas: Borehamwood Enterprise Centre, Theobald Court (BW), Lismirrane Industrial Park (E) CS10: limits uses within employment areas to former B Use Class. SADM8: Safeguards against loss of employment space in sites noted above and other larger employment uses. Also safeguards land between Rowley Lane and the A1 at Elstree Way in Borehamwood for future employment use. CS11: Supports developments associated with the film and television industry. 	<ul style="list-style-type: none"> E1: Reclassifies employment areas and safeguards them for these uses: Key: Centennial Park; Elstree Way Main: Stirling Way; Imperial Place Local: Borehamwood Enterprise Centre; Theobald Court (BW) Rural: Bio Products Lab E5: Safeguards the continued aviation use of Elstree Aerodrome. E6: Sets out criteria for land use to support film and TV at Media Quarter, BW. E7: Supports provision for local business inc. SMEs. E8: Promoting film and TV industry and ensuring the areas allocated for this are not eroded by other uses. E10: Requires all larger schemes to demonstrate how they are supporting local employment provision. 	<p>The existing policies relating to commercial space (identifying where these are and retaining their use for this purpose), these appear to be pretty comprehensive.</p> <p>You mention promoting employment opportunities for all sectors of the community – it may be better to work with HBC's economic development team on this, to ensure that this aspect is embedded in their requirement for larger proposals to submit, with their application, an Employment and Skills Plan (see Policy E10 of emerging Local Plan).</p> <p>A further area you might want to explore relates to tourism and the visitor economy/ promoting the cultural heritage of the area. If there are aspirations for, for instance, a heritage centre of museum, we could support this and identify sites for such – perhaps to add additional detail to E8, or as part of the mix of uses within on of your town / local centres. You could also explore whether there is a gap in the provision of supporting infrastructure for the tourism industry (accommodation etc.) – this will link across to other topic areas such as promoting walking/cycling and green spaces.</p> <p>Conclusion – potential for a policy to promote the visitor economy locally and services/assets to support that.</p> <p>Dialogue with the economic development team on training opportunities for local people.</p>

What does the adopted Core Strategy say? Town centres / local centres	What does the emerging Local Plan say?	Implications/ opportunities for Neighbourhood Plan
<ul style="list-style-type: none"> CS20: Seeks mixed use in BW town centre and other locations where this is appropriate CS28: Designates BW as a town centre and safeguards its use as such. C30: Supports proposals that will contribute to providing an evening economy. 	<ul style="list-style-type: none"> E9: Supports a mix of uses in BW centre and other locations, where relevant. VTC1: Designates BW as a Major Town Centre and focusses a mix of uses here. VTC3: Details areas of opportunity to improve the centres. <p>The hierarchy of centres is defined and range of other comprehensive policies included.</p>	<p>The strategic policies on town and local centres are pretty comprehensive.</p> <p>Your list of potential aims includes an aspiration to promote high quality retail opportunities to cater to local needs. The neighbourhood plan cannot compel particular retail providers to locate to the area. The local plan already promotes a mix of uses.</p> <p>Conclusion – the opportunity may lie in exploring ease of access to the centres from residential areas and improving the public realm in terms of accessibility and its overall look and feel – this would also potentially help with your visitor economy aims.</p> <p>This would add additional local detail to emerging policy VTC3.</p>
Community facilities		
<ul style="list-style-type: none"> CS19: Safeguards against loss of community facilities and supports dual use of facilities. 	<ul style="list-style-type: none"> LF1/3: Safeguards against loss of community/local facilities and open space/recreation. LF2: Supports the provision of enhanced / new facilities. 	<p>If there are particular facilities that you would wish to safeguard against loss, you could name these here. If there are facilities lacking, or in need of improvements/expansion, this could be included within a policy, thus adding additional local detail to the broad strategic policies.</p>

7. Potential approach to the neighbourhood plan

Neighbourhood Plan process



Step 1: Define the Neighbourhood Area

Step 1.1: Designating the neighbourhood plan area (November 2021)

- 7.1. You will need to apply to Hertsmere Borough Council (HBC) to officially designate the neighbourhood area. It is recommended that the area aligns with your parish boundary, which means that no formal consultation is required to enable the designation. The ultimate plan will contain policies that cover the entire area and policies more relevant to a particular area – so this does not preclude you focussing on Elstree and Borehamwood slightly separately if you wish. The application will require a letter setting out that you wish to prepare a neighbourhood plan and a map showing the boundary to be designated.

Step 1.2: Familiarisation visit /inception meeting and development of a parish profile (November/December 2021)

- 7.2. We would seek to visit early on to meet the initial group and familiarise ourselves with the area, being mindful of the Covid-19 distancing rules as necessary. This provides an opportunity to have a look at the settlements and wider parish, along with the allocated sites, and get to know the area a bit better.
- 7.3. The visit could usefully coincide with a meeting with the group currently leading the process, to discuss the proposal and next steps.
- 7.4. During this early phase, we will develop a profile of the neighbourhood area that will form part of the evidence base for the Plan. It will contain key information about demographics, housing, the landscape and local economy, as well as setting out the planning context within which we

are working. This can then be used to help identify challenges and opportunities for the area as well as the emerging vision and objectives for the Plan. It will also provide helpful background material for the Working Groups, which will be formed to focus on individual topics.

Step 1.3: Setting up the initial Steering Group (November / December 2021)

- 7.5. We would assist you in setting up the Steering Group to oversee the work on the plan. This would normally comprise a mix of local councillors and members of the public, who are committed to supporting the project. Normally a fairly compact group is helpful, perhaps 8 members. It may be that the initial group expands as more engagement is undertaken, particularly the launch events. Otherwise, we find it can be helpful to draw members, who have connections with other formal groups in the area. We can help you put together a Terms of Reference for the Group, setting out key roles and responsibility and relationship with the Town Council (which is helpful in terms of feedback on progress and managing budgets).
- 7.6. As we progress through the process, we will be setting up Working Groups to explore individual topics, such as local green spaces, design and so forth. Experience has shown that it can be helpful if each of these Working Groups is headed up by a member of the Steering Group. This makes it easier to feed back the work of each Working Group to the overarching Steering Group.

Step 1.4: Project plan and engagement/communications strategy (December 2021)

- 7.7. We will assemble an initial timeline for the project and put together an engagement and communications strategy – this will set out the different groups/individuals to talk to and the best channels to reach them by. In addition, it will help to co-ordinate the activities of the emerging Working Groups, with a member of each group reporting back to the Steering Group regularly. From a communications perspective, the strategy will describe how and when to report back to the community on progress, through a variety of methods, such as social media, newsletters, e-bulletins etc.
- 7.8. There are plenty of ways to get people involved and keep them updated, including:
- Maintaining a dedicated website and undertaking social media activity
 - Placing regular update bulletins in local newsletters, press and noticeboards
 - Posters and banners to encourage engagement at key parts of the process
 - Online Zoom webinars and focus group meetings to discuss topics
 - Piggy backing onto other events and activities already taking place
 - Photograph and drawing competitions
 - Creation of a logo
 - Postcards and leaflets
 - Parish and village 'walkabouts'
 - Online surveys



- 7.9. A key stakeholder will be the local authority and we will initiate an early meeting with them to discuss the plan and commit to ongoing dialogue. They will also be able to share what support they can offer too to the group.

Stage 2: Develop the Plan

2.1: Launching the Plan with the community (January/ February)

- 7.10. We recommend hosting a drop-in launch event over an afternoon or evening (or combination), whereby the local community are invited to come along and learn about the plan. It provides a useful way of telling local people what the plan can and cannot do as well as beginning to gather some initial views on what locals think is important to safeguard and where opportunities for improvements might be. We often, for instance, will have an area set up for people to leave post-it notes about what they like, what they do not like and what could be improve.



- 7.11. The events can be used to recruit volunteers either to join the Steering Group or to take part in topic Working Groups.
- 7.12. If this is not possible, for instance if there are covid restrictions in place, we could consider an initial postcard campaign, where each household is delivered a card upon which they can write what they like about where they live and what could be improved (example below from the Horsham Neighbourhood Plan). This could also be run as an online survey and also an online Zoom session (or number of) to introduce people to the concept of neighbourhood planning.

- 7.13. Findings from this initial activity will provide a helpful starting point for the Working Groups, which will be tasked with a series of steps to work on to develop their themes into objectives and ultimately policies.

2.2: Gathering evidence about the topic areas (2022 to early 2022)

7.14. This represents the lions share of the work on the plan and activity will take place over a period of time. Each of the Working Groups will be tasked with exploring their topics – we can brief the groups and help them scope out their work. They will be guided initially by the comments received at the launch events and the guidance from the consultants, bearing in mind where opportunities lie based on the review of the Local Plan.

7.15. Evidence gathering will fall into three main categories:

- i. Hard evidence – information drawn from existing reports and data relating to the topic. For instance, the evidence documents underpinning the local plan that relate to the area, the census data, ONS data, information available locally from groups and organisations.
- ii. Commissioned evidence – for example, we advise commissioning Locality to undertake a Housing Needs Assessment and Design Guide (free Technical Support). In addition the Wildlife Trust can prepare a biodiversity report for the area. Evidence could also include primary research, such as walkabouts of the local area, mapping of local routes etc.
- iii. Local engagement – speaking to individuals and groups about the topic areas to gain input and feedback from the local perspective – using the engagement strategy as a guide on how to do this and the sorts of activities that work well.

7.16. Some groups like to prepare an initial questionnaire, but as this can be fairly costly, often we find it more prudent to do this sort of exercise a bit further down the line, once we have a clearer idea of the scope of the plan and information missing/required. Many groups produce a community questionnaire and additional ones tailored to local businesses and younger people.

2.3: Preparing a draft vision and objectives (Spring 2022)

7.17. In parallel with the evidence gathering, a first task for the Working Groups will be to identify key objectives for their areas. These can be used by the Steering Group to construct a draft vision and objectives for the neighbourhood plan – which would be tested with the community (again using the engagement strategy to guide the right mechanisms). Getting early feedback and buy-in to this is incredibly helpful as it means that the rest of the work is underpinned by community backing.

2.4: Drafting the policies based on robust evidence (2022 to early 2023)

7.18. We will support the Working Groups in developing their ideas into emerging policies and ensuring that the underpinning evidence is robust. We will propose a structure for the emerging plan, that we will fill in as the information is progressed. It would be helpful for the group to collate photographs for inclusion.

7.19. Mapping will be required to illustrate policies. Our GIS mapper will create these for the Plan.

2.5: Informal consultation on the emerging policies (March 2023)

- 7.20. At this point, we would have a draft version of the Plan. We recommend asking HBC, who we will be in ongoing dialogue with, to undertake an informal health check of this draft, prior to it going to the first formal round of consultation at so-called Regulation 14. We have found such health checks to be very helpful and it can speed up the next part of the plan process as the local authority's comments will have already largely been considered, and where necessary, integrated prior to the formal consultation.
- 7.21. While this is taking place, informal consultation on the draft plan can take place with the community, to ascertain support for the policies and whether any final amendments are required.
- 7.22. We will integrate the comments received from WBC and ensure that all of the policies are worded appropriately and conform to both the National Planning Policy Framework (NPPF) and the adopted Local Plan Review.
- 7.23. Community actions – Whilst not essential to include, there may be projects and aspirations that arose from the community engagement that can be included in the Plan. These will not be assessed by the Examiner, as they are not land-use related, but nevertheless can be a helpful depository for ideas that local people feel would be important to address. Any infrastructure priorities, that might be funded by developer contributions including Community Infrastructure, can also be included in the Plan.
- 7.24. This would also be the time to have the Plan 'screened' by HBC to determine whether a Strategic Environmental Assessment (SEA) and/or Habitats Regulation Assessment (HRA) is required. It is a legislative requirement to undertake this screening, which assesses the potential policies to ascertain whether they are likely to have a significant (negative) environmental impact on the area. If housing/employment sites are not being included in the plan, it is unlikely that an SEA/HRA will be required. Even if an SEA is not required, it can be helpful to prepare a brief Sustainability Statement to accompany the Plan, setting out how you have sought to consider the impacts of policies on the environment, local community and economy.

Stage 3: First round of formal consultation on the Plan

3.1: Pre-Submission Regulation 14 consultation (May to June 2023)

- 7.25. The Pre-Submission Version Neighbourhood Plan will need to be consulted on for a minimum of six weeks, both with the community and with a number of statutory consultees, for instance Historic England, Natural England and the Environment Agency. We will assist you in finalising the list of statutory consultees and can help to prepare the letter to email with the Plan and supporting documents. We will also prepare a summary of the plan for use locally and a short questionnaire that can be used by local people to provide feedback. We can support you on developing the engagement and communications programme to be run in parallel with the consultation, which could include for instance, drop in events, banners, posters and presentations to individual groups.

Stage 4: Amend Plan and submit to HBC

4.1: Finalising the Submission Version Neighbourhood Plan and supporting documents (July – August 2023)

- 7.26. Following the Regulation 14 consultation, we will assist you in collating the comments received. It will be necessary to consider each one carefully and record a response from the Steering Group as to how to address it. This will most likely lead to some amendments to the draft plan.
- 7.27. This is also the time to finalise the supporting documents that will need to be submitted to Hertsmere Borough alongside the neighbourhood plan:
- Basic Conditions Statement – setting out how each neighbourhood plan policy conforms to both the Local Plan and the National Planning Policy Framework
 - Consultation Statement – setting out the storyline of the plan process and how you have sought to provide everyone with an opportunity to get involved. It will also include a copy of all the comments received during the Regulation 14 consultation and how these were addressed to inform the Submission Version Plan.
 - Sustainability Statement – as noted previously, if an SEA is not required, we recommend that preparing a Sustainability Statement is good practice to illustrate how you have proactively considered sustainability factors while developing the Plan.
 - Equalities statement – within the Consultation Statement, it is recommended to provide a statement about how you have ensured that all groups have been adequately provided an opportunity to get involved.
 - Evidence base
- 7.28. It is important to note that from this time onwards, the Plan is largely in the hands of WBC, who are responsible for actioning the remaining steps of the process.

Stage 5: HBC organises the 2nd formal consultation

5.1: The Regulation 16 (Submission Version) consultation (September to October 2023)

- 7.29. HBC will check that they have received the correct documents and will organise a second formal consultation, known as the Regulation 16 consultation. This will run for a minimum of six weeks and, as with the first consultation, will request comments from the community and statutory consultees. Representations will be collated in readiness to send to the Examiner.
- 7.30. You will most likely wish to undertake further promotional activities at this point, to encourage people to provide input and publicise the fact that the Plan is progressing.
- 7.31. During this consultation, HBC will contract an independent examiner. They will normally receive a shortlist of suitable candidates and you will have an opportunity to choose which one you prefer. We will advise you on this.

Stage 6: The Plan is independently examined

6.1: The examination (by early 2024)

- 7.32. The Examiner will visit the parish and may submit questions to WBC, which will be shared with the Steering Group. We can assist you in responding to any queries directed to the Town Council.
- 7.33. The Examiner's role is to make sure that the Plan meets the Basic Conditions. Sometimes a public hearing is held, but this is unusual and only likely where there is something particularly controversial in the plan.
- 7.34. The Examiner will first issue a fact-checking report, which is purely to check spellings and accuracy of content. There is no opportunity at this stage to query the Examiner's findings or modifications. Once agreed, the Examiner will issue their final report, which may include recommended modifications to the Plan.

Stage 7: The Plan is amended as required

7.1: The referendum version plan (February 2023)

- 7.35. We will assist you as necessary in modifying the Plan, as required by the Examiner. At this point in the process, you might wish to have the Referendum Version Plan professionally designed, in readiness for sharing with the community.
- 7.36. WBC will formally accept the Plan and prepare for the referendum

Stage 8: Local referendum and 'making'

8.1: The final stages of the Plan (May 2023)

- 7.37. Whilst it is the responsibility of WBC to arrange the referendum, you will wish to publicise it to encourage as many people as possible to take part, although the Town Council itself cannot encourage voters to vote one particular way.

8.2: Implementing the Plan

- 7.38. Once the Plan has been 'made', there will be a series of actions that will need to be undertaken to ensure that the policies are being interpreted and used in the way intended. It will also be necessary to maintain a watching brief on changes to the planning policy landscape, both at the national and local planning authority levels, which may have an impact on the plan's policies. Finally, any non-planning-related projects and activities that were identified will need to be prioritised for delivery, in partnership with other organisations.
- 7.39. Specific actions that will need to be undertaken are as follows:
- Pursuing the projects and activities that are not policy-based, but nevertheless contribute to the delivery of the Plan.
 - Commenting on planning applications or consultations relating to the Neighbourhood Plan area – the Town Council has a role in ensuring that the policies are being adequately considered, where relevant, in decisions to determine the outcome of planning applications in the area. A meeting between local councillors, planning committee members and the

supporting planning officers at HBC would be a useful step in ensuring that the purpose and application of the policies is fully understood by all parties. This will assist in ensuring that policies are interpreted and applied in the way intended.

- Monitoring the application of the policies to ensure they have been applied consistently and interpreted correctly in response to planning applications – during the preparation of the Plan, there may be scope to identify indicators to measure the effect that each policy is having and the extent to which this is delivering against the associated objective. As a minimum, the Town Council would wish to maintain a log of planning applications relating to the area, detailing which Plan policies have informed the Town Council response and the outcome of the decision. This will assist in understanding whether the policies have been used in the manner intended or whether changes may be required, for instance in any future review of the Neighbourhood Plan.
 - Maintaining a dialogue with the Borough Council regarding the timing and content of the emerging Local Plan – it will be important to consider the policies in the emerging document and how these may impact the Neighbourhood Plan policies. The adoption of the Local Plan may trigger a light-touch review of the Neighbourhood Plan.
 - Maintaining a watching brief on the national policy landscape – changes at the national level may impact on the policies contained in the Local Plan and the Neighbourhood Plan. It is therefore important to keep abreast of this, as this could also provide a trigger to undertake a light-touch review of the Neighbourhood Plan.
 - Maintaining a dialogue with neighbouring authorities.
 - Maintaining a dialogue with the local community on the plan implementation – ensuring that all records of how the plan has been used should be made public. It is recommended that a regular update – for instance at the Annual Parish Meeting – is provided, to feed back to the community on progress about both the effectiveness of the policies and the pursuing of the projects. Such a report might also be embedded into WBC's annual Authority Monitoring Report, to illustrate how the Neighbourhood Plan is contributing to the delivery of strategic policy.
 - Considering gaps in the Neighbourhood Plan – local issues, concerns or opportunities may arise during the lifespan of the Plan that trigger the need for the inclusion of a new policy. Such issues can be most effectively understood by maintaining open dialogue with the community and other partners.
- 7.40. Whilst it is not a legislative requirement to review a Neighbourhood Plan, it is good practice to do so periodically. This may be because of any of the points noted above. A light-touch review will enable the Town Council to keep the Neighbourhood Plan up to date in general terms, and to ensure that it remains in general conformity with the wider development plan. In this context, it could consider a review of the neighbourhood plan within six months of the adoption of the new Local Plan. Any review should be undertaken in partnership with and ensuring the engagement of the wider community.

8. Our Team, timings and costings

Our Team

- **Alison Eardley**, BSc Hons, PGDip (Urban and Rural Planning) with Distinction, AssocRTPI would provide the lead support for the project and day-to-day contact with the client group. Alison is the founder of Alison Eardley Consulting and brings over 15 years of experience in strategy and policy development combined with hands-on community engagement and project delivery. Having previously held senior roles in local government, central government and the third sector, Alison is an experienced planner, having worked with a considerable range of communities on their neighbourhood plans. She regularly gives presentations to local councils and communities on the opportunities presented by through neighbourhood planning, most recently on delivering affordable housing.
- **Chris Bowden**, BA Hons, MPhil (Town Planning), MRTPI, would support the technical planning inputs of the work. Chris is the founder of Navigus Planning and has over 15 years' experience in private consultancy. Chris's recent experience includes leading on numerous neighbourhood plans including for Cranleigh in Surrey, Old Windsor in Berkshire and, with Alison, Billingshurst in West Sussex. He has undertaken numerous training workshops for parish and town councils on the implications of government policy and the requirements for a neighbourhood plan.
- **Jake Sales**, BA Hons, MSc, would provide GIS inputs to support mapping. Jake is primarily a geographer and GIS specialist with ten years of GIS consultancy experience. He is a freelance consultant, following a role at Roger Tym & Partners where he worked for six years. Jake provides analytical and cartographic inputs to many of Alison and Chris' studies and projects. Jake has experience in working on SHLAAs and specialises in conservation management.

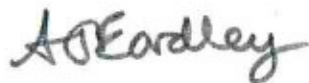
Timings and costings

- 8.1. The potential timings of the Plan are difficult to estimate as it depends on the complexity of the project. In the context of most plans taking between 12 and 24 months to prepare, the timings noted above would suggest a referendum in May 2023.
- 8.2. Our daily rate is £550 plus VAT and expenses (which are mainly related to travel and subsistence - car travel is charged at 45 pence per mile). We have found that Zoom is a very effective method of meeting groups and keeps the costs down in terms of time and travel.
- 8.3. An indicative breakdown of costs is shown overleaf, divided into the Key Stages and assuming that site allocations for housing / employment are not being included. Please note that this is a preliminary cost and depends very much on the complexity of your Plan.
- 8.4. We find it helpful to discuss the indicative costs with the group to understand if there are areas where the group considers it might take a greater lead or where more assistance is required. This is particularly helpful if you are working within a tight budget, so we can try and identify ways to reduce costs.
- 8.5. We estimate that this support will require us providing approximately 43 days. This equates to £24,287.50 plus VAT (VAT number is 294 8493 44) or £29,145 including VAT. This excludes costs

relating to engagement, such as printing, room hire etc – we have included a healthy budget for consultation and engagement.

- 8.6. One point to note is that we only charge on a 'time spent' basis so you only pay for the time you incur, up to this fee ceiling.
- 8.7. As I believe you are aware, grants are available from Central Government for up to £10,000 basic grant and a further £8,000 for 'complex' groups, for which you satisfy the criteria. We can help you with the grant application form if required. There is more information here: <http://mycommunity.org.uk/take-action/neighbourhood-planning/support-grants/> .

Kind regards



Alison Eardley
Alison Eardley Consulting
07930 325965