

Borough of Broxbourne

Local Development Scheme

September 2009



BDIP071236



**BOROUGH OF
BROXBOURNE**
www.broxbourne.gov.uk

Local Development Scheme - September 2009

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First Review of the Broxbourne Local Development Scheme

Introduction

- 1 This document sets out the first review of Broxbourne's Local Development Scheme that is prepared under the provisions of the Planning and Compulsory Purchase Act 2004. It replaces the timetable published in April 2005.
- 2 The Local Development Scheme (LDS) is a public statement of the Council's programme for the production of Local Development Documents (LDDs). It sets out which documents will be produced, in what order and when. This scheme focuses on plan-making activity in the three years between June 2009 and June 2012. The LDS also provides an indication of the studies and research completed and underway to support revised policies.
- 3 The LDS will be subject to continuous monitoring and will be reviewed in response to evolving circumstances.
- 4 Appendix 2 contains a 'Glossary of Terms' which provides further information to help readers to understand the terms used in this document.
- 5 This scheme was agreed by the Council's Planning and Licensing Committee in June 2009 and submitted to the Secretary of State on 13th August 2009. It will come into effect on 10th September 2009.

What is an LDF?

- 6 Local Development Frameworks are intended to streamline the local planning process and promote a proactive, positive approach to managing development and delivering change. The LDF gives the Council an opportunity to take a fresh look at the District and to develop a strategic approach to planning that delivers sustainable development and reflects the aspirations of local communities
- 7 The Local Development Framework can be thought of as a folder comprising three different types of Local Development Documents (LDDs):
 - Development Plan Documents (DPDs) which form part of the statutory development plan;
 - Supplementary Planning Documents (SPDs) which amplify the policies of the statutory development plan, but are not part of the statutory development plan; and
 - The Statement of Community Involvement (SCI) which relates to the processes of public consultation and engagement used in preparing all LDDs.
- 8 Local Development Documents will be prepared in stages to create a spatial planning framework with associated policies and proposals for Broxbourne to 2025 and beyond. At the heart of the Local Development Framework is the Core Strategy that, together with the Regional Spatial Strategy (RSS) for the East of England sets out a long term vision and spatial strategy for Broxbourne and forms the statutory development plan for the District.
- 9 The processes that must be followed in producing a document are set out in Regulations and Planning Policy Statement 12 'Creating Local Development Frameworks'. These give rise to specific milestones which are identified within the timetable set out in the LDS.

10 The LDF provides the flexibility to allow the strategy, policies and proposals to evolve in relation to needs, and to update parts of the strategy as required. Public involvement and sustainability appraisal throughout the process is a key feature of the new system.

11 The LDF is a spatial rather than purely a land use plan. The 'old-style' Local Plans focus upon the regulation and control of land uses. The new LDF will go further than this to take account of strategies and plans of other agencies, which were not traditionally involved in land use planning but which also have an impact on spatial development.

Table 1.1 Local Development Framework

The Development Plan	Regional Spatial Strategy (RSS for East of England) Development Plan Documents (DPDs) - Required documents Area Action Plans - Project plans
Non-Development Plan Documents	Local Development Scheme (LDS) - Required document & Project plan Statement of Community Involvement (SCI) - Required document Supplementary Planning Documents (SPD) - Discretionary documents Annual Monitoring Report (AMR) - Required document

The Need for a Review of the LDS

12 There are a number of reasons why the Council have produced a revised LDS. Government revisions to streamline the plan making process came into effect on 12th May 2008. This provides for greater flexibility in the consultation processes prior to the submission of the plan to the Secretary of State. Since the original scheme, the Council have adopted a Statement of Community Involvement and a local plan for the Borough. The majority of policies in the Local Plan have been 'saved' so they remain in force until replaced by the LDF. The Council's first LDS was prepared with limited experience of the time and resource implications of the new framework. The original timetable for bringing forward the core strategy and associated documents proved far too optimistic. In particular more time has been needed to prepare the technical studies on which to develop policy options. With the resources and studies now in place, this revised programme has a higher degree of certainty in terms of delivery.

Further Information

13 You can find out further information on the LDF programme in the following ways.

(1) via the Borough of Broxbourne website
<http://www.broxbourne.gov.uk>

(2) via the Online Consultation Portal (select 'consultations from the home page of the Borough of Broxbourne website) You can use this site to view consultation documents and comments submitted, register to be updated when new documents are published and respond to consultations

(3) Contacting the planning policy team by phone or email at:

Planning Policy
Environmental Services
Bishops College
Churchgate
Cheshunt
EN8 9XB
Tel 01992-785555.
Email: planningpolicy@broxbourne.gov.uk

Policy Context

Regional Plan

14 Under Local Development Framework the new Development Plan for the Borough will comprise of the Regional Spatial Strategy for the East of England (RSS) and a series of local 'Development Plan Documents' for the Borough. The East of England Plan was published in May 2008. It sets out a broad development strategy for the region to 2021, high level development policies and sets housing and employment targets at a local level.

Local Development Plan

15 The most recent local Development Plan for the area is the Borough of Broxbourne Local Plan Second Review (adopted in December 2005). Under the regulations which cover the change from local plans to the LDF, this plan expired in December 2008 but the majority of policies have been 'saved' until replaced by Development Plan Documents.

16 Table 2.1 indicates which policies have been confirmed by the Secretary of State as 'saved' and a general indication of their status in replacement development plan documents. Replaced policies means there is likely to be a similar policy in the LDF but updated by new evidence or national guidance. Merged policy indicates this policy theme will be included in the LDF but may be merged with other policies. A specific local policy will only be needed if this topic area is not covered in national or regional guidance.

Table 2.1 Saved Policies

Chapter	Saved policies to be replaced	Saved policies to be Merged	Policies not saved	Relevant DPD
Sustainability	SUS14,SUS15,SUS16, SUS17,SUS18	SUS1, SUS2, SUS4, SUS5, SUS6, SUS7, SUS8,SUS9,SUS10,	SUS3	Core Strategy DC Policies
Green Belt and Countryside	GBC1, GBC2, GBC10, GBC16	GBC3, GBC5, GBC6, GBC7, GBC8, GBC9, GBC11, GBC12, GBC13,	GBC4	Core Strategy Site Allocations DC Policies
Housing	H5, H13,H14,H15	H2, H6, H7,H8, H9, H10,H11,H12, H16-19	H1, H3, H4	Core Strategy Site Allocations DC Policies
Employment and Education	EMP1, EMP2, EMP3. EMP4	EMP5, EMP6, EMP7, EMP8, EMP9, EMP12	EMP10, EMP11	Core Strategy Site Allocations DC Policies

2 . Policy Context

Chapter	Saved policies to be replaced	Saved policies to be Merged	Policies not saved	Relevant DPD
Retail and Town Centres	RTC1, RTC2	RTC3, RTC4, RTC5-6, RTC7-9, RTC10		Core Strategy Site Allocations DC Policies
Greater Brookfield	BFC1, BFC3, BFC4-7	BFC9-11	BFC2	Core Strategy Site Allocations DC Policies
Community, Leisure and Tourism	CLT1,CLT4	CLT2,CLT3,CLT5-6		Core Strategy Site Allocations DC Policies
Heritage and Design	HD21,HD24	HD1-HD8,HD9, HD10-12, HD13,HD14-16, HD17-19, HD20, HD22,		Core Strategy Site Allocations DC Policies
Transport	T11	T1,T2,T3, T4,T5,T6, T7,T8,T9,T10		Core Strategy Site Allocations DC Policies
Implementation	IMP2	IMP3	IMP 1	Core Strategy DC Policies

17 The Council has already adopted a number of Supplementary Planning Documents (SPD's). SPDs provide guidance on the application of planning policies. The Council will continue to make use of its Borough-wide Supplementary Planning Guidance (adopted in 2001) and Development Briefs which are linked to 'saved policy' . A listing and copies of Supplementary Guidance can be found on the planning policy pages on the Council website.

18 Another SPD that the Council has adopted is the Statement of Community Involvement (April 2007). Which sets out when and how people will be involved during the preparation of documents making up the LDF. This can be viewed on the Council website.

Other Development Plans relevant to the area

19 Hertfordshire County Council remains responsible for preparing Development Plans on Minerals and Waste. Policies in the current minerals and waste plans have been 'saved' be replaced by Minerals and Waste Development Plan Documents. Details of the progress and status of these documents can be found on Hertfordshire county council website. Any

allocated and safeguarded sites identified in these plans will also appear on the Council's proposals map when these documents are adopted. The County Council are also the highways authority for the area and responsible for producing transport plans and strategies.

20 The eastern edge of the the Borough falls within the boundaries of the Lee Valley Regional Park Authority (LVRPA) . The Park is not a separate planning body but the Council is required to take account of leisure, recreation and other strategic policies prepared for this area by the Park Authority. The LVRPA is revising its Park Plan (adopted in April 2000).

Community Plan and other strategies

21 There is intended to be a clear relationship between the policies in LDDs and the Council's Sustainable Community Plan. This is to ensure that the planning framework for the area is consistent with, and helps to deliver, the community strategies for the Borough. Broxbourne's Community Plan was approved by its Local Strategic Partnership in 2003 following extensive public consultation. A review of the Sustainable Community Plan will be undertaken in 2009 .

22 Other council strategies that will inform the preparation of the LDF include the Housing Strategy, Affordable Housing Strategy, Climate Change Strategy and Economic Development Strategy

Annual Monitoring Report

23 The Council produces an Annual Monitoring Report (AMR) as part of the Local Development Framework . The report provides information on the forward supply of housing land, development trends and whether new policies are working effectively. The AMR will specify how the Council is performing against the timescales set out in this local development scheme and the need for new or updated local development documents, policies and guidance.

Overall Programme

24 Table 3.1 shows the documents the Council will produce over the next three years which will replace policies in the saved local plan. The rest of this section provides a detailed profile for each DPD and SPD giving details of its coverage, status and relationship to other documents. Chart 1 shows the overall programme. The order of the documents reflects the need to prioritise the core strategy and site allocations documents so that the Council can set in place a future supply of development land.

Table 3.1 Proposed Development Plan Documents as at July 2009

Document Title	Milestones			
	Consultation to inform DPD	Publication of DPD	Submission to SoS	Adoption
Development Plan Documents (subject to public examination)				
Core Strategy	Nov 2008	Feb 2010	April 2010	Jan 2011
Site Allocations	Oct 2010	Mar 2011	May 2011	Feb 2012
Development Control Policies	Oct 2010	Mar 2011	May 2011	Mar 2012
Proposals Map	To be updated as DPDs are proposed/adopted.			

25 The Council intends to produce a limited number of Supplementary Planning Documents (SPD) which will provide detail on the implementation of policies and proposals in the DPD's. This will include a replacement for Borough-wide Supplementary Planning Guidance linked to the Core Strategy DPD and a SPD on planning gain. The need for additional SPD's will be addressed in the annual monitoring report. Environmental Appraisal of Plan Documents.

Sustainability Appraisal

26 Sustainability Appraisals will need to be undertaken for both DPDs and SPDs to ensure that the policies and proposals will promote sustainable development. A European Union Directive requires formal Strategic Environment Assessment (SEA) of certain plans and programmes which are likely to have significant effects on the environment.

27 The appraisal and SEA will play an important part in testing the 'soundness' of Local Development Documents to ensure that they reflect sustainable development objectives. This process will involve collecting baseline data covering environmental, social and economic issues in order to identify what the impact of the proposed policies will be. A key element of the process involves establishing 'alternatives' in order that any potential negative impact of policies can be avoided or minimised. The process will be an iterative one, with policies and

objectives being refined as a result of both the ongoing work and public consultation. The overall aim is to ensure policies have as little negative impact as possible and contribute fully to the achievement of sustainable development. The Council published and consulted on a scoping report in November 2007 and a final scoping report was published in January 2008. This document sets out the criteria against which objectives and policy options will be assessed. Details of when sustainability appraisal documents will be published with each DPD are included in the profiles later in this section.

28 The Council is also required to undertake Appropriate Assessment to examine the effects of development plans on sites of European Nature Conservation importance. There are two areas which have this status in the Borough at Broxbourne Woods and wetlands in the Lee Valley Park. An Appropriate Assessment scoping report was published by the Council in January 2008 and will be used to assess the impact of any policy proposed in the LDF

Evidence Base

29 Policies in local development documents must be based on relevant and up to date evidence. In preparation of LDDs, a range of 'evidence gathering' needs to be undertaken to ensure that the Council has a robust basis for planning policies and proposals. The research to be carried out to inform the LDF is listed in Appendix 1. This is not necessarily an exhaustive list. Other areas of research are likely to be published in the course of preparation LDDs. A list of evidence currently relevant to the LDF is published within each Annual Monitoring Report, and consideration will be given on an annual basis as to the need for review.

Engagement with the Community

30 The SCI sets out how and when the council will consult on different stages of the plan process. The principles in this document will apply to all Development Plan Documents and Supplementary Planning Documents in the programme. It also contains details on community involvement in major planning applications proposed within the Borough.

Resources

31 The preparation of local development documents will be co-ordinated in-house by the Council's planning policy team with the assistance of external consultants

32 The team has a full time staff equivalent of 4 posts available to work specifically on LDFs. The Policy section will also work closely with the community planning section. Specialist consultants will be used to provide parts of the evidence base for the LDF.

33 Housing and Planning Delivery Grant awarded to the Borough Council will be used, in part, to assist in the delivery of the LDF.

Risk Management

34 A project management approach to the preparation of the LDF will be employed to ensure the delivery in accordance with the timescales set out in this document. This will enable continual review of the risks associated with the delivery of the LDF, the contingencies in place, and the effective management of resources.

35 In preparing the LDF, the main areas of risk relate to:

Staff Turnover. The planning policy team is now fully staffed. External consultants can be appointed to undertake specific projects or studies to meet the timetable in this document. Additional staff can be brought in if necessary to help with administrative procedures.

Soundness of DPDs. Close working with Government Office for the East of England (Go-East) and PINS at all milestone stages in the run up to submission of DPDs will help to ensure that the LDDs meet the requirement of 'soundness'. Preparing a good evidence base and good dialogue with the community / stakeholders in line with the SCI can also mitigate this

Legal Challenge. The Council has made provision for external legal advice to review documents prior to submission and will ensure statutory procedures are complied with.

Community/Stakeholder opposition. Risk can be minimised by effective community engagement with key community/ stakeholders in the early stages of the process

Financial resources. Budgetary requirements for the LDF production have been included in the Councils forward programme

4.1 Core Strategy

Role and Content: The core strategy is the key long term planning document for the Borough. It sets out the Council's vision and objectives for the area, the broad location and direction of development . It contains high level policies to meet development requirements set out in the regional plan and support sustainable development. The DPD will include a key diagram to illustrate the spatial strategy.

Chain of Conformity: The DPD will conform to national planning policy and the East of England Plan. It will also have regard to the Borough of Broxbourne Sustainable Community Strategy.

Geographic Coverage: All of the Borough.

Relationship to Proposals Map: The proposals map will illustrate geographically policies in the core strategy. The Proposals Map will be updated upon adoption of the core strategy.

Core Strategy timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	TIMETABLE
Start of DPD work and notification of stakeholders	
Initial issues and options paper	Jun 2007
Sustainability Appraisal - Scoping Report	Jan 2008
Public consultation on preferred options	Nov 2008
Preparation of final submission document/ further consultation	Mar 2009- Jan 2010
Publication of final DPD (formal consultation on soundness)	Feb 2010
Submission of DPD to Secretary of State	Apr 2010
Preparation of material for examination	May 2010
Pre-Hearing Meeting	Jun 2010
Public Examination of DPD	Jul- Aug 2010
Receipt of Inspectors Binding Report	Nov 2010
Formal adoption of DPD by Council	Jan 2011

ARRANGEMENT FOR PRODUCTION

- **Lead Officer:-** Director of Environmental Services.
- **Management Arrangements:-** Head of Planning and Planning Policy Manager
- **Member Engagement:-** Review of emerging document by LDF Member Group and Member workshops. Approval of documents by Planning and Licensing Committee. Full Council Resolution required for both submission (Regulation 28) and adoption (Regulation 36) stages.
- **Council resources required to produce the DPD:-** Planning Policy Team assisted by Development Control, Community Planning and Corporate Projects, other sections as required.

- **External resources required:-** Some evidence base and SA/SEA/AA work undertaken by consultants.
- **Involvement of Community and Stakeholders:-** Consultation in accordance with the Statement of Community Involvement and agreed communications plan. Consultation on the evidence base and sustainability appraisal documents

POST PRODUCTION

- **Monitoring and Review:-** The implementation of the Core Strategy will be monitored, reviewed and possible replacement will be considered as and when required.

4.2 Development Allocations

Role and Content: To identify and allocate sites for development and sufficient land to meet housing, retail, employment and other community uses. Allocations will be in accordance with the requirements, vision and spatial strategy set out in the core strategy

Chain of Conformity: The DPD will conform to national planning policy, the East of England Plan and the Borough Core Strategy.

Geographic Coverage: All of the Borough.

Relationship to Proposals Map: The Proposals Map will show the boundaries of sites and proposals in the DPD. The Proposals Map will be updated upon adoption of the DPD.

Development Allocations timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	TIMETABLE
Start of DPD work and notification of stakeholders	Jun 2009
Sustainability Appraisal - Scoping Report	Jan 2008
Public consultation on issues and options	Oct-Nov 2010
Preparation of final submission document/ further consultation	Dec 2010 -Feb 2011
Publication of final DPD (formal consultation on soundness)	Mar 2011
Submission of DPD to Secretary of State	May 2011
Preparation of material for examination	Jun - Jul 2011
Pre-Hearing Meeting	Jul 2011
Public Examination of DPD	Aug- Sep 2011
Receipt of Inspectors Binding Report	Dec 2011
Formal adoption of DPD by Council	Feb 2012

ARRANGEMENT FOR PRODUCTION

- **Lead Officer:-** Director of Environmental Services.
- **Management Arrangements:-** Head of Planning and Planning Policy Manager
- **Member Engagement:-** Review of emerging document by LDF Member Group and Member workshops. Approval of documents by Planning and Licensing Committee. Full Council Resolution required for both submission (Regulation 28) and adoption (Regulation 36) stages.
- **Council resources required to produce the DPD:-** Planning Policy Team assisted by Development Control, Community Planning and Corporate Projects, other sections as required.

4 . Proposed Documents

- **External resources required:-** Some evidence base and SA/SEA/AA work undertaken by consultants.
- **Involvement of Community and Stakeholders:-** Consultation in accordance with the Statement of Community Involvement and agreed communications plan. Consultation on the evidence base and sustainability appraisal documents

POST PRODUCTION

- **Monitoring and Review:-** The implementation of the Core Strategy will be monitored, reviewed and possible replacement will be considered as and when required.

4.3 Development Control

Development Control DPD

Role and Content: The DPD will contain policies to deliver the strategic objectives in the core strategy and the council's approach to development.

Chain of Conformity: The DPD will conform to national planning policy, the East of England Plan and the core strategy. It will also have regard to the Borough of Broxbourne Sustainable Community Strategy

.Geographic Coverage: All of the Borough.

Relationship to Proposals Map: The proposals map will illustrate geographically policy detail. The Proposals Map will be updated upon adoption of the DPD.

Core Strategy timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	TIMETABLE
Start of DPD work and notification of stakeholders	Aug 2010
Sustainability Appraisal - Scoping Report	Jan 2008
Public consultation on issues and options	Oct-Nov 2010
Preparation of final submission document/ further consultation	Dec 2010 - Mar 2011
Publication of final DPD (formal consultation)	Mar 2011
Submission of DPD to Secretary of State	May 2011
Preparation of material for examination	Jun - Jul 2011
Pre-Hearing Meeting	Jul 2011
Public Examination of DPD	Oct 2011
Receipt of Inspectors Binding Report	Jan 2012
Formal adoption of DPD by Council	Mar 2012

ARRANGEMENT FOR PRODUCTION

- **Lead Officer:-** Director of Environmental Services.
- **Management Arrangements:-** Head of Planning and Planning Policy Manager
- **Member Engagement:-** Review of emerging document by LDF Member Group and Member workshops. Approval of documents by Planning and Licensing Committee. Full Council Resolution required for both submission (Regulation 28) and adoption (Regulation 36) stages.
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- **Involvement of Community and Stakeholders:-** Consultation in accordance with the Statement of Community Involvement and agreed communications plan. Consultation on the evidence base and sustainability appraisal documents

POST PRODUCTION

- **Monitoring and Review:-** The implementation of the Core Strategy will be monitored, reviewed and possible replacement will be considered as and when required.

Appendix 1 : Evidence base Studies

Evidence base studies (as at September 2009)

Study	Description and Purpose	Commissioning body	Consultant involved and progress to Date	How is the study being used by the Council ?
Accommodation needs surveys				
Housing Needs Survey.	Evidence to support continued and revised policies on affordable housing and other local housing needs	Borough of Broxbourne	David Couttie Associates. Completed in May 2007	Support for housing and affordable housing policies.
Strategic Housing Market Assessment. (SHMA).	Cross-district review of supply, need, affordability and policy based on local market areas.	M11 East London Commuter Belt area group. (Brentwood, Harlow, Epping, Uttlesford and East Herts).	ORS Research and Savills Work underway and due to be completed by Autumn 2009	Evidence to support affordable housing policies.
Affordable Housing Viability Study	Technical study to demonstrate affordable housing requirements are commercially viable.	Borough of Broxbourne	Fordhams Research Due to be completed by October 2009	Support for housing and affordable housing policies.
Accommodation Needs of Gypsies and Travellers in Northern and Eastern Hertfordshire.	To establish demand and type of additional pitches required in study area including site interviews	Joint study with E Herts, N Herts, Welwyn Hatfield and Stevenage	ORS Research.	To provide evidence to object to regional policy and inform site allocations DPD

5 . Appendix 1: Evidence Base Studies

Study	Description and Purpose	Commissioning body	Consultant involved and progress to Date	How is the study being used by the Council ?
Study to identify potential Gypsy and Traveller sites.	Constraints and opportunities mapping to provide search locations for traveller sites .	Joint study with E Herts, N Herts, Welwyn Hatfield and Stevenage	Scott Wilson Completed October 2007.	Study to inform district LDFs and EERA single issue review.
Land-use studies and audits				
Strategic Housing Land Availability Assessment (SHLAA).	Comprehensive survey of urban and greenfield sites and sources of housing land supply.	Borough of Broxbourne	In-house study Consultation on urban sites completed October 2008 and finalised report likely by October 2009	To provide evidence of 5,10 and 15 year land supply and to inform strategic decisions and site allocations.
Employment Land Study.	Audit of existing provision and supply, local markets and regional plan job targets.	Borough of Broxbourne	Roger Tym and partners Study completed September 2008.	Review of need for additional employment floorspace allocations
London Arc Employment Land Study.	Sub-regional review of local economy and and job targets	Joint study across Hertfordshire Districts	Roger Tym and Partners	Part of supporting evidence base to core strategy.
Retail Demand Study (Stage 1).	Review of need and projections of additional retail and leisure requirements	Borough of Broxbourne	GVA Grimley Completed October 2008.	Will inform approach to retail policy and roles of Borough centres.
Follow-up Retail Demand Study.	Scenario testing	Borough of Broxbourne	GVA Grimley Due to be completed by October 2009	Supporting document to the core strategy allocations at Brookfield.

Study	Description and Purpose	Commissioning body	Consultant involved and progress to Date	How is the study being used by the Council ?
Town Centre Strategies.	Review of Town Centres to include retail performance, retail forecasts, and environmental assessment of centres	Borough of Broxbourne	Hoddesdon Strategy out for consultation - Sept/Oct 2009 and completion by Dec 2009 Waltham Cross - Jan 2009	Supporting documents to core strategy and site allocations DPD to be produced alongside detailed work for Brookfield.
Open Space & recreational need.	Audit of open space and needs to inform LDF policies and meet requirements in PPG17	Borough of Broxbourne	PMP Consultants Completed June 2008.	Will inform greenspace and recreation policies in core strategy and site allocations DPD.
Environmental Assessment and Constraints Mapping				
Sustainability Appraisal (SA/SEA).	Statutory assessment process to ensure environmental and economic factors are effectively considered during plan preparation.	Borough of Broxbourne	Scott Wilson Scoping report completed in January 2008 Report on core strategy consultation published November 2008.	Demonstrates that environmental impacts are taken into account in policy development and site allocations.
Appropriate Assessment (Habitat Regulations Assessment) HRA.	Mandatory review of the impact of the plan on wildlife habitats of European importance.	Borough of Broxbourne	Scott Wilson Screening study published January 2008 and updated November	HRA will include specific mitigation measures to be included in DPD policies.

Study	Description and Purpose	Commissioning body	Consultant involved and progress to Date	How is the study being used by the Council ?
			2008 for the core strategy consultation.	
Core Strategy Greenbelt Review.	Comprehensive review of whether the Borough's Green Belt is performing its role as defined in national guidance PPG2 (Green Belts).	Borough of Broxbourne	Scott Wilson Completed March 2008.	Informs core strategy approach to Green Belt and strategic allocations.
Strategic Flood Risk Assessment (Level 1).	Borough wide independent modelling and assessment of flood risks.	Borough of Broxbourne	Halcrow Completed Dec 2007	Informs flooding and water policies and site allocations documents.
Hertfordshire Climate Change Study	Review of opportunities for planning authorities in Hertfordshire to address climate change	Hertfordshire County Council and 9 Herts districts	Aecom Scoping report due to be completed by October 2009. Further phases of work to be undertaken in 2010	To inform climate change policies in development control DPD
Transport and Infrastructure Studies				
Accessibility Study.	Review of highways and public transport networks to provide informed options on making network more sustainable.	Borough of Broxbourne	MVA Consultants Completed Oct 2007.	Informs core strategy and site allocations DPD.

Study	Description and Purpose	Commissioning body	Consultant involved and progress to Date	How is the study being used by the Council ?
Cheshunt and Waltham Cross Urban Transport Plan.	Investigation of transport issues options . Will include development sites and transport hubs.	Hertfordshire County Council in partnership with Broxbourne Council.	Faber Maunsell Consultation draft to be completed by Autumn 2009.	Assessment will lead to Identification of specific deliverable schemes and projects over next 5 years and medium term.
Hertfordshire Infrastructure and Investment Strategy.	Covers three main areas: calculating the infrastructure needs and costs of growth in regional plan, masterplanning work for key centres and developing a funding model.	Joint study led by Hertfordshire County Council and all districts.	Atkins, Roger Tym and Partners (to be completed by Autumn 2009)	Will inform infrastructure planning to support the core strategy and planning gain policies.
Rye Meads Water Cycle Study.	Review of water supply, flows and treatment in catchment area and options to retain and improve capacity.	Joint study led by Stevenage, Harlow Environment Agency and Thames Water.	Hyder Consulting Due to be completed by Autumn 2009	Will inform infrastructure planning to support the core strategy and policies related to water resources.

Glossary of Terms

Adoption

The point at which a local development document fully comes into force

Annual Monitoring Report (AMR)

A report on recent development activity and how the Council is performing in terms of the Local Development Framework. It includes a projection of housing land available for development.

Area Action Plan (AAP)

These are Development Plan Documents that will be used to provide the planning framework for areas where significant change or conservation is needed.

Community Plan / Sustainable Community Plan

All local planning authorities have a duty to prepare community strategies under the Local Government Act 2000 in conjunction with other public, private and community sector organisations. Community Strategies aim to promote the economic, social and environmental well being of their areas and contribute to the achievement of sustainable development. Copies and information on the community plan can be found the Council website.

Chain of Conformity

The Core Strategy and other Development Plan Documents must be consistent with policies in the East of England Plan/Regional Spatial Strategy and national policy.

Core Strategy

The Core Strategy sets out the long-term vision for Borough of Broxbourne and the strategic policies required to deliver that vision. The Core Strategy also includes a key diagram showing in broad terms the main policies and proposals. There will also be a number of strategic development policies that set out the broad criteria against which planning applications for the development and use of land and buildings will be considered. Such policies will ensure that any development in the area is in harmony with the spatial vision and objectives set out in the core strategy. The document highlights the needs and characteristics of the local area.

Development Allocations

Land allocated for specific uses will be identified in specific Development Plan Documents. Specific policies that relate to these designations will be set out in a Development Plan Document and will cover principles such as design or specific requirements for implementation. Policies relating to the delivery of the Site Specific Allocations, such as any critical access requirements, any broad design principles or any planning obligations, which may be sought, must be set out in a development plan document.

Development Briefs

Inform developers and other interested parties of the constraints and opportunities presented by a site, and the type of development expected or encouraged by local planning policies.

Development Plan Document (DPD)

A Document setting out the Council's planning policies and proposals. All Development Plan Developments must be subject to community involvement, consultation and independent examination, and adopted after receipt of the Inspector's binding report. A sustainability appraisal is required for each development plan document.

Evidence Base

An up-to-date information base on key aspects of the social, economic and environmental characteristics of the area, to enable the preparation of a sound spatial plan that meets the objectives of sustainable development.

East of England Regional Assembly (EERA)

The body responsible for producing the East of England Plan

East of England Plan or RSS (Regional Spatial Strategy)

Government Offices work with regional partners to develop, implement and monitor 'Regional Spatial Strategies,' which set out Government's planning and transport policy for each region for a 15-20 year period. The strategies provide the frameworks for preparing both Local Development Documents and Local Transport Plans

Examination in Public

The Council must arrange for an independent examination of the submitted Development Plan Document or Statement of Community Involvement, the purpose of which is to consider the "soundness of the plan". An independent inspector will be appointed by the Secretary of State to conduct the examination and it is his/her role to consider the Development Plan Document as a whole and to determine its soundness. In assessing this, the inspector will consider all representations made on the submitted Development Plan Document and the changes that have been suggested by those making representations.

Green Belt

A green belt or greenbelt is a policy or land use designation used in planning to retain areas of largely undeveloped, wild, or agricultural land surrounding or neighbouring urban areas.

Habitat Regulations Assessment (HRA)

This is the assessment of the impacts of implementing a plan or policy on a Natura 2000 Site. It's purpose is to consider the impacts of a land-use plan against conservation objectives of the site and to ascertain whether it would adversely affect the integrity of the site. Where significant negative effects are identified, alternative options should be examined to avoid any potential damaging effects. Natura 2000 Sites include Special Areas of Conservation designated for species and habitats and Special Protected Area designated for birds.

HCC: Hertfordshire County Council

Until 2004 the County Council were responsible for preparing a 'Structure Plan' that set out the broad directions in which Hertfordshire should change and develop in the future. The Structure Plan provided a consistent strategic level planning framework for the preparation of the much more detailed local plans by district and borough councils and, in the case of minerals and waste planning, by the county council itself. The Planning and Compulsory Act 2004 removed the need for 'Structure Plans' and that policy will now be concentrated at a regional level. The County Council is also responsible for other services in the borough including education and roads.

Issues & Options Report

Issues and Options are produced during the early production stage of the preparation of the Development Plan Documents and may be issued for consultation to meet the requirements of Regulation 25.

Local Plan

The Council's adopted framework for guiding, controlling and bringing forward development in the Borough between the period of 2001 to 2011.

Local Development Document (LDD)

Local Development Documents are those documents that together make up the Local Development Framework. They comprise of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework (LDF)

This is the term given to the portfolio of Local Development Documents. Together they will provide the Council's land use and spatial planning strategy for the borough.

Local Development Scheme (LDS)

This is the project plan for a three year period for the production of Development Plan Documents.

Local Strategic Partnership (LSP)

A non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The LSP is responsible for preparing and monitoring the implementation of the Community Strategy.

Planning Policy Guidance (PPG) Notes and Planning Policy Statements (PPS)

A series of notes and statements issued by the Department of Communities and Local Government which set out the Government's policy guidance on planning issues such as housing, shopping green belts etc.

Proposals Map

The adopted proposals map illustrates on an Ordinance Survey base map, all the policies contained in the Development Plan Document, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted Development Plan Document in the form of a submission proposals map.

Spatial Planning

Spatial planning refers to the methods used by the public sector to influence the distribution of people and activities in spaces of various scales. Spatial planning includes all levels of land use planning including urban planning, regional planning, environmental planning, national spatial plans, and in the European Union international levels.

Statement of Community Involvement

The SCI sets out the Council's intended approach to involving partners, interested parties and the community (including hard to reach groups) in the production of the LDF and major development control decisions and the proposed arrangements for participation and consultation.

Supplementary Planning Documents (SPD)

These documents contain policy guidance to supplement the policies and proposals in Development Plan Documents. They will not form part of the development plan or be subject to independent examination.

Sustainability Appraisal (SA)

An appraisal of the economic, social and environmental effects of a plan from the outset of the preparation process, so that decisions can be made that accord with sustainable development.

**Borough of Broxbourne Local Development Framework
Revised Local Development Scheme (September 2009)**

Document	2009			2010			2011			2012										
	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar	apr	may	jun
Core Strategy DPD	1			2			3	4	5	6			7	8						
Site Allocations DPD																				
Development Control Policies DPD																				
Proposals Map																				

Milestones and work programme

- ▲ Work on evidence base/support for strategy
- ▲ Start of DPD preparation and notification of stakeholders
- ▲ Preparation of options consultation
- ▲ Public consultation on issues and options
- ▲ Preparation of final submission document/ further consultation
- ▲ Publication of final Development Plan Document
- ▲ Formal public consultation (representations carried forward to examination)
- ▲ Submission of DPD to Secretary of State

Examination programme

- 5 Pre-Hearing Meeting
- 6 Preparation of material for examination
- 7 Public Examination of DPD
- 8 Receipt of Inspectors binding report
- 8 Formal adoption of DPD by Council

Proposals Map

- A Submission of changes from adopted plan
- B Revised Map with adopted changes