

Conservation and Design Team Project Timeline - July 2017
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Document Review	Dates of Adoption and review	2017/18				2018/19				2019/20				2020/21				2021/22				Comments
		Q1	Q2	Q3	Q4																	
Character of the Area Study	2011																					Unlikely to be many changes – updates where new development has taken place
Local List	2010																					Will be a few changes – demolitions and additions.
BAR	2012																					Will be completed by Dec 2017 – survey work by Mid July.
CA Management Plan	2013																					This is a significant piece of work involving resources from other sections. Public meeting will be required in each CA.
RDG	2008																					Reviewed July 2014 and updated 2016 .
Free Standing Heritage Assets Management Plan	2014																					Annual work programme – liaise with facilities – external contractors
Shopfront Design Guide	2013																					This is working well so unlikely to be many changes.
Watford Heath CA Appraisal	2008 and 2013																					Updated Document Adopted 2013

Appendix Two

Scrutiny Review Projects	2017/18				2018/19				2019/20				2020/21				2021/22				Comments
	Q1	Q2	Q3	Q4																	
1: Include information about conservation areas in annual council tax and business rate notices for properties with postcodes in these areas.																					Discussion with Revs and Bens Team in Q2 regarding how this may be taken forward.
2: Introduce a symbol on lamp columns or existing street furniture to show that the street or neighbourhood is in a designated conservation area.																					Review whether this is wanted by residents and what the cost would be as part of Conservation Management Plan Review. Will need to involve Andy Smith's team.
3: Improve access to comprehensive information about conservation areas on Watford Borough Council's website, including guidance to residents about living or owning property there.																					We are working with the DM team to develop this information and consider how the we can work more efficiently

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4: Encourage Councillors to play an active role in raising awareness of conservation areas, for example through public meetings, promoting local history projects, arranging for officers to speak at local meetings etc.																					Training session on 6 th July where this will be discussed. Then Schedule updated – could make the vent an annual one?
5: Consider alternative ways to engage with residents and businesses about the need for planning permissions for certain alterations in conservation areas. This might include utilising social media to sign-post them to the Council’s website for comprehensive information.																					This will be looked at once we have done some work with the DM team regarding information which can be sensibly put onto the website.

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6: Review current Article 4 directions to reflect changes in the General Permitted Development Orders and consider whether other classes should be included.																					This should be discussed with DM team and then a view taken on the need to do this and when it can be done. Discussion can take place this quarter (2)
7: Ensure that procedures remain in place to undertake regular reviews of Watford Borough Council's Article 4 directions in order to address the potential impact of changes in technology or legislation.																					Discussion with DM team required ; schedule this for quarter 2
8: Continue with the regular review of Watford Borough Council's toolkit of documents to ensure that these remain relevant.																					Ongoing work over the five year period. See above section of the table for the programme.

