



**WATFORD
BOROUGH
COUNCIL**

CABINET

6 September 2021

7.00 pm

Town Hall, Watford

Contact

Sandra Hancock Democratic Services Manager

democraticservices@watford.gov.uk .

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Cabinet Membership

Mayor	P Taylor	(Chair)
Councillor	A Dychton	(Deputy Mayor)
Councillors	S Johnson, J Pattinson, I Stotesbury, M Watkin and T Williams	

Agenda

Part A – Open to the Public

1. Apologies for absence

2. Disclosure of interests (if any)

3. Minutes of previous meeting

The [minutes](#) of the meeting held on 5 July 2021 to be submitted and signed.

4. Conduct of meeting

The Cabinet may wish to consider whether there are any items on which there is general agreement which could be considered now, to enable discussion to focus on those items where the Cabinet sees a need for further debate.

**5. Procurement Exemption - Specialist Contractor for KGV Learn to Ride Facility
(Pages 4 - 9)**

Report of the Project Manager

6. Appointment to Watford Health Campus Partnership LLP (Pages 10 - 11)

Report of the Group Head of Democracy and Governance

7. SW Herts Joint Strategic Plan Statement of Common Ground (Pages 12 - 57)

Report of the Spatial Planning Manager

8. SW Herts Joint Strategic Plan - Statement of Community Involvement (Pages 58 - 79)

Report of the Spatial Planning Manager

Part A

Report to: Cabinet

Date of meeting: Monday, 6 September 2021

Report author: Project Manager

Title: Procurement Exemption - Specialist Contractor for KGV Learn to Ride Facility

1.0 Summary

- 1.1 A children's 'learn to ride' facility is proposed to be constructed in the King George V (KGV) Park, Holywell.
- 1.2 The facility will be available to all park visitors and is expected to be also used by Watford Cycle Hub to deliver children's cycling training programmes.
- 1.3 There are a limited number of contractors that specialise in the design and build of these types of facility. A learn-to-ride facility in the Cyclo-Park at Gravesend, designed and constructed by Play Schemes Ltd was viewed in operation during a fact finding visit to the Cyclo-Park in 2020 by the Mayor, Head of Environmental and Community Service, Sports Development Officer and Project Manager.
- 1.4 Play Scheme Ltd specialise in designing and constructing outdoor play facilities similar to that proposed for KGV and have a detailed understanding of our requirements. Preliminary schemes prepared by Play Scheme were used as the basis for a successful application for Sport England match funding grant.
- 1.5 Play Scheme Ltd have recently delivered similar children's learn to ride facilities in Paddington Recreation Grounds, Westminster and Victoria Embankment Nottingham.
- 1.6 The project case studies noted above and an outline proposal by Play Scheme Ltd demonstrates that they have the design competence and 'off the shelf' standard design features, such as miniature town road signs, buildings, road furniture, bridges etc. to ensure that a quality facility is delivered at a competitive price.
- 1.7 The Council's contract procedure rules allow exemption from undertaking a procurement exercise in certain circumstances provided that the value of the contract is under the value of contracts that have to comply with the Public Contracts Regulations 2015. This contract is under that threshold.

- 1.8 The principle reason for needing the exemption is a limited market and secondly an open market tender for this facility is expected to result in a higher cost and prolonged timescale. The exemption was required to comply with the Sport England grant condition for the facility to be completed by end of March 2022.
- 1.9 A Procurement Exemption to the Council's Procurement Procedures was agreed on 30th June 2021 for the council to procure this contract with Play Scheme Ltd.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Play Scheme Ltd are unable to deliver the facility to the agreed programme due to weather, discovery of unforeseen underground services or contamination etc.	Completion slips and the project is unable to meet the Sport England conditional completion date of end of March leading to cost escalation and loss of some or all of the grant funds.	Ensure that 'float' is built into the programme. Closely monitor construction progress with weekly reviews and consult early with Sport England if slippage is unavoidable.	Treat	6

3.0 Recommendations

- 3.1 That Cabinet notes the Approved Exemption to the Council's Procurement Procedures in relation to the document in Appendix 1.

Further information:

Abid Khalil
 abid.khalil@watford.gov.uk

Report approved by: Alan Gough, Group Head of Community and Environmental Services

4.0 **Detailed proposal**

4.1 Details of the exemption can be found in Appendix 1.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that the KGV Learn to Ride facility is funded from the approved Woodside Sports Village project budget.

5.2 **Legal Issues (Monitoring Officer)**

5.2.1 The Group Head of Democracy and Governance comments that Cabinet must be informed of exemptions to the contract procedure rules if the value exceeds £100,000 which this contract does.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Having had regard to the council's obligations under s149, it is considered an assessment is not required.

5.3.2 The proposal is not expected to have any detrimental effect on human rights issues.

5.3.3 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 No staffing issues relate to this report.

5.5 **Accommodation**

5.5.1 The project will establish a new Council facility. This facility will require periodic maintenance in accordance with the constructors operating and maintenance instructions.

5.5.2 The facility will be available for unrestricted public use except for the periods during which the Watford Cycle Hub carry out children's riding training sessions. An agreement will be necessary to authorise these periods of exclusive use of the facility by Watford Cycle Hub.

5.6 Community Safety/Crime and Disorder

5.6.1 No community safety/crime and disorders relate to this report.

5.7 Sustainability

5.7.1 No sustainability issues relate to this report.

Appendices

Appendix 1 – Approved Procurement Exemption

Background papers

No papers were used in the preparation of this report.

Exemption from Contract Procedure Rules - request form - Request Approved

ECPR333845328

Your details

First name	Abid
Last name	Khalil
Email address	abid.khalil@watford.gov.uk
Job Title	Senior Project Manager
Section/Department	Enterprise Project Management Office
Manager's full name	Liam Hornsby
Manager's email address	liam.hornsby@watford.gov.uk

Exemption request details

Exemption category	Limited market
Details / Circumstances / Explanation of why an exemption was required	<p>The Learn to Ride facility at King George V, park is part of the overall delivery of the Woodside Community Sports Hub. The location at KGV is adjacent to Watford Cycle Hub and the setting will allow WCH to use the facility, to deliver children's cycling coaching and training programmes. A learn-to-ride facility in the Cyclo-Park at Gravesend was designed and constructed by Play Schemes Ltd and this was viewed in operation during a fact finding visit to the Cyclo-Park in 2020 by Mayor Peter Taylor, Head of Environmental and Community Service, Sports Development Officer and Project Manager. Play Scheme Ltd were approached to prepare a preliminary design schemes and cost proposals for two optional schemes, based on the Gravesend facility. These schemes formed the basis for our successful application for Sport England match funding. The total cost for Learn to Ride facility is estimated to be £140,000. WBC is expected to contribute £80,000 towards the total with the balance being funded by the Sport England grant. There are few specialist design and build contractors for the type of scheme proposed for KGV. Play Schemes Ltd have recently delivered similar children learn-to-ride facilities in the Cyclo-Park, Gravesend, Paddington Recreation Ground, Westminster, and Victoria Embankment, Nottingham. Open market tender for this facility is expected to result in a higher cost and prolonged timescale. Exemption is therefore requested on the basis that Play Scheme Ltd specialize in designing and constructing outdoor play facilities similar to that proposed for KGV and have a detailed understanding of our requirements. The project examples noted above and their outline proposal demonstrate that they have the design competence and 'off the shelf' standard design features such as miniature town buildings, miniature road signs, traffic signals, pedestrian crossings, roundabouts, bridges etc. to ensure that a quality facility is delivered at a competitive price. The prices and rates quoted by Play Scheme Ltd during the detailed design stages will be evaluated by the project QS against construction industry standards to ensure they are competitive.</p>
Contract Title	KGV Learn to Ride
Vendor / Contractor	Play Scheme Ltd
Date Contract let	30 June 2021
Term / Duration of Contract	1 year
End date	30 June 2022

Total Value of Contract	Â£140,000
WBC Contract Manager name	Abid Khalil
WBC Contract Manager email	abid.khalil@watford.gov.uk
Comments / Other Information	None
Date	11 May 2021

Group Head of Service approval

Group Head of Service approving / rejecting:	Alan Gough
Decision	Approve and forward to the Managing Director
Date	17 May 2021

Managing Director decision

Decision	Approve the request
Managing Director	Donna Nolan
Date	17 May 2021

Portfolio holder

Name of the Portfolio Holder informed	Tim Williams
Date the Portfolio Holder was informed	17 May 2021
Date reported to Cabinet (If over Â£100K)	17 May 2021

Part A

Report to: Cabinet

Date of meeting: Monday, 6 September 2021

Report author: Group Head of Democracy and Governance

Title: Appointment to Watford Health Campus Partnership LLP

1.0 Summary

1.1 To replace the Director of Finance Alison Scott on the Partnership Board of the Watford Health Campus Partnership LLP with Vivien Holland Executive Head of Commercial Finance and Innovation.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Failure to appoint	Director of Finance remains on the Board	To appoint the Executive Head of Commercial Finance and Innovation as a replacement	Treat	1

3.0 Recommendations

3.1 That Vivien Holland is appointed on the Partnership Board of the Watford Health Campus Partnership LLP

Further information:

Carol Chen
 carol.chen@watford.gov.uk
 Tel: 01923 278350

Report approved by: Donna Nolan, Managing Director

4.0 Detailed proposal

4.1 Vivien Holland was appointed to the post of Executive Head of Commercial Finance and Innovation earlier this year. Her remit is to assist the Council in advancing commercial opportunities and making full use of partnerships including its joint ventures.

4.2 The Council is entitled to appoint 3 people to the Watford Health Campus Partnership LLP Partnership Board. The current membership is Donna Nolan, Tom Dobrashian and Alison Scott.

4.3 The proposal is to replace Alison with Vivien. Alison is the Council's s151 officer and by replacing her on the Board it will prevent any potential for a conflict of interest arising in her responsibility to the council as s151 officer with her responsibility to the LLP as Board member.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that there are no financial implications arising from this proposal.

5.2 **Legal Issues (Monitoring Officer)**

5.2.1 The Group Head of Democracy and Governance comments that it is for Cabinet to nominate to the Partnership Board.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Having had regard to the council's obligations under s149, it is considered there are no equalities or human rights implications.

5.4 **Staffing**

5.4.1 Not applicable

5.5 **Accommodation**

5.5.1 Not applicable

5.6 **Community Safety/Crime and Disorder**

5.6.1 Not applicable

5.7 **Sustainability**

5.7.1 Not applicable

Background papers

No papers were used in the preparation of this report.

Part A

Report to: Cabinet

Date of meeting: Monday, 6 September 2021

Report author: Spatial Planning Manager (Jack Green)

Title: SW Herts Joint Strategic Plan Statement of Common Ground

1.0 Summary

1.1 The five South West Hertfordshire Local Planning Authorities of Watford Borough Council, Dacorum Borough Council, Hertsmere Borough Council, St Albans City & District Council and Three Rivers District Council together with Hertfordshire County Council, have agreed to prepare a new Joint Strategic Plan (JSP) for South West Hertfordshire.

1.2 The authorities have agreed this Statement of Common Ground, Appendix A, that will establish the areas of common strategic interest within which the defined area. The councils will work together to prepare the JSP and the methodology to be used to prepare it.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Unclear or undefined set of issues to be addressed and governance structure.	Disagreements between local authorities about issues and priorities and delays preparing the JSP.	Agree the Statement of Common Ground. Ongoing engagement between local authorities at both the	Treat	4

		officer and political level.		
Authority/Authorities withdraw from the JSP process	<p>Abortive works to the current JSP.</p> <p>Additional financial pressure on the JSP and remaining authority.</p> <p>Significant delay to preparation of the JSP.</p>	<p>Agree the Statement of Common Ground.</p> <p>Ongoing engagement between local authorities at both the officer and political level.</p>	Tolerate	6

3.0 Recommendation

3.1 That, Cabinet approves authorisation to enter into the SW Herts Joint Strategic Plan Statement of Common Ground (Appendix A) to be executed by the Mayor of Watford and the Managing Director.

Further information:

Jack Green, Spatial Planning Manager
jack.green@watford.gov.uk

Report approved by: Ben Martin, Head of Planning and Development

4.0 Detailed proposal

4.1 Introduction to the JSP

4.2 This Council is working on a statutory Joint Strategic Plan (JSP) for the South West Hertfordshire area. This work is being done in partnership with Dacorum Borough Council, Hertsmere Borough Council, Three Rivers District Council and St Albans City & District Council with the support of Hertfordshire County Council.

- 4.3 In terms of the scope and management of JSP currently:
- It will be a statutory plan focussing on climate change, infrastructure delivery, strategic housing growth, strategic employment growth and Green Belt
 - It will create a framework for investor confidence in SW Herts and support the case infrastructure investment from government
 - The JSP currently proposes to cover a timeframe of 2036 - 2050, although this is subject to review.
- 4.4 The programme is being managed by Chris Outtersides, the JSP Director, who is leading on the preparation of the JSP.
- 4.5 In terms of the benefits of a JSP, these include:
- Increased potential for unlocking infrastructure investment from Government to support strategic housing and employment growth
 - Creating a collective vision of SW Herts and improving collaboration and co-working across the districts
 - Strategic issues such as climate change can be more effectively tackled on a sub-regional scale.
- 4.6 For the avoidance of doubt, the intention will be for all five LPAs to retain collective 'sovereignty' over the JSP process, with the plan following essentially the same process as individual Local Plans and therefore needing approval from each of the partner authorities at each key stage of its preparation and final adoption.
- 4.7 The JSP looks at the period beyond the timescale being followed for the five Boroughs' and Districts' emerging Local Plans. The ongoing work on the JSP does not affect current work on the draft Watford Local Plan. For future Local Plans, post 2036, it is envisaged that the JSP would inform the strategy for these plans although local policies would still be incorporated.
- 4.8 To have an agreed SCG in place is an important step to support collaborative and constructive working and to prepare a strong framework to produce the JSP. It sets out a commitment from the authorities which provides more certainty about the expectations and governance of the project. The SCG provides a clear mandate to the JSP team to proceed with work on the issues and options that are expected to be consulted upon in early 2022.

5.0 Background to the Statement of Common Ground

- 5.1 Under the National Planning Policy Framework (NPPF, 2021), local planning authorities are expected to produce, maintain and keep up to date a Statement of Common Ground (SCG) (Appendix A) to highlight agreement on cross boundary strategic issues with neighbouring authorities and other relevant bodies.

- 5.2 In accordance with this guidance (and its earlier iterations), the South West Herts authorities agreed a Memorandum of Understanding (MoU) on joint strategic planning in January 2018. This MoU set out how initial cooperation between the authorities would be managed in respect of strategic planning issues.
- 5.3 This was followed by an initial SCG that was agreed by officers in early 2019. The SCG, which is the subject of this report, is therefore the third in a series of documents that has been prepared to guide preparation of the JSP.
- 5.4 Although this SCG has been prepared to support the Duty to Cooperate (DtC), as currently required by national planning policy, it is acknowledged that Government is currently reviewing the role of the DtC. Should the role of the DtC be amended, or removed, any resultant impact on the JSP will be reflected in future versions of this SCG.
- 5.5 In accordance with agreed JSP governance arrangements, the SW Herts JSP Planning Members Group (SPMG), which comprises the Planning Portfolio Holder/Leader for each of the SW Herts authorities, considered the draft SCG at their meeting on 29th June 2021. At that meeting, all Members advised that they were happy with the draft SCG.

6.0 Content of the Statement of Common Ground

- 6.1 The SCG will set the scene for the SW Herts JSP, outlining the area, the authorities, the role of the county council, the role of the Hertfordshire Growth Board and their commitment to preparing a JSP including an outline of the Plan and its timetable.
- 6.2 The SCG will also set out the areas of common strategic interest within which the group will work together to prepare the JSP, and the methodology and project management arrangements that they will use to prepare it.
- 6.3 The SCG and commitment to prepare a JSP reflects the ongoing strong collaborative working amongst all six partner authorities, and the desire to “place shape” the future growth of the area. As stated previously, the SCG and JSP do not however, remove the local authority’s sovereignty in Local Plan making.
- 6.4 The SCG will be a “live” document and will evolve and be updated at key stages in the preparation of the JSP. The signed SCG will also be used by the authorities as a ‘pre-commencement’ commitment document for the JSP.
- 6.5 All of the South West Herts authorities are now being asked to approve the Statement of Common Ground, as endorsed by the SPMG.

7.0 Next Steps for the JSP

- 7.1 The signing of the SCG represents one of the JSP's key work priorities for 2021/22. In addition to the SCG, the principal elements of the JSP work programme propose:
- JSP Visioning Engagement;
 - Preparation and agreement of a Statement of Community Involvement covering the JSP;
 - JSP Regulation 18 Consultation – Issues and Options
- 7.2 The indicative timescale for this work, including going through the relevant Committee processes at all the partner authorities, shows the 'JSP Issues and Options' consultation is likely to be in early 2022.
- 7.3 A SW Herts JSP website to host all JSP related materials and the future public consultations is also planned. This is likely to be ready by the end of Summer 2021.
- 7.4 The JSP programme continues to work closely with senior officials from MHCLG in relation to the proposed amendments to the planning system and the planning White Paper. The JSP programme submitted a detailed submission to the Planning White Paper advocating for stronger Government support for strategic planning. Government officials have clearly indicated that they are keen to work with South West Hertfordshire officers to test potential strategic planning solutions moving forward.

8 Implications

8.1 Financial

- 8.1.1 The Shared Director of Finance comments that the Council contributes £40,000 annually to the JSP project which is the same as the other SW Herts local authorities. The JSP budgetary process is detailed in Appendix A, Paragraph 10.

8.2 Legal Issues (Monitoring Officer)

- 8.2.1 The Group Head of Democracy and Governance comments that the legal implications are contained within the body of the report. The Statement of Common Ground commits the Council to jointly funding the work and any of the 6JPS parties need to give at least 12 months written notice should they wish to terminate the arrangement.

8.3 Equalities, Human Rights and Data Protection

- 8.3.1 Having had regard to the council's obligations under s149, it is considered that the SCG does not affect equality or human rights. The document is procedural and seeks

to ensure that the council's work collaboratively and effectively on the SW Herts JSP.

8.3.2 Having had regard to the council's obligations under the General Data Protection Regulation (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

8.4 **Staffing**

8.4.1 N/A

8.5 **Accommodation**

8.5.1 N/A

8.6 **Community Safety/Crime and Disorder**

8.6.1 N/A

8.7 **Sustainability**

8.7.1 N/A

Appendices

- Appendix A: South West Hertfordshire Statement of Common Ground

Background papers

None.



SOUTH WEST HERTFORDSHIRE JOINT STRATEGIC PLAN

STATEMENT OF COMMON GROUND – V2.0

between

Dacorum Borough Council
Hertsmere Borough Council
St Albans City & District Council
Three Rivers District Council
Watford Borough Council
Hertfordshire County Council

August 2021



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- 6.0 OTHER STRATEGIC MATTERS**

- Appendix 1 Memorandum of Understanding
- Appendix 2 Statement of Common Ground (officer version)
- Appendix 3 Planning Practice Guidance advice
- Appendix 4 Governance structure

1.0 INTRODUCTION

- 1.1 The five South West Hertfordshire Local Planning Authorities of Dacorum Borough Council, St Albans City & District Council, Three Rivers District Council, Hertsmere Borough Council and Watford Borough Council, together with Hertfordshire County Council and known collectively as 6JSPA, have agreed to prepare a new Joint Strategic Plan (JSP) for South West Hertfordshire (SWH).
- 1.2 6JSPA have agreed this second Statement of Common Ground (SCG) which is the third in a series of documents that has been prepared by them to assist them in the preparation of the JSP. This SCG will establish the areas of common strategic interest within which 6JSPA will work together to prepare the JSP, and the methodology that they will use to prepare it.
- 1.3 Although this SCG has been prepared to support the Duty to Cooperate (DtC), as currently required by national planning policy, it is acknowledged that Government is currently reviewing the role of the DtC. Should the role of the DtC be amended, or removed, any resultant impact on the JSP will be reflected in future versions of this SCG.
- 1.4 This SCG also sets out the project management arrangements for the JSP. This is an iterative process with this SCG to be used by 6JSPA as a 'pre-commencement' commitment document for the JSP.
- 1.5 This SCG initiates the formal process for preparing the JSP. Each Local Planning Authority have agreed to update their Local Development Schemes (LDS) to reflect this new portfolio approach to plan making across South West Hertfordshire.

2.0 BACKGROUND AND STRUCTURE

- 2.1 Under the 2021 National Planning Policy Framework (2021 NPPF), local planning authorities are expected to produce, maintain and keep up to date a Statement of Common Ground (SCG) to highlight agreement on cross boundary strategic issues with neighbouring authorities and other relevant bodies.¹
- 2.2 In addition, the 2021 NPPF sets out a number of soundness tests against which local plans should be assessed at the examination stage. Of relevance to this SCG, and as set out in paragraph 35 of the 2021 NPPF, these tests include a requirement that Local Plans are:

“informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development; and

¹ National Planning Policy Framework, July 2021, para 27

based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.”

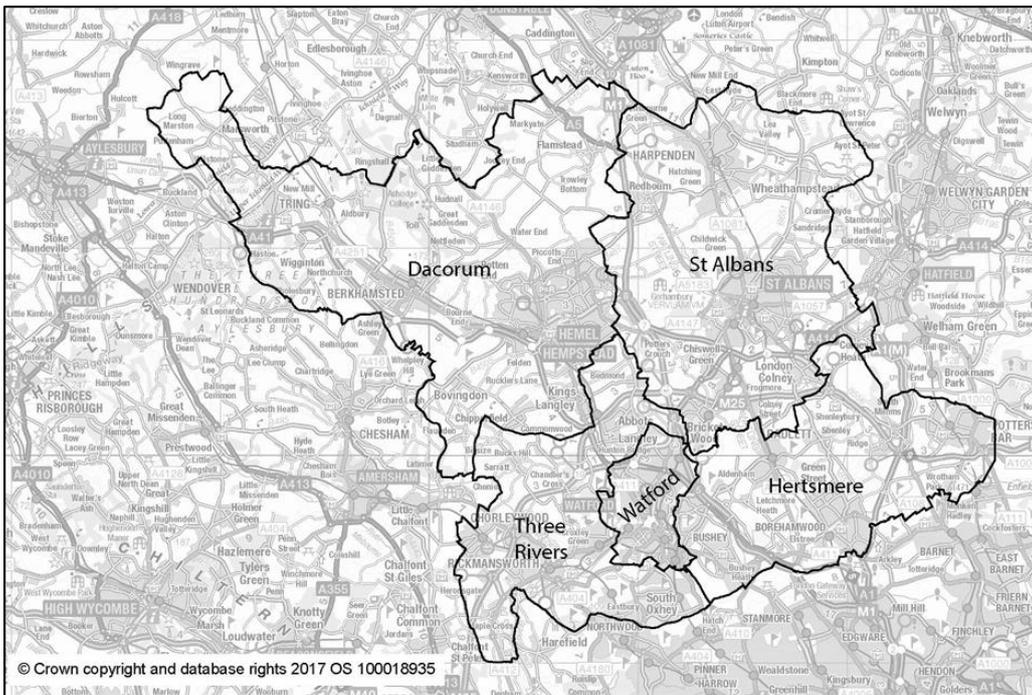
- 2.3 In accordance with this guidance, 6JSPA, agreed a Memorandum of Understanding (MoU) on joint strategic planning in January 2018 (attached as **Appendix 1**). This MoU set out how initial cooperation between 6JSPA would be managed in respect of strategic planning issues.
- 2.4 This MoU was followed by an initial Statement of Common Ground on strategic planning issues that was signed by Officers in February 2019 (attached as **Appendix 2**).
- 2.5 The Government’s current advice on the structure of a SCG is principally set out in the Planning Practice Guidance¹(PPG), (attached as **Appendix 3**, which sets out the relevant parts of the PPG and the National Planning Policy Framework). This SCG has been prepared in accordance with this guidance.

3.0 LOCATION – SOUTH WEST HERTFORDSHIRE

- 3.1 SWH area covers the administrative areas of Dacorum Borough Council, Hertsmere Borough Council, St Albans City and District Council, Three Rivers District Council and Watford Borough Council.
- 3.2 This geography is based on the agreed approach that the five Local Planning Authority areas constitute a single South West Hertfordshire Housing Market Area (HMA) and Functional Economic Market Area (FEMA). The geographical extent of SWH is set out on Map 1 below.

Map 1: South West Hertfordshire

¹ Paragraph: 003 Reference ID: 61-003-20180913



4.0 **KEY STRATEGIC MATTERS**

4.1 The JSP will provide the strategic context for the statutory development plan portfolio across SWH and will be prepared jointly by all of the parties. Its scope will be focused on the following strategic policy matters that are common across all five local planning areas:

- 1: **An appropriate spatial strategy for SWH;** distribution of growth, town centre hierarchy;
- 2: **Strategic areas for growth** and the role of each;
- 3: **Strategic housing need** and distribution across SWH, Local Plan requirements and provision;
- 4: **Strategic and long term approach to Green Belt,** areas of Outstanding Natural Beauty (AONB) and blue and green infrastructure across SWH;
- 5: **Strategic employment need** across SWH, Local Plan requirements and provision, including any priorities and spatial implications of the emerging Local Industrial Strategy;

- 6: **Strategic transport and infrastructure priorities** across SWH to support sustainable and good growth, Local Plan requirements and provision;
- 7: **Climate change mitigation and energy use**;
- 8: **Cross-cutting themes:** including zero carbon, promoting social cohesion; healthy and inclusive growth; high quality development and design; supporting sustainable development; and
- 9: **Implementation and Monitoring Framework** for the above

4.2 Planning for minerals and waste in Hertfordshire is the responsibility of Hertfordshire County Council. This is managed through separate local planning processes and will therefore not be part of the JSP. A separate SCG will be prepared to help manage the strategic minerals and waste planning matters.

5.0 MANAGING NEED

- 5.1 It is proposed that infrastructure, housing and employment need and requirements will be managed on a SWH basis with the distribution across the SWH area reflecting the JSP's vision, shared spatial strategy and priorities. Although preparation of the JSP will be steered through the Strategic Planning Members Group, decision-making will remain the responsibility of the individual members of 6JSPA.
- 5.2 To facilitate this approach, the JSP will be founded on a robust and proportionate evidence base prepared for SWH as a whole, to give a clear understanding of strategic housing and economic needs, infrastructure capacities, constraints and opportunities and environmental constraints and characteristics.

Strategic Housing and Employment Need, Plan Requirements and Provision

- 5.3 The JSP will set out the total identified housing and employment requirement for SWH for the agreed plan period, and the apportionment for each Local Planning Authority area.
- 5.4 The JSP will also identify broad locations for strategic housing and economic growth across SWH, taking account of the agreed JSP vision and objectives, the opportunities offered by infrastructure investment, environmental constraints and economic growth forecasts.
- 5.5 The calculation of housing need figures will be based upon the Government's standard method for calculating housing need published on 16 December 2020.
- 5.6 The evidence to support the JSP will build on the existing economic evidence base, as well as the emerging Local Industrial Strategy (LIS), to assess the strategic suitability of all existing employment sites, along with any other areas,

including any Strategic Areas of Growth, to assess and strategically plan for the future employment needs of SWH.

Strategic Infrastructure Need and Provision

- 5.7 Strategic infrastructure needs and priorities across SWH will be one of the key determinants of the agreed spatial strategy and the locations of the emerging Strategic Areas of Growth.
- 5.8 The approach to strategic transport infrastructure will be based on the following guiding principles as set out in Hertfordshire's Local Transport Plan 2018 - 2031:
- Modal shift and encouraging active travel;
 - Integration of land use and transport planning;
 - Application and adoption of technology; and
 - Cost effective delivery and maintenance.
- 5.9 As with housing and employment needs, the evidence to support the JSP will build on the existing infrastructure evidence base and will assess the strategic suitability of any existing and proposed sustainable transport corridors, along with any strategic areas of growth, to assess and strategically plan for the future infrastructure needs of SWH. Working with the Hertfordshire Growth Board (HGB) and infrastructure providers, this work will also assist in identifying and supporting any SWH strategic infrastructure funding opportunities

Strategic approach to Green Belt, Areas of Outstanding Natural Beauty and Green and Blue Infrastructure

- 5.10 Green Belt (Metropolitan Green Belt) and landscape (Chilterns Area of Outstanding Natural Beauty) designations apply to the majority of the SWH area it is also home to the Chilterns Beechwoods Special Area of Conservation which is protected under the Conservation of Habitats and Species Regulations 2017 (as amended).
- 5.11 The evidence to support the JSP will assess the existing Green Belt across SWH, along with any Strategic Areas of Growth, to assess and strategically plan for the future Green Belt requirements of SWH.
- 5.12 The JSP will also set out a strategic approach to Green and Blue infrastructure.

6.0 OTHER STRATEGIC MATTERS

- 6.1 It is intended that the emerging JSP will provide the 'effective strategic planning mechanism' to ensure compliance with the requirements of the DtC, with the existing joint work, evidence base and already established shared governance demonstrating that cooperation is proactive, positive and ongoing.

Relationship of the JSP to current or future Local Plans

- 6.2 While the JSP will be a jointly prepared and adopted strategic planning framework intended to form part of part 1 of the development plan, each Local Planning Authority will maintain responsibility for preparing appropriately detailed Development Plan Documents (DPD's) and/or part 2 Local Plan(s). These documents will provide more detailed planning and place shaping policies, particular in relation to the delivery of the Strategic Areas for Growth.
- 6.3 The suite of local planning documents required to deliver the JSP will be prepared in alignment so that it could reflect the emerging spatial strategy. However, whilst the JSP is being prepared there is a need to ensure that there continues to be a planning framework, particularly to meet five to 10 year land supply requirements. The transition from relying on individual Local Plans to the new planning portfolio (including the JSP) is therefore being managed through the current Local Plan review process across the five Local Planning Authorities.

Other Strategic Matters

- 6.4 6JSPA agree that all Local Plans, where adopted before the JSP is adopted, will be reviewed at the earliest practicable time after the JSP is adopted in order to achieve conformity with the JSP.
- 6.5 Functional housing and economic relationships exist beyond the HMA / FEMA. At this stage, it is proposed that strategic issues in relation to these areas are to be addressed as follows:

Greater London

- 6.6 Liaison and cooperation with The Greater London Authority, Transport for London, as well as any adjoining North London authorities will continue to be undertaken directly by the relevant Local Planning Authorities themselves. As the JSP emerges, the delivery body of the JSP will engage on behalf of 6JSPA both as a collective and individual authorities. Future arrangements will be reviewed on an annual basis and agreed by 6JSPA.

Central Bedfordshire Council, Buckinghamshire Council, Welwyn & Hatfield District Council

- 6.7 Initially, 6JSPA will seek to enter into individual MoUs with these Local Planning Authorities (to be negotiated) as appropriate, with 6JSPA also needing to engage collectively as the JSP emerges.
- 6.8 This will be approached on the basis that:
- the defined SWH area is accepted by the adjoining Local Planning Authorities as an appropriate HMA / FEMA; and
 - there is currently no intention, or reasonable prospect, of transferring development requirements and provision between the SWH area and other adjoining Local Planning Authority areas, however defined. However, this is subject to further testing as part of the evidence that will

support the JSP. Should this evidence conclude that some of the SWH development needs will need to be met from outside SWH, and should this position be supported by the adjoining affected Local Planning Authority, this position may need to be revisited.

6.9 In terms of other relevant Statements of Common Ground, separate Statements will be prepared to support the current Local Plan review processes across SWH. Future versions of this SCG will need to be cognisant of these Statements where they are relevant to the JSP.

6.10 There are no other strategic matters to be addressed.

7.0 JSP TIMELINE

7.1 Key milestones for preparing the JSP are set out below. A detailed work programme has been agreed by the Strategic Planning Members Group (SPMG) to help manage the preparation of the JSP and to ensure it continues to be treated as a priority by 6JSPA.

7.2 Key milestones for preparing the JSP are set out below.

Autumn 2021: 6JSPA endorse the first stage Statement of Common Ground

JSP Statement of Community Involvement (SCI) to be agreed and finalised.

Early 2022: The Draft 'Issues and Options' JSP setting out the Plan's Vision and Objectives is published for Regulation 18 Consultation, in line with the SCI and agreed JSP timetable.

Early 2023: The Draft 'Spatial Options' JSP with spatial strategy options and preferred spatial option is published for consultation

Early 2024: Final draft version of JSP is published for Regulation 19 Consultation

Mid 2024: JSP submitted for Examination

End 2024: JSP adopted by 6JSPA

8.0 GOVERNANCE

8.1 The approved Governance structure for the JSP is contained in the structure chart at **Figure 1**. This comprises the Strategic Planning Member Group (SPMG), Steering Group (SG) and Strategic Planning Officer Group (SPOG) with associated roles and membership.

- 8.2 The JSP governance structure was approved by the Strategic Planning Member Group in February 2021 and is set out in **Appendix 4**.
- 8.3 In summary, the SPMG will set the direction for the plan, scrutinise the work, and agree to recommend approval of the JSP for submission for examination and later adoption by their respective Local Planning Authorities. The SPMG will meet at least every quarter and will review and scrutinise progress on the plan. The SPMG will be tasked to approve budgets and sign off annual accounts.
- 8.4 The Steering Group (SG) will ensure that the direction set by the SPMG is integrated into the JSP. The SG will work with the JSP Director and Strategic Planning Officers Group (SPOG) to review the evidence and the draft JSP, provide feedback to their respective Local Planning Authorities and to the SPOG. The SG will meet at least every eight (8) weeks to receive project updates and to provide a corporate and strategic steer to the JSP when appropriate unless a special additional meeting is called.
- 8.5 The Strategic Planning Officers Group (SPOG) will work with the JSP Director to produce the JSP and associated Delivery Plan. Meetings will take place every two to three weeks to develop approaches for the JSP and Delivery Plan, to review the work undertaken and ensure that the project is being delivered in accordance with the agreed delivery timescales. Update reports will be prepared by the JSP Director for the SG and SPMG. These reports will be circulated to SPOG members prior to the SG or SPMG meeting. SPOG members will be required to comment on the reports. Reports will need to be issued five working days before the SG or SPMG meetings.
- 8.6 As required, other officers and external advisers will occasionally be asked to attend meetings of SPMG, SG or SPOG to provide specialist advice on JSP related and Delivery Plan related matters.

Figure 1: SW Herts Joint Strategic Plan Governance Structure

Group	Role	Membership
Hertfordshire Growth Board (HGB)	The HGB will have no statutory or approvals role in the preparation of the JSP. Briefing of the HGB will be the responsibility of the SPMG Chair, supported by the JSP Director	Leaders supported by Chief Executives
SWH Strategic Planning Members Group (SPMG)	The SPMG will set the direction, scrutinise and agree sign-off for individual Council approval of the the JSP.	Political representatives to be either Leader or Portfolio Holder level (as appropriate for each Council) Supported by Senior Officers and JSP Director
JSP Steering Group (SG)	The SG will provide strategic direction for the JSP, supported by SPOG, address key issues and be the key strategic interface with local authorities	Corporate Directors and the JSP Director
Strategic Planning Officers Group (SPOG)	SPOG will work with the JSP Director for daily delivery of the JSP.	Senior Strategic Planning Officers and the JSP Director

9.0 DISPUTE RESOLUTION

- 9.1 In the event that one or more of 6JSPA disagrees with a matter associated with the preparation of the JPS or the content of the emerging JPS, it should be raised initially at the SG. In the event that the matter cannot be resolved at the SG the aggrieved party may escalate the issue to the SPMG. In the event that the matter is escalated to the SPMG a special meeting will be convened with the sole purpose of discussing the matter under dispute. All members of the SPMG must be in attendance for the meeting to proceed. A decision on the matter must be agreed on by all SPMG members present. In the event that there is not unanimity the matter will not be taken forward as part of the JSP.
- 9.2 To minimise the use of the mechanism identified in 9.1 above, all parties will work together to find an acceptable solution as part of the risk management process through the SPOG.

10.0 JSP BUDGET

- 10.1 The cost of producing the JSP, the examination, legal challenges and related costs will be shared equally among 6JSPA.
- 10.2 Budget setting for the following year will be undertaken by September each year for the following financial year. Budgets will need to be approved by the SPMG and then taken to each of the 6JSPA for approval by each individual party as part of their own budget setting procedures. In the event that one or more party does not approve their share of the budget a special meeting of the SPMG will be called where all members will be required to attend to discuss how the JSP will continue to be funded or if the partnership should be discontinued.
- 10.3 The JSP budget will initially be held by Dacorum Borough Council. This arrangement will be kept under review with a 12 month notice being required for change of the budget holder.
- 10.4 Quarterly Budget Updates will be reported to the SG by the JSP Director supported by the budget host party's finance team. An annual budget report will be provided to the SPMG at the end of each financial year for sign off.
- 10.5 In the event of funding opportunities being made available for JSP work or related projects, bids will be submitted to government and the LEP for funding as and when such opportunities become available. These will be led by the JSP Director, supported by the parties and signed off by the SPMG.

11.0 EMPLOYMENT AND MANAGEMENT OF STAFF

- 11.1 The JSP Director and any additional staff required to deliver the plan will initially be employed and managed by Dacorum Borough Council under Dacorum Borough Council's employment terms and conditions.

- 11.2 Payment of staff, and associated employment costs, will be shared equally among the member authorities in the event of no further government funding. If staff are seconded from a 6JSPA member that has served notice of termination that member of staff will return to that authority on the date of termination.
- 11.3 In the event of a staff member's employment being terminated for any reason, including redundancy, or the staff member being on long term sick, any costs incurred will be shared equally among the parties unless the officer has been seconded. Seconded officers will remain the responsibility of the officer's 'home' authority.
- 11.4 These arrangements will be kept under review with a 12 month notice being required for change in budget or management of JSP employed staff.

12.0 TERMINATION DATE AND REVIEW PROCESS

- 12.1 The preparation of the SCG is an iterative process reflecting the development of both individual local plans and the JSP. The SCG will therefore be reviewed at key stages in the JSP's progress, and at least every two years, with the first review due by 31 March 2023. In addition, the SCG will be updated when each individual local plan is submitted to the Secretary of State for examination.
- 12.2 In the event of a 6JSPA member wishing to withdraw from the JSP process, the withdrawing 6JSPA member will need to provide no less than 12 months' notice written such notice to expire on the 31st March in any year.

13.0 STATUS

- 13.1 This SCG cannot override the statutory duties and powers of the 6JSPA member and is not enforceable by law. However, the 6JPS agree to the principles set out in this SCG.

Signed by

Signature	Role	Authority	Date
	Leader of Council	Dacorum	
	Chief Executive		

	Leader of Council	Hertsmere	
	Managing Director		

	Leader of Council	St Albans	
	Chief Executive		

	Leader of Council	Three Rivers	
	Chief Executive		

	Leader of Council	Watford	
	Managing Director		

	Leader of Council	Hertfordshire County Council	
	Chief Executive		

**MEMORANDUM OF UNDERSTANDING
FOR STRATEGIC PLANNING
IN SOUTH WEST HERTFORDSHIRE**

February 2018

STRATEGIC PLANNING IN SOUTH WEST HERTFORDSHIRE

Memorandum of Understanding

between

Dacorum Borough Council

Hertsmere Borough Council

St Albans City & District Council

Three Rivers District Council

Watford Borough Council

Hertfordshire County Council

This Memorandum of Understanding (MoU) sets out how cooperation between the five local planning authorities in South West Hertfordshire and Hertfordshire County Council will be managed in respect of strategic planning issues.

The Localism Act 2011 places a Duty to Cooperate on local planning authorities and county councils¹ (amongst other public sector organisations), requiring them to engage constructively, actively and on an on-going basis in the preparation of plans where this involves strategic matters. Local planning authorities will be tested in relation to legal compliance with the Duty at examination, as well as whether strategic cooperation has resulted in a 'sound' and robust approach to delivering strategic objectives.

The Neighbourhood Planning Act 2017² requires local planning authorities to "identify the strategic priorities for the development and use of land in the authorities' area and set out policies to address those priorities in the development plan documents, taken as a whole. This clause was included to allow greater flexibility in the way that local planning authorities prepare local planning documents, and specifically to support the preparation of 'strategic' local plans, whether prepared individually or jointly with neighbouring authorities. However, several recent announcements from Government on proposed planning reforms indicates strongly that the Government's preferred approach is for strategic priorities to be managed on a joint basis across housing market areas through the use of joint spatial plans.

¹ Localism Act 2011, Section 110.

² Neighbourhood Planning Act Part 1, Section 8

Building on the existing strong foundations of cooperation developed through the Duty to Cooperate, the Local Authorities have agreed to move to a more formal approach to strategic planning. This will be developed through a 'portfolio' of plans, with a Joint Strategic Plan (JSP) setting out strategic spatial and infrastructure priorities that are considered to be of mutual benefit, prepared alongside a suite of Local Plans to manage delivery within each of the local planning areas.

Work on the JSP will be steered within the governance structure of the Joint Member and Officer Board (JMOB) to ensure that it aligns with other strategic priorities. Although the JSP will be prepared on the basis of collaboration, formal decisions on the JSP at key stages in its preparation (identified in each local planning authorities' Local Development Scheme) will be taken by the individual local planning authorities which will continue to retain the statutory local planning duty (as set out in the 2004 Planning and Compulsory Purchase Act and the 2017 Neighbourhood Planning Act).

A Statement of Common Ground (SoCG) will be prepared by the Authorities, setting out the process and timetable for the plan, what local delivery plans will be needed (and how current local plans will be managed through the transition process), governance and working arrangements, and the key evidence needed to support the JSP. Although the focus will be strategic development (housing and economic development) and infrastructure, other strategic priorities may be included where they are required to support delivery of the long term shared vision for South West Hertfordshire. The Statement will be reviewed on an ongoing basis and updated as and when needed. This will form key evidence to support the JSP and individual Local Plans and should therefore be made available on each of the partner authority's websites.

In preparing the JSP, all partners agree to:

- Engage constructively, actively, openly and on an on-going basis in relation to strategic planning matters under the Duty to Cooperate (or equivalent processes);
- Ensure a broad and consistent approach to strategic planning and development issues in South West Hertfordshire;
- Support better alignment between strategic planning, infrastructure and investment priorities in South West Hertfordshire;
- Adhere to the governance structure set out in this document and ensure that activities are delivered, actions are taken and communications are made as required;
- Be accountable for ensuring that the role and responsibilities as agreed in the Statement of Common Ground are adhered to;
- Be open and communicate about concerns, issues and opportunities in respect of collaboration and joint working;
- Act in a timely manner, recognising the time critical nature of consultations, technical projects and plan preparation;
- Adhere to statutory requirements. Comply with applicable laws and standards, data protection and freedom of information requirements;

- Encourage, develop and share best practice in strategic planning matters;
- Ensure adequate resources and staffing are in place to undertake effective collaboration and joint working (resources to be agreed by the South West Hertfordshire Authorities through the Statement of Common Ground).
- Seek to align informal and formal decision making to ensure the completion of key stages works effectively for all partners

Area Covered

For the purposes of this MoU the geographic area of South West Hertfordshire applies to the administrative areas of Dacorum Borough Council, Hertsmere Borough Council, St Albans City & District Council, Three Rivers District Council and Watford Borough Council.

Status

This MoU cannot override the statutory duties and powers of the parties and is not enforceable by law. However, the parties agree to the principles set out in this MoU.

This MoU is not a development plan, nor a legally binding document, but will be used in the consideration of how the local authorities have jointly approached strategic planning issues and legal compliance with the Duty to Cooperate.

This MoU may be supported by other documentation, and other subject specific MoUs, which set out in more detail how the parties will work together to tackle more detailed matters with respect to strategic planning in South West Hertfordshire.

It is accepted that an individual party or group of parties that are signatories to this MoU may also be signatories to other MoUs between themselves, or with other parties outside South West Hertfordshire in respect of the Duty to Cooperate.

Key outputs of this MoU are:

- A Joint Strategic Plan (JSP) setting out strategic spatial and infrastructure priorities across South West Hertfordshire;
- A Delivery Strategy setting out how the strategic policy framework of the JSP will be delivered, accompanied by a risk assessment and risk management plan;
- A Statement of Common Ground setting out how a JSP will be delivered, what the evidence base is, including identification of various development needs;
- A JSP monitoring process to chart and monitor delivery of the JSP.

Governance, Roles and Responsibilities

Preparation of the Joint Spatial Plan and associated Delivery Strategy will be steered under the governance arrangements of a Joint Member and Officer Board (JMOB). Formal decisions on the JSP at key stages (to be set out in individual Local Development Schemes) will be

taken by individual Local Planning Authorities on the advice and recommendations of JMOB. The JMOB will comprise the Leader and the Chief Executive (or equivalent) from each of the District/Borough authorities and the Portfolio Holder and Lead Planning Officer from Hertfordshire County Council.

A Strategic Planning Members Group (SPMG) will be accountable for the overall project management of the JSP, supported by a Strategic Planning Officers Group (SPOG). The SPMG will comprise political representatives from each of the partners (to be appointed by individual authorities) with appropriate authority to make key decisions on progress with the SoCG and JSP. The SPOG will comprise the Heads of Service (or equivalent) from each of the partner authorities, and the lead officer for strategic planning.

‘Task and finish’ groups will be used to develop specific policy areas, to be identified by the SPMG as and when needed.

Terms of Reference for all groups will be established, setting out the roles, responsibilities and administration. These will be agreed by all partners and reviewed annually to ensure they remain relevant.

Local authorities should ensure that adequate resources are provided in order to undertake the joint work programme as set out in the Statement of Common Ground. Additional resources may be provided by other relevant bodies, as agreed to undertake specified tasks under the work programme.

Review of the MoU

This MoU is effective from the date it is signed by the Chief Executive and Leaders of all parties. It will be reviewed as and when indicated through the Statement of Common Ground.

Table of Signatories

Signature	Role	Authority	Date
	Leader of Council		
	Chief Executive		

APPENDIX 2

South West Hertfordshire (SWH) Draft Statement of Common Ground (SoCG) – February 2019 - FINAL

13.0 INTRODUCTION AND BACKGROUND

1.1 In February 2017, and as part of the Housing White Paper on ‘*Fixing our Broken Housing Market*’, the Government introduced the proposition that all Local Planning Authorities (LPAs) be required to prepare a ‘Statement of Common Ground’ (SCG) to strengthen the Duty to Cooperate and help manage strategic planning matters across local authority areas. The Government’s objectives of the proposal were to:

- *increase certainty and transparency, earlier on in the plan-making process, on where effective co-operation is and is not happening;*
- *encourage all local planning authorities, regardless of their stage in plan-making, to co-operate effectively and seek agreement on strategic cross-boundary issues, including planning for the wider area’s housing need; and*
- *help local planning authorities demonstrate evidence of co-operation by setting clearer and more consistent expectations as to how co-operation in plan-making should be approached and documented.*

1.2 The revised National Planning Policy Framework (NPPF), issued in July 2018, implemented the Housing White Paper’s plan. In particular, paragraph 27 of the revised NPPF states that

“In order to demonstrate effective and on-going joint working, strategic policy making authorities should prepare and maintain one or more statements of common ground, documenting the cross-boundary matters being addressed and progress in cooperating to address these.”

1.3 Paragraph 35 of the NPPF goes on to set out the soundness tests against which local plans are assessed at the examination stage, and proposes a strengthening of the positively prepared and effective soundness tests so that local plans are:

“informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development; and

based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by a statement of common ground.”

- 1.4 In accordance with this guidance, the South West Hertfordshire Local Planning Authorities of Dacorum Borough Council, St Albans City & District Council, Three Rivers Borough Council, Hertsmere Borough Council and Watford Borough Council, together with Hertfordshire County Council, agreed a Memorandum of Understanding (MoU) on joint strategic planning in January 2018 (refer **Appendix 1** of this SoCG).
- 1.5 This MoU sets out how cooperation between the five LPA's along with Hertfordshire County Council will be managed in respect of strategic planning issues.
- 1.6 Of relevance to this SoCG, the MoU includes a commitment to:
- *A Joint Strategic Plan (JSP) setting out strategic spatial and infrastructure priorities across South West Hertfordshire; and*
 - *A Statement of Common Ground setting out how a JSP will be delivered, what the evidence base is, including identification of various development needs.*

Statement of Common Ground Structure

- 1.6 The Government's current advice on the structure of a SoCG is principally set out in the Planning Practice Guidance¹, (refer to **Appendix 2** of this SoCG which sets out the relevant parts of the PPG and the National Planning Policy Framework). This SoCG has been prepared in accordance with this guidance.

2.0 LOCATION – SOUTH WEST HERTFORDSHIRE

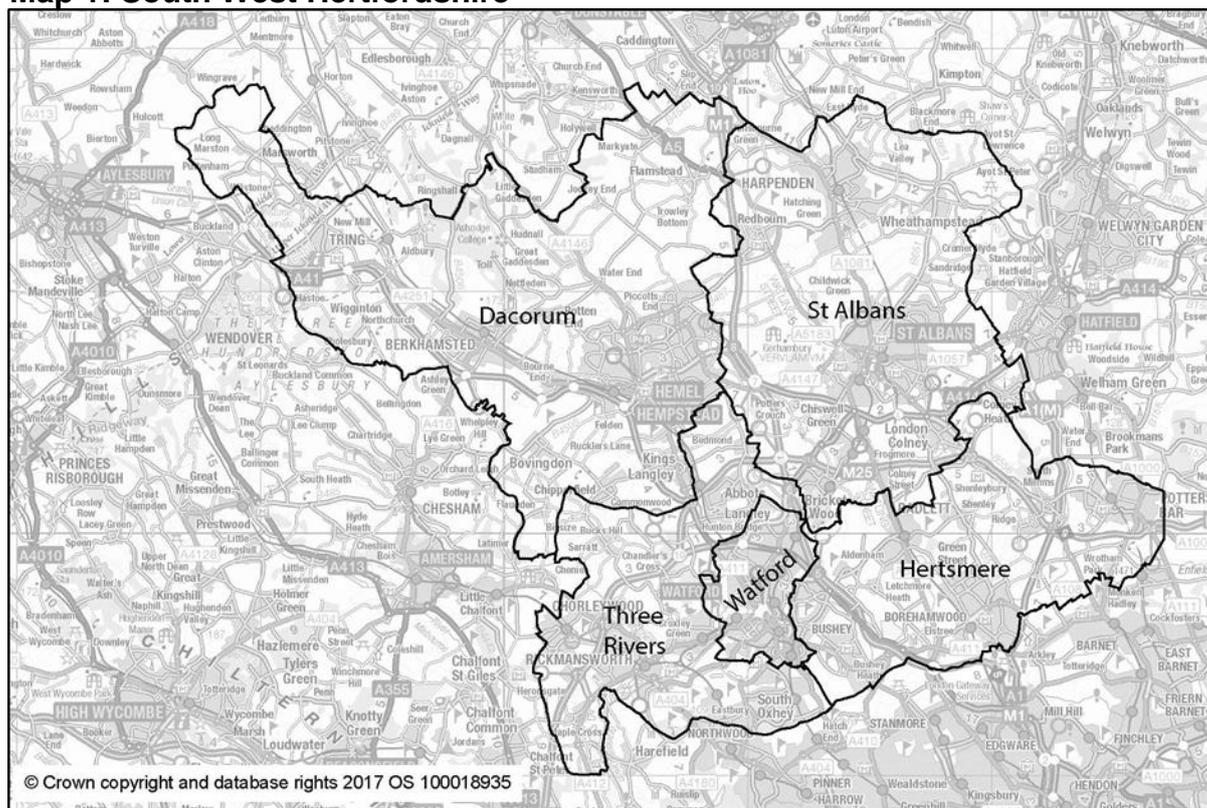
- 2.1 This South West Hertfordshire (SWH) area covers the administrative areas of Dacorum Borough Council, Hertsmere Borough Council, St Albans City and District Council, Three Rivers Borough Council and Watford Borough Council.
- 2.2 This geography is based on the agreed approach that the five LPA area constitutes a single South West Hertfordshire Housing Market Area (HMA) and Functional Economic Market Area (FEMA). This is set out in the MOU and on Map 1 below.

South West Hertfordshire Housing Market Area and Functional Economic Market Area

- 2.3 Evidence for the definition of the SW Herts HMA and FEMA is set out primarily in the following studies:
- SWH Strategic Housing Market Assessment (SHMA) 2016;
 - Draft SWH SHMA Update / Housing Needs Assessment (HNA) 2018/19;
 - SWH Economy Study 2016; and
 - Draft SHW Economy Study Update 2018/19.

¹ Paragraph: 003 Reference ID: 61-003-20180913

Map 1: South West Hertfordshire



3.0 STATEMENT OF COMMON GROUND SIGNATORIES

3.1 The principal signatories to this SoCG are:

- Dacorum Borough Council (as LPA);
- Hertsmere Borough Council (as LPA);
- St Albans City and District Council (as LPA);
- Three Rivers Borough Council (as LPA);
- Watford Borough Council (as LPA); and
- Hertfordshire County Council (as highways and education authority)

3.2 Additional signatories may be party to future versions of SoCG.

4.0 KEY STRATEGIC MATTERS

4.1 The Joint Strategic Plan (JSP) will provide the strategic context for the statutory development plan portfolio across South West Herts and will be prepared jointly by all of the partner LPAs and Hertfordshire County Council. Its scope will be focused on the following strategic policy matters that are common across all five local planning areas:

- 1: A Spatial Strategy for South West Herts including any Strategic Areas of Opportunity;
- 2: Strategic housing need across South West Herts, Local Plan requirements and provision;
- 3: Strategic employment need across South West Herts, Local Plan requirements and provision, including any priorities and spatial implications of the emerging Local Industrial Strategy
- 4: Strategic infrastructure need across South West Herts, Local Plan requirements and provision; and
- 5: Strategic approach to Green Belt, areas of Outstanding Natural Beauty (AONB) and blue and green infrastructure across South West Herts.

5.0 GOVERNANCE

5.1 The preparation of the Joint Spatial Plan and associated Delivery Strategy will be steered under the governance arrangements of a Joint Member and Officer Board (JMOB). Formal decisions on the JSP at key stages (to be set out in individual Local Development Schemes) will be taken by individual Local Planning Authorities on the advice and recommendations of JMOB. The JMOB will comprise the Leader and the Chief Executive (or equivalent) from each of the District/Borough authorities and the Portfolio Holder and Lead Planning Officer from Hertfordshire County Council.

5.2 A Strategic Planning Members Group (SPMG) will be accountable for the overall project management of the JSP, supported by a Strategic Planning Officers Group (SPOG). The SPMG will comprise political representatives from each of the partners (to be appointed by individual authorities) with appropriate authority to make key decisions on progress with the SoCG and JSP. The SPOG will comprise the Heads of Service (or equivalent) from each of the partner authorities, and the lead officer for strategic planning.

5.3 The preparation of the SoCG is a live process and will reflect the development of both the respective district's local plans and the JSP. It will therefore be reviewed at key stages in the JSP's preparation as well as at key stages for the individual local plans.

JSP Timeline

5.3 Key milestones for preparing the JSP are set out below.

- July 2019: All SW Herts LPAs and Hertfordshire County Council endorse the first stage Statement of Common Ground
- All SW Herts LPAs update their Local Development Schemes (LDS) and agree to update their Statement of Community Involvement (SCI) to reflect the JSP and associated timeline
- February 2020: The Draft 'Issues and Options' JSP with spatial strategy options is published for Regulation 18 Consultation, in line with the SCI and agreed JSP timetable.
- October 2020: The Draft 'Preferred Options' JSP with preferred spatial option is published for consultation
- September 2021: Final draft version of JSP is published for Regulation 19 Consultation
- January 2022: JSP submitted for Examination
- Winter 2022: JSP adopted by all SW Herts LPAs

6.0 MANAGING NEED

- 6.1 The JSP will be founded on a robust and proportionate evidence base prepared for South West Herts as a whole, to give a clear understanding of housing and economic needs, infrastructure capacity constraints and opportunities and environmental constraints and characteristics.
- 6.2 All of the SW Herts partners support the following approach as set out in the PPG¹:

“Strategic policy-making authorities should explore all available options for addressing strategic matters within their own planning area, unless they can demonstrate to do so would contradict policies set out in the National Planning Policy Framework.”

Strategic Housing Need, Plan Requirements and Provision

- 6.3 The JSP will set out the total identified housing requirement for South West Herts and the apportionment for each Local Authority area.
- 6.4 The calculation of housing need figures will be based upon the Government's finalised methodology for calculating local housing need 2018/19.

¹ Planning Practice Guidance: Paragraph: 014 Reference ID: 61-014-20180913

- 6.5 The most recent and relevant figures as set by the Government’s consultation proposals within the ‘*Technical consultation on updates to national planning policy and guidance method*’ 26 October 2018 are detailed below:

Dacorum	1,035 dpa
Hertsmere	714 dpa
St Albans	902 dpa
Three Rivers	615 dpa
Watford	798 dpa
SWHG Total	4,164 dpa

- 6.6 In accordance with the PPG, the distribution of housing need will be determined on the principle that each LPA will seek to make provision to meet their own local housing need in the first instance (refer table above). This is unless the evidence prepared to support the JSP suggests that by doing so would contradict policies set out in the NPPF, and is therefore not possible. Such evidence and reasoning will need to be agreed through the JSP governance process and then embodied in Local Plans and subsequently the JSP. If such reasons are identified (and evidenced) the unmet housing need may need to be distributed within South West Herts or elsewhere.

Strategic Employment Need, Plan Requirements and Provision

- 6.7 The JSP will set out the total identified employment requirement for South West Herts and the apportionment for each Local Authority area.
- 6.8 The evidence to support the JSP will build on the existing economic evidence base, as well as the emerging Local Industrial Strategy, to assess the strategic suitability of all existing employment sites, along with any other areas, including any Strategic Areas of Opportunity, to assess and strategically plan for the future employment needs of SW Herts.
- 6.9 The distribution of employment provision will be determined on the principle that each LPA will seek to make to meet their own employment need in the first instance. This is unless the evidence prepared to support the JSP suggests that by doing so would contradict policies set out in the NPPF, and is therefore not possible. Such evidence and reasoning will need to be agreed through the JSP governance process and then embodied in Local Plans and subsequently the JSP. If such reasons are identified (and evidenced) the unmet employment need may need to be distributed within South West Herts or elsewhere.

Strategic Infrastructure Need and Provision

- 6.10 Strategic infrastructure priorities across SW Herts will be one of the key determinants of the agreed spatial strategy and the locations of the emerging Strategic Areas of Opportunity. This approach will be based on the following guiding principles as set out in Hertfordshire’s Local Transport Plan 2018 - 2031:
- Integration of land use and transport planning;

- Application and adoption of technology;
- Cost effective delivery and maintenance; and
- Modal shift and encouraging active travel

6.11 As with housing and employment needs, the evidence to support the JSP will build on the existing infrastructure evidence base and will assess the strategic suitability of any existing and proposed infrastructure corridors, along with any strategic areas of opportunity, to assess and strategically plan for the future infrastructure needs of SW Herts. Working with the Hertfordshire Infrastructure and Planning Partnership (HIPP), this work will also assist in identifying and supporting any SW Herts strategic infrastructure funding opportunities

Strategic approach to Green Belt, Areas of Outstanding Natural Beauty and Green and Blue Infrastructure

6.12 Green Belt (Metropolitan Green Belt) and landscape (Chilterns Area of Outstanding Natural Beauty) policy constraints apply to the very large majority of the SW Herts area.

6.13 The evidence to support the JSP will assess the existing Green Belt across SW Herts, along with any Strategic Areas of Opportunity, to assess and strategically plan for the future Green Belt requirements of SW Herts.

7.0 OTHER STRATEGIC MATTERS

7.1 It is intended that the emerging JSP will provide the ‘effective strategic planning mechanism’ to ensure compliance with the requirements of the Duty to Cooperate, with the existing joint work, evidence base and shared governance demonstrating that cooperation is proactive, positive and ongoing.

Relationship of the JSP to Local Plans

7.2 While the JSP will be a jointly prepared and adopted strategic planning framework, each of the partner LPA’s will maintain responsibility for preparing its own Local Plan to guide more detailed planning decisions at a local level.

Other Strategic Matters

7.2 The LPA partners have agreed that all Local Plans will be aligned by use of a common Local Plan period end date of 2036. The plan period for the JSP will have an end date of 2050.

7.3 The LPA partners have agreed that all Local Plans, where adopted before the JSP is adopted, will be reviewed at the earliest practicable time in order to achieve conformity with the JSP.

7.4 Functional housing and economic relationships exist beyond the HMA / FEMA. Strategic issues in relation to these areas are to be addressed as follows:

Greater London

- 7.5 Liaison and cooperation with The Greater London Authority, Transport for London, as well as any adjoining North London authorities will be undertaken directly by the SW Herts authorities themselves.
- 7.6 Based on this process, it is understood that, for the foreseeable future, Greater London is planning to meet its own development needs and to maintain the Metropolitan Green Belt within its area (emerging London Plan 2018).
- 7.7 There is therefore no need for a further / formal arrangement, or SoCG/MOU on strategic matters at this stage.

Central Bedfordshire Council, South Bucks / Wycombe Councils and Buckinghamshire County Council, Welwyn & Hatfield District

- 7.8 Individual MoU's will be sought with these LPAs (to be negotiated) as appropriate.
- 7.9 This will be approached on the basis that:
- the defined SWH area is accepted by the adjoining LPAs as an appropriate HMA / FEMA; and
 - there is currently no intention, or reasonable prospect, of transferring development requirements and provision between the SWH area and other adjoining functional areas, however defined. However, this is subject to further testing as part of the evidence that will support the JSP. Should this evidence conclude that some or the SW Herts development needs will need to be met from outside SW Herts, and should this position be supported by the partner LPA's, this position may need to be revisited.
- 7.10 There are no other Statements of Common Ground covering the same area.
- 7.11 There are no other strategic matters to be addressed.

8.0 STATUS

- 8.1 This SoCG cannot override the statutory duties and powers of the parties and is not enforceable by law. However, the parties agree to the principles set out in this SoCG.

Signed by

Local Authority	Planning Policy Lead	Date
Hertsmere Borough Council		
St Albans District Council		
Three Rivers District Council		
Watford Borough Council		

Dacorum Borough Council		
Hertfordshire County Council		

APPENDIX 3

PPG Update 13.9.18

What is a statement of common [ground] expected to contain?

It is expected to contain the following:

- a. a short written description and map showing the location and administrative areas covered by the statement, and a brief justification for these area(s);*
- b. the key strategic matters being addressed by the statement, for example meeting the housing need for the area, air quality etc.;*
- c. the plan-making authorities responsible for joint working detailed in the statement, and list of any additional signatories (including cross-referencing the matters to which each is a signatory);*
- d. governance arrangements for the cooperation process, including how the statement will be maintained and kept up to date;*
- e. if applicable, the housing requirements in any adopted and (if known) emerging strategic policies relevant to housing within the area covered by the statement;*
- f. distribution of needs in the area as agreed through the plan-making process, or the process for agreeing the distribution of need (including unmet need) across the area;*
- g. a record of where agreements have (or have not) been reached on key strategic matters, including the process for reaching agreements on these; and*
- h. any additional strategic matters to be addressed by the statement which have not already been addressed, including a brief description how the statement relates to any other statement of common ground covering all or part of the same area.*

The level of cooperation detailed in the statement is expected to be proportionate to the matters being addressed. The statement is expected to be concise and is not intended to document every occasion that strategic policy-making authorities meet, consult with each other, or for example, contact prescribed bodies under the duty to cooperate. The statement is a means of detailing key information, providing clear signposting or links to available evidence on authorities' websites.

Paragraph: 003 Reference ID: 61-003-20180913

Revision date: 13 09 2018

What information will a statement of common ground be expected to contain about the distribution of identified development needs?

When authorities are in a position to detail the distribution of identified needs in the defined area, the statement will be expected to set out information on:

a. the capacity within the strategic policy-making authority area(s) covered by the statement to meet their own identified needs;

b. the extent of any unmet need within the strategic policy-making authority area(s); and

c. agreements (or disagreements) between strategic policy-making authorities about the extent to which these unmet needs are capable of being redistributed within the wider area covered by the statement.

Paragraph: 004 Reference ID: 61-004-20180913

Revision date: 13 09 2018

When is it appropriate for plan-making authorities to prepare more than one statement of common ground?

Authorities are expected, wherever possible, to detail cooperation in a single statement. They may feel it is appropriate to produce more than one statement if they feel this would be the clearest and most expedient way to evidence joint working. This will depend on the matters being addressed and authorities and bodies cooperating with each other. For example, multiple statements may be appropriate where authorities work in different groupings to address certain strategic matters.

Paragraph: 005 Reference ID: 61-005-20180913

Revision date: 13 09 2018

What are the strategic matters on which cooperation is required?

Paragraph 20 of the National Planning Policy Framework sets out the matters that the strategic policies should make provision for, this is not an exhaustive list and authorities will need to adapt this to meet their specific needs. For local planning authorities this is linked to matters set out in sections [33A\(4\)](#) and [19\(1B\) to 19\(1E\)](#) of the Planning and Compulsory Purchase Act 2004.

Paragraph: 006 Reference ID: 61-006-20180913

Revision date: 13 09 2018

What activities are expected to be documented in a statement of common ground?

Strategic policy-making authorities are expected to document the activities undertaken when in the process of addressing strategic cross-boundary matters whilst cooperating. These will include (but are not limited to):

- working together at the outset of plan-making to identify cross-boundary matters which will need addressing;*
- producing or commissioning joint research and evidence to address cross-boundary matters;*

- *assessing impacts of emerging policies; and*
- *preparing joint, or agreeing, strategic policies affecting more than one authority area to ensure development is coordinated, (such as the distribution of unmet needs or policies relating to county matters).*

These activities will need to be tailored to address local circumstances.

Paragraph: 007 Reference ID: 61-007-20180913

Revision date: 13 09 2018

How can effective cooperation address strategic infrastructure needs?

Effective cooperation enables strategic policy-making authorities and infrastructure providers to establish whether additional strategic cross-boundary infrastructure is required. The statement is evidence that the strategic policy-making authorities have sought agreement with the relevant bodies. It can also inform the [Community Infrastructure Levy](#), and can form part of the evidence base for the Infrastructure Funding Statement, especially when forecasting contributions required for future planned development.

Authorities which agree to take additional housing from other areas may in turn require investment in infrastructure provision to support this. Where effective cross-boundary working can be demonstrated in the statement of common ground, this could be used as evidence when trying to secure grants for infrastructure where effective joint working forms part of the assessment criteria.

Paragraph: 008 Reference ID: 61-008-20180913

Revision date: 13 09 2018

Which geographical area does a statement of common ground need to cover?

The statement will need to cover the area which strategic policy-making authorities and public bodies cooperate during plan-making. This will depend on:

- *the strategic matters being planned for, informed by a [review of the matters affecting the area](#) and [early engagement](#) with neighbouring authorities, communities and other key stakeholders; and*
- *the most appropriate functional geographical area to gather evidence and develop policies to address these matters, based on demonstrable cross-boundary relationships.*

For example housing market and travel to work areas, river catchments, or landscape areas may be a more appropriate basis on which to plan than individual local planning authority, county, or combined authority areas. Cooperation between these different tiers (counties, districts and combined authority areas) may be needed. Authorities may well work in different groupings to address different strategic matters. Authorities should be pragmatic in determining the areas.

Paragraph: 009 Reference ID: 61-009-20180913

Revision date: 13 09 2018

When should the statement of common ground be prepared, published and updated?

Statements should be prepared and then maintained on an on-going basis throughout the plan making process. As a minimum, a statement should be published when the area it covers and the governance arrangements for the cooperation process have been defined, and substantive matters to be addressed are determined. If all the information required is not available (such as details of agreements on strategic matters) authorities can use the statements to identify the outstanding matters which need to be addressed, the process for reaching agreements on these and (if possible) indicate when the statement is likely to be updated.

Authorities should have made a statement of common ground available on their website by the time they publish their draft plan, in order to provide communities and other stakeholders with a transparent picture of how they have collaborated. Authorities may consider using independent bodies as arbiters or facilitators to aid discussions such as county councils in two-tier areas, or Mayors in combined authority areas.

Once published, authorities responsible for the statement should ensure that it reflects the most up to date position in terms of joint working across the area. Updates should occur when either agreements are reached, or a decision is taken to update strategic policies in the area covered by the statement.

Paragraph: 012 Reference ID: 61-012-20180913

Revision date: 13 09 2018

How is the statement of common ground expected to be published?

The statement is expected to be published on the websites of all the authorities responsible for its production, and should comply with any template or data standards produced by or on behalf of the government.

Paragraph: 013 Reference ID: 61-013-20180913

Revision date: 13 09 2018

Are strategic policy-making authorities required to reach agreement on strategic matters, and what should an authority do if they are unable to secure these agreements?

Strategic policy-making authorities should explore all available options for addressing strategic matters within their own planning area, unless they can demonstrate to do so would contradict policies set out in the National Planning Policy Framework. If there they are unable to do so they should make every effort to secure the necessary cooperation on strategic cross boundary matters before they submit their plans for examination. Authorities are not obliged to accept needs from other areas where it can be demonstrated it would have an adverse impact when assessed against policies in the National Planning Policy Framework.

Inspectors will expect to see that strategic policy making authorities have addressed key strategic matters through effective joint working, and not deferred them to subsequent plan updates or are not relying on the inspector to direct them. Where a strategic policy-making authority claims it has reasonably done all that it can to deal with matters but has been unable to secure the cooperation necessary, for example if another authority will not cooperate, or agreements cannot be reached, this should not prevent the authority from submitting a plan for examination. However, the authority will need to submit comprehensive and robust evidence of the efforts it has made to cooperate and any outcomes achieved; this will be thoroughly tested at the plan examination.

Paragraph: 014 Reference ID: 61-014-20180913

Revision date: 13 09 2018

Who are additional signatories to the statement of common ground?

Additional signatories will be those bodies who have a role in the matters covered in a statement of common ground, and with whom an authority needs to cooperate in order to plan for these matters. These may include: other relevant public bodies (such as: Local Enterprise Partnerships, Local Nature Partnerships, and the Marine Management Organisation in coastal areas); other authorities (such as county councils, combined authorities without plan-making powers, and strategic policy-making authorities outside of the area covered by the statement); infrastructure providers; or any other non-government organisations (such as advisory bodies) the authority cooperates with to address strategic matters through the plan-making process. This is not an exhaustive list.

In the case of local planning authorities and county councils, prescribed bodies under the duty to cooperate can be treated as additional signatories. Engagement between authorities and prescribed bodies which does not involve agreements on strategic matters can be detailed in Authority Monitoring Reports.

Paragraph: 015 Reference ID: 61-015-20180913

Revision date: 13 09 2018

Duty to cooperate

How is the duty to cooperate different from the statement of common ground?

The statement of common ground is the means by which strategic policy-making authorities can demonstrate that a plan is based on effective cooperation and that they have sought to produce a strategy based on agreements with other authorities.

The duty to cooperate was introduced by the [Localism Act 2011](#), and is set out in [section 33A of the Planning and Compulsory Purchase Act 2004](#). It places a legal duty on local planning authorities and county councils in England, and prescribed public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan and marine plan preparation in the context of strategic cross boundary matters.

Paragraph: 021 Reference ID: 61-021-20180913

NPPF 2021

Strategic policies

20. Strategic policies should set out an overall strategy for the pattern, scale and quality of development, and make sufficient provision for:

- a) housing (including affordable housing), employment, retail, leisure and other commercial development;*
- b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);*
- c) community facilities (such as health, education and cultural infrastructure); and*
- d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and planning measures to address climate change mitigation and adaptation.*

Examining plans

35. Local plans and spatial development strategies are examined to assess whether they have been prepared in accordance with legal and procedural requirements, and whether they are sound. Plans are 'sound' if they are:

...

- c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground;*

137. Before concluding that exceptional circumstances exist to justify changes to Green Belt boundaries, the strategic policy-making authority should be able to demonstrate that it has examined fully all other reasonable options for meeting its identified need for development. This will be assessed through the examination of its strategic policies, which will take into account the preceding paragraph, and whether the strategy:

...

- c) has been informed by discussions with neighbouring authorities about whether they could accommodate some of the identified need for development, as demonstrated through the statement of common ground.*

APPENDIX 4

South West Hertfordshire Joint Strategic Plan – Governance Structure

February 2021 Refresh

1.0 Introduction

- 1.2 This governance structure is intended to ensure a joint and cohesive approach to the development of the South West Hertfordshire Joint Strategic Plan (JSP) across the partnership Councils. The structure is designed to cover the period of the JSP plan-making process, but will be regularly reviewed as the programme progresses through this continuum, to enable adaptation at key stages of the process.
- 1.3 It is intended that the governance structure will complement, not supersede, decision making structures operated by the councils individually or jointly.
- 1.4 The Governance structure for the JSP is contained in the structure chart in **Figure 1** including the Member and Officer Groups, roles and membership. This structure also includes the relationship between the JSP governance and the Hertfordshire Growth Board.

Hertfordshire Growth Board (HGB)

- 1.5 The Hertfordshire Growth Board will have no statutory or approvals role in the preparation of the JSP. However, it will be important that the HGB is kept up to date on the progress of the JSP as the JSP and Local Plans are key instruments in the delivery of the aspirations of the Growth Board and its membership. Briefing of the HGB will be undertaken by the Chair of the SPMG, working with the JSP Director where appropriate.

Strategic Planning Members Group (SPMG)

- 1.6 The Strategic Planning Members Group (SPMG) will set the direction for the JSP, scrutinise the plan preparation, act as advocates for the JSP within their respective authorities and agree to recommend approval of the JSP for formal consultation, submission for examination and later adoption to their respective Councils. The SPMG will be supported by the Steering Group/Director (SG) in delivering these functions. Political membership of the SPMG will continue to be either Leader or Portfolio Holder (as appropriate for each Council). It will be important that the political representatives of this group have the authority to make key decisions in relation to the preparation of the JSP. The SPMG will also work with the Steering Group (SG) to review the evidence and the draft plan, provide feedback to their respective authorities on any JSP related issues and to the SPOG. The SPMG will be tasked to approve the overall budget and sign off annual accounts. The SPMG will continue to meet quarterly

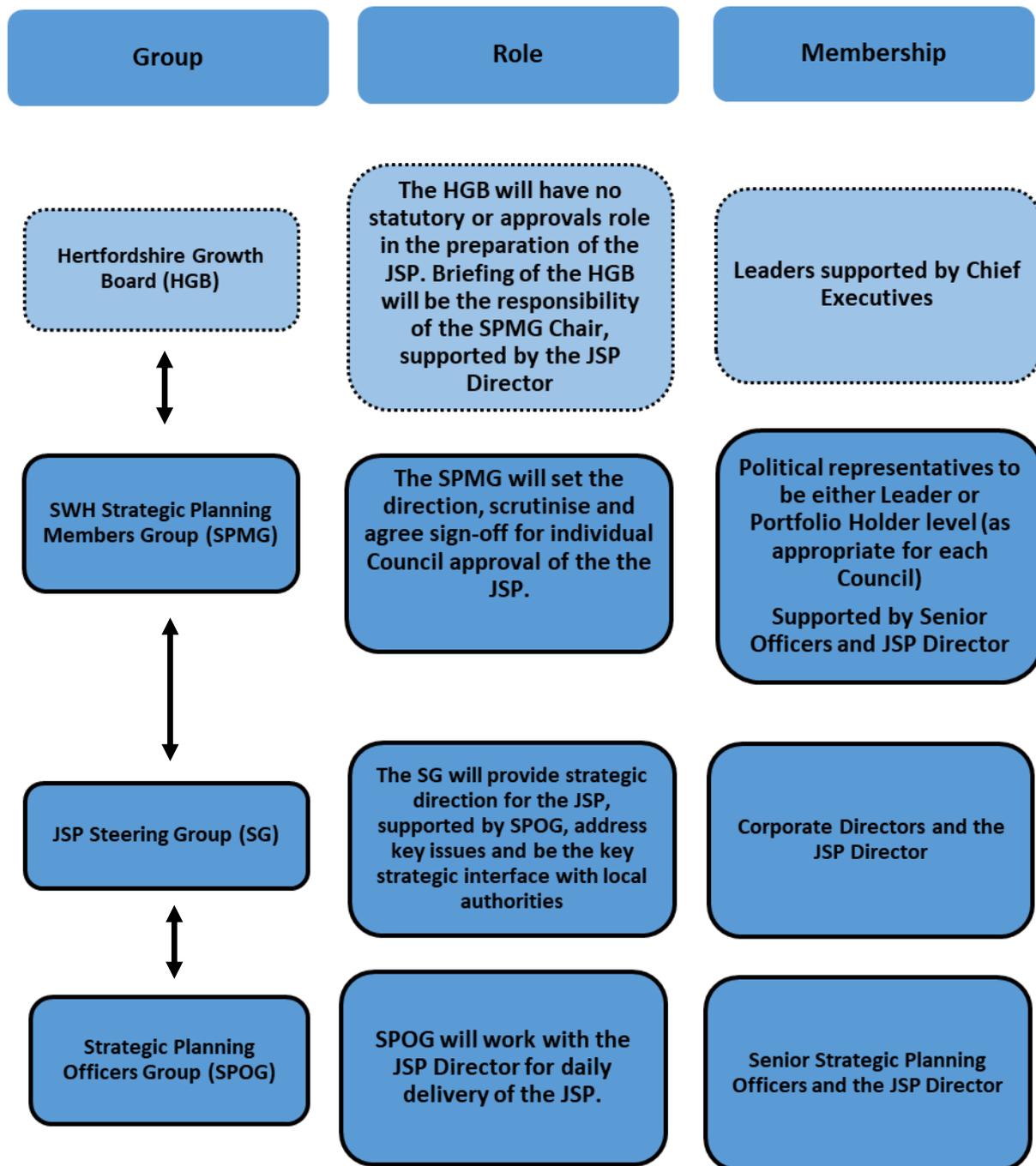
JSP Steering Group (SG)

- 1.7 The Steering Group will define the scope of the JSP programme, take a strategic view of relevant cross-boundary issues and provide strategic direction and scrutinise the JSP Director and SPOG as they take forward the agreed projects and work programmes. It will be responsible for commissioning papers and reports to be considered by the Strategic Planning Members Group (SPMG), considering recommendations from the SPMG and making recommendations to the SPMG. The core membership of the Steering Group will be focussed on the corporate director level from the main partner authorities, with a lead Chief Officer from within the districts.
- 1.8 To enable the Steering Group to function appropriately to meet the challenges of this programme, briefings will be arranged by the JSP Director for the Steering Group members in advance of the formal meetings – the purpose of these briefings will be to explore in more detail the agenda items on the forthcoming meeting agenda with relevant advisors.
- 1.9 The Steering Group will meet every eight weeks.

Strategic Planning Officers Group (SPOG)

- 1.10 The Strategic Planning Officers Group (SPOG) will work with the SW Herts Joint Strategic Plan (JSP) Director to produce the JSP and associated Delivery Plan. Comprising a lead officer for strategic planning from each of the partner local authorities, this group will deliver the projects, share approaches and learning across the various projects, A key responsibility for the SPOG in conjunction with the Project Director will be developing a project plan, budget and risk register for the JSP, in order that there is a clear route map and opportunities to review progress through the planning process. Meetings will initially take place monthly, with the frequency increasing to weekly to service key milestones, to develop approaches for the JSP, review the work undertaken and ensure that the project is being delivered in accordance with the agreed delivery timescales.
- 1.11 As required, officers from other council departments such as communications officers and external advisers will occasionally be asked to attend meetings of SPMG and/or SPOG to provide specialist advice on plan related and plan delivery matters. Task and finish' groups will be used to develop specific policy areas, to be identified by the SPMG.
- 1.12 The figure below illustrates the governance structure and relationship between the groups. Membership & terms of reference for the groups are set out in the following sections.

Fig 1: Proposed SW Herts Joint Strategic Plan Governance Structure



2 Terms of Reference and Membership of the Groups

2.1 Strategic Planning Members Group (SPMG)

Key purpose:

The SPMG will be a Member led cross-authority group that will provide overall direction for the JSP while scrutinising the work of the SPOG. This executive group will represent and make key decisions on behalf of the primary partner organisations in accordance with organisational constitutions, which will effectively enable the programme to move forward. The SPMG will act as advocates for the JSP within their respective authorities, agree to recommend approval of the SW Herts Joint Strategic Plan for consultation, submission for examination and later adoption to their respective Councils. This group is the ultimate level of governance and high level risks and issues should be escalated here for appropriate resolution if mitigation is not possible at the SPOG level. The political members of the group will liaise closely with the Leaders of the partner Councils

The SPMG will be chaired by a Leader from one of the partner authorities. That Leader will also be responsible for briefing the HGB on the process of the JSP, assisted by the JSP Director.

Core membership:

- Leaders or Planning Portfolio Holders (as appropriate) at St Albans C&D Council, Hertsmere BC, Three Rivers DC, Watford BC, Dacorum BC and Hertfordshire CC
- JSP Director
- Steering Group members
- Other parties on an 'invitation only' basis

Terms of Reference:

- Meet at least every quarterly or as required.
- Provide a strategic direction to the JSP
- Agree to recommend approval of the SW Herts Joint Strategic Plan for submission for examination and later adoption to their respective Councils
- Inform and manage the SPOG led approach to the development of a robust JSP; to assist the statutory plan-making process.
- Review the evidence and the draft plan, provide feedback to their respective authorities and to the SPOG.
- Ensure the appropriate resources and working mechanisms are in place to deliver a co-ordinated cross-boundary JSP.
- Resolve any blockages and issues should they occur, if they cannot be resolved by SPOG
- Provide strategic direction on potential external funding opportunities

2.2 JSP Steering Group

Key purpose:

The Steering Group will provide strategic oversight of the JSP programme project, take a strategic view of relevant cross-boundary issues and provide strategic direction to the JSP Director and SPOG for taking forward the projects and work programmes related to them. It will be responsible for agreeing to the commissioning of papers and reports and making recommendations to the SPMG. The core membership of the Steering Group will be focussed on the corporate director level from the main partner authorities, and a lead officer from the Chief Executive group of SW Herts authorities.

To enable the Steering Group to function appropriately to meet the challenges of this programme, in person briefings will be arranged by the JSP Director for the Steering Group members in advance of the formal meetings – the purpose of these briefings will be to explore in more detail the agenda items on the forthcoming meeting agenda with relevant advisors.

Terms of Reference:

Decisions

- Agree the scope of the programme at relevant stages
- Monitor progress of the JSP programme
- Make recommendations to the SPMG in respect of delivery issues related to the JSP programme
- Resolve any blockages and issues should they occur, and hold to account the delivery of the programme of SPOG/full time members of staff
- Maintain a budget for the programme and keep it under review
- Maintain a risk register for the programme and keep it under review
- Ensure the appropriate resources and working mechanisms are in place to deliver a co-ordinated cross-boundary approach to the JSP
- Sign off on any joint consultancy commissions drafted to support the JSP
- Ensure an appropriate project governance structure and is in place to meet the challenges and needs of the programme
- Ensure that due diligence and appropriate decision making channels are exercised in relation to decisions required for delivery of the JSP
- Provide direction on external communications related to the programme

Administrative

- The Chairperson of the Steering Group will be appointed on a revolving twelve monthly basis
- The Steering Group will meet every eight weeks or more frequently if necessary.
- The agenda and supporting papers for each meeting will be circulated five working days prior to the meeting
- Prior to each Steering Group meeting (and if requested), the JSP Director will arrange an in person briefing for core Steering Group members and appropriate advisors in respect of agenda items if required
- It will approve and recommend what key decisions need to be made by the SPMG.

Core membership:

- Watford BC – Group Head of Place Shaping
- Hertsmere – Executive Director
- Dacorum – Chief Executive
- Three Rivers – Director of Community & Environmental Resources
- St Albans – Head of Planning & Building Control
- HCC – Director of Environment & Infrastructure
- Hertfordshire Growth Board Director
- Advisors on an ‘invitation only’ basis

2.3 Strategic Planning Officers Group (SPOG)

Key purpose:

The SPOG will support the full time staff and consultants to deliver the JSP, reflecting the approach to strategic cross-boundary strategic planning that has been agreed between the local authorities under a MoU. The purpose of this cross-authority group is to define and enable the delivery of all cross-boundary activity, overseeing programme progress from a strategic and operational perspective, including the formation of relevant Task and Finish groups. Key risks and issues will be escalated to this level in the first instance by the JSP Director. The Group will have delegated authority from the SPMG in respect of the programme’s budgetary management. A key role of the group will be to ensure that all partners are providing appropriate input to the plan-making, investment and evidence gathering input needed to prepare the JSP.

The JSP Director, will chair this group.

Core membership:

- JSP Director
- St Albans C&D Council – Spatial Planning Manager
- Hertsmere BC – Planning Strategy Manager
- Three Rivers DC – Head of Planning Policy and Projects
- Watford BC – Head of Planning and Building Control
- Dacorum BC – Assistant Director, Planning, Development and Regeneration
- Hertfordshire CC – Head of Spatial Planning and Economy
- Other parties on an ‘invitation only’ basis

Terms of Reference:

- Meets every two to four weeks or more often as required to support key milestones
- Develop and review the programme plan for the JSP and sets up Task & Finish Groups as appropriate to undertake specific defined workstreams;
- manages and progresses development of an appropriate evidence base on a series of themes and topics to inform the plan-making process for the JSP Report on progress on implementation of the project plan to the SPMG
- Review evidence base for the Local Plan process and update as necessary
- Agree the scope of work needed, prepare and approve briefs for commissioning of consultants to prepare the evidence work that may be required to inform the JSP;
- Act as key interface group for consultants appointed to prepare evidence base, informing and monitoring progress of commissions.

- Prepare papers for consideration by the SPMG/SPOG as requested.
- Manage engagement and consultation with wider groups & interested parties in relation to the JSP
- Identify and progress potential funding opportunities to support delivery of the JSP

Part A

Report to: Cabinet

Date of meeting: Monday, 6 September 2021

Report author: Spatial Planning Manager

Title: SW Herts Joint Strategic Plan - Statement of Community Involvement

1.0 Summary

1.1 The South West Hertfordshire Joint Strategic Plan (JSP) will provide a South West Hertfordshire integrated strategic planning framework and supporting evidence base to support sustainable growth to 2050.

1.2 The draft Statement of Community Involvement (SCI) for the JSP, Appendix 1, sets out how Watford Borough Council, Dacorum Borough Council, Hertsmere Borough Council, St Albans City & District Council, Three Rivers District Council and Hertfordshire County Council (referred to as ‘the Councils’), will engage stakeholders and the public in preparation of the South West Hertfordshire Joint Strategic Plan. The SCI is a statutory document required for plan-making.

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
Uncoordinated approach between the five SW Herts local authorities and HCC.	Ineffective consultation and additional consultation required. Reputational damage of local authorities through public criticism and undermining the integrity of the JSP.	Discussion and agreements reached through the Joint Strategic Plan members and officers working groups. Agree the Statement of Community Involvement for the JSP.	Treat	4

Legal challenge	It is a legal requirement to have an SCI to support the preparation of a statutory plan that will shape development in an area. Financial costs to overcome challenge. Delay to the timetable.	Approve SW Herts Statement of Community Involvement	Treat	3
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3.0 Recommendations

3.1 That, Cabinet approves the South West Hertfordshire Statement of Community Involvement (SCI) for consultation.

Further information:

Jack Green, Spatial Planning Manager
jack.green@watford.gov.uk

Report approved by:

Ben Martin, Head of Planning and Development

4.0 Detailed proposal

4.1 The role of a Statement of Community Involvement is to set out the Councils' approach for involving the community, both in preparing and revising planning policy documents and, where appropriate, in the assessment of planning applications.

4.2 The SW Herts Joint Strategic Plan (JSP) covers the Local Authority areas of Dacorum, St Albans, Three Rivers, Watford and Hertsmere. Along with the County Council, the JSP will look at the long term future and ambitions for SW Herts, as well as the strategic growth opportunities until 2050.

4.3 The proposed SCI for the JSP is limited in scope, covering only the consultation that will be carried out as part of the strategic plan-making process. The SCI supporting the JSP will not have any implications for Watford's existing SCI that is related to the Watford Local Plan. Development Management matters will remain the responsibility of the local authority area in which they are located and consultation

on planning applications will therefore continue to be governed by the SCI for the relevant council area.

- 4.4 The content of the SCI reflects the requirements of relevant national planning regulations governing statutory plan consultation, whilst also highlighting the increasing importance of online messaging, through social media and other platforms, in raising awareness of plan consultations. This is consistent with approaches set out in the SCI that supports the preparation of the Watford Local Plan.
- 4.5 In accordance with the JSP governance structure, the SW Herts JSP Planning Members Group (SPMG), which comprises the Planning Portfolio Holder/Leader for each of the SW Herts authorities, has considered the draft SCI, and the principle of having more detailed consultation strategies for each consultation stage. All have advised that they are happy with this approach. Informal, high level advice has also been taken. They have advised that a separate SCI for the JSP is required and have also advised that the document should set out how the councils will meet the necessary regulatory requirements and ideally exceed these, especially through the use of online engagement and social media.
- 4.6 Hertfordshire County Council do not need to formally endorse the SCI but have confirmed their support for the approach set out within it.
- 4.7 There is no longer a legal requirement to consult on the content of SCIs. However, this Council, and a number of the other Councils within the SW Herts area, have previously chosen to carry out targeted engagement on their documents. For consistency it is therefore recommended that this approach is applied to the SCI for the SW Herts JSP.
- 4.8 The SW Herts JSP Director will co-ordinate consultation with statutory consultees. These are listed in Appendix 1 of the document. Individual districts will be responsible for carrying out any consultation they feel is appropriate with relevant local consultees. As the SW Herts SCI does not cover planning application matters, it is not considered necessary to consult local planning agents and developers.
- 4.9 Provided that approval to consult on the SCI is granted by all five SW Herts districts, targeted consultation will be carried out on the SW Herts JSP SCI for a 6 week period. This is currently scheduled for autumn 2021.
- 4.10 Following the consultation, the SCI will then be brought back to Cabinet to seek formal approval for the final version of the document, incorporating any changes required as a result of the consultation process.

4.11 Members should note that formal approval for the SCI from all five districts that make up the SW Herts JSP area must be in place before any statutory consultation on the SW Herts JSP takes place.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that the Council contributes £40,000 annually to the JSP project which is the same as the other SW Herts local authorities. This is supported by external funds that have been provided by Central Government. Costs associated with consultation will come out of this budget.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Group Head of Democracy and Governance comments that the legal implications are contained in the body of the report.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 None for the purpose of this report. The SCI seeks to ensure that consultation arrangements enable all sectors of the community to engage with planning processes.

5.3.2 Having had regard to the council's obligations under the General Data Protection Regulations (GDPR) 2018, it is considered that officers are not required to undertake a Data Processing Impact Assessment (DPIA) for this report.

5.4 **Staffing**

5.4.1 N/A

5.5 **Accommodation**

5.5.1 N/A

5.6 **Community Safety/Crime and Disorder**

5.6.1 N/A

5.7 **Sustainability**

5.7.1 N/A

Appendices

- Appendix A: South West Hertfordshire Joint Strategic Plan Statement of Community Involvement

Background papers

No papers were used in the preparation of this report.



SWHERTS

Joint Strategic Plan

YOUR FUTURE

Statement of Community Involvement

DRAFT V1.4

DRAFT FOR TARGETED CONSULTATION

August 2021



Covid-19 Pandemic

In circumstances such as the current Covid-19 pandemic, we will endeavour to carry out planning engagement as set out within this document. However, should the Government amend planning regulations or formally advise that certain forms of engagement should be suspended, then the Council will amend its approach to reflect the most up-to-date Government advice at that time.

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1.0 INTRODUCTION

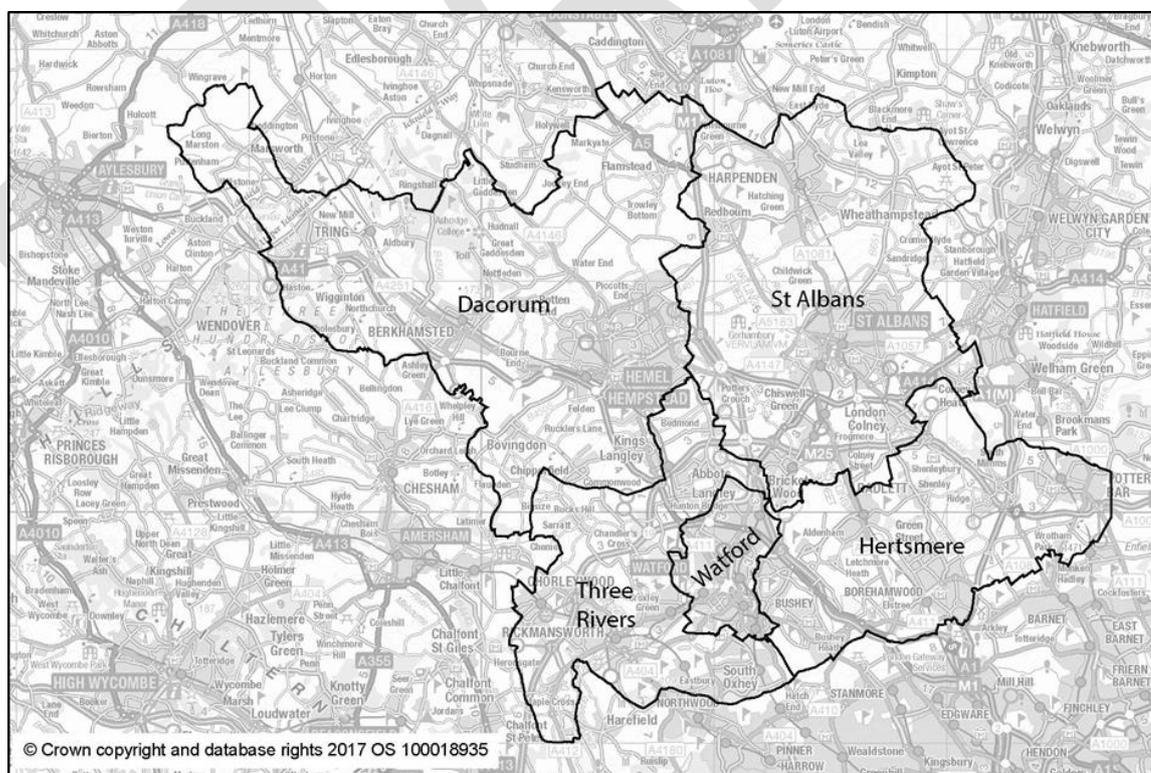
What is a Statement of Community Involvement?

- 1.1 This Statement of Community Involvement (SCI) sets out how Dacorum Borough Council, St Albans City & District Council, Hertsmere Borough Council, Watford Borough Council, Three Rivers District Council and Hertfordshire County Council (referred to as 'the Councils'), will engage stakeholders and the public in preparation of the South West Hertfordshire Joint Strategic Plan (JSP).
- 1.2 The SCI describes how the Councils will ensure that the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within and with an interest in, the local authority areas, can get involved in the creation of the JSP.
- 1.3 The production of an SCI is required by the Planning and Compulsory Purchase Act 2004.

What is the South West Hertfordshire Joint Strategic Plan?

- 1.4 The South West Hertfordshire Joint Strategic Plan (JSP) will provide a South West Hertfordshire integrated strategic planning framework and supporting evidence base to support sustainable growth to 2050.

Figure 1: Area covered by the JSP



- 1.5 The JSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Hertfordshire County Council will support the plan preparation process.
- 1.6 The JSP will identify the overall quantum of housing and economic growth within South West Hertfordshire to be planned for between 2036 and 2050 and its broad distribution across the area. The plan will identify strategic allocations and priorities, as well as the strategic infrastructure necessary to deliver the spatial strategy.
- 1.7 The JSP will build on the current suite of adopted and emerging Local Plans that cover period up to between 2031 and 2038, the Hertfordshire Local Transport Plan and will link to a new Local Industrial Strategy prepared by the Hertfordshire Local Enterprise Partnership.
- 1.8 The JSP will be formally adopted by the individual LPAs and will provide a high-level framework for the review and roll-forward of the Local Plans and related Neighbourhood Plans. **Figure 2** shows the relationship between the JSP and other relevant plans.

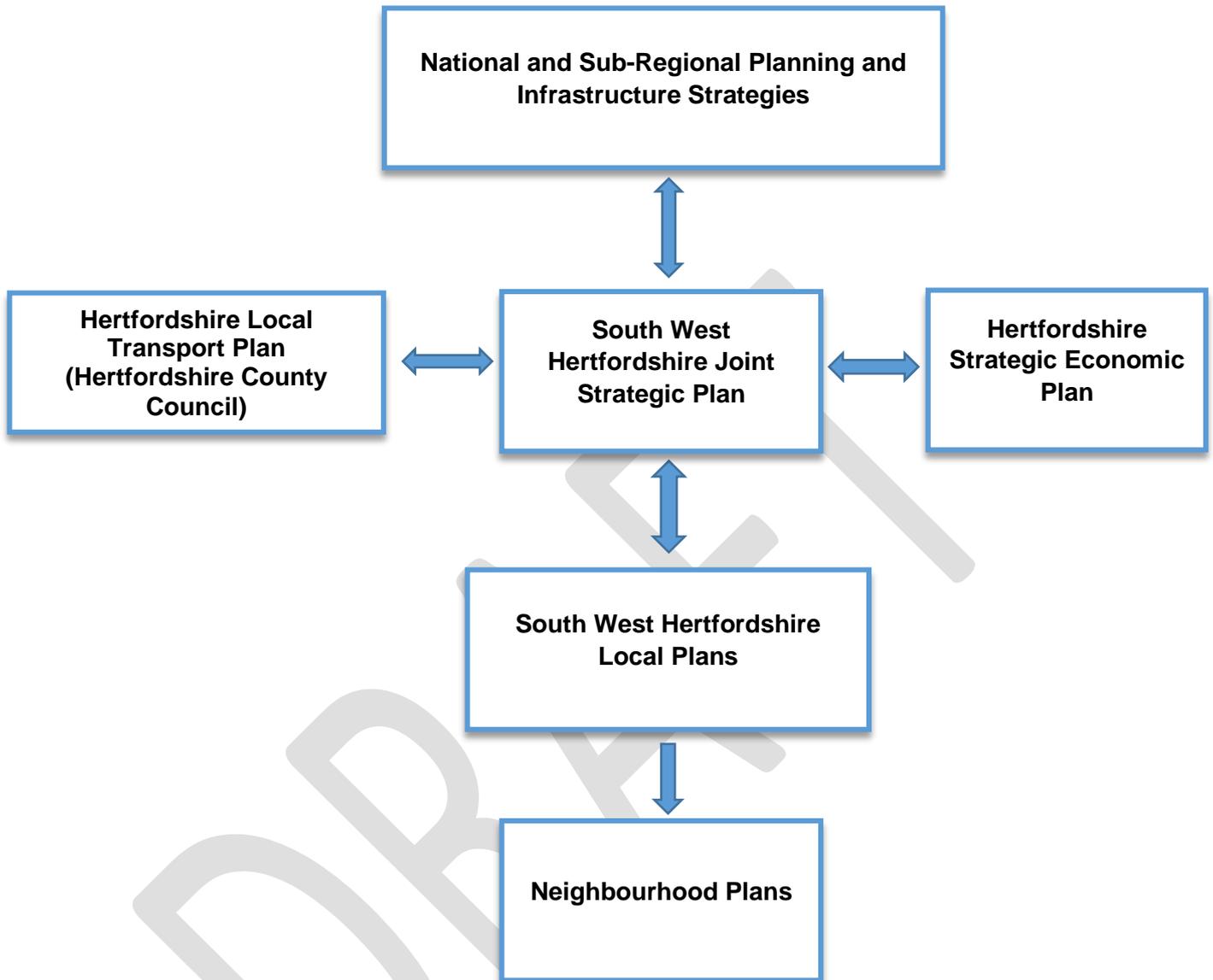
Why is a Statement of Community Involvement being prepared?

- 1.9 There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans. In addition, one of the aims of the planning system is to encourage effective and meaningful community and stakeholder involvement throughout all of the stages of the plan making process. Effective community involvement will give people the opportunity to say what sort of place they want South West Herts to be and explain how their views can make a difference.
- 1.9 This SCI sets the steps that will be taken to ensure that the JSP will be shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.
- 1.10 The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPA's in developing the JSP. However, they are one element of a wider range of material considerations such as the evidence base and the Sustainability Appraisal. Consultees and those engaged should therefore recognise the multi-faceted considerations that will go towards informing the content of the JSP that is submitted for Examination.
- 1.11 The South West Hertfordshire authorities are committed to a continuous review of the SCI to ensure that it continues to reflect current advice and best practice guidance.

What does this Statement of Community Involvement cover?

- 1.12 This SCI is specific to the production of the JSP. The Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their Local Plans and any Neighbourhood Plan in their areas. These district-level SCIs also set out how each authority will deal with planning applications arising as a result of site allocations.
- 1.13 This SCI will therefore sit alongside the existing SCIs, it will not replace them.

Figure 2: Relationship between JSP and Other Plans



JSP Governance

- 1.14 A JSP Strategic Planning Member Group (SPMG) was established in November 2019 to guide the preparation of the JSP. The SPMG will monitor progress on the JSP, approve its budget and review the milestones as part of an annual review. Minutes from the SPMG meetings can be found on each of the partner authority's websites.
- 1.15 The SCI will be endorsed by the Strategic Planning Members Group (SPMG) for consultation and then formally considered through the governance arrangements of the respective South West Hertfordshire Local Planning Authorities.

Duty to Cooperate

- 1.16 The Localism Act 2011 places a 'duty to cooperate' on local planning authorities, county councils, neighbouring authorities and other public bodies for any strategic cross boundary issues.
- 1.17 The duty to cooperate prescribed bodies are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012).
- 1.18 The way the South West Hertfordshire local authorities are working together under the Duty to Cooperate to complete the JSP will be set out in a South West Hertfordshire-wide Statement of Common Ground that is currently being prepared.

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2.0 WHEN AND HOW WILL THE COUNCILS CONSULT ON THE JSP?

Background

- 2.1 A public-sector Equality Duty came into force on 5 April 2011. This means that public bodies must consider all individuals when carrying out their day-to-day work in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:
- eliminate discrimination
 - advance equality of opportunity
 - foster good relations between different people when carrying out their activities.
- 2.2 The Town and Country Planning (Local Development) (England) Regulations 2012 identifies specific and general consultation bodies that must be consulted when preparing Local Plans and Supplementary Planning Documents. Specific consultation bodies must be consulted where the proposed subject matter will be of interest to them. These groups are listed in Appendix 1. There is also a requirement to invite representations from such residents and persons carrying on business as considered appropriate.

How and when will we involve Stakeholders?

- 2.3 Relevant regulations set out the formal stages in the preparation process of the JSP, i.e. when we must formally publish the documents for comment and for how long. This SCI reflects how these requirements will be met.
- 2.4 The South West Hertfordshire Councils intend that all people should have the opportunity to have their say in how South West Herts is spatially planned, irrespective of their differences; including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Research may be commissioned to understand public attitudes on relevant topics. Documents will be written in plain English. To achieve value for money and to ensure that consultation is proportionate to the issues being considered, the translation of documents into other languages will be balanced against the cost, time constraints and the available resources.
- 2.5 The early stage of plan preparation (under Regulation 18) will involve engagement with stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Notwithstanding this, engagement with key stakeholders will be undertaken on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. We may use panels or reference groups as part of this engagement as well as undertake additional research such as an opinion poll.
- 2.6 A JSP consultation database containing specific and general consultees and others that have expressed an interest to be consulted will be developed and maintained in accordance with the General Data Protection Regulation. Where consultation is required, all those on the consultation database will be consulted. When an individual or organisation makes a representation on the JSP or its supporting documentation they will be added to the consultation database.

- 2.7 There will be opportunities to comment on the draft JSP when it is formally published (Regulation 19 stage) and to be involved during its examination by an independent Inspector (Regulations 23-24).
- 2.8 A Sustainability Appraisal is an integral part of the plan preparation process and is required for DPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the JSP preparation there will be a corresponding stage of the Sustainability Appraisal which will be made available for comment during public consultation.
- 2.9 Groups we will engage with during the JSP preparation process will include:
- The community and members of the public;
 - statutory consultees as set out in the relevant regulations, including neighbouring councils;
 - local service providers and other key general consultation bodies who may have an interest in the JSP; and
 - other interested groups, businesses, developers, landowners, agents, Town Councils and Parishes, and residents who register on our consultation database.
- 2.10 Different levels and methods of community involvement will be appropriate as the JSP progresses through the plan-making process, but in summary, we will follow the following approach:
- We will contact appropriate organisations and individuals directly (see list in Appendix 1).
 - We will publicise consultations by a combination of methods, as appropriate, such as: website, press release, displays, social media, community events.
 - We will make consultation documents available at council offices and public libraries where appropriate (see list in Appendix 2).
 - Consultation documents will be made available for download via the JSP website, which will be signposted from each Council's own website.
 - Where appropriate we will organise consultation events such as public exhibitions and stakeholder workshops.
 - We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are made.
- 2.11 **Table 1** sets out the key consultation stages and milestone dates in the preparation of the JSP, together with the different groups we will involve in the plan-making process and how we propose to involve them and keep them updated on progress of the plan.

Table 1
Stages and methods of consultation and communications

Plan stage	What will we be consulting or communicating on?	How will we consult / communicate?
Issues and Options <i>(Regulation 18)</i>	This stage can comprise one or more public consultations. These can relate to broad issues and options, draft policies and/or potential sites. To include consultation on associated sustainability appraisal.	<ul style="list-style-type: none"> • Inviting representations through the JSP and signposted from individual council's websites. • Advertising through social media, press releases and electronic alerts. • Written / email consultation with key consultees / organisations as required by the regulations. • Consultation documents available to view at specified deposit points (listed in Appendix 2) • Public consultation events such as targeted workshops and/or exhibitions, if appropriate to the nature of the consultation.
Pre-submission publication <i>(Regulation 19)</i>	This stage comprises consultation on the plan that the authorities wish to take forward to adoption. To include consultation on associated sustainability appraisal. <i>Note: All representations must be received within the specific consultation period.</i>	
Examination <i>(Regulations 23-24)</i>	This stage comprises the formal Examination of the Plan by an independent Inspector	<ul style="list-style-type: none"> • Notice on JSP website and signposted from individual council's websites. • Written / email notification of consultees/ organisations as required by the regulations (via Programme Officer) • Advertising through social media, press releases and electronic alerts.
Consultation on Inspectors main modifications to the draft plan (if any)	This stage comprises consultation on any changes to the plan required by the Inspector to ensure the plan is 'sound.' To include consultation on any associated	<ul style="list-style-type: none"> • Inviting representations through the JSP and signposted from individual council's websites. • Advertising through social media, press releases and electronic alerts.

	sustainability appraisal update required.	<ul style="list-style-type: none"> • Written / email notification of consultees/ organisations as required by the regulations. • Consultation documents available to view at specified deposit points (listed in Appendix 2).
Publication of Inspector's Report <i>(Regulation 25)</i>	Notification of people/ organisations of the outcome of the examination.	<ul style="list-style-type: none"> • Notice on JSP website and signposted from individual council's websites. • Written / email notification to groups / organisations as required by the regulations.
Adoption <i>(Regulation 26)</i>	Notification of final adoption of the JSP.	

How long will we consult for

- 2.12 Where a formal consultation is carried out (as set out in Table 1), this will be for a minimum of six weeks. Where part of the consultation falls over a holiday period, where possible, the consultation period will be extended to accommodate members of the public who may be away at these times, usually up to a maximum of 8 weeks. Timescales for informal consultation that is targeted at specific groups will be depend on the nature of that engagement.

How to comment on the JSP

- 2.13 Table 1 sets out the methods we will use to engage with stakeholders and residents on the development of the JSP. We will encourage electronic engagement as the primary portal for consultation and will encourage people to make use of the JSP consultation portal, accessed through the JSP website as this will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. This will offer an easy method for response and in turn will help speed up the analysis of the comments received.
- 2.14 A comments form will also be produced for each consultation stage that can be submitted by email or post. Verbal comments will not be recorded, because it is important that all comments are accurately logged and reported.
- 2.15 Comments will be publicly available. The Councils will comply with the obligations under the General Data Protection Regulations, and the principles of the Data Protection Act, in how they manage any personal data collected through consultation processes.
- 2.17 All comments made during the consultation periods will be carefully considered and will be reported to the relevant committee. A report summarising the consultation activities and the comments made and how these have informed the next stage of plan making will be prepared for each stage. This report will be made available.

2.0 REVIEW OF THE SCI

3.1 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, state that LPAs in England must review their SCI every five years to ensure it is kept up to date and reflects current legislation and best practice.

3.2 Notwithstanding this, the SCI will be updated if a review is required due to changes to:

- Legislation/national policy
- Local decisions
- Consultation methods
- Technology

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Consultation Groups

Specific statutory consultation bodies

- Natural England
- Environment Agency
- Highways England
- Historic England
- Local clinical commissioning groups (Herts Valleys CCG) and the National Health Service Trusts
- Network Rail Infrastructure Limited
- Homes England (formerly the Homes and Communities Agency)
- Relevant Electricity Undertakers
- Relevant Gas Companies
- Relevant Sewerage Undertakers
- Relevant Telecommunications Companies
- Relevant Water Undertakers
- British Waterways Board
- The Coal Authority
- The Marine Management Organisation
- Neighbouring local, county and unitary authorities:
 - Hertfordshire:
 - Welwyn Hatfield Borough Council
 - Broxbourne Borough Council
 - East Hertfordshire District Council
 - North Hertfordshire District Council
 - Stevenage Borough Council
 - Essex
 - Essex County Council
 - Harlow Borough Council
 - Uttlesford Borough Council
 - Buckinghamshire
 - Buckinghamshire Council
 - Bedfordshire
 - Bedfordshire County Council
 - Central Bedfordshire Council
 - Luton Borough Council
 - London
 - Mayor of London (GLA)
 - London Borough of Barnet
 - London Borough of Enfield
 - London Borough of Harrow
 - London Borough of Hillingdon

General consultation organisations

Although not defined as formal consultation bodies, the following will also be consulted:

- Local Nature Partnership
- Local Enterprise Partnership
- Chilterns Conservation Board
- Relevant Government departments
- Civil Aviation Authority
- Local Strategic Partnerships
- Hertfordshire Police and Crime Commissioner
- Relevant organisations representing the interests of local residents, the environment, businesses etc in the area.

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Document inspection points

Main Council Offices

Hertsmere Borough Council,
Civic Offices, Elstree Way, Borehamwood, Hertfordshire, WD6 1WA

Watford Borough Council
Town Hall, Watford, Hertfordshire, WD17 3EX

Dacorum Borough Council
The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP11DN

Three Rivers District Council
Three Rivers House, Northway, Rickmansworth, Hertfordshire, WD3 1RL

St Albans City and District Council
Civic Centre, St Peter's Street, St Albans, Hertfordshire, AL1 3JE

Local libraries

Borehamwood Library

96 Shenley Road
Borehamwood
WD6 1EB

WD24 7RW

Watford Library
Hempstead Road
Watford
WD17 3EU

Potters Bar Library

The Elms
High Street
Potters Bar
EN6 5BZ

Abbots Langley Library

High Street
Abbots Langley
WD5 0AP

Bushey Library

Sparrows Herne
Bushey
WD23 1FA

Chorleywood Library

Lower Road
Chorleywood
WD3 5LB

Radlett Library

Radlett Centre
1 Aldenham Avenue
Radlett
WD7 8HL

Croxley Green Library

Barton Way
Croxley Green,
WD3 3HB

North Watford Library

St Albans Road
Watford

Rickmansworth Library

High Street
Rickmansworth
WD3 1EH

South Oxhey Library

Bridlington Road
South Oxhey
WD1 6AG

Adeyfield Library

1A Queens Square
Hemel Hempstead
HP2 4EW

Berkhamsted Library

185 High Street
Berkhamsted
HP4 3HB

Bovingdon Library

High Street
Bovingdon
HP3 0HJ

Hemel Hempstead Library

The Forum
Marlowes
Hemel Hempstead
HP1 1DN

Kings Langley Library

The Nap
Kings Langley
WD4 8ET

Leverstock Green Library

Village Centre
Leverstock Green Way
Hemel Hempstead
HP3 8QG

Tring Library

High Street
Tring
HP23 4AF

Harpenden Library

27 High Street
Harpenden
AL5 2RU

London Colney Library

Community Centre
Caledon Road
London Colney
AL2 1PU

Redbourn Community Library

Redbourn Fire Station and Community
Library
Dunstable Road
Redbourn
AL3 7BE

St Albans Library

Level 2, The Maltings
St Albans
AL1 3JQ

Wheathampstead Library

Fire Station and Library
Marford Road
Wheathampstead
AL4 8AY

Glossary of acronyms

CCG	Clinical Commissioning Group	The arm of the National Health Service responsible for commissioning primary healthcare services.
DPD	Development Plan Document	A formal planning strategy document, such as a Local Plan or Joint Strategic Plan
GLA	Greater London Authority	The office of the Mayor of London
LPA	Local Planning Authority	The local council responsible for planning services in a particular area
LDS	Local Development Scheme	The project plan setting out when Local Plans and Joint Strategic Plans will be prepared and when they will be issued for consultation
JSP	Joint Strategic Plan	A high level planning policy document being prepared by a number of councils on a joint basis.
NPPF	National Planning Policy Framework	The document which sets out the Government's planning policies and approach to key issues, which must be taken into account by councils when preparing their own planning documents
PINS	Planning Inspectorate	The organisation to are appointed by the Secretary of State to carry out independent public examinations of plans
SCI	Statement of Community Involvement	The document which sets out how consultation on planning matters will be carried out by local councils.
SPMG	Strategic Plan Members Group	The group of elected representatives (one for each council) who will oversee production of the Joint Strategic.