

Service Delivery Plan 2024-27

Directorate	ADEIP	Associate Director	N/A
Service	Planning Policy and Conservation	Head of Service	Marko Kalik
Service Purpose and Core Functions			
Planning Policy <ul style="list-style-type: none"> • Prepares and maintains up to date development plans (Local Plan) allocating land for development with its corresponding infrastructure, ultimately determining the pattern of development across the District. The Local Plan also sets a policy framework and guidance to address housing needs and other economic, social and environmental priorities. • Prepares supporting evidence base studies informing the Local Plan. In addition, the following documents are also prepared in relation to the Local Plan: Local Development Scheme (Local Plan timetable), Statement of Community Involvement (approach to engagement), Infrastructure Delivery Plan and the online policies map. • Preparation of the Local Plan is set out in legislation, national policy and guidance and consists of the following main stages: Gathering evidence, Regulation 18 Issues & Options consultation, Regulation 18 Preferred Options consultation (Regulation 18 can be done as one or in multiple stages), Regulation 19 Local Plan Publication consultation, Submission, Examination and Adoption. • Monitors performance of District Plan policies including housing completions and preparation of the associated authority Annual Monitoring Report. • The National Planning Policy Framework (NPPF) requires local planning authorities to identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement plus a % depending on previous performance. The 5 Year Housing Land Supply is reviewed annually and published by 31 December each year alongside the Annual Monitoring Report. 			

- Assists in the preparation of the South West Herts Joint Strategic Plan (JSP) as one of the South West Herts partner authorities. The JSP will be a high level strategic planning document setting out strategic planning policies and potential growth areas across the South West Herts sub-region.
- Assists Parish Councils in the preparation of Neighbourhood Plans.
- Prepares Article 4 Directions to restrict the scope of development rights either in relation to a particular area or site or a particular type of development anywhere in the District.
- The Town and Country Planning (Brownfield Land Register) Regulations 2017 requires local planning authorities to prepare, maintain and publish a Brownfield Land Register. This is reviewed annually and published by the 31 December each year.
- The Self-build and Custom Housebuilding Act 2015 places a duty on local councils to maintain a register of people who are seeking to acquire land to build a home themselves in the authority's area.

Conservation Service

- Provision of specialist comments on planning applications/appeals in relation to Heritage Assets (Listed Buildings, Conservation Areas), and Locally Listed Buildings. This service is outsourced to Place Services and paid for through the vacant Senior Planning and Conservation Officer Post.
- Designation of Conservation Areas and updating Conservation Area Appraisals. We are responsible for the designation of Conservation Areas which are defined by the National Planning Policy Framework as 'designated heritage assets'.
- We maintain a List of Locally Important Buildings (Local List) (over 160 entries) which are important buildings or structures of historical, or architectural, interest to the local community. Inclusion on the List means that its conservation as a non-designated heritage asset is a material consideration when determining planning applications

Link to Corporate Framework ¹	Key Action/ Deliverable for 2024-27	Lead Officer	Milestone (Specific and measurable)	Milestone date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Planning Policy						
RRLL GPB SC NZCR	Local Plan	Marko Kalik, Head of Planning Policy and Conservation	<ul style="list-style-type: none"> • Further Regulation 18 on lower housing numbers • Consultation on Regulation 19 publication of draft Local Plan • Submission of Local Plan to PINS • Local Plan Examination 	Nov/Dec 2023 Nov/Dec 2024 Autumn 2025 Summer 2026	HCC External consultants assisting with evidence base: BNP Paribas, TRL Ltd, Exacom/ESRI, Lovell John, Place Services, Hatch Regeniris, Icen	
RRLL GPB SC NZCR	SW Herts Joint Strategic Plan	Marko Kalik, Head of Planning Policy and Conservation	Member workshops on strategic growth options Regulation 18 consultation on spatial options – timetable yet to be agreed Regulation 19 publication of draft SW Herts JSP – timetable yet to be agreed	Autumn/winter 2023 2024 Approx.. 2025	SW Herts JSP team, DBC, HBC, SADC, WBC and HCC External consultants assisting with evidence base: DLP, Arup, Havas, Icen	

¹ RRLL Responsive Responsible and Local Leadership = , SC = Sustainable Communities, GPB = A Good Place for Business, NZCR= Net Zero and Climate Resilient

Targets – Key Performance Indicators

Ref	Targets*	Target 2023/24	Projected 2023/2024 outturn	Target 2024/25	Target 2025/26	Target 2026-27	Rationale for setting of target / changes to target
ESD01	Net additional homes provided	637	To be determined once housing land supply calculated in December	637	637	637	Housing need as calculated by the Government's Standard Method
ESD02	Number of affordable homes delivered (gross)	223	265	To be determined once housing land supply calculated	N/A	N/A	Local Plan policy requires 35% of homes delivered to be affordable housing
ESD03	Housing land supply in years	5	1.9 (2023 figure, 2023/24 expected to be similar)	5	5	5	Required by national policy to avoid Local Plan becoming 'out-of-date'
ESD06	Change in employment floorspace	+/-5%	-1.1% (2022 figure, 2023/24 expected to be similar)	+/-5%	+/-5%	+/-5%	In line with employment needs as set out in current Local Plan and Economic Study (2019)

ESD07	Adoption of the Local Plan, with the Draft publication, submission, examination and adoption by 2026	Consult on Regulation 18 Lower Housing Numbers	Consultation to go ahead	Draft Publication	Submission version/Examination	Adoption	National Policy requires to have up-to-date Local Plan (no older than 5 years)
ESD08	Establishment of a timetable and development of a South West Herts Joint Strategic Plan	Consult on Regulation 18 Realising Our Potential document	Consultation completed	Further timetable to be agreed by SW Herts JSP partner authorities	N/A	N/A	SoCG between SW Herts authorities agreeing to progress JSP signed by Lead Members
ESD11	The amount of employment floorspace developed in the employment site allocations	N/A	N/A	To be developed once the Local Plan is adopted (expected 2026)	N/A	N/A	Propose to delete PI until new LP adopted when it can be added back in
ESD04	Percentage of new homes built on previously developed land	60%	91.6% (2021/2022)	60%	60%	60%	Current Local Plan target – we want to direct as much development as possible to previously developed land
ESD05	Percentage of Conservation Areas in the local authority area with a character appraisal undertaken within the last 10 years.	36%	27%	36%	36%	36%	To keep the District's Conservation Appraisals up to date
ESD09	Vacancy rate for town and district centres	<6%	3.5% (2022)	<6%	<6%	<6%	As set out in Local Plan policy

Service Volumes

Activity / Process	Projected annual volume for 2023/2024	Estimated annual volume for 2024/25	Notes / explanation for estimated change	Impact (both service and corporate level)
Conservation advice on planning applications (outsourced)	290 applications	290 applications		
Planning Policy advice	35	35		
Consultation responses for Local Plan	20,000	20,000		

Key Risks to Service Plan delivery

1 = not likely/low Impact 4 = will definitely happen/major service changing impact

No	Description of Risk	With no Mitigation			Mitigation	With Mitigation		
		Likelihood (1-4)	Impact (1-4)	Risk Score		Likelihood (1-4)	Impact (1-4)	Risk Score
1	Failure/ Delay in delivering Local Plan	4	2	8	Close communication with Members and senior Officers on issues that can cause delay eg resourcing, other work priorities or political reasons	3	2	6
2	Changes in National Policy & regulations which require a significant alteration to emerging Local Plan	2	2	4	Understanding the direction of travel from government in terms of changes to policy and regulations eg Levelling Up and Regeneration Bill	2	2	4
3	Failure of external parties to meet project deadlines	2	2	4	Close communication with external parties on what is required and when	2	2	4
4	Failure to agree critical cross boundary strategic planning issues with prescribed 'Duty to Co-operate'	3	3	9	Work closely with DtC partners to agree approach in advance. Especially regarding housing numbers	2	3	6

5	Capacity of Planning Inspectorate (PINS) and other statutory consultees	3	2	6	There have been issues with availability of Planning Inspectors so we need to make sure all arrangements are planned and arranged in advance where possible	2	2	4
6	Local Plan found 'unsound'	3	3	9	Need to work closely with Members, DtC partners and external parties to make sure we produce a Local Plan meeting its legal and policy requirements	2	3	6
7	Preparation of SW Herts Joint Strategic Plan fails to meet key project milestones.	3	2	6	Agree timetable with Partner authorities going forward	2	2	4
8	Changes in national policy & regulations which require a significant alteration to emerging joint strategic plan	2	2	4	Understanding the direction of travel from government in terms of changes to policy and regulations eg Levelling Up and Regeneration Bill. Potential move from JSP to SDS.	2	2	4
9	Changes in local politics of the participating authorities (SW Herts JSP)	2	2	4	Brief new Members on JSP and inform them of signed SoCG.	2	2	4
10	Staff changes (SW Herts JSP)	2	2	4	Work with SW Herts partner authorities and JSP team to recruit new staff where necessary. Some work can be covered by TRDC policy officers in house as a temporary solution	2	2	4
11	Potential political change/issues within the partnership that could lead to a withdrawal or variation in support to the Programme from one of the partners.	2	2	4	Continue close work with partner authorities. SoCG has been signed with financial implications for any authority leaving the partnership. Programme can continue with one partner loss but not with more	2	2	4
12	Failure to achieve the target of net additional homes	4	3	12	Adopt new local plan as soon as possible with site allocations to meet housing targets.	2	2	4

Impact Assessments Required or Reviews Due

Equalities & Diversity	Sustainability & Climate Change
New Local Plan policies	Not required for planning as Local Plan will be judged against national planning policy framework and legislation on sustainability and climate change performance
New SW Herts JSP policies	Not required for planning as Local Plan will be judged against national planning policy framework and legislation on sustainability and climate change performance