

Service Delivery Plan 2024-27

| Service | Planning Policy and Conservation | Head of Service | Marko Kalik |
|---|----------------------------------|-----------------|-------------|
| Service Purpose and Core Functions | | | |
| <p>Planning Policy</p> <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 |
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¹ RRLR Responsive Responsible and Local Leadership = , SC = Sustainable Communities, GPB = A Good Place for Business, NZCR= Net Zero and Climate Resilient

| 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 | 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 | |

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 |
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| ESD01 | Net additional homes provided | 637 | To be determined once housing land supply calculated in December | 637 | 637 | 270 | Housing need as calculated by the Government's Standard Method |
| ESD02 | Number of affordable homes delivered (gross) | 223 | 70 | 223 | 223 | 95 | 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% | 2% increase (2022/2023 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 completed | Draft Publication and Regulation 19 consultation | 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 | Consult on Regulation 18 | Consultation completed | Consultation on Growth options | Further timetable to be agreed by SW | N/A | SoCG between SW Herts authorities |

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| | development of a South West Herts Joint Strategic Plan | Realising Our Potential document | | | Herts JSP partner 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% | 97% (2022/2023) | 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% | 6% | <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 | | |

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| Consultation responses for Local Plan | 20,000 | 20,000 | | |
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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 | Lack of suitably experienced staff | 3 | 2 | 6 | Planning Policy have recruited a permanent Senior Planning Officer to replace the existing temporary cover. There may also be a need to replace one of the Planning Officers in the team. Historically it has been hard to recruit for these roles and there may well be a loss of knowledge and experience from the team as we get new officers up to speed. Should usual mechanisms of direct recruitment to fill vacant posts not prove successful, consideration will be given to the employment of temporary staff and /or consultants to take on specialist areas of work and extend the capacity of the Strategic Planning team. This option could be constrained by wider Council policies on vacancies and recruitment and available financial resources. We are currently using consultancy services to cover the vacant Senior Conservation Officer role as we have been unable to fill this position in the past. | 2 | 2 | 4 |

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| 2 | Failure of ICT systems | 2 | 3 | 6 | Anti-virus software and tight security measures installed; Disaster Recovery Plan; Priority services are identified in the Service Continuity Plan | 2 | 1 | 2 |
| 3 | Loss of accommodation | 2 | 3 | 6 | Remote working possible for staff, electronic access to records available; Addressed in Service Continuity Plan. Local Development Scheme sets out production of Local Plan documents on a three year basis and is revised regularly (at least annually in accordance with regulations). Keep up to date with potential changes in planning policy through RTPI, Planning Magazine etc. | 2 | 1 | 2 |
| 4 | Fraudulent activity | 2 | 2 | 4 | Purchase Orders and Invoices are all recorded by Financial Management system; No delegated decision-making exists - Policy decisions are all have to be ratified by Members/Committee and/or Director; Staff are aware of the money laundering regulations and annual training is part of the induction process | 1 | 2 | 2 |
| 5 | Failure/ Delay in delivering Local Plan | 2 | 2 | 4 | Close communication with Members and senior Officers on issues that can cause delay eg resourcing, other work priorities or political reasons | 2 | 2 | 4 |
| 6 | 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 Act. The programme set out in the LDS December 2022 takes account of the latest iteration of the National Planning Policy | 2 | 2 | 4 |

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| | | | | | Framework (2023). If any further significant changes are introduced mid-way through the plan production process, depending on their implications for the plan, this might require amendment to the Local Plan and a further stage of consultation. | | | |
| 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 |
| | Delays to decision making process | 2 | 2 | 4 | Agreeing the timetable for the Local Plan process through continued close working and reflecting in future Local Development Scheme updates will enable meetings to be appropriately timetabled to allow timely decision making. 'Extraordinary' meeting of the Policy & Resources Committee and Full Council can be arranged in certain circumstances. | 2 | 2 | 4 |
| 4 | Failure to agree critical cross boundary strategic planning issues with prescribed 'Duty to Co-operate' | 2 | 3 | 6 | Discussions regarding what comprises the key strategic planning issues for the area have already taken place between the SW Herts LPAs. A comprehensive programme of Duty to Cooperate meetings have commenced to discuss issues with individual partners. Risks relating to how these issues will be addressed will be reduced through the production of a Statement of Common Ground. Regular meetings with other Duty to Co-operate bodies will help minimise any wider issues arising, or enable them to be addressed early in the plan making process. | 2 | 3 | 6 |

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| 5 | Capacity of Planning Inspectorate (PINS) and other statutory consultees | 2 | 2 | 4 | Public examinations could take longer than anticipated or be delayed against PINS indicative timetables. This will be mitigated through ensuring appropriate evidence is prepared and submitted and there is close liaison with the Programme Officer. | 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 |
| | Legal Challenge | 2 | 2 | 4 | Specialist external legal advice will be taken at key stages and if any threats of challenge are made through the plan - making process | 2 | 2 | 4 |
| 7 | Preparation of SW Herts Joint Strategic Plan fails to meet key project milestones. | 3 | 2 | 6 | Delays to JSP mitigated by sound governance arrangements and JSP team closely project managing the plan preparation process. | 2 | 2 | 4 |
| | Delays to decision making process in SW Herts JSP | 3 | 2 | 6 | Agreeing the timetable for the JSP process through continued close working and reflecting in future LDS updates will enable meetings to be appropriately timetabled to allow timely decision making. 'Special' meetings of P&R and Full Council can be arranged in certain circumstances. | 2 | 2 | 4 |
| 8 | Changes in national policy & regulations which require a significant alteration to emerging joint strategic plan | 2 | 2 | 4 | The SW Herts JSP Local Development Scheme will be prepared and amended as necessary to reflect any changes in national policy. Implementation of an active, tactical and on-going strategy of Government engagement; monitor | 2 | 2 | 4 |

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| | | | | | legislation changes. Continued close liaison with DLUHC and Homes England at ministerial and officer level. | | | |
| 9 | Changes in local politics of the participating authorities (SW Herts JSP) | 2 | 2 | 4 | Effective involvement of members from all participating authorities and strong leadership | 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 | Regular and effective SG/SPMG meetings supplemented by on-going communication and collaborative liaison across all partnership authorities through focused workstreams. Strong communication will assist with the confidence, assurance and clarity of direction required for the programme to be successful. To reduce the risk of this occurring, the Statement of Common Ground(s) (SoCG) will establish the governance and ambitions for the JSP, the process for withdrawing from the agreement, the identification of the key cross boundary agreements as well as any issues. | 2 | 2 | 4 |
| | JSP not agreed by Districts, fail at examination or there is significant slippage in the timescales that are beyond the tolerance of the programme. This could be due to the decision-making processes, technical delays the | 2 | 2 | 4 | Agreed a JSP governance structure as part of the SoCG. Put in place a standard project planning approach across the participating authorities and regularly monitor the JSP progress against 'key milestones' and work programme, highlighting any risks at an | 2 | 2 | 4 |

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| | procurement of evidence, staff resources, or the Planning Inspectorate are unable to meet timetable). | | | | early stage with a proposal as to how this is to be managed. Each partner authority to work with their committee services to provide a streamlined approvals approach at key stages <ul style="list-style-type: none"> • Early and regular engagement with PINS to ensure timetable for EIP can be met; • Regular review of Plan documents and evidence by JSP team / consultants. • Internal training and development to fill any potential gaps. | | | |
| 12 | Failure to achieve the target of net additional homes | 2 | 2 | 4 | Adopt new local plan as soon as possible with site allocations to meet housing targets. | 2 | 2 | 4 |

Climate Resilience 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 | Increased risk of subsidence in district, and on TRDC premises | 3 | 4 | 12 | 'Planning applicants should consider type of soil and require homeowner to take specialist advice and deeper foundations if clay | 3 | 4 | 12 |
| 2 | Increase in pluvial flooding may mean people need more help from emergency services and temporary accommodation. This may create an additional pressure | 4 | 4 | 16 | - TRDC emergency plan. - LLFA pilot retrofit SUDs project for Eastbury / South Oxhey - Encourage homeowners to install porous driveways through Development Management | 3 | 3 | 9 |

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| | on the council's temporary accommodation budget. | | | - Housing Services would use other sources of accommodation on a nightly basis. | | | |
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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 |