



SWHERTS

Joint Strategic Plan

YOUR FUTURE

Statement of Community Involvement

DRAFT FOR TARGETED CONSULTATION

November 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.

CONTENTS

1.0 INTRODUCTION

- What is a Statement of Community Involvement? 3
- What is the SW Herts Joint Strategic Plan? 3
- Why is a Statement of Community Involvement being prepared? 4
- What does this Statement of Community Involvement cover? 4
- Joint Strategic Plan governance 5
- Duty to Co-operate 6

2.0 WHEN AND HOW THE COUNCILS CONSULT ON THE JOINT STRATEGIC PLAN

- Background 7
- How and when will we involve stakeholders? 7
- How long will we consult for? 10
- How to comment on the JSP 10

3.0 REVIEW OF THE SCI 11

APPENDICES

- Appendix 1 – Consultation groups 12
- Appendix 2 - Document inspection points 14
- Appendix 3 – Glossary of acronyms 16

1.0 INTRODUCTION

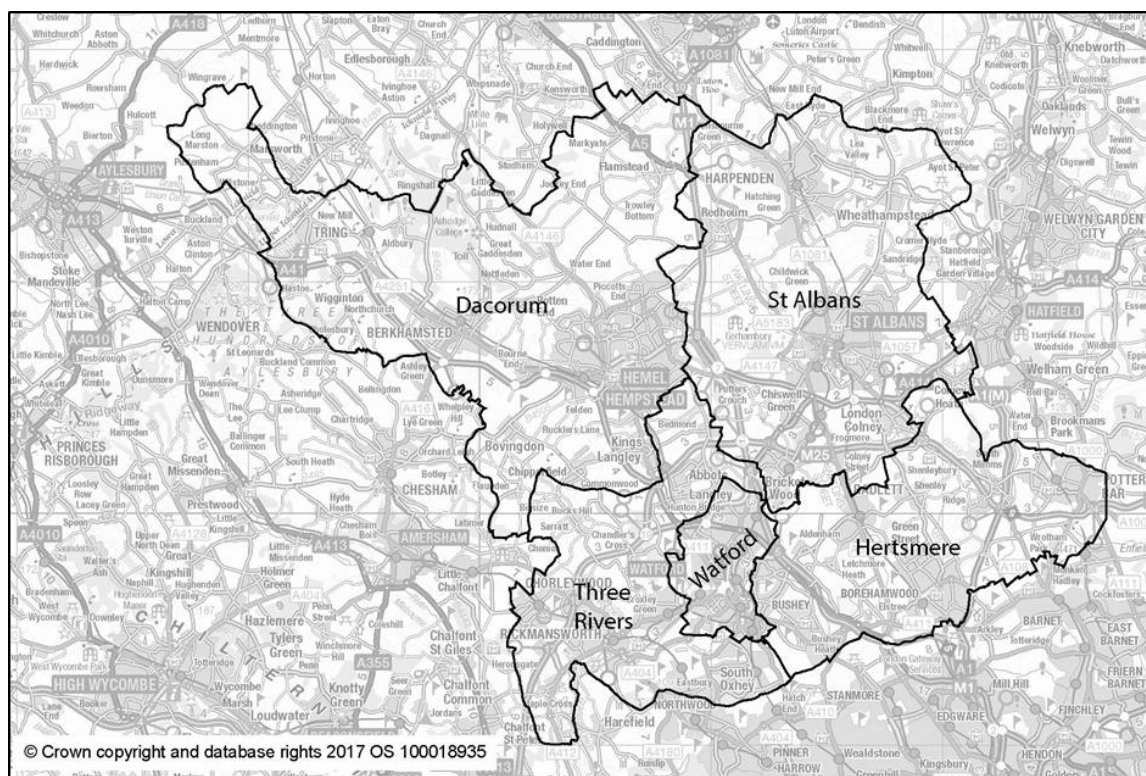
What is a Statement of Community Involvement?

- 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 to 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 the periods up to between 2031 and 2038), the Hertfordshire Local Transport Plan, and will also link to a new Local Industrial Strategy prepared by the Hertfordshire Local Enterprise Partnership (LEP).
- 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.

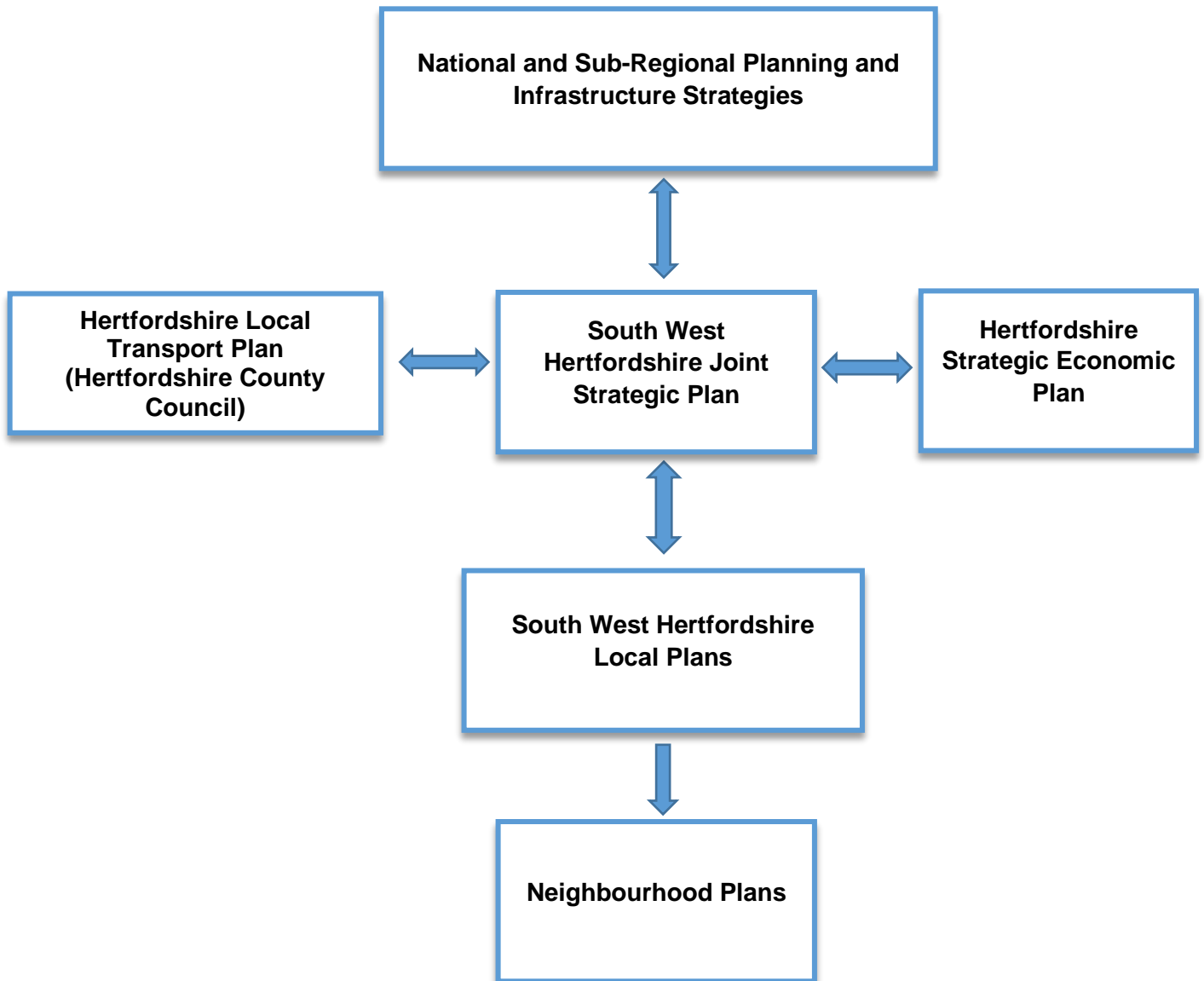
Why is a Statement of Community Involvement being prepared?

- 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 Plans 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 draft SCI has been 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 will be published shortly.

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 out 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 must be formally published 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 <i>(if any)</i>	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

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
 - 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.

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
WD19 7AG

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 be 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.