



STRATEGIC PLANNING ADVISORY PANEL

**THURSDAY 2 DECEMBER 2004
7.30 PM**

PANEL AGENDA (ADVISORY)

**COMMITTEE ROOM 6,
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chair: Councillor Burchell

Councillors:

Idaikkadar N Shah Anne Whitehead (VC)	Marilyn Ashton Mrs Bath Mrs Kinnear	John Branch (non- voting co-optee – appointment to be agreed)
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Reserve Members:

1. Blann	1. Kara
2. Bluston	2. Versallion
3. Ray	3. Harriss
4. Miles	

**Issued by the Democratic Services Section,
Legal Services Division**

**Contact: Daksha Ghelani, Committee Administrator
Tel: 020 8424 1881 E-mail: daksha.ghelani@harrow.gov.uk**

***NOTE FOR THOSE ATTENDING THE MEETING:
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

HARROW COUNCIL

STRATEGIC PLANNING ADVISORY PANEL

THURSDAY 2 DECEMBER 2004

AGENDA - PART I

1. **Appointment of Chair:**

To note the appointment of Councillor Burchell as Chair of the Strategic Planning Advisory Panel for the remainder of the 2004/2005 Municipal Year, as agreed at the Cabinet Meeting of 11 November 2004.

2. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Chair at the start of the meeting.

3. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members present.

4. **Appointment of Vice-Chair:**

To appoint a Vice-Chair of the Panel for the remainder of the 2004/2005 Municipal Year.

5. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.

Enc. 6. **Minutes:** (Pages 1 - 4)

That the minutes of the special meeting of the Unitary Development Plan Advisory Panel (predecessor body of the Strategic Planning Advisory Panel) held on 8 July 2004, having been circulated, be taken as read and signed as a correct record.

7. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

8. **Petitions:**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

9. **Deputations:**

To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

10. **Revised Terms of Reference:**

Set out below are the revised terms of reference of the Strategic Planning Advisory Panel for discussion:

1. To give detailed consideration to and make recommendations in respect of:
 - (a) the Local Development Framework and its Development Plan Documents and matters incidental thereto;
 - (b) representations received to Development Plan Documents and any amendments proposed;
 - (c) monitoring the implementation of the Framework, its review and modification as necessary.
2. To make recommendations in respect of the development of such individual sites as may be referred to the Panel by the Cabinet.
3. To give detailed consideration and to make recommendations in respect of all other planning policy matters such as the designation of Conservation Areas and amendments to their boundaries and the designation of locally listed buildings.

11. **Appointment of Co-opted Member:**

The Liberal Democrat Group has nominated Councillor Branch to be a non-voting co-optee on the Panel. The Panel is asked to agree this appointment.

Enc. 12. **Land at Honeypot Lane -Development Brief:** (Pages 5 - 34)
Report of the Director of Strategy (Urban Living)

Enc. 13. **Developing the Local Development Framework in Harrow - Draft Local Development Scheme:** (Pages 35 - 74)
Report of the Director of Strategy (Urban Living)

AGENDA - PART II (PRESS AND PUBLIC EXCLUDED) - NIL

Proposed Officer attendance at this meeting

Jessica Farmer – Senior Assistant Solicitor (Planning)
Bill Munro – Section Manager (Forward and Local Planning)
Dennis Varcoe – Group Planner (Forward and Local Planning)
Phil Greenwood – Group Planner (Local Planning)

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**UNITARY DEVELOPMENT PLAN ADVISORY
PANEL**

8 JULY 2004

Chair: * Councillor Burchell

Councillors: * Marilyn Ashton * Mrs Kinnear
* Mrs Bath * Ray (3)
* Idaikkadar * Anne Whitehead

* Denotes Member present
(3) Denotes category of Reserve Member

PART I - RECOMMENDATIONS

RECOMMENDATION 1 - Developing the Local Development Framework in Harrow

Your Panel received a report of the Chief Planning Officer regarding the Local Development Framework (LDF) for Harrow.

It was advised that, in accordance with the requirements of the Planning and Compulsory Purchase Act which had recently received Royal Assent, the Authority was now working towards the development of a Local Development Framework which would replace the Unitary Development Plan.

In contrast with the Unitary Development Plan, the Local Development Framework would consist of a suite of documents, and it was envisaged that this would facilitate the rolling review of policies, allowing the development plan system to be more flexible, responsive and speedy.

As the first stage in the development of the LDF, the Authority was required to prepare a Local Development Scheme (LDS) which would set out all those Local Development Documents which the Authority intended to include in the LDF. It would also outline what these documents would cover and a timetable for their preparation over a three year period, up until April 2007. The deadline for the submission of the LDS to the Government Office for London (GOL) was December 2004 and it was advised that having an approved LDS would affect the calculation of the Authority's Planning Development Grant for 2005/06.

The officer report set out a list of matters which it was suggested might be included within the LDS. It was noted that included on this list was the recently adopted Harrow UDP, which it was explained could be 'saved' until such time that the LDF was approved and replaced it.

It was emphasised that the programme set out within the LDS needed to be challenging and reflect the Borough's needs, but also be achievable and realistic as the Borough would be assessed against its performance in completing this programme.

Officers stressed that production of the LDF would require fundamentally closer linkages between the Authority's planning policies and other corporate and pan-London strategies which had implications for the development and use of land in the Borough, the aim being that the authority take an integrated approach to the implementation of those strategies. Relevant strategies would include, for example, the Authority's Housing Strategy Statement, Community Care Plan, and Waste Management and Recycling Plan. Arising from this, a Member requested that the Authority's Community Strategy be re-circulated to Members of the Panel.

Reflecting the Government's general approach in the wider modernising agenda, the LDF process also placed much greater emphasis on the need for authorities to effectively engage the community in the strategic planning process, involving them in the development of policies at an early stage rather than consulting them on a product at the end of the formulation process. It was envisaged that early and effective engagement would reduce differences and create a degree of consensus, thereby avoid confrontation and objection at the examination stage and ensuring a speedier and more streamlined process.

The Authority would be required to produce a Statement of Community Involvement (SCI) which would set out the arrangements for involving the public in the process. Officers explained that the Authority would need to demonstrate that a wide range of different groups had participated, including minority groups which were traditionally difficult to reach, and would therefore need to develop innovative mechanisms to

involve different groups.

Policies would also be required to be justified against comprehensive, sound and reliable evidence.

Having received the officer report, the Panel sought clarification on a number of issues. During the discussion which followed, several Members voiced concern that the additional responsibilities relating to community engagement would be time-consuming and resource intensive, and that the introduction of LDFs generally imposed greater responsibilities on the Authority, but that the additional funding that meeting these responsibilities would require had not been forthcoming.

Officers confirmed that there were significant resource implications arising from the introduction of LDFs and advised that a report regarding these was to be submitted to Cabinet shortly. It was noted that the Authority was liaising with other local authorities in order to develop good practice and a common understanding on some elements of the LDF in order to maximise the use of the Authority's resources. A Member suggested that the Authority might also liaise with local authorities in other countries which had similar strategic planning systems to benefit from their experience.

There was some concern also expressed that the public would feel frustrated by the constraints on the Borough arising from the need to conform with the London Plan and government guidance and policies, and public participation would therefore be low. In response, the Chief Planning Officer emphasised that part of the Authority's role would be to ensure that the constraints and pressures on the Borough were properly explained to the community and that they were given the tools to understand the context within which the Authority was seeking their views, to ensure that they had realistic aspirations.

A number of proposals arising from the officer report were put forward. It was suggested that the Panel recommend to Cabinet that the Panel be retitled to reflect the recent changes to the strategic planning system, and that officers be requested to revise the Panel's terms of reference to reflect its new duties. It was requested that the revised terms of reference be submitted to the Panel's next meeting for discussion. It was further suggested that the Liberal Democrat Group be invited to nominate a Member to be a non-voting co-optee on the Panel. The Chair suggested that training for staff and Members on the LDF be scheduled for the autumn.

Resolved to RECOMMEND: (To Cabinet)

That the UDP Advisory Panel be retitled the 'Strategic Planning Advisory Panel'.

[REASON: To reflect the recent changes to the Planning System].

(To the Portfolio Holder)

That (1) the above report be noted;

(2) officers be requested to prepare the draft Local Development Scheme (LDS) for Harrow for clearance by the Portfolio Holder or Chair and Nominated Member of the Panel for informal discussion with GOL;

(3) the final version of the LDS be submitted to the next appropriate meeting of the Panel;

[REASON: To allow the preparation of the LDS to be progressed to meet statutory deadlines].

(4) officers be requested to revise the Panel's terms of reference to reflect its new duties and submit them to the Panel's next meeting for discussion;

[REASON: To ensure that the Panel's Terms of Reference reflect its new duties].

(5) the Liberal Democrat Group be invited to nominate a Member to be a non-voting co-optee on the Panel;

[REASON: To allow representation of the Liberal Democrat Group on the Panel].

(6) training for staff and Members on the LDF be scheduled for the autumn; and

[REASON: To ensure Members are fully conversant with the new planning system].

(7) copies of the Community Strategy be re-circulated to Members of the Panel.

[REASON: In accordance with a Member's request].

RECOMMENDATION 2 - Interim Report on Green Belt Management Strategy

The Panel received an interim report of the Chief Planning Officer regarding a long-term management strategy for Harrow's Green Belt land. It was noted that this report had recently been submitted to Cabinet for discussion and was now put before the Panel for comment. The Panel's comments would be forwarded to Cabinet, together with a further report on this matter.

The report explained that the Authority had significant land assets within the Green Belt, including farm land and open spaces such as Stanmore Common and Bentley Priory, and that the need for a long-term management strategy for the Green Belt in general and the Council's land holdings within the Green Belt specifically had recently become apparent. The aims of the Strategy and the options for funding it were outlined.

In the discussion which followed, several Members expressed support for this initiative. A Member commented that she would welcome, however, explicit mention within the Strategy of the Council's aim of protecting the Green Belt. A second Member indicated that she would like to see greater emphasis not just on maintaining the appearance of green spaces but on increasing their environmental and conservation value. It was also agreed that the Authority should look to increase their promotion of open spaces to residents as it was felt that there was low awareness of many of them.

Some reservation was expressed with regard to using money from potential future Section 106 agreements to fund the strategy and it was suggested that the Council explore further the option of obtaining grants from charitable or other organisations as a source of funding.

Resolved to RECOMMEND: (To Cabinet)

That the comments outlined above be noted.

[REASON: To inform Cabinet's decision].

PART II - MINUTES

108. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor N Shah	Councillor Ray

109. **Declarations of Interest:**

RESOLVED: To note the following declarations of interest made by Members present relating to the business to be transacted at this meeting: -

Agenda Item 9 – Interim Report on Green Belt Management Strategy

Councillor Marilyn Ashton pointed out that the above report contained some reference to Bentley Priory and advised that she lived near Bentley Priory. She noted that the report did not go into specific proposals for this area and explained that she therefore considered it appropriate to declare only a personal interest in the item.

Councillor Mrs Bath declared an interest in the above item arising from her position as Chair of the Bentley Priory Nature Reserve Management Committee.

Both Members remained and took part in the discussion and decision-making on this item.

110. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

111. **Minutes:**

RESOLVED: That (1) the minutes of the ordinary meeting held on 18 March 2004, having been circulated, be taken as read and signed as a correct record of that meeting; and

(2) the minutes of the Special Meeting held on 7 June 2004, having been circulated, be taken as read and the Chair be given the authority to sign the minutes as a correct record of that meeting once they have been printed in the Council Bound Minute Volume.

112. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

113. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

114. **Deputations:**

RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

115. **Developing the Local Development Framework in Harrow:**

See Recommendation 1 above.

116. **Interim Report on Green Belt Management Strategy:**

See Recommendation 2 above.

117. **Item Placed on the Agenda Further to a Request made by a Member - Section 106 Agreements:**

Further to the request at the Panel's previous meeting that this item be placed on the agenda for discussion, a Member raised a number of queries in relation to Section 106 Agreements.

In response to a query regarding whether the right to buy key worker accommodation extended to those renting units, the Chief Planning Officer confirmed that it did not.

The Member agreed that, as a legal officer was not present at this meeting, she would submit the remainder of her queries and comments in writing.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.30 pm, closed at 9.15 pm)

(Signed) COUNCILLOR KEITH BURCHELL
Chair



Meeting:	Strategic Planning Advisory Panel
Date:	2 nd December 2004
Subject:	Land at Honeypt Lane –Development Brief
Responsible Officer:	Director of Strategic Planning
Contact Officer:	Phil Greenwood Tel: 0208 424 1090 Email: phil.greenwood@harrow.gov.uk
Portfolio Holder:	Portfolio Holder for Planning, Development, & Housing.
Key Decision:	No
Status:	Part 1

Section 1: Summary

Decision Required

To approve the Development Brief for land at Honeypt Lane, Stanmore

Reason for report

To advise the Panel of the response to public consultation and enable the Development Brief to be finalised.

Benefits

Approval of the Brief will improve service delivery by establishing a planning framework to guide the future use and development of the site that takes account of the views of relevant stakeholders, will assist the Council in considering future proposals, and help to facilitate the implementation of a key Proposal Site in the UDP.

Cost of Proposals

None

Risks

Delay in approving the Brief could weaken the Council's position in determining proposals for this key site and lead to unsatisfactory and piecemeal development.

Implications if recommendations rejected

Future proposals for the site would have to be considered against general UDP policies rather than site specific guidance.

Section 2: Report

2.1 Brief History

At its meeting on 7th June 2004, the then Unitary Development Plan Panel approved a draft Development Brief for land at Honeypot Lane (the former Government Offices site) for the purposes of public consultation. This took place over a 6 week period from 4th August to 17th September. This report considers the results of the consultation exercise, outlines the main areas of local concern and recommends a number of changes to the Brief. The revised brief, with additions highlighted, is included as Appendix 1.

2.2 The results of public consultation

Consultation on the brief generated a very limited response, generating only 9 replies. The lack of response, however, was almost certainly affected by the fact that statutory consultation on a planning application for large scale development on a substantial part of the site, received after the brief was approved for consultation, was conducted at much the same time. This has generated considerable interest with several hundred individual and circular letters of objection received. It is therefore likely that residents who might otherwise have commented on the brief chose to respond to the planning application instead. Although such comments relate to a specific form and scale of development they nevertheless highlight issues of general concern to the local community about the development potential of the site. Before finalising the brief, it would be prudent to consider whether it provides sufficient guidance on those particular matters.

The key issues highlighted in the course of public consultation were as follows:

Access

Several local businesses commented in writing or by telephone that the creation of a secondary access to the site from Parr Road, through existing parking/servicing areas, would have an adverse effect on their day to day operations.

The Office of Government Commerce (OGC) which represents the Government Civil Estate, owners of the 2.4ha northern part of the site, noted that maintenance of a single access to the site from Honeypot Lane had implications for the scale of development. Comments were also received about the adequacy of the Honeypot Lane access and the need for the brief to consider existing traffic conditions, black spots and congestion.

Comment:

Provision of a secondary access from Parr Road is only likely to arise if a significant amount of industrial/warehousing floorspace is proposed and shared access with residential use is considered unsatisfactory on amenity grounds. Any revised access arrangement would need to be negotiated between existing industrial occupiers and a future developer. It is suggested that this is clarified in the brief and, in addition, that the specific potential employment access points in Figure 3 are replaced by more generalised and diagrammatic access options.

The effect of development on the existing local infrastructure will be addressed in a transport impact assessment (TIA), the need for which is already included within the brief. Further guidance on the scope of the TIA, however, would be useful and suggested amendments are included in the revised brief covering this issue.

Employment Use

Comments were received from two businesses that the site should be retained for industrial/commercial use. A third business, occupying premises adjoining the site, advised of discussions to purchase land outside the borough to construct a 40,000 sq ft factory.

Agents acting for St Johns Homes, owners of the greater part of the vacant former Government office site, considered that it would be inappropriate to promote the site for a development comprising mainly B1, B2, B8 use as per Option 1 of para. 7.1.2 of the draft brief.

The OGC welcomed the objective of securing a mixed use development but felt that simply replicating existing and former numbers of employees may not create the optimum mixed use solution.

Comment:

The draft brief reflects the Proposal Site details, Policy EM14 of the 2004 HUDP, and the fact a significant proportion of the site has planning permission for residential use. Restricting the development options for the site as suggested would therefore be inconsistent with the UDP. It is accepted, however, that further guidance on how the employment objectives could be met would be helpful and suggested amendments are included in the revised brief.

Flood risk and environmental impact

The Environment Agency commented on a range of matters affecting flood risk, measures for the control of surface water drainage, the need for a buffer strip between any new building and the Edgware Brook, and advice about lighting, the protection of wildlife sites and appropriate forms of landscaping. In particular, the Agency advised that, based on work undertaken by consultants on behalf of the prospective developer of the site, the 1 in 100 year flood plain was more extensive than that shown in the brief and that the brief should be amended to reflect the more accurate boundary.

The OGC considered that the brief does not adequately justify the prevention of new building within the buffer strip adjacent to the Edgware Brook.

Comment:

Any development of the site would need to take account of Environment Agency requirements and advice on flood risk and surface water drainage. It is suggested that the brief be amended to highlight the need for prospective developers to consult with the agency on these matters. The extent of any buffer strip to the Edgware Brook, and restrictions on building within this area, reflects Environment Agency advice.

Density, layout, mix and type of accommodation, building height and affordable housing.

The Canons Park Residents' Association suggested that the brief should include a limitation on density, that there should be more houses and private amenity space, a limitation on height of no more than four storeys, and emphasis on the need to take local conditions into account in deciding the bulk, height and density of the proposals. Concerns about the scale and intensity of development and the appropriate height of new development were reflected in most of the objections to the planning application.

Agents for the OGC and St Johns Homes considered that the requirement for "at least" 50% of additional residential development, above existing commitments, to be affordable was excessive. In terms of site layout the OGC queried the adoption of an urban village approach which seeks to integrate employment and residential uses and felt that that the brief should acknowledge a distribution of land uses that could separate employment from residential. They also commented that the brief should acknowledge that a density of more than 50 dwellings per hectare will be acceptable on the site, and that it was unnecessary to specify separation distances between new development and existing properties fronting Whitchurch Lane.

St Johns Homes expressed concern about the level of provision required for dwellings to wheelchair standard and felt that the target mix for social rented housing was too prescriptive.

Comment:

The brief reflects the design led approach to development that has been adopted in the UDP, emphasising the need for development to have much closer regard to local site conditions than prescribed standards. In supplementing UDP policy it would therefore be inappropriate, and contrary to Government policy guidance, to introduce new material on matters such as maximum density, levels of amenity space or building height restrictions into the brief. It is accepted, however, that further guidance on the development potential of site, its surroundings and the context for development would be helpful, and this has been included in the revised brief.

With regard to the amount of affordable housing, the wording in the brief reflects both the UDP target that at least 50% of all new dwellings are affordable, and the exceptional circumstances necessary to justify residential development at this strategic employment location. It is acknowledged, however, that in negotiating the precise level and form of affordable housing, site development costs and economic viability will have to be taken into account, and that guidance to this effect should be included in the brief.

The proposed mix of social rented housing is clearly indicated in the brief to be a "target". It is considered that this provides sufficient flexibility and does not warrant amendment. It is accepted, however, that the requirement for wheelchair standard housing should be amended to more accurately reflect UDP policy.

Comprehensive development and phasing

Both the OGC and St Johns Homes offered support for comprehensive development of the combined site. St Johns Homes commented that ownership issues dictate that this will have to be implemented in two phases, whilst the OGC were concerned to ensure that the development of the southern site does not compromise the development potential or mix on the northern site. They suggested that the brief should state that any

planning application for one part of the site must demonstrate how co-ordination/integration between different parts of the site can be achieved through a masterplan approach.

Comment:

One of the fundamental objectives of the brief is to ensure that a comprehensive approach is taken to the development of the site which takes full account of identified constraints and land use opportunities. Developers bringing forward proposals for individual parts of the site will need to demonstrate how this objective can be met. The wording suggested by the OGC would be helpful addition to the brief in this regard.

Planning Obligations

St Johns Homes commented on the need for the Council to develop a clear and justified financial framework in order to lead negotiations with future applicants.

Comment:

It is accepted that the Council will need to have a clear justification for any planning obligations sought in relation to specific proposals for the site. It is unnecessary and premature, however, to include such detail in the brief.

2.3 Consultation

199 local residents were consulted about the brief, together with four residents associations, 27 business adjoining the site in Parr Road and Garland Road, the Mayor of London, Transport for London, the Environment Agency, Harrow in Business and the Harrow Chamber of Commerce (see Appendix 2). Consultation details were sent to Councillors in Canons, Belmont and Queensbury wards.

2.4 Financial Implications

None

2.5 Legal Implications

SPG is a non statutory guidance. Under the new system of Local Development Frameworks SPG is replaced by SPD which are subject to the provisions of regulations in part 5 of the Town and Country Planning (Local Development (England) Regulations 2004. There are transitional provisions for SPG.

This document would not be SPG or SPD as it was in draft when the relevant parts of the Planning & Compulsory Purchase Act 2004 (PACA) came into force and has not been prepared in accordance with the new regulations. The weight that an inspector would give it would be increased if it was seen to have a high level of consultation and thoroughness in considering the representations. The position of draft SPG's has not been tested in relation to the PCPA 2004 and there is a degree of uncertainty about what status an inspector would give it.

2.6 Equalities Impact

The Development Brief provides the opportunity to promote an exemplar form of sustainable development that will enhance social inclusion and ensure full access to new housing, employment and community facilities.

Section 3: Supporting Information/ Background Documents

Appendix 1

Revised Development Brief

Appendix 2

List of Consultees

Background Papers

The Harrow Unitary Development Plan 2004

The London Plan

Report to Unitary Development Plan Advisory Panel June 2004

Appendix 2

The owner/occupier	1-34 Bramble Close (cons)	Stanmore	Middx	HA7 1QX
Mrs F Lee	Bramble Close Residents Association	21 Bramble Close	Stanmore	HA7 1QX
The owner/occupier	268 -270 Whitchurch Lane 272A/B 274A/B 276 278A/B 280-286 290-298/298A 300-304 306A/B 308-312/312A 314-332/332A 334/334A/B	Stanmore	Middx	HA8 6QX
	287-313 Whitchurch Lane			HA8 6RA
	1-16 Bartholomew Court (cons) Longcrofte Road	Edgware		HA8 6QZ
The Manager	1-23 Station Parade (cons) Whitchurch Lane	Edgware		HA8 6RW
	1A – 9A Station Parade (cons\ 10A/B – 13A/B (cons) 14A – 23A (cons) Whitchurch Lane	Edgware		HA8 6RW
	1-6 Willow Court (cons) Bromefield	Stanmore		HA7 1AJ
The Manager	843/849 Honeypot Lane (I shop) 851 - 865 Honeypot Lane (odd) 897/899 Honeypot Lane (1shop) 901- 909 Honeypot Lane (odd)	Stanmore		HA7 1AR
The owner/occupier	869-895 Honeypot Lane (odds 877A Honeypot Lane Flat 1-4, 901 Honeypot Lane 911-915 Honeypot Lane	Stanmore		HA7 1AR
Mrs S Sackwild	Canons Park Residents Association	244 Whitchurch Lane	Edgware	HA8 QWH
Ms L M Chambers	Laing Estate Residents' Association	26 Bromefield	Stanmore	HA7 1AB
A J Raymond	Stanmore Society	8 Old Forge	Stanmore	HA7 3EB

Close

Metropolitan Police	(1)Geoff Bigby (2) Insp. Barter
Mayor of London	Ken Livingstone
Transport for London	
Environment Agency	Mr Deakin
Harrow in Business	Mr Pluck
Chamber of Trade	Mr Lalljee
Business uses in	
Parr Rd	

Land at Honeypot Lane Stanmore

Development Brief

1 Introduction

- 1.1 This Brief concerns the future use and development of the former Government Office site in Honeypot Lane, Stanmore. Covering 6.5 hectares, in a sustainable location well served by road and rail, the site represents a major development opportunity and offers considerable scope to achieve a very high quality scheme meeting a range of land use objectives. Much of the site is vacant and cleared of buildings, though part continues to be occupied by the DVLA's local Vehicle Registration Office. It is understood, however, that this is likely to cease operation in the near future enabling the whole site to be brought forward for development on a phased basis. The brief sets out a comprehensive development framework with the aim of maximising the potential of the site and ensuring that future proposals are better integrated with the surrounding area.

The brief was subject to public consultation over a 6 week period in August/September 2004 and has been modified to take account of comments received.

2 Purpose of the Brief

- To establish parameters for the development of the former Government Offices at Honeypot Lane, and a policy framework in which the scale and form of development and the mix of preferred land uses can be agreed.
- To assist prospective developers in preparing proposals for the site, or for different parts of the site, within an integrated and comprehensive framework.
- To promote a major development opportunity, capable of achieving a number of Council objectives and delivering a high quality and sustainable development of considerable local significance.
- As a strategic employment site a scheme for this site should make a significant employment contribution to the Borough.

3 The Site and Surroundings

- 3.1 The site is located on the east side of the dual carriageway Honeypot Lane, just south of the junction with Whitchurch Lane, mid way between Stanmore District Centre some 1.5 km to the north and Queensbury Local Centre to the south. (Figure 1). Canons Park station (London Underground) lies just beyond the north-east boundary, and is served by the Jubilee Line. The site has good links to the M1, A5 and A412 within about 3km.

- 3.2 The site comprises two separate land use parcels. The bulk of the site, covering 4.1ha, is vacant but was formerly occupied by single storey Government offices in a compact, dense layout. A further 2.4ha of land immediately north of the cleared site continues to be occupied for Government related business use by the Vehicle Registration Office, accommodated in a series of system buildings. The brief includes both areas of land, and any proposals for development should demonstrate how the two areas could be developed within an integrated and comprehensive framework. Vehicle access is provided from Honeypot Lane and there is a controlled footpath, owned by Transport for London, on the north east corner of the site providing a pedestrian link to Whitchurch Lane, opposite Canons Park station.
- 3.3 Two storey warehouse/industrial buildings, partly on elevated ground, are located to the south, and residential property, fronting Whitchurch Lane about the northern boundary of the site. The surrounding residential area comprises mainly two storey semi detached and detached housing, much of it built in the 1920's and '30's, and several more modern blocks of 3 storey flats. The Edgware Brook forms the western boundary, beyond which is a wooded strip adjacent to Honeypot Lane and a small residential development off Bramble Close. The embankment to the Jubilee Line runs along the full length of the eastern site boundary. The whole site slopes gently from north to south and from west to east. Designated Sites of Nature Conservation Importance adjoin either side of the site.

4 Site History

- 4.1 Outline planning permission was granted in June 2000 for an affordable housing scheme of some 1.2 ha on the eastern part of the site, as part of a linked set of proposals that included the development of land at Brockley Hill Stanmore for residential use, and the development of some 2.87 ha of land at the western part of the Honeypot Lane site for a major, large scale cultural and community facility. The applications indicated that vehicular access to the affordable housing site would be provided as part of the development of the proposed cultural centre. Land forming the affordable housing site has now been transferred to Acton Housing Association.
- 4.2 In April 2003, permission was granted to allow submission of the affordable housing reserved matters by June 2005. An application to extend the period of time to submit details of the proposed cultural centre was refused, and subsequently dismissed on appeal. That consent has therefore lapsed.
- 4.3 Chesterton plc were commissioned by the Council in June 2002 to produce a study of the supply and demand of employment land and premises in Harrow. With regard to the Honeypot Lane site the study concluded that:

“...the site represents the largest opportunity for additional industrial space in the borough.... Benefiting from dual carriageway links(A4140) and within reasonable proximity of the A5 and A41 the cleared site lends itself favourably to a larger scale development and may attract interest from a

wide range of users from a more national base which may include headquarter type manufacturing/distribution facilities, bespoke distribution facility serving not only the local populace but also the more regional base including north and west London. There is a shortage of large site available within the M25 ring which may accommodate large scale bespoke facilities, consequently there is likely to be a high level of developer interest in this site. The vacant site at the entrance to Parr Road would make a suitable additional point or enable a wider access point to be created...the site is also "ready to go" subject to planning permission".

- 4.4 The Chesterton report highlighted the strong demand for industrial premises in the Borough particularly for business start-ups, set against a background of very strong local entrepreneurial activity. It noted the shortage of good quality industrial land, and the limited stock of premises, which helps to keep rental values and investment yields buoyant. The study concluded that more industrial floorspace needs to be developed in the Borough.
- 4.5 Cabinet in October 2003 noted the findings of the Chesterton report and agreed, amongst other things, that a Master Plan/Area Action Plan should be prepared for the Honeypot Lane area.

5 Planning Policy Considerations

5.1 National Planning Guidance

PPG1: General Policy and Principles: emphasises the importance of the planning system in achieving sustainable development and the value of mixed use development in helping to create vitality and diversity and reduce the need to travel. Development which generates large numbers of trips should be concentrated in places well served by public transport. The use of previously developed land is preferred, before considering the development of greenfield sites, provided that it creates or maintains a good living environment.

PPG3: Housing: seeks to provide wider housing opportunity and choice and a better mix in the size, type and location of housing. Priority is given to the re use of previously developed land and to sustainable patterns of development by improving the links between housing, jobs, local services and amenities, and by planning for mixed use. Inefficient use of land should be avoided by ensuring that housing development achieves a density of between 30 and 50 dwellings per hectare. In designing the layout of new residential development, the needs of people should be placed before the ease of traffic movement. **Draft revised PPG3: Supporting the delivery of new housing** – proposes to add a new policy to PPG3 to require the use of commercial or industrial land for housing unless a convincing case for retention can be made, preferably through an up to date review of employment land.

PPG4: Industrial and Commercial Development and Small Firms: requires local planning authorities to ensure that there is sufficient land available which is capable of industrial and commercial development and well served by

infrastructure. There should be a variety and choice of sites available to meet different needs and facilitate competition between developers.

PPG13: Transport: seeks to reduce the need for travel, especially by car, and create a genuine choice of travel modes. This can be achieved by focussing major generators of travel demand, and higher densities of development, particularly housing, at points of high public transport accessibility. Local facilities should be located where they can easily be reached by foot or cycle.

PPS 22: Renewable Energy: requires Local Planning Authorities and developers to consider the opportunity to incorporate renewable energy projects in all new developments. These should be located and designed in such a way to minimise any increase in ambient noise levels and possible impacts of odour. It further acknowledges that the landscape and visual effects of particular renewable energy developments will vary on a case by case basis, and that some of these effects may be minimised through appropriate siting, design and landscape schemes.

PPS 23: Planning and Pollution Control: advises that any consideration of the quality of land, air or water and the potential impacts arising from development is capable of being a material planning consideration. In considering proposals for development Local Planning Authorities should take account of the risks from pollution and land contamination and how these can be managed or reduced. It recognises, however, that the planning and pollution control systems are separate but complementary. The planning system should therefore focus on whether proposed development is an acceptable use of land, rather than the control of processes or emissions themselves, which are covered by a different regime.

PPG25: Development and Flood Risk: emphasises the need for a precautionary principle to flood issues using a risk based approach. Inappropriate development on undeveloped and undefended flood plains should be avoided and developers should fund the provision and maintenance of flood defences and warning measures that are required because of development. In particular, sustainable drainage systems should be used to control surface water run-off as near to the source as possible.

5.2 The London Plan

The site is identified as a Strategic Employment Location (SEL) in the London Plan, part of the Stanmore Industrial Business Park. These are areas for businesses requiring a high quality environment. Policy 3B.5 states that the Mayor, with strategic partners, will promote and manage the varied industrial offer of the SEL's as London's strategic reservoir of industrial capacity. Boroughs are required to identify SEL's in UDP's, and to develop policies for employment sites outside SEL's having regard to, amongst other things, the release of surplus land for other uses in order to achieve the efficient use of land in the light of strategic and local assessments of industrial demand.

Complementing the Mayor's employment objectives, the London Plan includes a range of policies to increase the supply of housing in London and address, in particular, the need for affordable housing. In setting local targets, Boroughs are advised to take account of regional and local assessments of need, and the Mayor's strategic target that 50% of all additional housing should be affordable. In negotiating on individual private and mixed use schemes, Boroughs should seek the maximum reasonable amount of affordable housing.

5.3 Harlow Unitary Development Plan (UDP)

The former Government Offices site is included in the 2004 Harlow UDP as Proposal Site 33 for:

"Comprehensive development for B1/B2/B8 use or business/residential"

The Proposal Sites schedule indicates the following development objectives and constraints:

"The site occupies a prominent location to the east of Honeypot Lane and forms part of the Stanmore Industrial Business Park. It is the largest vacant industrial site in the Borough and has considerable potential to be developed for business, industrial or warehousing use.

Planning permission was granted in June 2000 for an affordable housing scheme of some 1.2 hectares on the eastern part of the site. An element of residential use, including work/live units, would therefore be acceptable, as part of the comprehensive development of the whole site, principally for employment use. This form of development would require employment-related activities immediately adjacent to any residential use, to be restricted to B1 use to safeguard the residential component of the scheme.

In order to improve public transport accessibility, the footpath link in the north east corner of the site to Canons Park station would need to be maintained and enhanced in any future development. Particular attention would also have to be paid to the eastern and western boundaries of the site to protect the nature conservation interest of adjacent land."

The Proposal Site and land to the north and south is allocated on the Proposals Map for Industrial and Business Use.

An objection to the Proposal Site designation – that B1/B2/B8 would be unacceptable and that the site should be re-designated as residential, with live/work units and single storey offices to form an urban telecentre – was considered at the UDP Inquiry in February 2003. The Inspector noted that the Council's intentions for the site could well include some live/work units, and, whilst there may be some doubt about the affordable housing provision, B1 uses could, by definition, co-exist with a residential neighbour. He recognised that other policies in the Plan could be relied on to regulate further development proposals for the site and, in the circumstances, did not consider that the UDP designation was misplaced or inappropriate. He recommended no modification to the Plan.

5.4 Other UDP Policies

- S1: seeks to secure a form and pattern of development that accords with the principles of sustainable development
- EM15: resists the loss of land and buildings within identified sites from business, general industrial or warehousing use, including the former Government Offices in Honeypot Lane, and land at Parr Road/Garland Road, and Honeypot Lane/Dalston Gardens (all of which form part of the Stanmore Industrial Business Park as defined by the GLA)
- EP12/EP13: state that development within floodplains will not normally be permitted and that appropriate attenuation measures should be incorporated in all development generating surface water run-off.
- EM23: sets out a range of criteria against which applications for B1, B2 and B8 development will be considered.
- EP28: seeks to conserve and enhance biodiversity by, amongst other things, resisting development that would have an adverse impact on sites of nature conservation importance
- D4/D5/D6: promote a design-led approach to development and require a high standard of design and layout in all new development. They set out those factors that will be taken into account by the Council when considering planning applications, including specific guidance on residential development and design in employment areas
- H5: sets a minimum residential density in all new development of 150 habitable rooms per hectare
- H6: seeks to maximise the amount of affordable housing on sites over 0.5ha or developments of 15 or more units
- T7: requires that all development should be designed so that there is safe, easy access for all to, from and within the site.
- T13 & Schedule 6: sets maximum parking standards and the factors to be considered in deciding the appropriate level of provision in new development.

5.5 UDP Strategic Objectives

The UDP sets out ten Strategic Objectives, several of which have a particular bearing in the development potential of the site including the following:

- to support and enable a more sustainable pattern of land use in the Borough
- to protect and enhance the natural and built environment
- to provide all new build homes on previously developed land with all homes (including affordable housing) built to a good quality
- to promote economic development and facilitate a balanced economy and help contribute to the provision of a range of jobs and training opportunities

In seeking to secure appropriate economic development, the UDP notes the significant presence of the manufacturing sector in Harrow and the vital need to retain land in business and industrial use. It goes on to state that the aim is to create a balanced economy, with a variety of different jobs suiting a range of skills, and also to increase the range and number of jobs available.

6 Site Constraints

The main site constraints are indicated on Figure 2, as follows:

Flood Risk

The Edgware Brook runs along the western boundary of the site and its 1 in 100 year floodplain extends into the site to a maximum depth of some 140m. The Environment Agency is likely to object to development that falls within the floodplain, unless proposals are supported by an appropriate Flood Risk Assessment (FRA) which addresses and satisfies the Agency's concerns. A surface water flood risk assessment should also be undertaken and drainage proposals will be required to satisfy the following criteria:

- a) surface water discharges from the site should not exceed the existing greenfield run-off rate; and
- b) the drainage system must be able to accommodate the worst case 1 in 100 year storm event without the flow balancing system being bypassed.

A variety of solutions for the control of surface water run-off are available including conventional attenuation storage (tanks or excavated areas) and more sustainable urban drainage techniques such as permeable pavements, grassed swales, infiltration trenches and ponds.

Development proposals should ensure that an 8m buffer strip is maintained adjacent to the Edgware Brook, measured from the top of the bank, in order to retain access to the watercourse by the Agency. The buffer strip should be kept free from any permanent development, including fences and other obstructions, and any planting within this area should comprise solely of locally native species.

Developers are strongly advised to discuss these matters with the Environment Agency and will be required to submit appropriate risk assessments with any planning application.

Access

The existing access to Honeypot Lane is inadequate and will need to be widened to accommodate suitable footways into the site. Part of Stanmore Common is almost adjacent to the existing access. The widening must take account of that constraint as well as ownership of any land proposed as public highway between Honeypot Lane and the site boundary. Further detail is included in para. 7.4.1 below.

Nature Conservation

The Edgware Brook and immediately adjacent land, together with the embankment to the Jubilee Line forming the eastern boundary of the site, are

designated as Sites of Nature Conservation Importance in the HUDP and development will need to ensure that their specific nature conservation value is maintained and enhanced.

Adjoining Uses

Housing to Whitchurch Lane backs onto the site along the full length of the northern boundary and development in this area must maintain the amenity of existing residential properties. Industrial and warehousing buildings form the southern boundary of the site, part of the Parr Road/Garland Road Industrial Estate, and present potential problems of noise, disturbance and poor outlook, which should be taken into account in any future layout.

7 Development parameters

The Council's overall objective is to secure an attractive and exemplar mixed use development which makes full and effective use of this significant site, contributes positively to the character and appearance of the area, and achieves an appropriate balance between the employment, housing and environmental objectives of the UDP.

7.1 Preferred Land uses

7.1.1 Proposals for the comprehensive development of the site should demonstrate how the employment objectives of the UDP and the London Plan have been addressed. As well as seeking to increase the number and range of jobs, the Council favours job provision that matches the skills of the local workforce or incorporates training for new skills. Within the context of a mixed use proposal, it will be necessary to show, as a minimum requirement, how the current level of employment on the occupied part of the site can be maintained, and how the potential levels of employment and training places from the vacant area (excluding the land with permission for affordable housing) can be achieved. The exact level will be dependent upon the nature and quality of employment created. In addition at least 1.2 ha of land should be allocated for affordable housing, taking account of the outstanding planning permission described in para. 4.1 above.

7.1.2 These minimum requirements could be achieved in one of two ways:

Option 1: As part of a development mainly for B1, B2 or B8 use, in accordance with the site's UDP designation and Strategic Employment location. This could take several forms from modern, flexible and high quality B1 space, to general manufacturing, to a large-scale bespoke distribution facility serving national requirements.

Option 2 : Within a mixed use scheme for residential and industrial/business use, taking account of the size of the site, its sustainable location and recent planning history. This form of development, rather than a single use scheme, would be more consistent with the Government's sustainable development objectives and emerging plans to increase the recent rate of house building. All

proposals must make a substantial contribution to employment opportunities in the Borough, with an emphasis on increasing the amount of start-up and move-on space. However, the precise scale and mix of uses, and the residential content in particular, will be determined by the need to safeguard the amenities of residential property along the lengthy northern boundary of the site, limitations on the vehicular access from Honeypot Lane, and the need to create a high quality residential environment for future occupants.

- 7.1.3 Employment generating development provides a particular opportunity to address the acute shortage of start up units (30m² - 50m²) in sufficient number to create a critical mass offering visible choice, and move-on space (250m²-1000m²) to meet the essential expansion needs of growing firms. An on-site facility offering business advice and services to small firms would complement these activities.
- 7.1.4 At least 50% of any additional residential development, above existing commitments, should be affordable. The Council's preference will be to maximise the amount of social rented housing, in accordance with local priorities and in the target proportion of 35% social rent to 15% intermediate housing. The intermediate housing could be either shared ownership or intermediate rent or another form of low cost housing that would meet the needs of, for example, key workers. In seeking to agree the precise level and form of affordable housing provision with developers, the Council will take account of site costs and the economic viability of specific proposals. 10% of all new social rented dwellings should be built to wheelchair standards and the remainder should be built as "Lifetime Homes".

7.2 Design and layout

- 7.2.1. Although the current affordable housing scheme is located towards the eastern part of the site, comprehensive development will allow an alternative and more appropriate layout, which better integrates new housing with the adjoining residential area and any new business uses with the established industrial estates to the south.
- 7.2.2 The surrounding land uses suggest a site layout that concentrates employment activities to the south of the site and new housing to the north. A landscaped buffer between the two would protect the amenities of existing and future residents and minimise the environmental impact of new employment development. Provided that a suitable distribution of uses is achieved, no objection would be raised in principle to this form of layout. A mixed-use scheme over the majority of the site, however, offers the potential to integrate housing and employment uses in a more flexible layout that does not rely on a rigid zoning pattern and achieves the key characteristics an "urban village" as described in PPG1. Care will need to be taken to ensure that uses are compatible and laid out in a way that secures a high quality residential environment. Employment uses sited close to housing, or which can only be serviced from the shared Honeypot Lane access, should be for B1/D1 use only. They should be of a scale and character consistent with a residential

environment, in high quality buildings and well-landscaped settings. Work/live accommodation would also be suitable in those parts of the site developed principally for residential use. Any general industrial or distribution uses provided as part of a mixed use scheme are only likely to be acceptable if they can be accessed from Parr Road forming a natural extension to the Business Park to the south. Any revised access arrangement from Parr Road would need to be negotiated between existing industrial owner/occupiers and a future developer.

7.2.3 The site layout should encourage pedestrian movement and minimise the distance on foot to other local facilities and public transport, and between new housing and business uses. All proposals should take full account of relevant UDP policies and Supplementary Planning Guidance on the Design of New Development.

7.2.4 The amount of land available for housing is large enough to divide the site into separate parcels and provide the opportunity to create developments of distinctive character, and a diversity of styles by giving each area a sense of place with its own individual identity. Where possible traditional patterns of development, of streets, blocks and open space, should be created to contribute to a high quality environment. Within this framework, however, there is scope for a range of design and architectural solutions, though development along the northern and western boundaries should broadly respect the predominant built form in the surrounding area.

7.2.5 Development will be expected to take account of sustainable design and construction principles and maximise energy efficiency. Particular attention should be paid to reducing energy and resource consumption through layout, orientation, siting of windows, the use of materials, insulation, air movement, solar access and building construction.

7.2.6 Crime prevention should be integral to the initial design process. Buildings should be orientated to provide natural surveillance of the surrounding area, reducing opportunities for crime, and ensure a clear demarcation between public and private space. Roads, footpaths and cycle tracks should be well lit and direct, with good visibility, and long blank walls and blind alleyways should be avoided. There should be no unobserved access to the rear of buildings. Landscaping should also be used positively to provide physical barriers to insecure boundaries.

7.3 Residential mix and density

7.3.1 In accordance with the UDP, the Council will seek to maximise the housing contribution on those parts of the site developed for residential use, provided that the form and layout of building secures the highest quality environment consistent with the design objectives of the brief. A range of dwelling types should be provided to maximise the choice of accommodation and there should be a balance between smaller and larger homes, and a mix of houses and flats, to reflect the Borough's housing requirements. Lower density development along the northern boundary of the site will be favoured, and should be of a height and

form that respects the established scale and pattern of housing in the area. The treatment of the area around the main entry point to the site in Honeypot Lane is particularly important given its visual prominence and expected level of use. The aim here should be to create a form of development that has regard to local character and helps to integrate the site with the surrounding area, but which can also act as a “gateway”, setting the overall context for development. However, a more intense built form, with taller buildings and higher densities, will be acceptable towards the less visually sensitive southern and eastern parts of the site. Any development close to the railway embankment must ensure that the nature conservation value of this area is maintained. A landscaped buffer between the built form and the embankment should be considered.

7.3.2 The target mix for the affordable social rented housing will be:

1 bed	7%
2 bed	48%
3 bed	23%
4 bed	17%
5+bed	5%

The Intermediate housing should reflect the needs of key workers and other local people in housing need who are unable to afford market housing and should be affordable to people with household incomes in the range £16,000 - £35,000.

7.3.3 All new housing should provide sufficient usable amenity space for residents and there should be a clear definition between private amenity space and public space. Wherever possible, amenity space should be located to the rear of the property. Blocks of flats, in addition, require “visual” amenity space in the form a landscaped setting. In view of the size of the site, however, it is not anticipated that other forms of amenity space such as balconies, roof gardens or internal communal area should be used as an alternative to open, external landscaped areas.

7.3.4 Development close to the northern boundary of the site must ensure the privacy of existing residential properties fronting Whitchurch Lane, with adequate space between existing housing and new development to maintain privacy and avoid overlooking.

7.3.5 Parking provision should take account of the site’s relatively good access to public transport, and encourage travel by non-car modes. It should not exceed the maximum standards set out in the UDP. Parking areas should be located where they are not visually intrusive but are convenient and safe.

7.4 Access and Movement

7.4.1 Vehicular

The existing vehicular access from Honeypot Lane should be retained, but will need to be widened to facilitate pedestrian footway provision into the site which currently does not exist. A maximum widening of 2m to 3m is envisaged. The junction with Honeypot Lane itself should be redesigned with either a revised

priority junction or signalised installation. The final option will be determined on the basis of a comprehensive traffic impact assessment (TIA), taking account of traffic conditions within the area. The TIA should assess the predicated impact of the transportation demands of development on the existing local infrastructure and include measures to mitigate any adverse effects. Detailed access arrangements, including, if necessary, provision for a second point of access, and vehicle movement around the site, will depend on the scale and phasing of development and the number of residential units proposed:

- less than 100 dwellings - a single access from Honeypot Lane will suffice;
- 100-300 dwellings - provision of a second access is recommended. If this cannot be secured then the internal road layout should form a circuit and there should be the shortest practical connection between the circuit and the single point of access;
- 300 plus dwellings - specific measures to maintain access must be considered to ensure that access is maintained where a second access cannot be provided. This may take the form of a wider access road provision into the site.

Developers will need to demonstrate how emergency access can be achieved in the event that the site continues to be served from a single point of access.

7.4.2 Pedestrian

The design and location of pedestrian circulation routes within the site is of major importance and will help to ensure that pedestrian/vehicular conflict is minimised. Proposals should incorporate a series of pedestrian routes providing access within the site and to the surrounding area. Key routes are indicated on Figure 3. The footpath link in the north-east corner of the site to Canons Park station, in particular will need to be maintained and enhanced in any future development. This is essential to reinforce the advantages of this sustainable location. The road layout should be cycle friendly to encourage cycling on the carriageway or on dedicated cycle routes throughout the scheme. The provision of a toucan crossing in Honeypot Lane will also be recommended to aid pedestrian/cycle movement.

7.5 Trees and Open Space

7.5.1 The use of appropriate landscaping and areas of open space can significantly improve the quality and appearance of new development, integrating it within the wider landscape. Landscaping should therefore be considered as part of the initial design process. High quality landscaping will be required especially in those areas developed for business use. In addition to the wooded area immediately adjacent to the Edgware Brook, there are several mature trees and other landscaped features within the site and they should be retained wherever possible. Any additional planting should comprise of native species only.

7.5.2 In the event that the southern part of the site is developed for B2 or B8 use, a substantial landscaped buffer should be provided separating employment uses from new housing. This should incorporate pedestrian and cycle routes to the

adjacent industrial estates and to the existing footpath in the north-east corner of the site, providing easy and convenient access to Canons Park station.

7.5.3 In addition, an area of open space should be created extending over the floodplain to the Edgware Brook, linked to the network of open space to the north west of the site, and including appropriate water and landscape features that enhance its nature conservation value. Landscape treatment in this part of the site must ensure that there is no artificial light spillage into the watercourse or adjacent river corridor habitat that would disrupt the natural diurnal rhythms of a range of wildlife.

7.6 **Phasing**

7.6.1 Although the Council considers it essential that a comprehensive approach to development is taken, it recognises that, as the site is not in single ownership and the timescale for bringing forward individual proposals may not coincide, a phased development will be required. Provided that proposals are consistent with the overall objectives of the brief, and do not compromise the development potential of the remainder of the site, a phased scheme will be encouraged. When submitting proposals developers will need to demonstrate how coordination/integration between different parts of the site can be achieved thorough a masterplanning process.

7.7 **Planning Obligations**

7.7.1 The Council will seek to negotiate a legal agreement with a future developer to ensure that development achieves the key aims of this brief, including, amongst other things:

- the provision of affordable housing
- on site skills training
- the creation and future maintenance of footpaths to the north east and north west boundaries
- improvement works to the Edgware Brook as may be specified by the Environment Agency
- the provision and future maintenance of appropriate children's play facilities, on site or within the immediate surrounding area
- contributions to appropriate community and health facilities in the area
- improvements to the site access including the funding of any works, orders or procedures.
- Permanent arrangements for public use of the footpath to Whitchurch Lane (Cannons Park station) and its maintenance / lighting.

Glossary

- **B1 Use:** - Business(including offices, research and development and light industry)
- **B2 Use:** - General Industry
- **B8 Use:** - Warehousing, Storage and Distribution
- **Intermediate Housing:** - Sub-market housing substantially above Housing Corporation target rents, but substantially below market levels. This category includes low cost home ownership schemes and key worker housing. It may include some low cost market housing where its price is close to other forms of intermediate housing.
- **Key Worker Housing:** – Regarded as housing for people in jobs that provide services deemed to be vital to the local and wider London economy and the maintenance of essential services, where there is evidence of recruitment and retention problems. A key worker is on a low to moderate income that is insufficient to allow them to access open market housing either for rent or sale and includes those employed in the public sector.
- **Lifetime Homes:** - Dwellings which are designed to a standard that allows easy adaptation to meet the needs of occupiers throughout their whole life. (Criteria and Design standards have been defined by the Joseph Rowntree Foundation)
- **Live/Work Units:** - Developments consisting of workshop or other employment units with integral ancillary residential accommodation
- **Shared Ownership:** – Housing schemes provided on the basis of shared equity (i.e. the occupiers part-buy, part-rent the property), allowing the occupiers to buy what they can afford, with the flexibility to increase the degree of ownership if they so wish.
- **Social Housing:** -Housing usually provided by a Registered Social Landlord (Housing Association) or Housing Authority, at levels no higher than Housing Corporation rents.
- **Strategic Employment Location (SEL):** These comprise Preferred Industrial Locations, Industrial Business parks and Science Parks and exist to ensure that London provides sufficient quality sites, in appropriate locations, to meet the needs of the general business, industrial and warehousing sectors.
- **Sustainable Design and Construction:** - Design and construction in accordance with environmentally sound principles of building, material, energy and water use. Such a building would minimise energy use making the most of natural light, solar gain and natural ventilation; minimise pollution through the use of non polluting materials; and make a positive contribution to the ecology of the surrounding area through the use of turf roofs, planting and landscaping. Use may also be made of renewable energy technologies, such as photovoltaics and solar water heating, grey water recycling and recycled building materials.

- **Sustainable Urban Drainage Systems (SUDS):** - A range of techniques that reduce flood risk and improve water quality by reducing the rate and quantity, and improving the quality, of surface water run-off. Unlike conventional drainage, SUDs have many other benefits, such as protecting and enhancing biodiversity, maintaining or restoring water flows and enhancing amenity.

- **Unitary Development Plan:** - A Statutory Plan produced by the Council which sets out policies and proposals for the development and use of land in the Borough

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Meeting: Strategic Planning Advisory Panel
Date: Thursday 2nd December 2004
Subject: Developing the Local Development Framework in Harrow - Draft Local Development Scheme
Responsible Officer: Director of Strategy (Urban Living)
Contact Officer: Dennis Varcoe
Portfolio Holder: Portfolio Holder for Planning, Development and Housing
Key Decision: (yes or no) No
Status: (Public or Confidential (including exemption paragraph) Public

Section 1: Summary

The Planning and Compulsory Purchase Act 2004 requires that local authorities submit a Local Development Scheme (LDS) to the Secretary of State by 28 March 2005 (6 months after enactment). The LDS is a 3-year project management plan which sets out the development plans and other supplementary planning advice that the Council intends to produce as part of the new Local Development Framework which will, when adopted, replace the Harrow Unitary Development Plan. This report sets out the importance of the evidence base for the LDF, the reasoning behind the priorities suggested for inclusion in the draft programme, and the importance of community involvement and sustainability appraisals in the process. Following final confirmation of the documents to be included in the LDS, completion of the detailed project management plan and editing of the document, it is suggested that community involvement on the draft LDS is undertaken.

Decision Required

The Panel is requested to: -

1. Endorse the priorities and programme identified in the draft LDS:
2. Agree that the Draft Local Development Scheme be made available for public comment, following finalising of certain matters identified in the report, and
3. On receipt of comments on the draft, agree that any suggested amendments to the Draft LDS be submitted to Cabinet at its meeting on 17 March 2005, in order that the timetable for submission to Government Office for London is met.

Reason for report

The Local Development Scheme is required to be approved by Cabinet prior to submission to the Government Office for London by 31st March 2005. Submission of the LDS by the set deadline, the priorities included and the delivery of the programme set out in the LDS are important elements of Planning Delivery Grant. Public involvement on the draft is seen as a positive start to the LDF process.

Benefits

The Council has a statutory duty to prepare a Local Development Framework, the initial stages involving preparation of a Local Development Scheme(LDS). Submission of the LDS to the Government Office of London by the end of March 2005 will secure Planning Delivery Grant on this element. Undertaking community involvement on the draft LDS indicates the Council's early commitment to securing engagement throughout the whole process.

Cost of Proposals

The cost of preparing the LDS be contained within current approved Departmental Budget and Planning Delivery Grant.

Risks

Completion of the detailed project management plan may indicate that the identified programme may not all be capable of delivery.

Implications if recommendations rejected

If the LDS is not submitted by the end of March 2005, the Council would be likely to lose this element of the Planning Delivery Grant. This would also be likely to impact on the Council's ability to resource the LDF programme.

Section 2: Report

Brief History

Previous reports to the Panel have briefly set out the likely requirements under the Planning and Compulsory Purchase Act, which was partly enacted on 28th September 2004. In the comparatively limited time available since the adoption of the HUDP, officers have been developing the draft LDS to its current content.

Options considered

The content of the LDS has been prescribed in legislation and guidance. Draft assessment criteria to be used by GOL have been used to determine the

approach adopted in this draft LDS. Whilst there is no statutory requirement to consult on the draft LDS, it is considered that this fully reflects the spirit of the new community engagement requirements

Content of the draft LDS (Appendix A)

It is important to briefly comment on some of the key matters in the new system which have strongly influenced the suggested content of, and programme for, the LDS. These are (1) the evidence base for the LDF (2) the reasoning behind the priorities included in the draft programme (3) the importance attached to community involvement, and (4) Strategic Environmental Assessments and Sustainability Appraisals.

(1) Evidence Base - Production and management of a sound and comprehensive evidence base to help identify the key issues and priorities to be addressed and to provide support for the policies and proposals eventually put forward is a key feature of the LDF process. The 'soundness' of all LDF documents rest on good quality information. Accordingly, authorities are required to identify necessary research work needed to ensure that the evidence base is comprehensive, sound and up to date.

(2) Reasoning behind the priorities

In determining priorities, it is important that continuity is achieved in the new system. Public consultation on supplementary planning guidance in relation to the Harrow Town Centre Masterplan, the Harrow on the Hill Station proposal site, and the planning brief for the Honey Pot Lane Proposal Site has recently been undertaken, and the Council can move speedily towards adoption of these. In addition, having only adopted the HUDP in July 2004, it is important that certain supplementary planning documents (SPDs) are produced to support policies in the Plan. These have been kept to a minimum and reflect that significant work has already been completed.

Reference was included in the HUDP to a commitment to give early consideration to the areas of waste and housing provision - two key government and Mayoral priorities. Discussions are already in hand with other Boroughs in West London with a view to possibly producing a joint Waste DPD (and reflecting the approach being taken by North Boroughs). Although these discussions are at an early stage, it is recommended that the Waste DPD be accorded high and early priority within the LDS.

Reflecting the government's priority for the speedy production of the Development Plan Documents of the Local Development Framework (i.e. the Core Strategy, Site Specific Proposals, Generic Development Policies and the Proposals Map. it is therefore recommended that these then become the main focus within the LDS. Within available resources, it is considered that it would be over-ambitious to include any more documents at this stage. It is open to the Council to amend the LDS by adding further documents at some later stage, should resources allow, and progress on producing other documents in the LDS not be compromised as a result.

(3) Community Involvement

With the emphasis on securing effective community involvement in all aspects of the LDF process, authorities are required to give early consideration to producing a Statement of Community Involvement (SCI). This must set out the standards to be achieved and the methods of engagement that the Council intends to employ. If a consistent approach is to be achieved it is essential that this document is one of the first to be produced.

Reflecting the need to achieve consistent standards across all Council and Planning services, the statement importantly must also include the approach and standards for dealing with planning applications.

(4) Sustainability Appraisal and Strategic Environmental Assessment

The European Strategic Environmental Assessment (SEA) Directive now requires that policies, plans and programmes include sustainability appraisals and Strategic Environmental Assessments. Each document produced will be subject to sustainability appraisals which, although time-consuming, importantly enable all documents to be scrutinised to identify what impact they would have.

Consultation

No formal consultations undertaken.

Financial Implications

The costs of the LDS preparation can be contained within the current approved revenue budget. The costs of the LDF are the subject of growth bids via the High Level Service Plans that will be considered as part of the budget considerations for the medium term budget strategy.

Legal Implications (Comments included in the report).

Equalities Impact

Commitment to the production of the Statement of Community Involvement in the LDS will indicate the Council's intentions that the involvement of all sections of the community in the LDF process will be sought.

Section 3: Supporting Information/ Background Documents

Appendix A – the latest draft of the Local Development Scheme.

Supporting information

Planning and Compulsory Purchase Act 2004

The Town & Country Planning (Local Development) (England) Regulations 2004

Community Involvement in Planning: the Government's objectives

PPS1, PPS11: Regional Spatial Strategies and PPS 12: LDFs

Creating Local Developing Frameworks: A Companion Guide to PPS12

Sustainability Appraisal of Regional Spatial Strategies and LDFs

Draft Environmental Assessment of Plans and Programmes Regulations 2004 – A Consultation Document.

LONDON BOROUGH OF HARROW

**DRAFT LOCAL DEVELOPMENT
SCHEME**

22TH NOVEMBER 2004

DRAFT HARROW LOCAL DEVELOPMENT SCHEME

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1 INTRODUCTION

1.1 Background

The Government, through the Planning and Compulsory Purchase Act, which came into effect on 28 September 2004, has reaffirmed its commitment to the established principle of a plan-led system. Although planning decisions on proposals for development or change of use will continue to be considered against the statutory development plan, (the Harrow Unitary Development Plan, July 2004, and the Mayor's London Plan), greater emphasis on flexibility and community involvement has resulted in a major shift in the mechanisms for the preparation and implementation of development plans. Unitary Development Plans (UDP), Structure and Local Plans will be replaced by a new system of Local Development Frameworks (LDFs). In future the development plan for Harrow will consist of the Mayor's London Plan and a Local Development Framework prepared by the Council. (A brief explanation of all important terms is included in Appendix 3 – Glossary of Terms).

1.2 From Land Use to Spatial Planning

Having adopted the Harrow Unitary Development Plan under the previous system, the Council is now preparing to replace this with an LDF. In contrast to the UDP, the LDF will comprise a portfolio of Local Development Documents (LDDs), which will provide the framework for delivering the spatial planning strategy for the area. Its policies and programmes will extend beyond the traditional physical land use remit of UDPs, and encompass economic, social and environmental issues. Its preparation will be participatory through continuous community engagement. The first major exercise to be undertaken by the Council is to produce this draft 'Local Development Scheme' (LDS) for Harrow, a 3-year project management plan which sets out the programme for the preparation of the LDDs. This will, however, also include indications of complete timetables for the adoption of all documents started within the first three years, and the review of all documents.

1.3 Commitment to greater Public Engagement

The production of the first Local Development Scheme in Harrow comes at an exciting time as the Council re-structures itself to deliver high-quality services through the New Harrow Project. With the emphasis on an area-based approach, appropriate opportunities will be taken in the LDF to complement the New Harrow Project. With enhanced and continuous community engagement a central tenet of the government's modernising agenda, producing the LDF will require a higher quality of community involvement than the previous system. The Council will set out the form this involvement will take in a 'Statement of Community Involvement' (SCI) (see 1.4 below). Although there is no statutory requirement for the Council to involve the community in the production of this LDS, reflecting the spirit of the new system, the Council is committed to providing the community with an opportunity to engage. It is vital that the LDS complements the strategies, programmes and initiatives of key stakeholders. Engaging them, as part of the initial community engagement process, is therefore essential.

1.4 Statement of Community Involvement (SCI)

Reflecting the fundamental and continuous role to be played by the community in preparing the Local Development Framework for the Borough, the Council is involving the wider community in the production of the LDS. The draft SCI will take account of any comments received from GOL, GLA, West London Alliance, other local planning authorities and strategic partners.

The LDS includes the timetable for preparing the Statement of Community Involvement (SCI). Mirroring the requirement for greater community involvement in the development control process, the statement will also include details on this. It will set out when and how the Council will involve the community and stakeholders in the preparation, alteration and review of all Local Development Documents and the processing of all development control applications. The SCI is not a Development Plan Document, but it will be subject to public examination. The detailed profile of the SCI is set out in Appendix 2 (LDD1 on page 23).

1.5 Objectives of the Local Development Scheme

The Local Development Scheme for Harrow sets out the development plans and other planning guidance that the Council will produce as part of the new Local Development Framework.

The LDS has two key objectives:

- (1) It provides the starting point for the local community and stakeholders to find out about the Council's planning policies for the area and sets out the current documents which form the development plan for planning of the area; and
- (2) It sets out the details and timetable for producing the Local Development Documents over a 3-year period, which will tell people when the various stages in the preparation of each LDD will be carried out.

1.6 Aims of Central Government

The new system should enable early and speedy plan preparation that ensures that the Local Development Framework reflects the up-to-date national, regional, London-wide and local context. Of particular importance will be the need to realise the development potential of the Borough in a sustainable manner whilst also addressing the needs of an expanding population. The LDF is required to deliver the local community's aspirations for the Borough, reflecting the spatial dimensions of the Community Strategy, and other Council strategies.

1.7 Local Development Scheme Publicity

This draft LDS will be available on the Council web site: www.harrow.gov.uk. It will also be advertised in the local newspapers and in the Council's newsletter. The Council will consider comments on the draft before submission to the Secretary of State for final approval. The approved LDS will be available on the Council web site, and copies will be available at the Urban Living Reception on the 3rd floor of the Civic Centre.

1.8 Current Development Plans for Harrow

Planning applications for development in Harrow are considered against the development plan policies contained in the Council's Harrow Unitary Development Plan (HUDP) (July 2004), and the Mayor of London's London Plan (the Regional Spatial Strategy for London) (February 2004). This LDS sets out the programme for replacing the policies in the HUDP and the production of other supplementary planning documents, which will also be used, when adopted, in determining applications.

1.9 Maintaining continuity in the new system

In identifying the priorities for action in the LDS, due consideration has been given to the need to complete work that was already in progress prior to the commencement of the Act (i.e. 28th September 2004). 3 Supplementary Planning Guidance documents are currently well advanced in their preparation, the Harrow Town Centre Strategy, the Masterplan for Harrow on the Hill Station, and the planning brief for Honey Pot Lane. Officers are currently exploring whether these can readily be adopted as Supplementary Planning Documents, through the addition of Sustainability Appraisals. In order to secure the successful delivery of the LDF, to a high standard, the Council will continue to work closely with the Government Office for London and the Planning Inspectorate.

2 HARROW LOCAL DEVELOPMENT FRAMEWORK

2.1 Harrow Local Development Documents

All the planning documents in the LDF are called Local Development Documents (LDDs). The LDF will comprise (1) Development Plan Documents (DPDs) and (2) Supplementary Planning Documents (SPDs). These collectively will deliver the spatial planning strategy for Harrow. The detailed profile of all LDDs is set out in Appendix 2. The following sections set out the reasons behind identification of priorities in the LDS timetable.

2.2 Development Plan Documents (DPDs) (Statutory)

As the HUDP has only very recently been adopted, the Council considers that adoption of supplementary planning documents relating to that are the immediate priority. On completion of these the preparation of a programme for producing the Core Strategy and other DPDs that will replace the policies in the HUDP will become the high priority. The key issues to be addressed by the LDF and sustainability appraisal, including the underlying aim to promote and deliver sustainable development, remain much the same as in the adopted HUDP.

Based on the existing evidence base, and notwithstanding that certain further research needs to be undertaken, the Council considers that with the exception of waste, there are no compelling arguments for bringing forward a series of separate policy themes on, for example, housing, employment, or transport. The need for the Council to identify sites, for waste management, was identified by the Mayor and GOL in comments on the adopted HUDP, and is reflected in the last sentence of Paragraph 1.1 as being subject for early review. Details of the Waste Management DPD are set out in LDD2 on page 24.

Whilst similar comments were also made in relation to aspects of housing policy, it is considered that it would be expedient to await review of the London Plan on these matters and to deal with these issues in the Core Strategy DPD.

The above approach has also been further reinforced by the belief that the community may well engage more effectively when presented with the 'picture as a whole', in as few documents as possible.

The Council intends that the following Development Plan Documents (DPDs) when adopted will form part of the statutory development plan, and together with the London Plan will be used in the determination of planning applications:-

- (1) Core Strategy (Spatial Development Strategy) (LDD3 page25)
- (2) Site Specific Proposals (LDD4 page26)
- (3) Generic Development Control Policies (LDD5 page27)
- (4) Proposals Map (LDD6 page28)

These will be subject to public scrutiny by an independent examiner. The report of the independent examination is binding.

2.3 Area Action Plans (AAPs)

The Council recognises the need to identify, for the purpose of Area Action Plans, those areas that are likely to experience significant pressure for change. The Council is likely to adopt the Harrow Town Centre Strategy as a Supplementary Planning Document rather than to proceed to an AAP at this time.

Within the 3-year period there may be a need to identify Area Action Plans that reflect the Council's new approach to area-based service delivery. These may follow further detailed examination of Census information, Index of Multiple Deprivation, and the Harrow Vitality Profiles. If any AAPs are identified, they will be brought forward for inclusion in the Scheme.

2.4 Supplementary Planning Guidance (SPG) and Supplementary Planning Documents (SPDs) (Non Statutory)

These are non-statutory documents, which will be approved by the Council following public consultation, but will not be subject to independent examination. The recently adopted HUDP requires supplementary planning documents to be prepared on the following issues: -

- 1) Sustainable Design and Construction (LDD7 Page29)
- 2) Mobility and Wheelchair Housing (LDD8 Page30)
- 3) Access for All (LDD9 Page31)
- 4) Affordable Housing (LDD10 Page32)
- 5) Air Quality (LDD11 Page33).

A significant amount of preparatory work on some of these issues had already been undertaken prior to the commencement of the new system.

The Council also recognizes the key emphasis in the new system is to effectively facilitate delivery of necessary development. To assist that process, an increased number of planning briefs should be prepared,

some probably relating to sites included in the 2004 London Housing Capacity Study. At this stage, however, no specific planning briefs have been identified for inclusion in the LDS.

2.5 Saved Documents

The LDDs identified in this LDS will provide the new planning policy framework at the local level. When adopted, they will replace the 'saved' HUDP policies and supporting SPGs. In the interim period up to the adoption of a new Local Development Framework, the Council will also save a number of documents, which are considered to be up to date. Having only adopted the Harrow UDP (HUDP) in July 2004, the Council considers that virtually all of the policies in the Plan are up-to-date, are consistent with Government guidance, and are in general conformity with the London Plan. The HUDP was automatically saved on the commencement date of 28th September 2004.

Table 1: Development Plans to be Saved

Title	Status	Life span	Timeframe for replacement
London Plan	Adopted February 2004	15 years	Partial review in 2006
Harrow UDP	Adopted July 2004	10 years	Will be saved until a new LDF is in place.

Supplementary Planning Guidance (SPGs) to be Saved

The following SPGs were adopted following extensive public consultation in line with the previous government advice in PPG12 and will therefore be 'saved'. The Council does not propose to replace them in the next three years.

1. Extensions: A Householder Guide – (Adopted March 2003)
2. Designing New Development (Approved 18 March 2003)
3. Development Brief – 201-9 Northolt Road (Adopted 9 September 2003)

The policies in the development plans and advice in the SPGs listed above will continue to be used by the Council to determine planning applications until:

- a) they are replaced by Local Development Documents;
- b) they become redundant or withdrawn by the Council; and
- c) replaced by the Mayor (in the case of the London Plan).

Appendix 4 sets out how and when existing policies are to be replaced.

2.6 Linkages with other strategies

Government guidance on producing Community Strategies paved the way for a close integration with authorities development plans. Whilst the adopted HUDP took into account a wide range of Council and partners' strategies, plans and programmes, the preparation of the LDF will provide greater opportunities to be more up to date and more responsive to wider issues such as education, social inclusion, regeneration, economic

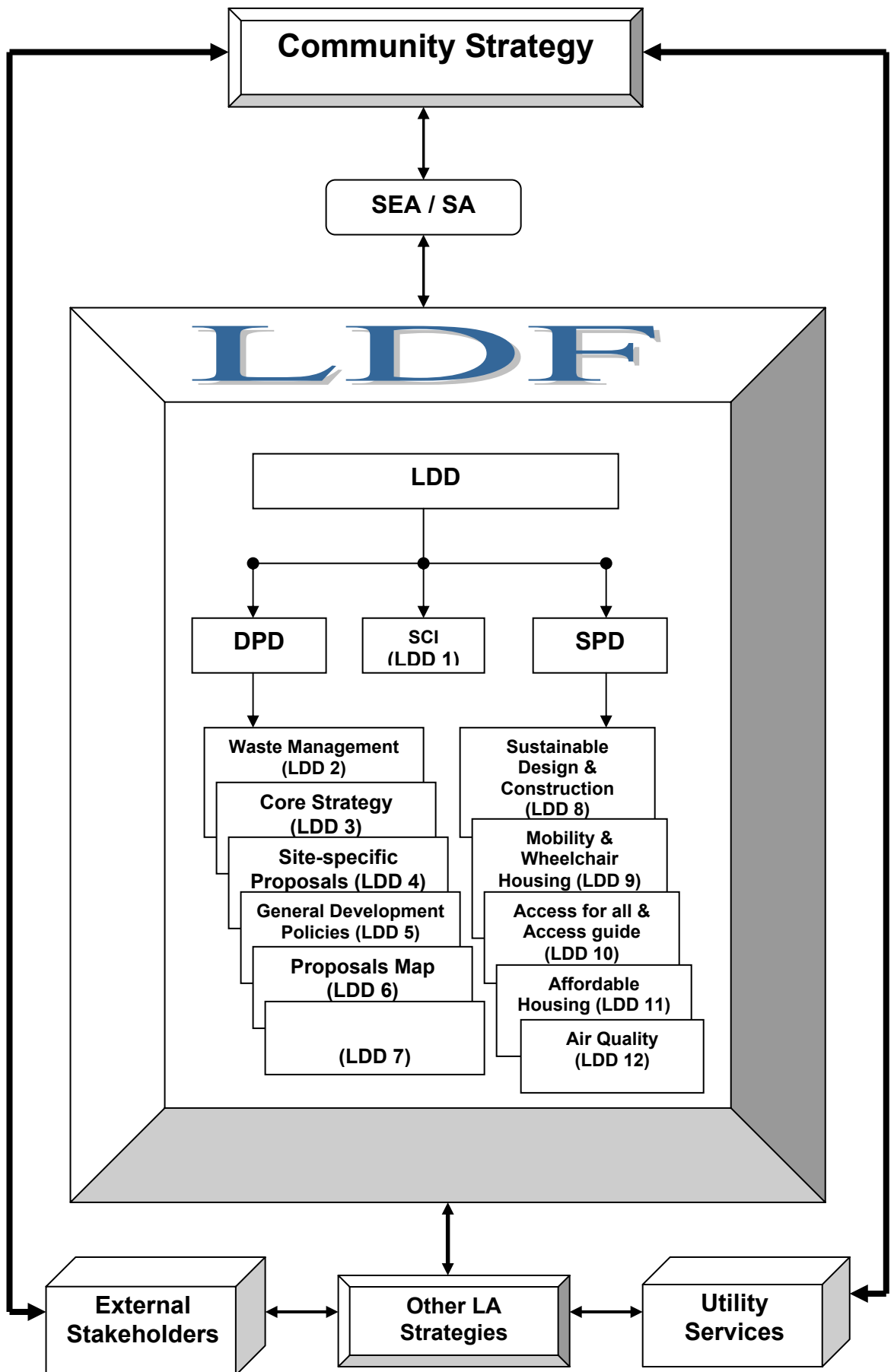
development, health, waste, biodiversity, crime prevention and environmental protection.

The Council is committed to producing statutory Development Plan Documents of high quality, in line with government expectations. Scrutiny of other strategies and discussions with partners and the community will help confirm the Local Development Documents required, including their priority.

Table 2: - Other Council Documents

Other Documents	Responsible Department	Status	Adoption Date	Comments
Community Strategy	Chief Executives Department (Strategic Partnership Unit)		May 2004	The focus areas of the strategy are children and young people, Greener Harrow,
Regeneration Strategy	Harrow Strategic Partnership (HSP) with the local community. It is possible that the Vitality Profiles work is the Regeneration Strategy			The four key areas in the Strategy are: 1.To maintain and improve business competitiveness 2.To improve social inclusion 3.To ensure environmental sustainability 4.To promote community development
Housing Strategy	Harrow Housing Quality and Choice - A decent home for all in Harrow Harrow Housing Statement 2002-7		2002-2007	Annually revised and updated
Harrow Vitality Profile		Non-Statutory	May 2004	A portrait of Harrow and its statistic. It is a joint initiative with key stakeholders.
Transport Local Implementation Plan	Transportation Section	Non Statutory	On-going	Will provide a framework for Harrow's and a vehicle TfL

Diagram 1 Portfolio of the Local Development Framework



2.8 General Conformity with the London Plan, and Conformity with the Council's Spatial Development Strategy

In producing DPDs and SPDs, the Council is required to identify a clear chain of general conformity, and this is included in the profile of individual LDD set out in Appendix 2. All the documents in the Local Development Framework must be in general conformity with the London Plan. It is, therefore, necessary for the various documents to conform as follows:

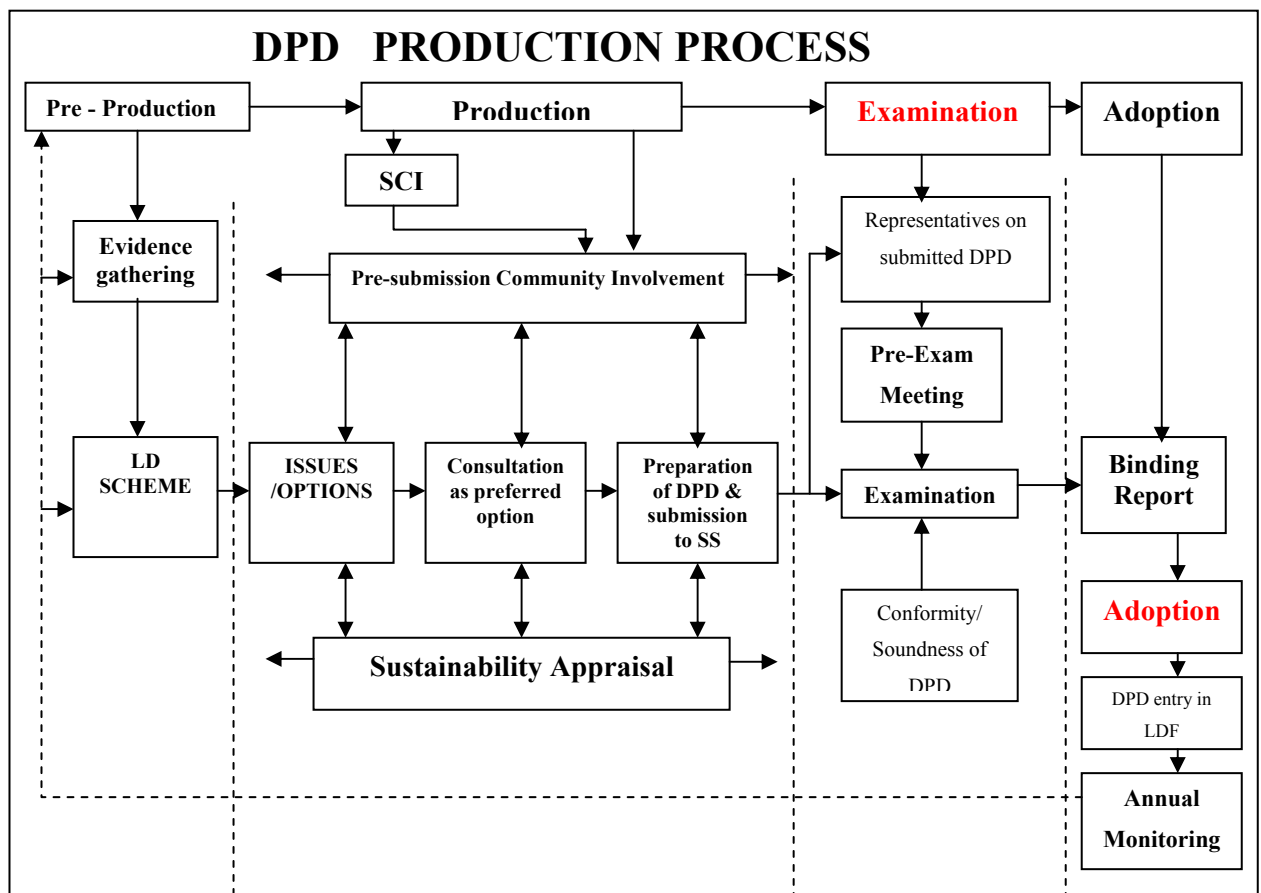
- (a) DPDs must be in general conformity with national planning policies;
- (b) DPDs and SPDs must be consistent with the Council's Spatial Development Strategy;
- (c) DPDs and SPDs must be in conformity with the Core Strategy or saved HUDP policies, and
- (d) SPDs must relate directly to policies included in adopted DPDs.

A statement of general conformity may be prepared by the Mayor where it is felt that a DPD is in general conformity with the London Plan. Otherwise, the Mayor will make representations which will be considered at the public examination.

3 PROJECT MANAGEMENT, TIMETABLE AND PRIORITY RATING

3.1 Key Stages of LDF preparation

Below is a schematic diagram of the key stages in the preparation of a DPD:



3.2 Timetable for LDD preparation

The programme for the production of the various documents comprising the LDF is shown in the GANNT Chart (to be provided as Appendix 1). In estimating the timescales involved, due regard has been paid to events which might adversely impact in the timetable. These 'risks' are set out in detail in paragraph 3.6. The timetables will be monitored and reviewed in order to respond to changed circumstances.

3.3 LDDs Priority Rating

The range of LDDs identified in paras 2.2-2.4 and the priorities for preparation over the three-year period reflect: -

- (a) the need to redress any deficiencies in the adopted HUDP,
- (b) the need for guidance relating to development in Harrow Town Centre, which is likely to experience significant pressure for change.
- (c) the need for continuity as well as consistency in the application of policies,
- (d) linkages with the London Plan and priority areas for early review,
- (e) Government priorities and emerging Government Guidance,
- (f) other Council priorities for updating and extending the coverage of policies which have been identified from a review of other Council Strategies, including the Community Strategy.

In determining the priority order for the production of LDDs, the pros and cons of staggering production of the DPDs and SPDs was weighed up. On balance it is considered to be more cost effective and avoid unnecessary duplication of effort at the community involvement stage, if the Core Strategy, Site Specific Proposals, Generic Development Control Policies, and the Proposals Map are produced in parallel, even though they would not be dealt with at the same public examination.

Table 3: - Harrow LDDs Priority Rating

Document Title	Priority Rating				Comments
Statement of Community Involvement (SCI)	Ⓟ				<ul style="list-style-type: none"> ◆The SCI is expected to be adapted prior to the preparation of the LDF ◆It sets out how the Council will engage the public and stakeholders in the planning process ◆It will be under Scrutiny/checking by the Planning Inspectorate. ◆It is therefore important for the Council to give priority to its preparation and to commit available resources to it.
Core Strategy (Spatial Development Strategy)			☹		<ul style="list-style-type: none"> ◆Although this will set out the vision, objectives and spatial strategy for Harrow Council under the new planning regime, the newly adopted Harrow UDP is sufficiently robust to guide development in the foreseeable future. Its replacement will assume greater attention when new PPSs government advice becomes available.
Site-Specific Proposals			☹		<ul style="list-style-type: none"> ◆Site-specific proposals will be reviewed at the same time as the core strategy.
Generic Development Control Policies			☹		<ul style="list-style-type: none"> ◆ The current policies in the UDP are based on up-to- date government policies and advice and are in line with the London Plan. The need for revised policies would become more urgent when new Government advice and guidelines are published. It will set out criteria against which planning applications will be considered and will be in accordance to the core strategy.
Proposals Map.			☹		<ul style="list-style-type: none"> ◆ This will accompany the LDF and illustrate the LDF policies and proposals on a standard Ordnance survey map and will therefore assume the same priority.
Affordable Housing SPD	Ⓟ				<ul style="list-style-type: none"> ◆The need to increase the provision of affordable housing in London and in particular Harrow, is recognized at every level of government. An early consideration and preparation of affordable housing SPD will help to support and strengthen the Council's housing policies to ensure that more affordable housing is secured in future. <i>(need to refer to saved HUDP policy)</i>

Waste management DPD	Ⓟ					<ul style="list-style-type: none"> ◆ The Mayor considered that an early review of the Council's Waste Management Policy will mitigate any deficiencies identified in the current UDP. ◆ Where it is concluded that land should be safeguarded for waste purposes, the LDD on waste should indicate this, alongside the proposals map & Waste Local Plan (WLP). ◆ Policies to secure appropriate locations for waste management will be an integral part of the LDF process to spatially plan for policies that will be implemented on the ground. <i>(need to refer to saved HUDP policy)</i>
Mobility & Wheelchair Housing SPD						
Access for all & Access Guide SPD						
Air Quality SPD	Ⓟ					<ul style="list-style-type: none"> ◆ Preliminary work on an air quality SPD is being jointly considered with West London Boroughs. Harrow will continue to work with other London Borough and will ensure that air qualities measurements are taken into account of major schemes. <i>(need to refer to saved HUDP policy)</i>
Sustainable Design and Construction SPD	Ⓟ					<ul style="list-style-type: none"> ◆ The UDP indicated the need for explicit guide for development and construction industry. This is essential in the light of the increasing emphasis on sustainability <i>(need to refer to saved HUDP policy)</i>
Planning Briefs (various) SPD						

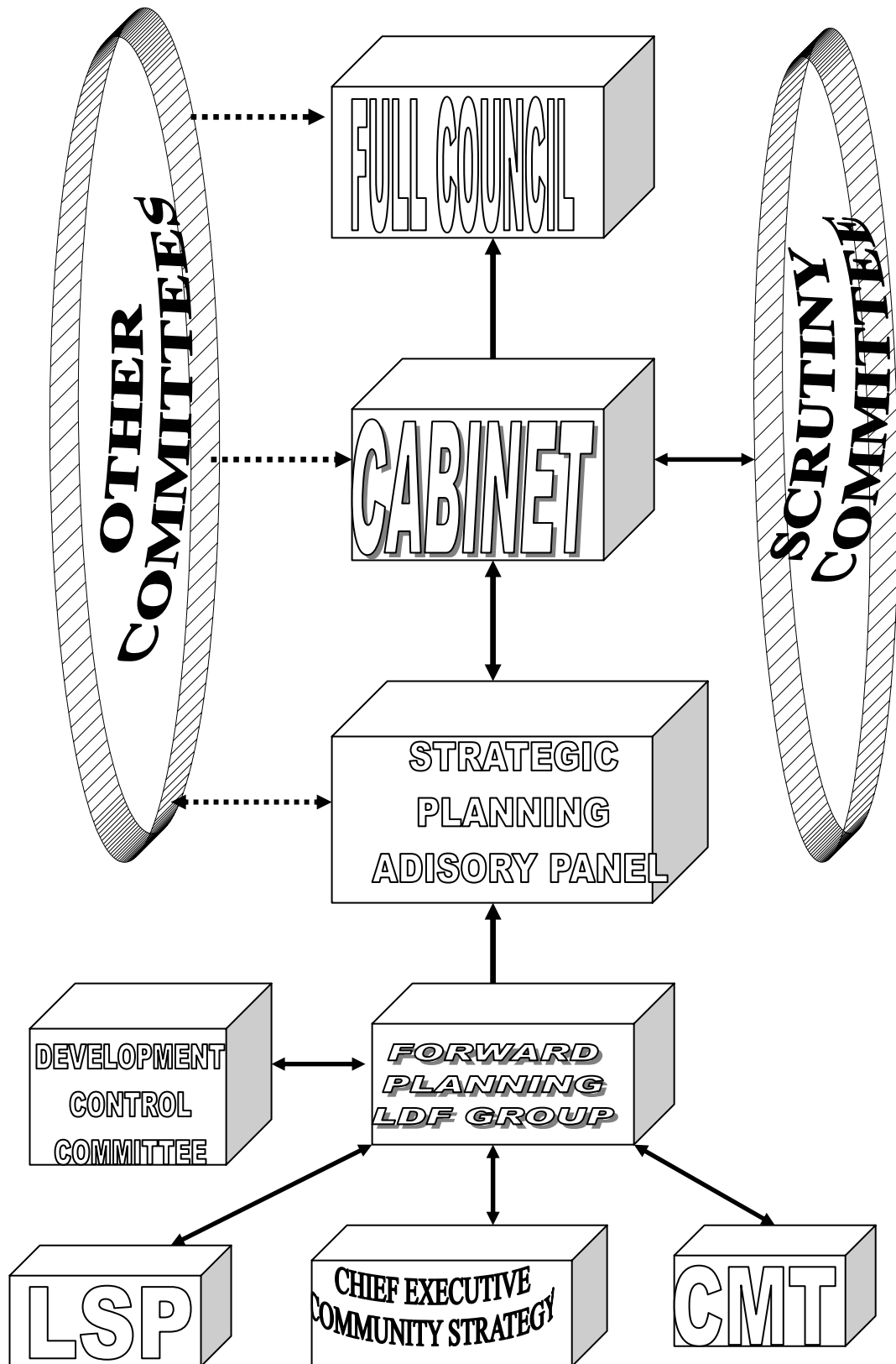
Key			
High priority	Ⓟ	High to Medium Priority	☺
Medium Priority	☺	Medium to Low Priority	☹
Low Priority	⊙		

3.4 Decision making Procedures

Harrow Council operates a Cabinet Structure. The Cabinet is responsible for agreeing the contents of the each Local Development Document. The Council has also established a Strategic Planning Advisory Panel with the sole purpose of overseeing the preparation and implementation of the Local Development Scheme and making recommendations to the Cabinet. The Panel is also able to refer some of the documents to other Committees, such as the Development Control Committee, for comment as appropriate. The Council's Scrutiny Committee has the powers to call in the decisions of the Cabinet for consideration. A full Council resolution is only required to agree documents to be submitted to the Secretary of State, and their adoption.

Dates of necessary meetings have been programmed into the timetable for producing each LDD

Diagram 3 - LSP and CMT in full and define



LSP Local Strategic Partners
CMT Corporate Management Team

3.5 Assessment of Resources Needed

The Council has recognised the importance of setting up a dedicated team to deliver the LDF, and for this to be properly resourced through additional posts. Appropriate acknowledgment has also been paid to the range of skills that will be required to deliver the new system. Each of the LDDs identified in this LDS will be prepared on a project basis with the Team being led by a lead officer. In most cases including the Core Strategy and Site Proposals, production of the LDD will require expertise from different disciplines beyond the core LDF team, in other Council services, and external stakeholders. The LDF team currently has 5 full time staff in post, led by a Group Planner, and is supported by a Research and Information team. With recent appointments the staff resource available to support the LDF process is:

Group Planner	1
Principal Policy Planner	1
Planner	1
Assistant Planner	1
Trainee Planner	1
Research and Information Team	4

There is a vacancy for a second Principal Policy planner and this should help to address some of the difficulties experienced in terms of staffing. In addition to the team of professional planners and the Research and Information team, the Council will harness the expertise of appropriate member of staff from other disciplines such as local planning, conservation, landscape, transportation, development control, housing, social services, education, leisure and environmental health. The need to collaborate with local strategic partners, West London Alliance and other stakeholders will assist the process of preparing the various LDDs and SPDs required.

Efficient preparation of the LDS will partially determine the level of the next Planning Delivery Grant (PDG) the Council receives. Future PDG will in part be linked to the effective delivery of the LDS programme. Any further future PDG received will enhance the ability of the Council to engage external assistance. It may also be appropriate to allocate staff with expertise in public consultation to facilitate, during intensive periods of community involvement. The team responsible for LDF will need to engage in constant dialogue with LA colleagues and key stakeholders to ensure that it complements other strategies and avoid duplication of work or public engagement overload.

3.6 Risk Assessment

The process of preparing the LDF is not free from risk. The main risks are:

Teething problems, and legal challenges on procedures – as with any new system which is substantially different to its predecessor, it is unrealistic to expect that there will be no teething troubles. This view has been endorsed by Government Office for London and the Planning Inspectorate in the lengthy lead-in to the commencement of the 2004 Act. Accordingly, it will be important that close contact is maintained with other authorities,

GOL, ODPM and other agencies to share and learn from experiences. In particular, avoiding significant delays will be crucial to delivery against the LDS programme. In addition, appropriate Legal support needs to be available, and it will be important to monitor good practice and case law as it develops in order to minimise the likelihood of legal challenge.

The “soundness” of DPDs – the risks will be reduced by the contribution of the Council’s Legal Services or external expertise, together with thorough on-going dialogue with GOL, GLA and the Planning Inspectorate. This testing process will involve scrutiny that ensures that each DPD is based on a sound evidence base, has been developed in line with the standards of community and stakeholder involvement set down in the SCI, and provides high quality guidance to assist the determination of planning applications. This should minimise the scope for delay, which would be caused if there were significant inadequacies in DPDs.

Staffing levels – attempts are being made to fill a newly created post of Principal Planner. If the current re-advertisement fails to attract, or another member of staff leaves, appropriate consideration will be given to the temporary employment of contract staff.

Community involvement – in securing effective community involvement and rigorous examination of the LDDs produced, the Council acknowledges the part to be played by bodies outside of its direct control. Appropriate involvement may require extended periods, which allow community groups to properly consult their members, but needs to be balanced against the likelihood of reducing the amount of public oppositions and representations on LDDs.

Independent examination of DPDs – the Inspectorate will need to be able to programme independent examination of LDDs, which are consistent with the LDS timetable. To avoid the possibility of unnecessary delays, regular contact will be maintained with the Inspectorate. A Service Level Agreement (SLA) will be signed once this LDS has been approved.

Engagement with Internal / External strategies – Assessing the risk on matters within the Council’s control, and adequately addressing them, include concerns about dovetailing Community Strategy and LDD engagement processes. For external strategies, such as the review of London Plan, synchronising LDD production wherever possible will be challenging. Co-ordinating production of the joint DPDs or SPDs with other local planning authorities will need to be carefully planned, including with regard to enduring that as consistent a process of community involvement as possible is undertaken in each authority. Ensuring that necessary research is completed to inform LDD production involves firm control of each project.

3.7 Meeting Public Service Agreement 6 (PSA6).

Public Service Agreements are targets set by the government to ensure value for money from public services and that outcomes are delivered in return for resources. PSA6 relates to planning performance and originally required that an LDF to be in place by 31/3/2007. The project management plan clearly sets out the key milestones to be achieved by 31 March 2007, as set out in Planning Policy Statement (PPS)12. The programme of documents to be produced incorporates sustainability appraisal /strategic environmental assessments processes designed to deliver the most

appropriate development consistent with sustainable development principles. PSA6 requires each authority to meet the key milestones identified in their LDS.

4 Managing a Sound Evidence Base (see also section 6)

In order to carry out the preparation of the LDF and its constituent LDDs, the Council will endeavour to develop and maintain a sound evidence base. Necessary research has already been identified, and will be supplemented by research undertaken by partners, other organisations, and the community. Providing a sound and comprehensive evidence base is fundamental to developing a high quality LDF. The Council already has a wealth of local knowledge and information which was used to support the HUDP, but recognises that providing as much information as possible at the outset of the LDF process is vital. At the independent examination the soundness of LDFs will be judged against comprehensive and reliable information and data. Quality monitoring systems covering all aspects of the social, economic and environmental characteristics of the area should enable the preparation of a 'sound' spatial development plan. Importantly, all appropriate information/data relating to Sustainability Appraisal and Strategic Environmental Assessments is included in the evidence base.

Survey information, which the Council considers is required to support the preparation of DPDs includes those listed in the table below:

Even though the recently adopted HUDP was prepared against a strong evidence base, all national Planning Policy Guidance Notes (PPGs) have been re-examined to help identify any information gaps. Equally importantly, as these were mainly drafted to support development plan production under the previous system, they do not comprehensively set down the information requirements of the new spatial plans. Accordingly, the London Plan has similarly been scrutinised to help identify the full range of information which will be required to support the LDF.

Table 4: - Information Required for LDS in the LDF Process

TITLE	INFORMATION REQUIRED	COMMENTS
Population	<ul style="list-style-type: none"> •the size and distribution of the population •population and household structure •ethnic composition •workforce •social groups •demographic trends, forecast & estimates 	<p>The 2001 Census is still current and this will provide some of the necessary demographic information. ONS & GLA demographic data and projections at national and district and ward levels are also available</p>
Town centre & Retail	<ul style="list-style-type: none"> •Retail needs assessment and retail expenditure patterns •An assessment on the vitality and viability of town centres and •Town centre health check •Town centre retail need study •retail expenditure patterns •land supply for other town centres uses and impacts •change of use in town centre •Identify & evaluating sites opportunities •Mixed use development and re-intensification of areas •local retail need Assessment 	<p>Research is being carried out for Harrow Metropolitan Centre and this study will meet the information need for town centres. There may be a need for similar studies regarding the District and local Centres. Ongoing pedestrian flow counts, town centre health checks, and retail frontages are a rich source if information. These are regularly up dated.</p>
Employment	<ul style="list-style-type: none"> •Qualitative and quantitative assessment of employment land and buildings •Existing Office Capacity (floor space) •Assessment of future supply and demand for employment land •Employment Capacity Study •Strategic Employment Locations •Industrial Locations & Business Retail Parks •Income 	<p>A comprehensive assessment of the industrial land and other employment sites. This may result in the need for additional research and the appointment of consultants to undertake this task is being considered. CACI yearly income data and ONS New earning Survey Other sources of information include: the Council Land Use survey Information and Property Database</p>
Office	<ul style="list-style-type: none"> •demand & supply of new office development •space requirements for office accommodation. •Ages and condition of premises •Rental levels •Vacancy levels 	<p>This may result in the need for additional research and the appointment of consultants to undertake this task is being considered. Other sources of information include: the Council Land Use survey Information and Property Database</p>
Housing	<ul style="list-style-type: none"> •Housing land, supply and demand •Housing needs assessments •Housing Capacity Assessment •Housing land identification •Private and public sector housing •Housing stock conditions & quality •House price level & affordability •Housing Permissions & Completions •Housing density •Private and Public Sector Housing 	<p>The Council already has a useful housing data, information and database at its disposal. This together with the London wide housing capacity study undertaken by the GLA would be used as a baseline in the preparation of the LDF. Housing Needs Surveys will normally cover information</p>

	<ul style="list-style-type: none"> •Student Accommodation and Hostels •Lifetime and Accessible Homes •HMOs and Special Needs Homes 	<p>about the supply and demand for affordable housing. However this needs regular up dates. Information on private sector housing, pattern of development, density and houses prices will be required to supplement existing data.</p>
Open Space & Allotment	<ul style="list-style-type: none"> •supply, demand and distribution of open spaces •identification of areas of open space deficiency •Quantitative & qualitative assessment of open spaces and allotments •Review of designated open spaces & allotments •Users Needs Assessment 	<p>Information on the quality and quantity of Open Spaces & Allotment will underpin environmental quality of life. Strategic Leisure is undertaking an open space study on behalf of the Council and this research will address the LDF information need. In-house assessment will be carried out to argue the information provided by consultant</p>
Community Services & facilities	<ul style="list-style-type: none"> •availability, distribution & supply of a range of educational and health facilities, •demand and supply of communities facility in the borough •demand and supply for other community and social infrastructure •local facilities including those catering for ethnic minorities •demand and supply for other communities. •distribution and supply of public services 	<p>Resources: London development database, PPGs (3, 6,13,17) and draft PPSs (6,12) Other sources of information include: the Council Land Use survey Information and Property Database</p>
Transport & Accessibility	<ul style="list-style-type: none"> •Review existing accessibility zones with latest census & public transport services •Up to date accessibility zone maps •current transport patterns and likely future proposals •transport accessibility •car parking provision •relationship between work and residential development 	<p>The transportation unit undertakes a regular local transport assessment and it is unlikely that the LDF will lead to the demand for a major research or additional data analysis. A regular up date and data provided by the Transportation team will inform the LDF process.</p>
Waste	<ul style="list-style-type: none"> •Amount of waste arising •Capacity of existing waste facilities •New waste management facilities, types & location •Different types of management facilities •Capacity of landfill sites •Land identification 	<p>Information is kept on the amount of waste generated but we may need to carry out an assessment of land suitability assessment for new waste management facilities. The GLA are currently working with Borough on waste matters and this will feed into the LDF process. The Council may need to carry out a waste management assessment to identify suitable sites in the Borough. The possibility of joint working with neighbouring Boroughs on this issue is being explored.</p>

	<ul style="list-style-type: none"> •Assessment of Capacity of existing leisure facilities •Supply and demand of new leisure facilities •Location of facilities •Land identification to meet future demand 	<p>A comprehensive audit of leisure facilities is being undertaken and regular monitoring will enable the Council to address information deficiency on this issue</p>
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5 Strategic Environmental Assessment/Sustainability Appraisal

The European Strategic Environmental Assessment (SEA) Directive that came into force on 21st July 2001 requires policies, plans and programmes whose formal preparation begins from 21 July 2004 to include an SEA. The Council will carry out a wider sustainability appraisal (SA) of each of the Local Development Documents which form part of the LDF. This will enable the Council to assess the possible impact of strategies, policies and proposals on the built and natural environment, and progress made towards achieving a more sustainable Harrow.

The SEA/SA applies to statutory plans and programmes and systematically addresses environmental considerations so that environmental considerations are incorporated in the preparation and adoption of plans and programmes, with a view of promoting ‘sustainable development’. Plans and programmes likely to have significant environmental impacts are to be accompanied by an environmental report that discusses the current baseline of environmental information, the likely effects of the plan or programme and addressing them during its preparation and identifying strategic alternative options and their effects, how the negative effects have been minimised.

The Council’s LDF will need to be supported by SEA and SA available for consultation at the same time as each draft LDD. Consequently the public will be consulted on each LDD prepared, accompanied by a sustainability appraisal report. Monitoring arrangements will follow and allow for unforeseen adverse effects to be identified and resolved, and for updated baseline information to be available for future LDD preparation. The final sustainability appraisal will be submitted to the Secretary of State and also form part of the LDF that will be subject to examination in public. It would also be a parameter to test the soundness of each Development Plan Document.

6 Annual Monitoring Report (AMR)

In line with government requirements, and reflecting good project management practice, an Annual Monitoring Report (AMR) will be produced by the end of December 2005. The AMR will provide a summary of all development and land-use within the Borough, together with a baseline description or ‘snapshot’ of Harrow’s performance against key sustainability indicators to be included as part of the Core Strategy LDD. The annual monitoring will enhance the Council’s ability to:

- A) review the effectiveness of the Council’s planning policies and proposals in achieving their stated objectives in terms of sustainability indicators;

- b) provide an annual description of the state of the Borough's environment, development trends (e.g. housing provision), patterns of land-use, transport and population/ socio-economic trends in order to identify problems;
- c) provide a 'baseline' for the purposes of undertaking SEA and setting the context within which planning issues/options and draft LDF policies are reviewed;
- d) assist in monitoring relevant Corporate/ Best Value targets included in the Corporate Action: and
- e) assess development control performance.

The AMR will include, amongst other things, information as indicated in table below:

Table 5: Issues for Annual Monitoring

Topic	Issues
Housing	uptake of 'brownfield' land housing needs surveys housing provision, density and affordable units; urban capacity, and other Borough land-use data
Town centres	changes of use in town centres; employment uses;
Transport	transport provision and accessibility;
Employment	key socio-economic indicators e.g. population and employment trends;
Built & natural environment	open space and landscape quality; built environmental quality; nature conservation and biodiversity; generation and use of renewable energy; contaminated land, waste management, air quality, noise and flood protection
Community Facilities	provision of community facilities;

The AMR will enable the Council to review the effectiveness of planning policies in achieving the LDF's strategic objectives and provide a 'baseline' for undertaking Sustainability Appraisal /Strategic Environmental Appraisal in line with PPS12 and the EU Directive on Environmental Appraisal.

GANTT Chart is to be inserted here as Appendix 1)

LDD1: Statement of Community Involvement	
Document details	
Purpose and content	Sets out how continuous community involvement will be achieved in the preparation of all Local Development Documents, and in relation to significant development control applications and the standards to be achieved.
Status	Not a Development Plan Document but subject to public consultation and examination
Geographic coverage	Borough wide
Chain of conformity	The Statement of Community Involvement will be in conformity with the Regulations and with Harrow Community Strategy.
Key milestones	
Commencement of document preparation	Month/year
Public participation on preferred options and sustainability appraisal report	Month/year
Submission of DPD and sustainability appraisal report to SoS	Month/year
Pre-examination meeting	Month/year
Commencement of examination	Month/year
Adoption and publication of DPD and revised proposals map	Month/year
Arrangements for production	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	As set out in the Regulations
Post production	
Monitoring and review mechanisms	Will be monitored on an annual basis and reviewed formally every 3 years. Monitoring may highlight the need for early review.

LDD2: Waste Management	
<u>Document details</u>	
Purpose and content	To set out a waste management strategy for the borough in the context of the West London Sub Region, and to identify sites for new facilities
Status	Development Plan Document
Geographic coverage	West London Sub-Region
Chain of conformity	The Waste Management DPD will be in conformity with the Core Strategy.
<u>Key milestones</u>	
Commencement of document preparation	Month/year
Public participation on preferred options and sustainability appraisal report	Month/year
Submission of DPD and sustainability appraisal report to SoS	Month/year
Pre-examination meeting	Month/year
Commencement of examination	Month/year
Adoption and publication of DPD and revised proposals map	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	The Waste Management DPD will be monitored through the Annual Monitoring Report. This will determine its effectiveness and the extent to which it is achieving its objectives.

LDD3: Core Strategy	
Document details	
Purpose and content	The Core Strategy will set out a clear spatial vision and strategic objectives for the borough, together with core policies and a monitoring and implementation framework
Status	Development Plan Document
Geographic coverage	Borough wide
Chain of conformity	The Core Strategy will be in general conformity with RPG9, the London Plan, the West London Sub-Regional Development Framework and national PPGs/PPSs. All other LDDs will conform to the Core Strategy.
Key milestones	
Commencement of document preparation	Month/year
Public participation on preferred options and sustainability appraisal report	Month/year
Submission of DPD and sustainability appraisal report to SoS	Month/year
Pre-examination meeting	Month/year
Commencement of examination	Month/year
Adoption and publication of DPD and revised proposals map	Month/year
Arrangements for production	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
Post production	
Monitoring and review mechanisms	Annual monitoring of core policies will be undertaken as part of the AMR and will include information on baseline indicators identified through the SA/SEA process. This will determine their effectiveness and the extent to which the Core Strategy is achieving its objectives. The Core Strategy will be reviewed and updated as and when appropriate.

LDD4: Site Specific Proposals	
<u>Document details</u>	
Purpose and content	Allocates sites for development and sets out policies against which planning applications for the development and use of the land and buildings will be considered.
Status	Development Plan Document
Geographic coverage	Borough wide
Chain of conformity	Site Specific Proposals will be in conformity with the Core Strategy.
<u>Key milestones</u>	
Commencement of document preparation	Month/year
Public participation on preferred options and sustainability appraisal report	Month/year
Submission of DPD and sustainability appraisal report to SoS	Month/year
Pre-examination meeting	Month/year
Commencement of examination	Month/year
Adoption and publication of DPD and revised proposals map	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	The Site Specific Proposals DPD will be monitored through the Annual Monitoring Report. This will include take-up of allocations in terms of permission and completions. The DPD will be reviewed and updated as and when appropriate.

LDD5: Generic Development Control Policies	
<u>Document details</u>	
Purpose and content	Provide criteria-based policies against which all development will be assessed to ensure that it meets the vision and strategic objectives.
Status	Development Plan Document
Geographic coverage	Borough wide
Chain of conformity	Generic Development Control Policies will be in conformity with the Core Strategy.
<u>Key milestones</u>	
Commencement of document preparation	Month/year
Public participation on preferred options and sustainability appraisal report	Month/year
Submission of DPD and sustainability appraisal report to SoS	Month/year
Pre-examination meeting	Month/year
Commencement of examination	Month/year
Adoption and publication of DPD and revised proposals map	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	Generic Development Control Policies will be monitored through the Annual Monitoring Report. This will determine their effectiveness and the extent to which the policies are achieving their objectives. The DPD will be reviewed and updated as and when appropriate

LDD6: Proposals Map	
<u>Document details</u>	
Purpose and content	Illustrates the geographical extent of policies, site-specific proposals, Area Action Plans and area designations including Green Belt, Metropolitan Open Land, Open Space, Conservation Areas and Strategic Employment Locations.
Status	Development Plan Document
Geographic coverage	Borough wide
Chain of conformity	The Proposals Map will be in conformity with the Core Strategy.
<u>Key milestones</u>	
Commencement of document preparation	Month/year
Public participation on preferred options and sustainability appraisal report	Month/year
Submission of DPD and sustainability appraisal report to SoS	Month/year
Pre-examination meeting	Month/year
Commencement of examination	Month/year
Adoption and publication of DPD and revised proposals map	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	The map will be revised every time a new DPD is adopted. Site Specific Proposals, Area Action Plans and area designations will be monitored through the Annual Monitoring Report, and any amendments will be brought forward as and when appropriate.

LDD7: Sustainable Design and Construction	
<u>Document details</u>	
Purpose and content	To promote sustainable design and construction by encouraging planning applications to take into consideration approaches and technologies that promote and enhance mainstream sustainable development.
Status	Supplementary Planning Document
Geographic coverage	Borough wide
Chain of conformity	The Sustainable Design and Construction SPD will be in conformity with the Core Strategy and relevant Development Plan Document(s).
<u>Key milestones</u>	
Draft SPD and sustainability report issued for public participation	Month/year
Adoption and publication of document	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	The Sustainable Design and Construction SPD will be monitored through the Annual Monitoring Report. This will determine its effectiveness and the extent to which it is achieving its objectives. The SPD will be updated as and when appropriate.

LDD8: Mobility and Wheelchair Housing	
<u>Document details</u>	
Purpose and content	To ensure that all proposals for residential development address the needs of disabled people through the design and location of buildings that are adaptable and capable of use by wheelchair users.
Status	Supplementary Planning Document
Geographic coverage	Borough wide
Chain of conformity	The Mobility and Wheelchair Housing SPD will be in conformity with the Core Strategy and relevant Development Plan Document(s).
<u>Key milestones</u>	
Draft SPD and sustainability report issued for public participation	Month/year
Adoption and publication of document	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	The Mobility and Wheelchair Housing SPD will be monitored through the Annual Monitoring Report. This will determine its effectiveness and the extent to which it is achieving its objectives. The SPD will be updated as and when appropriate.

LDD9: Access for All	
Document details	
Purpose and content	??????
Status	Supplementary Planning Document
Geographic coverage	Borough wide
Chain of conformity	The Access for All SPD will be in conformity with the Core Strategy and relevant Development Plan Document(s).
Key milestones	
Draft SPD and sustainability report issued for public participation	Month/year
Adoption and publication of document	Month/year
Arrangements for production	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
Post production	
Monitoring and review mechanisms	??????

LDD10: Affordable Housing	
<u>Document details</u>	
Purpose and content	To support and strengthen the Council's housing policies to ensure that more affordable housing is secured in future. Will set out the Council's preferred approach to the provision of affordable housing within the borough.
Status	Supplementary Planning Document
Geographic coverage	Borough wide
Chain of conformity	The Affordable Housing SPD will be in conformity with the Core Strategy and relevant Development Plan Document(s).
<u>Key milestones</u>	
Draft SPD and sustainability report issued for public participation	Month/year
Adoption and publication of document	Month/year
<u>Arrangements for production</u>	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
<u>Post production</u>	
Monitoring and review mechanisms	The Affordable Housing SPD will be monitored through the Annual Monitoring Report. This will determine its effectiveness and the extent to which it is achieving its objectives. The SPD will be updated as and when appropriate.

LDD11: Air Quality	
Document details	
Purpose and content	To set out strategies to minimise emissions of key pollutants and reduce concentrations to levels at which no, or minimal, effects on human health are likely to occur.
Status	Supplementary Planning Document
Geographic coverage	Borough wide
Chain of conformity	The Air Quality SPD will be in conformity with the Core Strategy and relevant Development Plan Document(s).
Key milestones	
Draft SPD and sustainability report issued for public participation	Month/year
Adoption and publication of document	Month/year
Arrangements for production	
Which organisation/department of the Authority will lead the process	The Forward Planning team
Management arrangements (e.g. steering group)	
Resources required to produce the LDD, including specifying resources committed from external stakeholders	
Approach to involving stakeholders and the community	This will be outlined in the Statement of Community Involvement when drafted, and will form the basis for engagement.
Post production	
Monitoring and review mechanisms	?????

GLOSSARY OF TERMS

Annual Monitoring Report (AMR):

Area Action Plans (AAP): Development Plan Documents that will be used to provide a planning framework for areas of change and conservation.

Community Strategy:**Corporate Management Team (CMT):**

Development Plan: This will consist of the spatial development plan for London (London Plan 2004) and development plan documents contained within the local development framework.

Development Plan Documents (DPD): To be prepared by the relevant plan-making authority i.e. the Council. They will be spatial planning documents and subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

GANTT chart:**Harrow Strategic Partnership (HSP):**

Harrow Unitary Development Plan: The Borough-wide statutory development plan for Harrow, adopted on 30th July 2004, which sets out the Council's policies for the development and use of land.

Independent Examination: The local authority must arrange for an independent examination of a submitted development plan document whether or not representations have been received. The reason for this is that the independent examination must consider the "soundness of the plan".

Local Development Documents (LDD): These include development plan documents and supplementary planning documents, and the Statement of Community Involvement (SCI).

Local Development Framework (LDF): The LDF will comprise a portfolio of local development documents, which will provide the framework for delivering the spatial planning strategy for the area.

Local Development Scheme (LDS): The LDS sets out the programme for the preparation of the local development documents. All plan-making authorities must submit a Local Development Scheme to the First Secretary of State for approval within six months of the commencement date of the Act (28th September 2004).

London Plan: The Mayor's spatial development strategy for London.

Planning Delivery Grant (PDG):

Planning Inspectorate:

Planning Policy Statement (PPS): an expression of government policy on an individual planning topic e.g. PPS12 deals with local development frameworks. The government intends to replace its current set of planning policy guidance notes with planning policy statements.

Proposals Map: A graphical illustration of the policies and proposals contained in development plan documents and saved policies.

Regional Spatial Strategy (RSS): This is prepared by the regional planning body. The regional spatial strategy sets out the policies in relation to the development and use of land in the region and is approved by the First Secretary of State. In London, the spatial development strategy prepared by the Mayor is the equivalent of a regional spatial strategy. GOL Circular 1/2000 provides advice in respect of the spatial development strategy.

Saved Plans, Policies and Supplementary Planning Guidance: The transitional arrangements that allow for existing adopted plans (and their constituent policies), and supplementary planning guidance (SPG) to be saved for three years from the date of commencement of the Act.

Site development policies: This will be a suite of criteria-based policies which are required to ensure that all development within the area meets the vision set out in the core strategy.

Spatial strategy: The Core Strategy Development Plan Document that will set out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision. Broad locations for development may be set out in a key diagram.

Statement of Community Involvement (SCI): The SCI will set out the standards which the plan-making authority intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all local development documents and in development control decisions. It will also set out how the local planning authority intends to achieve those standards. The statement of community involvement will not be a development plan document but will be subject to independent examination. A consultation statement showing how the local planning authority has complied with its statement of community involvement will be required for all local development documents.

Strategic Environmental Assessment/Sustainability Appraisal: A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) does not in fact use the term strategic environmental assessment. It requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use. The sustainability appraisal covers wider objectives than the strategic environmental assessment but in practice both procedures will be combined. These processes feed into and are intended to improve the content of the LDF.

Supplementary Planning Documents (SPD): These will cover a wide range of issues on which the plan-making authority wishes to provide policy guidance to supplement the policies and proposals in development plan documents. They will not form part of the development plan or be subject to independent examination.

Unitary Development Plan: The Borough-wide statutory development plan, which sets out the Council's policies for the development and use of land. The Government intends to replace unitary development plans with local development frameworks.

Appendix 4 – Programme for replacement of existing policies (to be added)