

CABINET POLICY DEVELOPMENT WORKING GROUP
Thursday 7 October 2021 at 7.30 pm
Council Chamber - Civic Centre

AGENDA

1. Apologies for Absence
To receive any apologies for absence from Councillors.
2. Declarations of Interest
To receive Councillors' declarations of interest (if any) in relation to any matters on the agenda.
3. Minutes (Pages 2 - 3)
To approve the minutes of the meeting held on 5 August 2021.
4. Matters arising
Any matters arising from the minutes of the previous meeting.
5. Climate Change Strategy - Scoping Report (Pages 4 - 9)
6. Transport Strategy (Pages 10 - 36)
To consider the draft Transport Strategy.
7. Open Space Supplementary Planning Document - Approval for Consultation (Pages 37 - 45)
8. Local Plan - Statement of Community Involvement (Pages 46 - 76)
9. Work Plan (Page 77)
To review the Working Group's work plan for the current year.
10. Matters of Urgent Business
Such other business which, in the opinion of the Chair, should be received as a matter of urgency by reason of special circumstances to be specified in the minutes.

**MINUTES OF THE CABINET POLICY DEVELOPMENT WORKING GROUP
HELD ON**

5 August 2021

7.30 - 8.13 pm

PRESENT

Overview Working Group Members

Councillor Shona Johnson (Chair)

Councillor Jodi Dunne

Councillor Michael Garnett

Councillor Clive Souter

Councillor Nancy Watson

Officers

Hannah Criddle, Governance Support Officer

Andrew Bramidge, Head of Environment and Planning

Also Present

Councillor Tony Edwards

Councillor Alastair Gunn

Councillor Michael Hardware

Councillor John Strachan

1. **APOLOGIES FOR ABSENCE**

None.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

RESOLVED that the minutes of the meeting held on 26 November 2020 be agreed as a correct record.

4. **MATTERS ARISING**

None.

5. **TOWN PLAN**

The Working Group received the draft Town Plan which would be going to Cabinet for approval in September 2021.

Councillor Mike Garnett suggested that the “vision” be moved to the start of the document and that the wording “tip” be changed to waste and recycling centre.

Councillor John Strachan suggested that the Town Plan also refer to the potential for extending London Overground services to Harlow.

6. **CARBON MANAGEMENT PLAN**

The Working Group received the Carbon Management Plan. Andrew Bramidge, Head of Environment and Planning, advised that a further report on the Climate Change Strategy would come to the Working Group later in the year.

Andrew Bramidge asked the Working Group to agree a target date for achieving net zero carbon emissions. He explained that the previous two Carbon Management plans had both seen a 25 per cent reduction in carbon emissions. Future plans would include changes such as the switch from gas boilers by 2030 as required by the Government and the move to electric vehicles (including HTS and Veolia).

The Working Group agreed a target of achieving net zero carbon emissions in advance of the Government deadline of 2050 whilst doing further work on the impact of measures introduced to be able to set a target that was based on evidence. The Working Group also requested a yearly report on the Council's carbon footprint.

7. **WORK PLAN**

RESOLVED that the Work Plan was noted.

8. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE OVERVIEW
WORKING GROUP

REPORT TO: CABINET POLICY DEVELOPMENT WORKING GROUP

DATE: 7 OCTOBER 2021

TITLE: CLIMATE CHANGE STRATEGY – SCOPING REPORT

LEAD OFFICER(S): ANDREW BRAMIDGE, HEAD OF ENVIRONMENT AND PLANNING (01279) 446410

RECOMMENDED that:

- A** The Cabinet Policy Development Working Group is recommended to discuss the report and make suggestions for the further development of the Climate Change Strategy prior to receiving a final draft report in January 2022.

BACKGROUND

1. This report sets out early thoughts on the development of a Climate Change Strategy for Harlow Council to be discussed at the Cabinet Policy Development Working Group on 7 October. Further work on the strategy will be undertaken following this meeting to prepare for a final draft to be presented at the January 2022 meeting of the Working Group before being presented to Cabinet.
2. The report builds on the adoption of the Council’s Carbon Reduction Plan 2021-26 which set some ambitious targets and commitments. In particular, this Plan committed the Council to:
 - a) Achieving Net Zero carbon emissions from its operational activities by 2040;
 - b) Delivering a 50 percent reduction in carbon emissions from 2014/15 baseline figures;
 - c) Fitting no fossil fuelled boilers into operational buildings after 2025/26;
 - d) Buying no new carbon emitting vehicles after 2022/23;
 - e) Achieving Net Zero from its waste service during the lifetime of the next contract from 2029;
 - f) Working with HTS to help them achieve Net Zero by 2040 and to identify a potential 12 percent saving during the lifetime of this Plan.
3. The Carbon Reduction Plan identifies a requirement to reduce carbon emissions by a further 284 tonnes in the five year period and provides an action plan for how this will be achieved. The Plan acknowledges that some actions are still to

be identified as technology changes and also that further reductions will become progressively more challenging.

4. Although the adoption of this new five year plan is a significant step on the journey to Net Zero, it is only part of the solution. The Carbon Reduction Plan only identifies actions that the Council can directly control through its operational activities. There are a wealth of other activities that the Council can undertake, and encourage others to undertake, to combat climate change. These actions may not all be directly measurable, but they will be important in influencing attitudes and changing behaviours. The Plan also does not capture the Council's activities in managing its housing stock as these are reported separately. A broader Climate Change Strategy for Harlow will need to bring these issues together in one over-arching document.
5. A Climate Change Strategy will therefore need to address two issues:
 - a) What are the actions Harlow Council can take to tackle the effects of climate change?
 - b) What does the Council need to do to develop its role as community leader to work with, and to support, other organisations in the town as well as businesses, residents to help them to tackle climate change?

Broader Context

6. In June 2019 Parliament set in law a commitment to reach Net Zero emissions by 2050. This is quantified as a reduction of at least 100 percent on the carbon emission levels of 1990. In order to meet this target the UK government is taking a broad approach which includes carbon budgeting, investment in green skills and jobs and engaging citizens to identify and prioritise actions to achieve Net Zero.
7. Under the Climate Change Act 2008 (the 2008 Act), the Government must set five-yearly carbon budgets, twelve years in advance, from 2008 to 2050. A carbon budget places a restriction on the total amount of greenhouse gases the UK can emit over a 5-year period. The UK is the first country to set legally binding carbon budgets. In 2011 the first 'Carbon Plan' was issued which sets out how the government will meet the carbon budgets set from 2008-2027. The plan includes actions to achieve low carbon buildings, transport, industry, energy generation as well as actions relating to land use and waste reduction.
8. A citizen's assembly (Climate Assembly UK) was formed in 2020 and produced a report entitled 'The Path to Net Zero.' The report shows how a representative sample of the population believe the UK should meet its Net Zero emissions commitment with detailed recommendations across ten areas including: how we travel; what we eat and how we use the land; what we buy; heat and energy use

in the home; how we generate our electricity; and greenhouse gas removals. Parliament will use the report to support its work on scrutinising the Government's climate change policy and progress on the target.

9. In August this year, the UN's Intergovernmental Panel on Climate Change (IPCC) released its latest report – 'Climate Change 2021 – The Physical Science Basis'. This received widespread coverage and stated that "it is unequivocal that human influence has warmed the atmosphere, ocean and land" and at a rate that is unprecedented in the last 2000 years. A range of scenarios were outlined in the report, all of which see significant continuing increases in global temperatures in the coming decades. It concludes that working towards achieving at least Net Zero is essential.

ISSUES/PROPOSALS

Range of Actions to be Included in the Climate Change Strategy

10. Carbon Reduction Plan

- a) The Council needs to ensure that it delivers against the targets set out in its Carbon Reduction Plan 2021-26. As outlined above, there is still more work to be done in relation to this. A key part of this ongoing work will be working with HTS to enable them to also achieve Net Zero by 2040. Decisions will also need to be made on boiler replacements in a number of the Council's buildings over the next few years – these decisions will have the biggest single impact upon the Council's operation carbon emissions.

11. Using the Planning System

- a) The Council is in a strong position to use its powers to influence building design in the town so that new developments are increasingly working towards achieving carbon neutrality at least.
 - i) The Council has already adopted the Harlow & Gilston Sustainability Guide as a material consideration in the determination of planning applications. This sets out a series of standards and aspirations for the construction of new buildings and includes a checklist for developers to follow to identify how they will meet these standards. This guide is already seen as a model for others to follow in the Garden Town community and will need to be regularly updated as technologies change thinking on sustainability becomes more mainstream.
 - ii) The Council is currently consulting on some amendments to its Design Guide. This picks up changes in legislation that have occurred since the last Guide was produced in 2011 and includes a section on Climate Change. This provides guidance on how to

design buildings and implement landscaping which will prevent overheating and provide natural cooling, the consideration of natural lighting and ventilation in new properties and the implementation of rainwater harvesting and grey water-reuse. The Guide is likely to be adopted at Cabinet in December 2021 and will then also become a material consideration in the determination of planning applications. However, it is intended during 2022 to develop a new Design Guide and this will provide a significant opportunity for the Council to set some high aspirations and standards to be achieved for new development in the town over the next decade and beyond.

12. Housing

- a) The Council is the landlord for more than 9,000 properties in the town and this provides both one of the most significant challenges and opportunities in terms of managing the impacts of Climate Change and contributing to the reduction of emissions. As part of a corporate approach to tackling climate change, and in the role of community leader, the Council will need to identify what is possible and by when in relation to its housing stock as part of a Climate Change Action Plan.

13. Environment Management

- a) The Council has a significant opportunity to both make an impact, but also to influence others, in the way that it manages the environment of the town. Some progress has already been made in this area through an increase in tree planting and the encouragement of greater biodiversity in locations such as Parndon Wood, the Town Park and the River Stort nature reserves. The piloting of some wildflower planting has also raised awareness of the impact of these measures.
- b) The measurement of the carbon impact of these activities is notoriously difficult and as such they were not included in the recent Carbon Reduction Plan – it was important that this was evidenced-based and measurable. However, it is widely acknowledged that improving biodiversity, even at a local level, can make an impact on CO2 levels and the Council will commit to a more expansive programme in the coming months and years. A report will be submitted to Cabinet in November with a more detailed programme, but activities that the Council will look to pursue as part of a broader Climate Change Strategy will include:
 - i) Implementing the first wave of the installation of electric vehicle charging points and developing a programme for broadening this out into residential areas.
 - ii) An expansive tree planting programme as part of the Essex Forest Initiative.

- iii) Implementation of a programme of increasing bio-diversity and the range of habitats for wildlife in the town. This will include protection for key sites in the town as well measures such as increasing wildflower planting.
- iv) Working with HTS to phase out the use of environmentally damaging products as part of its regular activities.
- v) Working with the Harlow & Gilston Garden Town to develop and implement a programme of stewardship for new communities that protects and enhances the natural environment and creates a model for its extension into the town's existing communities.
- vi) Develop a methodology for measuring the impacts of the above measures.

14. Other activities to be considered

- a) Earlier versions of the Council's Carbon Reduction Plan included a range of measures that are important to implement, but are not directly measurable in terms of reducing carbon emissions. This is because they are part of a wider national or international issue or because they are not directly attributable to Harlow Council operations. However, these measures should still be developed as they will have consequences for influencing behaviour change. Additionally, there are some high level strategic activities that the Council should engage in or lead that will have a significant effect on managing Climate Change.
 - i) Improving recycling rates across the town. Harlow has relatively low levels of recycling, in part because of the relatively high level of flat block accommodation which traditionally have lower levels of recycling. Working with the Council's waste contractor, steps will need to be put in place to change recycling rates and this should be a significant part of a new Climate Change Action Plan.
 - ii) Working with partners to develop a new Sustainable Transport system for Harlow as part of the Harlow and Gilston Garden Town.
 - iii) Development of carbon neutral strategies for the Council's Regeneration programmes.
 - iv) Develop measures to encourage more children to walk or cycle to school.
 - v) Elimination of all single use plastics from the Council's activities.

- vi) Use of the Council's procurement policies to ensure more goods are purchased locally reducing transportation and to require the Council's suppliers to work towards Net Zero targets.
- vii) Explore the potential for Traffic Regulation Orders to prevent vehicle idling.
- viii) Installation of public water fountains to reduce the purchase of single use water bottles.

Community Leadership

15. As well as developing a range of actions for the Council to implement, a Climate Change Strategy must also identify the Council's role as a Community leader and set out what the Council can do to encourage others to follow its lead. This should include as a minimum:

- a) Publicising the work that Harlow Council is doing to combat climate change.
- b) Develop a Harlow Climate Change Forum to bring together key organisations in the town to work together on producing an action plan.
- c) Encourage others to make specific Climate Change pledges.
- d) Encourage other 'Anchor Institutions' to use their procurement process to make an impact on carbon emission.

TRANSPORT STRATEGY

SUMMER 2021

*Interactive PDF: best viewed
on computer screen*



Garden Town Introduction

Harlow and Gilston was designated as a Garden Town by the Ministry for Homes, Communities and Local Government (MHCLG) in January 2017 and will comprise new and existing communities in and around Harlow.

Set in attractive countryside, with transformative investment in transport and community infrastructure, new neighbourhoods to the east, west and south and new villages to the north (collectively referred to as the new Garden Communities) will be established and integrated with the existing Harlow town.

The Harlow and Gilston Garden Town (HGGT) Partnership describes the cross boundary joint working arrangements between East Herts District Council (EHDC), Epping Forest District Council (EFDC) and Harlow District Council (HDC) working together with Essex County Council (ECC) and Hertfordshire County Council (HCC) to ensure plans for the Garden Town deliver on their agreed HGGT Vision.

Revision	Date
01	January 2019
02	XXXX 2021



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Further information is provided via [links](#) embedded within the text, or in **pop-outs** in the interactive pdf. All supporting information will be included in the Appendices. Please see the Glossary for definitions of all technical words.

TRANSPORT STRATEGY IN BRIEF

MODE SHARE OBJECTIVE

50% of all trips starting and/or ending in the existing settlement area of Harlow Town should be by active and sustainable travel modes and

60% of all trips starting and/or ending in the new Garden Communities of Harlow & Gilston Garden Town should be by **active and sustainable** travel modes.

PRINCIPLES

USER HIERARCHY

Decisions should be shaped by the transport hierarchy shown here, to provide an equitable, balanced, safe, coherent, healthy and efficient transport network that promotes modal shift and sustainable travel.

A CULTURE OF ACTIVE AND SUSTAINABLE TRAVEL

The Garden Town should be an environment where active and sustainable travel is valued, prioritised, and supported to ensure that their social, environmental, health and economic benefits are available to everyone.

ACCESSIBILITY AND INCLUSION

Infrastructure should be designed for everyone and with consideration of those with greatest need first. Everyone should have the opportunity to choose more sustainable and active modes of travel.



“Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be adaptable, healthy, sustainable and innovative.”

ACTIONS

ENABLING CHOICE

...means creating connected local communities that offer local facilities and travel options for everyday activities.



STREETS FOR PEOPLE

...means making our streets and neighbourhoods places that are safe, sociable and enjoyable – for everyone – by creating attractive places that people want to walk and cycle in.

QUALITY PUBLIC TRANSPORT

...means connecting people to the places they want to go, providing independence and mobility to those who need it most, while reducing air pollution and congestion.



A NETWORK THAT WORKS

...means providing reliable, high-quality alternatives to private vehicles whilst ensuring the network effectively supports those that depend upon it for essential journeys and services.

MAXIMISING OPPORTUNITIES

... means exploring and introducing new and innovative transport technologies as they develop



HOW TO USE THIS STRATEGY

WHY

This Transport Strategy has been prepared to help deliver the HGGT Vision against the backdrop of the challenges of future travel demand linked to planned growth. The Local Plans of East Hertfordshire, Epping Forest and Harlow District Councils include shared commitments to secure the delivery of sustainable growth through cooperative cross-boundary working. The growth strategies of these Local Plans emphasise the need for an integrated Garden Town that promotes the use of active and sustainable travel.

The HGGT Transport Strategy establishes a clear Mode Share Objective and set of Principles which aligns with the growth strategies (including the planned delivery of 23,000 homes within the Garden Town) within the respective Local Plans. The Strategy sets out how this planned growth can be achieved through modal shift towards sustainable and active travel and details a number of measures to achieve this modal shift and the ambitious targets proposed for sustainable travel.

WHO

The **HGGT Partner Councils** has developed this Strategy to ensure openness and accountability with all stakeholders, including existing and future communities, which it will achieve through engagement, consultation and partnership working.

Residents and Local Interest Groups:

This document can be used by residents and local interest groups to understand how transport is being prioritised and incorporated into the existing town and new developments. It can be used to hold Developers, and the HGGT Partner Councils to account in terms of alignment of designs and investment with the Mode Share Objectives and Principles in this strategy.

Stakeholders and Businesses

HGGT will support and work with businesses,

transport operators, service providers and other stakeholders by using this Strategy to inform discussions, designs and projects to help align the transport needs of these stakeholders with the Mode Share Objective and Principles outlined here.

Local Authority Officers and Decision-Makers:

This document will be endorsed by the Garden Town Partners as a material planning consideration and will help to guide the assessment of planning applications for developments coming forward within the Garden Town area. It will inform pre-application discussions and assist decision-makers in transport matters.

In addition to cross-boundary working through the HGGT partnership, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with consideration of local priorities.

Developers:

The document is to be used by developers and their agents, design teams, consultants and contractors in shaping development proposals and transport measures based on the transport hierarchy. This strategy will guide the design of proposals and ensure coordinated and integrated consideration of active and sustainable transport principles and mode shift targets at an early stage.

WHEN

Ongoing Provision and Maintenance

The ambition, Mode Share Objective and Principles in this Strategy should help shape existing and future work programmes of the Highway Authorities across the Garden Town, and can provide supporting justification for funding submissions and spending commitments in relation to transport.

Pre-Application

This Strategy and its supporting evidence base should

inform pre-application discussions to incorporate sustainable transport measures from the outset that will uphold the mode share targets outlined here.

Masterplanning

This Strategy should be used to inform the early stages of masterplan designs to embed the transport hierarchy, prevent abortive work at later stages, and shape a holistic approach to building strong and integrated communities.

Planning Application

Planning applications will be scrutinised by the local planning authorities for the Garden Town to ensure they demonstrate a close alignment with the Mode Share Objective and Principles in this Strategy and the planning applications will achieve the sustainable mode share targets.

Post-Planning

Planning conditions and Section 106 obligations will be utilised where appropriate to ensure that active and sustainable transport measures are secured to ensure delivery of transport infrastructure and associated measures and mitigations connected with any planning applications for development in the Garden Town. Monitoring of the Mode Share Objective set out here on a regular basis is key, and it is expected that any adopted measures will be regularly reviewed to ensure the aspirational mode share targets are being met.

HOW

The Strategy should be used to inform and guide decisions on planning applications for new developments, regeneration, infrastructure and development of services to ensure designs and schemes are brought forward in accordance with the transport user hierarchy and will support progress towards the Mode Share Objective.

The Strategy outlines how growth in the Garden Town can be enabled through the Mode Share Objective and Principles, and signposts users to

supporting evidence and best practice. It is not intended to provide the detailed action plan or timeline for proposed measures. However, a high level programme can be found in the supporting information.

Further information is provided via links embedded within the text, through interactive pop outs or through the supporting information provided on the website

WHAT

This Strategy has been approved by the Garden Town Member Board, and had formal Cabinet/Executive endorsement from Councillors from East Herts District Councils, Epping Forest and Harlow. It has had approval by the relevant portfolio holders of Essex and Hertfordshire County Councils.

Local Plan policies and allocations for each of the District Councils, and the transport policies of the County Councils, will continue to be used to shape and assess development proposals across the Garden Town.

The HGGT Vision and HGGT Design Guide (November 2018), and this Transport Strategy, will be material planning considerations ensuring the Garden Town is delivered in a co-ordinated, inclusive and sustainable way. This Strategy should also be read in conjunction with the HGGT Sustainability Guidance (2021) and Infrastructure Delivery Plan (April 2019).

MONITORING AND REVIEW

This Strategy will be reviewed and updated periodically to reflect new information and progress in relation to planning and delivering the targets, and to take account of feedback from stakeholders.

Supporting evidence and 'How To' Guides may periodically be reviewed, please check the HGGT website for the latest version of all HGGT resources.

CONTEXT

HGGT GROWTH

Significant Garden Town growth is planned for housing and employment on development sites both within the boundaries of East Hertfordshire Districts and Epping Forest, and within the existing town of Harlow, where further regeneration, renewal and changes of use are anticipated during the period of the relevant Local Plans.

In total, approximately **23,000 new homes** are anticipated to be delivered across the Garden Town area over the next 15 years and beyond. This Strategy has a critical role to play in bringing together established and new communities as a fully integrated Garden Town with an effective transport network.

NATIONAL POLICY CONTEXT

The framework of national policy and guidance requires that growth achieves and delivers a significant mode shift. The UK Government recently released the [Decarbonising Transport report](#) (July 2021) which reaffirmed and set out a number of ambitions in this regard including:

- Investing £2 billion over five years in cycling and walking with the aim that **half of all journeys will be cycled or walked** in towns and cities by 2030.
- Supporting the delivery of 4,000 zero emission buses and associated infrastructure while exploring a phase out date for the sale of new non-zero emission buses/coaches.
- A ban on the sale of petrol and diesel cars by 2030 and support for the electrification of vehicles and their supply chains.
- By the end of October 2021, all Local Transport Authorities will be expected to have published a local Bus Service Improvement Plan, detailing how they will use either a franchising model or a [Quality Bus Partnership](#) to improve their services.

The Town and Country Planning Association (TCPA) have created [9 Garden City Principles](#) which form an indivisible and interlocking framework for the delivery of high-quality places. One of these principles clearly states the need for:

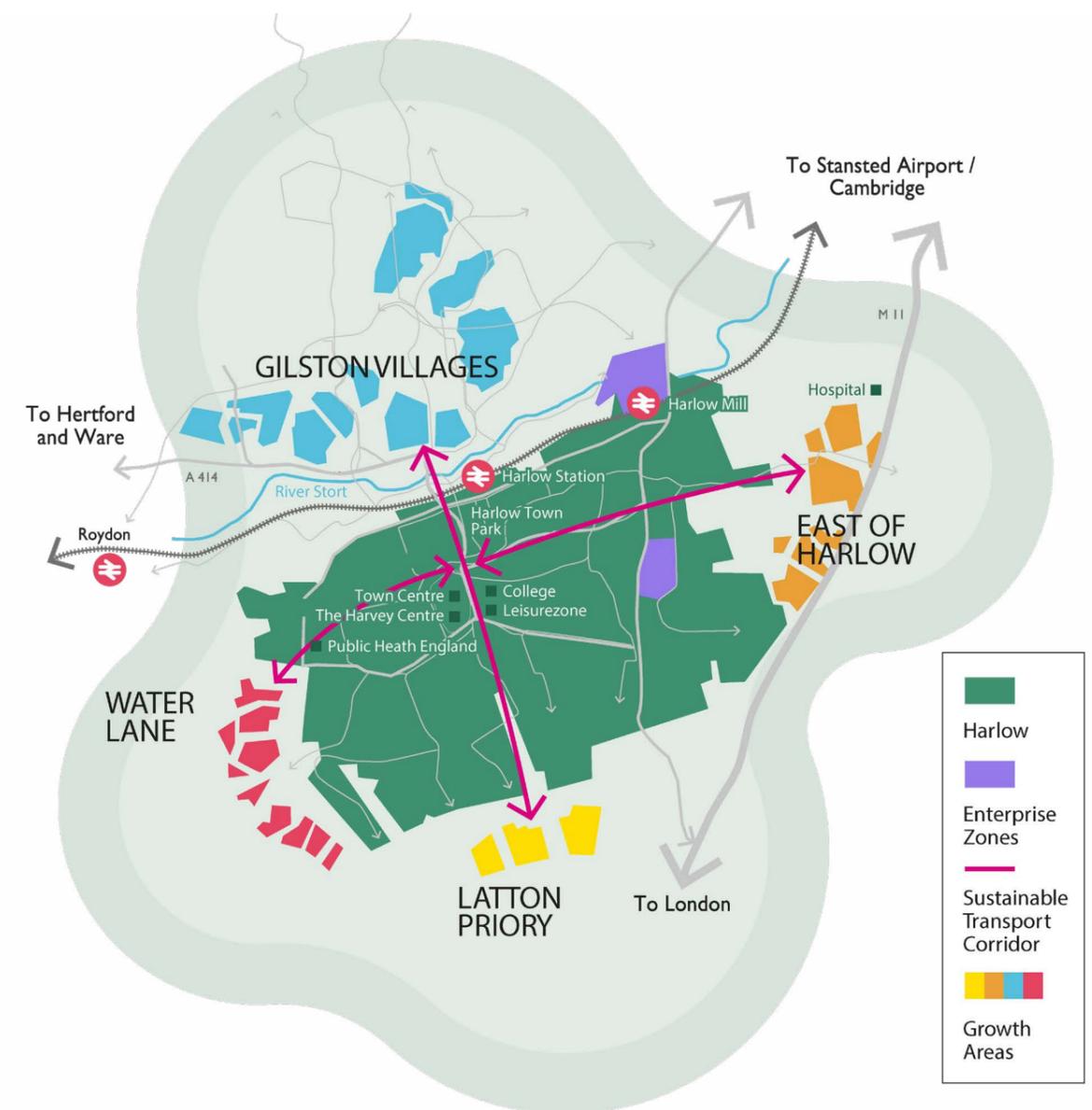
“Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport”.

These Garden City Principles are woven into the HGGT Vision and partner Councils Local Plans. These Principles and further work from the TCPA has also been used to inform this Strategy.

The National Planning Policy Framework (NPPF) requires that “the planning system should actively manage patterns of growth in support of the [objectives](#) set out below”:

- Impacts of development on transport networks can be addressed.
- opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised.
- opportunities to promote walking, cycling and public transport use are identified and pursued.
- environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account.
- patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

The Town and Country Planning Association (TCPA) Garden City ambition states that “walking, cycling and public transport designed to be the most attractive forms of local transport” .



LOCAL POLICY CONTEXT

This Strategy brings together the policies of adopted and emerging development plans of East Herts (Adopted, October 2018), Epping Forest (Submission version 2017) and Harlow (Adopted, December 2020) District Councils. In planning to meet their growth needs, the District Councils have **acted co-operatively**, supported by their respective Hertfordshire and Essex County Councils.

The transport strategies for the counties are set out in their respective Local Transport Plans for Hertfordshire and Essex. Find out more about how this Strategy conforms with District and County transport policy in the supporting information.

All five HGGT Partner Authorities have declared a Climate Emergency or committed to Climate Action. This Strategy supports the highest commitment across the Garden Town Authorities: to become Carbon-Neutral by 2030.

NATIONAL TRANSPORT CONTEXT

The UK has an advanced transport network which operates across the country and includes a wide range of modes. This network is increasingly road-centric however, with a continuing rise in the ownership and use of private vehicles and movement of freight by road. However, only 4% of road transport fuel was renewable and there are limited numbers of electric vehicles (55,000 fully electric, 145,000 hybrid). Find out more [here](#).

The current transport system and domination of private vehicles has a number of implications:

- Road transport is a major source of air pollution, linked to around **40,000 premature deaths** in the UK each year.

- Physical inactivity costs the NHS **£1bn per annum**, with further indirect costs calculated at **£8.2bn**.
- Transport is now the **largest contributor to UK greenhouse gas emissions** (28% of domestic emissions, of which 90% is road transport), worsening the climate emergency.
- Congestion increased** by 4% and 1% on the strategic road network and A roads from 2017-18.
- There were **1,784** reported road deaths in 2018, which is unchanged since 2012.
- Nine in ten drivers recorded feeling **stressed or angry** when driving, up 6% on figures from 2020.
- The cost of buying and running a private vehicle are prohibitive for some and far higher than other modes - average annual cost of using a car (£3,727), bus (£848) and bike (£396).
- The cost of buying and running a private vehicle** are prohibitive for some and far higher than other modes - average annual cost of using a car (£3,727), bus (£848) and bike (£396).

Covid-19 has impacted travel patterns which relate closely to environmental, social, and economic inequalities. Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that transport solutions are adaptable, sustainable and equitable over the long term.

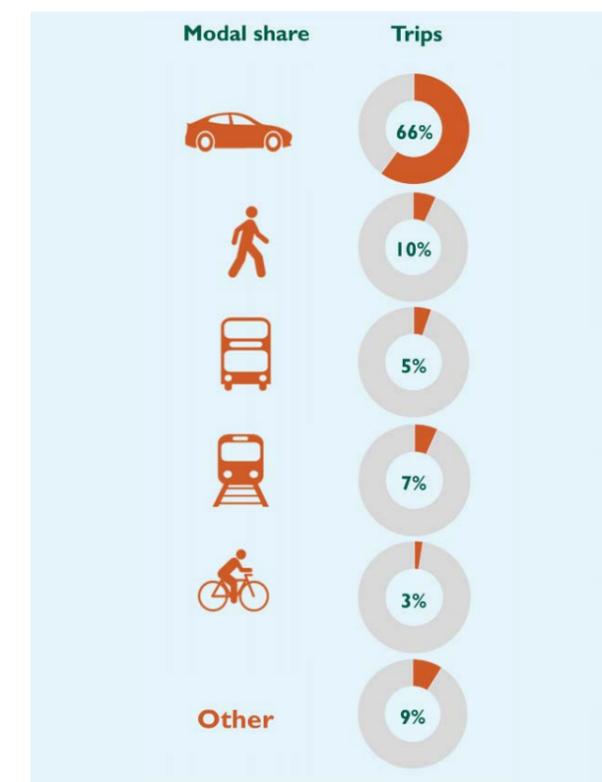
LOCAL TRANSPORT CONTEXT

HGGT Partner Councils are well placed to provide a healthy and well connected environment for the existing and future residents, visitors and workforce of the Garden Town. There is already transport infrastructure across Harlow that can be improved to support delivery of the Mode Share Objective set out in this Strategy. HGGT is a significant development area within the **UK Innovation Corridor** (London – Harlow – Cambridge). The M11 motorway to the east, and the West Anglia Main Line to the north, link Harlow to the other key hubs in this corridor. The A414 is a busy east-west arterial connection between Essex and Hertfordshire. To the south, Epping provides a popular connection to London on the underground network. Harlow data indicates that transport is hugely important moving forward:

- There is good town-wide accessibility by all modes, with bus services and bus priority on some routes, extensive segregated footways and cycleways and a pedestrianised town centre.
- Harlow has high levels of private car use (5% greater than the national average).
- 13% of the resident population walks or cycles to work and 84% for any reason (vs. 87% UK average) even though there is a relatively good walking and cycling network.
- Harlow has a comprehensive local bus network, with around 40 daytime bus routes, run by six operators.
- Health:** 25% of Harlow adults were classified as physically inactive and 37% of Year 6 pupils were classified as overweight or obese – both above county and national averages. Harlow has the highest ratio across Essex for emergency admissions due to Coronary Heart Disease.
- Deprivation:** Harlow is ranked 2nd across Essex for overall **deprivation** and is in the bottom

40% nationally. 29% of Harlow households have an income of less than £20k. 40% of low income households **lack access to a car**, making alternatives vital.

- Travel to key services:** Harlow residents have the lowest average travel time (14.5mins), in Essex by walking and public transport for 8 key services including employment, education and food stores.
- Collision data** indicates that Harlow has relatively few cycle collisions when compared to Essex but the second highest fatalities (2012-17).



Mode share in Harlow, based on Census 2011 travel to work data. 'Other' includes: Working from home (7%), taxi (1%), moped/motorcycle (1%).

MODE SHARE OBJECTIVE

The Transport Strategy is driven by an overriding Mode Share Objective:

50%

of all trips starting and/or ending in the existing settlement area of Harlow Town should be by active and sustainable travel modes and

60%

of all trips starting and/or ending in the new Garden Communities of Harlow & Gilston Garden Town should be by active and sustainable travel modes.

Why 50-60%?

The scale of growth and development proposed for the Garden Town provides the opportunity to deliver a significant step change in active and sustainable travel across the town. Increasing the use of sustainable transport will provide opportunities for new and enhanced public transport services into the future.

This investment in travel choice for residents, workers and visitors, to achieve the Mode Share Objective, reduces the impact on the existing public highway from all new developments and from the existing town, preserving capacity in the network. This allows the new developments to be delivered without negatively impacting on the ability of the public highway to operate safely and acceptably, whilst also contributing positively to health, wellbeing and environmental quality across the Garden Town.

The mode shift targets have been informed by Garden City Principles, evidence and national policy guidance and targets. The Town and Country Planning Association (TCPA) has clearly set out [Design Principles](#) for the creation of Garden Towns:

“A Garden City’s design must enable at least 50% of trips originating in the Garden City to be made by non-car means, with a goal to increase this over time to at least 60%; and the latest best practice in street and transport design should be used as a minimum standard.”

The Department for Transport also set out a [bold vision](#) for a transformation in our transport system, with the objective that:

“Cycling and walking will be the natural first choice for many journeys with half of all journeys in towns and cities being cycled or walked by 2030.”

This Transport Strategy aims to deliver sustainable growth and regeneration through its Mode Share Objective, to mitigate some of the adverse impacts of increasing travel demand, both now and for future generations. The following sections show that embracing Mode Share Objective and Principles in this Strategy captures a vision for a happy, healthy, and economically stable town.



MODE SHARE OBJECTIVE

How long will it take to achieve these targets?

This Strategy outlines the targets to drive ongoing modal shift in the existing town, and even more so in new Garden Communities, given their unique scope and opportunity to embed sustainable transport measures through design and positive travel habits from day one. The targets will be achieved incrementally and will require the implementation of complementary policies, plans, infrastructure and associated services over a number of years. However, with the right planning and policy, the 60% mode shift target for the new Garden Communities should be achieved as early as possible from occupation and across the whole Garden Town by 2033.

How?

Currently about **20% of trips** are made sustainably into, out of and within Harlow. Increasing this will be a challenge but is achievable, particularly in the new communities where complimentary measures, such as those found in the image opposite, will be in place from occupation. The five Action chapters following this will provide more detail on how this target can be met.

The HGGT Partner Councils are not starting from scratch and there is much we are already doing – it is clear that investment is having a positive impact but barriers remain. In this strategy, we set out what those barriers are, and what steps we are going to take to tackle them. In order to really deliver a step-change in the Garden Town, we must go further, faster. Bold action will help to create places we want to live and work – with better connected, healthier and more sustainable communities.

This is a graphical illustration of the various measures needed to achieve the mode share targets and is not a representative timeline of implementation

PATH TO ACTIVE AND SUSTAINABLE TRANSPORT

Wayfinding + Placeshaping
Green and pleasant places

Last Mile Delivery
Cargo bikes, electric vehicles and distribution centres

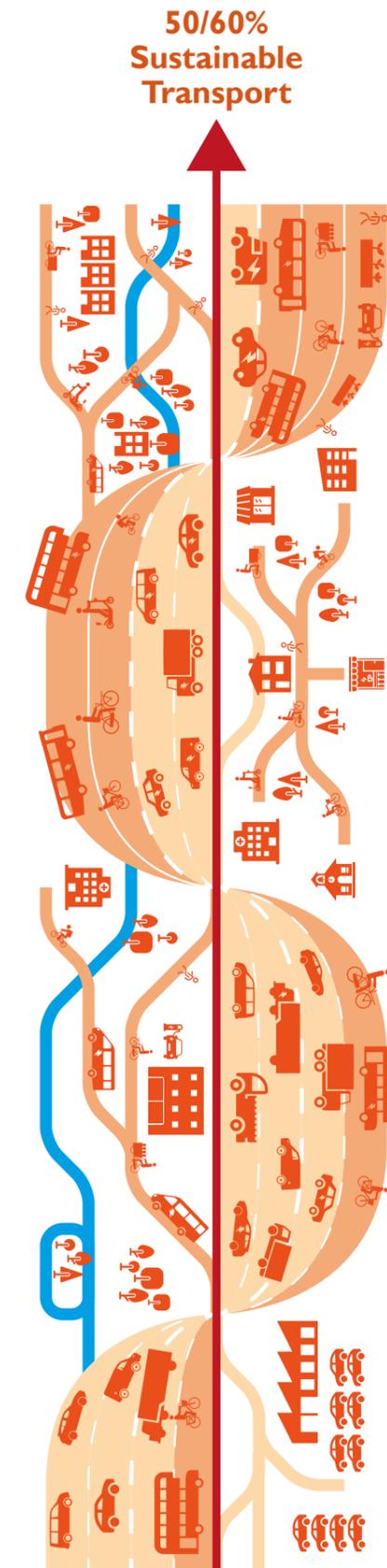
DRT
Demand Responsive Transport

STCs/Highway Infrastructure
Build sustainable transport infrastructure

Zero Emission Vehicles
Provide infrastructure for zero emission vehicles

Hubs
Local transport and community hubs

Traffic Controls
Town wide speed limit review



Shared Mobility
Bike share, scooter share and car clubs

Livable Neighbourhoods
Liveable streets. Pleasant neighbourhoods that encourage healthy travel

Co-working Spaces
Places to work and network close to home

Behaviour Change Programmes
Activities and measures to help encourage active and sustainable travel

Enhanced Bus Partnership
Negotiate for high quality and innovative bus services

LCWIP
Walking and cycling improvements

Communication + Engagement
Let people know how and why to travel sustainably

Demand Management
Reduce unnecessary journeys

PRINCIPLES

The Mode Share Objective will be achieved by applying the following principles to all aspects of transport policy within the Garden Town:

- 1 User hierarchy
- 2 A culture of active and sustainable travel
- 3 Accessibility and inclusion

The user hierarchy

This Strategy recognises the need to deliver transformational change, not only to reduce unnecessary journeys, but to make sustainable travel modes a first choice for most journeys for most people. It is also about ensuring that streets are designed to be as effective as possible in bringing communities together, providing leisure opportunities and enhancing people's lives.

All scheme designs should follow the user hierarchy below to deliver the HGGTVision:

- Reduce unnecessary travel
- Walking and cycling
- Public transport
- Private vehicles

Prioritising local journeys based on this hierarchy of importance will ensure that:

- First, we minimise demand
- Then we enable modal shift
- As a last resort, we increase capacity based on these transit priorities.

This hierarchy recognises that, whilst some streets have a significant movement function, and others are enjoyed for their sense of place, all streets should promote safety, accessibility, and inclusion, and prioritise the most vulnerable road users.

This hierarchy is not meant to be rigidly applied in all circumstances and does not necessarily mean that pedestrians and cyclists are more important than the other modes. However, the hierarchy should be applied to design and planning and to masterplans and planning applications for development proposals and a clear rationale should be provided for any exceptions that are made. This helps to ensure that the Garden Town will serve all of its users in a balanced way.

A culture of active and sustainable travel

The Garden Town is committed to developing a cultural shift amongst residents where choosing active and sustainable travel is the norm. This means creating an environment where active and sustainable travel is prioritised, valued and supported by all, to ensure the Garden Town is a place where people are empowered to understand, experience and promote the benefits these transport choices bring.

Encouraging new ways of thinking is a challenge and this sort of behavioural change takes time and meaningful engagement to embed. The Garden Town Partners will examine carefully how planning of the built and natural environment, together with a developing programme of behaviour change interventions and effective engagement, can make this achievable. In practice this could mean upgrading a cycleway linked to a school and then offering cycle lessons, bike maintenance and activities at the school to encourage active journeys to school. To support this, the mode shift target has been embedded in wider policy making, such as Local Plans and Strategies.

Improving the built infrastructure and services for existing residents and communities in Harlow is paramount. The aim is to encourage communities to take ownership and become custodians of the Garden Town for future generations, whilst also welcoming new communities who will share the same vision of a sustainable, active and healthy Harlow.

Accessibility and inclusion

Sustainable and active travel options make access to key services and amenities more resilient and equitable. Everyone should have the opportunity to make sustainable and active travel choices and enjoy the benefits these bring (e.g. less congestion and air pollution, and improved health and wellbeing).

Walking and cycling are not vulnerable to energy and fuel price variations and help to reduce discrimination through socio economic factors including income, ability, gender, disability or race among other relevant factors. People's health depends on the places and conditions in which they live. Therefore, to reduce health inequalities, development and infrastructure should be designed with consideration to those with most need first.

However, take-up in sustainable and active travel can be low despite a large appetite from different demographic groups. For example, 85% of people aged over 65, 78% of disabled people, 76% of women, 75% of people at risk of deprivation and 74% of people from ethnic minority groups never cycle.

It is crucial that the needs and concerns of marginalised groups, disabled people, women and non-users are factored into design and decision-making process in respect to masterplans and planning applications for development. If infrastructure is to be designed for everyone, then genuine representation is needed.

Investment, policy and delivery should be designed to help reduce the health, economic and societal inequities many people encounter throughout their lives. It is essential to remove barriers to peoples' experience of, and interaction with, transport systems and travel.

Diverse stakeholders must be actively included in all processes, from conception, to design, to monitoring outcomes. The interconnectedness of transport means decisions will impact all residents of the Garden Town and therefore a broad range of views should be sought to ensure local expertise, knowledge and input is incorporated from concept and masterplan stages of projects.

ACTIONS

- 1 Enabling Choice
- 2 Streets for People
- 3 Quality Public Transport
- 4 A Network that Works
- 5 Maximising opportunities

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ACTION 1: Enabling Choice

OVERVIEW

Enabling travel choices means creating connected local communities that offer local facilities and active and sustainable travel options for everyday activities. This gives people the freedom and ability to choose shorter, more sustainable trips and reduces the number, or length, of journeys needed.

Enabling choice starts with policy, place-making and master-planning. Incorporating high quality design, effective technologies and best practice can lessen the demand for long, unnecessary, or motorised journeys. Providing vibrant and local centres that offer everyday activities such as education, retail, health and community facilities, leisure destinations, recreation and open spaces will enable and encourage active lifestyles. Improving facilities, and access to them, key transport interchanges will allow for a range of choices to be provided for different needs, circumstances and seasons.

The original Harlow masterplan had this in mind through the creation of distinct neighbourhoods each with their own local facilities - their hatches. This approach will be replicated in the new communities and we will work to improve the offer and vibrancy of the existing hatches.

ACCESSIBILITY AND INCLUSION

Enabling choice will address social equality, improve digital connectivity, open up job opportunities and provide greater flexibility for people. Travel time will be reduced, encouraging investment in personal development activities and valuable time with family and friends.



What Enabling Choice Should Look Like In The Garden Town

CURRENT CHALLENGES

Low number of people working from home (about 7%)

Proximity to services

Long Commutes

Poor connectivity

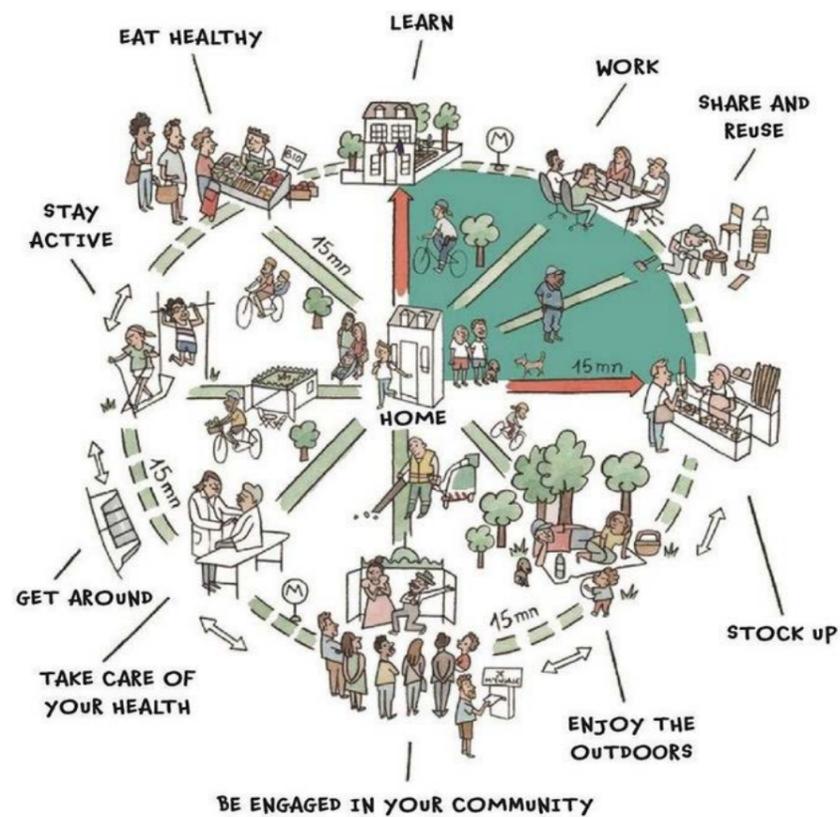
FUTURE OPPORTUNITIES

Provide digital technology, such as “Better Digital” superfast Fibre broadband and 5G coverage, and local co-working spaces among other solutions as they develop, to improve improve the options for remote and flexible working.

Vibrant town and neighbourhoods offering a wide range of local services and amenities such as shops, schools and healthcare which promotes shorter, more active, journeys.

More opportunities to live and work within the Garden Town or local neighbourhoods to reduce travel distances.

Co-locate multi-modal transport interchanges and co-working spaces with local amenities and services and design them into new builds. Improve connectivity through effective street design, clear signage and innovative wayfinding.



MICAËL

Artistic example of the connections within a 15 minute neighbourhood. Source: 15 minute city by Prof. C. Moreno, Paris Sorbonne IAE, Illustration by Micaël

NEXT STEPS

- Continue work to investigate how the Garden Town can evolve to harness key advancements within the digital sector.
- Futureproof new infrastructure to adapt to new technologies and advancements in digital enablement.
- Collaborate closely with internet and service providers to ensure the Garden Town is best placed to provide high speed internet connections to new and existing communities.
- Trial innovation on the Garden Town around shared and public transport platforms.
- Develop existing work on hubs, ensuring they provide for the needs of local communities and include co-working spaces and digital connectivity.
- Continue discussions with Developers to ensure all new communities are based on 15-minute neighbourhood principles to encourage local journeys.

CASE STUDIES



Zedify Deliveries

Zedify provides last mile delivery using a range of cargo bikes and electric vans in multiple UK cities



Leuven Hubs

The Belgian City of Leuven plans to introduce 50 mobility hubs over the next three years to improve multimodality in the city.



Melbourne 20 minute neighbourhoods

Melbourne has tested 20 minute neighbourhoods with great success and aims to roll them out across the city

ACTION 2: Streets for People

OVERVIEW

Creating Streets for People is about designing and making our streets and neighbourhoods places that are pleasant to travel in, safe, healthy, inclusive, accessible, community centred and enjoyable – for everyone. It's about ensuring existing and future residents of the Garden Town are healthier, happier and better connected.

HGGT will build upon, and enhance, Harlow's existing path network to ensure it's accessible, safe and attractive for all users. HGGT will support and actively encourage a culture of multi-modal mobility where people are inspired and motivated to travel actively and sustainably. Pedestrians and cyclists will be prioritised through seamlessly incorporating active and sustainable travel opportunities and infrastructure. If it is necessary to reallocate roadspace from parking or traffic to achieve this, it should be done.

ACCESSIBILITY AND INCLUSION

Streets for people put vulnerable users at their heart by designing infrastructure accessible, safe and inclusive for everyone including those on bikes, mobility scooters, adapted bikes, wheelchairs, walking or with a pushchair. Making it easy, safe and enjoyable to travel actively for all users, improves the health, fitness and quality of life of diverse resident groups so that they have the confidence to travel actively whatever their circumstance.



What Streets For People Should Look Like In The Garden Town

CURRENT CHALLENGES

Harlow is currently car-centric

Cars dominate Harlow's streetscape

Excessive school time traffic

Travelling actively feels unsafe

Parts of the town are not well served by the network, including the more recent growth areas, neighbouring settlements, and villages.

Existing infrastructure has missing links, outdated facilities, poorly maintained or missing infrastructure and severance.

Protect Green Spaces

Homes and destinations lack suitable facilities

FUTURE OPPORTUNITIES

Encourage a transition to active and sustainable travel through infrastructure design and behaviour change programs.

Create attractive local streets through measures such as walkable neighbourhoods, planting and parking controls.

Implement behaviour change measures, School Streets, education programmes, training and street improvements.

Design new infrastructure to prioritise vulnerable users such as physically separating cyclists from pedestrians and motor traffic, improving lighting, upgrading crossings, and providing paths that are overlooked.

A fine-grained network of walking and cycling routes that connect the new communities with the existing town.

Maintain, enhance and expand the active travel network and its associated infrastructure in line with best practice.

Enhance and protect Harlow's green spaces, including green wedges and green fingers, and street planting, to support a wide variety of functions such as sustainable movement and biodiversity corridors. Build in community stewardship of these assets.

Provide secure cycle parking, shower and changing facilities, e-bike/ wheelchair/ mobility scooter charging, and storage at homes and destinations. Access must be at least as convenient, if not better, than for private motor vehicles.

NEXT STEPS/ACTION PLAN

- Work with highways and local planning authorities on all highways schemes and active travel infrastructure enhancements to ensure consistency across the Garden Town and alignment with best practice.
- Develop a Parking Strategy and standards for the Garden Town which supports the Vision for healthy and sustainable growth, walkable neighbourhoods, reducing the reliance on the private car and high levels of sustainable and active travel.
- Develop a cycle hire scheme throughout the Garden Town and beyond, with intuitive and flexible payment systems and shared platforms, supported by education and training activities, to ensure bikes and parking are located to maximise opportunities for residents, workers and visitors. Find out more about how cycle hire schemes work [here](#).
- Develop and deliver on the Local Cycling and Walking Infrastructure Plan (LCWIP) for HGGT which identifies gaps and opportunities in the existing pedestrian and cycle network to provide an enhanced, coherent and integrated network of high quality walking and cycling infrastructure which is accessible and attractive for users of all backgrounds, abilities and journey purposes.
- Utilise seamless wayfinding with a unified brand / typography to integrate with, and promote, the HGGT sustainable transport network and active and sustainable travel choices.
- Provide an ongoing, consistent educational and promotional behaviour change campaign to engage and develop partnerships with the community, educational bodies, workplaces and other key stakeholders, and to ensure widespread access to cycle training.
- Actively promote a culture where sustainable transport choices and active travel lifestyles are the norm.
- Develop a Workplace Travel Programme that includes information and initiatives to support and assist workplaces in encouraging a shift to active and sustainable travel.

CASE STUDIES



Levenshulme Bee Network

A flagship community led, active neighbourhood scheme for Manchester.



Waltham Forest

Delivering one of the 'Mini-Holland' schemes to make the borough more vibrant and enjoyable for everyone.



Groningen

The 'cycling capital' of the Netherlands where prioritising pedestrians and cyclists is key to 60% of trips being cycled.

ACTION 3: Quality Public Transport

OVERVIEW

A quality public transport network helps individuals, communities and local economies to flourish. It helps to connect people and places, providing independence and mobility to those who need it most. When designed and managed effectively, local transport provision can reduce congestion, improve air quality and health outcomes, and help make Harlow's diverse communities greener, healthier and more attractive places to live, work, play, and attract inward investment from businesses and other organisations.

Proposals for public transport will need to create opportunities for services and user experiences which promote active and sustainable travel and surpass private vehicle travel. Existing villages and neighbourhoods should all benefit from the enhanced public transport services being delivered as part of the Garden Town's integrated travel network.

ACCESSIBILITY AND INCLUSION

Quality public transport provides the vital connections to those with limited or no alternatives, increasing access to services and opportunities. An effective public transport system will also encourage a shift away from private vehicle use, with the associated physical and mental health benefits.

CURRENT CHALLENGES

The quality, reliability and integration of timetabling for buses in Harlow has been criticised by residents.

Most services travel via the bus station in the Town Centre so bus journeys to the key employment and retail sites on the periphery of the town often require an intermediate change of buses.

There is a lack of integrated ticketing and routes to key locations.

Services to neighbouring settlements such as Epping and Bishop's Stortford are limited.

Fares are considered to be high, especially in comparison to driving.

The train stations are situated relatively far from communities in the south of the existing town and are not easily accessible by sustainable modes.



FUTURE OPPORTUNITIES

Bus & Rapid Transit (BRT)

BRT, is a fast, high quality, integrated bus service, that provides more direct, frequent and integrated public transport services between key locations within and beyond HGGT.

Demand Responsive Travel (DRT)

Digital Demand Responsive Transport (DDRT)

DRT and DDRT both look to provide transport in response to demand by users. DDRT creates a digital platform for joining up travel demand and supply. This would include journey planning and ticket purchasing.

Enhanced Local Bus Services

An Enhanced Quality Partnership (EQP) similar to that set up between Hertfordshire County Council and commercial bus operators would improve quality, connectivity, accessibility, integration with other travel options, optimal utilisation of advances in technology and better interchanges. This is a [legally binding arrangement](#) where improvements to services are agreed and implemented by both local authorities and bus operators. This would initially be funded through contributions in Section 106 planning obligations or other mechanisms for collecting infrastructure payments and Government funding with services ultimately becoming financially sustainable through increased passenger turnover due to the attractive nature of a high quality, fast and convenient service. A EQP would positively benefit all bus services in the Garden Town including the new services that will operate on the Sustainable Transport Corridors.

The Government are requiring local authorities to adopt enhanced partnerships or a franchising model in new guidance. The Local Transport Authorities are currently working towards a Bus Service Improvement Plan which will look to implement the measures above.

Public Transport Service Features

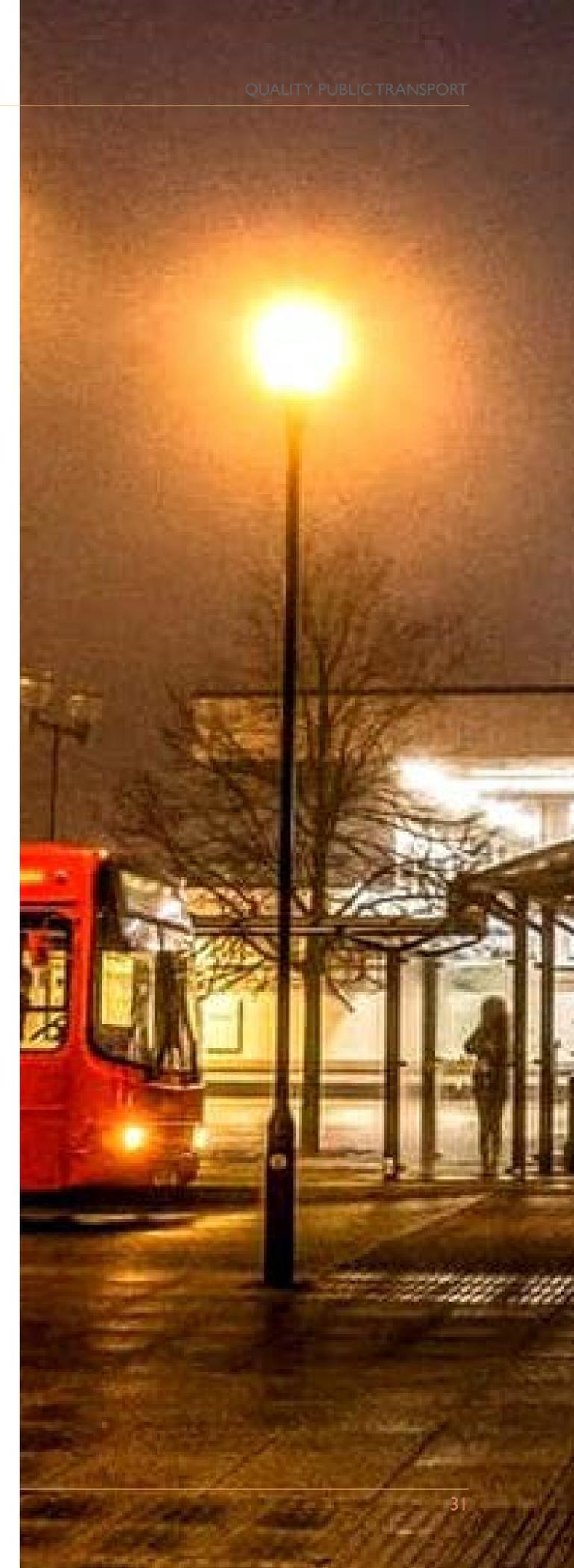
- Directly linking key destinations such as the rail stations, town centre, hospital, educational sites and key employment areas.
- Public transport services provided from first occupation in the new Garden Communities (possibly demand responsive in early phases) so that new residents, workers or visitors develop sustainable travel habits from the outset. These services will connect with key destinations and neighbourhoods in the town, so will benefit existing residents, workers and visitors.
- Integrated ticketing with the wider transport network including flexible payment systems and shared digital platforms such as 'Mobility as a Service' (MaaS) ([link](#)) whilst ensuring that those without mobile internet access can also enjoy these benefits.
- Travel plans to mitigate the impact of construction traffic through provision of a bus service or similar alternative by developers to reduce single occupancy car use for construction workers on major development sites from key travel interchanges or temporary facilities.
- Up-to-date travel information accessed via online and offline platforms.
- DRT and DDRT, integrated with, and complementary to, the wider HGGT bus network and designed to meet the needs of more vulnerable travellers, rural residents and those unable to make use of other public transport provision.
- Optimising the use of existing and future legislation, regulations and technology to develop an aspirational enhanced local bus network across the Garden Town.
- High quality vehicles that are low emission, electric or hydrogen, have on-board Wi-Fi, charge points, etc.
- Encourage developers to design schemes and highways infrastructure to enable the above at masterplan and application stages.

RAIL

The West Anglia Main Line is a key transport link along the UK innovation corridor, connecting Harlow with cities such as London and Cambridge and Stansted Airport but also providing connections to the South-East and beyond. An Anglia Corridor Study (LINK: Anglia Corridor Study March, 2016) includes proposals for this line, which it identifies as a busy commuter and leisure route that has the potential for significant housing and employment growth. HGGT will support enhancements which include:

Opportunities in Rail

- Line speed improvements to support faster journeys.
- Enhancing Harlow Town and Harlow Mill stations to provide improved access and greater provision for - and connectivity to - sustainable modes.
- Support the development of northern access to Harlow Town station.
- Enable Harlow Mill and Harlow Town rail stations to operate as high-quality interchanges with bus services at station forecourts, including Real Time Information.
- Improving walking and cycling facilities and wayfinding to and at Harlow Town and Harlow Mill rail stations from residential areas and the town centre to encourage active travel access to rail services.
- Lobby for the benefits of four tracking and Crossrail 2 at Broxbourne.





NEXT STEPS/ACTION PLAN

- Develop a Quality Bus Partnership (QBP) to influence and improve service quality and infrastructure. Read more about how to improve bus services here.
- Develop existing work on hubs, ensuring designs provide seamless connection between modes and include suitable accompanying infrastructure and services to make public transport and active travel the first choice for journeys.
- Continue conversations with developers, public transport providers, network operators and other key stakeholders to ensure suitable services which promote active and sustainable transport are provided from first occupation of developments in the new Garden Town communities.
- Facilitate development of 'Mobility as a Service' journey planning and travel information mobility platforms to enable travellers to plan, book and pay for end to end journeys using real-time information for any mode.
- Develop a Wayfinding Strategy and a unified brand/typography for the network.
- Champion innovation and optimisation of technological solutions in public transport provision and encourage Garden Town partners, developers and other stakeholders to do the same.
- Developing a platform through which to share data for future service enhancements.

CASE STUDIES



Nottingham's Bus Network

Award winning bus network uses electric, biogas, and Euro VI buses, multiple ticketing options and real time information.



West Sussex Fastway

Bypasses congestion hotspots via guided busways and dedicated bus lanes. 160% increased patronage and 19% decrease in traffic.



Belfast Transport Hub

A multi modal transport hub with bus stands, railway platforms, cycle and taxi provision designed to attract even more people to choose greener and active travel.

ACTION 4: A Network that Works

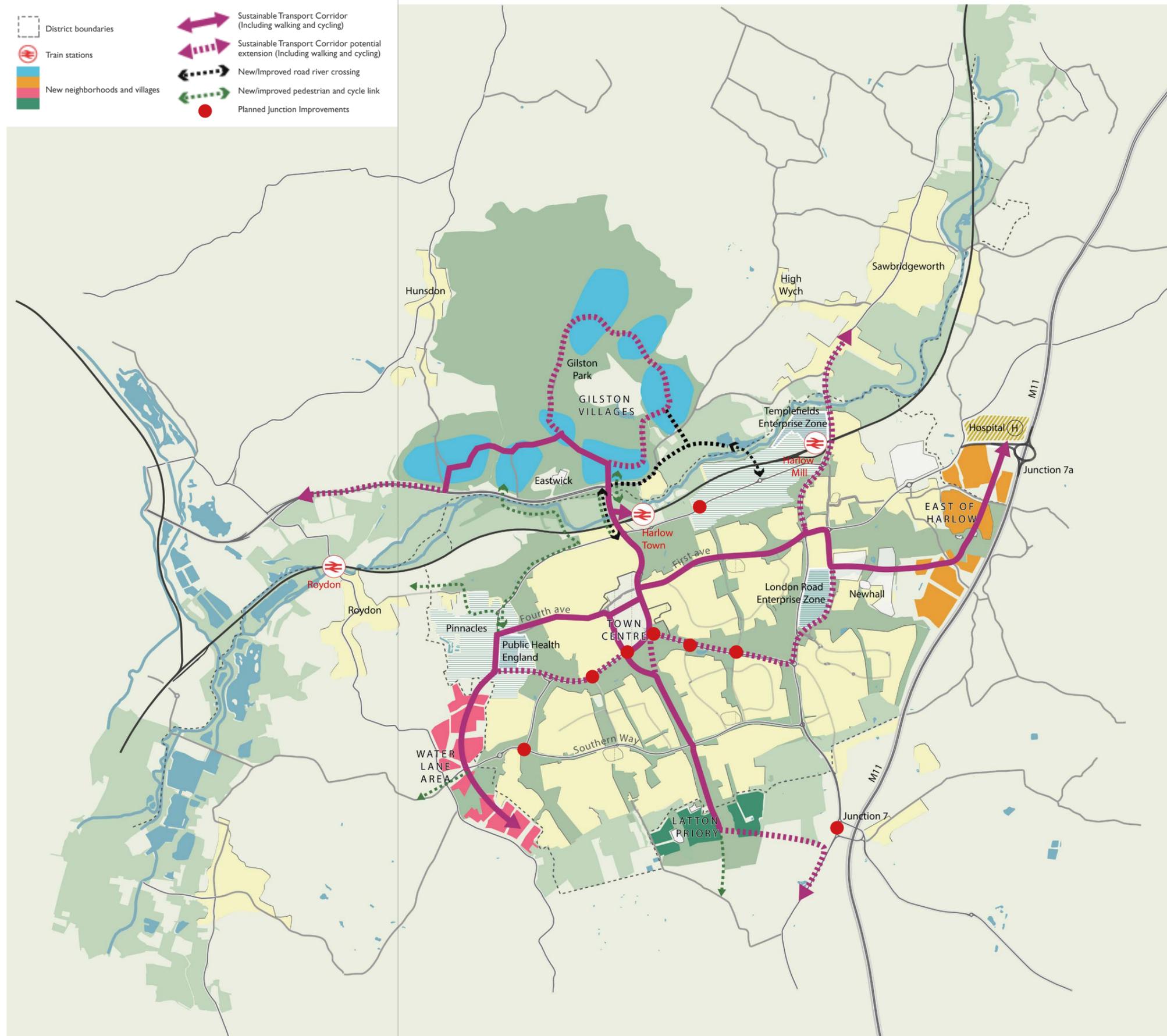
OVERVIEW

A Network that Works, for everyone, is a network that prioritises the most vulnerable, that reduces the reliance on private vehicles by providing credible, high-quality active and sustainable alternative options, that makes best use of the infrastructure we have and is resilient to change. By reducing the reliance on private vehicles this should allow for more reliable operation of the network for the movement of freight to support logistics, distribution, and service sector companies based in Harlow, which are a large part of the HGGT economy.

The HGGT Partner Councils recognise the value of existing transport infrastructure assets such as footways, cycleways, roads, lighting, traffic signals and signage. They also recognise the importance of prudent investment in infrastructure that will help to mitigate current congestion, improve air quality, and facilitate the planned growth across the Garden Town. However, it is acknowledged that extensive expansion in road capacity would conflict with the Vision for the Garden Town and the user hierarchy set out in Principle 1. This would reduce the ability to achieve, or the likelihood of achieving, the required Mode Share Objective.

ACCESSIBILITY AND INCLUSION

By delivering a network with the User Hierarchy at its core, vulnerable users will be considered first, supporting safer and more accessible streets, infrastructure and services. Putting people first instead of private vehicles will improve community cohesion, wellbeing and streetscapes while improving the efficiency of road-based travel for emergency services, public transport and necessary journeys.



What a Network that Works should look like in the Garden Town

CURRENT CHALLENGES

FUTURE OPPORTUNITIES

High levels of car use causing air and noise pollution and congestion – particularly at peak times	Enabling Choice to reduce unnecessary journeys and encouraging a shift toward sustainable and active travel
Bus services often delayed due to congestion	Delivery of Sustainable Transport Corridors and other highway infrastructure improvements should improve the efficiency and reliability of bus services
The A414 presently provides the principal crossing over the River Stort and railway line but suffers from peak period congestion, constraining access to Harlow (and new Gilston area communities) and potentially stifling growth.	Provision of a second Eastern Stort crossing and an upgraded central Stort crossing with dedicated walking and cycling provision and frequent, fast bus priority to encourage modal shift
Residential roads used as rat runs	Traffic and network management measures such as revised speed limits and restrictions to specific routes to ensure motor vehicles remain on designated routes.
Connections to the strategic highway network suffer from peak time congestion	A new motorway junction (Junction 7a – completed in 2022/23) will provide greater connectivity to the new hospital site. Provision of second Stort crossing to enable connections to the Templefields Enterprise Zone and strategic network
High levels of car use for short everyday journeys	Education, training, apps and marketing activities to ensure residents are aware of non-car options available to them, and use the most efficient mode for each journey, particularly for short trips
The walking, cycling and road network can be hard to navigate	Clear and high-quality signage, wayfinding and visibility
Some parts of the network are hazardous or not well used due to disrepair	Effective maintenance and management to maximise longevity of infrastructure and user experience
Some parts of the network feel unsafe for users	Schemes or enhancements which particularly benefit vulnerable users through identifying pinch points, severance issues, or movement conflicts across the network. Developers should design schemes which include infrastructure or public realm features with safety and inclusivity of vulnerable users as priority.

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Sustainable Transport Corridors

HGGT provides a significant opportunity to use Harlow’s distinctive spatial layout to facilitate sustainable mobility through the creation of Sustainable Transport Corridors (STCs). These are a series of strategic public travel routes through the Garden Town providing high quality public transport and active travel options that will connect neighbourhoods quickly with key destinations such as the town centre and Harlow Town railway station and primary business areas. The existing networks will feed into the STCs which will provide the standard for exemplary sustainable travel.

The capital funding of the STCs will be initially met through the Housing Infrastructure Grant and then sustained through the Rolling Infrastructure Fund, see Funding (p.48) for more details on these schemes. A stewardship agreement is being negotiated to ensure the infrastructure developed is maintained to a high standard. To see the timing of delivery please refer to the Transport Programme in Appendix X.

STC Features

- High-quality north-south and east-west sustainable movement routes between existing and new communities and key destinations across the Garden Town.
- A network of walking and cycling routes, separated from motor traffic.
- Dedicated space for buses, to help them move freely, avoid congestion and have priority over other traffic.
- Used by modern, high quality, low emission buses, that offer frequent, high quality, seamless, reliable, rapid services with limited stops.
- Fully integrated with other public transport options via high quality hubs providing a range of transport services and community facilities.
- Comfortable, safe, sheltered waiting areas which are provided with Real Time Passenger Information at key stops and interchanges.
- Future-proofed routes that can be adapted to ensure long term sustainability.
- Phased implementation will allow upgrading of services running on the existing roads along identified corridors and the improvement of connections between services.



Parking

The ready supply and low cost of parking in Harlow currently supports extensive use of the car. Addressing this will help to reduce private vehicle trips and support the Strategy's Mode Share Objective.

CURRENT CHALLENGES

Widespread availability of affordable and privately controlled parking provision throughout the existing town encourages private vehicle trips as the easy choice.

High levels of residential on and off-street parking

Consistent parking on (or blocking) footways, cycleways and green spaces.

Low Electric Vehicle uptake and provision of necessary infrastructure

FUTURE OPPORTUNITIES

Improved access for active and sustainable travel to balance the needs of retailers and employers, whilst reducing the attractiveness of car use by making it harder to be certain of a parking space

Where required, residential car parking is to anticipate later conversion to other uses that benefits residents or the wider community.

Provision of car parking at homes should not be to the detriment of active and sustainable travel, it should be just as easy or easier for residents to walk to their local hatch, access a bike or a bus

The Government are exploring options to eliminate [pavement parking](#)

Charging infrastructure for electric vehicles in public and private locations to aid transition to low-carbon, zero-emission vehicle technologies.

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NEXT STEPS/ACTION PLAN

- Conduct a town wide traffic management review and place-movement assessment to ensure efficient use of strategic transport infrastructure.
- Plans for the implementation of highway improvements will be developed between the relevant District and County Councils.
- Review options for a Park and Ride facility which links to a mass transit system.
- Continue work on plans to expand the existing Central Stort crossing and provide a new Eastern Stort crossing to improve connections.
- Consider the implications and feasibility of introducing demand management interventions, such as a workplace parking levy or congestion charge, as a revenue used to fund further active and sustainable transport investments.
- Review the supply and utilisation of existing commercial parking space in Harlow, most of which is privately owned.
- Engage with providers, developers and other stakeholders and, where possible, encourage them to consider converting space for conventional cars to electric vehicle charging spaces, autonomous vehicles, car club vehicles, cycle and powered two wheeler parking.
- Manage new parking supply at key destinations through the planning system.
- Work with businesses, retailers and developers to manage car park capacity to create a better balance between parking supply and land use.
- Work with businesses, retailers and developers to manage car park capacity to create a better balance between parking supply and land use.
- Explore the establishment of consolidation centres that can alleviate congestion within the Garden Town and provide last mile delivery services using freight bikes and electric vehicles.

CASE STUDIES



DIY Streets

Aims to improve the neighbourhood by reducing traffic speeds and rat running traffic through community co-design.



Forward Motion

Provides online travel information, advice, services, ideas, competitions and events for residents in South Essex.



Parking Places

In West Yorkshire, 88 rapid-charging points have been installed for taxis and the public, supporting a commitment to reduce harmful emissions.

ACTION 5: Maximising opportunities

OVERVIEW

The Garden Town offers extensive opportunities for innovation in mobility and transport, with its unique urban form and partnerships ready to enable delivery. Emerging technologies and shared mobility solutions have significant potential for helping to change travel behaviours. HGGT partners will lead on exploiting these opportunities as they arise.

The challenge lies in creating a seamless and attractive sustainable transportation network and associated services. Services should maximise infrastructure investments and benefits all members of the community. The Garden Town will have to be flexible and adaptable as technologies currently undeveloped or unknown are made available.

ACCESSIBILITY AND INCLUSION

New mobility technologies and services have the potential to widen the affordability, availability, and accessibility of transport. This would help narrow existing inequalities in transport provision and use. For example, real time information can improve the reliability and confidence around using public transport for older people and those with mobility-related needs.



What Maximising Opportunities Should Look Like In The Garden Town

CURRENT CONTEXT

Wider links already exist in the Garden Town between the technology sector, councils, industry, research and education. By building on this partner collaboration, HGGT can act as the testbed for technological and socially innovative mobility solutions, to enhance the physical and social wellbeing of residents, workers and visitors. These opportunities include:

- The growth in the science, technology, engineering and digital industries at the Harlow Enterprise Zone;
- The arrival of Public Health England in the town and the re-provision of Princess Alexandra Hospital, helping to promote healthy living;
- The University of Hertfordshire Centre for Sustainable Communities and the presence of Harlow College and Anglia Ruskin University;
- Links with Transport Systems Catapult in Milton Keynes.

FUTURE OPPORTUNITIES

New and developing energy innovations such as electric and hydrogen vehicles.

Freight and cargo bikes for last mile delivery.

Shared mobility services reducing the need and expense for personal vehicle ownership.

Mobility as a Service (MaaS) and advanced Rapid Transit options (bus or rail) potentially delivering a significant shift from car ownership and make it easier to travel.

Innovative technology platforms can be used to match the supply and demand for transport in rural areas.

Staff training and technological improvements in public transport to make it safer, quicker and easier for those with disabilities and accessibility requirements.

Enhanced transport data gathering and artificial intelligence to maximize network efficiencies.

Trials of autonomous and connected vehicles.

Drones can be used to address local needs, from supporting emergency services to improving the safety of infrastructure inspections.



ZERO EMISSION VEHICLES

In 2020, the government brought forward the end to the sale of new petrol, diesel and hybrid cars and vans from 2040 to 2030. Therefore, over coming years the market share of zero emission vehicles (ZEVs) will increase substantially.

Benefits of ZEVs:

ZEVs have a number of **benefits** over conventional fossil fuel vehicles:

- Zero tailpipe emissions and substantially lower greenhouse gas emissions than conventional vehicles, even when taking into account the electricity source.
- Improved local air quality by reducing harmful emissions such as nitrous oxide and carbon dioxide.
- Significantly quieter than vehicles powered by conventional engines.
- Cheaper to run than fossil fuel vehicles for consumers as fuel is cheaper, no congestion charges, reduced/no vehicle tax and Government grants.

Given the current context around infrastructure, transport, society and policy, it is clear that ZEVs will play an important part in the drive to decarbonise transport and are a key transitional tool for supporting the mode share targets outlined in this Strategy.

Charging Infrastructure

Harlow only has eight public **charging points** – one rapid and seven fast. The uptake of electric vehicles in Harlow is estimated to be 60% by 2033. As such, charging points for BEVs will need to be **rolled out rapidly** and should comprise a mix of private chargers at homes and workplaces and public on-street charge points, for top-up charging and on the strategic road network for longer distance inter-urban charging. Any standard parking provision developed should be future proofed to ensure provision for later installation of charging with minimal retrofitting cost/ disturbance.

Developers and contractors will be expected to align with guidance from updated parking standards which will include standards for all residential dwellings with parking provision to include a charging unit. There will also be guidance around commercial and public parking.

The Government have committed **£500m for EV charging** infrastructure to meet future charging demands and funding can also be secured from other areas such as through developer negotiations and regional funding mechanisms.

The Role of ZEV's

ZEVs are a powerful tool in the transition to a sustainable transport network and there is a clear need for additional infrastructure to support uptake. They are part of the solution for our future travel needs alongside prioritising active travel and public transport (as per the User Hierarchy) reducing connectivity of neighbourhoods and independence of children.

Future Opportunities

Shared mobility services such as **car clubs** which reduce the need and expense of personal vehicle ownership.

NEXT STEPS/ACTION PLAN

- Support Masterplans which demonstrate flexibility in anticipation of future mobility scenarios, including adaptable parking (for future conversion to other uses), drop off and pick up arrangements and electric vehicle charging points to ensure that communities can readily respond.
- Secure funding and work collaboratively with the partner councils to increase the number of public charge points for electric vehicles.
- Exploit opportunities to trial and develop shared mobility, demand responsive, autonomous and alternatively fuelled vehicle and public rapid transit technologies with partners. HGGT will also be seen as being open to innovation through marketing and lobbying of businesses, institutions and government.
- Facilitate development of 'Mobility as a Service' journey planning and travel information mobility platforms to enable travellers to plan, book and pay for end to end journeys using real-time information for any mode.
- Consider the benefits of adopting an 'open data' approach for transport data to support innovation and investment in data solutions and other technologies which aid mobility, traffic and parking management, enabling real-time advice to users.
- Encourage sustainable deliveries: including low carbon vehicle use, delivery hubs and last mile logistics which use electric vehicles, freight bicycles (typically electric aided), or cargo bicycles to deliver goods to local centres or the final destination.
- Give consideration to shared public transport vehicles being able to use bus priority.

CASE STUDIES



Vivacity Labs

AI sensors and 'Smart Junctions' signal controls gather detailed travel data, to help build a case for strategic transport decisions.



Zipabout

Personalised routing using image recognition avoids stressful environments such as crowded locations or unstaffed stations.



Red Ninja

'LiFE', an intelligent mobility algorithm, uses AI to manipulate traffic along an emergency service vehicle's route in real time, reducing journey times by up to 40%.

NEXT STEPS

By adopting this strategy, the Councils are committing to a unified approach to deliver HGGT as set out in their respective Local Plans and Spatial Vision for the area.

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Transport Strategy next steps include:

- 1** Securing developer funding without which the strategy cannot be delivered;
- 2** Developing a detailed, funded programme for delivery of the actions in this strategy;
- 3** Continue to develop and update the Infrastructure Delivery Plan for the Garden Town which prioritises, phases and identifies funding opportunities for sustainable transport schemes;
- 4** Development of monitoring and evaluation strategy, including a set of targets, which we will use to monitor our progress toward meeting our sustainable mode ambition;
- 5** Working with partner authorities to ensure the new Garden Town communities have high quality links with key employment centres.

Working with Developers

The Garden Town will collaborate closely with developers, who are crucial to achieving the sustainable mode share targets within this Strategy. HGGT have the following expectations of developers:

- New development should incorporate the movement hierarchy as a first principle. Development should seamlessly incorporate sustainable travel opportunities and infrastructure.
- Applications for new developments or changes to existing developments will be expected to consider its interaction with the wider transport context and may be required to participate in, and contribute to, wider collaborative proposals to facilitate overall sustainable travel delivery.
- Travel Plans will be required for all development within the HGGT set against the HGGT Travel Plan which will form the basis of expectations for the site, in accordance with the requirements of the National Planning Policy Framework (NPPF), County or District Policies or HGGT guidance.

Masterplans and planning proposals should:

1. Reflect the Mode Share Objective, Principles and Actions of the Transport Strategy and will be expected to demonstrate how they have incorporated Active Design into proposals which promote physical activity and active lifestyles through the built and natural environment;
2. Demonstrate a high level of sustainable mode share and flexibility in anticipation of future mobility scenarios;
3. Ensure properties and co-working spaces enable residents to work from/near home where possible.

Mechanisms to achieve the Mode Share Objective

Developer negotiations: This includes section 106 and or other legal processes through the Highways Act such as section 38 or section 278, where a third party designs and submits a detailed scheme for technical approval by the Highway authority and then delivers a scheme in accordance with the approved design. The exact powers used may vary depending up on the location and design of the proposal. The Garden Town will negotiate with developers to ensure that adequate funding contributions are made from developers to achieve the ambitions of this Strategy.

Local development policy

Local Plans, Local Transport Plans and other adopted transport policy carries planning weight and policies must be conformed to during the planning and design of new developments.

The HGGT Transport Strategy: This Strategy has been approved by the HGGT Board and endorsed by the three District Councils as a material planning consideration. This gives the Strategy weight when making planning decisions.

Monitoring: A monitoring framework will be established to ensure alignment with this Strategy. This Framework will be based on the recommendations from the HGGT Monitoring Framework Technical Note. Policies and schemes will also be monitored internally through the HGGT Board approval and oversight process.

Funding

Developer Contributions

Developer contributions is a collective term mainly used to refer to the Community Infrastructure Levy (CIL) and Planning Obligations (commonly referred to as 'Section 106' or 'S106' obligations/agreements). These are planning tools that can be used to secure financial and non-financial contributions (including affordable housing), or other works in kind, to provide infrastructure to support development and mitigate the impacts of development.

The Housing Investment Grant (HIG) and Rolling Infrastructure Fund (RIF)

The Garden Town has secured £171m from Homes England through the Housing Investment Grant Fund to forward fund the provision of transport infrastructure. Whilst this infrastructure is primarily focussed on unlocking delivery of the Gilston Area new garden community development, parts of the infrastructure also support broader growth and regeneration across HGGT.

The availability of HIG funding will permit the "forward funding" of infrastructure and this will enable developers within the Gilston Area allocation to deliver other additional items of infrastructure required for the development in earlier phases.

Delivery of HIG funded infrastructure will result in the earlier delivery of new homes at Gilston, which will generate financial contributions from developers which can then be used to fund other infrastructure priorities within the Garden Town IDP. This mechanism for the recovery and recycling of the HIG funding is called the Rolling Infrastructure Fund (RIF).

The South East (SELEP) and Hertfordshire (Herts LEP) Local Enterprise Partnerships

LEPs work in partnership with central government and its key agencies to pursue and attract major investment into the South East and Hertfordshire to deliver significant economic growth. LEPs identify and

support local strategic growth priorities, encourages business investment and promotes economic development.

In total the SELEP Growth Deal with Government has brought nearly £600m of investment to the region with the aim to deliver 78k jobs and 29k homes. Hertfordshire LEP has secured £204m to deliver 11k jobs and 16.5k new homes.

Transport East

Transport East is the Sub-national Transport Body for Norfolk, Suffolk, Essex, Southend-on-Sea and Thurrock. The partnership provides a single voice for our councils, business leaders and partners on our region's transport strategy and strategic transport investment priorities, working in close collaboration with the government and the rest of the UK.

Transport East will develop a Transport Strategy and Delivery Plan for the region which ensures that transport fully supports its members shared ambitions for economic growth, quality of life and prosperity.

Department for Transport (DfT)

The DfT allocates a large amount of funding through various schemes such as the Local Sustainable Transport Fund, Sustainable Travel Towns Scheme and the Access Fund among many others. The Garden Town will look to secure government funding through these schemes where and when appropriate and available.

Harlow Local Highway Panel (Harlow LHP) proposals

LHPs are responsible for making recommendations and setting priorities for Highways schemes in their areas. Panels are made up of a representative number of Members from the County and the District. The Panels prioritise local concerns and small scale measures and make recommendations to the Cabinet Member for the implementation of highway schemes that meet the concerns of local people.



Glossary

We recognise that some of the definitions of new mobility services are contested. Within this document we use the following definitions.

Active travel

Active modes are considered to be walking and cycling, but also include micro-mobility options.

Bus Rapid Transit

Bus Rapid Transit (BRT) is a high-quality bus-based transit system that delivers fast, direct, and cost-effective services at metro-level capacities.

Car clubs/car-sharing

Car clubs use electronic systems to provide customers unattended access to cars for short-term rental, often by the hour. Business models can be categorised into round-trips, where the vehicle must be returned to its home station, and flexible, which allows one-way trips. Vehicles may be owned by individuals and lent out on a peer-to-peer basis via an intermediary platform, or form part of a fleet owned by a single organisation.

Commuter and utility walking and cycle routes

Routes that support necessary everyday travel, are located and designed to be direct and convenient in terms of journey time and distance, and are of sufficient capacity, segregated, surfaced and lit to enable safe use at all times by all users.

Demand responsive transport

A flexible service that provides shared transport in response to requests from users specifying desired locations and times of pickup and delivery. Dial-a-ride services scheduled through next day or advance bookings are a traditional example.

Developers

An organisation whose job involves buying and selling buildings/land and arranging for new buildings to be built.

Development site

A parcel of land where land disturbing activities have been or will be initiated to complete a land development project.

Dynamic demand responsive transport

More recent applications of demand responsive transport seek to work dynamically, adjusting routes in real time to accommodate new pickup requests often made minutes in advance.

Electric vehicle

Electric vehicles (EVs) are defined as vehicles that can take on power from an external source and comprise Battery Electric Vehicles (BEVs) and plug-in Hybrid Electric Vehicles (PHEVs).

Four tracking

A quadruple-track railway (also known as a four-track railway) is a railway line consisting of four parallel tracks with two tracks used in each direction. Quadruple-track railways can handle large amounts of traffic, and so are used on very busy routes.

Hub

A facility that provides a convenient interchange between a range of mobility types (public transport, bikes, scooters etc.) for all users and which is co-located with other community facilities such as cafes, shops, parcel drops etc.

Leisure walking and cycle route

Routes that support cycling for health and pleasure purposes, are located and designed to provide a safe and attractive environment where the route itself may be one of the main attractors (as opposed to directness), can be shared with pedestrians and can accommodate places to stop and rest.

Micro-mobility

The use of small mobility devices, designed to carry one or two people, for short trips or 'last mile' deliveries. Rollerblades, tricycles and scooters, as well as wheelchairs and other adapted cycles are examples.

Mobility as a Service (MaaS)

The integration of various modes of transport along with information and payment functions into a single mobility service. Recent services that allow customers to purchase monthly subscription packages giving them access to public transport and private taxi and bike hire schemes are an example.

Modal shift

A modal shift means a change from one mode of transportation for a journey to another. For example, switching from driving a car to walking.

Mode

A transport mode refers to the way in which passengers and/or goods can be transported. For example, train, bus or walking.

Mode share

Mode share (also called mode split) is the percentage of travellers using a particular mode of transportation or number of trips using said type.

Particulate matter (PM)

Small airborne particles. PM may include materials such as soot, wind-blown dust or secondary components which are formed within the atmosphere as a result of chemical reactions. Some PM is natural and some is man-made. PM can be harmful to human health when inhaled, with the World Health Organization classifying it as carcinogenic to humans. In general, the smaller the particle the deeper it can be inhaled into the lungs, and the greater the risk that it is transferred to the bloodstream or body tissues. PM10 is particulate matter 10 micrometres or less in diameter, PM2.5 is particulate matter 2.5 micrometres or less in diameter. By way of comparison, a human hair is about 100 micrometres in width.

Planning application/pre-application

A planning application is a formal request to a local authority for permission to build something new (i.e. shops, homes, schools etc.) or to add something to an existing building.

Ride-hailing

Ride-hailing services use smartphone apps to connect paying passengers with licensed taxi drivers or private hire vehicle operators who provide rides for profit.

Ride-sharing (sometimes known as car-pooling)

Formal or informal sharing of rides between unlicensed drivers and passengers with a common or similar journey route. Ride-sharing platforms charge a fee for bringing together drivers and passengers. Drivers share trip costs with passengers rather than making a profit.

School Street

A School Street is a road outside a school with a temporary restriction on motorised traffic at school drop-off and pick-up times. The restriction applies to school traffic and through traffic.

Shared mobility

Transport services that are shared among users, either at the same time or one after another. Public transport, or mass transit, as well as newer models such as car-sharing, bike-sharing and ride-sharing, are all types of shared mobility.

Sustainable travel

Sustainable modes are considered to be any local bus/tram-based rapid transit and demand-responsive bus services. Active travel modes are also deemed sustainable.

Transport network

A transport network denotes either a permanent track (e.g. roads, rail, and canals) or a scheduled service (e.g. airline, public transit, train). It can be extended to cover various types of links between points along which mobility can take place.

Vulnerable user

Non-motorised road users, such as pedestrians and cyclists as well as motor-cyclists and persons with disabilities or reduced mobility.

Zero emission vehicle

A zero-emissions vehicle (ZEV) is a vehicle that never emits exhaust gas from the onboard source of power.

REPORT TO: CABINET POLICY DEVELOPMENT WORKING GROUP

DATE: 7 OCTOBER 2021

TITLE: OPEN SPACE, SPORT AND RECREATION STANDARDS SPD

LEAD OFFICER: ANDREW BRAMIDGE, HEAD OF ENVIRONMENT AND PLANNING (01279) 446410

CONTRIBUTING OFFICERS: PAUL MACBRIDE, FORWARD PLANNING MANAGER (01279) 446258

DAVID WATTS, SENIOR FORWARD PLANNING OFFICER (01279) 446577

RECOMMENDED that:

- A** The Working Group notes the contents of the report and comments as necessary.

BACKGROUND

1. Policy L1 of the Harlow Local Development Plan (HLDP) sets out the requirement for major development to provide or upgrade public open space, play space, allotment facilities along with their ongoing management and maintenance. The implementation of this policy is to be set out in further detail in an Open Space, Sport and Recreation Supplementary Planning Document (OSSPD).
2. The existing OSSPD was adopted in June 2007. It sets out the Council's approach to the provision of open space in new development, by providing quantifiable standards for the different categories of open space, whether provision should be on- or off-site (and the appropriate contributions if off-site), and what commuted maintenance sums are payable if the new facilities are subsequently adopted by the Council.
3. The existing OSSPD is now considered out of date as it no longer conforms to up-to-date national policy and guidance, the adopted HLDP or current evidence base in respect of standards. It is important, therefore, that the OSSPD is updated to reflect these changes and to support the determination of planning applications.
4. It is proposed that a draft replacement OSSPD is produced by the end of 2021, with public consultation taking place in early 2022 and subsequent adoption in Spring 2022.

ISSUES/PROPOSALS

Draft Objectives and Chapter Headings

5. A draft set of objectives for the new OSSPD is as follows:
- a) to support the implementation of the Harlow Local Development Plan policies relating to open spaces and recreation.
 - b) to meet the open space, sport and recreation needs generated by new development, based on the most up-to-date and locally-justified provision standards.
 - c) to protect and enhance the district's Green Infrastructure (GI), particularly GI used for recreational purposes.
 - d) to ensure that open space, sport and recreation facilities are of a design which is accessible to everyone
 - e) to ensure that appropriate on-site or off-site planning contributions are sought to create or enhance open space, sport and recreation facilities

Question: Should these objectives be amended or added to?

6. It is proposed that the updated OSSPD will contain the following chapter headings:
- a) Introduction and Objectives.
 - b) National and Local Policy Background.
 - c) Implementation of the SPD (e.g. what development the SPD relates to, application submission requirements).
 - d) Open Space, Sport and Recreation standards.
 - e) Planning contributions including off-site contributions and commuted sums.
 - f) Design standards (e.g. changing room facilities, allotment facilities, disability access).
7. The chapter headings above focus on on-site standards and off-site contributions. It does not include matters around calculating biodiversity Net-Gain or how Green infrastructure should be connected through to new developments or designed within them. These aspects are to be set out in a separate Natural Environment SPD and a full update of the Design Guide SPD (an interim Design Guide addendum is currently out for consultation).

Question: Should Biodiversity Net-Gain be set out in a separate SPD?

Question: Should Green Infrastructure design considerations be set out in the Design Guide SPD?

Updating the open space, sport and recreation standards

8. The provision standards in the updated OSSPD will ensure the correct amounts of open space, sport and recreation facilities are secured in new development, both now and in the future.
9. Officers have been considering what standards to use for development proposals in regards to on-site provision. The following have been considered:
 - a) In 2013, consultants LUC produced an Open Space Study for the HLDP Evidence Base, which audited most open spaces in Harlow based on their quantity and quality. From this work and a review of national/local benchmark standards at the time, LUC produced and justified recommended open space provision standards, covering a wide range of types of open space.
 - b) Fields in Trust, a national charity dedicated to protecting open spaces, have produced recommended benchmark guidelines (provision standards) for various open space types. These standards, last updated in November 2020, have been widely used by local authorities and Sport England for a number of years. Fields in Trust recommend, however, that the guidelines are adjusted to take account of local circumstances.
 - c) Standards set out in the 2007 OSSPD.
 - d) Sports Facilities Study produced in 2017.
10. A table produced by LUC, which describes the different types of open space, can be found at Appendix 2.
11. Appendix 1 provides options for potential new open space provision standards, firstly based on LUC's recommended standards (further details can be found in the full report) and secondly on the Fields in Trust guidance/standards. The existing (equivalent) standards in the 2007 OSSPD are also provided for comparison. Appendix 2 includes a table describing the function of each different type of open space as set out in the LUC study.
12. There are two standards for each open space type – the accessibility standard (defined as the maximum distance residents should be required to travel to use an open space of a specific type) and the quantity standard (defined as the minimum provision of each open space type which should be provided per 1,000 population).

13. Given the LUC study produced bespoke recommended standards for Harlow; it is proposed that the new OSSPD uses similar standards. In the new OSSPD, the setting of each standard will be explained and justified.

Question: Are the standards recommended by LUC (see Appendix 1) suitable and usable?

Question: Should they be adjusted to bring them more in line with the Fields in Trust standards (where applicable)?*

*East Herts Council in their OSSPD have, for example, contained standards derived from the Fields in Trust work and locally-specific Evidence Base documents.

Next Steps

14. Officers will now prepare the draft version of the updated OSSPD and consider which standards are the most suitable for development sites in Harlow. The draft will be shared with colleagues internally for comment including the Development Management Team and community and leisure officers.
15. It is anticipated that a draft of the document will be presented to the Town Plan Panel in late November 2021 and recommended to Cabinet for consultation in December. The public consultation is expected to run between January and March 2022.
16. Depending on the scale of responses received and resulting changes which would need to be made to the draft, it is anticipated the updated OSSPD would be presented to Cabinet for adoption in Spring 2022.

Appendices

Appendix 1 – Options for Standards

Appendix 2 – Open Space Typology

Background Papers

Design Guide Addendum SPD -

<https://www.harlow.gov.uk/sites/default/files/documents/Design%20Guide%20Addendum%20Supplementary%20Planning%20Document%20%28draft%29.pdf>

Fields in Trust Recommended Benchmark Guidelines -

<https://www.fieldsintrust.org/Upload/file/guidance/Guidance-for-Outdoor-Sport-and-Play-England.pdf>

Harlow Local Development Plan - <https://www.harlow.gov.uk/planning-and-building-control/planning-policy/harlow-local-development-plan/harlow-local>

Open Space Study - <https://www.harlow.gov.uk/planning-and-building-control/planning-policy/evidence/evidence->

[base?filename=%22open+space+and+green%22&field_document_category_target_id=All](https://www.harlow.gov.uk/planning-and-building-control/planning-policy/evidence/evidence-base?filename=%22open+space+and+green%22&field_document_category_target_id=All)

Open Space, Sport and Recreation Standards Supplementary Planning Document (2007) - <https://www.harlow.gov.uk/sites/default/files/documents/HEB2A%20->

[%20Open%20Space%2C%20Sport%20and%20Recreation%20Supplementary%20Planning%20Document.pdf](#)

Sports Facilities Study - https://www.harlow.gov.uk/planning-and-building-control/planning-policy/evidence/evidence-base?filename=%22sports+facilities+study%22&field_document_category_target_id=All

Glossary of terms/abbreviations used

HLDP – Harlow Local Development Plan

NPPF/NPPG – National Planning Policy Framework/Guidance (NPPG)

OSSPD – Open Spaces, Sport & Recreation SPD

SPD – Supplementary Planning Document

Appendix 1: Options for standards

DISTRICT PARKS AND GARDENS (>15ha)

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	3.2km	2.5ha
Harlow Open Space SPD (2007)	n/a (no direct equivalent)	
Fields in Trust Guidance (2020)	0.71km*	0.8ha*

*Considers all parks and gardens of all sizes.

LOCAL PARKS AND GARDENS (<15ha)

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	0.4km	2ha
Harlow Open Space SPD (2007)	n/a (no direct equivalent)	
Fields in Trust Guidance (2020)	0.71km*	0.8ha*

*Considers all parks and gardens of all sizes.

DISTRICT NATURAL AND SEMI-NATURAL GREEN SPACE (>15ha)

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	3.2km	2ha
Harlow Open Space SPD (2007)*	2km (20ha size space) 10km (500ha size space)	n/a
Fields in Trust Guidance (2020)	0.72km^	1.8ha^

*Based on Natural England Accessible Natural Greenspace Standards (note: these are online but were archived in 2014).

^Considers all natural and semi-natural green space of all sizes.

LOCAL NATURAL AND SEMI-NATURAL GREEN SPACE (<15ha)

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	0.4km*	3ha
Harlow Open Space SPD (2007)^	0.3km	n/a
Fields in Trust Guidance (2020)^^	0.72km	1.8ha

*Includes district green space as equivalent provision.

^Based on Natural England Accessible Natural Greenspace Standards (note: these are online but were archived in 2014).

^^Considers all natural and semi-natural green space of all sizes.

AMENITY GREEN SPACE

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	0.4km*	2ha*
Harlow Open Space SPD (2007)^	0.4km	0.4ha
Fields in Trust Guidance (2020)	0.48km	0.6ha

*Parks and gardens considered to offer equivalent provision.

^The closest equivalent to Amenity Green Space in the Harlow Open Space SPD is Internal Open Space, which are the figures quoted here. Internal Open Space was an open space typology in the 2006 Local Plan which was not carried forward to the new Local Plan.

ALLOTMENTS

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	0.8km	0.25ha (or 20 plots)
Harlow Open Space SPD (2007)	1km	0.3ha
Fields in Trust Guidance (2020)	n/a	n/a
National Society of Allotment and Leisure Gardeners	n/a	0.5ha (or 20 plots)

PROVISION FOR CHILDREN AND YOUNG PEOPLE (CHILDREN'S PLAY SPACE)

Source	Accessibility standard	Quantity standard
LUC Open Spaces Study (2013)	0.4km (LAP or LEAP) 0.8km (NEAP)	1 LEAP per 2,000 population 1 NEAP per 10,000 population
Harlow Open Space SPD (2007)	0.4km (LEAP) 1km (NEAP)	0.3ha LEAP per 1,000 population 0.4ha NEAP per 1,000 population
Fields in Trust Guidance (2020)	0.1km (LAP) 0.4km (LEAP) 1km (NEAP)	0.25ha per 1,000 population

CIVIC SPACE

Source	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	3.2km	n/a
Harlow Open Space SPD (2007)*	n/a	n/a
Fields in Trust Guidance (2020)	n/a	n/a

*The closest equivalent to Civic Space in the Harlow Open Space SPD is the Town Park, the catchment of which is described as being district-wide.

OUTDOOR SPORTS PROVISION

Source	Type	Accessibility standard	Quantity standard per 1,000 population
LUC Open Spaces Study (2013)	n/a	n/a	n/a
Harlow Open Space SPD (2007)	Playing fields	1km*	1.6ha
Fields in Trust Guidance (2020)	Playing pitches	1.2km	1.2ha
	All outdoor sports [^]	1.2km	1.6ha
	Other ^{^^}	0.7km	0.3ha

*For rugby fields specifically, the catchment is described as being district-wide.

[^]Includes playing pitches. The additional 0.4ha in the quantity standard figure comprises courts and greens (e.g. basketball courts and bowling greens).

^{^^}Comprises other outdoor provision (MUGAs and skateboard parks).

Appendix 2: Open space typology (Source: LUC, 2013. Harlow Open Space and Green Infrastructure Study)

Type of open space	Primary purpose
A. Parks and gardens	Accessible, high quality opportunities for informal recreation and community events.
B. Natural and semi-natural green space	Wildlife conservation, biodiversity and environmental education awareness.
C. Green corridor	Walking, cycling or horse riding, whether for leisure purposes or travel, and opportunities for wildlife migration.
D. Amenity Green Space	Opportunities for informal activities close to home or work.
E. Allotments	Opportunities for those people who wish to do so to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.
F. Cemeteries and Churchyards	Quiet contemplation and burial of the dead, often linked to the promotion of wildlife conservation and biodiversity.
G. Civic Space	Providing a setting for civic buildings and community events
H. Provision for Children/ Young People	Areas designed primarily for play and social interaction involving children and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.
I. Outdoor Sports Provision	Participation in outdoor sports, such as pitch sports, tennis, bowls, athletics, or countryside and water sports.

REPORT TO: CABINET POLICY DEVELOPMENT WORKING GROUP

DATE: 7 OCTOBER 2021

TITLE: STATEMENT OF COMMUNITY INVOLVEMENT

LEAD OFFICER(S): ANDREW BRAMIDGE, HEAD OF ENVIRONMENT AND PLANNING (01279) 446410

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RECOMMENDED that:

- A** The Working Group notes the contents of this report and comments as necessary.

BACKGROUND

1. A Statement of Community Involvement (SCI) explains how a local authority intends to involve the community in the preparation, alteration or review of local planning policies as set out in various Development Plan Documents or in determining planning applications. The planning system can be complex and the SCI aims to address uncertainty by setting out how the Council will engage with people at various stages of the planning process.
2. The preparation of an SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. Once adopted, the Council must follow the procedures set out in the SCI when consulting on planning-related matters.
3. The current SCI was adopted by the Council in 2014. Since then, there have been some changes which necessitate a review of the SCI. These changes will be published for consultation. Appendix A to this report sets out the revised SCI.

ISSUES/PROPOSALS

4. The Harlow Local Development Plan (HLDP) was adopted in December 2020. The SCI has been updated to set out how the Council will consult on the various stages relating to the Community Infrastructure Levy (CIL). This is similar to the

consultation stages expected for Local Plan production and the methods in which the Council will engage the community are broadly the same. This includes the use of the Forward Planning Teams consultation database, letters and emails and the use of social media.

5. The SCI has been updated to make reference to the Quality Review Panel (QRP) and when it is appropriate for developers to engage in this process. The QRP provides independent and impartial 'critical friend' advice and design guidance on significant proposed development. The panel usually considers development to be significant if, for example, it is for groups of buildings, is an infrastructure project, affects sensitive views, involves significant public investment or is likely to set a future precedent. Development is usually referred to the panel by planning officers at an early stage, to identify and consider the key assumptions of the proposed design. Officers may also request a review once an application is submitted.
6. In addition to the above, the SCI now includes information on the pre-application advice offered by the Planning Team and information on how residents can be informed of applications in their area through the use of on-line mapping tools.
7. A significant change to the SCI is the inclusion of a pre-application consultation section which applicants are expected to undertake prior to the submission of their application. Pre-application engagement with the community is an important part of the application process and can often resolve conflicts and issues prior to an application being submitted. This could be through the use of exhibitions and presentations/briefings for major applications, or for the case of smaller applications, neighbour discussions.
8. Table 4.3 of the SCI sets out the engagement methods that will be used by the Council when an application is submitted. This has been amended from the previous 2014 SCI to enable a more flexible approach based on the circumstances of individual planning applications. The Council will continue to use letters and/or site notices where appropriate. This still meets the minimum legislative requirements for planning related consultations and where appropriate and where resources allow, the Council will exceed these requirements.
9. Subject to any changes that arise at Cabinet, the SCI will then be published for a six week consultation period. It will be made available at the Civic Centre and local libraries. It will also be published on the Council's website. A consultation statement will then be prepared setting out a summary of the issues raised and how these issues were incorporated into the SCI.
10. The Head of Environment and Planning will be given delegated authority to make and approve any minor or inconsequential amendments to the Draft Statement of Community Involvement arising from the consultation. The final SCI will then be placed on the Council's website and circulated to interested parties.

IMPLICATIONS

Environment and Planning (Includes Sustainability)

As contained within the report.

Author: Andrew Bramidge, Head of Environment and Planning

Finance (Includes ICT, and Property and Facilities)

Author: Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive

Housing

Author: Andrew Murray, Head of Housing

Community Wellbeing

Author: Jane Greer, Head of Community Wellbeing

Governance (Includes HR)

Author: Simon Hill, Head of Governance

Appendices

Appendix A – Draft Statement of Community Involvement

Background Papers

Harlow Statement of Community Involvement 2014 -

<https://www.harlow.gov.uk/sites/default/files/documents/Statement%20of%20Community%20Involvement.pdf>

Harlow Local Development Plan - <https://www.harlow.gov.uk/planning-and-building-control/planning-policy/harlow-local-development-plan/harlow-local>

Glossary of terms/abbreviations used

CIL – Community Infrastructure Levy

HLDP – Harlow Local Development Plan

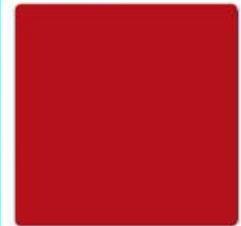
SCI – Statement of Community Involvement

QRP – Quality Review Panel



Statement of Community Involvement

Draft 2021



On reasonable request, the Council will use its best endeavours to provide this document in alternative formats such as large copy print.

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1. Introduction

- 1.1 Planning considers a number of issues, including housing, transport, the environment and climate change. The decisions that are made through the planning system affect us all, so getting involved in planning processes is important for everyone.
- 1.2 Whilst many people already comment on applications, it is important to also comment on the preparation of local planning policies, because decisions on planning applications are made in accordance with local (and national) planning policies¹.
- 1.3 Gathering the views of the local community is vital for the Council, as it allows planning decisions to be made which best reflect the needs, aspirations and wishes of Harlow and the people who live, visit and work in the town.
- 1.4 All Local Planning Authorities are required to produce a Statement of Community Involvement (SCI) to comply with national legislation, policies and guidance. The SCI details:
 - how and when the Council will carry out public consultations with the local community during the preparation of local planning policies and the determining of planning applications;
 - the ways in which local communities can respond during these consultations; and
 - the Council's commitment to ensuring that local people, businesses and organisations have involvement in local planning matters.
- 1.5 The Council, in its capacity as Local Planning Authority, must follow the procedures for consultation and engagement as set out in the SCI once it is adopted. Harlow Council published and adopted its existing SCI in 2014, with minor amendments made in 2016.
- 1.6 This updated SCI was prepared in accordance with current legislation¹ and reflects recent changes by central Government to the planning system, as well as feedback from consultation events undertaken by the Council in recent years, and the experiences of Officers using the SCI.
- 1.7 For more information on how the Council carries out consultation in general, please see the [Community Engagement Strategy](#), which is available to download from the Council's website.

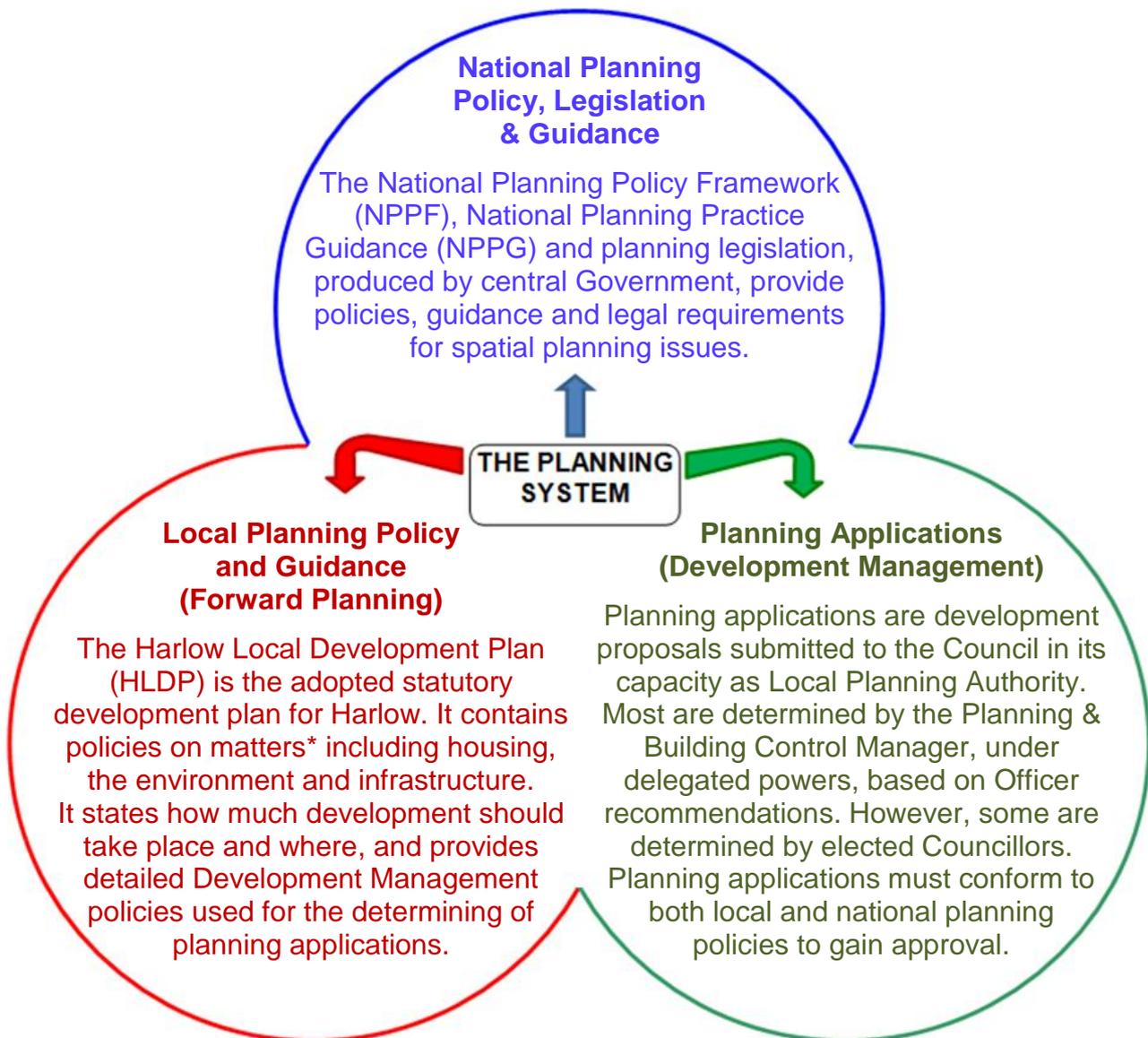
¹ Including The Planning and Compulsory Purchase Act 2004, the Town and Country Planning (Development Management Procedure) (England) Order 2010, the Localism Act 2011, the Town and Country Planning (Local Planning) (England) Regulations 2012, the Planning (Listed Buildings and Conservation Areas) Act 1990, the National Planning Policy Framework and National Planning Practice Guidance.

2. The Planning System

2.1 In its capacity as Local Planning Authority, Harlow Council has two main responsibilities: producing local planning policies - which are set out in a Local Development Plan - and determining planning applications.

2.2 Fig. 2.1 provides a brief overview of the planning system and how it operates.

Fig. 2.1: Overview of the Planning System



*Certain matters such as minerals & waste, schools and highways – and the preparation of associated policies and consideration of associated planning applications – are the responsibility of Essex County Council.

3. Forward Planning

- 3.1 The Forward Planning team is responsible for keeping under review the social, economic and environmental conditions of Harlow, and for producing local planning policies that shape and guide development to meet Harlow's current and future needs.
- 3.2 A Development Plan for an area contains the local planning policies which guide various long-term aspects, including housing, regeneration, protection and supply of green space, retail development and infrastructure.
- 3.3 The Harlow Local Development Plan (HLDP) was adopted in December 2020 and replaced the Adopted Replacement Harlow Local Plan as the statutory Development Plan for Harlow. It contains policies and proposals, illustrated through the Policies Map, which will shape the development of Harlow up to 2031. It is underpinned by a detailed evidence base and accompanied by Supplementary Planning Documents (SPDs), the Statement of Community Involvement (SCI) and Authority Monitoring Reports (AMRs).
- 3.4 Additionally, other legislation and statutory instruments such as Article 4 Directions and Local Development Orders may be produced as required and consulted on in accordance with the appropriate legislation.
- 3.5 For more information on the production of new Forward Planning documents and what they will contain, please see the [Local Development Scheme](#).
- 3.6 Planning applications are determined in accordance with local and national planning policies, so local planning policies are critical in helping to decide what will be protected and where, and what will and what will not be given permission to be developed.
- 3.7 The Council is committed to producing documents which are written clearly and concisely, with the avoidance of technical language wherever possible. Sometimes the use of technical language is unavoidable due to the nature of the matters being considered and the legislative requirements of the planning system. Where possible, however, related documents contain glossaries to explain any technical terms and abbreviations used.
- 3.8 Table 3.1 summarises the different types of local planning policy documents and their consultation requirements, based on the minimum legislative requirements. Where necessary for certain documents and depending on available resources, levels of consultation may be further increased.

Table 3.1: Local Planning Policy Documents & Consultation Requirements

Document type	Are these documents required or optional?	Will public consultation take place?	Will an examination take place?
Development Plan (includes Policies Map and Evidence Base)	Required	Yes	Yes
Community Infrastructure Levy (CIL)	Optional	Yes	Yes
Supplementary Planning Documents	Optional	Yes	No
Statement of Community Involvement (SCI)	Required	Yes	No
Local Development Scheme (LDS)	Required	No	No
Authority Monitoring Reports (AMRs)	Required	No	No
Area Action Plans (AAPs) (classed as a Development Plan Document)	Optional	Yes	Yes
Neighbourhood Plans	Optional	Yes*	Yes*
Other legislation and statutory instruments (such as Article 4 Directions and Local Development Orders)	Optional	Yes	No

**Public consultation on Neighbourhood Plans is undertaken by the body/ies preparing the Plan, following which the Plan is subject to examination by an independent body. A local referendum on the Plan is then held; the results of which determine whether it can be adopted and used in the determining of planning applications.*

Note: The requirements listed in the above table may change depending on the legislative requirements for a document at the time it is produced.

Planning Policy Consultation Methods

- 3.9 The Council will consult with as many people and organisations as possible, as well as any other consultees that may be relevant for the document or subject matter being consulted upon.
- 3.10 Table 3.2 indicates the ways in which the Council consults on local planning policy documents. The actual level of consultation will depend on the specific requirements of relevant legislation for the document being consulted on, the scale of the consultation and the availability of resources. The Council will always comply with the necessary legislative requirements.

Table 3.2. Possible Planning Policy Consultation Methods

	<p>Website and Consultation Portal On the Council’s website, news and information on the preparation of local planning policies is published, along with information on how to take part in consultations and the results of previous consultations. The policies themselves, including their evidence bases (where appropriate) are also made available to download free of charge. Hard copies may be available (possibly for a small fee). The online Consultation Portal (see www.harlow.gov.uk/local-plan) allows people to sign up to be notified on the progress of the preparation of local planning policies, as well as make comments during consultations and read other people’s comments.</p>
	<p>Provision of hard copies of documents While documents are being consulted on, hard copies are available to view in the Civic Centre, Harlow Central Library and, where appropriate, other public places in the district (such as other libraries).</p>
	<p>Local Media Notices and/or articles may be published in the local media, detailing public consultations on planning policy documents, including the dates of the consultation, the availability of documents and how to make comments.</p>
	<p>Social Media Advertisements about public consultations and how to take part in them are posted on the Council’s social media accounts.</p>
	<p>Surveys and Questionnaires Surveys and questionnaires may be issued by the Council to gather the views and opinions of local residents, groups and businesses on relevant planning issues.</p>
	<p>Presentations, workshops and focus groups Presentations, workshops and focus groups may be held with various bodies – including hard-to-reach groups – to discuss documents which are being consulted on.</p>
	<p>Leaflets and posters Leaflets and posters are displayed in various public locations to advertise public consultations. If appropriate, site notices are displayed in the relevant area(s).</p>
	<p>Exhibitions Exhibitions – including information boards and possibly the presence of staff from the Forward Planning team – may be held in easy-to-reach publicly accessible places (such as libraries, shopping centres and community centres).</p>
	<p>Council meetings Planning policy documents are often discussed by Councillors at public council meetings before and after they are consulted on. When final versions of documents have been produced, they are adopted by Councillors at a public council meeting. Council meetings may also be held online where appropriate.</p>
	<p>Press conferences Press conferences may be held to inform the local media about a document which is being consulted on.</p>

	<p>TV and radio interviews Members of Council staff and elected Councillors may be interviewed by local and national TV and radio, in relation to local planning policy documents.</p>
	<p>Notifications The Council keeps and maintains a secure database of people and organisations who wish to be informed on matters relating to local planning policy documents, and sends letters/emails to such contacts to inform them of when a document is being consulted on and when it is adopted and brought into force. The database is fully GDPR (General Data Protection Regulation) compliant. People and organisations can be added to, or removed from, the database via the Council's website (www.harlow.gov.uk/local-plan).</p>

3.11 Tables 3.3 to 3.11 provide more detailed information on the consultation methods during the preparation of the two main types of planning policy documents (Development Plan Documents and Supplementary Planning Documents).

3.12 The planning system is a transparent process. Therefore, when you respond to a public consultation, comments and information you submit – as well as your name – may be made available for public inspection on the Council's website and in relevant documents. Certain information will be redacted before it is published online. All information received during public consultations is held by the Council in accordance with the General Data Protection Regulation, the Data Protection Act 1998 and the Freedom of Information Act 2000.

Hard-to-reach groups

3.13 The Council pays close attention to consulting hard-to-reach groups, such as disability groups and young people. It is recognised that the range of diversity within such groups means that generalisations cannot be made; therefore the issues facing these groups varies. These may include poor literacy, visual impairment, disabilities, difficulty travelling and limited internet access. More information is available in the Council's Corporate Engagement Strategy, which can be downloaded from the Council's website.

3.14 There are a number of methods which the Council may use to ensure sufficient consultation is carried out with hard-to-reach groups. Where resources allow, these methods may include:

- sending the groups hard copies of documents;
- producing easy-to-understand and easy-to-read summary leaflets;
- providing telephone interpreting services; and
- making meetings available with groups at accessible locations.

Development Plan Documents

3.15 Tables 3.3 to 3.8 detail the required stages of the preparation of a Development Plan Document (DPD) and a Community Infrastructure Levy (CIL) and the consultations that the Council will carry out. The stages described are those specified in The Town and Country Planning (Local Planning) (England)

Regulations 2012 (as amended) or the Community Infrastructure Levy Regulations 2010 (as amended).

3.16 The necessary consultation listed in the tables meets or exceeds the minimum legislative requirements. Depending on the circumstances of an individual document and availability of resources, the actual level of consultation may be further increased.

Table 3.3: STAGE 1. Pre-publication and evidence gathering
(Regulation 18: Preparation of a local plan – this is not relevant for CIL)

Description	Consultation
<p>Information is gathered to support the preparation of the DPD, including the development of an evidence base, and the identification of potential issues and options. One or more draft documents relating to the DPD may be produced and consulted on</p>	<ul style="list-style-type: none"> • Notify relevant consultees of how they can make comments about what the DPD should contain and the date by which comments must be submitted • Where appropriate and where resources allow, hold exhibitions, public meetings and/or focus groups • If a draft document relating to the DPD is published: <ul style="list-style-type: none"> ○ Consult on the document for an appropriate length of time ○ Make the document available for viewing ○ Notify relevant consultees of what the document is about, where and when it can be viewed, how they can make comments on it and the date by which comments must be submitted ○ Publish a notice in the local press, detailing what the document is about, where and when it can be viewed, how comments on it can be made and the date by which comments must be submitted ○ Once the consultation is complete, produce a Consultation Summary Report detailing the consultation process, the responses received and how the responses have been considered

Table 3.4: STAGE 2. Publication of the DPD/CIL

(Regulation 19: Publication of a local plan or Regulation 16 for CIL)

Description	Consultation
Taking into account the outcomes of Stage 1, one or more drafts of the DPD/CIL draft Charging Schedule are produced, published and consulted on	<ul style="list-style-type: none"> • Consult on the DPD/CIL draft Charging Schedule for a minimum period of six weeks • Make the DPD/draft Charging Schedule available for viewing • Notify relevant consultees of what the DPD/draft Charging Schedule is about, where and when it can be viewed, how they can make comments on it and the date by which comments must be submitted • Publish a notice in the local press detailing what the DPD/draft Charging Schedule is about, where and when it can be viewed, how comments on it can be made and the date by which comments must be submitted • Where appropriate and where resources allow, hold exhibitions, public meetings and/or focus groups • Once the consultation is complete, produce a Consultation Summary Report detailing the consultation process, the responses received and how the responses have been considered

Table 3.5: STAGE 3. Submission of the DPD

(Regulation 22: Submission of documents and information to the Secretary of State or Regulation 19 for CIL)

Description	Consultation
The submission version of the DPD/Charging Schedule is submitted to the Secretary of State	<ul style="list-style-type: none"> • Make the DPD available for viewing • Notify consultees who were notified at Stages 1 & 2 (including people who have requested notification of the submission of the DPD/Charging Schedule) that it has been submitted, and where and when it can be viewed

Table 3.6: STAGE 4. Public Examination

(Regulation 24: Independent examination or Regulation 21 for CIL)

Description	Consultation
The submitted document is examined in public by the independent Planning Inspector, who tests it to ensure it is sound, has a robust evidence base and has been prepared in accordance with the adopted SCI and the Duty to Co-operate	<ul style="list-style-type: none"> • Six weeks, or four weeks in respect of CIL, before the start of a public hearing (held by the Planning Inspector), notify any consultee who has made a representation on the DPD/Charging Schedule of the name of the Inspector, and where and when the public hearing is being held • The Inspector may invite the Council to make modifications to documents, which would be consulted on

Table 3.7: STAGE 5. Publication of Inspector's Report

(Regulation 25: Publication of the recommendations of the appointed person or Regulation 23 for CIL)

Description	Consultation
Following the Public Examination, the Inspector produces a Report setting out any changes the Council must make to the document(s)	<ul style="list-style-type: none"> • Make the Inspector's Report available for viewing • Notify consultees who have requested notification of publication of the Inspector's Report that it has been published

Table 3.8: STAGE 6. Adoption

(Regulation 26: Adoption of a local plan or Regulation 25 for CIL)

Description	Consultation
Following the publication of the Inspector's Report, the Council makes any changes requested by the Inspector. The document/Charging Schedule is then adopted by Councillors at a public council meeting	<ul style="list-style-type: none"> • Make the adopted DPD/Charging Schedule available for viewing • Send a copy of the Adoption Statement to the Secretary of State and to consultees who have requested notification of the adoption of the DPD

Notes:

- Any document made available for viewing is available for inspection at public places in Harlow (e.g. the Civic Centre or Harlow Central Library) and on the Council's website
- Notifications are sent via email and/or letter
- 'Relevant consultees' are detailed at paragraphs 3.19 to 3.22

Supplementary Planning Documents

- 3.17 Tables 3.9 to 3.11 detail the process of the preparation of a Supplementary Planning Document (SPD) and the consultations that the Council will carry out. The stages described are those specified in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 3.18 The necessary consultation listed in the tables meets or exceeds the minimum legislative requirements. Depending on the circumstances of an individual document and availability of resources, the actual level of consultation may be further increased.

Table 3.9: STAGE 1. Pre-publication and evidence gathering
(Regulation 12: Public participation)

Description	Consultation
Required information is gathered to support the preparation of the SPD	<ul style="list-style-type: none"> • Notify relevant consultees of how they can make comments about what the SPD should contain, and the date by which comments must be submitted • Where appropriate and where resources allow, hold exhibitions, public meetings and/or focus groups

Table 3.10: STAGE 2. Publication of a draft document
(Regulation 12: Public participation)

Description	Consultation
Taking into account the outcomes of Stage 1, a draft SPD is produced	<ul style="list-style-type: none"> • Consult on the SPD for of a minimum period of four weeks • Make the SPD available for viewing • Notify relevant consultees of what the SPD is about, where and when it can be viewed, how they can make comments on it and the date by which comments must be submitted • Publish a notice and/or article in the local press, detailing what the SPD is about, where and when it can be viewed, how comments on it can be made and the date by which comments must be submitted • Where appropriate and where resources allow, hold exhibitions, public meetings and/or focus groups • Once the consultation is complete, produce a Consultation Summary Report detailing the consultation process, the responses received and how the responses have been considered

Table 3.11: STAGE 3. Adoption
(Regulation 14: Adoption of supplementary planning documents)

Description	Consultation
Following consideration of representations received during Stage 2, the SPD is modified. It is then adopted by Councillors at a public council meeting	<ul style="list-style-type: none"> • Make the adopted SPD available for viewing • Send a copy of the Adoption Statement to the people who have requested notification of the adoption of the document

Notes:

- Any document made available for viewing is available for inspection at public places in Harlow (e.g. the Civic Centre or Harlow Central Library) and on the Council's website
- Notifications are sent via email and/or letter
- 'Relevant consultees' are detailed at paragraphs 3.19 to 3.22

Relevant consultees

3.19 Legislation categorises consultees into specific consultees and general consultees. It states that, in the preparation of a planning policy document (specifically Development Plan Documents), local planning authorities must:

- consult with specific consultees which are considered to have an interest in the subject of the document;
- consult with general consultees which are considered appropriate; and
- consult with residents or others carrying on business which are considered appropriate to invite comments.

3.20 Paragraphs 3.21 and 3.22 list the types of specific and general consultees for Harlow. The contact details of the individuals and groups are stored internally and updated when a consultation takes place to ensure consultations are carried out correctly and appropriately. The lists are therefore not an exhaustive guide of who may be consulted.

3.21 Specific consultees

- Relevant and adjoining county councils
 - Essex County Council
 - Hertfordshire County Council
- Neighbouring district, city and/or borough councils
 - Epping Forest District Council
 - East Hertfordshire District Council
- Town / parish councils (note: there are none within the Harlow district)
 - Sawbridgeworth Town Council
 - Eastwick and Gilston Parish Council
 - Epping Upland Parish Council
 - Hunsdon Parish Council
 - Matching Parish Council
 - Nazeing Parish Council

- North Weald Bassett Parish Council
- Roydon Parish Council
- Sheering Parish Council
- Electronic communication suppliers
 - British Telecom
 - Mobile Operators Association
- Electricity suppliers
 - UK Power Networks
- Gas suppliers
 - National Grid Gas
 - British Gas
- Sewerage undertakers and water suppliers
 - Thames Water Utilities
 - Lea Valley Water plc
 - Three Valleys Water
- Local policing body
- Other utility companies
- NHS England
- Environment Agency
- Historic England
- Sport England
- Natural England
- Network Rail Infrastructure Limited
- Highways England
- Homes and Communities Agency

3.22 **General consultees**

- BAME organisations, including Harlow Ethnic Minority Umbrella and the Harlow and District Chinese Association
- Faith groups and churches
- Disability and access groups
- Mental health groups
- Older people groups
- Youth groups
- Woman's groups
- LGBT groups
- Gypsy and traveller groups
- Schools, colleges and other education/training providers
- Health groups
- Sports organisations, including Sport England
- Historical/archaeological groups
- Residents/tenants associations
- Housing associations
- Environmental and wildlife groups
- Business groups
- Developers, landlords, landowners and planning consultants/agents and other stakeholders who have expressed an interest in the preparation of the document(s)
- Democratically-elected Harlow Councillors (Members)

- Others
 - Public transport companies
 - Community transport providers
 - House builders
 - East of England Ambulance Service
 - Essex Fire and Rescue
 - Arts organisations
 - Citizens Advice Bureau
 - Local branches of professional institutions
 - Anyone who has previously made a comment on a relevant Forward Planning document and/or has been placed on the Council's consultation portal database, and has requested to be kept informed

Duty to Co-operate

- 3.23 National legislation and guidance is clear that, under the Duty to Co-operate, Local Planning Authorities and other public bodies must engage constructively, actively and on an ongoing basis with each other on a number of cross-boundary matters during the preparation of Local Plans. Such matters include the provision of necessary transport, healthcare and education infrastructure.
- 3.24 The Duty to Co-operate is not a duty to agree, but Local Planning Authorities must make every effort to secure the necessary cooperation of cross boundary matters. During a Public Examination for a Development Plan Document, the Council's compliance with the Duty to Co-operate forms part of the Inspector's decisions on whether the Document is sound.
- 3.25 The bodies which the Council is required to engage with under the duty to co-operate include, but are not limited to, the following:
- Essex County Council
 - Epping Forest District Council
 - East Hertfordshire District Council
 - Uttlesford District Council
 - Environment Agency
 - English Heritage
 - Homes and Communities Agency
 - NHS England / West Essex CCG

4. Development Management

- 4.1 The Planning Department is responsible for determining applications received by the Council. These decisions therefore shape the character of the district – now and for generations to come. As there are often differing views and competing interests on proposals, it is the Council’s role to make an informed decision on what outcomes will be in the best interest of the community, having regard to local planning policies for the area and the potential impacts of the proposal.
- 4.2 When development is proposed by a developer or an individual, a planning application is submitted to the Council. There are various types and scales of possible proposed development, which are outlined in Tables 4.3 and 4.4. Each year, the Council receives and determines hundreds of applications.

Pre-application

The need to obtain planning permission

- 4.3 Many residential and commercial works, including changes to the exterior of properties and erection of new buildings, require planning permission prior to the works being carried out. In the first instance the Planning Portal’s interactive house (interactive.planningportal.co.uk) should be used to help you establish if planning permission is needed for various types of works. The Council’s website also includes information on restrictions on land including Article 4 Directions and planning constraints can be found on the Council’s Policies Map.
- 4.4 If necessary, further advice can be sought via a ‘Do I need planning permission?’ enquiry form. This can be submitted to the Planning Department, via the Council’s website, to ascertain whether planning permission for particular types of work or land uses are required before any changes or works can commence.
- 4.5 A Case Officer in the Planning Department will check the planning history of the land which is the subject of the enquiry and whether the land and/or any existing property are covered by any restrictions. A response is given within eight weeks, but may be issued sooner depending upon available resources.
- 4.6 It is important to note that aside from receiving planning permission, other consents may also be required, such as Covenant Control consent and Building Regulations consent, before commencing any works. More information on this can be obtained by checking with the Planning Department and by contacting the Council’s Covenant Control and Building Control Departments. Contact details are available on the Council’s website at www.harlow.gov.uk/planning-building

Pre-application advice

- 4.7 The Council offers two types of pre-application advice – a.) written advice and b.) meetings. Written advice is provided for all requests, providing the Council is supplied with all necessary information. Advice through meetings (with Development Management Officers) is only available for proposals for major development (see Table 4.2 for types of application).
- 4.8 Basic planning advice is provided for free, but there are fees for more formal advice including commercial operators asking if planning permission is needed for changes of use or works. Fees for other applications depend on the size of the development proposed, as well as the type of advice sought (either written or meetings). The current fees are available on the Council’s website.
- 4.9 Seeking pre-application advice is pro-actively encouraged, as it is a useful way of identifying and resolving possible issues at an early stage and obtaining an understanding of the likely key issues. It also provides an opinion regarding the principle of the proposed schemes, and ensures that submitted applications are of a high quality and contain the required information. This helps to streamline the application process.
- 4.10 Any views expressed by Council Officers during the pre-application process are informal and are not binding on any subsequent decision that is made by the Council. Additionally, to ensure impartiality is retained, the Planning Department is not able to offer advice on which architects, planning consultants and/or other consultants should be employed in the preparation of a planning application.

Pre-application consultation

- 4.11 It is expected that for proposals for major and departure applications, the applicants carry out pre-application consultation. For developments of a lesser size, more informal methods of consultation are appropriate. The scale of this consultation depends on the type of proposed development and is listed in Table 4.1.

Table 4.1: Method of pre-application consultation expected, based on type of development proposal

Consultation method Development category/type	Informal discussion with neighbouring properties	Briefing and/or exhibition held for Harlow Councillors*	Separate briefings and/or exhibitions held for a.) the public and b.) Harlow Councillors*
Large-scale major	✓ (if appropriate)	✓	✓
Small-scale major	✓ (if appropriate)	✓	✗
Departures	✓ (if appropriate)	✓	✗
Householder	✓	✗	✗

Minor and all other types	✓ (if appropriate)	✗	✗
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**Where briefings and/or exhibitions are held during the pre-application stage, they should be repeated at the application stage*

- 4.12 Definitions of the types of major development are provided in Table 4.2. A planning application is considered to be a ‘departure’ if it is not in accordance with the provisions and policies of the adopted Development Plan Document for the relevant area (such as the Harlow Local Development Plan). If you are unsure what type of planning application your proposal is, contact the Planning Department to check.
- 4.13 Such pre-application consultation allows applicants and developers to gather the views of local residents about their proposals, which can be taken into account in the preparation of the application before it is formally submitted to the Council, thereby saving time and potential costs.
- 4.14 The Planning Department suggest that the details and results of all consultation and involvement exercises are reported in a statement in the planning application. The Planning Department does not become involved with this type of pre-application consultation, to ensure an impartial position is retained.
- 4.15 It is preferable that briefings and exhibitions are held in-person, at a location and venue which is close to the application site, to ensure that all members of the community have an opportunity to participate. Briefings and exhibitions could be held virtually, online, in circumstances where in-person ones cannot be held. It is the responsibility of the applicant to ensure they are suitably advertised, whether they are held in-person or virtually.
- 4.16 Where briefings involve Harlow Councillors, the applicant should contact the Planning Department and Governance Department to make arrangements.

Quality Review Panel

- 4.17 To support the delivery of the Harlow and Gilston Garden Town, the Councils adjoining Harlow (Epping Forest and East Herfordshire Councils) have worked with Harlow Council to establish a Quality Review Panel, which provides independent and impartial ‘critical friend’ advice and design guidance on significant proposed development.
- 4.18 The panel usually considers development to be significant if, for example, it is for groups of buildings, is an infrastructure project, affects sensitive views, involves significant public investment or is likely to set a future precedent. There are also other factors which may mean a proposed development is considered to be significant.
- 4.19 Development is usually referred to the panel by planning officers at an early stage, to identify and consider the key assumptions of the proposed design. Officers may also request a review once an application is submitted.

- 4.20 Early engagement with the panel can reduce the risk of delay at application stage by ensuring that designs reach an acceptable standard. The panel's advice may assist Council officers in negotiating design improvements and may support decision-making by the planning committee, where applicable.
- 4.21 There are a number of reviews offered by the panel, including formal reviews for larger schemes, workshop reviews and a chair's review for smaller schemes or planning applications, surgery reviews for very small schemes or discharge of planning conditions.
- 4.22 For more information on the panel and the charges for meetings, please see the Quality Review Panel Terms of Reference on the Harlow and Gilston Garden Town website at <https://hggt.co.uk/our-resources>.

Application stage

- 4.23 When an application has been submitted to the Council, it will be registered, validated and assigned to a Case Officer, and any relevant consultees will be notified of the application.
- 4.24 As mentioned above, where briefings and/or exhibitions are held during the pre-application stage, they should be repeated at the application stage.

Development Management Consultation Methods

- 4.25 Table 4.1 indicates the ways in which the Council will consult on applications. These methods comply with the minimum legislative requirements.

Table 4.1: Development Management Consultation Methods

	<p>Website</p> <p>On the Council's website, each application is available to view, with details of the application, progress of determination, relevant documents and drawings, and information on how to comment on the application.</p> <p>Once an application has been determined, the Case Officer's report will also be published online, with the decision notice which contains any conditions imposed if permission is granted. Comments made by others as part of the consultation are also available to view.</p> <p>Full information for older applications may not be available to view online (contact the Planning Department if you are unable to find the information you are looking for).</p> <p>The Council's website also includes a weekly list of all applications which have been received and applications which have been determined, as well as the ability to register for notifications (see below).</p>
	<p>Notifications</p> <p><u>The Council's website offers the facility to register for email alerts when planning applications are made in a pre-determined area. The area can be drawn on an interactive map and could, for example, be drawn around neighbouring properties or a wider area.</u></p> <p>In some cases properties adjoining a site relating to an application will</p>

	be notified by letter and given guidance on how to make comments.
	Local Media Press notices advertising certain applications are published in the local media. These include details of the application, the dates of the consultation and how to make comments.
	Site Notices Site notices for certain applications are displayed in close proximity to the application site.
	Council meetings Certain applications will be discussed by Councillors at the Development Management Committee. These are public meetings which anyone can attend, although those wishing to speak must first notify the Governance Support Section, at least 24 hours in advance of the meeting. This is in accordance with the rules of the Council's Constitution.

Table 4.2: Major and Minor Development Categories

DEVELOPMENT TYPE			DEVELOPMENT CATEGORY
Dwellings	<i>Number of residential units</i>	<i>Site area (where number of units unknown)</i>	
	51 or more	O 4 ha or more	LARGE-SCALE MAJOR
	10 to 50	R 0.5 ha or more but less than 4 ha	SMALL-SCALE MAJOR
	1 to 9	less than 0.5 ha	MINOR
Offices/ Research & Development/ Light industry; General industry/ storage/ warehousing; Retail distribution and servicing	<i>Floor space to be built</i>	<i>Site area</i>	
	10,000 m ² or more	O 2 ha or more	LARGE-SCALE MAJOR
	1,000 m ² or more but less than 10,000 m ²	R 1 ha or more but less than 2 ha	SMALL-SCALE MAJOR
	less than 1,000 m ²	less than 1 ha	MINOR
Gypsy and Traveller Pitches	<i>Number of pitches</i>	<i>Site area (where number of units unknown)</i>	
	200 or more	O 4 ha or more	LARGE-SCALE MAJOR
	10 to 199	R 0.5 ha or more but less than 4 ha	SMALL-SCALE MAJOR
	1 to 9	less than 0.5 ha	MINOR
All other large scale major,	<i>Floor space to be built</i>	<i>Site area</i>	
	10,000 m ² or more	O 2 ha or more	LARGE-SCALE

small scale major or minor developments		R	
	1,000 m ² or more but less than 10,000 m ²		1 ha or more but less than 2 ha
	less than 1,000 m ²		less than 1 ha
			MAJOR
			SMALL-SCALE MAJOR
			MINOR

4.26 Table 4.3 prescribes the neighbour notification requirements for an application, depending on the development category it falls under. The requirements meet or exceed the minimum legislative requirements. Depending on the circumstances of an individual case and availability of resources, the actual level of neighbourhood notification may be further increased.

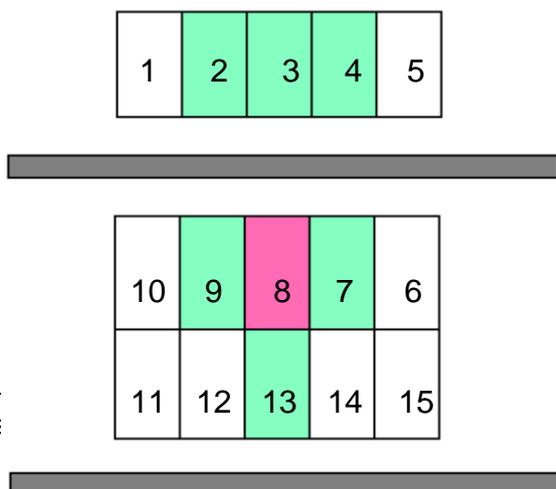
Table 4.3: Neighbour Notification Requirements for Application

DEVELOPMENT CATEGORY/TYPE	NOTIFICATION
LARGE-SCALE and SMALL-SCALE MAJOR DEVELOPMENT	Press notice Site notice OR a letter to all properties neighbouring the application site
MINOR DEVELOPMENT and OTHER PROPOSALS*	Site notice OR a letter to all properties neighbouring the application site
Any category of development which: - departs from the Local Plan; - is an Environmental Impact Assessment application accompanied by an environmental statement; or - affects a public right of way ²	Press notice Site notice Letter to all properties neighbouring the application site
Certificates of Lawful Development and Discharge of Planning Conditions	None

*Other proposals, in this context, include applications relating to change of use, householder developments, advertisements, listed building consents, Conservation Area consents, notifications of prior approvals, hedgerows, and protected trees.

Fig. 4.1 demonstrates the properties which will be sent letters when a letter is sent to neighbouring properties.

Fig. 4.1: Example of Notification to Neighbouring Properties



In the example on the left, property 8 is the property to which the planning application relates. The following properties would be consulted if neighbouring properties are being notified:

- Numbers 2 – 4 (opposite and diagonally opposite at the front (if directly affected by the proposal))
- Numbers 7 & 9 (abutting either side)
- Number 13 (abutting to rear)

² As

le Act 1984

Other Consultees

4.15 There are a number of organisations which the Council are required to consult with to seek their professional views on a submitted application, depending on the type and scale of the application. The requirements for which organisations will be consulted and when are set out in the relevant planning legislation. The organisations which may be consulted by the Council include, but are not limited, to the following:

- An adjoining district, town, borough or city council
- An adjoining parish or town council
- The British Waterways Board
- Historic England
- The Environment Agency
- Essex County Council
- The Health and Safety Executive
- Local railway operator
- Natural England
- Highways England
- Sport England
- The Theatres Trust

4.16 In addition, depending on the type and scale of the application, Harlow Council may also consult the following non-statutory bodies:

- Campaign for the Protection of Rural England
- Civil Aviation Authority
- Department for the Environment, Fisheries and Rural Affairs
- Essex County Fire & Rescue Service
- Essex Police
- Essex Wildlife Trust
- Harlow Council departments (including Properties and Facilities, Environmental Health and Regeneration)
- Local organisations (including residents associations, the Harlow Area Access Group and the Harlow Civic Society)
- Member of Parliament for Harlow
- NHS England / NHS West Essex Clinical Commissioning Group (where the application is for 50 or more dwellings, or is for C2 use)
- Utilities companies (e.g. electricity/water suppliers)

Commenting on Applications

4.17 Anyone can make a comment – positive or negative – on a planning application. Any material planning considerations will be taken into consideration by the Case Officer during the determination of the application, potentially resulting in changes being made to the proposal, conditions being added to grant of permission, or refusal of the application. Comments which are non-material and not related to planning issues, such as effects on property value, cannot be considered.

- 4.18 Comments must be made in writing before the specified end date of the consultation and must include your name and address. The best method for this is via the [online public access website](#). Alternatively they can be emailed to planning.services@harlow.gov.uk or sent by post or by hand to Harlow Council, Civic Centre, Water Gardens, Harlow, CM20 1WG.
- 4.19 Late comments submitted after the end date of the consultation may be accepted up until the time at which the application is determined. The Local Planning Authority is able to determine any application following the expiry of the consultation period, in accordance with the adopted Scheme of Delegation, as set out within the Council's Constitution.
- 4.20 Anonymous or confidential comments cannot be taken into account. All written comments on an application will only be acknowledged if an acknowledgement is requested. Any person who comments on an application will be notified of any decision made by the Council on the application, including if the application is to be considered at the Development Management Committee.
- 4.21 The planning system is a transparent process. Therefore, when you respond to a public consultation, comments and information you submit – as well as your name – will be made available for public inspection in relevant files. They may also be made available on the Council's website. Certain information will be redacted before it is published online. All information received during public consultations is held by the Council in accordance with the Data Protection Act 1998, the Freedom of Information Act 2000 and the General Data Protection Regulation.
- 4.22 Case Officers must remain impartial regarding commenting on applications and therefore cannot advise you on comments you wish to make. Officers will, however, be able to clarify any planning-related questions you may have about the application. In exceptional circumstances, for example when consulting with hard-to-reach groups, a face-to-face meeting with the Case Officer at the Civic Centre may be arranged, subject to availability of resources.
- 4.23 The consultation period for most planning applications is 21 days (14 days for some applications). Notification letters will state when responses need to be returned to the Council. Where legislation requires, a longer period of time will be given to certain bodies.

Decision stage

- 4.24 Many applications are determined by the Planning & Building Control Manager (or when absent, the Development Manager), based on the recommendations in the Case Officer's report. The report assesses whether the proposal is acceptable in accordance with local and national policies. Comments made by members of the public and organisations, as well as other material considerations, are also considered. Based on these assessments, a recommendation is made in the report with reasons for why that recommendation has been made.

- 4.25 Most applications will be determined within an 8-week timeframe, although for applications for major types of development, this is extended to 13 weeks and 16 weeks for applications for Environmental Impact Assessment development. Following the determination of an application, a decision notice is produced which specifies the decision, the approved plans, conditions attached to the planning permission and reasons for the conditions.
- 4.26 When the final decision on an application has been made, all those who commented on it will be informed of the decision and any conditions or reasons relating to the granting or refusing of permission.
- 4.27 In some circumstances, applications will be determined by the Development Management Committee, which is a body of democratically elected Council Members. In this case, the Committee Members are guided by the report and recommendation produced by the Case Officer. The application will then be discussed and decided at a meeting of the Committee which the public can attend. Members of the public are allowed to speak at these meetings for a maximum of three minutes per person (with up to three parties in favour of a proposal and up to three parties against a proposal), as long as they have registered their interest to do so with the Council by 4pm on the day before the Committee.
- 4.28 The circumstances in which the Committee determines applications are set out in the Council's Development Management Scheme of Delegation, which is available on the Council's website, under the Council's Constitution.
- 4.29 Applications are occasionally revised after they have been submitted. Most revisions are minor and do not require re-consultation, but interested parties will generally be informed of the revisions. For more major changes, the Council will re-consult those people originally notified of the application, typically with a 10-day period of consultation. If the changes are significant, the applicant may be requested to withdraw the application and submit a new one.

Post-decision stage

- 4.30 If an applicant is unhappy with the decision that the Council has made on their application, they can appeal to the Planning Inspectorate. Applicants may appeal when an application has been refused, if an application has not been decided by the target deadline, or if they are unhappy with any conditions that have been placed on a grant of permission.
- 4.31 If an applicant is unhappy with way their application has been processed and considered, they can complain using the Council Complaints Procedure and, if need be, can also involve the Local Government Ombudsman. More information on this is available on the Council's website.
- 4.32 In the event of an appeal, those who were previously notified about the application will be informed of the appeal process and how they can be involved. A Planning Inspector, on behalf of the Secretary of State for

Communities and Local Government, will allow or dismiss the appeal (i.e. grant or refuse permission), based on evidence supplied to them.

Breaches in Planning Control

- 4.33 Anyone who has concerns that any works being carried out are in breach of the relevant planning controls can contact the Planning Department to report the suspected breach. An enforcement case will be opened and the matter will be investigated, with site visits being undertaken and, where breaches of planning control have been identified, enforcement action will be taken. Anonymous comments or reports cannot be accepted. All initial complaints are dealt with in confidence and details of the complainants will not be made known without their agreement. However, the substance of the complaints themselves is not confidential. In some cases it may be necessary to rely on evidence from complainants in order to take action.

5. Glossary

This Glossary provides information on the terms and acronyms which may be used throughout letters and documents published or issued by the Forward Planning and Development Management teams. Specific documents, including the Harlow Local Development Plan, contain separate glossaries to further ease reading.

AAP	Area Action Plan	A Development Plan Document that provides a planning framework for areas where significant change is needed or anticipated
AMR	Authority Monitoring Report	Assesses the effectiveness of Local Development Plan policies, including the types & numbers of planning applications determined and housing completions each financial year
CIL	Community Infrastructure Levy	A means of securing planning obligations, supported by documents setting out how sums of money for various infrastructure projects would be apportioned and how the levy is calculated
DPD	Development Plan Document	A long-term spatial plan for a specific area, including a Policies Map. AAPs and Local Plans are DPDs
Duty to co-operate		Under the Localism Act 2011, the Council has a legal duty to engage constructively, frequently and actively with specified bodies during Local Development Plan preparation
EA	Environment Agency	National body which protects and improves the environment and promotes sustainable development
Examination in Public		An interrogatory process led by the Planning Inspectorate to examine the soundness of a DPD
GPDO	General Permitted Development Order	An order which sets out certain permitted development rights which allow changes to happen to a property without the need for planning permission
HLDP	Harlow Local Development Plan	The statutory development plan for the district which sets out long-term spatial visions and the associated policies.
LDS	Local Development Scheme	Sets out a programme for preparing documents related to the Local Development Plan
Localism Act		The Act details Central Government's agenda for decentralisation and democratic engagement, by empowering councils, communities and individuals
MHCLG	Ministry for Housing, Communities and Local Government	Central Government department responsible for preparing legislation and guidance on town planning and related issues
Neighbourhood Plan		A plan produced by a designated neighbourhood forum with the support of local people
NPPF	National Planning Policy Framework	National government policy on planning issues. The NPPF was introduced in 2012 and replaced existing national policies and guidance
NPPG	National Planning Practice Guidance	National government guidance on planning issues, introduced in 2014

Planning Inspectorate		National body which undertakes planning appeals, examinations and inquiries
Policies Map		A map which illustrates the policies contained in the HLDP and visually displays any designated areas (such as employment areas and areas of ecological importance)
S106	Section 106 agreement	A legal agreement, following negotiation with applicants who have planning permission, which secures the delivery of community benefits, such as the physical construction of facilities
SA	Sustainability Appraisal	The appraising of the potential social, environmental and economic impacts of policies to ensure they are in accordance with sustainable development objectives
SCI	Statement of Community Involvement	Details the Council's commitment to consulting local people, businesses and organisations on planning matters, including the determining of planning applications and the preparation of planning policies
SEA	Strategic Environmental Assessment	Formal environmental assessments applied to policies, plans and programmes
SHLAA	Strategic Housing Land Availability Assessment	Assessment which determines the availability and viability of potential housing sites
SHMA	Strategic Housing Market Assessment	Assessment which provides evidence on the types of housing that are needed to meet current and future demand
SPD	Supplementary Planning Document	Provides supplementary guidance to the policies contained in the HLDP
TCA	Tree within a Conservation Area	A tree or trees situated in an area of notable environmental or historical interest or importance which is protected by law against undesirable changes. The Conservation Area status gives automatic blanket protection to all trees that fall within its boundary.
TPO	Tree Preservation Order	An order which preserves a single or a group of trees, meaning the tree(s) cannot be topped, lopped or felled without consent

Cabinet Policy Development Working Group Work Plan 2021/22

Work	Thursday 5 August 2021	Thursday 7 October 2021	Thursday 25 November 2021	Thursday 13 January 2022	Thursday 10 March 2022
Local Council Tax Support Scheme			Report		
Treasury Management Strategy			Report		
Housing Strategy				Report	
Climate Change Strategy		Report		Report	
Transport Strategy		Report			
Town Plan	Report		Report	Report	
Carbon Management Plan	Report				
Open Space Supplementary Planning Document – Approval for Consultation		Report			
Health and Wellbeing Strategy					
Local Plan – Statement of Community Involvement		Report			