

Northaw and Cuffley Neighbourhood Plan 2022 to 2036

Northaw and Cuffley Parish Council

May 2022

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1. Introduction

- 1.1 Northaw and Cuffley Parish Council (NCPC) was granted approval for the physical boundary of the Neighbourhood Development Plan (NDP)¹ by Welwyn Hatfield Borough Council (WHBC) in Autumn 2014. The right for communities to prepare neighbourhood plans was established through the Localism Act 2011². The rules governing the preparation of neighbourhood plans are set out in The Neighbourhood Planning (General) Regulations 2012 (as amended)³. These rules give communities a powerful say in how their local areas are planned for and how potential new development applications are addressed.
- 1.2 Northaw and Cuffley face a number of development challenges and it is the aim of the Neighbourhood Plan to address these by developing locally specific planning policies and defining key projects to improve the area. These locally derived policies and projects will be applied to planning decisions across the Neighbourhood Plan area. The plan once examined and voted on (assuming a positive 'yes' vote) is then 'made' by the Parish Council.
- 1.3 The Neighbourhood Plan will then form part of the Wider Development Plan for Welwyn Hatfield and will be used to determine planning applications that fall within the defined neighbourhood plan area (see Figure 1.1 for the Northaw and Cuffley Neighbourhood Area – which is the same as the Parish Boundary). The plan period is 2022 to 2036..

Figure 1.1 Northaw and Cuffley Neighbourhood Area



¹ The NDP is generally referred to as the 'Neighbourhood Plan' or 'the Plan' within this document.

² Accessed at: <https://www.legislation.gov.uk/ukpga/2011/20/contents>

³ Accessed at: <https://www.legislation.gov.uk/uksi/2012/637/contents>

- 1.4 In planning and land use terms, the policies set out in Sections 3-8 of this plan are the most important part of the Plan. The policies and projects are designed to help realise the vision and meet the objectives set out in Section 2. It is not the intention of this plan to duplicate or anticipate what is already said in national policy or WHBC's saved policies or emerging Local Plan. The purpose of this plan is to add value to these existing policies, ensuring any new policy is locally distinctive and specific to Northaw and Cuffley.
- 1.5 The neighbourhood plan must be in general conformity with the strategic policies in the development plan. This is currently the Welwyn Hatfield Local Plan 2005. The Borough Council is now well-advanced on the preparation of a new Local Plan. It will cover the period up to 2036. Section 8 of the Plan comments about the way in which the Parish Council will assess the need or otherwise for the neighbourhood plan to be reviewed once the Local Plan has been adopted.. Similarly, Hertfordshire County Council (HCC) are responsible for preparing statutory Minerals and Waste plans and guidance⁴, including:
- Hertfordshire Minerals Local Plan Review 2002-2016 (adopted March 2007);
 - Hertfordshire Waste Core Strategy & Development Management Policies Development Plan Document 2011-2026 (adopted November 2012);
 - Hertfordshire Waste Site Allocations Development Plan Document 2011-2026 (adopted July 2014);
 - Employment Land Areas of Search Supplementary Planning Document (adopted November 2015); and
 - Minerals Consultation Areas Supplementary Planning Document (adopted November 2007).
- 1.6 In addition, HCC as Highways Authority is responsible for transportation matters within the Neighbourhood Plan area and therefore the Neighbourhood Plan is also in conformity with Hertfordshire's Local Transport Plan 2018-2031 (known as LTP4), which was adopted by the County Council in May 2018.⁵ LTP4 sets out the long-term transport strategy for the county to accommodate the levels of housing and employment growth being identified by the District Councils in their emerging Local Plans.

Importance of sustainable development in Northaw and Cuffley

- 1.7 The purpose of the planning system is to contribute to the achievement of sustainable development. Sustainable development is about positive growth – making economic, environmental and social progress for this and future generations. In accordance with the National Planning Policy Framework (NPPF), this plan positively seeks opportunities to meet the objectively assessed development needs of the Parish while

⁴ Accessed at: <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/minerals-and-waste-planning/minerals-and-waste-planning.aspx>

⁵ Accessed at: <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/local-transport-plan.aspx>

simultaneously seeking to maintain and enhance the special character of Northaw and Cuffley as rural villages surrounded by open countryside.

- 1.8 The UK Government has published several interrelated Net Zero Strategies, with the aim for new developments to:
- Reduce demand through a 'fabric first approach'⁶ – enforced through Future Homes Standards and Future Buildings Standard (for non-residential uses);
 - Supply heat to buildings through heat pumps with electricity grid emissions reduced to zero by 2035 (meaning that any electricity consumed by users connected to the national grid will be zero carbon from 2035); and
 - Encourage the use of renewables in conjunction with energy storage.
- 1.9 Government is looking to rebalance the energy supply in the UK, to make electricity prices cheaper, increase energy security, incentivise the use of heat pumps and decarbonise the national grid.
- 1.10 The Climate Change Act 2008⁷ provides the framework for UK climate change policy. It established long-term statutory targets for the UK to decarbonise by reducing its greenhouse gas emissions. Under this the UK has a net-zero emissions target for 2050.
- 1.11 The UK Government has also recently consulted on the 'Future Homes Standard', which will effectively set out the requirements for new build homes from 2025 to be fossil fuel free, meaning that new homes built from 2025 will not require any upgrades to meet the national 2050 net zero targets. Similar objectives are anticipated for non-domestic buildings.
- 1.12 The UK Government's 2021 Net Zero Strategy also seeks improvements from the construction sector by improving reporting on embodied carbon in buildings and infrastructure with a view to exploring a maximum level for new builds in the future.
- 1.13 Achieving Net Zero emissions is about reducing energy demands in buildings and transportation to a level that can be met from renewable sources of power. The whole lifecycle of construction and operation, including embodied carbon, must also be factored in.
- 1.14 In a changing climate, buildings and public spaces need to be designed to be climate resilient so that they are equipped to deal with more extreme weather events brought about by hotter dryer summers and colder wetter winters, including: drought, flooding and overheating risk.
- 1.15 One of the best ways a Neighbourhood Plan can help a locality to adapt to climate change is through the identification of and investment in green infrastructure improvements. This can result in environmental and biodiversity net gains; mitigate flood risk; provide solar shading; support carbon sequestration; encourage a shift to more active modes of transportation and healthier lifestyles and result in increased levels of

⁶ A 'fabric first' approach to building design involves maximising the performance of the components and materials that make up the building fabric itself, before considering the use of mechanical or electrical building services systems.

⁷ Accessed at: <https://www.legislation.gov.uk/ukpga/2008/27/contents>

protection and stewardship of the environment (including through increased community action).

- 1.16 The Building Regulations, through the Future Homes Standard, are set to increase energy, water and design standards nationally in order to reduce operational energy demands to a minimum for each end use. This fabric-first approach will reduce energy demands by improving the thermal performance of the building fabric, selecting efficient lighting, ventilation systems and appliances and recovering waste heat from space and water heating systems.
- 1.17 In addition, this Neighbourhood Plan includes a Design Guide (Appendix 2) which encourages optimising the layout, orientation, geometry and massing of buildings. There are also measures proposed to improve pedestrian and cycling in the Parish and enhance the accessibility and utility of green infrastructure. In combination with national policies, the Neighbourhood Plan and emerging Local Plan support new development that both mitigates and adapts to climate change.

The Neighbourhood Plan and decision making

- 1.18 Planning applications which accord with the policies in the Neighbourhood Plan will be approved unless material considerations indicate otherwise. Planning permission will also be granted where relevant policies in the Neighbourhood Plan are out of date or silent unless:
- other relevant policies in the Development Plans for Welwyn Hatfield indicate otherwise;
 - any adverse impacts of the proposal would significantly and demonstrably outweigh its benefits when assessed against the policies in the NPPF taken as a whole; and
 - specific national policy (i.e. NPPF) or other material considerations indicate that development should be restricted.
- 1.19 The presumption in favour of sustainable development incorporates this key planning principle from the NPPF into the Neighbourhood Plan.
- 1.20 NCPC would also like to bring forward projects that will improve the area and these are set out in Appendix 1. These are not land-use planning policies, rather they are community aspirations for neighbourhood infrastructure and are included in the Plan as a focus for community action and to prioritise capital investments during the Plan period.

Background to Northaw and Cuffley

- 1.21 Northaw is an historic village with a Conservation Area and Listed Buildings and is included within the Green Belt. These constraints mean that opportunities for development are restricted.
- 1.22 Cuffley is a relatively large, low-density village. It is situated away from the borough's main north-south axis of settlements along the A1, east of Potters Bar, close to the boundary with Broxbourne borough. Census data (2011) indicates that, despite a modest increase in the number of homes in Cuffley over the last 10 years, its population has remained relatively stable. The 2011 Census recorded a population of 5,181 for Northaw and Cuffley. Parish population estimates for mid-2019 (released in October 2020), prepared by the Office for National Statistics, show a population of 5,345.⁸
- 1.23 Cuffley expanded significantly on the arrival of the railway in the early part of the twentieth century and saw its last major developments in the 1960s. Since that time it has seen no major developments and remains a compact but low-density settlement. It has functioned as a commuter village from its initial development and continues to do so with most residents working outside the Parish.
- 1.24 Since the 1960s development within Cuffley there has been infill, redevelopment and refurbishment. This has preserved the nature of the settlement and its varied architectural styles and house types and it is much as it was in the 1960s. With the exception of development (as at 2021) on land designated as Green Belt there are no major development opportunities within Cuffley (see Policy S1 & S2: Meadway & East of Northaw Road East respectively).
- 1.25 The heart of Cuffley village is Station Road which operates as a high street with retail, food and service outlets as well as the key facilities such as the library, village hall, youth and community centre and GP surgery.
- 1.26 The village is set within the Green Belt and bounded by open farmland and within the settlement there are many green areas including a large park with a bowls club, tennis club and football club.
- 1.27 Northaw is an historic village centred on a village green with a pub, restaurant, and church. It is a settlement washed over by Green Belt and surrounded by farmland. Development follows the road layout and it is therefore linear rather than being compact.
- 1.28 There has been no major development in Northaw since the 1940s and it remains a low-density village with a variety of house styles.

⁸ Parish Population estimates for mid-2001 to mid-2019 based on best-fitting of output areas to parishes (released as an ad-hoc) – available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/adhocs/12324parishpopulationestimatesformid2001tomid2019basedonbestfittingofoutputareastoparishes>

How to use this document

1.29 Vision, objectives and policies text is highlighted within grey boxes, these sections represent the most critical elements of this plan. The accompanying policy maps and reasoned justification text that follow these sections provide additional guidance on how to apply and interpret these elements.

- **Section 2** sets out the Vision and Objectives, the golden thread that runs through the Plan and influences each of the policies and projects.
- **Section 3** includes site-specific design policies for two key sites coming forward in the emerging Local Plan. Together the emerging Local Plan and Neighbourhood Plan set out how development can come forward in these locations.
- **Sections 4 to 7** include thematic policies that aim to support sustainable development in the neighbourhood area.
- **Section 8** includes a list of community projects and neighbourhood infrastructure improvements that shall be sought over the plan period.

2. Vision and Objectives

Vision

The special character of Northaw and Cuffley, as rural villages surrounded by open countryside and Green Belt, will be maintained and enhanced; while delivering the housing and associated infrastructure, facilities and services required in order to meet the current and future local needs of the community.

The villages offer a wide variety of beautiful green spaces and access to nature through excellent walking routes and a variety of cycling routes. The Parish benefits from good connections to London and beyond. Local shops, services and community facilities are within walking distance for most Cuffley residents and contribute to the strong sense of community.

Objectives

- 2.1 Within the current communities of the two villages there are few who were born and bred in the area. It is also noticeable that once people settle in the area they stay and rather than leave the villages they would prefer to move within them.
- 2.2 Community consultation reveals that when considering the future of the settlements the main concern is that it should stay as it is as far as possible. When this was explored further the sentiment is focused on the following factors:
 - The Green Belt and green spaces must be preserved.
 - All new development to be sympathetic, in line with the local character with a range of house types and sizes.
 - Population growth consistent with existing infrastructure and public facilities.
 - Station Road is the heart of Cuffley village with an appropriate mix of outlets and a pleasant environment.
 - The existing public assets such as the village halls, community and youth centre and parks/playing fields and other green spaces are to be retained and enhanced for the benefit of the community.
 - Redevelopment and property improvement managed to retain the essential character of the area and avoid overdevelopment.
 - Access to the countryside and local woods are preserved.
 - Promoting healthier lifestyles and active travel through improvements to walking/cycling links and the Parish's recreational facilities.
- 2.3 Objectives have been established to deliver the vision of the Neighbourhood Plan and these are set out overleaf.

Housing

- New development is climate resilient and seeks to mitigate and adapt to climate change;
- Over the next fifteen years the Green Belt is maintained as open land free from development;
- New estate housing style developments are to be resisted in favour of developments that accord with the Neighbourhood Plan and accompanying Design Code;
- Developments offer a range of property types, sizes and price points. Providing a real choice for Northaw and Cuffley residents who wish to remain in their local community and current/future residents who wish to move to more suitable accommodation;
- All new developments, including infill, are developed sympathetically and in line with the existing character of the area so that overdevelopment of sites is avoided;
- Densities should be in keeping with the local character of Northaw and Cuffley and be sensitive to the local landscape/built environment, reflecting the typical densities found in proximity to the site;
- To ensure that all new development respects the character of its surroundings and the amenity of neighbours and future occupiers the volume, density and layout of new development must be sympathetic to adjoining homes;
- To ensure that proposals for extensions to houses, sub-division of plots, infill and back land development are sympathetic to the character of Northaw and Cuffley; and
- To enhance key local characteristics including green verges and tree planting.

Cuffley Village Centre

- Station Road continues to operate as a high street and is not oversupplied with food outlets, offering a mix of commercial uses (with a vibrant mix of both retail and non-retail);
- To promote Cuffley as a local retail centre, maintaining a balance of retail and non-retail uses that serves the local catchment area;
- Cuffley village centre is accessible to all and an attractive and safe local shopping centre;
- Improving the street scene and external appearance of the area;
- Maintaining and enhancing the attractiveness of the design of shopfronts and community facilities; and
- Managing traffic and parking issues related to businesses and services.

Employment

- To encourage locally based employment / use of space for grow on / expansion and start-up businesses; and
- To protect the Sopers Road area for employment use.

Getting around

- Reduce the impact of traffic congestion in Cuffley and improve the pedestrian experience along key pedestrian routes. Improvements to Station Road (from Northaw Road East to The Meadway) and mitigate the impact of traffic and provide a better pedestrian experience;
- Work collaboratively with HCC to improve existing footpaths in the Parish and explore the creation of new footpaths and cycle paths; and
- Investigate improvements to public transport with local bus companies and Network Rail.

Community Wellbeing

- To improve the health and wellbeing of residents;
- Ensure public assets such as the halls and green spaces are fit for purpose and match changing trends and community aspirations; and
- To enhance the facilities provided at King George V Playing Fields and seek to improve the leisure offering to allow for year-round opportunities for leisure.

Natural Environment

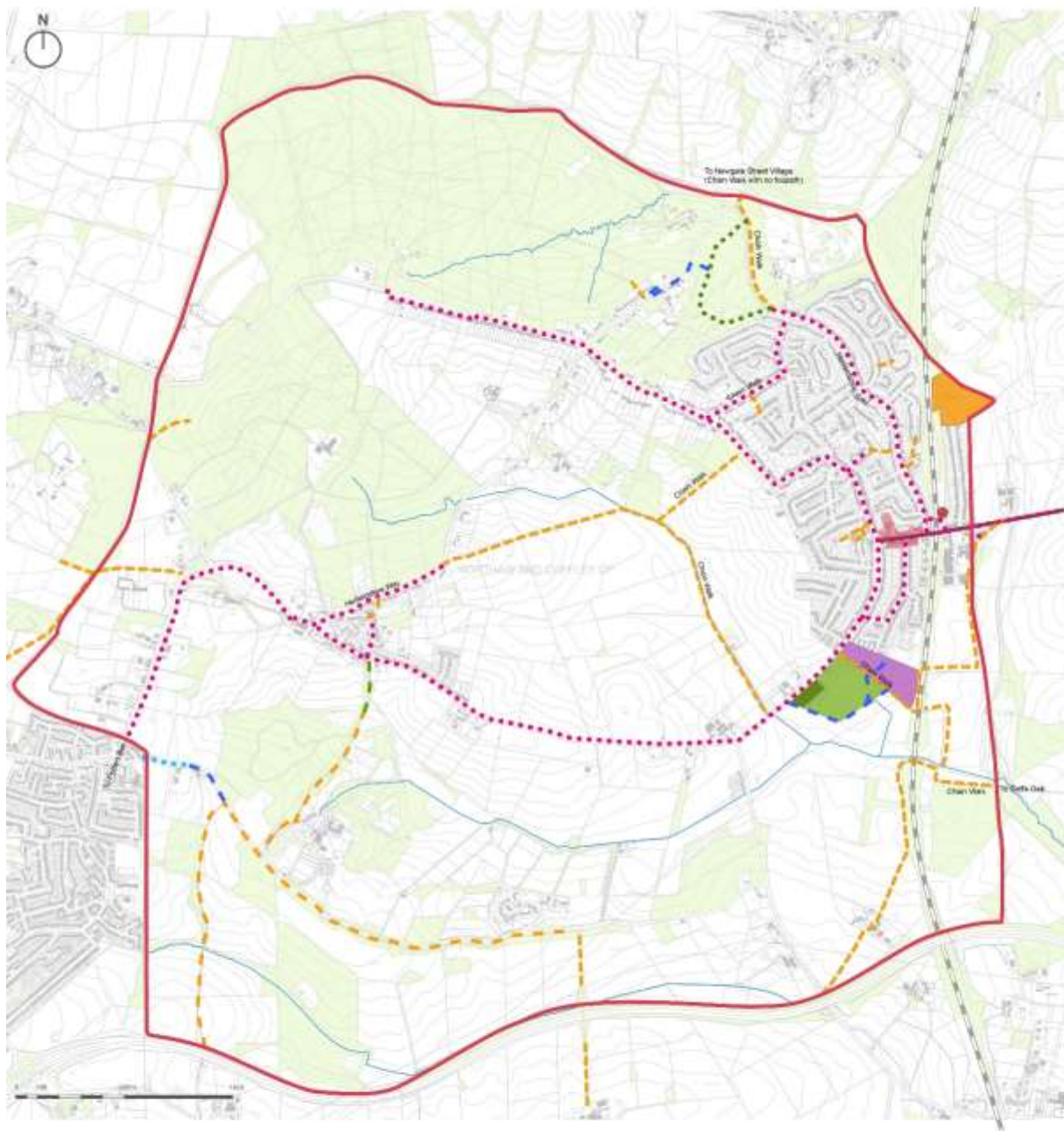
- Encourage development that delivers environmental and biodiversity net gains and results in greening of the Parish;
- Protect the environment and enhance the green and blue infrastructure⁹ network;
- Protect and increase the quantity and quality of green space and the safe access to it; and
- Improve flood resilience and help to mitigate/adapt to climate change impacts.

Neighbourhood Plan Key Diagram

- 2.4 In line with NPPF, neighbourhood plans must be pro sustainable development and demonstrate how their policies and proposals will encourage investment and change, whilst also recognising constraints to development such as Green Belt status.
- 2.5 The spatial strategy for Northaw and Cuffley recognises the surrounding Green Belt and nature and character of the area. For this reason the suitability and achievability of potential sites has been assessed in order to manage the potential impact of development. The spatial strategy is to direct growth to sites identified as The Meadway and the East of Northaw Road East and to manage and influence all other development that comes forward in the area over the life of the Plan. The Key Diagram (Figure 2.1) illustrates the location of relevant policies contained within the Neighbourhood Plan.

⁹ Green and blue infrastructure can embrace a range of spaces, water bodies and assets that provide environmental and wider benefits. It can, for example, include parks, playing fields, other areas of open space, woodland, allotments, private gardens, sustainable drainage features, green roofs and walls, street trees and 'blue infrastructure' such as streams, ponds, canals and other water bodies. References to green infrastructure in the plan also apply to different types of blue infrastructure where appropriate.

Figure 2.1 Key Diagram To be edited in advance of referendum (to include the relevant Plan policy numbers with the items in the key)



Key

- | | |
|---|-----------------------------|
| Parish boundary | Station Road |
| Cuffley village centre | Footpaths and Bridleway |
| Cuf1 | Suggested Footpaths |
| Cuf6 | Walking routes |
| King George V playing field (existing boundary) | Walking routes with no path |
| King George V playing field (potential extension) | Byway |
| Rail Station | Homewood path |
| Railway | Brooks |

3. Environment and Design

- 3.1 Cuffley is relatively modern and has grown as a result of the railway station in the east of the village. The village has a mainly formal, regular street layout with predominantly large housing set within large gardens. Cuffley is surrounded by Green Belt and the relatively low density of the village has resulted in development pressure for infill and back land housing, as well as extension of existing properties.
- 3.2 Northaw is a more historic village with a Conservation Area covering its historic core and Listed Buildings, washed over by Green Belt. These constraints mean that pressure for infill and back land development is less of a concern than for Cuffley, as opportunities for development are more restricted.
- 3.3 Cuffley is surrounded by Green Belt whereas Northaw is a formally designated Green Belt village. This designation means that development has been severely restricted and as a result large areas of open countryside, agricultural land, horse paddocks and woodland have been retained and the built-up area of London has not expanded beyond the M25 to the north.
- 3.4 The Parish contains woodlands that are accessible to the public at Five Acre Wood, Northaw Great Wood, Home Wood, Fir and Pond Woods and Potters Chase Wood. Northaw Great Wood is an extensive area of ancient broadleaf woodland managed for recreation and nature conservation. Home Wood is close to Northaw Great Wood to the south-east and adjoins the urban area of Cuffley.
- 3.5 Northaw Great Wood is the only Site of Special Scientific Interest in the Parish whilst Fir and Pond Woods is a nature reserve managed by Herts and Middlesex Wildlife Trust and adjacent is Potters Chase Wood a new wood currently being planted with 38,000 trees.
- 3.6 The Parish has a varied landscape character as evidenced by the fact that there are four designated Landscape Character Areas in the Parish. These are Northaw Common Parkland (which covers the majority of the Parish and the area between Northaw and Cuffley), Cheshunt Common (to the east of Cuffley), Theobalds Estate (to the south of Cuffley) and Northaw Great Wood (to the north west of Northaw).
- 3.7 Cuffley Brook, Northaw Brook and Turkey Brook are the three main watercourses which run through the Parish. These watercourses are sources of fluvial flood risk. None of the brooks run directly through the villages of Northaw or Cuffley however Cuffley Brook runs behind Brookside Crescent in Cuffley and a few properties lie within its floodplain. The strongly undulating topography of the Parish means that it is susceptible to surface water flooding, particularly in the larger village of Cuffley where there is a greater concentration of paved and impermeable surfaces.

- 3.8 The village of Northaw developed around the church of St Thomas a Becket, which was originally constructed in the 15th century and rebuilt in the 19th century. The layout of the village and the buildings around its historic nucleus has been present since at least the first half of the 19th century. Northaw Church of England Primary School was founded on the northern side of the village in 1879 and is still present today. By 1935 ribbon development had begun to extend along Vineyards Road and Northaw Road West.
- 3.9 Cuffley was a smaller village than Northaw, comprising just a small collection of houses and farms arranged around The Plough public house until the arrival of the Great Northern Railway in 1910. The opening of the railway station had an important influence on Cuffley's development acting as the catalyst for expansion to the west of the railway line between Northaw Great Wood in the north and the low lying land around Northaw Brook to the south.
- 3.10 By 1935 Cuffley had seen substantial housing development close to the railway station, and the beginning of ribbon development along The Ridgeway comprising typically large, detached houses. By 1971 the current layout was largely present following substantial post-war housing development. There are a total of 29 Listed Buildings in the Parish including three Grade II* Listed buildings – Northaw Place, Parish Church of St Thomas a Becket and Dower House. The majority of Listed Buildings are focussed around the Conservation Area at Northaw and its rural hinterland. With the exception of a war memorial on East Ridgeway there are no Listed Buildings in Cuffley due to the fact that it has mainly developed since 1910 and is relatively more 'modern' than Northaw. There are a number of designated Areas of Archaeological Significance within the Parish including most notably AAS39 (the historic settlement of Northaw) and AAS37 (Cropmarks, Cattlegate Farm) which overlaps with KGV.
- 3.11 When undertaken unsympathetically, development proposals (including plot sub-division, infill and back land development and large housing extensions) can have adverse impacts on visual and neighbour amenity, character and highway safety (e.g. through overdevelopment of a plot). Permitted development rights and planning permissions have allowed extensions, infill and back land development to take place that is often unpopular with neighbours. The Neighbourhood Plan cannot amend permitted development rights as they are determined nationally, but the Plan can set policies to influence development proposals where planning permission is required.
- 3.12 The Government's National Model Design Code sets out clear design parameters to help local authorities and communities decide what good quality design looks like in their area. The National Model Design Code forms part of the Government's planning practice guidance and expands on the ten characteristics of good design set out in the National design guide, which reflects the Government's priorities and provides a common overarching framework for design. Policy D1 (below) and Appendix 2 (Design Code and Guidance) build upon national policy and policies contained in the emerging Local Plan to encourage high quality local design in Northaw and Cuffley.

Policy D1: Residential Design and Amenity

1. As appropriate to their scale, nature and location, development proposals for plot sub-division, infill and back land development should respond positively to the following issues and design features:
 - a. Insofar as planning permission is required external lighting should be designed and positioned to minimise light pollution, maintain amenity, and minimise disturbance to wildlife;
 - b. Discourage side elevation glazing which overlooks adjacent properties, but where unavoidable this should be obscured glazed windows;
 - c. The 45-degree rule (see Figures 3.1, 3.2 and 3.3) must be integrated into designs to ensure that development will not lead to increased overshadowing or a significant reduction in levels of daylight or sunlight;
 - d. The separation distances between buildings should respond positively to the details in Figure 3.3 and take account of any sensitivities which arise from the topography of the site and the position and alignment of adjacent buildings;
 - e. Ridge heights will be required to be in conformity with the adjacent properties to retain a continuous frontage;
 - f. Vehicular areas shall be surfaced with permeable paving and sustainable drainage systems (SuDS) in areas susceptible to surface water flood risk;
 - g. Visibility splays for safe access and egress;
 - h. Acoustic barriers/planting for access routes that pass existing properties and/or properties located on busy roads;
 - i. Car parking should be provided on-site in accordance with the most up to date standards set by the County Council;
 - j. New developments must provide for full on-site access for heavy/large vehicles (such as refuse vehicles and ambulances) and therefore gated developments (including security gates and fencing) will not be supported unless there are clear and compelling reasons for requiring these design features;
 - k. Where a side access gate is a feature of the existing property this should be maintained in any planning application for an extension or redevelopment in order to safeguard access and views between properties;
 - l. Development should be made safe from flooding and not increase the risk of flooding elsewhere; and
 - m. Drainage on site should separate foul and surface water flows. The use of SuDS will be supported.
- 3.13 The pressure for infill and back land development has been increasing in Cuffley and many schemes that have been permitted have included security gates and fencing at the driveway entrance. These features are, in design terms, aggressive and defensive and undermine the character and village feel of Cuffley. Community participation is also adversely affected when it is difficult to deliver community information or leaflets to people or letterboxes behind gates. They also create problems in terms of servicing for emergency services, refuse collection, postal deliveries and overspill parking onto the highway. Such design features may be appropriate for secure storage of waste and cycles in blocks of flats at

Cuffley village centre, however they are generally inappropriate elsewhere in the Parish.

- 3.14 To comply with the '45 degree' policy, proposals should not be positioned within a zone extending 12m out at an angle of 45 degrees from an adjacent property's habitable room window. At ground floor level the 45 degree line is taken from the mid-point of the opening; at first floor level the quarter point is used.

Figure 3.1 45 degree rule and 12m protected zone

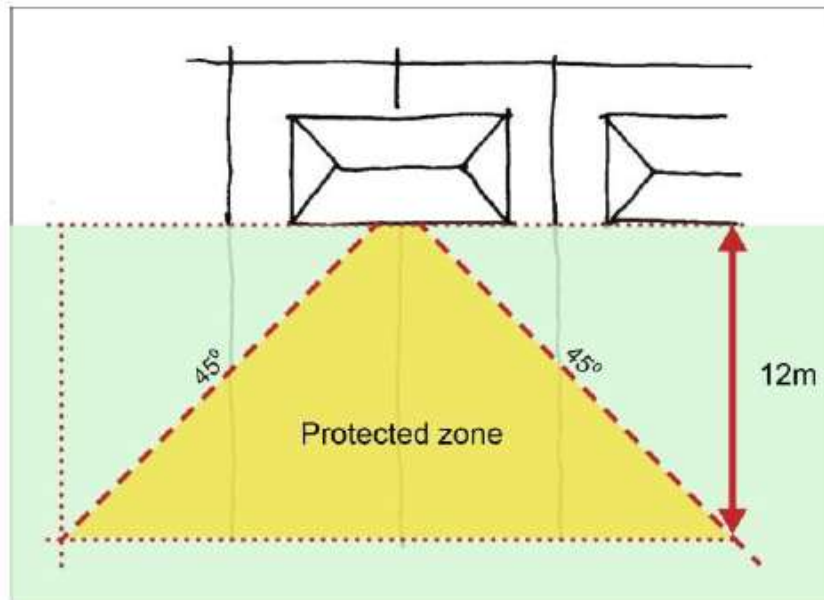
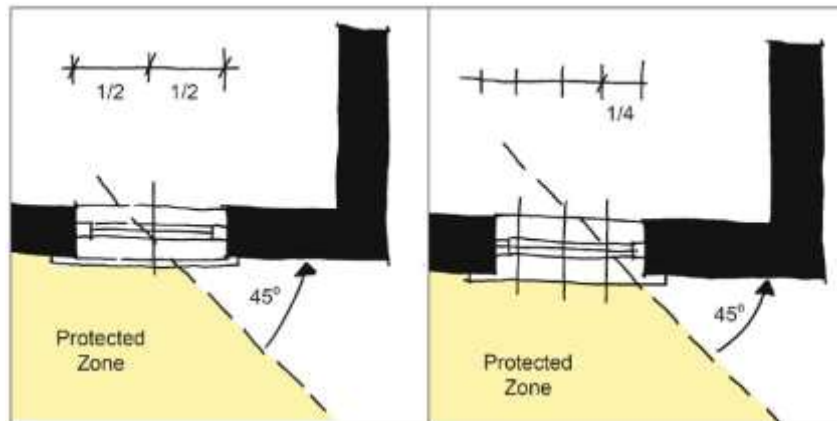
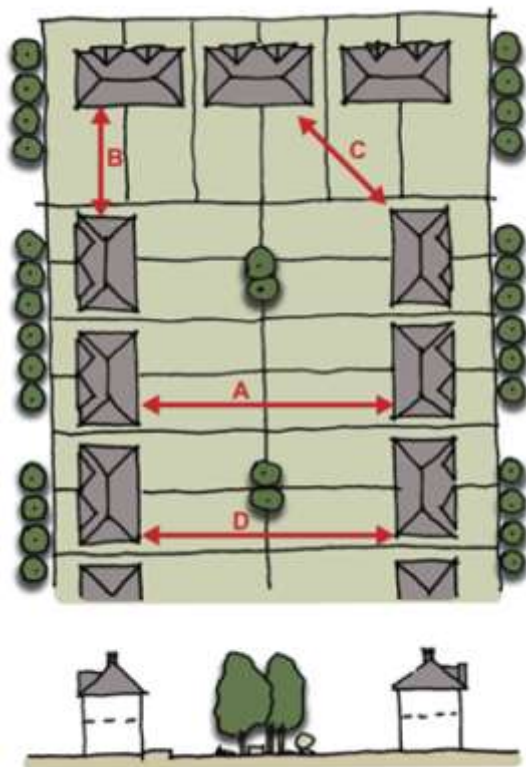


Figure 3.2 45 degree rule for a ground floor window (left) and a first floor window (right)



- 3.15 In addition to the 45 degree rule, minimum separation distances must be adhered to in order to ensure access to daylight and sunlight all year round. The height of the highest of the relevant dwellings must be used for the purposes of establishing separation distances. If every dwelling is set out at the minimum separation distances then there will be limited opportunity to extend properties. Where separation distances are at this minimum limit it may be necessary to remove Permitted Development rights from those properties to protect amenity in the long term.

Figure 3.3 Minimum separation distances – worked example



- Developments must comply with the 45 degree rule for a minimum of 12m.
- Developments must secure the following separation distances as a minimum:

A Rear to Rear

2-storey = 21m

3-storey = 24m

B Rear to Side

2-storey = 12m

3-storey = 15m

C At an Angle

Rear to Site >45 degrees = B

Rear to Rear <45 degrees = A

D Sloping Sites

Add 1m separation for each 0.5m of ground level difference

3.16 The overall number of properties in the Parish has changed little over the past decade however the size of properties has increased significantly. This has been due to a trend of existing properties being extended or demolished and rebuilt at a larger scale, with a knock-on effect being that there is an under-supply of smaller properties available for residents to move into. This, in combination with high local house prices, means that there are fewer opportunities for families to live in the Parish or for older residents wishing to downsize and remain in their community.

Policy D2: Local Character

1. Proposals for replacement or new housing development, extensions to existing properties, the sub-division of plots, infill and/or back land development should respond positively to the Northaw and Cuffley Design Code (Appendix 2)..
- 3.17 Appendix 2 includes guidance and principles drawn from the Neighbourhood Plan Design Code that was commissioned by NCPC in 2020. The appendix also includes extracts from previous local character assessments that should be used to inform all development proposals.
- 3.18 As part of this, proposals are expected to “encourage a strong sense of place by addressing the character and context analysis”, reflecting spatial context and character at different spatial scales. Appendix 2 outlines the locally specific character and context analysis and Character Management Principles that development proposals will be expected to incorporate.

Figure 3.4 Varied architectural styles in Cuffley and Northaw



Policy D3: Green Infrastructure

1. As appropriate to their scale, nature and location development proposals should:
 - achieve statutory Biodiversity Net Gain targets;
 - include wildlife friendly planting, “in the ground” soft landscaping and planted boundary treatments wherever practicable;
 - incorporate grass verges as a feature of their layouts wherever practicable; and
 - retain existing trees on the site unless an arboricultural survey demonstrates that they are not worthy of retention. Where replacement trees are required, they should be replaced in accordance with site-wide biodiversity net gain requirements. Any tree species planted should be appropriate to the site and its context. Only suitable native or ornamental species should be used.
2. The provision of new and/or enhanced green walking routes will be supported where they would improve access to the Parish’s green infrastructure network.
3. New developments and future walking route improvement works adjacent to ordinary watercourses/water bodies should be designed to integrate and improve access to the blue infrastructure network.

3.19 Policy D3 sets out the Plan’s approach to green infrastructure. Mature trees, grass verges and thick vegetation cover are key characteristics common to both Northaw and Cuffley and these features are addressed in the Character Area Study. This green infrastructure helps the villages integrate into the landscape and their Green Belt setting. The policy has been designed to be wide-ranging. However, in this context the opening part of the development will allow development proposals to be assessed in a proportionate way based on their scale, nature, and location. Any tree works, surveys, planting, removal, or maintenance should be carried out in accordance with British Standards BS 5837:2012 and utilise native UK species. This is necessary as climate change and disease may make some species very vulnerable, as such a planting scheme for a site should be created or approved by a suitably qualified person such as a landscape architect, arboriculturist or ecologist to ensure that appropriate species are selected for planting.

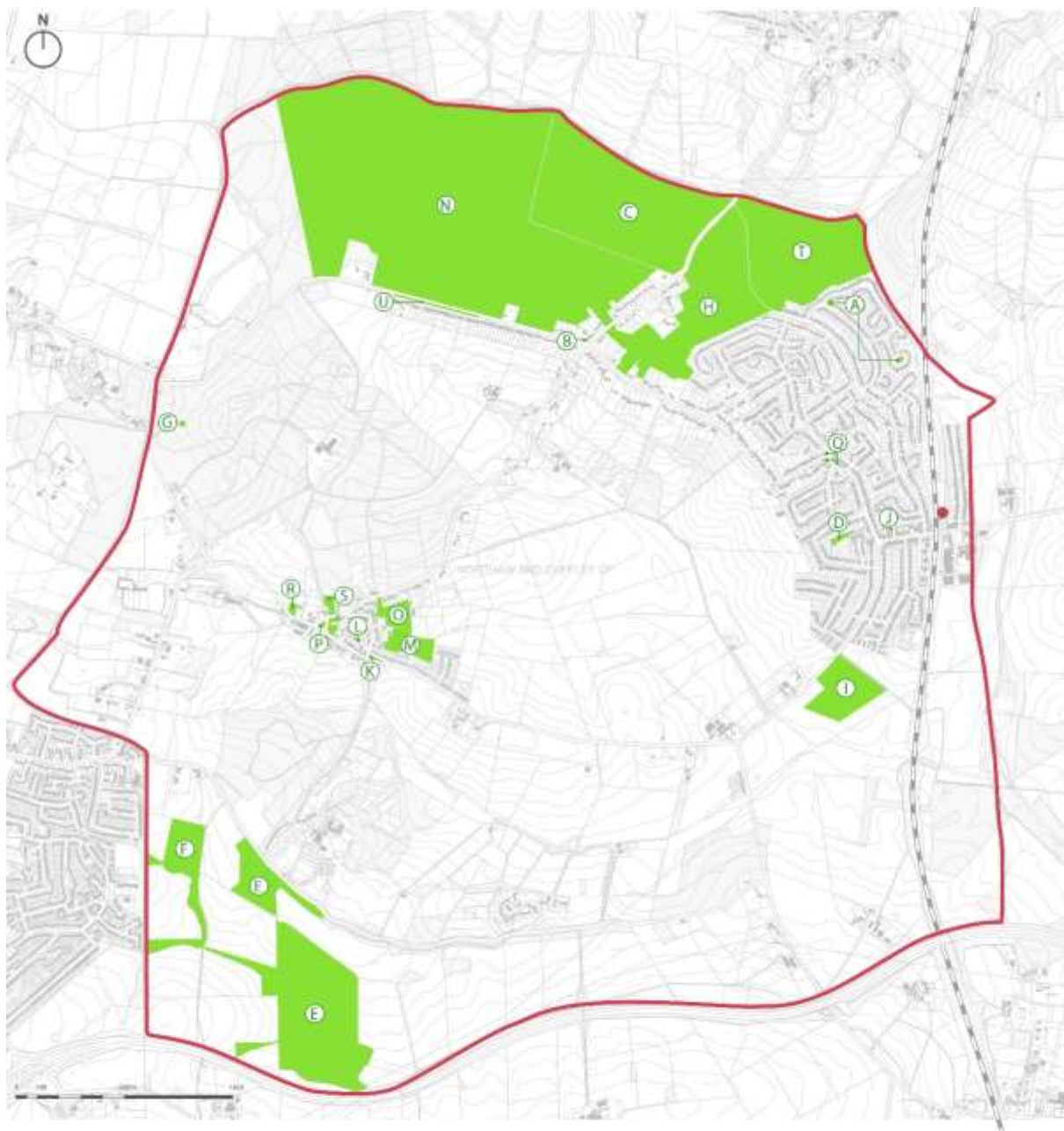
Figure 3.5 Northaw Great Wood / Grass verges in Cuffley



Policy D4: Local Green Space Designation

1. The Plan designates the following sites as local green spaces:
 - a. Brookside Crescent
 - b. Carbone Hill
 - c. Cuffley Scout Hut, Church Close
 - d. Fir and Pond Woods
 - e. Five Acre Wood
 - f. Griffins Hole (Well)
 - g. King George V Playing Fields
 - h. Millennium Gardens, Maynard Place
 - i. Millennium Gardens, Northaw
 - j. Northaw Community Gardens
 - k. Northaw Community Orchards and Scout Hut
 - l. Northaw Playing Fields
 - m. Northaw Village Green
 - n. Urban Green Spaces Plough Hill Junction
 - o. Ron North Pond
 - p. St Thomas a Becket Church and Cemeteries
 - q. The Ridgeway
 2. Development proposals within the designated local green spaces will only be supported in very special circumstances.
- 3.20 Paragraphs 101 to 103 of the NPPF set out national policy on local green spaces. The Parish Council has carefully considered this matter and an assessment has been made of green spaces in the parish. Policy D4 follows the matter-of-fact approach in the NPPF. If development proposals come forward on the local green spaces within the Plan period, they can be assessed on a case-by-case basis by the Borough Council. It will be able to make an informed judgement on the extent to which the proposal concerned demonstrates the 'very special circumstances' required by the policy.

Figure 3.6 Local Green Space Designations To be edited in advance of referendum (removing LGS C, H, N and T)



Key

- | | | |
|--|--|--|
| Parish boundary | King George V Playing Fields | Ron North Pond |
| Brookside Crescent | Millennium Gardens, Maynard Place | St Thomas a Becket Church and Cemeteries |
| Carbone Hill | Millennium Gardens, Northaw | Toimers Activity Centre and Peters Wood |
| Cuffley Camp | Northaw Community Gardens | The Ridgeway |
| Cuffley Scout Group, Church Close Lane | Northaw Community Orchards and Scout Hut | |
| Fir and Pond Woods | Northaw Great Wood | |
| Five Acre Wood | Northaw Playing Fields | |
| Griffins Hole (Well) | Northaw Village Green | |
| Home Wood | Urban Green Spaces at Plough Hill Junction | |

4. Local Employment

- 4.1 Census data from 2011 showed that of the 5,181 residents in the Parish, 3,677 are economically active with 19.1% retired which is almost double the Welwyn Hatfield average (10.9%). A relatively high proportion in the Parish are self-employed at 16.2% (compared to 9.3% in Welwyn Hatfield and 9.8% in England).
- 4.2 The Parish has higher than average proportions of residents employed in construction; finance and insurance; real estate; professional, scientific and technical activities; and lower than average proportions of residents employed in agriculture, forestry and fishing; manufacturing; transport and storage; accommodation and food service sectors.
- 4.3 The percentage of residents that are managers, directors and senior officials is 20.1%, double the national and local average. There are also proportionately more residents that are employed in 'professional' and 'associate professional and technical' occupations. There are proportionately fewer residents employed in caring, leisure, sales and customer services and process, plant and machine operatives.
- 4.4 Cuffley is a village categorised as a 'Large Service Centre' in the Welwyn Hatfield retail hierarchy. This category generally has shops, services and community facilities providing for day-to-day needs; GP surgery and two small supermarkets, newsagent and pub.
- 4.5 Northaw is a smaller village that has The Two Brewers pub and Judges restaurant, but no shops. Other rural-based businesses are located here, including Northaw Riding School and Equestrian Centre. Residents consequently rely on travelling to Cuffley and Potters Bar to meet their day-to-day needs.
- 4.6 Due to the rise in internet shopping and Tesco Express opening on Station Road there has been a general shift towards Cuffley losing its A1 retail units and an increase in the number of food and drink uses have opened in the village. The low level of vacant shops suggests that the centre remains attractive to shop owners.
- 4.7 The employment area at Sopers Road is a designated Employment Area in the emerging WHBC Local Plan. This is an important strategic location for office and light industrial employment in the Borough, although its catchment and role is relatively more important at the Borough scale given the demographics of residents in Northaw and Cuffley.
- 4.8 Sopers Road Industrial Estate, which was originally laid out in the 1960s, is a small trading estate located to the south-east of the railway station. Today the estate comprises office buildings as well as more modern industrial warehouses. The trading estate is located on the edge of the village, separated from the core residential development by the railway line. The buildings here are noticeably larger scale, occupying more extensive footprints and generally set within areas of car parking and hard standing.

- 4.9 In addition to employment at Sopers Road there is also a handful of smaller offices in Cuffley village centre along Station Road, located in upper floors above the retail units.
- 4.10 Cuffley village centre, as defined in Figure 4.2 is the heart of the community and is the key retail and employment centre of the village. The area, which is the gateway to the village from the station and Goffs Oak and Cheshunt to the east, includes a retail parade and a number of community facilities including the GP Surgery and Library. Proposals for a new post office facility would be supported where feasible.
- 4.11 The emerging Local Plan categorises Cuffley as having a Large Village Centre. Such centres typically contain shops, services and community facilities providing for day to day needs, often with GP surgeries, a small supermarket, post office, newsagent and pub. There is an expectation that there should be at least 15 commercial outlets and a total commercial floorspace of more than 1,000sqm ¹⁰ to maintain a good range of shops and a balance between shops and services.
- 4.12 Interrelated policies under the 'Transport and Getting Around' theme will support the viability and vitality of the village centre and support the Station Road shops by reducing traffic speeds, improving the public realm and increasing pedestrian and cyclist accessibility to the village centre with additional road crossings and cycle parking spaces.
- 4.13 A project (see Appendix 1) for a weekly or monthly market (at an appropriate location within Cuffley) is a cost-effective way of diversifying the retail offer in the village, raising its profile, and creating additional local footfall and visitors from outside the immediate area. It can be used by local producers to sell food and crafts which do not compete directly with locally owned businesses.

¹⁰ Welwyn Hatfield Retail and Town Centre Needs Assessment study

Policy E1: Retail and Commercial Uses in Station Road

1. New or replacement shopfronts in Station Road should respond positively to the design principles in the Welwyn Garden City 'Guide to Shopfront and Advertisement Design' 17 and Design Code (Appendix 2).
 2. Development proposals affecting retail and commercial properties in Station Road should be designed to provide delivery and vehicle access from the existing rear service roads wherever practicable. Development proposals which unacceptably detract from the utility of the service roads will not be supported.
 3. Employment-generating uses above the ground floor within the defined retail frontage of Station Road will be supported where they do not result in the loss of residential accommodation.
 4. Proposals for outside dining and outdoor markets will be supported where they promote the active use of the public realm and do not unacceptably detract from pedestrian movement and safety.
 5. The loss of employment-generating uses in Station Road will not be supported unless there is clear and compelling evidence that justifies the change of use, including a minimum of six months continuous marketing of the extant employment use at a realistic price.
- 4.14 Although the village centre is functioning well and there are low levels of retail vacancy, a number of areas for improvement have been identified to contribute to the objectives of the Plan. These issues are captured in Policy E1.
- 4.15 The Government has sought to cut red tape, increase certainty for developers and encourage growth by extending Permitted Development Rights. Permitted Development Rights are a form of automatic planning permission for minor development. As a result of these reforms, Change of Use applications are required less frequently as uses can change more freely without the need for planning permission.
- 4.16 A loss of retail facilities will reduce the appeal of Cuffley as a destination which may have implications for the vitality of the local centre. The Neighbourhood Plan seeks to encourage a wide variety of retail uses in the village centre.
- 4.17 The appearance of the Station Road area would be significantly improved with a set of shopfronts that conform to a set of guidelines to ensure consistency and an appealing style. This would apply to new or replacement shopfronts but existing businesses would also be encouraged to replace shopfronts to accord with the new scheme. A project for the Neighbourhood Plan would be for NCPC to use Community Infrastructure Levy (CIL) money to work with shop owners to agree a Cuffley Shopfront Improvements Scheme to encourage a consistent style in the village centre.
- 4.18 Additional policies relate to the use of the service roads for access to the shops to the south of Station Road. It is vital that the implementation of transport policies does not negatively impact the businesses on Station Road.

Figure 4.1 Shopfronts along Station Road



Figure 4.2 Cuffley Village Centre and Service Roads



Policy E2: Sopers Road

1. Employment uses (including Class E, B2 and B8) will be supported at Sopers Road provided that they:
 - are of an appropriate scale;
 - respect the character of the village; and
 - do not provide significant adverse impacts on the road network or to local residential amenities.
2. Development proposals for higher employment floorspace densities at Sopers Road, including through larger replacement or expanded buildings, will be supported providing that the buildings do not exceed the height of the existing commercial properties.

4.19 There is a small amount of employment space within the Northaw and Cuffley Neighbourhood Plan area, the main employment area being Sopers Road Industrial Estate, designated as an Employment Area in the WHBC emerging Local Plan. There is also a high level of self-employment and small businesses within the Parish, indicating a high level of home working. Policy E2 sets out a policy context for future development on the site. Part 2 of the policy has been specifically designed in order to preserve the character of Cuffley and setting within the wider landscape.

4.20 The future of existing employment space including industrial (E, B2, B8) is supported and intensification of employment space at Sopers Road will be encouraged. The objectives of the Neighbourhood Plan are consistent with Para 19.16 of the emerging Local Plan: There are no proposals to designate new employment areas in Cuffley or to amend the boundaries of the existing Sopers Road Employment area.

4.21 It is important to retain a small amount of employment space in the village to allow residents to live close to their place of work and to allow space for home-grown businesses to expand and develop. Maintaining and intensifying Sopers Road Industrial Estate is also an opportunity for an increase in footfall for the retail uses on Station Road and to increase the vitality and viability of the village centre.

4.22 The relaxation of the Government's Permitted Development Rights is resulting in the loss of office and employment land to residential even on protected land such as the Sopers Road Employment Area.

4.23 NCPC will work with WHBC to resist the loss of valuable employment areas (e.g. through the introduction of Article 4 Directions at Sopers Road) and manage the impact of the loss of employment to residential uses.

5. Transport and Getting Around

- 5.1 Northaw and Cuffley is located in the Green Belt to the north of London. It is a short distance from the M25 motorway to the south and the A1 (M) to the west, and has a railway station on a north-south commuter line providing direct access to London via Finsbury Park and north to Hertford North and beyond. The Parish is served by the 242 bus route (Potters Bar - Cuffley - Goffs Oak - Brookfield Centre - Waltham Cross).
- 5.2 Welwyn Hatfield is a heavily car dependent borough with the vast majority of trips made by car (WHBC emerging Local Plan); the 2011 Census indicates that for Northaw and Cuffley 63% of journeys to work are by car; followed by 16.5% by train.
- 5.3 Planned housing growth in the areas surrounding Welwyn Hatfield will have implications for strategic infrastructure, particularly transport, and is therefore an issue for the Neighbourhood Plan to consider.
- 5.4 The Parish is in a rural part of Hertfordshire and has three main roads running through Cuffley (Station Road B156, Northaw Road East B156 and The Ridgeway B157) and one major road through Northaw (Northaw Road West B156). The road network links the Parish to Potters Bar to the west and Goffs Oak to the east, the former has a junction on the M25 which forms the southern Parish boundary.
- 5.5 These roads are particularly busy during the morning and evening peak periods, operating over capacity with traffic backing up along the B156 in each direction; however they also remain reasonably busy during the day with local traffic and HGVs. Due to the proximity of the Parish to the M25 the local road network can become severely congested when there is disruption on the M25, with traffic using the B156 that runs parallel to the M25 as an alternative route. There are some traffic calming measures along Station Road however these prioritise vehicular movements ahead of pedestrians.
- 5.6 Cuffley has a train station on the line from Hertford North to London (Moorgate and Kings Cross) which provides a fast and frequent service to the capital (two trains per hour off-peak during the week) which is popular with commuters.
- 5.7 Due to the rural nature of the Parish and the good rail service, rail and car modes of transport are the two most popular methods of travel to work. In terms of car ownership only 7.8% of residents have no access to a car which is much lower than the 20.3% Welwyn Hatfield average and the English average of 25.8%.
- 5.8 A disproportionately low number of people travel to work by foot or bicycle; which is indicative of both the low number of employment opportunities within the Parish but also the poor walking and cycling infrastructure that is available. There are limited safe pedestrian and cycle links between Northaw and Cuffley however there are two existing recreational walking routes (The Hertfordshire Way and the Chain Walk) and a footpath along Northaw Road West.

Policy T1: Traffic and highways matters in Station Road

1. Development proposals which will contribute to the management of traffic and parking on Station Road will be supported.
 2. As appropriate to their scale, nature and location development proposals in Station Road should contribute to the delivery of the following design features as demonstrated in Figure 5.1:
 - the removal of the planters to improve pedestrian accessibility and flow;
 - improvements to the public realm including street furniture, spaces for dining outside, surface treatment improvements and cycle parking; and
 - an increase in the number of pedestrian crossing points (including raised tables and pedestrian refuges).
 3. As appropriate to their scale, nature and location development proposals in Station Road should contribute to improvements to the Station Road/Plough Hill junction, Meadway junction and entrance to the railway station.
- 5.9 Policy T1 sets out the way in which development proposals should respond positively to the Parish Council's ambitions for the future of Station Road. It has been designed to be applied in a proportionate basis given that specific proposals will have different impacts on trip movements and safety issues. Visibility and highway safety issues. During peak periods Station Road is often congested which backs up onto the wider road network. Outside of peak times it hosts fast-flowing traffic which combines with a lack of safe crossing points for pedestrians and shoppers in the village centre. There is a need therefore to improve the way that Station Road functions to benefit drivers, cyclists, pedestrians and the shops and services located on Station Road.
- 5.10 Identified measures to achieve this include introducing a 20mph speed limit; additional crossing points; additional pedestrian refuge in the middle of the road; remodelled car parking and loading bays; and introducing traffic calming measures such as new materials and paving to help discourage motorists from speeding. HCC state that 20mph roads will be supported, provided they comply with the HCC Speed Management Strategy, including that they are appropriate for the environment. Furthermore, the presence of large planters is an inefficient use of pavement that could be rationalised to release additional pavement for pedestrians, trees, cafes and restaurants. Figure 5.1 shows how Station Road can be redesigned to achieve the aims of T1 and overarching Neighbourhood Plan objectives.
- 5.11 The interventions illustrated in Figure 5.1 demonstrate how a more linear public realm with more crossing opportunities for pedestrians could be delivered. The creation of raised tables as crossing points along Station Road will help to slow down traffic and provide a safer space for all. Removal of the existing planters and introduction of improved integrated seating with sustainable planting within the public realm will encourage visitors to utilise the area for leisure and dining, in addition to retail. Improvements to the junctions identified in the policy should be supported

by a detailed transport model to assess the implications both on Station Road and the wider highway network. Proposals must consider potential trip diversion to local through roads in Cuffley including Tolmers Road, Theobalds Road and Henyards Lane, the inclusion of suitable mitigation measures to prevent significant impacts on the local road network; and committed and proposed housing growth in both the Parish and the wider area.

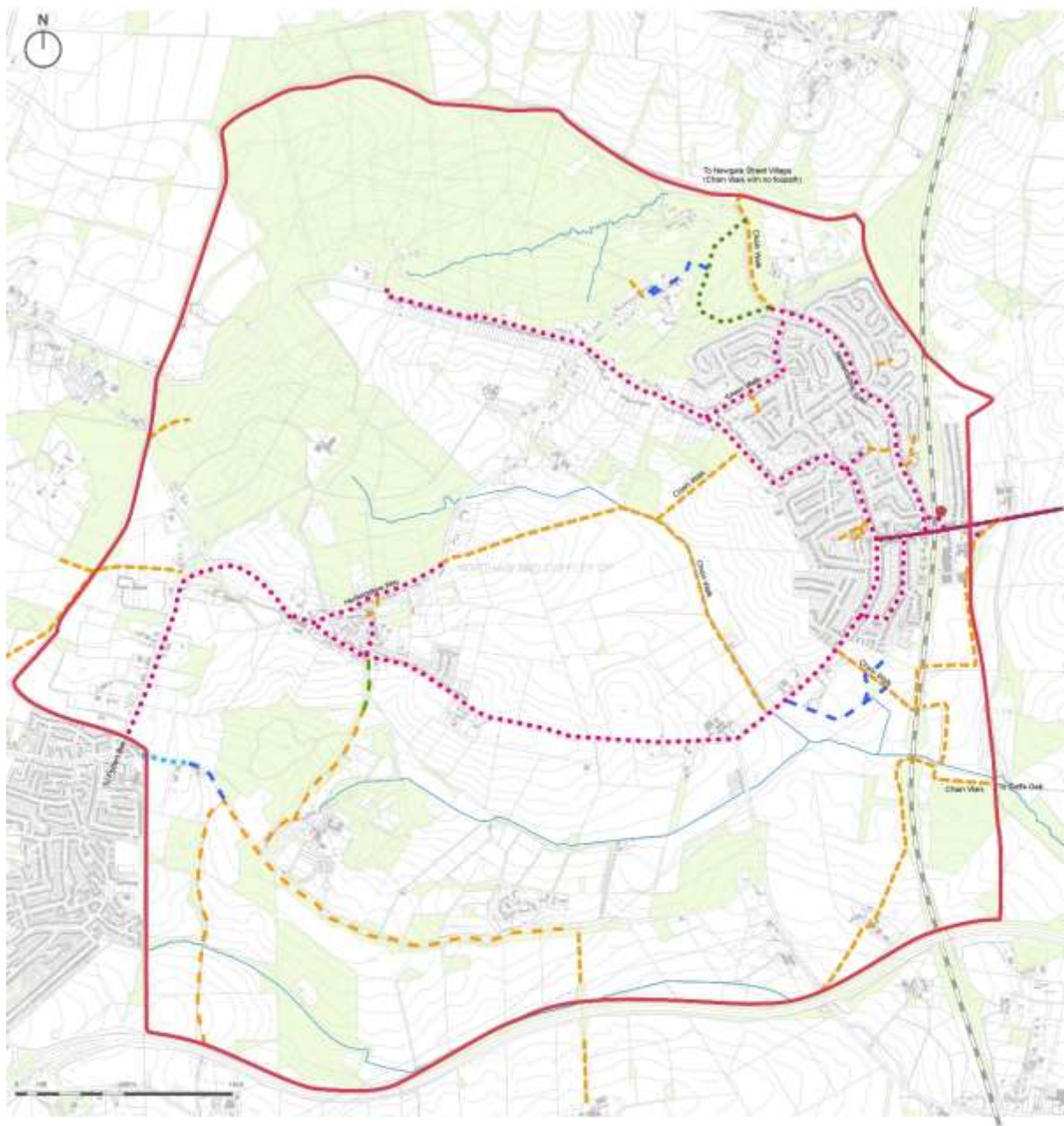
Figure 5.1 Station Road Transport and Public Realm Works Improvements



Policy T2: Walking and Cycling

1. As appropriate to their scale, nature and location development proposals should maximise the opportunities to improve the connectivity of walking routes identified on Figure 5.2.
 2. Secure cycle parking should be provided at new residential and commercial developments in accordance with the most recent standards set by the Borough Council, proportionate to the scale of development proposed (and where one exists the Travel Plan associated with that development) and deliver secure, covered parking with clear natural surveillance.
 3. Proposals for the creation of new cycle links and improvements to existing routes will be supported.
- 5.12 To tackle high levels of car dependence the Neighbourhood Plan, emerging WHBC Local Plan and HCC Local Transport Plan (LTP4) aim to reduce the overall need to travel and encourage a modal shift from the car to other means of travel. The various plans (incorporating the Neighbourhood Plan and emerging Local Plan) seek to achieve these aims by locating development where it is accessible by a range of modes, giving priority to pedestrians and cyclists, improving public transport services and reducing car parking provision in new development. The Development Plan sets out the principle of providing travel choice with improved opportunities for travelling by public transport, walking and cycling through the location and development of sites and the delivery of new infrastructure.
- 5.13 Continuous footpaths or pavements are safer and will encourage pedestrians to improve their health and wellbeing, by making more journeys on foot. Priorities for creating continuous routes are a new link to two stretches of the Hertfordshire way, around the external perimeter of the King George V Playing Field and completing the path from Hook Lane and Firs Wood Close, Northaw to Potters Bar along Coopers Lane Road. In a broader context the parish Council will work with the Borough Council's Sustainable Transport team to deliver additional cycle parking at Cuffley Library (see Section 8 and Appendix 1).

Figure 5.2 Walking and Cycling Routes



Key

- | | |
|---|---|
|  Parish boundary |  Byway |
|  Rail Station |  Homewood path |
|  Railway |  Brooks |
|  Station Road | |
|  Footpaths and Bridleway | |
|  Suggested Footpaths | |
|  Walking routes | |
|  Walking routes with no path | |

6. Community Wellbeing

- 6.1 Northaw and Cuffley are villages within the rural southern area of Welwyn Hatfield Borough however between them they have a number of important and valued community facilities that play a key role in meeting the day-to-day needs of residents. Public sector cuts and housing growth in Cuffley provide challenges and opportunities for these vital facilities which the Plan seeks to address. Furthermore, additional CIL receipts, gained through having a 'made' Neighbourhood Plan, will help to provide funding for key projects that meet the needs of the community (see Section 8).
- 6.2 Cuffley is a 'Large Excluded Village' (i.e. excluded from the Green Belt) in the Welwyn Hatfield settlement hierarchy. This is defined as having a more limited range of services and facilities than the main towns of Welwyn Garden City and Hatfield, with shops, services and facilities serving the community needs of the village and surrounding rural area (including Northaw). Cuffley contains a number of community facilities that are valued by local residents including the village hall, churches, youth and community centre, GP surgery and local library.
- 6.3 Northaw is a 'Green Belt Village' in the Welwyn Hatfield settlement hierarchy with no shops and few services, instead relying on access to Cuffley and Potters Bar to meet day-to-day needs. Northaw has one pub, a restaurant, a church, a village hall, The Kidston Institute (which provides table tennis, snooker and a nursery) and a community orchard that are valued by local residents.
- 6.4 There are two primary schools in the Parish, Northaw Church of England Primary School and Cuffley School. There is no secondary school or college in the Parish so children in these age groups have to travel further afield to access education.
- 6.5 KGV is a large sports and leisure facility which serves Northaw and Cuffley. Northaw Playing Field public open space and playground also serves the community. Both are important resources for the Parish and its residents in terms of sport, recreation and access to open space.
- 6.6 Health is broadly in-line with the Welwyn Hatfield average with 85.7% of residents self-rating their health as 'very good' or 'good'. In terms of work/life balance, 19.1% of residents work longer than 49 hours per week; approximately 6% higher than the national and local average.

Policy W1: Community Facilities and Services

1. The facilities listed below and shown on Figure 6.1 are designated as community services and facilities.

Community facilities and services in Cuffley:

- Youth and Community Centre
- Village Hall
- King George V Playing Fields
- GP Surgery
- Library
- Cuffley Primary School
- Scout Hut
- Home Wood
- St Andrew Church of England
- Life Church Cuffley
- Saint Martin de Porres Roman Catholic Church

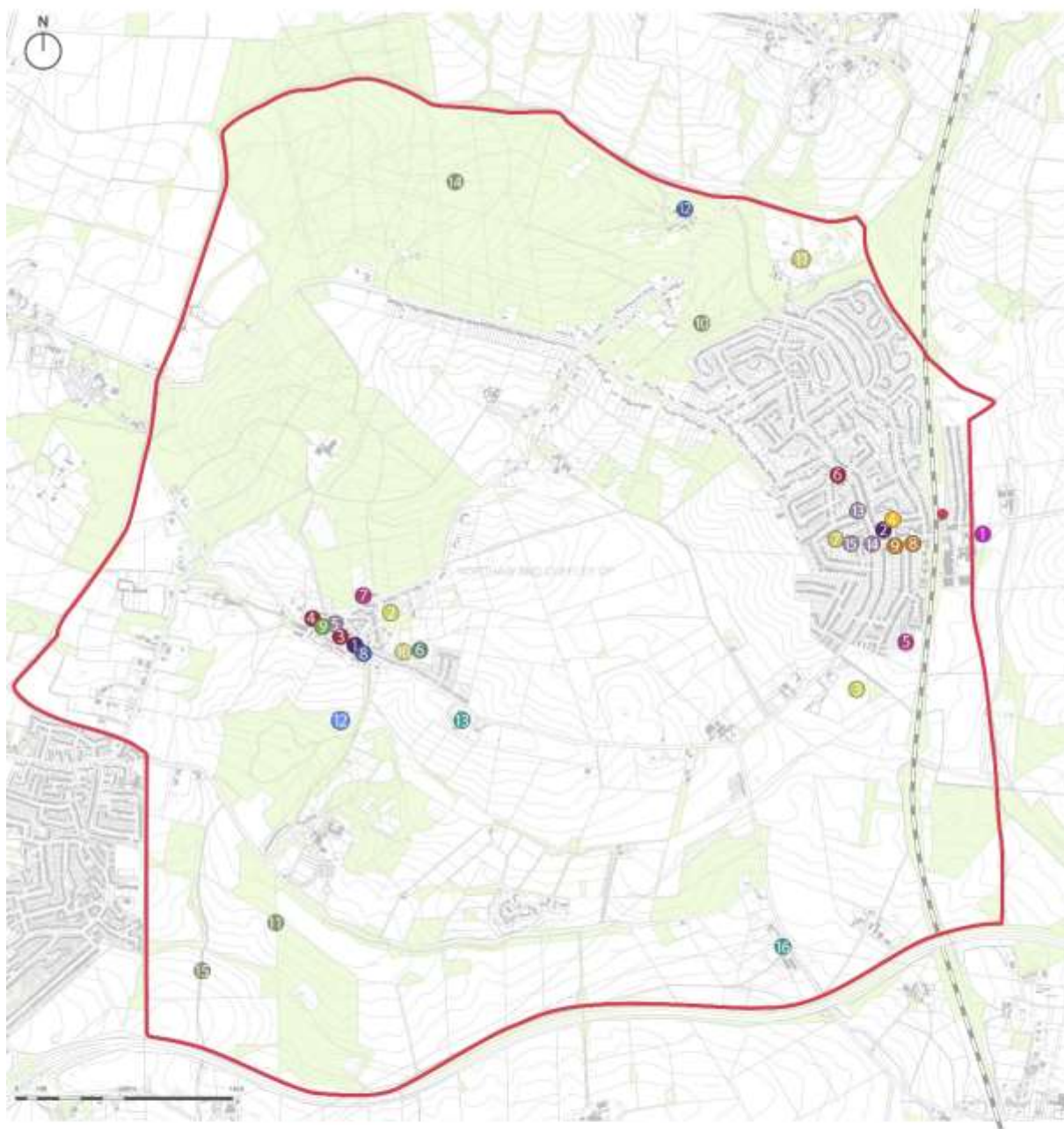
Community facilities and services in Northaw:

- Village Hall
- Northaw Playing Fields
- St Thomas a Beckett, Church of England
- Northaw Community Orchard
- Northaw Church of England Primary School
- The Kidston Institute
- Village Green
- Scout Hut
- Fir and Pond Woods
- Hook Lake
- Northaw Great Wood
- Potters Chase Wood

2. Development proposals should protect the identified community services and facilities. Proposals for the enhancement, modification and/or extension of the identified community services and facilities will be supported.

6.7 During consultation and engagement with residents of Northaw and Cuffley there was a clear message that they value their local community facilities and services in the Parish. There is a strong desire to protect, enhance and expand the current facilities and to encourage and support the widest possible provision of amenities and services for every sector of the community. The list in W1 contains all known community facilities in the Parish to be protected by policies in the emerging Local Plan. The second part of Policy W1 offers support for the enhancement, modification and/or extension of the identified community services and facilities. This reflects the importance of community services in the parish. At the same time, it is important that any such proposals are developed within the wider context of development plan policies. In this context residential amenity and traffic capacity considerations are likely to be key considerations in the parish.

Figure 6.1 Designated Community Facilities and Services To be edited in advance of referendum (removing deleted facilities from Policy W1)



Key

- | | | | | |
|--|---|--|--|---|
| Parish boundary | The Plough Public House | St. Andrew Church of England | Northaw | The Kidston Institute |
| Rail Station | Scout Hut | Life Church Cuffley | Village Hall | Village Green |
| Railway | Cuffley Smile Clinic | Saint Martin de Porres Roman Catholic Church | Northaw Playing Fields | Scout Hut |
| Cuffley | The Dental Centre | Woodhurst Equestrian Centre | Two Brewers Public House | Fir and Pond Woods |
| Youth and Community Centre | Home Wood | | Judges Bar and Restaurant | Hook Lake |
| Village Hall | Tolmers Activity Centre (sub-regional Scout Camp) | | St Thomas a Beckett, Church of England | Northaw Equestrian Centre and Riding School |
| King George V Playing Fields | Cuffley Camp | | Northaw Community Orchard | Northaw Great Wood |
| Combined GP Surgery and Library at Maynard Place | | | Northaw Church of England Primary School | Potters Chase Wood |
| Cuffley Primary School | | | | |

Policy W2: Library and GP Surgery

1. Proposals will be supported for the renovation and intensification of use at the GP Surgery and Library buildings for the following community uses:
 - Education
 - Library
 - Health
 - Community uses

- 6.8 The Library and GP Surgery are provided alongside one another and are located in a prominent location within the heart of the village, with parking outside and disabled access. Resident surveys support that these important facilities should be retained for community use.

- 6.9 HCC remains committed to delivering a library service in Cuffley and the building is still required by HCC for that purpose. Should the GP Surgery and Library buildings no longer be required by HCC or the Clinical Commissioning Group, alternative proposals will be supported for other community uses.

Figure 6.2 Cuffley Village Hall and Library and GP Surgery on the right



Policy W3: King George V Playing Fields

1. Proposals for the consolidation and the expansion of the King George V Playing Fields will be supported where the following criteria are met:
 - the sports and recreation facilities offer all year-round access and facilities which meet evidenced local demand;
 - the replacement and/or reuse of the existing clubhouses offer facilities commensurate to the users' needs;
 - the improvement of drainage for grass playing surfaces;
 - any new uses provide appropriate levels of parking and contribute towards the delivery of a 'Park and Walk' walking route through KGV and East of Northaw Road East for Cuffley School; and
 - new or improved facilities are designed to be adaptable and capable of serving the sports clubs, the wider community, and other local groups/organisations.
2. Development proposals should demonstrate the way in which they have been prepared to respond positively to a master plan for the overall Playing Fields site.

6.10 The Neighbourhood Plan provides an important opportunity for enhancing the quality and variety of facilities provided by KGV, an important open space for the community. NCPC already pays particular attention to drainage issues at KGV and this must continue to be assessed in the future. NCPC is keen to ensure that these facilities meet the current and future needs of as many of the community as possible. Policy W3 sets out the Parish Council's intentions on this important site. The Playing Fields are in the Green Belt. This will continue to be a key factor in determining the acceptability or otherwise of proposals in the Plan period. Proposals for the development of new recreational related buildings on the site and/or the development of ancillary non-sporting community facilities such as food and beverage facilities will need to be assessed carefully against GB policy and VSC. Development proposals will be assessed against an overall master plan to be produced by the Parish Council and the existing users of the Playing Fields.

6.11 Through a section 106 (s106) agreement relating to the development outlined at Policy S2 a significant site will be gifted to NCPC which will act as an extension to KGV. This extension provides a major opportunity to extend the offer at the playing fields. NCPC has analysed the opportunities that arise from the extension of KGV and considers that there is potential for a wide range of possible schemes ranging from an all-weather flood lit sports pitch usable for a wide range of sports through to an adventure playground, a skate board park or BMX track. In due course NCPC will undertake extensive community consultation and feasibility assessments on the eventual use of the additional land plus any other changes that may be required on the existing site. For illustration purposes only, Figure 6.4 demonstrates how an all-weather sports pitch plus a new pavilion could be accommodated. There is also an option to provide for a 'park and walk' facility using car parking at KGV and a suitable walkway through the East of Northaw Road East site to Cuffley School. This is in order to intercept cars from Northaw Road East and discourage cars travelling down Theobalds Road during the school run.

Figure 6.3 King George V Playing Fields



Figure 6.4 King George V Playing Fields Illustrative Plan



7. Implementation

- 7.1 The policies of this Plan provide a framework for securing a more sustainable pattern of development for Northaw and Cuffley. For this to be achieved the Plan must be effectively implemented and the impact of its policies must be monitored to measure whether they are meeting their objectives. This section explains what actions will be taken to put the Plan into effect and to monitor its progress.
- 7.2 NCPC will work with WHBC and external bodies to implement the proposals and policies in this Plan and the projects and neighbourhood infrastructure listed in Appendix 1.

Plan Delivery

- 7.3 This Plan has set out all the policies and proposals to guide development in Northaw and Cuffley over the life of the plan period (2022 – 2036). NCPC needs to make sure these are implemented so that its vision and priorities for the future can be delivered. This can be done through:
- Using planning conditions to regulate development and secure benefits for the Northaw and Cuffley area;
 - Taking effective enforcement action against unlawful development; and
 - Investment from NCPC, local businesses, landowners and other partners which will enable the identified community projects to come forward, such as the transport and public realm improvements to Station Road and proposals to work with local businesses to implement the Shopfront Improvements Scheme.

Policy I1: Community Projects

1. Development proposals should take account of the following community proposals and respond positively to their implementation:
 - King George V Playing Fields;
 - the introduction of a street market at an appropriate location will be supported as a valuable contribution to the vitality of the village centre;
 - public realm improvements along Station Road;
 - the provision of new and improved cycle paths, footpaths, and other facilities as required according to circumstances; and
 - the provision of new cycle parking at the Library and GP Surgery
 2. Development proposals that prevent or hinder the realisation of the priority community projects or which would directly conflict with their delivery will not be supported.
- 7.4 The priority projects set out in Policy I1 are essential to the overall delivery of this Plan's Vision and Objectives. They will make the Plan happen. It will be important for NCPC to work in close partnership with WHBC, local businesses, landowners and other partners to ensure these projects come

forward. Other projects and neighbourhood infrastructure, identified in Appendix 1, shall also be supported and have been identified and costed for the purposes following community consultation and the referendum.

- 7.5 NCPC's allocation of CIL funding will be used to fund these projects, alongside other funding sources available to NCPC such as lottery funding and grants from Government or Non-Departmental bodies such as Sport England. NCPC shall monitor changes to the planning system, including amendments to planning obligations and infrastructure levies.
- 7.6 By 'making' the Neighbourhood Plan additional funding will be available for NCPC to spend on local infrastructure to ensure that new development benefits the local community. Priority projects are listed in Appendix 1.
- 7.7 A key mechanism for delivering this plan will be WHBC's decisions on planning applications. The policies in this Plan and the WHBC's emerging Local Plan will provide the framework for these decisions. WHBC will also take account of the relevant Supplementary Planning Documents such as Shopfront and Advertisement Design, planning briefs, and conservation area statements when determining planning applications. The policy highlights the importance of the identified schemes and ensures that other development proposals that prevent or hinder the realisation of the priority community projects or which would directly conflict with their delivery will not be supported.

Monitoring Indicators

- 7.8 It is essential that NCPC ensures that the Plan is kept up-to-date and responds to changes and new issues. NCPC, with WHBC, will monitor and review the policies in this Plan to ensure they are delivering the vision and objectives of the Plan for sustainable development.
- 7.9 Effective monitoring is an essential component in achieving sustainable development and sustainable communities. Monitoring provides crucial information to establish what is happening now and whether policies are working.
- 7.10 The Neighbourhood Plan sets out the long-term spatial vision for Northaw and Cuffley Parish with agreed objectives and policies to deliver the vision. Where relevant, targets are set in the Plan against which the delivery of the policy will be measured.
- 7.11 Monitoring will evaluate the progress being made towards delivering the spatial vision and assess the extent to which the policies are being implemented. Where monitoring shows that progress towards targets is unsatisfactory NCPC will review the situation and, where necessary, take remedial action. This may include pro-active measures to bring forward sites for development through a review of the Plan or action to secure the timely provision of infrastructure. Once the emerging Local Plan has been adopted the Parish Council will assess the need or otherwise for the neighbourhood plan to be reviewed. Any necessary review could proceed on a full or a partial basis. In particular, the Parish Council would have the opportunity at this stage to provide any further details associated with the development of the housing allocations in the parish included in the adopted Local Plan. Where there are clear differences between the made

neighbourhood plan and the adopted Local Plan, the Parish Council will look to commence a review of the neighbourhood plan within six months of the adoption of the Local Plan.

- 7.12 The production of WHBCs Annual Monitoring Report (AMR) will enable NCPC to assess whether or not the objectives of its plan and policies are being met. This may result in an early review of the Neighbourhood Plan. The below indicators shall be used to measure the success of the Neighbourhood Plan:

Table 1 Monitoring Indicators

Objectives	Indicators
Housing	No. of 2-3 bedroom homes delivered per annum (source: AMR)
Natural Environment	Square metres of new green infrastructure (source: NCPC or Charity monitoring of land ownership)
	Recorded biodiversity net gains (source: AMR and planning applications)
Cuffley Village Centre	No. of retail units versus other employment uses in Station Road, Cuffley; and first floor conversions to employment use (source: NCPC annual survey or AMR)
Employment	Increases or decreases in Class E, B2, B8 and Sui Generis uses in Sopers Road employment area (source: AMR)
Getting Around	Metres of new/upgraded pedestrian/cycle links (source: NCPC survey)
	Cycle parking spaces added per annum (source: NCPC survey)
	Electric Vehicle charging points available in Cuffley (source: NCPC survey)
Community Wellbeing	New/upgraded/lost community facilities per annum (source: NCPC survey)

Appendix 1 Neighbourhood Infrastructure

Table 2 Neighbourhood Infrastructure and Community Projects Schedule

Project	What? <i>Physical / Green Infrastructure / Community Project</i>	Where? <i>Address / Area / Whole Neighbourhood</i>	When? <i>Now / Soon / Later / Whole plan period¹¹</i>	Who? <i>Partners involved in delivery</i>	How? <i>CIL/s106 / Community volunteers / Public¹² / Private¹³ / Third Sector¹⁴</i>	Cost <i>Estimate of costs where applicable</i>
Northaw Pond to be upgraded and maintained	Green	Northaw	Now/Soon	NCPC	Community volunteers/ Public	£5k
Home Wood to be planted with additional native trees as appropriate	Green	Cuffley	Now/Soon	NCPC	Community volunteers/ Public	£5k
Land/pond to rear of Northaw Hall to be upgraded and maintained	Green	Northaw	Now/Soon	NCPC	Community volunteers/ Public	£5k
Wildflower areas to be incorporated into KGV and Northaw Playing Field where possible	Green	Northaw and Cuffley	Now/Soon	NCPC	Community volunteers/ Public	£5k
Native trees to be planted on existing verges	Green	Northaw and Cuffley	Now/Soon	NCPC/HCC/WHBC	Public	£10k
Wherever possible existing verges to be seeded as wildlife meadows and maintained accordingly	Green	Northaw and Cuffley	Now/Soon	NCPC/HCC/WHBC	Public	£50k
Create a tree planting strategy to determine where more trees can be planted in the Parish.	Community Project	Northaw and Cuffley	Now	NCPC/Steering Group	Community volunteers/ Public	£2k
Identification of recipient sites for Biodiversity Net Gain offsetting (including green corridors linking different areas of biodiversity value)	Community Project	Northaw and Cuffley	Whole plan period	NCPC/HCC/WHBC	Community volunteers/ Public	

¹¹ The timeframes are based on broad estimates at the time of preparing the Plan. The precise timing of delivery shall be subject to further investigations and feasibility testing in some instances. The following definitions apply: Now = years 1-5 (2022-2026) / Soon = years 5-10 (2027 - 2031) / Later = years 6-15 (2032 - 2036) / Whole plan period (2022-2036)

¹² This could include central Government funding, County funding, Lottery funding, CIL 'meaningful proportion'.

¹³ Private company or individual via planning applications

¹⁴ Encompassing not for profits, voluntary sector organisations, community interest companies, housing associations and charities

Project	What? <i>Physical / Green Infrastructure / Community Project</i>	Where? <i>Address / Area / Whole Neighbourhood</i>	When? <i>Now / Soon / Later / Whole plan period¹¹</i>	Who? <i>Partners involved in delivery</i>	How? <i>CIL/s106 / Community volunteers / Public¹² / Private¹³ / Third Sector¹⁴</i>	Cost <i>Estimate of costs where applicable</i>
Traffic Calming: Use of Islands; Refuges; Pedestrian Crossings (flat topped); Mini Roundabout at the Meadway; Rumble Strips; Station Entrance raised roundabout.	Physical	Cuffley	Soon/Later	NCPC/HCC	Public	£25k to £50k
Making a safe pedestrian area across Station Road.	Physical	Cuffley	Soon/Later	NCPC/HCC/WHBC	Public	£50k to £100k
Planters outside the shops: Too large and out of proportion, needs to be more user friendly. Access to shops for wheelchair users and buggies. Use new planters close to kerb line or some form of sustainable trees directly into the ground. The possibility of some fresh food or market stalls in the area of the current planters.	Physical	Cuffley	Soon/Later	NCPC/HCC/WHBC	Public	£25k to £50k
Assessment of the ornamental lighting in Station Road to be aesthetically pleasing but also carbon neutral.	Community Project	Cuffley	Now	NCPC/Steering Group	Community volunteers/ Public	£1k
Interventions to prevent delivery trucks to Tesco and NISA causing disruption.	Community Project	Cuffley	Now	NCPC	Public	£5k
Developing a school travel plan which would be handed out to all parents. The Plan should implement a package of initiatives to promote active, safe and sustainable travel to education settings and encourage the whole school community to consider road safety, environmental and health issues. There should be appropriate walking and cycling infrastructure provided to encourage people to choose active modes of travel to alleviate the	Community Project	Cuffley	Now	NCPC/Steering Group/School	Community volunteers/ Public	£1k

Project	What? <i>Physical / Green Infrastructure / Community Project</i>	Where? <i>Address / Area / Whole Neighbourhood</i>	When? <i>Now / Soon / Later / Whole plan period¹¹</i>	Who? <i>Partners involved in delivery</i>	How? <i>CIL/s106 / Community volunteers / Public¹² / Private¹³ / Third Sector¹⁴</i>	Cost <i>Estimate of costs where applicable</i>
pressures on the school to provide parking areas.						
Theobalds Road improvements e.g. ANPR	Physical	Cuffley	Now/Soon	NCPC/Steering Group/School/WHBC	Community volunteers/ Public	£10k
Highway interventions - Creating a 20mph zone. 20mph roads will be supported, provided they comply with the HCC Speed Management Strategy, including they are appropriate for the environment	Physical / Community Project	Cuffley	Soon/Later	NCPC/Steering Group/School/HCC	Public	£5k
Improvements to local leisure/recreation facilities	Green/Physical	Northaw and Cuffley	Soon/Later	NCPC/WHBC	Public/Third Sector	£20k
Northaw Playing Field and Play area - possible MUGA (multi use games area) on the disused tennis court area.	Green/Physical	Northaw	Soon/Later	NCPC	Public	£40k
Land in front of the Football and Bowling Club adjacent to the road i.e. KGV extension	Physical/Green	Cuffley	Soon/Later	NCPC	CIL/s106/Public	£5k (fees only)
New sports or recreation facilities on land gifted via Section 106 i.e. the KGV extension	Physical/Green	Cuffley	Soon/Later	NCPC/Sports Clubs/Community	Public/CIL/s106/Grants	£350k gross
Additional built facilities at KGV to support new facilities on KGV extension site.	Physical	Cuffley	Soon/Later	NCPC/Sports Clubs/Community	CIL/s106/Public/Private/Grants	£300k
Opening the toilet blocks on KGV	Physical	Cuffley	Soon/Later	NCPC	Public/CIL/s106	£20k
Footpath or running track around the perimeter of KGV. Design to consider impacts on biodiversity.	Physical/Green	Cuffley	Soon/Later	NCPC	Public/CIL/s106	£20k
More seating benches on KGV and Northaw Playing Field	Physical	Northaw and Cuffley	Soon/Later	NCPC	Public	£5k

Project	What? <i>Physical / Green Infrastructure / Community Project</i>	Where? <i>Address / Area / Whole Neighbourhood</i>	When? <i>Now / Soon / Later / Whole plan period¹¹</i>	Who? <i>Partners involved in delivery</i>	How? <i>CIL/s106 / Community volunteers / Public¹² / Private¹³ / Third Sector¹⁴</i>	Cost <i>Estimate of costs where applicable</i>
Northaw and Cuffley Youth and Community Centre (NCYCC). Upgrade of facilities to reflect demand	Physical / Community Project	Cuffley	Soon/Later	NCPC/Charity Operator (NCYCC)	Public/Private/Third Sector/Grants/CIL/s106	£100k
Energy audits to be undertaken of Cuffley Hall and NCYCC	Community Project	Cuffley	Now	NCPC/Steering Group	Community volunteers/Public/Third Sector	£5k
Upgrade of Cuffley Hall and Northaw Village Hall to attract a wider and more diverse group of people and groups.	Physical / Community Project	Northaw and Cuffley	Soon/Later	NCPC/Charity Operator	Public/Third Sector	£100k
Research what young people in the area would like in terms of facilities.	Community Project	Northaw and Cuffley	Now/Soon	NCPC/Sports Clubs/Charity/Steering Group/Schools	Community volunteers/Public/Third Sector	£2k
Reduction of speed limit to 20mph from KGV on Northaw Road East to Station Road to extend as far as The Meadway. 20mph roads will be supported, provided they comply with the HCC Speed Management Strategy, including they are appropriate for the environment	Community Project	Cuffley	Soon/Later	NCPC/HCC	Public	£20k
Footpath/cycle lane improvements	Physical	Northaw and Cuffley	Soon/Later	NCPC/WHBC/HCC	Public	£20k
Station Pedestrian Access/Crossing	Physical	Cuffley	Soon/Later	NCPC/HCC	Public	£20k
Safety improvements to junction of Station Road and Plough Hill	Physical	Cuffley	Soon/Later	NCPC/HCC	Public	£5k
Changing the layout of the parking area in Maynard Place.	Physical	Cuffley	Soon/Later	NCPC/HCC	Public	£10k

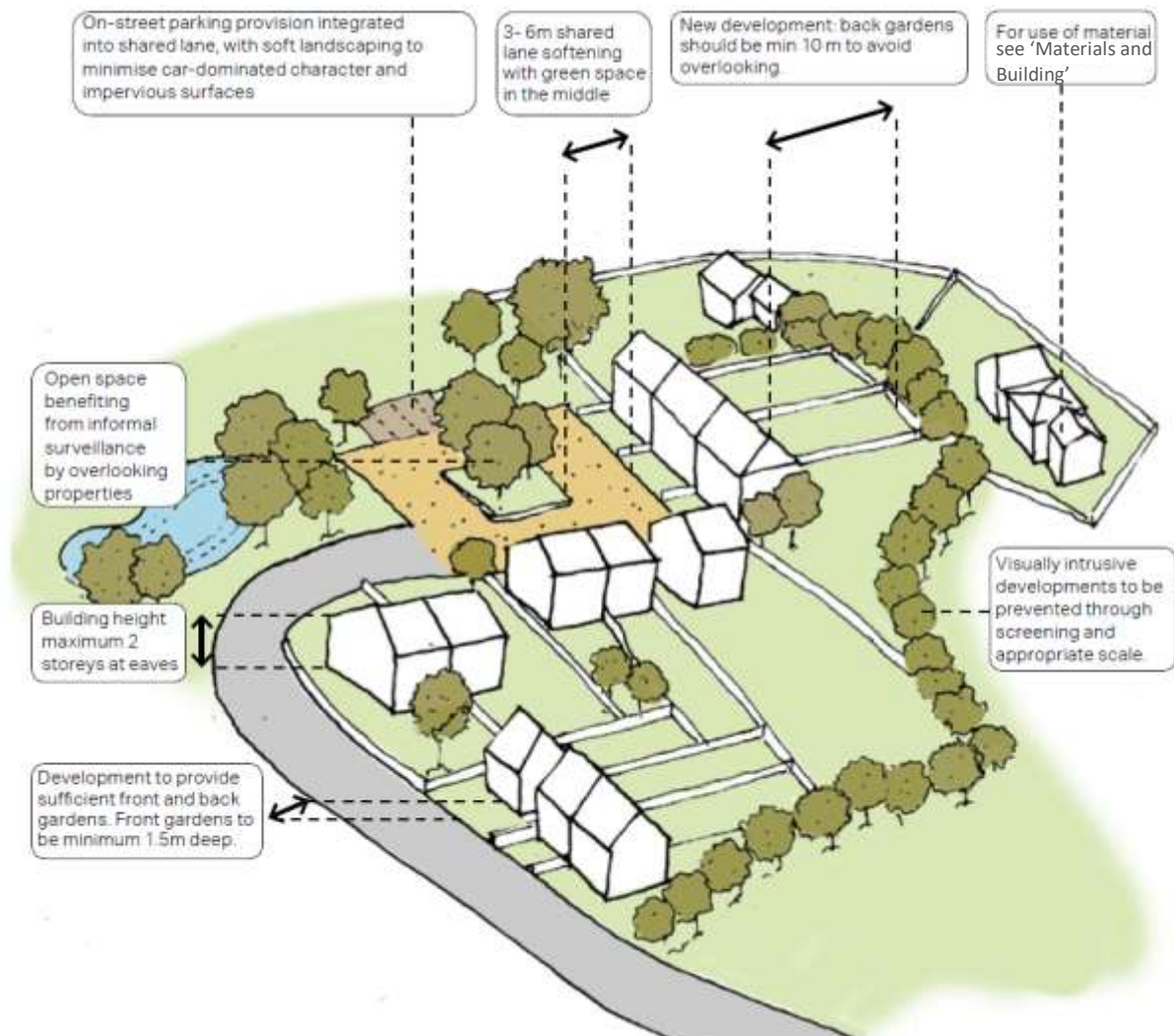
Project	What? <i>Physical / Green Infrastructure / Community Project</i>	Where? <i>Address / Area / Whole Neighbourhood</i>	When? <i>Now / Soon / Later / Whole plan period¹¹</i>	Who? <i>Partners involved in delivery</i>	How? <i>CIL/s106 / Community volunteers / Public¹² / Private¹³ / Third Sector¹⁴</i>	Cost <i>Estimate of costs where applicable</i>
Car charging points to be installed in Maynards Place car park, KGV car park and Station Road.	Physical	Cuffley	Soon/Later	NCPC/HCC	Public/Private	£10k
Cycle parking to be installed in Maynard Place (under GP stairs) and in Maynard Place car park. (Including consideration to the charging and storage of electric bikes)	Physical	Cuffley	Soon/Later	NCPC	Public	£2k
Installation of signs warning of cyclists, pedestrians and horses at village approaches	Community Project	Northaw and Cuffley	Soon/Later	NCPC/HCC	Public	£5k

Appendix 2 Design Code and Guidance

Settlement Edges

- It is important to consider how the new settlement could support the reconnection between Northaw and Cuffley and enhance East/West linkages. The following principles should be taken into account for future development.
- Streets must meet the technical highways requirements as well as be considered a 'space' to be used by all, not just motor vehicles. It is essential that the design of any new development should include streets that incorporate the needs of pedestrians, cyclists and if applicable public transport users.
- Streets should tend to be linear with gentle meandering - providing interest and evolving views. Routes should be laid out in a permeable pattern allowing for multiple connections and choice of routes, particularly on foot. Any cul-de-sacs should be relatively short and include provision for onward pedestrian links.
- Access to properties should be from the street where possible.

Illustrative plan for a small development highlighting many of the elements of the Northaw and Cuffley code where they relate to the pattern and layout of buildings



Pattern and Layout of Buildings

- The existing rural character must be appreciated when contemplating new development, whatever its size or purpose.
- Where an intrinsic part of local character, properties should be clustered in small pockets showing a variety of types.
- The use of a repeating type of dwelling along the entirety of the street should be avoided (to create variety and interest in the streetscape).
- Boundaries such as walls or hedgerows, whichever is appropriate to the street, should enclose and define each street along the back edge of the pavement, adhering to a consistent building line for each development group.
- Properties should aim to provide rear and front gardens or at least a small buffer to the public sphere where the provision of a front garden is not possible.
- The layout of new development should optimise the benefit of daylighting and passive solar gains as this can significantly reduce energy consumption.

- Mixed-use development should be encouraged to add variety and character and enhance visual appeal along the street/in the neighbourhood.

Views and Landmarks/Settings

- Development adjoining public open spaces and important gaps should enhance the character of these spaces by either providing a positive interface (i.e. properties facing onto them to improve natural surveillance) or a soft landscaped edge.
- Any trees or woodland lost to new development must be replaced.
- The spacing of development should reflect the rural character and allow for long distance views of the countryside from the public realm. Trees and landscaping should be incorporated in the design.
- The existing quiet and peaceful atmosphere of Northaw and Cuffley should be preserved.
- Retention of views is very important to residents and they should be protected in any new development in the future.

Public Realm and Streetscape

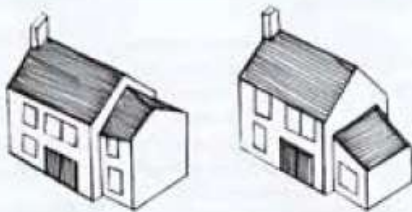
- High quality building surface material should be used across any new development. Care should be taken when selecting the material that will be used for the paved area.
- High quality stone, gravel, granite and bricks can provide durable and attractive hard surface throughout the public realm.
- All developments within Northaw and Cuffley should incorporate the following landscape principles:
 - Areas of public realm can be soft or hard or a combination of both.
 - Landscaping and public realm should be interconnected to create a network of green infrastructure both within any site and to connect to wider routes and places.
 - Existing landscape features (such as tree, flower beds, hedgerow) should be retained and where possible their presence should be enhanced by new landscape elements.
 - All public space should be clearly defined and designed to fulfil specific roles and functions for different range of users.

Household Extensions

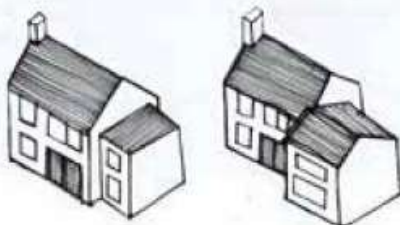
- The original building should remain the dominant element of the property regardless the amount of extension. The newly built extension should not overwhelm the building from any given point
- Extensions should not result in a significant loss to the private amenity area of the dwelling.
- Designs that wrap around the existing building and involve overly complicated roof forms should be avoided.
- The pitch and form of the roof used on the building adds to its character and extensions should respond to this where appropriate.
- Extensions should consider the materials, architectural features, window sizes and proportions of the existing building and recreate this style to design an extension that matches and complements the existing building.

- In case of side extensions, the new part should be set back from the front of the main building and retain the proportions of the original building. This is in order to reduce any visual impact of the join between existing and new.
- In case of rear extensions, the new part should not have a harmful effect on neighbouring properties in terms of overshadowing, overbearing or privacy issues.
- Depending on their dimensions, extensions outside the Conservation Area may be covered by Permitted Development Rights, meaning that they may not need planning permission.
- Extensions should not be made right up to boundary line (plot boundary).

Well-designed side and front extension in Northaw

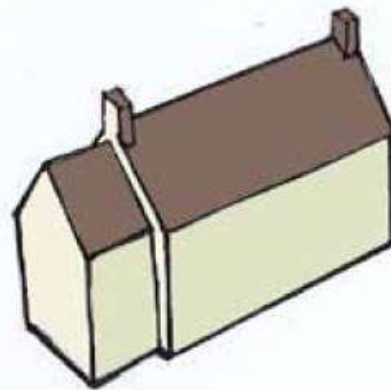


Good example for side extensions, respecting existing building scale, massing and building line.



Both extensions present a negative approach when considering how it fits to the existing building. Major issues with regards to roofline and building line.

Side extensions



The extension has an appropriate scale and massing in relation to the existing building.

Loft extensions

Design treatment in case of loft conversion:



Loft conversion incorporating skylights.



Loft conversion incorporating gabled dormers.



Loft conversion incorporating a long shed dormer which is out of scale with the original building.



Original roofline of an existing building.



Loft conversion incorporating gabled dormers.



Loft conversion incorporating gabled dormers which are out of scale and do not consider existing window rhythm nor frequency.

Street dimensions and layouts

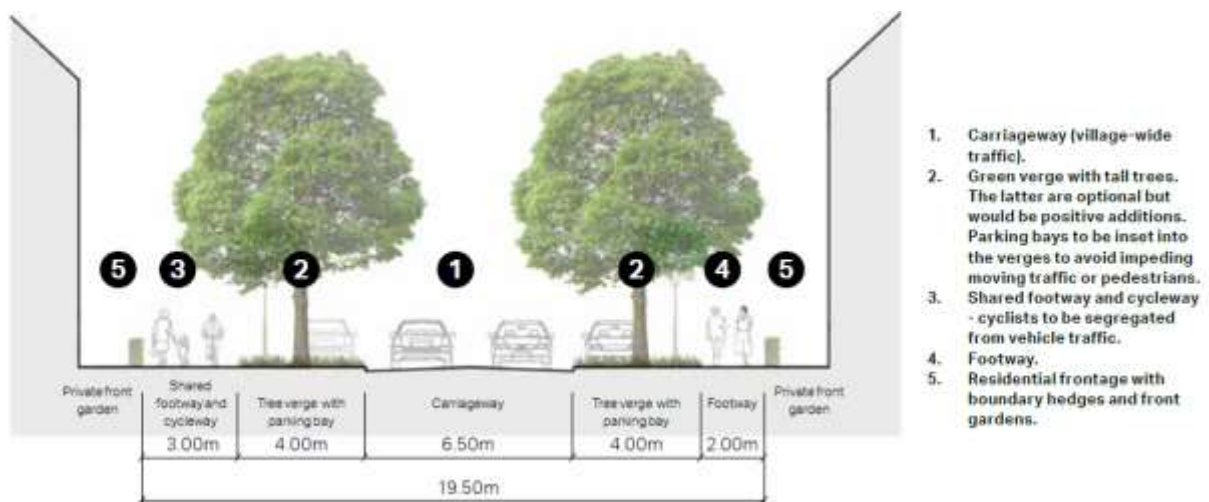
- Streets must meet the technical highways requirements as well as being considered a 'place' to be used by all, not just motor vehicles. It is essential that the design of new development should include streets and junctions that incorporate the needs of pedestrians, cyclists, and if applicable, public transport users. It is also important that on-street parking, where introduced, does not impede the access of pedestrians and other vehicles.
- Within the settlement boundaries, streets should not be built to maximise vehicle speed or capacity. Streets and junctions must be designed with the safety and accessibility of vulnerable groups such as children and wheelchair users in mind, and may introduce a range of traffic calming measures.
- New streets should tend to be linear with gentle meandering, providing interest and evolving views while helping with orientation. Routes should be laid out in a permeable pattern, allowing for multiple connections and choice of routes, particularly on foot. Any cul-de-sacs should be relatively short and provide onward pedestrian links.
- The distribution of land uses should respect the general character of the area and street network, and take into account the degree of isolation, lack of light

pollution and levels of tranquillity. Pedestrian access to properties should be from the street where possible.

- Streets must incorporate opportunities for landscaping, green infrastructure, and sustainable drainage.
- The provision of cycle and walking routes should be in line with the latest Government's LTN 1/20 Cycle Infrastructure Design guidance.
- Developments in Cuffley should consider the routing of cycle and pedestrian links from new developments to the rail station and Station Road at the design stage. This would allow for a more holistic view of sustainable transport for the village.
- Developments across the Parish should consider opportunities to develop a multi modal approach towards sustainable transport and consider accessibility by all modes at the outset.

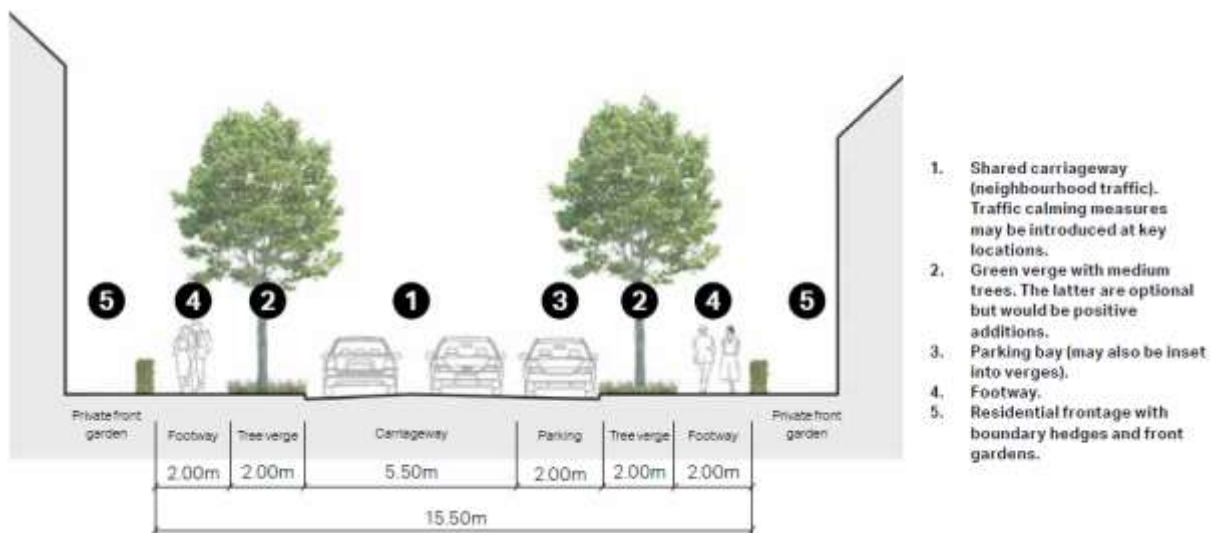
Primary Roads

- Primary roads are the widest neighbourhood roads and constitute the main accesses into any village extension, connecting the neighbourhoods with each other. They are also the main routes used for utility and emergency vehicles, as well as buses, if any.
- The design and character of primary roads must strike an optimum balance between their place-making role at the heart of the new community and their role as supporting through-routes.
- Primary roads must be defined by strong building lines with generous set-backs. Blank frontages must be avoided. The quality of the public realm must be of a high standard and consistent throughout the whole primary road, for example through the planting of trees and/or green verges along the road.
- Because primary roads are designed for comparatively higher speed and traffic volumes, they are more appropriate locations for cycle ways that are segregated from traffic, for instance in the form of green ways shared between cyclists and pedestrians.



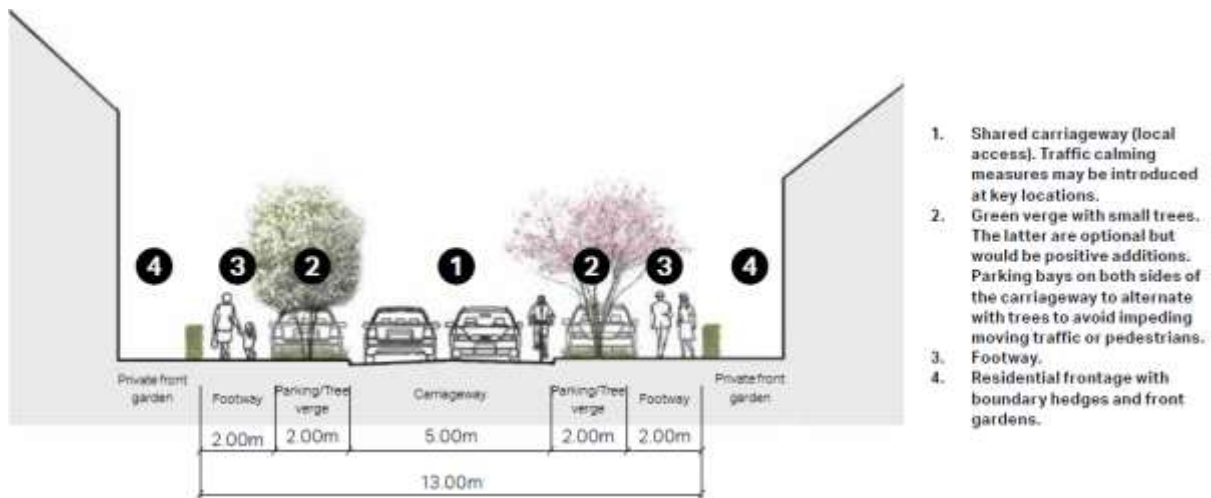
Secondary Roads

- Secondary roads provide access between primary roads and neighbourhoods and clusters. They should emphasise the human scale and be designed for lower traffic volumes compared to primary roads.
- Secondary roads should accommodate carriageways wide enough for two-way traffic and on-street parallel car parking bays. They may also include tree verges on one or both sides. On-street parking may consist either in marked bays or spaces inset into green verges.
- Carriageways should be designed to be shared between motor vehicles and cyclists. Vertical traffic calming features such as raised tables may be introduced at key locations such as junctions and pedestrian crossings.



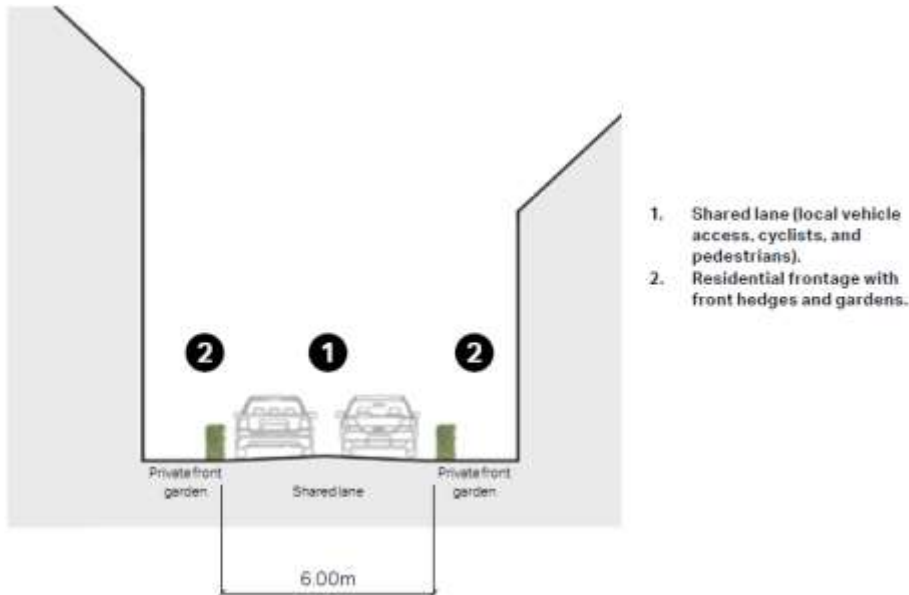
Tertiary Roads

- Tertiary roads have a strong residential character and provide direct access to residences from the secondary roads. They should be designed for low traffic volumes and low speed.
- Carriageways should accommodate two-way traffic and parking bays on both sides. They may also include green verges with small trees on one or both sides. Verges may alternate with parking to form inset parking bays. These roads should also accommodate footways with a 2m minimum width on either side and must be designed for cyclists to mix with motor vehicles. Traffic calming features such as raised tables can be used to prevent speeding.



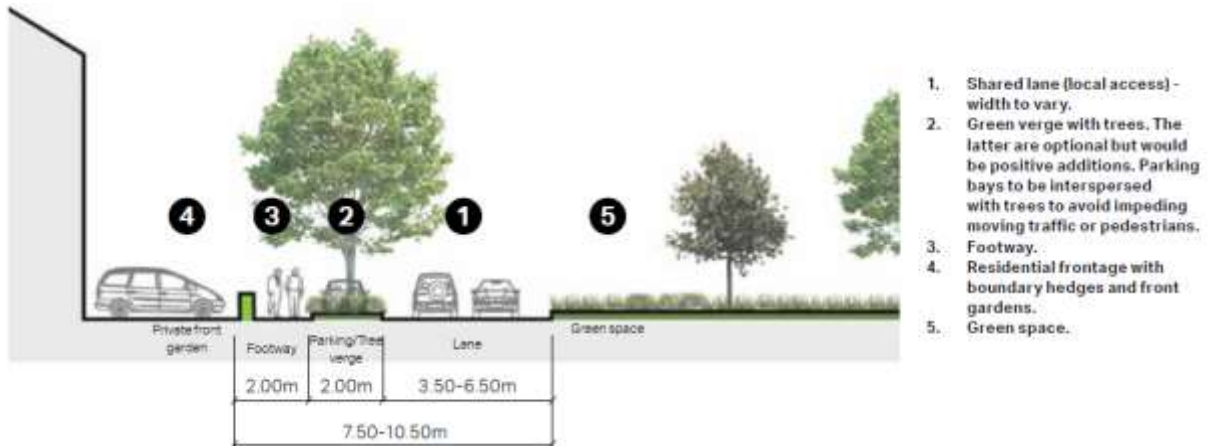
Lanes/Private Drives

- Lanes and private drives are the access only types of streets that usually serve a small number of houses. They should be minimum 6m wide and serve all types of transport modes including walking and cycling, and allow sufficient space for parking manoeuvre.
- Lanes and private drives should be bordered by hedges and/or private gardens to soften the landscape.
- Shared surface should be encouraged for pedestrian and vehicular use in order to aid traffic calming with different colour materials, surface treatments and planting.



Edge Lanes

- Edge lanes are low-speed and low-traffic roads that front houses with gardens on one side and a green space on the other. Carriageways typically consist of a single lane of traffic in either direction and are shared with cyclists.
- The lane width can vary to discourage speeding and introduce a more informal and intimate character. Variations in paving materials and textures can be used instead of kerbs or road markings.



Car parking design

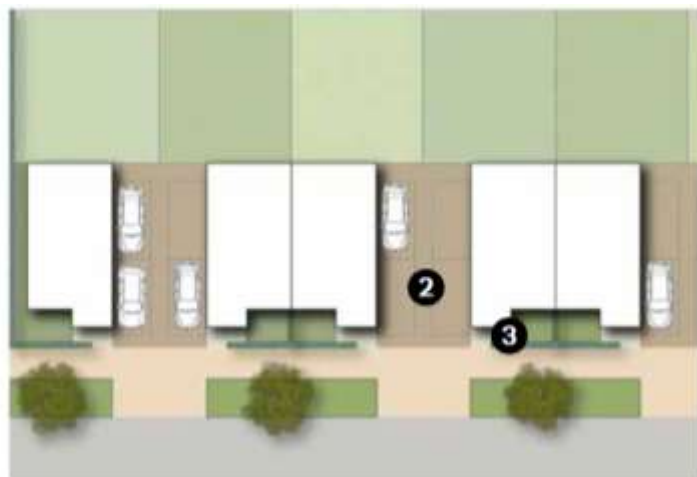
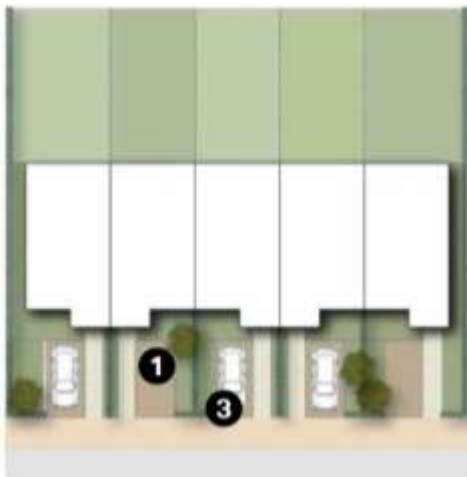
- Parking areas are a necessity of modern development. However, they need not to be unsightly.
- When placing parking at the front, the area should be designed to minimise visual impact and to blend with the existing streetscape and materials. The aim is to keep a sense of enclosure and to break the potential of a continuous area of car parking in front of the dwellings. This can be achieved by means of walls, hedging, planting and the use of quality paving materials.
- When needed, residential car parking can be a mix of on-plot side, front, garage and courtyard parking and complemented by on-street parking.
- For family homes, cars should be placed at the side (preferably) or front of the property. For small pockets of housing a rear court is acceptable.
- Car parking design should be combined with landscaping to minimise the presence of vehicles.
- Parking areas and driveways should be designed to ameliorate impervious surfaces, for example through the use of permeable paving.

On-Plot Side or Front Parking

- On-plot parking can be visually attractive when it is combined with high quality and well designed soft landscaping. Front garden depth from pavement back should be sufficient for a large family car.
- Boundary treatment is the key element to help avoid a car-dominated character. This can be achieved by using elements such as hedges, trees, flower beds, low walls and high quality paving materials between the private and public space.
- Hard standing and driveways should be constructed from porous materials to minimise surface water run-off.

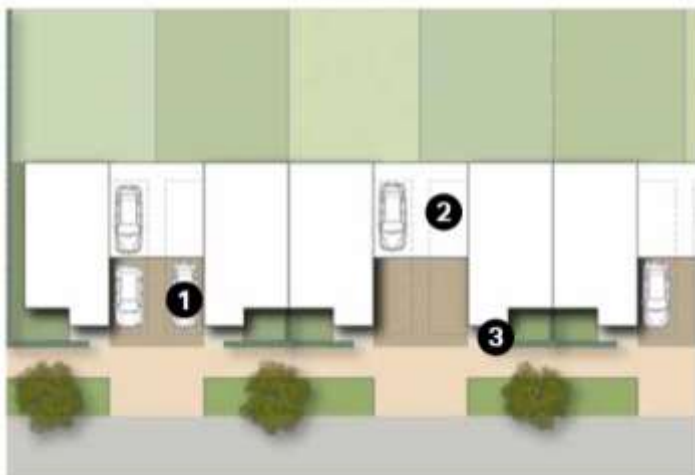


1. Front parking with part of the surface reserved for soft landscaping. Permeable materials to be used wherever possible.
2. Side parking set back from the main building line. Permeable materials to be used wherever possible.
3. Boundary hedges to screen vehicles and parking spaces.



On-Plot Garages

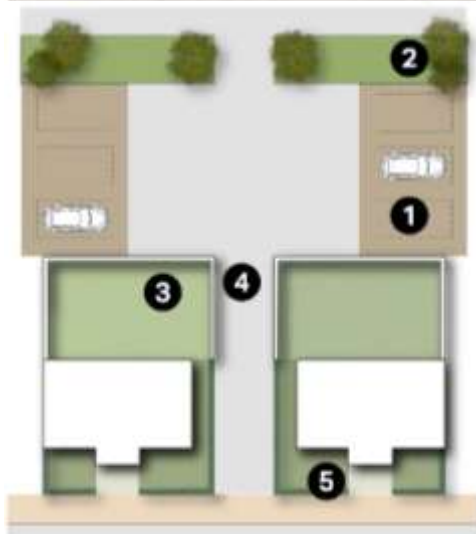
- Where provided, garages should be designed either as free-standing structures or as an additive form to the main building. In both situations it should reflect the architectural style of the main building and visually be an integral part of it rather than a mismatched unit.
- Often, garages can be used as a design element to create a link between buildings, ensuring continuity of the building line. However, it should be considered that garages are not prominent elements and they should be designed accordingly.
- It should be noted that many garages are not used for storing vehicles and so may not be the best use of space. Garages should be large enough for a modern car to fit into and if smaller should not count as a parking space. Suggested minimum size for a single garage 3m wide x 6.1m long with a door width of 2.7m.
- Consideration should be given to the integration of bicycle parking and/or waste storage into garages.



1. Side parking set back from the main building line Permeable materials to be used.
2. Garage structure set back from main building line. Height to be no higher than the main roofline.
3. Boundary hedges to screen vehicles and parking spaces

Rear Parking Courtyards

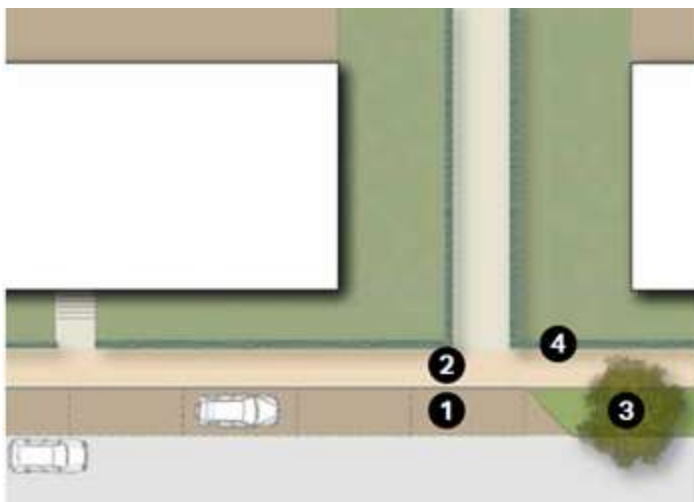
- This parking arrangement can be appropriate for a wide range of land uses. It is especially suitable for apartments and village houses fronting busier roads where it is impossible to provide direct access to individual parking spaces.
- All parking courts should benefit from natural surveillance.
- Parking courts should be an integral part of the public realm, hence it is important that high quality design and materials, both for hard and soft landscaping elements are used.
- Parking bays must be arranged into clusters with widths of 4 spaces maximum and interspersed with trees and soft landscaping to provide shade, visual interest and to reduce impermeable surface areas.



1. Rear courtyard parking with soft landscaping. Parking bays to be arranged in clusters of 4 spaces maximum. Permeable materials to be used whenever possible.
2. Trees and/or soft landscaping to prevent car dominance and provide shading
3. Rear of residential properties – balance to be sought between natural surveillance and privacy.
4. Pedestrian link to main residential frontage
5. Boundary hedges to screen vehicles and parking spaces

On-street Parking

- On-street parking can be arranged either perpendicular or parallel to the carriageway where safety concerns allow this.
- On-street parking should be designed to avoid impeding the flow of pedestrians and cyclists and can serve a useful informal traffic calming function.
- Parking bays can be inset between kerb build outs or street trees. Kerb build outs between parking bays can shorten pedestrian crossing distances and can host street furniture or green infrastructure. They must be sufficiently wide to shelter the entire parking bay in order to avoid impeding traffic.
- On low-traffic residential streets or lanes that are shared between vehicles and pedestrians, parking bays can be marked by paving material changes instead of markings. This provides drivers with indications of where to park, so that parked vehicles do not impede motor vehicle or foot traffic.
- Opportunities should be created for new public car parking spaces to include electric vehicle charging points. Such provision should be located conveniently throughout the village and designed to minimise street clutter.
- Electric vehicle charging points should be considered in case of new development, in close liaison with HCC as Highways Authority.



1. On-street parking bay inset between kerb extensions.
2. Footway - additional green verge if street width permits.
3. Planted kerb extensions - width to be sufficient to fully shelter parking bay. Trees are optional but would be positive additions.
4. Boundary hedges.

Cycle storage

- Create a specific enclosure of sufficient size for bikes.
- The size will depend on the size of dwelling, but as a general rule it should be at least one space per bedroom.
- If not built as part of an enclosure, make sure there are racks or hoops to secure the bikes.
- Whether covered or open, place the spaces so that retrieval and manoeuvring is easy.
- Refer to the materials palette to analyse which would be a complementary material.
- Use it as part of the property boundary.
- Add to the environmentally sustainable design by incorporating a green roof element to it.
- It could be combined with waste storage.



Materials and Building Details

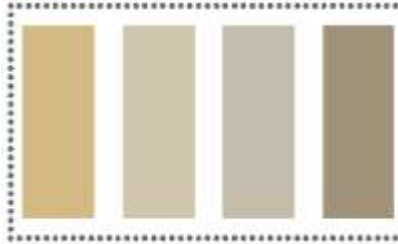
- The materials and architectural detailing used throughout Northaw and Cuffley contribute to the rural character of the area and the local vernacular. It is therefore important that the materials used in proposed development are of a high quality and reinforce local distinctiveness. Any future development proposals should demonstrate that the palette of materials has been selected based on an understanding of the surrounding built environment (see overleaf).



HIPPED DORMER



RED BRICK WALL



Warm beige tones for brick and rendering as colour choice for building material.



SHED DORMER



QUOINS



DECORATIVE BARGEBOARD



TIMBER FRAMING



Brown tones for roof as colour choice for building materials.



SASH WINDOW



DECORATIVE BARGEBOARD GABLE



DARK-BROWN SLATE



SOLAR PANELS, ALTHOUGH THEY SHOULD BE LESS INTRUSIVE THAN HERE



CASEMENT WINDOW



BAY WINDOW



RED PANTILE



BLACK WEATHERBOARDING



YELLOW BRICK



GABLED PORCH



YELLOW RENDER



ROOF WINDOW

Boundary Treatment

- Buildings should be aligned along the street with their main facade and entrance facing it, where this is in keeping with local character. The building line should have subtle variation in the form of recesses and protrusions but will generally form a unified whole.
- Buildings should be designed to ensure that streets and/or public spaces have good levels of natural surveillance from buildings. This can be ensured by placing ground floor habitable rooms and upper floor windows overlooking towards the street.
- Boundary treatments should reinforce the sense of continuity of the building line and help define the street, appropriate to the rural character of the area.
- The use of panel fencing, metal or brick walls in publicly visible boundaries should not be considered good practice. Also, boundary treatments should not impair natural surveillance.
- Properties should tend to have a generously proportioned front and rear garden surrounded by hedgerows and trees.
- Brick can dominate if used too much, therefore it is recommended to use soft landscaping and hedgerow planting where possible to soften the impact of brick walls.
- If placed on the property boundary, waste storage should be integrated as part of the overall design of the property. Landscaping could also be used to minimise the visual impact of bins and recycling containers.
- Traditional boundary treatment should be advised such as brick walls in Northaw and an avoidance of using fences and walls which are not appropriate in Cuffley.

Table 3 Northaw Character Summary

Character and Context Analysis
<p>Settlement Northaw is a small rural village which is triangular in plan and retains its historical layout with houses arranged around the church of St Thomas a Becket and the adjacent village green and along the main roads leading into the village.</p> <p>Northaw contains a Conservation Area and 28 Grade II and Grade II* Listed Buildings in close proximity to the church, which itself is Grade II* listed. These features are all set within a rural Green Belt landscape.</p> <p>St Thomas a Becket church was originally constructed in the 15th century but has since been rebuilt. Northaw Church of England Primary School was founded on the northern side of the village in 1879 and is still present today. By 1935 ribbon development had begun to extend along Vineyards Road and Northaw Road West.</p> <p>Northaw is set within a rural landscape with the predominant land uses comprising agriculture with some forestry in the north. The setting of Northaw is strongly influenced by mature blocks of woodland to its north and small copses of mature trees to its east, which visually separate it from the surrounding countryside and create a sense of enclosure and isolation.</p>
<p>Neighbourhood Northaw is a small village that is almost entirely residential and is highly reliant on access to Cuffley and Potters Bar for access to employment, shops, and services. Within Northaw there are no shops or business land uses apparent, however there is an Equestrian Centre and Riding School, one Public House and a Restaurant each with a garden to the rear.</p> <p>There is a village green adjacent to the church of St Thomas a Becket, which forms a public space for the local community. There is also a playing field and childrens playground beyond the houses to the east of Church Lane, a village pond at the western corner of the village and a community orchard towards the eastern edge of the village. Access to the surrounding countryside via a public right of way is generally good.</p>
<p>Site The topography of the area is strongly undulating. Northaw is located between approximately 100m and 110m AOD¹⁵ at the head of a shallow valley that extends east towards Cuffley and at the western end of Northaw Valley to the south.</p> <p>Within Northaw properties to the south along Northaw Road West have open, far-reaching views to the south across Northaw Valley, whilst views from properties in the north and centre of Northaw are more limited.</p> <p>The church tower of St Thomas a Becket is a landmark within the village and can also be seen clearly from the ridgeline in Cuffley and the surrounding landscape.</p> <p>A combination of the openness of the countryside gap between Northaw and Cuffley, and the western edge of Cuffley, development not extending beyond the ridgeline maintains rural views towards the east from Northaw. Open views from higher ground in Cuffley and Northaw are of the open countryside. Nearby settlements are well concealed which strengthens the rural aspect of views.</p> <p>Mature trees contribute to wooded vistas across Cuffley from high ground and enclose views from low ground, creating the sense of a rural and well-wooded village.</p>
<p>Building Houses in Northaw are predominantly two-storey with a broad range of styles, which often differ from plot-to-plot. Houses are mostly typical of the Edwardian, inter-war and post-war periods. There are also clusters of terraced and semi-detached properties on the eastern side of the village.</p> <p>More recent development tends to be located further away from the centre of the village on Church Lane and along Vineyards Road and Northaw Road West.</p> <p>Houses tend to be set back from the road, forming a consistent building and roof line along streets. The houses generally have large private rear gardens that are well vegetated with trees and smaller front gardens or driveways.</p>

¹⁵ AOD – ‘above ordnance datum’, which is typically defined as the height above the ‘mean sea level’ (MSL). The MSL is used for the datum.

Table 4 Cuffley Character Summary

<p>Character and Context Analysis</p>
<p>Settlement Cuffley is a large village with a village centre that serves the residents of Cuffley and those living in the surrounding rural area (including Northaw).</p> <p>The development of Cuffley was strongly influenced by the arrival of the Great Northern Railway in 1910, before which it was a smaller village than Northaw. Prior to this Cuffley comprised just a small collection of houses and farms arranged around The Plough public house, which remains in the same location today. The primary roads leading into and out of Cuffley (today named The Ridgeway, Station Road and Northaw Road East) were laid out at this point.</p> <p>By 1935 Cuffley had seen substantial housing development close to the railway station and the beginning of ribbon development along The Ridgeway comprising typically large, detached houses. By 1971 the current layout was largely present following substantial post-war housing development.</p> <p>Cuffley is defined on its eastern side by a steep embankment to the railway line which runs north-south. Northaw Great Wood lies to the north, with a valley slope leading down to Northaw Brook which extends to the west and south.</p> <p>Cuffley is set within a rural Green Belt landscape with the predominant land use comprising agriculture. The settlement boundary of Cuffley is formed by a combination of the strongly undulating topography, ridgelines, railway line, and woodland which together create a deeply rural setting to the settlement.</p>
<p>Neighbourhood Cuffley is a large village with a limited range of employment opportunities, services and facilities. Shops, facilities and services serve the residents of Cuffley and those living in the surrounding rural area (including Northaw). The area is highly residential but it is also a ‘hub’ for the rural area around the Parish, including Northaw. Residents have to travel east-west along the B156 towards employment and higher order services or commute to London from Cuffley station.</p> <p>Within Cuffley a number of small independent retailers, restaurants and chain stores line Station Road, which creates a focus of activity in the village. At the western end of Station Road is the church of St Andrew, which was built in 1965. There is one public house in Cuffley, The Plough, which is located at the historic centre of the village to the north-west of the modern village centre.</p>
<p>Site There are three primary roads leading into and out of Cuffley, The Ridgeway (B157 north west to Northaw Great Wood), Station Road (B156 east towards Goffs Oak) and Northaw Road East (B156 west towards Northaw and Potters Bar). Beyond these primary roads there are secondary roads along Tolmers Road, Hanyards Lane, Theobalds Road and Hill Rise with the remainder being largely cul-de-sacs and tertiary roads. The railway embankment forms a strong north-south barrier along the eastern boundary of the village.</p> <p>The topography of the area is strongly undulating with prominent slopes and ridgelines forming a series of valleys and bowls in the landscape. Cuffley is located between approximately 60m and 100m AOD along a ridgeline and on the east-facing slope of an undulating valley side that leads down to Cuffley Brook between Cuffley and Goffs Oak.</p> <p>Streets in the west of Cuffley on higher ground have views out across the village towards farmland in the valley to the east. Views beyond this valley are restricted by a ridgeline on the eastern side. Goffs Oak is largely beyond the ridgeline on the eastern side of the valley and therefore it does not have a great influence on the rural quality of views.</p> <p>Views north from within Cuffley are restricted by Northaw Great Wood and views from lower ground on the north-east and eastern sides of the village are restricted by the Great Northern railway line embankment and adjacent tree belt.</p> <p>Views from within Cuffley across streets are short but generally feel quite open as the roads are wide, cars are mostly parked off-street and houses are slightly set back from the road. Mature trees on the north and eastern edges of Cuffley and within the front and rear gardens of properties create wooded vistas across the village from high ground, and enclose views from low ground, creating the sense of a rural and well-wooded village.</p> <p>The Church of St Andrew forms the focal point at the end of the view along Cuffley Hill and Station Road. From within Cuffley on high ground close to The Plough public house and from along The</p>

Ridgeway there are distant views across the countryside towards central London, with The Shard, City of London, and the financial district at Canary Wharf all visible on a clear day.

Building The village has a low density of development, comprising predominantly detached houses set back slightly from the road with generous front gardens or driveways and grass verges, which allows for off-street parking in most of Cuffley. Almost all houses have private rear gardens.

For much of the village houses are either bungalows or two-storeys in height with pitched roofs with a mixture of housing styles typical of the Edwardian through to the post-war and modernist period.

Some of these houses have undergone substantial modernisation. Front gardens in these areas are often well vegetated and have low or no boundary walls fronting onto pavements. This, together with the generous distances between building frontages and grass verges creates open, wide, and attractive streets. Grass verges are a key feature of the Cuffley street scene.

The wide variety of design in front gardens and driveways, alongside the well-defined and consistent building and roof lines, creates an interesting and open streetscape. However, the paving over of some front gardens to create driveways has led to a loss of vegetation which, cumulatively, detracts from the green character of the streets.

Almost every house within Cuffley has a private rear garden and a front garden or driveway. Rear gardens tend to be well-vegetated, which increases the sense of privacy, physical separation and enclosure between houses that back onto one another. Tall hedgerows, walls and gates which line the boundaries of these properties results in a more enclosed and private character.

Street trees are frequent and range from young to mature trees. These trees enhance the green and well-vegetated character of streets, creating a sense of enclosure in the eastern and northern parts of the village. Public open spaces beyond the built up edge of the village include playing fields on the southern boundary and Northaw Great Wood on the northern boundary.

There is a slightly greater density of development closer to the railway station, including blocks of flats typical of the 1960s and more recent infill blocks of flats. The 1960s blocks of flats along Lambs Close are set within areas of grass and oriented to provide semi-private amenity space to the rear, whilst the more recent blocks of flats lack open space.

Houses along The Ridgeway are generally larger and set within extensive private grounds enclosed by tall walls, fences, hedgerows and gates.

Table 5 Design Principles

<p>Character Management Principles</p>
<p>General The materials proposed for any new buildings, building alterations and alterations to front gardens or driveways should be of high quality and should be responsive to existing character in their detailing.</p> <p>Any new development should respect the scale, building and roof line of neighbouring buildings or streets, providing front gardens and driveways that are well-vegetated and, where appropriate, provide for off-street parking.</p> <p>Where public open space provision is required as part of development proposals, a long-term management strategy should be provided and funds committed to ensure successful establishment.</p> <p>Opportunities to apply conditional tree preservation orders to proposed trees when granting planning consent should be considered to ensure successful establishment.</p>
<p>Northaw Further ribbon development along The Ridgeway (B157), Northaw Road West, Vineyards Road, Judges Hill Coopers Lane Road and Coopers Lane should be prevented to protect the open character of the village edge and the setting of the surrounding countryside.</p> <p>Development should be sensitive to the historic, open setting and views of the church of St Thomas a Becket and other Listed Buildings within Northaw.</p> <p>Development to the east of Northaw within the countryside gap between Northaw and Cuffley should be avoided.</p> <p>Development proposals should sustain and reinforce the wooded character of the northern and eastern settlement edges.</p> <p>Measures to reduce the speed of traffic along Northaw Road West should be considered to maintain a safe neighbourhood and the village’s rural character.</p>
<p>Cuffley Any houses proposed should be limited to two and a half-storeys in height.</p> <p>Taller buildings should be sited close to the railway embankment and near to the station and should not exceed three storeys in height for apartments. They should provide off-street parking and private or semi-private open space of a high quality.</p> <p>Development east of The Meadway and east of the Sopers Road Industrial Estate in the countryside gap between Cuffley and Goffs Oak should be avoided.</p> <p>Development to the west of the ridgeline which forms the existing western edge of Cuffley should be avoided to protect the open character of the countryside gap between Northaw and Cuffley.</p> <p>Development adjacent to the eastern side of the railway embankment should incorporate a well-wooded boundary to protect the setting of the surrounding countryside.</p> <p>Existing trees should be protected and incorporated into development proposals wherever possible.</p>

Table 6 Landscape Character Assessment

<p>Local Character Assessment</p> <p><i>The study recommends the following strategy and guidelines for 'conserving and strengthening' the Theobalds Estate Landscape Character Area</i></p>
<p><u>The Theobalds Estate Landscape Character Area – Area 55</u></p> <ul style="list-style-type: none">• encourage landowners to safeguard existing hedges, increase hedged field boundaries, create permanent grass strips around field margins and prevent spray drift, using financial incentives as available.• encourage the planting of new hedges along historic field boundaries to conserve the landscape character of the area and reinforce ecological corridors• encourage the planting of only locally indigenous trees and shrubs, of local provenance if possible• consider the provision of interpretation and amenity space around Temple Bar.

Glossary

Above Ordnance Datum (AOD) – typically defined as the height above the 'mean sea level' (MSL). The MSL is used for the 'datum'.

Affordable housing – Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Annual monitoring report (AMR) – A report that allows the Local Authority to assess the extent to which policies and proposals set out in all the local development documents are being achieved.

Basic Conditions – Only a draft Neighbourhood Plan or Order that meets each of a set of basic conditions can be put to a referendum and be made. The basic conditions are: a. having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the order (or neighbourhood plan); b. having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order. This applies only to Neighbourhood Development Orders (NDOs); c. having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order. This applies only to NDOs; d. the making of the order (or neighbourhood plan) contributes to the achievement of sustainable development; e. the making of the order (or neighbourhood plan) is in general conformity with the strategic policies contained in the Development Plan for the area of the authority (or any part of that area); f. the making of the order (or neighbourhood plan) does not breach, and is otherwise compatible with, EU obligations; g. prescribed conditions are met in relation to the Order (or plan) and prescribed matters have been complied with in connection with the proposal for the order (or neighbourhood plan).

Conditions – Planning conditions are provisions attached to the granting of planning permission.

Conservation area – An area of special architectural or historic interest, the character and appearance of which are preserved and enhanced by local planning policies and guidance.

Change of use – A material change in the use of land or buildings that is of significance for planning purposes e.g. from retail to residential.

Character appraisal – An appraisal of the landscape, historic and architectural character of a local area.

Community infrastructure levy (CIL) – Allows local authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes, schools and leisure centres.

Design Code - A design code provides detailed design guidance for a site or area they prescribe design requirements (or 'rules') that new development within the specified site or area should follow.

Development – Legal definition is "the carrying out of building, mining, engineering or other operations in, on, under or over land, and the making of any material change in the use of buildings or other land."

Development management (previously known as development control) – The process of administering and making decisions on different kinds of planning application.

Development plan – A document setting out the local planning authority's policies and proposals for the development and use of land in the area. Focus on land use development set within the context of wider social, economic and environmental trends and considerations. Reflects national planning policies to make provisions for the long-term use of land and buildings.

Evidence base – The evidence upon which a Development Plan is based, principally the background facts and statistics about an area, and the views of stakeholders.

General (Permitted Development) Order (GPDO) - The Town and Country Planning General (Permitted Development) Order is a statutory document that allows specified minor kinds of development (such as small house extensions) to be undertaken without formal planning permission.

Green Belt – A designated band of land around urban areas, designed to contain urban sprawl.

Greenfield site – Land where there has been no previous development.

Green infrastructure – Green infrastructure can embrace a range of spaces and assets that provide environmental and wider benefits. It can, for example, include parks, playing fields, other areas of open space, woodland, allotments, private gardens, sustainable drainage features, green roofs and walls, street trees and 'blue infrastructure' such as streams, ponds, canals and other water bodies. References to green infrastructure in this guidance also apply to different types of blue infrastructure where appropriate.

Green space – Those parts of an area which are occupied by natural, designed or agricultural landscape as opposed to built development e.g. open space, parkland, woodland, sports fields, gardens, allotments, and the like.

Highway authority – Hertfordshire County Council are the body with legal responsibility for the management and maintenance of public roads.

Independent examination – An examination of a proposed neighbourhood plan, carried out by an independent person, set up to consider whether a neighbourhood plan meets the basic conditions required. Infrastructure – Basic services necessary for development to take place e.g. roads, electricity, water, education and health facilities.

Local green space (LGS) – This is a formal designation that may be made by neighbourhood plans, to provide protection for green spaces valued by the local community.

Local plan - The name for the collection of documents prepared by a local planning authority for the use and development of land and for changes to the transport system. Can contain documents such as Development Plans and statements of community involvement.

Local referendum – A direct vote in which communities will be asked to either accept or reject a particular proposal.

Local transport plan (LTP) – Plans that set out a local authority's policies on transport on a five-yearly basis.

Material consideration(s) – Factors which are relevant in the making of planning decisions, such as sustainability, impact on residential amenity, design and traffic impacts.

Mixed use – The development of a single building or site with two or more complementary uses.

Listed buildings – Any building or structure which is included in the statutory list of buildings of special architectural or historic interest.

Neighbourhood plan or Neighbourhood Development Plan (NDP) – A planning document created by a parish or town council or a neighbourhood forum, which sets out the vision for the neighbourhood area, and contains policies for the development and use of land in the area.

Neighbourhood plans must be subjected to an independent examination to confirm that they meet legal requirements, and then to a local referendum. If approved by a majority vote of the local community, the neighbourhood plan will then form part of the statutory Development Plan.

Neighbourhood planning – A community-initiated process in which people get together through a local forum or parish or town council and produce a neighbourhood plan or neighbourhood development order.

National Planning Policy Framework (NPPF) – The government policy document first adopted in 2012 was updated in 2018, 2019 and 2021. The NPPF introduced a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Neighbourhood area – The local area in which a neighbourhood plan or neighbourhood development order can be introduced.

Permitted development – Certain minor building works that don't need planning permission e.g. a boundary wall below a certain height.

Planning obligation – Planning obligation under Section 106 of the Town and Country Planning Act 1990, secured by a local planning authority through negotiations with a developer to offset the public cost of permitting a development proposal. Sometimes developers can self-impose obligations to pre-empt objections to planning permission being granted. They cover things like highway improvements or open space provision.

Planning permission – Formal approval granted by a council allowing a proposed development to proceed.

Planning Practice Guidance (PPG) - The government's PPG can be read alongside the NPPF and is intended as a guidebook for planners. It is not a single document but an online resource which is kept current through regular updates.

Presumption in favour of sustainable development - The concept introduced in 2012 by the UK government with the National Planning Policy Framework to be the 'golden thread running through both plan making and decision making'. The National Planning Policy Framework gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Qualifying body – Either a parish/town council or neighbourhood forum, which can initiate the process of neighbourhood planning. Referred to as a neighbourhood planning body throughout this guide.

Rural – Areas of land which are generally not urbanised; usually with low population densities and a high proportion of land devoted to agriculture.

Referendum – A vote by which the eligible population of an electoral area may decide on a matter of public policy.

Neighbourhood plans and neighbourhood permission for many minor developments and highway works they carry out.

Setting – The immediate context in which a building is situated, for example, the setting of a listed building could include neighbouring land or development with which it is historically associated, or the surrounding townscape of which it forms a part.

Sustainable Drainage Systems - Sustainable drainage systems (SuDS) are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SuDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. SuDS achieve this by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment.

Townscape – The pattern and form of urban development; the configuration of built forms, streets and spaces.

Use class – The legally defined category into which the use of a building or land falls (see Use classes order).

Use classes order – The Town and Country Planning (Use Classes) Order 1987 (as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. Planning permission must be obtained to change the use of a building or land to another use class.

Urban – Having the characteristics of a town or a city; an area dominated by built development.

Urban design – The design of towns and cities, including the physical characteristics of groups of buildings, streets and public spaces, whole neighbourhoods and districts, and even entire cities.

