



Roads in Hertfordshire: A Design Guide

3rd Edition

Section 1: Policy Information and General Guidance





Synopsis

Section 1 contains the policy background, context and general guidance for all users of Roads in Hertfordshire. It highlights policy guidance at National and Local level, including a chapter on Climate Change and provides information on contacts and organisations relevant to new developments in Hertfordshire. This section also contains specific chapters on the general requirements for Transport Assessments and Environmental Assessments and Management.

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Section 1: Policy Information and General Guidance

Chapter 1: Introduction, Standards and Informal Consultation



1. Introduction, Standards and Informal Consultations

1.1. Background and Scope

Hertfordshire County Council (HCC) is the Highways Authority within Hertfordshire. Within HCC the Highway Authority role is undertaken by Hertfordshire Highways. This document, Roads in Hertfordshire, is HCC's design guide. It sets out the framework of advice and standards within which alterations and additions to the highway network in the County shall be constructed.

This third edition of Roads in Hertfordshire is aimed at all new road construction; not just that delivered as part of development. Therefore it is as relevant to staff, officers and designers in Hertfordshire Highways and HCC as it is to architects, planners and highway engineers employed by scheme promoters.

In Hertfordshire, there has been much debate over the extent of development that is needed in the future and how best to meet the demand. Such debates will continue in the future. It is essential that the built environment is safe, sympathetic to its surroundings, sustainable in its use of natural resources and supportive of active and healthy citizens.

New commitments to reducing climate change have added to the debate over the quality of modern living. The domination of roads by cars needs to be reduced in order to create places that serve the needs of all users. Improvements to the highway network must be designed to follow a philosophy of sustainability and to support a policy of integrated transport.

Development within Hertfordshire results in some 20km of new highway being added to the road network within the county each year. This level of construction activity represents a substantial proportion of the total investment in transport infrastructure that occurs in Hertfordshire. Therefore if Hertfordshire's transport infrastructure is to evolve in line with the policy of integration, then a large element of this must be achieved through the action of scheme promoters.

For this to be achieved in practice, scheme promoters and designers, HCC, the District and Borough Councils, and all the other organisations and individuals with interests in development will need to work together.

1.2. Design Objectives

In order to achieve streetscapes which incorporate the ideals of sustainability and integrated transport, a new emphasis on development planning and highway design must be achieved. This approach is set out in the Department for Transport (DfT) document Manual for Streets (MfS). HCC supports the MfS approach and encourages scheme promoters and designers to use it to achieve compact, innovative and user-friendly transport infrastructure in locations with low traffic volumes and where low speeds are desired; in other words, where it is appropriate to prioritise place over movement.

MfS is aimed at all those involved in the planning, design, approval and adoption of new residential streets. The document encourages a holistic approach to street design and a reduced dominance of motorised traffic through promotion of the following (Taken from MfS, 2007):

- applying a user hierarchy to the design process with pedestrians at the top;

- developments designed to emphasise a sense of place and community, with movement networks to enhance those qualities and serve all users of all ages and mobility;
- creating networks of streets that provide permeability and connectivity to main destinations and a choice of routes;
- emphasising a collaborative approach to the delivery and stewardship of streets; and
- designing to keep vehicle speeds at or below 20 mph on residential streets unless there are overriding reasons for accepting higher speeds.



Photo 1.1.2.1: Letchworth Town Centre

HCC and the Borough or District Councils within Hertfordshire are committed to securing a quality environment for the future. It is likely that meeting the MfS objectives will continue to foster changes to current thinking in areas of Hertfordshire's development management processes.

Scheme promoters are encouraged to employ appropriate professionals throughout the design and construction process. Architects, landscape architects, urban designers, transport planners and ecologists can assist in the preparation and production of high quality schemes. As well as providing appropriate and timely advice that may, in the longer term, assist in reducing the risk of delay during the planning application process.

In general, HCC's view is that it is desirable for all roads, footways and verges, which are necessary for public access or passage and make a significant contribution to the utility of

the highway network, to be adopted. In all cases they should be designed to an adoptable standard.

Section 2 of this Guide gives specific design guidance, and the required construction standards are given in Sections 4 and 5. However, simply following the advice contained in these sections will not necessarily be sufficient. It is the responsibility of the scheme designer or promoter to seek an end result that meets the overall objectives of both the Planning and Highway Authorities.

Therefore users of this document, particularly scheme promoters, are encouraged to seek professional advice and assistance in relation to engineering aspects of the design. Road safety, drainage, street lighting and construction specifications are all areas where appropriate advice at an early stage is likely to assist in the adoption process.

All development proposals are regulated by legislation embodied chiefly in the Town and Country Planning Act 1990, and in subordinate legislation under that Act.

For developments that include roads or footways that are to be adopted by the Highway Authority, there are a number of adoption procedures and legal agreements with which scheme promoters must comply. These processes are discussed in detail in Section 3, but it is suggested that all scheme promoters should seek appropriate legal advice or assistance.

1.3. This Guide

This Guide attempts to create a practical framework within which designers can meet the design objectives summarised by the following means:-

- Reflects the policy and legal framework for developments;
- Establishes the local highway design standards and provides detailed advice that designers and scheme promoters are expected to follow;
- Allows innovation whilst protecting the wider public interest;
- Encourages greater responsiveness to local issues; and
- Seeks to protect and enhance the natural environment where required or appropriate.

The design standards and advice in this Guide are intended to be consistent with and complementary to the contents of MfS. It does not attempt to reproduce all the contents of that document. It is therefore strongly recommended that users of this document consider MfS and any other relevant documentation in detail before bringing schemes forward.

Other Advice for Scheme Promoters and Contractors

Advice of interest and relevance to all scheme promoters can be downloaded from:
<http://www.hertsdirect.org/envroads/roadstrans/transplan/hdc/infdev/devcopi/guidevs/>
and <http://www.hertsdirect.org/envroads/roadstrans/transplan/hdc/infdev/>.

Advice for householders and small builders or scheme promoters is available on the HCC website at: <http://www.hertsdirect.org/envroads/roadstrans/transplan/hdc/infdev/dcfaq/>.

1.4. Use of MfS / DMRB

The Government has sponsored further work on the development of more extensive guidance on the application of Manual for Streets (MfS) design criteria to the wider (non-residential) road network to bridge the gap between MfS and Design Manual for Roads and Bridges (DMRB). This was published in September 2010 in the form of Manual for Streets 2.

Until this document has been fully absorbed by HCC the previous position statement on the application of MfS applies, and should be used to help determine the appropriate standards to be used.

The status of a highway within the Road Hierarchy is a strong indicator of its function. Primary and Main Distributor roads (A and B class roads), carry large volumes of traffic and freight. In general, the standards set out in DMRB should continue to be used on roads which are classified as Primary or Main Distributor roads, and other routes subject to large volumes of traffic.

However, at locations on Primary or Main Distributor roads where it can be satisfactorily demonstrated that the 'place' function outweighs the 'movement' function (i.e. the characteristics of the highway and built environment are such as to warrant design considerations from MfS) it is logical to apply the recommendations of MfS. MfS recommendations should only be used on roads with 37.5 mph (60kph) or lower actual (85th percentile) speeds. When traffic speeds on a high-class road are less than 37.5 mph and it has significant 'place' function, then it is reasonable to apply the recommendations of MfS in terms of visibility and layout.

Conversely, if the speed on a C or unclassified road is above 60kph, the highway authority will require DMRB standards unless more appropriate evidenced local interpretations are agreed.

The full position statement on the application of MfS can be found at:
<http://www.hertsdirect.org/docs/pdf/h/statement.pdf>

1.5. Inclusive Mobility

Government design standards for meeting the needs of disabled people in transport infrastructure are set out in "Inclusive Mobility – A Guide to Best practice on Access to Pedestrian and Transport Infrastructure" published by the Department for Transport. These standards are incorporated within this Roads in Hertfordshire Design Guide.

1.6. Continuous Improvement

The formulation of this design guide is an iterative process. Whilst great effort has been made to achieve a proper balance between the issues under consideration, it is accepted that design processes and construction technologies are continually changing.

If a reader discovers an anomaly, inappropriate design standard or unforeseen effects of implementing the advice given then HCC would like to be informed. This way, it is hoped that the Guide will evolve and remain current and topical.

1.7. Standards and Advice

Roads in Hertfordshire contains both design standards and design advice.

Design standards represent a standard that HCC consider to be the minimum acceptable standard. Design standards must be complied with for roads that are to be adopted by the Highway Authority under Section 38 of the Highways Act.

Design advice describes good practice and represents the standard that the Highway Authority would recommend that the designer follows. The Highway Authority will expect the designer to use the design advice provided in this guide, unless they can demonstrate that a better or more appropriate solution exists.

Within Sections 1, 2, 3 and 4, 'design standards' are identified as green text, as illustrated by this paragraph. However, the whole of Section 5 is considered to be a Design Standard and thus green text has not been used there at all.

A designer may feel that they cannot comply with an identified 'design standard' due to the site characteristics or that compliance will lead to an inappropriate solution. HCC will consider allowing a 'departure' from the 'design standard' if the designer can show satisfactory need for it. It will be the designer's responsibility to apply to HCC for a 'departure', and to provide any supporting information necessary to justify a departure.

HCC is not obliged to accept a request for a 'departure' from 'design standards', but may do so should it feel that it is justified given all the circumstances and that it will lead to an enhanced design. Each application for a 'departure' will be considered on its own merits and recorded in the appropriate documentation, e.g. safety audit exception report, planning consultation response, or design file.

It should be noted that HCC may charge a fee for considering applications for 'departures'.

Where roads incorporated into new developments are to remain as private streets and will not be adopted by HCC (i.e. not dedicated as Highway) then there is no obligation to meet the design standards or to seek approval for departures from those standards. The scheme promoter should recognise that private streets will form part of the pattern of the development. They will however be required to incorporate similar features (mains servicing, emergency access, environmental services etc) as adopted highways.

Therefore, it is strongly recommended that roads which are to remain private streets are designed and constructed to the same standards as roads that are to be dedicated as highway. Such an approach is likely to make any adoption at a later stage easier, should this be sought. Scheme promoters are strongly advised to inform house buyers served by roads that are not to be adopted by HCC that this is the case. Road name plates should make this clear.

1.8. Informal Consultations / Pre-Application Advice

Interested authorities and organisations are not necessarily under any obligations to enter into informal 'pre-application' consultations on developments. However, the planning system encourages that 'pre-application' consultations take place and most scheme stakeholders should be willing to enter into such informal consultations in order that key issues can be raised and perhaps resolved at the early stage of development planning. This is in recognition of the difficulties that designers and scheme promoters could face in resolving issues that are uncovered later in the process.

Benefits of pre-application advice on highway matters can include:

- Improving the quality of development;
- Understanding how local and national transport policies will be applied to the development;
- Identifying any specialist requirements at an early stage such as safety audit, signals, structures, passenger transport, cycleway or footway provisions, road safety measures, local area transport plan schemes, highway boundary, land ownerships, etc;
- Saving the applicant abortive work and in the long term;
- Speeding up the planning process; and



- Avoiding unacceptable highway schemes.

In most cases the authorities and organisations will be happy to participate in informal consultations. However, scheme promoters must recognise that this is done so on the basis that those bodies are not committing themselves in any way in advance of their formal consideration of the issues during the statutory planning process.

Where the scheme promoter requests informal highway consultations with HCC, it is recommended that these should occur in joint consultation with the relevant Local Planning Authority (*LPA*). Where consultations do not include the *LPA*, the scheme promoter should be aware that HCC will normally make them aware that consultations have taken place and also communicate the nature of these consultations to them.

Consultant ecologists should be aware of the Hertfordshire Biological Records Centre and Historic Environment Record as potential sources of information and advice provided by and on behalf of Hertfordshire's *LPAs*.

1.8.1. Charging For Pre-Application Advice

It is becoming common place for *LPAs* to charge for pre-application advice, although at present, HCC as Highway Authority does not charge. This position will be kept under review and HCC reserves the right to introduce charging for this and other non-statutory services in the future.

HCC will however charge for pre-application safety audit comments. Safety audits are only likely to be required where a planning application would cause significant changes to the highway network. Significance may be denoted by the sensitivity of the local environment, high traffic volumes or speeds, or the presence of nearby facilities like schools or hospitals. See also [Section 3, Chapter 6: Design Checks and Safety Audits.](#)



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Section 1: Policy Information and General Guidance

Chapter 2: Areas of Responsibility and Contacts



2. Areas of Responsibility and Contacts

The following chapter describes the areas of responsibility and interest of the main public authorities and organisations that may have either statutory or consultative input to the layout and design of new developments in Hertfordshire.

2.1. Department for Transport

The Department for Transport (DfT) is responsible for transport networks in England on behalf of the Government. The DfT sets the national policy and procedural frameworks relating to transport which are subsequently implemented by Local Authorities and Executive Agencies, at a regional and local level.

The DfT does not generally become directly involved in the management of new developments, although there are ways in which it influences development patterns, for instance through the determination of planning appeals.

2.2. The Highways Agency

The Highways Agency (HA) is an Executive Agency of the DfT, responsible for the Strategic Road Network (SRN) in England, which consists of motorways and trunk roads.

Where developments or new highway schemes are likely to have an impact on the SRN, *LPA's* must consult the Highways Agency to protect the interests of the SRN.

The HA has powers to direct the placement of planning conditions as part of any consent or prevent the granting of planning consent where development proposals have a material impact on the SRN with regard to road safety or congestion.

In Hertfordshire, the following roads are under the jurisdiction of the HA:

- M1 motorway;
- M25 motorway;
- A1(M) motorway;
- A1;
- A5;
- A405 between M1 junction 6 and M25 junction 21a; and
- A414 (previously M10) between the M1 and Park Street roundabout

2.3. Hertfordshire County Council

HCC holds a number of responsibilities in relation to new developments and the construction and improvement of roads and other transport infrastructure. These are discussed below:

2.3.1. The Highway Authority

HCC is the Highway Authority responsible for all highways and rights of way within Hertfordshire which do not form part of the trunk road network (as identified in 2.2 above). The lead department responsible for fulfilling HCC's Highway Authority responsibilities is the Environment & Commercial Services Department.

The plans, policies and strategies of HCC in relation to highways are set out in detail in the Local Transport Plan and associated documents. This is covered in more detail in [Section 1, Chapter 4: HCC Policy](#).

HCC, as Highway Authority, has a number of statutory duties under the Road Traffic Act 1988 Sections 38 and 39. The main duties are:

- In constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such collisions when the roads come into use, Sec 39 (3c);
- Prepare and carry out a programme of measures designed to promote road safety, Sec 39 (2);
- Carry out studies into collisions arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area, Sec 39 (3a);
- In light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, Sec 39 (3b);
- The Road Traffic Act also enables the promotion of road safety by disseminating information or advice relating to the use of roads.

LPAs consult HCC on all planning applications that have a transport or accessibility impact and take HCC's views into account when considering those planning applications.

HCC does not have the power to direct refusal of a planning application or to direct the imposition of conditions. However, HCC can advise that an application be refused, that certain conditions be imposed or that appropriate planning obligations are required.

All consultations on planning applications relating to highways, rights of way and transport received by HCC are dealt with by the Transport Planning & Policy unit within the Environment & Commercial Services Department at HCC.

2.3.2. The County Planning Authority

HCC is the Local Planning Authority, responsible for determining County Matter planning applications (mineral extraction and waste disposal applications) and certain proposals for development by HCC.

HCC maintains the Rights of Way Action Plan, Minerals Local Plan and Waste Local Plan for Hertfordshire.

2.3.3. Traffic Manager

Under the provisions of the Traffic Management Act 2004, HCC has a Network Management duty which it discharges through the Traffic Manager and Network Management Team at Hertfordshire Highways. This is described in the Network Management Policy Document available to download at <http://www.hertsdirect.org/infobase/docs/pdfstore/tm4nmpd.pdf>.

2.3.4. Street Works Co-ordinator

Under the provisions of the New Roads & Street Works Act (NRSWA), HCC is the Street Works Co-ordinator and therefore co-ordinates the work of utility companies, HCC's own street works and the work of third parties (such as scheme promoters) within the highway and on the rights of way network.

2.3.5. Passenger Transport Unit

HCC has a statutory duty to provide and co-ordinate passenger transport services within the County. These duties are undertaken by the Passenger Transport Unit (PTU). The PTU is part of the Environment & Commercial Services Department of HCC.

The PTU assists in the co-ordination of services and infrastructure for both bus and rail alongside the operating companies in order to provide appropriate levels of service. The PTU maintains timetable information, coordinates its dissemination, and is responsible for the marketing of services through the Intalink partnership. The PTU also provides financial support for the provision of bus services on certain routes that are vital to the community but that would not otherwise be commercially viable.

The PTU should be consulted on schemes that will impact on public transport services or infrastructure from the earliest stage. The PTU advises on the type of measures required to assist in the provision and promotion of passenger transport services.

2.3.6. Equality Impact Assessment

In common with other public sector organisations HCC has to carry out mandatory equality impact assessments on its services to comply with the law as set out in the Equality Act 2010.

2.4. District or Borough Councils

Within Hertfordshire there are ten District and Borough Councils who are responsible for the delivery of a number of services to the local community. Functions relevant to highways and transport are discussed below.

2.4.1. Parking

The Boroughs and Districts are responsible for the enforcement of parking controls on the public highway; this is referred to as Civil Parking Enforcement (CPE). They also operate residents' parking schemes which operate on the public highway.

2.4.2. Planning

Each District and Borough Council acts as the Local Planning Authority (*LPA*) responsible for determining planning applications which do not relate to County Matters.

One of the key responsibilities of the *LPA* is to develop and maintain the Local Development Framework (LDF), which sets out in detail the planning context within which planning applications will be considered.

2.4.3. Agent to the Highway and Traffic Authority

HCC delegates to the District and Borough Councils, by way of an agency agreement, powers to:

- Promote, determine and implement Traffic Regulation Orders under the Road Traffic Regulation Act 1984 for parking management; and
- Enforce parking controls under the Roads and Traffic Regulations Act 1991.

In addition, three Borough Councils have entered into Agency Agreements with HCC to act on its behalf in Highway Authority matters, including the management of development construction matters. The current agents are:

- Stevenage BC – Highways
- Dacorum BC – Rights of Way
- Broxbourne BC – Highways and Rights of Way

No Agency Agreement exists in relation to highway structures, therefore all issues relating to highway structures must be dealt with via HCC's Highways Structures section.

2.4.4. Environmental Services

District and Borough Councils are responsible under various Acts of Parliament for the provision of a number of environmental services within their areas. These include:-

- Environmental health, including matters relating to air quality and noise;
- Street cleansing;
- Household waste collection;
- Dealing with fly tipping;
- Maintaining public parks, grounds and leisure areas.

2.5. The Environment Agency

The Environment Agency has various statutory responsibilities and powers relating to providing advice, establishing standards and regulating activities, which have an effect on land, air and water. In relation to developments and planning matters the significant interests lie in the following:-

- Regulating controlled waste treatment and disposal;
- Preserving and improving the quality of rivers and groundwater;
- Flood defence;
- Conserving the water environment;
- Regulating the management and remediation of certain contaminated sites.

The degree to which the Environment Agency needs to become involved in the planning, design or construction of any development or highway scheme will vary according to the location, nature and scale of the development.

2.6. The Health and Safety Executive

The Health and Safety at Work etc Act 1974 established the principle that those who create risk are best placed to manage it. The Act led to the creation of the Health and Safety Commission (HSC) and the Health and Safety Executive (HSE), and established the HSE and local authorities as joint enforcers of health and safety law. On 1 April 2008 the HSC and HSE merged to form a single entity known as the Health and Safety Executive (HSE). The HSE is the national regulatory body responsible for promoting better health and safety at work within Great Britain. It continues to work in close partnership with local authorities.

2.7. Emergency Services

2.7.1. The Police

The Hertfordshire Constabulary is the single police force responsible for all police activity within Hertfordshire. In addition to their normal policing role, Hertfordshire Constabulary hold a number of other highways related responsibilities. These are:

- A joint responsibility (with local authorities and other key partners) under the Crime and Disorder Act 1998, to take account of community safety and anti-social behaviour in all aspects of their work. They do this through Crime and Disorder Reduction Partnerships;
- To promote community safety by providing advice to scheme designers and promoters through the Hertfordshire Constabulary Architectural Liaison Officer;
- The enforcement of road traffic law, including traffic management and as such should be consulted in relation to all road schemes on or directly affecting the public highway, to ensure they are operable in practice.

2.7.2. Other Emergency Services

The Hertfordshire Fire & Rescue Service and the East of England Ambulance Service should also be consulted on highway and road layout design changes.

2.8. Mains Service Providers

Within Hertfordshire, there are numerous utility companies who hold statutory powers and responsibilities in relation to the supply of different services including water, gas, electricity, telecommunications, waste water disposal etc. The responsibility for liaison with these utility companies rests with the scheme designer or promoter. The details of the areas of interest of utility companies can be obtained from Hertfordshire Highways Network Management group.

The National Joint Utilities Group (NJUG) represents the main Utilities' interest in street works and related matters. Members include the Electricity Association, Transco, BT, Cable & Wireless Communications and Virgin Media among others. The NJUG promotes best practice through national guidelines.

The British Pipeline Agency (BPA) manages, operates and maintains the UKOP (United Kingdom Oil Pipeline) network, a high pressure oil pipeline which is present in certain areas of the County. The Agency should be consulted along with the Statutory Undertakers.

2.9. British Waterways

British Waterways is a public body responsible to the DfT for the maintenance and control of certain inland canals and navigable rivers. Within Hertfordshire these include the River Stort, the Lee Navigation and the Grand Union Canal. Many Public Rights of Way exist alongside watercourses managed by British Waterways. British Waterways is due to be replaced by a new civil society body by April 2012.



2.10. Transport Operators

2.10.1. Network Rail

Network Rail is an Executive Agency of the DfT. It owns and runs rail infrastructure within the UK. Railway level crossings are critical points on the road, rail and Rights of Way networks. Network Rail should be consulted when changes to traffic flows, highway design or the Rights of Way network are proposed in the vicinity of level crossings.

2.10.2. Train Operating Companies

The Train Operating Companies (TOCs) provide rail services and manage railway stations and forecourt areas. The TOCs operate under franchise agreements and are therefore subject to change.

2.10.3. Bus Companies

There are numerous private companies that operate bus services in Hertfordshire. In the majority of cases, bus services are provided on a commercial 'supply & demand' basis which is subject to change. Consultation relating to bus services and infrastructure will be undertaken with HCC PTU (see above).

2.11. Contacts

The organisation of HCC Units concerned with Highways, Transport and Rights of Way are shown in the diagram 1.2.11.1

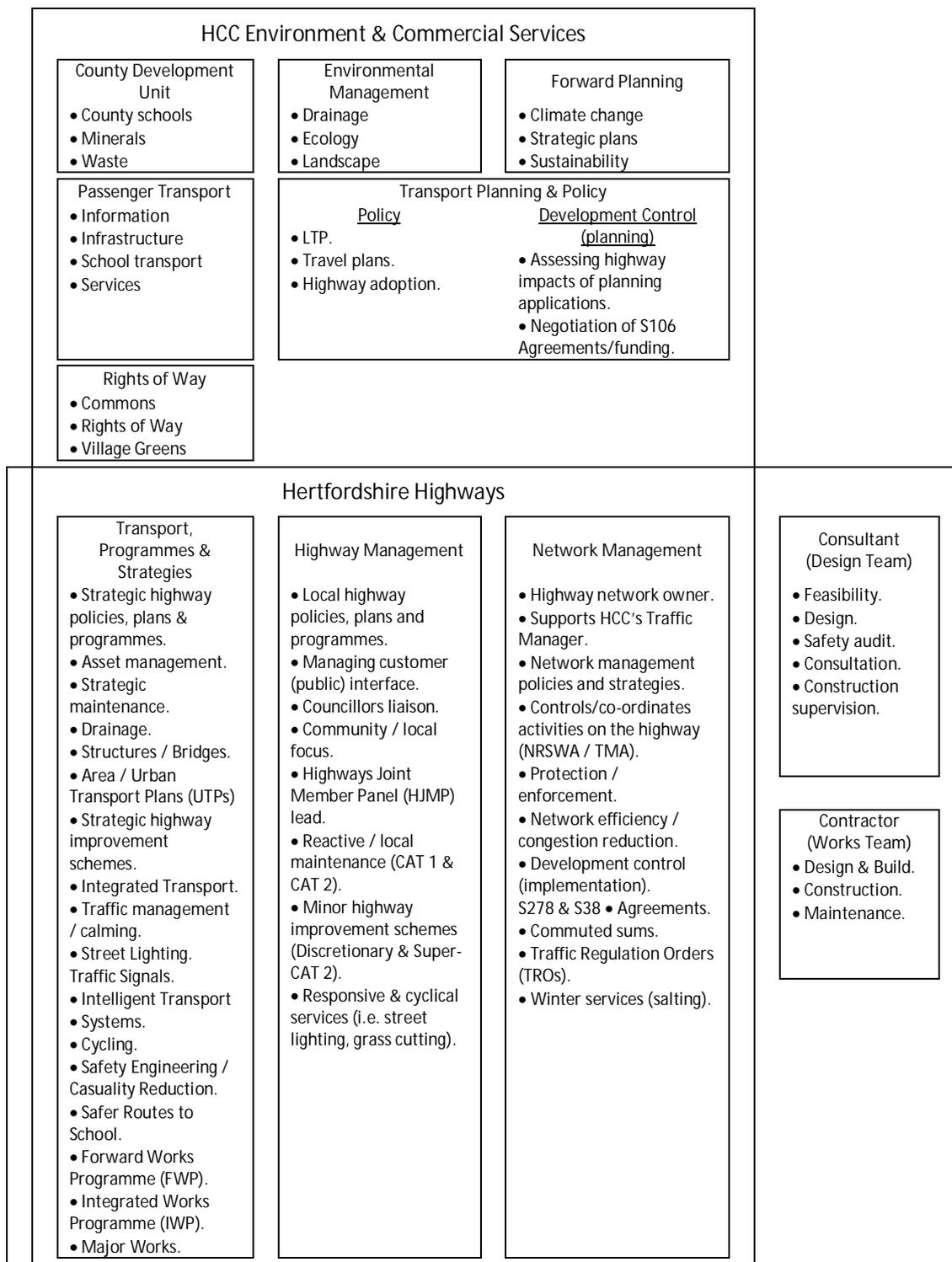


Diagram 1.2.11.1: HCC organisation diagram

Specific contact details for the individuals and departments within authorities and organisations can be subject to frequent change. They are therefore not included within this

document. If you are aware that any information given below is incorrect please inform the Transport Planning & Policy Unit at HCC.

Website addresses for the main organisations are given below. These websites hold the most recent contact details for the organisations concerned. Main telephone numbers of these organisations are also given.

In the first instance where new development is concerned, scheme promoter and designers should contact the Local Planning Authority for the district or Borough within which the proposed development would take place.

Organisation	Web Site	Phone Number
Department for Transport	www.dft.gov.uk	0207 944 9643
The Highways Agency	www.highways.gov.uk	0121 335 8300
Hertfordshire County Council	www.hertsdirect.org	0300 123 4040
Broxbourne Borough Council	www.broxbourne.gov.uk	01992 785555
Dacorum Borough Council	www.dacorum.gov.uk	01442 228000
East Herts Council	www.eastherts.gov.uk	01279 655261
Hertsmere Borough Council	www.hertsmere.gov.uk	0208 207 2277
North Hertfordshire District Council	www.north-herts.gov.uk	01462 474000
St Albans City & District Council	www.stalbans.gov.uk	01727 866100
Stevenage Borough Council	www.stevenage.gov.uk	01438 242242
Three Rivers District Council	www.threerivers.gov.uk	01923 776611
Watford Borough Council	www.watford.gov.uk	01923 226400
Welwyn Hatfield Borough Council	www.welhat.gov.uk	01707 357000
Environment Agency	www.environment-agency.gov.uk	08708 506 506
Health and safety Executive	http://www.hse.gov.uk/	0845 345 0055
Hertfordshire Biological Records Centre	Biorec.inf@hertscc.gov.uk	01992 555220
Hertfordshire Constabulary	www.herts.police.uk	0845 3300 222

Organisation	Web Site	Phone Number
Hertfordshire Fire and Rescue Service	www.hertsdirect.org/yrccouncil/hcc/fire/	01438 847352
East of England Ambulance Service	www.eastamb.nhs.uk	01234 408999
Mains Service Providers Details of statutory undertakers in particular areas can be obtained from Hertfordshire Highways NRSWA desk	Herts.nrswa@mouchel.com	
National Joint Utilities Group (NJUG) Information on statutory undertakers is available from their national representative body.	www.njug.org.uk	0207 340 8737
British Pipeline Agency (BPA)	www.bpa.co.uk	Telephone: 01442 242200 Emergency contact: 01827 63708
British Waterways	www.britishwaterways.co.uk	01923 201120
Train Operating Companies (TOCs) A number of different TOCs provide passenger rail services within Hertfordshire. Their details can be obtained from the Intalink website. The Association of Train Operating Companies (ATOC) is the trade association for rail passenger operators	www.intalink.org.uk www.atoc.org	0207 841 8000
Network Rail	www.networkrail.co.uk	08457 11 41 41



Organisation	Web Site	Phone Number
Bus Companies Details of bus companies in particular areas can be obtained from the Intalink website	www.intalink.org.uk	



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Section 1: Policy Information and General Guidance

Chapter 3: National Policy



3. National Policy

3.1. Planning Policy Guidance

The Government's policies on different aspects of planning are set out in Planning Policy Guidance Notes (PPG), which are currently being replaced with Planning Policy Statements (PPS). These policies are taken into account by regional planning bodies and LPAs in preparing regional planning guidance and development plans, and are often material to decisions on individual planning applications and appeals. The latest position can be found on the Department for Communities and Local Government (DCLG) website at www.communities.gov.uk.

There are currently 25 PPG and PPS documents covering a wide range of topics. Of particular relevance in relation to highway infrastructure, development works undertaken on the highway and development works which will form part of the adopted highway network are PPS3 and PPG13.

PPS3 on Housing provides advice to Local Planning Authorities, scheme promoters and others on planning to meet the housing needs of the whole community. Its main objectives are to produce an improvement in the quality of housing development, to produce more sustainable patterns of development, and to make better use of previously developed land and existing buildings.

The guidance suggests that local authorities should encourage housing development in locations which are easily accessible and well-connected to public transport, or where it is feasible to deliver the required level of new infrastructure to support the proposed development.

It suggests that local authorities should develop residential parking policies for their areas, taking account of expected levels of car ownership, the importance of promoting good design and the need to use land efficiently.

PPG13 on Transport is primarily aimed at promoting better integration between planning and transport to promote more sustainable transport choices, maximise accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling, and reduce the need to travel, especially by car.

PPS4 Planning for Sustainable Economic Growth, PPS23 Planning and Pollution Control, PPG24 Planning and Noise, EU Legislation' and 'PPS9' (or its recently revised draft 'Planning for a Natural and Healthy Environment') are also relevant to planning applications.

3.2. Delivering a Sustainable Transport System

The Government's transport policy is set out in a series of documents relating to specific topic areas. The overall policy direction is covered by the document 'Delivering a Sustainable Transport System' (DaSTS) published by the Department for Transport, which has five main goals:

- To support national economic competitiveness and growth, by delivering reliable and efficient transport networks;
- To reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of tackling climate change;

- To contribute to better safety, security and health and longer life-expectancy by reducing the risk of death, injury or illness arising from transport and by promoting travel modes that are beneficial to health;
- To promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society;
- To improve quality of life for transport users and non-transport users, and to promote a healthy natural environment.

3.3. Regional Spatial Strategy

The Regional Spatial Strategy (RSS) for Hertfordshire and counties to the north and east was the East of England Plan). The RSS was revoked by the Secretary of State on 6 July 2010. The legal basis for Regional Strategies will be abolished through the "Localism Bill" that is due to be introduced in the current Parliamentary session. New ways for local authorities to address strategic planning and infrastructure issues based on cooperation will be introduced. For now the evidence supporting the RSS remains a material consideration, despite having been successfully challenged by HCC and St Albans District Council. It is available to download at http://www.gos.gov.uk/goeast/planning/regional_planning/.

For the most up to date position on this see the DCLG website (<http://www.communities.gov.uk>) or contact the Forward Planning unit at HCC.

3.4. Manual for Streets

Manual for Streets (MfS) superseded Design Bulletin 32 and its companion Places, Streets & Movement in 2007. It focuses on lightly trafficked residential streets, but many of its key principles may be applicable to other types of street where the speed and volume of motorised traffic are suitable and there are significant numbers of pedestrians and cyclists.



Photo 1.3.4.1: On-street parking in Letchworth Town Centre

Previous design guidance has focused on the traffic movement function of residential streets, this has often resulted in places that are dominated by motor vehicles to the extent that they fail to make a positive contribution to quality of life and environment, and ultimately deter walking and cycling. MfS demonstrates the benefits of good design and assigns a higher priority to pedestrians and cyclists, setting out an approach to residential streets that recognises their role in creating places that work for all members of the community.

3.5. Design Manual for Roads & Bridges

The other key national document setting out standards in road design is the Design Manual for Roads & Bridges (DMRB). This was first published in 1992 and has been revised and updated continually since then. It includes all current standards, advice notes and other published documents relating to the design, assessment and operation of trunk roads and motorways where the key function is movement of vehicles.

3.6. Other Planning Guidance

The Government also issues advice in many other forms, including Circulars, Design Bulletins & Traffic Advisory Leaflets. A number of the more appropriate publications that are particularly relevant in the planning of new schemes are referred to in the text and the table of References.



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Chapter 4: HCC Policy



4. HCC Policy

HCC's transport policy is published in the Local Transport Plan (LTP), which is set within the context of the Sustainable Community Strategy (produced in partnership with other key organisations in Hertfordshire) and HCC's Corporate Plan.

4.1. Local Transport Plan

In its role as transport authority for Hertfordshire, HCC is responsible for publishing the LTP. The current edition covers the period 2006/7 - 2010/ 11 and is known as LTP2. It sets out:

- Transport objectives;
- Policies;
- Targets for achieving the objectives; and
- An overarching funding programme.

Some elements of the LTP may have a bearing on development proposals. The LTP is currently being reviewed, and a new document will be published in April 2011.

The LTP also contains a series of "daughter" documents covering the following topics:

- Accessibility Strategy;
- Bus Strategy;
- Cycling Strategy;
- Long Term Strategy;
- Rights of Way Improvement Plan;
- Rail Strategy;
- Road Safety Plan;
- Speed Management Strategy; and
- Strategic Environmental Assessment.

All of these documents can be found on HCC's website at

<http://www.hertsdirect.org/envroads/roadstrans/transplan/ltp/>.

The District and Borough Councils contribute toward the LTP and the document contains a section setting out how the LTP integrates with the Local Development Frameworks produced by the *LPAs*.

Attention is particularly drawn to the LTP Long Term Strategy which sets out HCC's policies and strategies for a 15-20 year period. Included in the Long Term Strategy are policies giving guidance on HCC's approach to managing development and the road hierarchy.

All new public highway infrastructure and works on the highway should accord with the policies set out in the LTP.



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Chapter 5: Local Planning Authority Policy





5. Local Planning Authority Policy

Each of the ten District and Borough Councils within Hertfordshire act as the Local Planning Authority (*LPA*) for the majority of planning issues in their administrative area. They are each required to publish a Local Development Framework (LDF), which will replace the old system of Local Plans. The LDF will set out the *LPA*'s detailed policies and specific proposals for the development and use of land which will guide its day-to-day planning decisions.

Policies in LDFs may include those which relate to the whole or part of the plan area. The LDF policies set out the criteria which will be used to judge whether planning applications should be permitted.

For larger individual sites identified within the LDF, a development brief is normally required. This can be prepared either by the District or Borough Council, or the scheme promoter in agreement with the District or Borough Council. The brief will indicate the acceptable uses, the desired form of development and any other requirements including access requirements.

Area Action Plans (AAPs) will be published when there is a need to provide the planning framework for areas where significant change or conservation is needed. Local Authorities may also produce Supplementary Planning Documents (SPD) as a means of setting out more detailed guidance on the way in which the policies in the plan will be applied in particular circumstances or areas.

Local Authorities will prepare SPDs on matters such as parking standards and planning obligations. Local Development Framework policies and SPD are different in every District or Borough. Specific information is available from the individual Local Government bodies.

Hertfordshire and its 10 Borough or District Councils jointly support the Building Futures Initiative (<http://www.hertslink.org/buildingfutures/>). This initiative provides information to designers on achieving sustainable and high quality design within new development schemes in Hertfordshire.



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Chapter 6: Climate Change





6. Climate Change

6.1. Introduction

This design guidance seeks to embed climate change considerations into long-term policy development, project implementation and long-term decision making within Hertfordshire.

Climate change is not simply an environmental or ‘green’ issue; it is an issue affecting all aspects of our society, economy and environment. It is also a risk-multiplier; it has the potential to take all the other critical issues we face as a Local Authority and transform their severity into a very significant risk.

The climate change agenda has been one of the most rapidly expanding areas of policy over recent years, leading to the passing of the Climate Change Act (2008). HCC now has legal and statutory obligations to act on climate change in terms of reducing greenhouse gas emissions, as well as clearly demonstrating it is preparing for the impacts of climate change. As such, HCC endeavours to ensure that users of this guidance are aware of, and take responsibility for, the impacts of climate change.

6.2. National policy, legislation and statutory requirements

6.2.1. Climate Change Act 2008

2008 saw the UK become the first country in the world to legislate for climate change through the Climate Change Act. The most notable provisions of the Act were the legally binding targets to cut UK emissions by 34% by 2020 and at least 80% by 2050.

The Act provides for both climate change mitigation (emissions reduction) and adaptation (responding to the impacts of climate change). Crucially, both of these provisions have direct implications for local authorities and their partners.

Climate Change Act 2008: Key Provisions	
Mitigation (emissions reduction)	Adaptation (responding to the impacts)
<ul style="list-style-type: none"> new legally binding targets to cut UK emissions by 34% by 2020 and 80% by 2050 a carbon budgeting system which caps national emissions over 5-year periods carbon trading schemes for both the public and private sectors 	<ul style="list-style-type: none"> a UK-wide climate change risk assessment every 5 years the adaptation reporting power, which requires public and statutory bodies to report directly to the Secretary of State on how they have assessed climate risk and how they will be addressing these risks

6.2.2. Legislative and statutory obligations

Reducing carbon emissions from energy and fuel use is one of HCC’s top priorities, particularly given that from April 2010 it has been legally obliged to partake in the new national carbon trading scheme – the Carbon Reduction Commitment – with significant financial implications for poor performance.

HCC also has a statutory obligation to report its performance on emissions reduction through national performance indicator NI 185 and, in partnership, the collective performance of the County through NI 186. This information is being made publicly available by Government.

In the context of climate risk, HCC has its performance assessed through National Performance indicator NI 188: Preparing to Adapt to Climate Change. This assesses how HCC, as an authority, understands the risks climate change poses to our services, assets and infrastructure. It also requires HCC to demonstrate resilience to these risks through policy development and intervention actions.

6.3. Tackling climate change

6.3.1. Ensuring resilience to climate risks

Recognising that climate change will pose risks to HCC assets and infrastructure is fundamental. All users of this document are expected to consider and incorporate climate risk into their project development and delivery. Using this design guide, consideration should therefore be given to the following:

- Are the design principles, assets and infrastructure influenced by weather currently?
- Are designs, planning, policy, asset management decisions and investments based on current weather variables and thresholds?
- What if weather variables and thresholds change?
- Do planning, policy and asset management decisions and investments consider how 'fit for purpose' they will be in the longer term and under a future climate?

6.3.2. Reducing carbon emissions

Reducing carbon emissions is a corporate priority for HCC, a national legislative priority and increasingly, an important issue for our partners across Hertfordshire. Road transport is a significant contributor to Hertfordshire's carbon emissions. Whilst these can be reduced through direct interventions such as those identified in the LTP, it is also important to consider the emissions generated during the construction and maintenance of our transport assets and infrastructure.

In using this design guide consideration should be given to the following:

- Associated energy and fuel use during both the development and lifetime of a scheme;
- Ways in which to reduce energy and fuel use;
- Cost efficiency saving, e.g. carbon vs. cost;
- Monitoring energy and fuel use during both the development and lifetime of infrastructure.

Further information on how users of this guidance can seek to reduce carbon emissions can be sought from HCC.



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Section 1: Policy Information and General Guidance

Chapter 7: Transport Assessments



7. General Requirements for Transport Assessments

Hertfordshire's Local Transport Plan 2006/07 – 2010/11 Long Term Strategy section 5.5 (Integration with Development Plans) aims to ensure that development is assessed to establish if the effects on the transport system are acceptable and that the access arrangements are constructed to approved and safe standards. Whenever possible, improvements to mitigate the effects of the additional travel demand generated by development will be sought.

The traffic and road safety implications of development proposals must also be considered. The development will be assessed against the requirement to reduce the need to travel and therefore should be located so that traffic generation is appropriate for surrounding local roads.

The effect of trips generated by new developments on transportation systems will clearly need to be assessed, in certain circumstances by HCC, to enable them to comment on an application for planning permission. Early consultation with HCC is recommended in order to identify the appropriate level of assessment.

7.1. Design and Access Statement

A Design and Access Statement is a requirement of all planning applications that have an impact on the highway (Circular 01/06). The Statement needs to include three potential aspects of access:

- Why the access points for the development have been chosen;
- How the site responds to road layout, road safety, and public transport provision; and
- How everyone can move through the place on equal terms regardless of age, disability, ethnicity or social grouping.

7.2. Transport Statement

A Transport Statement (TS) will be required where a development has relatively small transport implications.

A TS should set out the transport issues relating to a proposed development site, covering both existing conditions and details of the proposed development.

A Transport Statement will be required in the following cases:

- Residential development in excess of 50 units and less than 80 units
- Non-food retail development of more than 800m² and less than 1,500m² Gross Floor Area (GFA)
- Class B1 Business of more than 1500m² and less than 2,500m² GFA
- Class B2 General industrial of more than 2,500m² and less than 4,000m² GFA
- Warehousing (use class B8) of more than 3,000m² and less than 5,000m² GFA

Further examples of cases where Transport Statements are required can be found in DfT Guidance on Transport Assessment (Appendix B Indicative Thresholds for TA).

7.3. Transport Assessment

A Transport Assessment (TA) will be required where a development has more significant transport implications.

A TA is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme. As well as measures to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.

A TA will be required in the following cases:

- Residential development in excess of 80 units
- Non-food retail development of more than 1,500m² Gross Floor Area (GFA)
- Class B1 Business of more than 2500m² GFA
- Class B2 General industrial of more than 4,000m² GFA
- Warehousing (use class B8) of more than 5,000m² GFA

Further examples of the where Transport Assessments are required can be found in DfT Guidance on Transport Assessment (Appendix B Indicative Thresholds for Transport Assessments)

The thresholds referred to above are for guidance purposes only and should not be read as absolutes. In some circumstances a Transport Assessment may be appropriate for a smaller development, while in others, a Transport Statement may be appropriate for a larger development than is suggested by the thresholds. Early pre-application discussions will help establish the level of assessment required.

Having established the need for a TA it is suggested that a scoping study is carried out at an early stage to establish:-

- The data required and availability;
- The area over which analysis is required;
- The assessment years and analysis period at which assessment is required;
- Development trip generation, trip distribution, assignment and traffic growth factors to be used; and
- The general methodology to be employed.

The scheme promoter or designer will be responsible for obtaining the appropriate data on which to base the assessment. HCC maintain a traffic flow information database which can be accessed by external parties. A fee for this will be charged dependant on the amount of data required. Similarly, a collision database can provide historic collision data for safety considerations.

The following main headings will be expected to be covered within any TA:

- Non-technical summary
- Existing conditions
- Proposed development



- Assessment years/analysis period
- Development trip generation
- Environmental impact issues
- Promoting Smarter Choices via Travel Plans
- Transport impacts and mitigation measures

In all cases where a TA is needed HCC will require an agreed Travel Plan (TP) with clearly defined targets and monitoring proposals. This will be secured by either a planning condition or a planning obligation under Section 106 of the Town and Country Planning Act. The TP may assist in reducing the scale of highway improvements required by reducing potential journeys by car associated with the development. HCC, through the Hertfordshire Technical Chief Officers' Association (HTCOA), has produced the guidance note Developing a Green Travel Plan.

For smaller sites a Travel Plan Statement may be required. Further detailed guidance on the preparation of Travel Plans and Statements can be found in DfT/ DCLG document Good Practice guidelines: Delivering Travel Plans through the Planning Process and from HCC at <http://www.hertsdirect.org/envroads/roadstrans/congestion/greentravelplans/>.

Further detailed guidance on the preparation of Transport Assessments and Transport Statements is available from HCC's Transport Planning and Policy Unit and also in The DfT Guidance on Transport Assessment, 2007. Further guidance on the preparation of Design and Access Statements can be found in Communities and Local Government Circular 01/06: Guidance on changes to the development control system.

Guidance on the preparation of a School Travel Plan is available at <http://connect.hertscc.gov.uk/envroads/roadstrans/transplan/travelwise/schooltravel/improve/devshooltrav/schooltravplan/guidetravplan/?view=connect>.



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Section 1: Policy Information and General Guidance

Chapter 8: Environmental Impact Assessment



8. General Requirements for Environmental Impact Assessments

Environmental Impact Assessment (EIA) is a procedure that examines the environmental aspects of a scheme proposal and assesses the impact of both positive and negative effects on the existing environment. Surveys are conducted and combined with existing information to provide a baseline for the environment of the site and its surroundings. The effects of the proposal are then identified and evaluated and suitable mitigation measures suggested.

The EIA process examines the interaction of the characteristics and scale of the development against the relevant sensitivities of the receiving environment to predict the future and likely changes to the setting.

An EIA is typically a series of chapters with studies of issues such as landscape, ecology, hydrology and transportation. An EIA is used for;

- Larger development projects;
- Developments that have particular environmental impacts; and
- Locations where factors combine with a sensitive background.

The majority of proposals in Hertfordshire will not be subject to EIA. However, an EIA can be used in smaller projects as a useful tool to assist in the design and development of proposals that are sensitive to the surrounding environment.

Road traffic can have significant environmental impacts and will often form part of an EIA. For this reason HCC may require submission of a Transport Assessment (see [Section 1, Chapter 7: Transport Assessments](#)). Transport Assessments can be made for both formal and informal EIAs, and should relate well to other factors to produce a balanced proposal.

Screening is a process that is used to confirm if an EIA is required. Requests for screening are submitted to the local planning authorities, and a right of appeal exists for scheme promoters. Circular 2/99 provides guidance on when EIA is required and also contains necessary reference to the legislation and European Directives.

8.1. Criteria for deciding when a full EIA is required

Formal EIA is broadly divided into two project types; mandatory (type 1 project) and discretionary (type 2 project). The relevant factors in determining when EIAs are required relate to the type or characteristic of a development, its scale and location.

Examples of Type 1 Project proposals, when an EIA is mandatory, include:

- Crude oil refineries;
- Thermal and nuclear power stations;
- Airports;
- Long distance railway lines;
- Motorways, express roads and new or widened roads over 10km in length.

Type 2 projects require judgement to be made on whether the project would have 'likely significant effects'. Examples of these projects are:

- Industrial estates (where the site area of new development is more than 20 hectares);

- New 18 hole golf courses and urban development projects (including shopping centres, leisure centres, multiplex cinemas) on sites which have not previously been intensively developed;
- Minerals and waste development.

An EIA can also be required where development is to be located in a particularly environmental fragile location, or 'sensitive area'. These areas are defined by regulation and include:

- Sites of Special Scientific Interest;
- Scheduled Ancient Monuments;
- Areas of Outstanding Natural Beauty; and
- Special Areas of Conservation etc.

It is recommended that designers gather scoping opinions prior to the submission of an EIA but this is not mandatory. The object of scoping is to provide focus for the EIA and highlight important issues specific to the project.

The scoping should take place early in the development process as background data may need to be gathered over long periods. For example seasonal issues often occur in ecological data. Scoping opinions are usually given by the Local Planning Authority. The process often uses input from key consultees in the planning process to ensure that important areas are covered and that any studies required use suitable methods and data.

8.2. Regulations and Guidance

The Royal Town Planning Institute provides a useful guide to EIA, this can be found at:

<http://www.rtpi.org.uk/download/776/PPS-Environmental-Impact-Assessment.pdf>

The main legislation on EIA is the Town and County Planning Environmental Impact Assessment (England and Wales) Regulations 1999.

As the legislation derives from European Directives, the following are also important:

- European Directive 85/337/EEC as amended by Directive 97/11/EC.

For further guidance also see Department of the Environment Transport and Regions' Circular 'Environmental Impact Assessment (1999)' and 'Environmental Impact Assessment: A Guide to Procedures (2000)'.