

APPENDIX V - GLOSSARY

This glossary has been included to assist readers who may be unfamiliar with some of the technical terms used.

Affordable Housing	Housing made available, based on the evidence of need, to people who are unable to afford housing at market prices. Legal agreements can be used to restrict the occupation of property to people falling within categories of need. (see also definition in Annex B of PPS3)
Agenda 21	An international action plan aiming to tackle social, economic and environmental problems. It is one of the documents signed by governments at the Earth Summit in Rio in 1992.
Agricultural Land Classification (ALC)	The process used by DEFRA to determine the quality of agricultural land. Grades 1, 2 and 3a are classed as being of the "best and most versatile" and should be protected as a national resource for the future (PPS7, para 28).
Airport Employment	Airport employment defined as 'direct' or 'associated' includes employment passenger handling, baggage handling, air transport movements, cargo, aircraft maintenance, general aviation, hotels, freight forwarding, car parking, car rental and airline officers. The term 'on-airport' is used to mean all employment generated on the airport site itself (whether direct or associated), 'off-airport' to mean that located outside the Airport boundary but falling within the employment definition above.
Ancient Woodland	Areas which are thought to have had woodland cover continuously since before 1600AD and have only been cleared for underwood or timber production.
Aquifer	Subterranean geological deposit which is capable of holding water, and which may be tapped for water supply.
Area of Special Restraint	Land identified in some local plans to meet likely development needs after the end of the local plan period but which is treated as if it were in the Green Belt until such time as it may be formally allocated for development.
Biodiversity	The total range and the variety of life on earth, or any given part of it.
BPEO	Best Practicable Environmental Option: This is the option that provides the most beneficial or least damaging to the environment as a whole, at acceptable cost in the long term as well as the short term.
Brownfield Site	See Previously Developed Land
Circulars	Ministerial Statements on Government Policy

APPENDIX V - GLOSSARY

Climate Change (Global Warming)	A possible consequence of the increase in emissions of 'greenhouse gases', such as carbon dioxide and methane which trap the sun's heat and warm the earth's surface. Emissions from human activity, such as fossil fuel burning and widespread deforestation, have been the main cause of rises in concentration of greenhouse gases this century.
Comparison Goods	'Comparison Goods' are non-food goods such as clothes and electrical equipment, for which the consumer generally expects to invest time and effort into visiting a range of shops before making a choice.
Conservation Areas	An area designated as being of special architectural or historic interests, the character or appearance of which is desirable to preserve or enhance.
Constant Assets	See Environmental Assets
Convenience Shopping	Food and associated goods, typically those sold in supermarkets.
Critical Capital	See Environmental Assets
Department for Communities and Local Government (DCLG)	Communities and Local Government was created on 5 May 2006, and replaced the Office of the Deputy Prime Minister (ODPM).
Department for Environment, Food and Rural Affairs (DCLG)	Government department, which includes the former Ministry of Agriculture, Fisheries and Food (MAFF).
Development Brief	A non-statutory document produced by the local planning authorities in partnership with other interested parties, which sets out the main principles for the design, siting and layout of a development site or sites.
Development Plans	Statutory plans, such as the structure plan and local plans, which set out local planning authorities' policies and proposals for the development and use of land within their area. Development decisions must be in accordance with the Development Plan, unless material considerations indicate otherwise.
Dwelling	A self-contained unit of accommodation, which includes both, houses and flats.
EERA	East of England Regional Assembly, formerly the East of England Local Government Conference (EELGC)
Energy Capital	The energy that goes into the making of both the building and the infrastructure. There are two main forms, energy used to transport materials from source to site, and energy used to manufacture these materials.

APPENDIX V - GLOSSARY

Environmental Assets	These range from essential resources such as: water; ecological processes; landscape; and historic and archaeological features which give a locality its unique character. The use of the term 'environmental asset' encompasses not only those things which are considered to be valuable and irreplaceable and therefore need to be strongly protected in their entirety (critical capital), but also those elements of the environment which, although amenable to some management or change, need to be protected or enhanced to avoid their degradation or where any loss would have to be compensated for by equivalent provision elsewhere (constant assets).
Evening Economy	Economic activity beyond normal shopping hours, particularly through restaurants and public houses, but also through extended shopping hours.
Green Belt	An area designated in development plans which is protected against inappropriate development in order to check unrestricted urban sprawl; safeguard countryside from urban encroachment; prevent towns merging; preserve the special character of historic towns and assist urban regeneration.
Green Commuter Plans	Plans which help to reduce car use.
Greenfield Site	Land on which no built development has previously taken place, usually understood to be beyond or on the periphery of an existing built up area. It also includes parks and playing fields in urban areas.
Hazardous Installations	An installation e.g. factory or warehouse which is officially identified as being hazardous as a consequence of the handling, at any one time, of quantities of dangerous materials in excess of certain specified amounts.
Hazardous Substances	Substances specified in Schedule 1 of the Planning (Hazardous Substances) Regulations 1992. Over 70 different substances which are toxic, highly reactive, explosive or flammable are included.
Hectare	Area of 10,000 square metres. One hectare = 2.471 acres.
Historic Building Impact Assessment	This assessment will be carried out by suitably experienced architects, surveyors, archaeologists or designers qualified in the skills involved in the conservation and recording of historic buildings. Typically this will relate closely to the survey drawings, putting the building in a historic context, fully explaining the structure of the building, describing its development over time, exterior and interior features of special interest and include a comprehensive photographic record. For buildings with a complicated historic development, plans explaining the phasing can be very helpful in assessing the likely impact of alterations.

APPENDIX V - GLOSSARY

Historic Parks and	Parks and gardens which by reason of their historic layout, features and architectural ornaments considered together make them of interest. They include parks and gardens of special interest, which have been registered by English Heritage.
Home Working	The use of information technology to enable people to work at or near their homes.
Household	A household is either: (a) one person living alone; (b) a group of people (who may or may not be related) living, or staying temporarily, at the same address, with common housekeeping.
Housing Needs	Studies done by district and borough councils to assess the level and types of unmet needs for accommodation, particularly affordable housing.
Infill Development	For the purpose of this Local Plan, it can be defined as the subdivision of an unusually large plot in an otherwise built up area normally capable of taking only one or two houses without damage to the character of the village.
Knowledge Based	The knowledge based economy has been described in the Hertfordshire Industrial Strategy as the increasing development of production and processing of information and the greater use of applied knowledge and information in the physical manufacture of goods - i.e. information processing, research and development, and high-end "bespoke" manufacturing, rather than mass production.
Landscape Character Assessment	The process of using one of several techniques of describing, analysing, classifying and subdividing the landscape. The Hertfordshire Landscape Strategy explains the application of Landscape Character Assessment in Hertfordshire.
Landscape Character	The distinct pattern or combination of natural or built elements occurring consistently in a particular landscape, linked to the geology, soils, topography, ecology, history and visual dimensions of the landscape.
Lifetime Homes	Dwellings constructed to make them more flexible, convenient, safe, adaptable and accessible than most 'normal' houses.
Listed Building	A building listed by the Secretary of State as being of special architectural or historic interest as defined in the Planning (Listed Building and Conservation Areas) Act 1990.
Local Air Quality Management	A programme of assessing air quality against national targets and the development of remedial measures where the targets will not be met.

APPENDIX V - GLOSSARY

Local Development Document (LDD)	The overall term for the separate documents in the Local Development Framework. LDDs include Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
Local Development Framework (LDF)	A portfolio of Local Development Documents, which will provide the policies and proposals for delivering the spatial planning strategy for an area.
Local Development Scheme (LDS)	A public statement identifying which LDDs will be produced, in what order and when.
Local Nature Reserve (LNR)	Sites of importance for wildlife statutory designated as nature reserves under the National Parks and Access to the Countryside Act 1949.
Local Plan	A detailed land use plan prepared and adopted by local district or borough planning authorities, which should be in general conformity with the policies of a structure plan.
Local Transport Plans (LTP)	A five year plan covering an authority's capital and revenue expenditure on transport. Local transport plans have replaced the former Transport Policies and Programmes (TPP) system. In Hertfordshire it is the County Councils statutory responsibility to prepare the LTP.
Master Plan Strategy	A Master Plan is the overall plan for a development, from which development briefs and planning applications flow. It identifies the disposition of land uses and phasing on an outline basis with, most probably, the first phase of development identified in further detail.
Material Consideration	Factors which are appropriate to take into consideration in the determination of a planning application.
Modal Split	The proportion of trips by different types of transport, e.g. walking, cycling, bus, train and car.
National Cycle Network	Safe cycle route throughout the country co-ordinated by transport charity Sustrans.
National Nature Reserves (NNRs)	Sites of national conservation importance, managed by English Nature or other approved bodies and established under the National Parks and Access to the Countryside Act 1949.
Parish Plan	A document outlining how a community sees itself developing over the next few years. It should set out a vision of what is important to the community; show how new development can best be fitted in; identify key facilities and services; set out the problems that need to be tackled; and demonstrate how distinctive character and features can be preserved.

APPENDIX V - GLOSSARY

Park-and-Ride	A service which provides parking facilities at peripheral locations and transport, generally bus or rail-based, to a town centre or other attraction.
Passenger Transport	Those services on which members of the public rely for getting from place to place when not using their own private transport. It includes bus, rail and taxis, together with more innovative forms of transport such as Light Rail or Guided Bus.
Permitted Development Rights	Development rights set out in Orders and Regulations made under the Rights Planning Acts, which allow limited developments to take place, within strict criteria, without the need to apply for planning permission. Such rights may be removed through the use of planning conditions, for example, when a house is permitted, restricting the addition of extensions at first floor level, or the conversion of an integral garage to living space.
Planning Conditions	Conditions attached to planning permission without which the development concerned would not be considered acceptable.
Planning Obligation	Legally binding undertakings (usually by virtue of Section 106 of the Town and Country Planning Act), which can be used to mitigate the effects of, or enhance, development. They are generally complimentary to conditions, which may be imposed on planning consents, and can control the use of land, require specific actions and provide for payments to be made. Government policy on the use of planning obligations is currently contained in its Circular 1/97.
PPG2	Planning Policy Guidance Note 2: Green Belts (January 1995)
PPG4	Planning Policy Guidance Note 4: Industrial, Commercial Development and Small Firms (November 1992)
PPG8	Planning Policy Guidance Note 8: Telecommunications (August 2001)
PPG13	Planning Policy Guidance Note 13: Transport (March 2001)
PPG15	Planning Policy Guidance Note 15: Planning and the Historic Environment (September 1994)
PPG16	Planning Policy Guidance Note 16: Archaeology and Planning (November 1990)
PPG17	Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation (July 2002)
PPG18	Planning Policy Guidance Note 18: Enforcing Planning Control (December 1991)
PPG19	Planning Policy Guidance Note 19: Outdoor Advertisement Control (March 1992)

APPENDIX V - GLOSSARY

PPG21	Planning Policy Guidance Note 21: Tourism (November 1992)
PPG24	Planning Policy Guidance Note 24: Planning and Noise (September 1994)
Planning Policy Statement (PPS)	Planning Policy Statements will replace Planning Policy Guidance Notes and will set out the Government's national policies on different aspects of planning.
PPS1	Planning Policy Statement 1: Delivering Sustainable Development (2005)
PPS3	Planning Policy Statement 3: Housing (November 2006)
PPS6	Planning Policy Statement 6: Planning for Town Centres (March 2005)
PPS7	Planning Policy Statement 7: Sustainable Development in Rural Areas (August 2004)
PPS9	Planning Policy Statement 9: Biodiversity and Geological Conservation (August 2005)
PPS10	Planning Policy Statement 10: Planning for Sustainable Waste Management (July 2005)
PPS11	Planning Policy Statement 11: Regional Spatial Strategies (September 2004)
PPS12	Planning Policy Statement 12: Local Development Frameworks (September 2004)
PPS22	Planning Policy Statement 22: Renewable Energy (August 2004)
PPS23	Planning Policy Statement 23: Planning and Pollution Control (November 2004)
PPS25	Planning Policy Statement 25: Development and Flood Risk (December 2006)
Precautionary Principle	This principle recognises that where there are threats of serious or irreversible damage to the environment, the lack of full scientific certainty should not be used as a reason to delay taking cost-effective action to prevent or minimise such damage.
Previously Developed Land	Previously developed land is that which is or was occupied by a permanent structure(excluding agricultural or forestry buildings), and associated fixed surface infrastructure. A more detailed definition is given in Annex B of PPS3.

APPENDIX V - GLOSSARY

Primary Routes	These are roads which form the links between the most important traffic origins and destinations. Primary routes consist of motorways, trunk roads and the most important County 'A' roads. They will usually be built to a 70mph (120 km/h) standard. Primary routes other than motorways can be identified by their green backed signs. They form the Country's advisory lorry route network and should avoid urban areas and other settlements.
Protected Species	Species protected by Schedules 1, 5 and 8 of the Wildlife and Countryside Act 1981, as amended, and the Nature Conservation (Natural Habitats, &c.) Regulations 1994.
Ramsar Sites	Areas designated under the Ramsar Convention to protect wetlands that are of international importance, particularly as waterfowl habitats. All Ramsar Sites are SSSIs.
Recycled Aggregates	Aggregates obtained from the treatment of materials formerly used for another purpose.
Regional Planning Guidance (RPG)	Guidance issued by the Government, which sets out its policies to guide development in the regions and provide a framework for the review of structure and unitary plans. Regional Planning Guidance for the South East (RPG9), which includes Hertfordshire, was published in March 2001.
Regional Spatial Strategy (RSS)	Regional Planning Guidance (RPG) will become the RSS. RSS14 for the recently created East of England region, which now includes Hertfordshire, is due to be published in December 2004, with the final version agreed by Government in 2006.
Regional Parks	A significant area of land designated mainly to provide informal and formal recreational use, both locally and sub-regionally, and where significant environmental improvements are sought. Hertfordshire has two, the Lee Valley (which is partly within East Hertfordshire) and Colne Valley Regional Parks. The Lee Valley Regional Park Authority is a statutory body, which publishes a Park Plan dealing with a range of environmental and leisure issues.
Renewable Energy	Energy obtained from natural sources which cannot be exhausted, for example from the sun, wind, tides and waves. Landfill gas is also often grouped into this bracket.
Regionally Important Geological/Geomorphological Sites (RIGS)	Sites identified as important geological or geomorphological interest, but which may have no statutory protection. Such sites may be recognised in local plans as part of a County's environmental assets.
Retail Hierarchy	Hierarchy of shopping centres ranging from regional and sub-regional centres through town centres, district and local centres. Structure plans outline the hierarchy within a county and local plans indicate the hierarchy within districts.

APPENDIX V - GLOSSARY

Rights of Way	<p>A public right of way is a type of highway over which the public have a right to pass and repass. The nature of the right determines the type of way, which under common law can be either:</p> <ul style="list-style-type: none"> ● a footpath, over which there are rights on foot only; ● a bridleway, over which the right of way is on foot and on horseback, possibly with an additional right to drive animals; ● a road used as a public path (RUPP), over which there are rights on foot and on horseback and possibly by vehicle; ● a byway open to all traffic (BOAT), over which there are rights on foot and on horseback and in a vehicle but is mainly used by walkers and riders. ● A restricted byway, over which there are rights on foot and horseback, bicycle and horsedrawn vehicle. <p>The Countryside Act 1968 granted cyclists the right to use bridleways so long as they gave way to walkers and horse riders.</p>
Road Traffic Reduction Act 1997	<p>The Road Traffic Reduction Act 1997 requires local highway authorities to determine appropriate target for the reduction of either the levels of traffic or the rate of traffic growth.</p>
Safeguarded Land	<p>See Areas of Special Restraint.</p>
Scheduled Monument (SM)	<p>A nationally important archaeological site included in the Schedule of Monuments maintained by the Secretary of State for the Environment, Transport and the Regions under the Ancient Monuments and Archaeological Areas Act 1979.</p>
Section 106 Agreements	<p>See Planning Obligations</p>
Sequential Approach	<p>The sequential approach is defined in PPS6. The approach requires that locations are considered in the following order:</p> <ul style="list-style-type: none"> ● appropriate existing locations ● edge-of-centre locations ● out-of-centre locations <p>Types of Centre:</p> <p><i>Local Centre:</i> an area of small local shops, typically including a sub-post office, newsagent, a small supermarket, and occasionally a pharmacy, a hairdresser and other small shops to meet people's day-to-day needs, so reducing the need to travel.</p>

APPENDIX V - GLOSSARY

District Shopping Centre: Groups of shops, separate from the town centre, usually containing at least one food supermarket or superstore, and non-retail services such as banks, building societies and restaurants, as well as local public facilities such as a library.

Town Centre: term used generally to cover town and traditional suburban centres, which provide a broad range of facilities and services and fulfil a function as a focus for both the community and for public transport. It excludes small parades of shops of purely local significance.

Types of Location:

Edge-of-centre: for shopping purposes, a location within easy walking distance (i.e. 100-300 metres) of the primary shopping area, often providing parking facilities that serve the centre as well as the store, thus enabling one trip to serve several purposes. For other uses edge-of-centre may be more extensive.

Out-of-centre: a location that is clearly separate from a town centre, but not necessarily outside the urban area.

Out-of-town: an out-of-centre development on a green field site, or on land not clearly within the current urban boundary.

Types of shop:

Supermarkets: Single level, self-service stores selling mainly food, with a trading floor-space less than 2,500 square metres, often with car parking;

Superstores: Single-level, self-service stores selling mainly food, or food and non-food goods, usually with more than 2,500 square metres trading floorspace, with supporting car parking;

Town centre malls: Purpose-built centres incorporating many individual shop units, usually concentrating on comparison goods, and sometimes leisure, residential and other uses;

Retail warehouses: Large single-level stores specialising in the sale of household goods (such as carpets, furniture and electrical goods) and bulky DIY items, catering mainly for car-borne customers and often in out-of-centre locations;

Retail parks: An agglomeration of at least 3 retail warehouses;

APPENDIX V - GLOSSARY

	<p><i>Warehouse clubs:</i> Out-of-centre businesses specialising in bulk sales of reduced priced goods in unsophisticated buildings with large car parks. The operator may limit access to businesses, organisations or classes of individual, and many agree to limit the number of lines sold;</p> <p><i>Factory outlet centres:</i> groups of shops, usually away from the town centre, specialising in selling seconds and end-of-line goods at discounted prices.</p>
Shops (types of)	See "Sequential Approach"
Site of Special Scientific Interest (SSSI)	An area designated under the Wildlife and Countryside Act 1981 (as amended) as being of special importance by reason of its flora or fauna, or its geological or physiographical features.
Special Area of Conservation (SAC)	A SSSI designated under the EC Habitats Directive as being of importance as a particular defined natural habitat or as a habitat for particular defined animal or plant species.
Special Protection Area (SPA)	A SSSI identified as an important habitat for rare and vulnerable birds under the European Community Directive on the Conservation of Wild Birds.
Strategic Environmental Assessment (SEA)	An assessment of the potential impacts of policies and proposals on the environment including proposals for the mitigation of impacts.
Supplementary Planning Documents (SPD)	Non-statutory documents that are designed to supplement the policies and proposals of Development Plan Documents or a 'saved' Plan. SPD replaced SPG in 2004.
Supplementary Planning Guidance (SPG)	Non statutory documents that supplemented a specific policy or policies of a Local Plan. Following commencement of the 2004 Planning & Compulsory Purchase Act, SPG's became void unless they were updated to SPD in accordance with the new regulations including sustainability appraisal and consultation.
Sustainable Development	"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs."
Sustainability Appraisal	An appraisal of the potential impacts of policies and proposals on economic, social and environmental issues.
Telecommunications	Forms of communications by electrical or optical, wire, cable and radio signals. Telecommunications infrastructure includes masts, antennas, cable networks, relay stations etc.

APPENDIX V - GLOSSARY

Telecottages	A relatively small building, situated within the village or community, which contains information technology facilities. Can be community organised and used by workers from one or more companies.
Traffic Management	A scheme which is designed to control the movement of traffic. It can be a physical highway alteration (e.g. new junction layout), regulatory control (e.g. speed limits), information for users (e.g. lane markings), or a charging system (e.g. car parking charges).
Transport Policies And	An annual Hertfordshire County Council document which is primarily a bid to central government for transport funds. The document also sets out the current problems, policies and future programmes of works to fulfil the County's transport aims and objectives. TPPs are now to be replaced by Local Transport Plans.
Travel Wise	A transport awareness campaign initiated by Hertfordshire County Council and now adopted by many other authorities.
Trip Generation	Additional journeys which are made in an area as a result of a particular development taking place, for example new residential or industrial areas, retail or leisure facilities.
Trunk Road	A road for which the Minister for Transport is the highway authority.
Use Classes Order	Use classes are defined by the Town and Country Planning (Use Classes) Order 1987, as amended by Statutory Instrument 2005/84. In general terms, activities within the same class may change without requiring planning permission (e.g. from office to light industrial use) whereas activities changing from one class to another (e.g. from residential to office use) usually need permission.
Waste	<p>Any substance which constitutes a scrap material or an effluent arising from the application of any process, and any substance or article which requires to be disposed of as being broken, worn out, contaminated or otherwise spoiled.</p> <p><i>Inert waste:</i> waste that does not normally undergo any significant physical, chemical biological changes when deposited at a landfill site.</p> <p><i>Hazardous waste:</i> a general term encompassing difficult and special wastes which may give rise to particular pollution risks or nuisance and may require special management for disposal.</p>
Wildlife Sites	Sites identified as being of County importance for their wildlife, but which may have no statutory protection. Such sites may be recognised in local plans as part of a County's environmental assets.
Windfall Site	A site which is not identified in a local plan but which unexpectedly becomes available for development or re-development.