

GLOSSARY

A1, A2, A3	See Use Class
Affordable housing	Housing made available to people who are unable to afford housing at market prices. Legal agreements can be used to permanently restrict occupation of the property to those in need.
Agenda 21	An international action plan aiming to tackle social, economic and environmental problems. It was one of the documents signed by governments at the Earth Summit in Rio in 1992.
Agricultural Land Classification	The process used by the Government to determine the quality of agricultural land. Grades 1, 2 and 3a are classed as being the “best and most versatile” land and should be normally be protected.
Aquifer	Underground rock or geological deposit which is capable of holding water and which may be tapped for water supply
Archaeological Assessment/ Archaeological Evaluation	A process by which the archaeological interest is assessed. This can include a desk based evaluation which involves examining existing literature, historical records, aerial photographs and other data. It can also include a field evaluation, which involves investigation on the ground. This may include digging trial pits.
Area of Archaeological Significance (AAS)	Area where there are known to be or there is a strong likelihood of there being significant archaeological remains which merit further investigation.
Area of Outstanding Natural Beauty (AONB)	Area designated by the Government to protect landscapes of national importance and high amenity value. The Chiltern Hills which run across the northern part of the borough are designated as an AONB
Area of Special Restraint	Land released from the Green Belt to meet likely development needs after the end of the Plan period but which is subject to the same restrictions as Green Belt until such time as it is formally allocated for development.
ARCADY	A computer programme for predicting the impact of increased traffic flows on junctions.
Article 4	Part of the Town and Country Planning (General Permitted Development) Order 1995, which allows local planning authorities to give a direction removing specified permitted development rights within a given area. Often used to control minor works such as replacing windows in a Conservation Area or to control activities like car boot sales.
B1, B2, B8	See Use Class
Bright Green Strategy	Strategy developed by the County Council that aims to develop the long-term competitiveness of the knowledge based economy in a sustainable environment. Effectively it seeks economic prosperity for all in a green environment.

Brownfield	Land that has been previously developed. i.e. land which is or was occupied by a permanent structure (excluding agricultural or forestry buildings) and associated fixed surface infrastructure. It also covers the curtilage of the development. Can include both urban and rural land. However, it excludes land where the remains of the structure or any activity have blended into the landscape in the process of time, and where there is a clear reason that could outweigh the re-use of the site or it has subsequently been put to an amenity use.
Bulky goods	Products which are too heavy or awkward to be carried away by a purchaser. E.g. furniture, carpets, large household appliances like refrigerators and washing machines.
Capacity	Either the amount of floorspace that can be supported by the turnover available to a shop at any give time Or the amount of vehicles that a road, junction or roundabout can accommodate without leading to substantial congestion. Or the number of houses that can be fitted on a site.
Catchment Area	A defined area from which a shop draws most of its trade.
Circulars	Ministerial statements of Government Policy
Clawback	The process by which a shopping centre recaptures expenditure that is generated within its catchment area which has been lost to surrounding centres or out-of-centre stores.
Community Nature Reserve	An area managed for its nature conservation and amenity interest by a local community group or organisation.
Comparison goods/shopping	Items such as clothing and fashion goods which generally cost more and are bought more infrequently
Comparison method	A method of analysing traffic statistics to determine the likely flow rate of vehicles at a junction or roundabout.
Comprehensive Settlement Appraisal	A process through which the local community is consulted on and involved in a technical audit of their town, focusing on land use implications of the needs and aspirations of residents, community groups and public and private sector organisations.
Conservation Area	An area designated as being of special architectural or historic interest which is then subject to special planning controls
Convenience goods/shopping	Food and household items which are brought daily or weekly
Curtilage	Land attached to a building (e.g. the garden of a house)
Development Brief	A non statutory document normally produced by local planning authorities in partnership with other interested parties which sets out the main principles for the design, siting and layout of new development. They can also be produced by the developer with an input from the local planning authority.

Development Plan	Statutory plans, including the Structure Plan, Borough Local Plan, Waste Local Plan and Minerals Local Plan, which set out the local planning authorities policies and proposals for development and the use of land within their area. Development decisions must be made in accordance with the Development Plan unless material considerations indicate otherwise
DIRECT	An option within the ARCADY programme that is based on using actual flow rates at 15 minute intervals over the peak hour.
Diversion rate	The proportion of a shop or shopping centre's trade lost due the opening of a new retail facility. E.g. out-of-centre supermarket
Dwelling	A self contained unit of accommodation which includes both houses and flats
Enabling development	Development that would be contrary to policy but which may be permitted to help finance other development that is considered to be in the public interest. E.g restoration of a listed building or creation of a public park or nature reserve.
Environmental Appraisal	A process to ensure that environmental considerations are evaluates consistently throughout the preparation and review of policies.
Environmental Assessment	Under Government regulations certain forms of development are required to submit and Environmental Statement along with a planning application. The statement should evaluate the likely environmental impacts and how these might be mitigated.
Examination in Public EIP	A roundtable discussion chaired by an independent panel that is held to debate particular issues arising from the draft Structure Plan policies and proposals
Formal Open Space	Playing fields, sports pitches, running tracks etc
Flow rate	The number of vehicles that pass along a stretch of road or through a junction within a specified period.
Greenfield	Land which has not been previously developed. This includes not only agricultural land and woodland but also sports grounds, playing fields, parks, allotments and other open spaces within urban areas even though they may contain some urban features.
Green Tourism	An approach to tourism that can be maintained in the long term without degrading the environment.
Gross density	The number of houses proposed divided by the total area of land that is being developed.
Gross floorspace	The total floor area of a building. In a shop this would include the sales area, ancillary storage space, preparation areas, offices, staff rooms, toilets etc.
Hazardous installation	An installation e.g. factory or depot which is officially identified as being hazardous as a consequence or the handling 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. Includes over 70 different substances which are toxic, highly reactive, explosive or flammable.
Hectare	Area of 10,000 square metres. One hectare = 2.471 acres
Historic Parks and Gardens	Parks and Gardens which by reason of their historic layout, features an architectural ornaments considered together make them of interest. They include parks and gardens of special interest which have been registered by English Heritage
Household	Is either a person living alone or a group of people living together at the same address with common housekeeping.
Housing Needs Assessment (HNS)	Study done on behalf of the Council to assess the level and types of unmet need for accommodation, particularly affordable housing.
Identified Site	A site that is specifically identified on the Proposals Map for development, most commonly used in relation to housing sites.
Informal Open Space	Play areas, kickabout areas, village greens and other areas of green used for informal leisure activities other than sport
Infrastructure	Existing facilities and utilities within an area, includes shops, schools, libraries, health facilities, roads, water, sewerage, gas, electricity, telephones etc.
Key Diagram	A diagram, forming part of the Structure Plan, illustrating its main policies and proposals.
Key Employment Site	Sites which have been identified to play a major long-term role in the Hertfordshire economy where employment activities will be encouraged and where investment programmes are required to realise their full potential.
KISS	The four components of the Bright Green Strategy which are based on Knowledge, Innovation, Skills and Service.
Knowledge Based Economy	The knowledge based economy has been described 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. It applies therefore to information processing, research and development and specialised manufacturing rather than mass production.
Landscape Character Assessment	The process of using one of several techniques to describe, analyse and subdivide the landscape into separate areas.
Landscape Character	The distinct pattern or combination of natural or built elements occurring consistently in a particular landscape.
Landscape Conservation Area	Area in which special attention will be paid to landscape issues in the determination of planning applications.
Landscape Development Area	Area where the improvement or enhancement of the landscape will be sought as part of any development proposal.

Leakage	The process whereby expenditure generated within a catchment area is captured by retail facilities elsewhere.
Listed Building	A building listed by the Secretary of State as being of special architectural or historic interest. Subsequent changes to the building are controlled under the Planning (Listed Building and Conservation Areas) Act 1990. Buildings are listed Grade I, Grade II* and Grade II in order of their architectural or historic merit.
Local Nature Reserve (LNR)	Sites of importance for wildlife which are statutorily designated as nature reserves under the National Parks and Access to the Countryside Act 1949. E.g. Shrubhill Common LNR.
Local Plan	A detailed land use plan prepared by a local district or borough planning authority.
Local Transport Plan	A plan produced by the County Council that outlines the transport projects that it intends to undertake over a period of 5 years
Market share	The proportion of expenditure within a catchment area that is captured by a particular retail facility (also known as the penetration rate)
Master Plan	An overall plan for a development from which development briefs and planning applications flow. It identifies the general disposition of the land uses and the phasing for the development.
Material consideration	Factors which are appropriate to take into consideration in the determination of a planning application.
Modal split	The split between the different forms of transport used to make journeys (i.e. car, bus, cycle, walking)
Modal switch or Modal shift	A change in the pattern of transport use, usually from cars to other more sustainable forms such as bus or train.
Net floorspace	The area devoted to the major activity within a building. In a shop it will relate to the area that is given over to the sale of goods.
Non car-based modes of transport	Trains, buses, bicycle, foot (<i>can also include water borne transport and horses</i>)
Non-food retail	Shops selling comparison goods
ODTAB	An option within the ARCADY (<i>see above</i>) programme which is based on assuming fluctuating flow rates. It also takes into account flows during the 15 minute periods before and after the peak hour.
Over-trading	A condition in which a shop is too small to accommodate the demand. Often characterised by congestion and the non-availability of particular lines of goods.
Park-and-Ride	A service which provides parking facilities at peripheral locations and transport to a town centre or other attraction.
Passenger Transport	Services on which the public relies on to travel from place to place when not using private cars. E.g trains, buses and taxis.

Permitted development	Development that is permitted under the Town and Country Planning (General Permitted Development) Order 1995, which consequently does not require planning permission.
Planning condition	A legally binding requirement on a planning permission that requires something to be done or not to be done before, during or after the development that has been granted permission takes place.
Planning agreement or obligation	Legally binding undertakings that can be used to mitigate the effect of or enhance a development. They can require both physical works and financial contributions towards the provision or improvement of facilities or services but should be related to the development.
Planning Policy Guidance Note (PPG)	A series of notes issued by the Government which set out national policy guidance on particular planning issues. E.g. PPG2 deals with the Green Belt and PPG3 with Housing.
Precautionary principle	This recognises that where there is a serious threat or serious or irreversible damage to the environment that action, such as the refusal of planning permission, is likely to be justified even though there is a lack of scientific certainty as to the likely extent of the damage.
Previously developed land	<i>See "brownfield"</i>
"rat-running"	When drivers use narrower side roads, which are often in residential areas, to avoid delays on main routes.
Regeneration strategy	Strategy aimed at achieving an appropriate level of economic growth by primarily reusing previously developed land to accommodate new development.
Retail warehouse	Large store usually either out of the town centre on the edge of centre with its own parking which generally sells bulky goods like carpets, furniture, electrical goods, DIY etc.
RFC	A figure for the ratio of the flow of vehicles through a junction or roundabout to its overall capacity. If the figure is above 1 then the capacity of the junction will be exceeded. If it is above 0.85 the operation of the junction is likely to lead to delays and queuing of vehicles.
Regional Planning Guidance RPG	Guidance issued by the Government which sets out its policies to guide development within the regions and to provide a framework for development plans. RPG9 covers the South East including Hertfordshire and was published in March 2001.
Regionally Important Geological/ Geomorphological Sites (RIGS)	A non-statutory designation to promote the protection of sites for research, science, education, leisure and amenity.
Renewable energy	Energy obtained from natural sources which cannot be exhausted, for example from the sun, wind, tides and waves.

Retail hierarchy	Hierarchy of shopping centres ranging from regional and sub-regional centres through town centre, district and local centres.
Safeguarded land	<i>See Areas of Special Restraint</i>
Scheduled Ancient Monument (SAM)	A nationally important archaeological site included in the Schedule of Ancient Monuments maintained by the Secretary of State for the Environment, Food and Rural Affairs.
Sequential approach	<p>There are two sequential approaches:-</p> <p>The first for housing, as set out in PPG3, requires the search for new housing sites to start with the reuse of previously developed land in urban areas, then urban extensions and finally new development around nodes in good public transport corridors.</p> <p>The second relates to shopping, leisure developments and other key town centre uses, as set out in PPG6. This requires that in locating new development in this category, particularly retail development, preference should be given to town centre sites, then edge-of-centre sites or sites within district or local centres and only then out-of-centre sites in accessible locations.</p>
Sites and Monuments Record	The record maintained by the County Council, which contains information on archaeological sites and finds in Hertfordshire.
Site of Special Scientific Interest	An area designated under the Wildlife and Countryside Act 1981 as being of special importance due to its flora or fauna or its geological or physiographical features.
Sustainable development	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs
Telecommunications	Forms of communications by electrical or optical, wire, cable and radio signals. Telecommunications infrastructure includes masts, antennas, cable networks, relay stations etc.
Town cramming	Excessive densities of development in urban areas that are considered undesirable because of losses of open space, reduced residential amenity or excessive traffic generation.
TRICS	A database of the levels of traffic generated on sites throughout the UK that can be used to predict the amount of traffic a new development would be likely to generate.
Transport Policies and Programmes	Annual document setting out current transport problems and programmes of work. Now superseded by Local Transport Plans
Trip generation	Additional journeys which are made in an area as a result of a particular development taking place.
Use Class	<p>Class into which a specific activity is classified under the Town and Country Planning (Use Classes) Order 1987. In general activities changing within the same use class do not need permission whereas changes between use class do.</p> <p>Mostly commonly referred to classes are:</p>

	A1	-	Shops
	A2	-	Professional/financial (e.g. banks, building societies, estate agents, solicitor's offices.)
	A3	-	Restaurants, public houses etc.
	B1	-	business (e.g. large offices, light industrial)
	B2	-	general industrial
	B8	-	storage and distribution (e.g. warehouses)
	C1	-	Hotels
	C2	-	Residential Institutions
	C3	-	Dwellinghouses
Unidentified site	Sites that come forward for development during the Plan period but which are not currently known about or are too small to warrant being specifically identified in the Plan. (also referred to as windfall sites)		
Waste	Any substance which constitutes a scrap material or an effluent arising from the application of any process and any article which requires to be disposed of as being broken, worn out, contaminated or spoiled.		
Wildlife Site	Sites identified as being of County importance for their wildlife but which have no statutory protection.		
Windfall site	A site that is not identified in the Plan but which unexpectedly becomes available for development or redevelopment. (<i>see unidentified site</i>)		
85 th percentile	Figure which is exceeded 85% of the time. Frequently used in traffic flow or speed calculations either to assess the acceptable level of vehicles that can be safely accommodated or to determine the visibility requirements for a new junction		