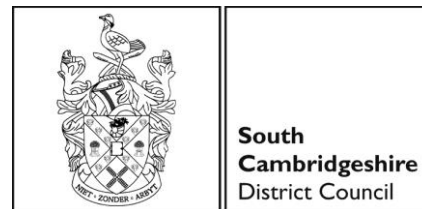


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Wednesday 01 November 2023

To: Chair – Councillor Dr. Martin Cahn
Vice-Chair – Councillor Peter Fane
All Members of the Planning Committee - Councillors Ariel Cahn,
Bill Handley, Geoff Harvey, Dr. Tumi Hawkins, Judith Rippeth,
Peter Sandford, Heather Williams, Dr. Richard Williams, Eileen Wilson and
Dr Lisa Redrup

Quorum: 3

Substitutes Councillors Graham Cone, Sue Ellington, Mark Howell, Bunty Waters,
if needed: Dr. Shrobona Bhattacharya, Anna Bradnam, Helene Leeming,
William Jackson-Wood and Henry Batchelor

Dear Councillor

You are invited to attend the next meeting of **Planning Committee**, which will be held in the **Council Chamber, First Floor** on **Wednesday, 8 November 2023** at **10.00 a.m.**. **A weblink to enable members of the press and public to listen to the proceedings will be published on the relevant page of the Council's website , normally, at least 24 hours before the meeting.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Supplementary Agenda

9. Compliance Report

Pages
3 - 8

Exclusion of Press and Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

Notes

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

Agenda Item 9

REPORT TO:

Planning Committee November 2023

LEAD OFFICER:

Joint Director of Planning and Economic Development

Compliance Report

Executive Summary

1. On 1 November there were 521 open cases in South Cambridgeshire and Cambridge City. There are currently 269 identifiable open cases in South Cambridgeshire.
2. Since 1 January 2023 the compliance team have received a total of 696 compliance referrals across both South Cambridgeshire and Cambridge City.
3. Details of all compliance investigations are sent electronically to members on a weekly basis identifying opened and closed cases in their respective areas along with case reference numbers, location, case officer and nature of problem reported.
4. Statistical data is contained in Appendices 1 and 2 attached to this report.
5. Data relates to the end of October statistical information

Updates to Service Delivery

The Planning Compliance Team is part of the Development Management service of the Greater Cambridge Shared Planning Service.

Rebecca Smith
Delivery Manager (Development Management and Compliance)

Chris Braybrooke
Principal Planning Compliance Manager

Alistair Funge
Senior Planning Compliance Officer

Nick Smith

Senior Planning Compliance Officer

Tony Wallis

Senior Planning Compliance Officer

George Mynehan

Senior Planning Compliance Officer

Robert Bird

Planning Compliance Officer

Updates on significant cases

Should Members wish for specific updates on cases they have involvement in, or have been made aware of then please contact the Principal Planning Compliance Manager who will be able to update you or advise you of the case officer and request that the officer contacts you.

A proposal going forward is, once Members have alerted the Principal Planning Compliance Manager to a case they wish to seek an update on, for that update to also be provided monthly or quarterly (whichever is most appropriate) to the Committee (outside of the general committee update report) so all Members are kept abreast of significant cases.

Reply to Committee Questions raised in the October Planning Committee on 11 October 2023

Members enquired if officers had any suggestions on how the compliance service could be improved, especially given the challenges arising from delays from the Planning Inspectorate.

The Committee will be aware new processes we have put in place to provide better service to internal and external parties. These improvements include the acknowledgement of compliance complaints when they are submitted to the Council, if an email address is provided by the complainant. These acknowledgements provide details of case officer, contact email address and the reference number for the investigation, this provides a direct point of contact for the officer dealing with individual cases.

A recent change has seen the Technical Support Team taking over the responsibility for creating new compliance case files. This change ensures that new cases are picked up quicker when a complaint is made; each case file is created with all required information completed; and an acknowledgement sent without delay (if an email address is provided) when the initial complaint is received.

The compliance team are in the process of setting targets for performance management of officers against the Planning Compliance policy adopted earlier this year. This month will see reporting on “undertaking of site visits” broken down by the priority of each enforcement case, as set out in the policy to see if the targets set in the policy are being met, those priorities being A, B and C, these are set out below

- A - High priority cases are for work which is irreversible or irreplaceable and these will be immediately investigated within 5 working days of receipt— examples include damage or loss of Listed Buildings or protected trees.
- B - Medium priority cases are for activities have or can cause harm, such as adverse effects on conservation areas or breaches of conditions. Our aim is to instigate the investigation and assess whether a breach of planning control within 10 working days of the site visit.
- C - Low priority cases are for a development which may cause some harm but could be made acceptable by way of implementing conditions or simple correction action. Our aim is to instigate the investigation and assess whether a breach of planning control within 20 working days of the site visit.

These targets are the first part of a wider set of performance measures aimed at improving the way the Council investigates compliance complaints and the management of officer output. More targets will be set in due course to monitor the further planned improvements in the overall service.

The Management team will be monitoring performance against targets to identify key issues that arise and be able act upon any performance related concerns that arise in a timely manner.

These changes to performance management are an incremental process to ensure that each stage is implemented correctly, officers understand the changes, and that those changes work as intended before moving on to the next change in the process. This also ensures that staff within the team are not overwhelmed and does not create other problems within the investigation process that takes place.

The Planning Compliance Policy will be reviewed early next year to ensure it takes in to account any changes that are made to working practices in compliance, and that the Policy is capable of delivering what it sets to achieve.

Further updates on performance management will be provided when they are available.

In answers to members questions these changes which are being implemented within the team should help to improve the compliance service for complainants, residents and also the officers within the team.

Statistical Data

It is proposed in future reports to bring statistical data in the following format:

- Total number of open cases on hand
- Number of open case older than 6 months
- Number of cases newer than 6 months
- Break down of total number of cases by officer and council
- Number of closures by month / quarter

Background Papers

Planning Enforcement Register.

Statistical Analysis of Uniform Planning Enforcement Software Program.

Appendices

Appendix 1: Compliance Cases Received and Closed.

Appendix 2: Notices Served.

Report Author:

Chris Braybrooke – Principal Planning Compliance Manager Date: 01/11/2023

Appendix 1

Enforcement Cases Received and Closed.

Month	South Cambridgeshire						
	Received	No Breach	Resolved	Not Expedient	Application Approved	Other	LPA Total
October 2023	23	13	0	1	0	9	23
September 2023	18	4	0	3	1	10	18
August 2023	20	3	0	1	2	7	13

Quarterly Totals for Past 2 Years

Quarter	South Cambridgeshire						
	Received	No Breach	Resolved	Not Expedient	Application Approved	Other	LPA Total
Qtr, 1 2023	82	18	0	9	2	15	44
Qtr, 2 2023	64	16	0	6	9	25	56
Qtr 1 2022	85	26	0	19	1	21	67
Qtr 2 2022	42	33	0	12	3	18	66
Qtr 3 2022	59	22	0	9	7	6	44
Qtr 4 2022	94	41	0	7	3	36	87

Appendix 2

Public Enforcement Notices served

October 2023

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

September 2023

Reference	Ward	Parish	Address	Notice Issued
EN/00304/23	Caxton & Papworth	Papworth Everard CP	34 Cheere Way Papworth Everard Cambridgeshire CB23 3NZ	Operational Development Notice

August 2023

Reference	Ward	Parish	Address	Notice Issued
EN/00537/22	Longstanton	Longstanton CP	13 Stokes Close Longstanton Cambridgeshire CB24 3FG	Tree Replacement Notice

July 2023

Reference	Ward	Parish	Address	Notice Issued
EN/00335/23	Shelford	Little Shelford CP	The Navigator 63 High Street Little Shelford Cambridgeshire CB22 5ES	Operational Development Notice and Listed Building Enforcement Notice
EN/00019/22	Linton	Great Abington CP	34A South Road Great Abington Cambridge Cambridgeshire CB21 6AU	Operational Development Notice
EN/00475/23	Linton	Linton CP	Land South of Horsehreath Road, Linton, CB21 4AY	Breach of Condition Enforcement Notice