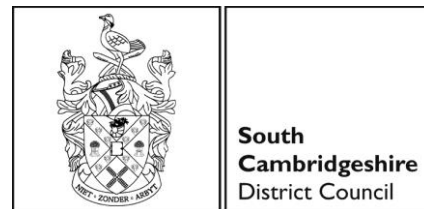


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Monday 08 April 2024

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, Dr Lisa Redrup,
Peter Sandford, Heather Williams, Dr. Richard Williams and Eileen Wilson

Quorum: 3

Substitutes Councillors Graham Cone, Sue Ellington, Bunty Waters,
if needed: Dr. Shrobona Bhattacharya, Anna Bradnam, Helene Leeming,
William Jackson-Wood, Corinne Garvie 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, 10 April 2024 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.**

Yours faithfully
Liz Watts
Chief Executive

Supplementary Agenda

10. Compliance Report

**Pages
3 - 10**

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'.

The Council is committed to improving access to its agendas and minutes for all members of the community. We try to take all circumstances into account, but if you have any specific needs we will do what we can to help you. Please contact Democratic Services on 01954 713 000 or email democratic.services@scambs.gov.uk.

Further information for members of the public can be found at the below link.

[Link to further information for members of the public attending South Cambridgeshire District Council meetings.](#)

If you wish to ask a question or make a statement at a meeting, please refer to the Public Speaking Scheme at the below link.

[Link to the Public Speaking Scheme](#)

Further information for Councillors

[Declarations of Interest – Link to Declarations of Interest - Information for Councillors](#)

Councillors are reminded that Democratic Services must be advised of substitutions in advance of meetings. It is not possible to accept a substitute once the meeting has started.

Agenda Item 10

REPORT TO:

Planning Committee April 2024

LEAD OFFICER:

Joint Director of Planning and Economic Development

Compliance Report

Executive Summary

1. On 1 April there were 676 open cases in South Cambridgeshire and Cambridge City. There are currently 313 identifiable open cases in South Cambridgeshire.
2. From 1st January 2024 to March 31th 2024, the compliance team have received a total of 184 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 1,2 and 3 attached to this report.
5. Data contained in the appendices relates to the end of March 2024 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

Vacant
Principal Planning Compliance Officer

Alistair Funge
Senior Planning Compliance Officer

Nick Smith
Senior Planning Compliance Officer

Tony Wallis
Senior Planning Compliance Officer

Robert Bird
Planning Compliance Officer

George Mynehan left the Council on 28th March following the completion of his contract. The service now has a vacant post. Further details on recruitment will be provided in the next report in May 2024.

Updates on significant cases

Should Members wish for specific updates on cases they have involvement in, or have been made aware of then please feel free to 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.

Performance Management and new reporting update

The case priorities are as follows.

- **High priority (Priority A)** 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.
- **Medium priority (Priority B)** 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.
- **Low priority (Priority C)** 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.

The figures at Appendix 3 currently reflect the cases for all enforcement cases within GCSP, and not just South Cambridgeshire. Further reporting enhancements will allow for separate reporting of these figures in the future.

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

Cllr Heather Williams requested at the January 2024 planning committee that the compliance team seek to examine cases older than 6 months so see which ones would likely be a Priority A case and advise the committee of the number of open cases falling within this category.

The process to identify such cases would require the team to look at all cases not assigned a priority and look at the description and / or compliant details to ascertain what priority they think the case would be under the priority metric.

This would not be a quick task to complete, and it is estimated it would take an officer around a week to complete this task. At this moment the team do not have the resources to undertake this work.

We have now reached the 6-month period since the priority system as introduced and as such the report at appendix 3 now shows the priority assigned cases older than 6 months. The data for this part of the annex will not start to be fully populated until the May 2024 report as the initial priority assignment was tested with limited cases until it was confirmed to be working correctly before going live.

Closure figures are also now provided at appendix 3. The Total number of cases closed in a month relates to both South Cambridgeshire and Cambridge City. The identifiable South Cambridgeshire cases are noted, and closures by priority figures again relate to South Cambridgeshire and Cambridge City.

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.

Appendix 3: Caseload Statistics.

Report Author:

Chris Braybrooke – Principal Planning Compliance Manager Date: 08/04/2024

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Appendix 1

Enforcement Cases Received and Closed.

Month	South Cambridgeshire						
	Received	No Breach	Resolved	Not Expedient	Application Approved	Other	LPA Total
March 2024	30	0	0	0	0	0	0
February 2024	25	3	0	1	0	12	16
January 2024	32	0	0	0	0	7	7
December 2023	19	4	0	2	3	3	12

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 3 2023	61	4	0	2	3	3	12
Qtr 4 2023	63	4	0	2	3	3	12
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

March 2024

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

February 2024

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

January 2024

Reference	Ward	Parish	Address	Notice Issued
EN/00198/23	Milton (Detached)	Milton CP (DET)	76 Fen Road Milton Cambridgeshire	Material Change of use Enforcement Notice

December 2023

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

Appendix 3

Caseload statistics

These statistics relate to both South Cambridgeshire District Council and Cambridge City Council. Further reporting enhancements will allow for separate reporting of South Cambridgeshire figures in the future. Separate South Cambridgeshire figures are identified separately where available.

Open cases less than 6 months old 238
Identifiable cases within South Cambridgeshire 119

Open cases by priority.

Priority A 5
Priority B 21
Priority C 191

Open cases more than 6 months old	438
Identifiable cases within South Cambridgeshire	194

Open Cases by priority.

Priority A	
Priority B	
Priority C	1

Statistical data for priorities of cases more than 6 months old is now starting to become available as more than 6 months has passed since the priority system has been brought into effect.

Cases closed March 2024	1
Identifiable cases within South Cambridgeshire	0

(Due to annual leave, closures have taken longer to deal with than usual. All march closures have now been processed and closed as appropriate. These will show in the April 2024 figures as a result)

Cases closed by priority.

Priority A	0
Priority B	0
Priority C	1

Average time in days taken from receipt of a complaint by the compliance team to file creation and acknowledgement sent (where applicable) to customer. The target is 3 days.

Priority A	0.0 days
Priority B	N/A No cases
Priority C	0.36 days

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