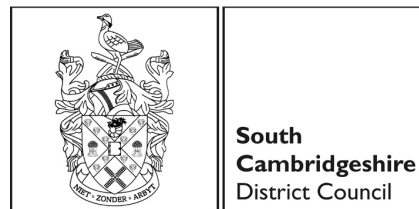


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11 May 2011

To: Councillor David Bard, Portfolio Holder

Lynda Harford  
David Morgan

Bridget Smith

Jim Stewart

Opposition Spokesman  
Scrutiny and Overview Committee  
Monitor  
Scrutiny and Overview Committee  
Monitor and Opposition Spokesman  
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **NEW COMMUNITIES PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 19 MAY 2011 at 11.15 a.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

| AGENDA            |  | PAGES   |
|-------------------|--|---------|
| PROCEDURAL ITEMS  |  |         |
| 1.                | Declarations of Interest   |         |
| 2.                | Minutes of Previous Meeting<br>The Portfolio Holder is asked to sign the Minutes of the meetings held on 8 and 31 March 2011 as a correct record.  | 1 - 10  |
| DECISION ITEMS    |  |         |
| 3.                | FEN DRAYTON: Land Settlement Association (LSA) Supplementary Planning Document (SPD)<br>Appendix 2 is available on the Council's website at <a href="http://www.scambs.gov.uk/meetings">www.scambs.gov.uk/meetings</a> | 11 - 30 |
| 4.                | GAMLINGAY: Educational provision   | 31 - 50 |
| 5.                | Cambridge Fringes Allotment Policy   | 51 - 66 |
| INFORMATION ITEMS |  |         |
| 6.                | Minerals & Waste Development Plan - Results of Inquiry   | 67 - 78 |

Appendices 1 and 2 are available on the Council's website at [www.scambs.gov.uk/meetings](http://www.scambs.gov.uk/meetings)

- |           |   |                |
|-----------|---|----------------|
| <b>7.</b> | <b>Service Improvements &amp; Performance Indicators 2010/11: End of Year</b> | <b>79 - 94</b> |
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**STANDING ITEMS**

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| <b>8.</b> | <b>Forward Plan</b> | <b>95 - 96</b> |
|-----------|---------------------|----------------|

The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

- |           |                             |
|-----------|-----------------------------|
| <b>9.</b> | <b>Date of Next Meeting</b> |
|-----------|-----------------------------|
- The next meeting will be held on 28 June 2011

**OUR VISION**

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

**OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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### **Disturbance by Public**

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

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### **Mobile Phones**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the New Communities Portfolio Holder's Meeting held on  
Tuesday, 8 March 2011 at 11.15 a.m.

Portfolio Holder: David Bard

**Councillors in attendance:**

Scrutiny and Overview Committee monitors and Opposition spokesmen: Bridget Smith

Opposition spokesmen: Lynda Harford

Also in attendance: Mike Mason and Nick Wright

**Officers:**

|                     |   |
|---------------------|---|
| Jane Green          | Head of New Communities                         |
| Richard Hales       | Team Leader (Communities)                       |
| Ian Howes           | Principal Urban Designer                        |
| Caroline Hunt       | Local Development Framework Team Leader         |
| Keith Miles         | Planning Policy Manager                         |
| Jo Mills            | Corporate Manager, Planning and New Communities |
| Jennifer Nuttycombe | Planning Policy Officer                         |
| Ian Senior          | Democratic Services Officer                     |
| Claire Spencer      | Senior Planning Officer (Transport Policy)      |

**39. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**40. MINUTES OF PREVIOUS MEETING**

The New Communities Portfolio Holder agreed that the Minutes of the New Communities Portfolio Holder meeting held on 25 January 2011 were a correct record., subject to the following amendments:

**Minute 31 – Capital and Revenue Estimates**

In the second line of the second paragraph, the phrase ‘...Finance nod Staffing’ should say ‘...Finance and Staffing’.

**Minute 36 – Sustainable Parish Energy Partnership**

In the second paragraph, the words ‘...the 24<sup>th</sup>...’ should be replaced by the word ‘...a...’.

**41. SERVICE PLANS 2011/12**

The New Communities Portfolio Holder considered the Planning and New Communities Service Plan 2011-12 insofar as it related to the New Communities portfolio.

The Corporate Manager (Planning and New Communities) drew his attention to the Value For Money Template and added that the Service Improvement Action Plan contained no issues specifically related to New Communities.

A Member in attendance asked about progress with Section 106 Legal Agreements, and expressed concern about Risk PNC7. The Portfolio Holder said that Section 106

management remained an ongoing issue and that South Cambridgeshire District Council was seeking a more effective process through discussions with Cambridgeshire County Council. The Corporate Manager (Planning and New Communities) said that the Section 106 posts referred to in PNC7 should now be less at risk once the New Homes Bonus started to take effect as the “replacement” for Housing and Planning Delivery Grant. As a result, the risk at PNC7 could be downgraded.

Further discussion surrounded the possible impact, through redundancy, of a loss of experience.

The New Communities Portfolio Holder noted, approved and **adopted** the New Communities aspects of the Planning and New Communities Service Plan.

#### 42. ORCHARD PARK: ADOPTION OF SUPPLEMENTARY PLANNING DOCUMENT

The New Communities Portfolio Holder considered a report analysing the results of the public consultation carried out on the draft Orchard Park Design Guidance Supplementary Planning Document (SPD).

The New Communities Portfolio Holder:

- (a) **Endorsed** the Council’s responses (as included in Appendix 1 of the report);
- (b) **adopted** the Orchard Park Design Guidance SPD (as included in Appendix 2)

#### 43. RESIDENTIAL TRAVEL PLAN - SUPPLEMENTARY PLANNING DOCUMENT

The New Communities Portfolio Holder considered a report seeking his agreement to the Cambridgeshire Residential Travel Plan Guidance being published for a six-week public consultation period which it was anticipated would start in June 2011.

The New Communities Portfolio Holder stressed the importance of this document.

The New Communities Portfolio Holder:

- (c) **agreed** that the draft Residential Travel Plan Guidance (Appendix 1) be issued for consultation.
- (b) **noted** the consultation plan in Appendix 2.

#### 44. SHLAA (STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT)

The New Communities Portfolio Holder considered a report on the start of work on a Strategic Housing Land Availability Assessment (SHLAA) as a key part of the evidence base for the Local Development Framework review, including the methodology for the SHLAA, setting up a Housing Market Partnership and issuing a ‘call for sites’.

Those present discussed a number of issues, including public engagement, resources and publicity.

The New Communities Portfolio Holder **agreed**

- (d) The methodology for the Strategic Housing Land Availability Assessment (as included at Appendix 1)
- (e) Setting up of a Housing Market Partnership
- (f) Issuing of a ‘call for sites’

**45. HEALTH IMPACT ASSESSMENT SUPPLEMENTARY PLANNING DOCUMENT (SPD): ADOPTION**

The New Communities Portfolio Holder considered a report analysing the results of a public consultation exercise carried out in relation to the Health Impact Assessment (HIA) Supplementary Planning Document (SPD).

The New Communities Portfolio Holder **agreed** the adoption of the Health Impact Assessment SPD and instructed officers to proceed in accordance with Regulations 18 and 19.

**46. FEN DRAYTON: LAND SETTLEMENT ASSOCIATION (LSA) SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

The New Communities Portfolio Holder considered a report analysing the results of the public consultation carried out on the draft Fen Drayton Former Land Settlement Association (LSA) Estate Supplementary Planning Document (SPD).

Councillor Nick Wright (a local Member) thanked officers for their flexible approach to this policy. He also made some comments on the SPD guidance relating to the use of sustainable forms of transport, in particular the Guided Bus, and the classification of buildings.

David Mead, a planning agent acting on behalf of two LSA residents, addressed the Portfolio Holder, principally in relation to the classification of a converted water tank at 33 Cootes Lane, and the classification of a replacement implement shed at 54 Park Lane. Derek Robinson (an LSA resident) spoke briefly about the lack of guidance in the SPD on the reuse of derelict land and Francis des Rosiers (an LSA resident) sought clarification regarding the policy boundary in relation to Daintree's Farm..

The New Communities Portfolio Holder considered the representations received on the draft Fen Drayton Former LSA Estate SPD and **agreed provisionally** the Council's responses (as included in Appendix 2), and the **adoption** of the Fen Drayton Former LSA Estate SPD (as included in Appendix 3) subject to further consideration of footprint issues relating to 54 Park Lane and 33 Cootes Lane.

The New Communities Portfolio Holder requested that the outcome of further consideration of the footprints at 54 Park Lane and 33 Cootes Lane be brought back to the New Communities Portfolio Holder for approval.

**47. INFORMAL PLANNING POLICY GUIDANCE FOR FOODSTORE PROVISION IN NORTH WEST CAMBRIDGE**

The New Communities Portfolio Holder considered a report proposing responses to the representations received during the public consultation on the Options Report on Foodstore Provision in North West Cambridge, which took place between 6 September and 18 October 2010, and seeking adoption of the Informal Planning Policy Guidance regarding Foodstore provision in North West Cambridge as a material consideration in the determination of planning applications.

Councillor Mike Mason (a Member for Histon) conveyed the concerns that Histon Parish Council had about the possible impact of additional traffic. The Local Development Framework Team Leader outlined the process adopted in conducting the Traffic Impact Assessment, which had concluded that traffic impact would be minimal.

The Portfolio Holder noted that Cambridge City Council had yet to consider the question of foodstore provision.

The New Communities Portfolio Holder

1. **Agreed provisionally** the responses to the representations received to the Options Report on Foodstore Provision in North West Cambridge provided in Appendix A.
2. **gave authority** to the Corporate Manager (Planning and New Communities) to make minor amendments / changes to the 'Informal Planning Policy Guidance on Foodstore Provision in North West Cambridge' which may arise when the Cambridge City Council Members consider the informal retail guidance at the Environment Scrutiny Committee on 15<sup>th</sup> March 2011. Any material changes to be brought back to the next Portfolio Holder meeting for consideration.
3. **Adopted** provisionally the 'Informal Planning Policy Guidance on Foodstore Provision in North West Cambridge', provided in Appendix B, as a material consideration in the determination of planning applications,

subject to the views of Cambridge City Council.

#### 48. **CARRY FORWARD OF UNCOMMITTED GRANT BALANCES TO 2011-12**

The New Communities Portfolio Holder considered a report seeking to carry forward uncommitted grant balances in respect of Community Capital Grants, should it not be possible to convene a special meeting before the end of the financial year.

The New Communities Portfolio Holder **resolved** that

1. should it not be possible to convene a special New Communities Portfolio Holder meeting before the end of the 2010-11 financial year, the following balances be carried forward into 2011-12:
  - Community Facilities Grant - £32,922
  - Village Sports Facilities Grant - £29,069
  - Arts Capital Grants - £14,940
2. Should a special New Communities Portfolio Holder meeting take place before the end of the 2010-11 financial year, any monies not allocated at that meeting be carried forward into 2011-12.

#### 49. **SOUTH CAMBRIDGESHIRE LOCAL DEVELOPMENT SCHEME 2011-2014**

The New Communities Portfolio Holder considered a report on the Local Development Scheme, which would set out the timetable for plan preparation for the 3 year period April 2011 – March 2014.

The Planning Policy Manager highlighted paragraphs 7 to 13 of the report, concluding that by combining three documents into one would significantly speed up the process for South Cambridgeshire District Council, and result in a degree of cost saving. It would require



though the recruitment of two extra Planning Policy officers.

The New Communities Portfolio Holder **agreed** tha

1. a single South Cambridgeshire Development Plan be prepared incorporating a review of the Core Strategy Development Plan Document (DPD), Site Specific Policies DPD and the Development Control Policies DPD as a single document to the timetable set out in Appendix 1, Tables 1 and 4 and that the Gypsies and Travellers DPD will continue to be prepared separately (Appendix 1, Table 3).
2. That authority be delegated to the Corporate Manager (Planning and New Communities) to complete a new Local Development Scheme on this basis.
3. The New Communities Portfolio Holder to sign off the Scheme at a future date.

**50. GYPSY AND TRAVELLER ISSUES AND OPTIONS 3: APPROVAL FOR CONSULTATION**

The New Communities Portfolio Holder **received and noted** a report analysing the progress made towards the actions agreed at the meeting of 14<sup>th</sup> December regarding planning for Gypsy and Traveller sites.

**51. FORWARD PLAN**

Those present **noted** the Forward Plan for the New Communities Portfolio included in the agenda. Papworth Everard West Central SPD would not now go to the meeting on 19 May 2011, but would be considered instead at a meeting during 2011-12.

**52. DATE OF NEXT MEETING**

Those present **noted** that the next scheduled New Communities Portfolio Holder meeting would be on Tuesday 19 May 2011 starting at 11.15am or upon completion of the Planning Portfolio Holder meeting, whichever was the later.

There was likely to be a Special New Communities Portfolio Holder meeting on Thursday 31 March 2011 starting at 5.30pm. This meeting would be solely to consider capital grants.

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**The Meeting ended at 1.35 p.m.**

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the New Communities Portfolio Holder's Meeting held on  
Thursday, 31 March 2011 at 5.30 p.m.

Portfolio Holder: David Bard

**Councillors in attendance:**

Opposition spokesmen: Lynda Harford and Jim Stewart

Also in attendance: Tony Orgee and Ben Shelton

**Officers:**

|                 |   |
|-----------------|---|
| Jane Green      | Head of New Communities                         |
| Richard Hales   | Team Leader (Communities)                       |
| Jo Mills        | Corporate Manager, Planning and New Communities |
| Joseph Minutolo | Resource Officer                                |
| Ian Senior      | Democratic Services Officer                     |

**53. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**54. MINUTES OF PREVIOUS MEETING**

The New Communities Portfolio Holder deferred consideration of the minutes of the meeting held on 8 March 2011 until the meeting on 19 May 2011, noting that the current meeting had been convened specially to consider community capital grants.

**55. COMMUNITY CAPITAL GRANTS PROGRAMME 2010/11**

The New Communities Portfolio Holder considered a report detailing the applications for community capital grants received since the last round of approvals made at the Portfolio Holder Meeting on 7 October 2010.

The Portfolio Holder said that budgetary constraints had left him with little alternative but to reduce the level of grants awarded when compared with the amounts applied for. He pointed out that parish councils could now access monies made available through Section 106 Legal Agreements.

In connection with Melbourn Parish Council's application for an arts capital grant of £2,500 towards the Unpicked Meadows Project in Melbourn, the Portfolio Holder noted the level of the parish precept, and suggested that the grant applied for could be funded from that.

For information, the Corporate Manager (Planning and New Communities) said that projects had to be started within 18 months of a grant award, and the money had to be claimed within 24 months of such award.

The New Communities Portfolio Holder **agreed** the following grants:

- A. COMMUNITY FACILITIES GRANTS (See Appendix 1 for full details)**  
**Total Budget available £32,922**

| <b>Applicant</b>                      | <b>Project</b>   | <b>Total Cost</b> | <b>Other Income</b>   | <b>Grant Awarded</b>   |
|---------------------------------------|--|-------------------|---|--|
| Oakington and Westwick Parish Council | Installation of a new Play area on the recreation ground | £120,363          | Parish Council - £10,000<br>Local Sponsorship - £4,000<br>WREN Recycling - £50,000 (to be confirmed)<br>Big Lottery Grant - £49,950                                   | £12,000 (12%)  |
| St Mary's Church Little Abington      | Installation of public address system                    | £5,722            | Ely Diocese Chancel Fund - £2,500<br>Local sponsorship - £500   | £0 – No grant (see <b>Appendix 1</b> , para 1.2 for details) |
| Coton Village Hall                    | Refurbishment of Village Hall, Phase 2                   | £99,000           | Parish Council – £2,000<br>WREN Recycling Grant - £55,000<br>Ely Diocese Board of Finance - £5,000  | £6,400 (7%)  |
| Landbeach Village Hall                | Refurbishment of Village Hall, Phase 3                   | £76,000           | Parish Council - £34,500<br>Garfield Weston Foundation - £5,000<br>Lynn Landbeach Village Trust Fund - £18,000<br>Landbeach Village Hall Committee own funds - £4,000 | £6,000 (8%)  |
| Thriplow Recreation Ground Committee  | Regeneration of Recreation Ground including Play Area    | £88,000           | Parish Council - £5,000 (to be confirmed)<br>Thriplow Daffodil Weekend - £5,000<br>Community Spaces Grant - £49,999 (to be confirmed)                                 | £0 (0%) – To be deferred to 2011/12                          |
| Cambridge Sports Lakes Trust          | Improvement of Toilet facilities at Milton Country Park  | £55,000           | Cambridgeshire County Council 'Aiming High' Fund - £36,000  | £5,500 (10%)   |
| Fowlmere Village Hall                 | Improvements to the Village Hall                         | £26,485           | Parish Council - £2,000<br>Possible application to Big Lottery Awards for All - £10,000   | £3,000 (11%)   |
|                                       |  |                   | <b>Total</b>  | <b>£32,900</b>   |
|                                       |  |                   | <b>Budget remaining</b>   | <b>£22</b>   |

**B. VILLAGE SPORT FACILITIES GRANTS (SEE APPENDIX 1 FOR FULL DETAILS)**  
**Total budget available £29,069**

| <b>Applicant</b>         | <b>Project</b>                    | <b>Total Cost</b> | <b>Other Income</b>                                 | <b>Grant Awarded</b> |
|--------------------------|-----------------------------------|-------------------|---|----------------------|
| Cambourne Parish Council | New pavilion on recreation ground | £512,600          | Parish Council - £302,600<br>Sponsorship - £175,000 | £25,000 (5%)         |

|                              |                             |        |  |                |
|------------------------------|-----------------------------|--------|--|----------------|
|                              |                             |        | Sports Club - £10,000  |                |
| Weston Colville Cricket Club | New mobile wicket covers    | £5,000 | Parish Council - £500<br>Weston Colville Hall Recreation Ground Trust - £1,250<br>Cambridgeshire Cricket Board – not yet known | £1,750 (35%)   |
| Fulbourn Parish Council      | Outdoor adult gym equipment | £7,682 | Parish Council - £3,000<br>Donarbon - £3,000 (to apply)<br>WREN - £3,000 (to apply)  | £2,300 (30%)   |
|                              |                             |        | <b>Total</b>   | <b>£29,050</b> |
|                              |                             |        | <b>Budget Remaining</b>  | <b>£19</b>     |

**C. ARTS CAPITAL GRANTS (SEE APPENDIX 1 FOR FULL DETAILS)**  
**Total Budget available: £14,940**

| <b>Applicant</b>            | <b>Project</b>                       | <b>Total Cost</b> | <b>Other Income</b>  | <b>Grant Awarded</b>   |
|-----------------------------|--------------------------------------|-------------------|--|--|
| Gamlingay Records           | Demountable stage                    | £13,986           | Gamlingay Records Own Funds - £2,000<br>Forward Gamlingay - £2,000<br>Gamlingay Parish Council - £500<br>Hedley Foundation - £2,000 (Applied for)<br>Awards for All - £5,000 (Applied for)                 | £5,600 (40%)   |
| Melbourn Parish Council     | Stockbridge Meadows Riverside Park   | £22,500           | Section 106 money - £20,000  | £0 – No grant (see <b>Appendix 1</b> , para 3.2 for details) |
| Cambourne Youth Partnership | New music and film-editing equipment | £11,650           | CYP - £3,000<br>StART Development Fund - £250<br>Local Fundraising - £750<br>WREN/Donarbon - £1,500 (applied for)<br>John Lewis Music Fund - £1,000 (applied for)<br>Cambridgeshire Sheriff's Award - £500 | £4,650 (40%)   |
|                             |                                      |                   | <b>Total</b>   | <b>£10,250</b>   |
|                             |                                      |                   | <b>Budget Remaining</b>  | <b>£4,690</b>  |

**56. FORWARD PLAN**

Those present **noted** the Forward Plan for the New Communities Portfolio included in the agenda.

**57. DATE OF NEXT MEETING**

Those present **noted** that the next scheduled New Communities Portfolio Holder meeting would be on Tuesday 19 May 2011 starting at 11.15am or upon completion of the Planning Portfolio Holder meeting, whichever was the later.

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**The Meeting ended at 5.55 p.m.**

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## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** New Communities Portfolio Holder 19 May 2011  
**AUTHOR/S:** Executive Director, Operational Services / Corporate Manager, Planning & New Communities

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**LOCAL DEVELOPMENT FRAMEWORK – ADOPTION OF FEN DRAYTON FORMER  
LAND SETTLEMENT ASSOCIATION ESTATE SUPPLEMENTARY PLANNING  
DOCUMENT**

**Purpose**

1. The purpose of this report is to consider the results of further discussions relating to the classification of buildings at 54 Park Lane and 33 Cootes Lane, and to agree the adoption of the Fen Drayton Former Land Settlement Association (LSA) Estate Supplementary Planning Document (SPD) by the Council. Once adopted, the SPD will form part of the Local Development Framework and will be a material consideration in the determination of planning applications.
2. This is not a key decision because the SPD does not create new policy, but provides further guidance on implementing existing policy in the Council's Local Development Framework.

**Recommendations**

3. That the New Communities Portfolio Holder:
  - (a) **considers** the results of further discussions relating to the classification of buildings at 54 Park Lane and 33 Cootes Lane;
  - (b) **agrees** the classification of building 97 at 54 Park Lane as non-eligible and the classification of the converted water tank at 33 Cootes Lane as eligible; and
  - (c) **agrees** the adoption of the Fen Drayton Former LSA Estate SPD (as included in **Appendix 2**).

**Reasons for Recommendations**

4. The Fen Drayton Former LSA Estate SPD was submitted to the New Communities Portfolio Holder Meeting on 8 March 2011 for adoption. As a result of the comments and questions raised by both Councillors and members of the public who attended the meeting, the New Communities Portfolio Holder agreed to adopt the Fen Drayton Former LSA Estate SPD subject to further consideration of the classification of buildings at 54 Park Lane and 33 Cootes Lane, and requested that the outcome of further consideration of the buildings be brought back to the New Communities Portfolio Holder for approval.

## Background

5. The purpose of SPDs is to expand on policies set out in Development Plan Documents (DPDs) and to provide additional detail. The Fen Drayton Former LSA Estate SPD relates to Policy SP/11, which was adopted as part of the Site Specific Policies DPD in January 2010.
6. Policy SP/11 is an unusual and innovative policy that allows the redevelopment or reuse of buildings (excluding glasshouses) within the former LSA estate for experimental or groundbreaking forms of sustainable living, where it can be demonstrated that the buildings are no longer needed for agricultural purposes and provided that the development would not occupy a larger footprint than the existing eligible buildings. The purpose of the SPD is to provide practical advice and guidance to applicants on how to develop a proposal that will comply with the requirements of the policy.
7. Public consultation on the draft SPD was undertaken in October – December 2010. The public consultation resulted in 142 representations, consisting of: 7 support, 32 objections and 103 comments.
8. The Fen Drayton Former LSA Estate SPD was submitted to the New Communities Portfolio Holder Meeting on 8 March 2011 for adoption. As a result of the comments and questions raised by both Councillors and members of the public who attended the meeting, the New Communities Portfolio Holder agreed to further consideration of the classification of two buildings at 54 Park Lane and 33 Cootes Lane. Both landowners met with the Planning Policy Team and submitted a written statement supporting their case for classifying these buildings as eligible (see **Appendix 1**).

## Considerations

- ***54 Park Lane [building 97]: classification of an implement shed***
9. In summary, the landowner argues that the current building was erected as an implement store in accordance with planning permission S/0343/00, and that the building was constructed for agricultural purposes, although it is now used for purposes ancillary to the existing dwelling. He also argues that the current use of the land as residential garden land, rather than agricultural / horticultural land, is no different to the other plots within the former LSA estate.
  10. Following research and consideration of the evidence, the officer assessment is that the building is not a former agricultural building and therefore not eligible. The application form submitted as part of S/0343/00 states that at the time of the planning application, the use of the buildings / land was “garden”. The aerial photographs from 1998, 2003 and 2008 also show that within the curtilage of 54 Park Lane the land is garden (grass) and that there is no delineation between this and any agricultural / horticultural use. Therefore the implement shed cannot be considered to be agricultural, as the site was in residential use at the time of the planning application. The planning statement submitted as part of S/0485/10 (a planning application for the conversion of the building to a dwelling) also confirms that “the existing buildings are



ancillary to the main dwelling on the site, being buildings erected within the curtilage of the dwelling house”.

11. It is recognised that other plots within the former LSA estate have former agricultural buildings that were once surrounded by agricultural land, but that now the land is used as residential garden land. However, at 54 Park Lane, the evidence suggests that the change in the use of the land to garden occurred before the construction of building 97 [the replacement implement shed] rather than after, and therefore the building cannot be classified as eligible unlike other buildings within the former LSA estate.
12. As the implement shed [building 97] constructed at 54 Park Lane under S/0343/00 is not considered to be agricultural, it cannot be classified as an eligible building. The classification of building 97 should therefore remain as non-eligible.
13. The landowner also raises inconsistencies in the policy boundary used for Policy SP/11 and its relationship with the boundary of the LSA estate when it was operating. Responses to these inconsistencies were provided in the Schedule of Comments Received and the Council's Response that was considered and approved at the New Communities Portfolio Holder Meeting on 8 March 2011.

• **33 Cootes Lane: classification of a converted water tank**

14. In summary, the landowner argues that by converting his water tank into a storage building, through cutting a hole in the side and replacing the roof liner with a more substantial covering, it should be classified as an eligible building.
15. Following research and consideration of the evidence, the officer assessment is that the converted water tank should be considered eligible as the conversion of the water tank over 10 years ago means that it was no longer a water storage container when Policy SP/11 was adopted in January 2010, and can therefore be considered differently to all the unconverted water tanks. All unconverted water tanks are considered to be non-eligible buildings as they are purpose built containers for the storage of water, and containers are specifically excluded from being classified as eligible buildings by the definitions set out in the SPD.
16. The officer assessment has changed as a result of the discussions held and evidence submitted following the New Communities Portfolio Holder Meeting on 8 March 2011. The SPD has been amended to include the converted water tank at 33 Cootes Lane as an eligible building (the revised SPD is attached as Appendix 2).

**Options**

17. Before the Fen Drayton Former LSA Estate SPD can be formally adopted, the classification of the buildings at 54 Park Lane and 33 Cootes Lane must be resolved. Once adopted, the SPD will form part of the Local Development Framework and will be a material consideration in the determination of planning applications. Until the SPD is formally adopted, it has less status in the determination of planning applications. Landowners are already seeking advice regarding the submission of planning applications and a planning application relating to 54 Park Lane was

received in April 2011. Delay in the adoption of the SPD could result in planning applications being determined without detailed guidance on the implementation of Policy SP/11.

### Implications

|     |                                      |   |
|-----|--------------------------------------|---|
| 18. | Financial                            | Within existing budgets.  |
|     | Legal                                | None.   |
|     | Staffing                             | The SPD will assist officers by providing developers and applicants with greater detail on how to develop a proposal that will comply with Policy SP/11, however there may be an increase in pre-application discussions as a result. |
|     | Risk Management                      | No significant risks.   |
|     | Equality and Diversity               | The SPD has been subject to an Equality Impact Assessment.  |
|     | Equality Impact Assessment completed | Yes.<br><a href="http://www.scambs.gov.uk/CouncilAndDemocracy/Equality/equalityimpactassessments.htm">http://www.scambs.gov.uk/CouncilAndDemocracy/Equality/equalityimpactassessments.htm</a>   |
|     |                                      | The SPD has been shown to have a neutral and / or positive impact on Equal Opportunities.   |
|     | Climate Change                       | The SPD supports sustainable development and the development of zero carbon buildings.  |

### Consultations

19. The SPD has been prepared in consultation with relevant specialist officers within the Council. During the preparation of the SPD the Council has undertaken informal consultation with local stakeholders (the residents of the former LSA estate, the Parish Council and district Councillors) and further, wider, formal public consultation to receive comments from local residents and businesses, nearby villages, developers / house builders, renewable energy providers, other interested parties and the general public.

### Effect on Strategic Aims

20. **Commitment to being a listening council, providing first class services accessible to all.** During the preparation of the SPD the Council has undertaken informal consultation with local stakeholders: the residents of the former LSA estate and the Parish Council. Further, wider, formal public consultation was also undertaken to enable the Council to receive comments from local residents and businesses, nearby villages, developers / house builders, renewable energy providers, other interested parties and the general public.
21. **Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.** At the heart of sustainable development is the simple idea of ensuring a better quality of life for everyone, now and for future generations. The aim of the SPD is to provide practical advice and guidance to applicants on how development proposals can ensure they are sustainable and achieve a high quality of design in a way that respects the local context.

22. **Commitment to making South Cambridgeshire a place in which residents can feel proud to live.** At the heart of sustainable development is the simple idea of ensuring a better quality of life for everyone, now and for future generations. The aim of the SPD is to provide practical advice and guidance to applicants on how development proposals can ensure they are sustainable and achieve a high quality of design in a way that respects the local context.
23. **Commitment to assisting provision for local jobs for all.** New employment opportunities may be created within the policy area, as development proposals could include employment uses to promote the principles of sustainable living by allowing residents to live and work in the locality. The sustainability of any development proposal could also be increased through the use of local businesses, such as architects, builders and suppliers, in designing and constructing any development proposal.
24. **Commitment to providing a voice for rural life.** During the preparation of the SPD the Council has undertaken informal consultation with local stakeholders: the residents of the former LSA estate and the Parish Council. Further, wider, formal public consultation was also undertaken to enable the Council to receive comments from local residents and businesses, nearby villages, developers / house builders, renewable energy providers, other interested parties and the general public.

### **Conclusions / Summary**

25. This report outlines the further discussions undertaken relating to the classification of buildings at 54 Park Lane and 33 Cootes Lane, and the officer assessment of the eligibility of the two buildings. The officer assessment is that building 97 [an implement shed at 54 Park Lane] should remain as non-eligible and the converted water tank at 33 Cootes Lane should be changed to eligible. The next step is to adopt the SPD, at which point it will form part of the Local Development Framework and will become a material consideration in the determination of planning applications

**Background Papers:** the following background papers were used in the preparation of this report:

- New Communities Portfolio Holder Report 7 October 2010: Fen Drayton Former LSA Estate SPD - Approval for Consultation
- Fen Drayton Former LSA Estate SPD (Consultation Draft October 2010)  
<http://www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/SPDs/FenDraytonSPD.htm>
- Sustainability Appraisal Statement (October 2010)
- Habitats Regulations Assessment Statement (October 2010)
- New Communities Portfolio Holder Report 8 March 2011: Fen Drayton Former LSA Estate SPD - Adoption

**Appendices:**

- Appendix 1 Further Written Responses from Landowners of 54 Park Lane and 33 Cootes Lane
- Appendix 2 Fen Drayton Former LSA Estate SPD

**Contact Officer:** Jenny Nuttycombe – Planning Policy Officer  
Telephone: (01954) 713184

Keith Miles – Planning Policy Manager  
Telephone: (01954) 713181

54 Park Lane

Fen Drayton

To: Nuttycombe Jenny; Miles Keith  
Subject: 54 Park Lane, Fen Drayton

Dear Jenny and Keith

Firstly I would like to thank you for giving us the time to present our case to you at our recent meeting.

As requested I am writing to confirm our views with regard to the exclusion of the existing building at 54 Park Lane, Fen Drayton from those considered acceptable under Policy SP/11. At our meeting we outlined why we feel that the existing building should be included. The building was constructed under a planning permission for an implement store. It replaced an existing implement store on site. If that earlier implement store was still on site then it would be considered an acceptable building and would be included. I don't think anyone disputes that. It seems grossly unfair that replacing that implement store, in accordance with a planning permission, means that the building can no longer be considered acceptable. It prejudices the owner in this case for wanting to keep the site tidy and provide a use for the building rather than letting it gradually fall into disrepair.

I note your comments regarding the use of the land at the time. You referred to the aerial photographs taken in 1998 and 2003. These show the site before and after the current building was erected. The comment was made that they appear to show that the land was used as residential garden land. However, this is no different to other properties within the former LSA that were used as garden land at that time. In particular I refer to properties along Springhill Road and Oaktree Road. I have attached the aerial photographs from 1999 that show properties along these roads with the buildings that are considered acceptable set within garden land with no relationship to agriculture at all. Again it seems unfair and indeed unreasonable that

these buildings should be included and the building at 54 Park Lane is not.

The planning application forms submitted for the building in 2000 refer specifically to a replacement implement store. The planning permission also refers to the erection of a replacement implement store. The store was constructed in accordance with the approved plans. The use of the store after this is not relevant. The forms referred to garden land. However, as referred to above this is not exclusive to 54 Park Lane. Indeed in the case of 54 Park Lane the photographs show the glass house still on site up until at least 2003. This is not the case on the other sites referred to. There was a clear intention to build the implement store, it had planning permission and the glass houses were still on site. Circumstances changed and it was no longer needed as an implement store in association with an agricultural use and it was used as an ancillary garden building. No different to many other buildings on the former LSA. In addition the reference to garden land on the forms can in no way take precedence over the description of the proposal, the approved plans and the planning permission.

Another issue regarding agricultural use relates to the lifting of the agricultural restrictions on a number of properties prior to the overall release of all properties in 2008. This was done as there was no agricultural use being carried out on a number of the properties. Removing that restriction effectively confirmed that the agricultural use had stopped.

There are a number of issues that were referred to at the meeting that we believe need to be addressed as they highlight some inconsistencies in the SPD. George Burton's property at the end of Mill Road has been included in the policy boundary when it was never part of the LSA. On a similar note, is the cow byre at Daintrees which has been included but was never within the LSA site.

I would be grateful if you would pass these comments on to the Portfolio Holder so that he is aware of our views. In the meantime if you have any queries then please do not hesitate to contact me.





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33 Cootes Lane

Fen Drayton



Dated 24th April 2011

Mr K Miles  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

Dear Mr Miles

**Fen Drayton LSA Supplementary Planning Document, Response to letter dated 22th March 2011.**

Policy SP11 Fen Drayton LSA clearly states "excluding Greenhouses" it makes no mention of any other type of structure or building that shouldn't be considered.

I have owned 33 Cootes Lane since 1984, since when growing has always taken place: due to a change in my career for to health reasons, growing increased to a full time occupation in the mid 1990's and reduced in approximately 2005. However growing still continues to this day, see photo's No 1 and 2.

In approximately 2000 I purchased a large quantity of peat bags and additional irrigation equipment which needed to be stored on site. At that time In order to accommodate this I converted the former water tank to a storage building by cutting a door way on the side and reusing the liner as a roof covering. This didn't last long and was eventually replaced by a more substaintional roof see photo No 3. I changed the use of the structure to the storage of horticultural sundries.

The building does conform to the council's definition of a building as per paragraph 4.5, 4.6 and 4.7 in that it was built over 40 years ago in the early 1970's (thus has a degree of permanency and not temporary) on site and would require to be dismantled on site to be removed. Unlike some eligible buildings which only have soil as a base, this structure has a base comprising a 150mm deep concrete slab to which it is fixed and it also has a solid roof. At 5.5 meters wide it would be difficult to move around the smallholding. It therefore conforms to the Town and Country Planning Act 1990 (Section 336). There is no mention of water tanks in the final draft, therefore it is difficult to comprehend why they are now being excluded. In any event this building is no longer a water tank. The structure is still being used today for storage of horticultural sundries, see photo's No 4 and 5. External views as seen in photo's No 6 and 7.





**Photo 1: Propagating house full of plants.**



**Photo 2: Holing out ready to take plants.**





***Photo 3. Solid roof construction***





***Photo 4. Converted water tank storing horticultural sundries.***



***Photo 5. Converted water tank storing horticultural sundries.***





***Photo 6. View showing pump house with doorway cut into former water tank.***



***Photo 7. External view of converted water tank.***



## 4. DEFINITIONS AND AN EXPLANATION OF TERMS

- 4.1 For the purposes of preparing planning applications and assessing those planning applications against Policy SP/11, there are a number of terms and phrases within the policy and its supporting text that need further definition and explanation. The definitions and explanation set out in this chapter are based on the Council's interpretation of the policy at the date of adoption of the SPD. As the policy requires ground breaking and experimental ways of sustainable living, which is a fast moving area, it may be necessary to review and update this SPD during the lifetime of the policy.

### DEFINING THE ELIGIBLE BUILDINGS AND THEIR FOOTPRINT

- 4.2 Policy SP/11 requires that any change of use or redevelopment of eligible buildings must not occupy a larger footprint than existing buildings. The planning definition of footprint is taken from *Planning Policy Guidance note 2: Green Belts*. The **footprint** of a building is the area of land physically occupied by the building but excluding any temporary buildings or hardstandings. The footprint of a building is based on the external dimensions of the building and does not take account of the height of the building (i.e. the number of storeys). For example, a building of 17m by 5m would have a footprint of 85 sqm, whether it was a single storey or two storey building, and the eligible footprint remains 85 sqm whatever height of building might be acceptable.
- 4.3 The **footprint of the existing buildings** for the purposes of Policy SP/11 is defined as the footprint of the buildings deemed eligible at the time of the adoption of the policy on 28 January 2010. Therefore, any buildings demolished before this date or constructed after this date will not be included when calculating the footprint for any development proposal within the policy area.
- 4.4 To avoid an adverse impact on the countryside character of the area, the policy restricts development to the change of use or redevelopment of existing buildings where it can be demonstrated that they are no longer needed for agricultural purposes.
- 4.5 The Town and Country Planning Act 1990 (section 336) sets out the planning definition of a building as any structure or erection; this has been refined by planning case law to require a building to:
- have a degree of permanence (i.e. the building could be removed only if demolished or fully dismantled);
  - have a physical attachment to the site;
  - have a limited degree of motion within the site; and



- to be of a size that requires construction on site rather than being brought to the site ready made.

- 4.6 Therefore for the purposes of Policy SP/11, a **building** is defined as a structure that: has a physical attachment to the ground; has a roof and three or more walls; and cannot be easily removed from the site or around the site. This definition excludes any temporary structures, such as containers, and any hardstandings that remain from earlier buildings.
- 4.7 For the purposes of Policy SP/11 and as a departure from national and local planning policy, the structural condition of the building and its state of repair will not be a consideration in determining eligibility as the legacy of the Land Settlement Association (LSA) and subsequent agricultural consortiums is a patchwork of buildings of variable quality. This is different to other policies in the Local Development Framework (LDF) for the redevelopment of buildings in the countryside which in accordance with national planning policy require a building to be permanent, of substantial construction, structurally sound, not of a makeshift nature and not in a state of dereliction and disrepair, if it is to be considered for conversion.
- 4.8 Policy SP/11 specifically excludes **glasshouses**, this is due to glasshouses being considered as temporary structures but also due to their significant footprint. To allow the redevelopment of glasshouses would result in significant changes to character of the area and would not be consistent with the former LSA estate being designated as countryside in planning terms.
- 4.9 The Town and Country Planning Act 1990 (section 336) sets out the planning definition of agriculture, as follows:
- “**Agriculture** includes horticulture, fruit growing, seed growing, dairy farming, the keeping and breeding of livestock (including any creature kept for the production of food, wool, skins, fur, or for the purpose of the farming of the land), the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds, and the use of land for woodlands where that use is ancillary to the farming of the land for other agricultural purposes.”
- Planning case law has helped clarify the definition of agriculture to specifically exclude the breeding and keeping of horses, except where this is carried out in conjunction with a farming use. Buildings and structures specifically connected to horses are not agricultural buildings except where they are buildings required for farm horses.
- 4.10 Therefore for the purposes of Policy SP/11, piggeries and any associated extensions, general purpose agricultural buildings, agricultural workshops,

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

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|                   |  |             |
|-------------------|--|-------------|
| <b>REPORT TO:</b> | New Communities Portfolio Holder   | 19 May 2011 |
| <b>AUTHOR/S:</b>  | Executive Director, Operational Services / Corporate Manager, Planning and New Communities |             |

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**EDUCATIONAL PROVISION IN GAMLINGAY****Purpose**

1. To agree the Council's formal response to Cambridgeshire County Council's consultation on the future of Gamlingay Village College.
2. This is a key decision as it is likely to be significant in terms of its effects on communities living or working in an area of the District.

**Recommendations and Reasons.**

3. That the New Communities Portfolio Holder formally responds to Cambridgeshire County Council's consultation on the future of Gamlingay Village College, expressing support for Option One and seeking recognition of the important role that the village college performs for the wider community.

**Background**

4. Cambridgeshire County Council has decided to review the educational provision it makes for children and young people living in the catchment area of Gamlingay Village College and Gamlingay First School.
5. Although in Cambridgeshire, Gamlingay Village College forms part of a model which exists in Bedfordshire (i.e. first, middle and upper schools). It is a Foundation middle school for pupils aged 9-13 years old (Years 5-8) with a capacity of 248 places serving a catchment area comprising East H, Gamlingay, Hatley St George and Tetworth. It feeds into Stratton Upper School in Biggleswade.
6. The two key reasons for the review are:
  - a) The need to respond to a number of specific challenges faced by Gamlingay Village College since it was judged to require special measures by OFSTED (Office for standards in Education) in Spring 2011.
  - b) The need to explore whether a change from the three tier education system (first, middle and upper schools) that currently exists in Gamlingay to the two tier system of primary and secondary schools to be found in the rest of Cambridgeshire would help address these challenges.
7. Cambridgeshire County Council issued a consultation paper on April 6th 2011 listing three options for the school's future.
8. The consultation period runs until 25 May 2011 and a decision on the future of Gamlingay Village College will be made by The County Council's Cabinet on 14 June 2011.

9. In September 2010, South Cambridgeshire District Council (SCDC) awarded a dual use grant of £200,000 to Gamlingay Village College towards improvements at the fitness centre and development of a Multi-Use Games Area. The unpaid balance of this grant has been placed on hold pending a decision on the future of the village college; the grant will be reconsidered by SCDC Cabinet on 7 July 2011.

### **Options**

10. Three options are being proposed by Cambridgeshire County Council, full details of which are included in **Appendix 1**.

#### **Option 1**

- (a) Retain the current three-tier structure of Gamlingay First School and Gamlingay Village College, feeding into Stratton Upper School, in Biggleswade.
- (b) Establish very close working links between the First School and the Village College for the primary year groups; and with Stratton Upper for the secondary year groups.
- (c) Develop formal federation proposals, aimed at improving educational performance and cost-effectiveness. This could include the possibility of a hard federation with Stratton Upper School.

#### **Option 2**

- (a) Establish Gamlingay First School as an all-through primary school.
- (b) Close Gamlingay Village College.
- (c) Include Gamlingay in the catchment area of one of the neighbouring Cambridgeshire secondary schools which has surplus capacity.
- (d) Provide for students to continue their post-16 education in Cambridgeshire.

#### **Option 3**

- (a) Establish Gamlingay First School as an all-through primary school.
- (b) Close Gamlingay Village College.
- (c) Include Gamlingay in the catchment area of the proposed new secondary school which is aimed to be established in Cambourne to open in September 2013.

11. The County Council's preference is option two which involves closing Gamlingay Village College, expanding Gamlingay first school to become an all-through primary school and including Gamlingay within the catchment of Bassingbourn. The earliest this could be implemented would be September 2012.

### **Considerations and Implications**

12. The County Council's consultation document set out the advantages and disadvantages of each of the options (see appendix 1) which consider the impact on the pupils, management and teaching arrangements, parent preferences, available accommodation and timescales.
13. Whilst the overriding function of a village college is for educational purposes and as such it is recommended that it is left to the County Council to make a judgement on this aspect informed by the comments of consultees, the consultation paper does not

appear to recognise the important role that the village college performs for the wider community.

14. Across our district, village colleges play such an important role acting as community hubs for a wide range of community activities, during the day as well as at evenings and weekends. Gamlingay Village College also forms part of a network of dual use sports centres which serve the district and provide an opportunity for a wide range of formal and informal sports activities such as Fitness for Health/GP referrals. When the dual use policy was formulated, one of the main considerations was that the existing pattern of educational provision also provided a good geographical coverage. The demise of the village college would create a significant geographical gap in coverage of SCDC supported recreational and community facilities, and would put in jeopardy SCDC's previous investment.
15. As such the loss of the college is likely to have a considerable impact on the local community, and it is disappointing to see that County Council's preferred option does not include the retention of Gamlingay Village College.
16. The alternatives (Bassingbourn and Cambourne) are some distance from Gamlingay. In a rural district such as South Cambridgeshire, public transport links to a Village College will be critical to enable all members of the public to access those facilities as well as school children.
17. There is currently a bus service between Gamlingay and Cambourne (18/18A bus). Although this is one of the services whose subsidy that the County Council proposes to withdraw, it is looking to pool all supported transport funds (includes for example NHS transport subsidies) to make better use of those funds and enable supported transport to carry fare paying passengers for work, shopping etc. There are no bus services to Bassingbourn.
18. As such, if children were to go to Cambourne rather than Bassingbourn this may help sustain a bus route between Cambourne and Gamlingay not only for schoolchildren but for the wider community which would be useful given the wider range of services and facilities in Cambourne which could also more effectively serve the residents of Gamlingay.
19. This benefit clearly will need to be balanced against the other factors referred to in the consultation paper such as when the proposed secondary school will be ready at Cambourne, accepting that there is current capacity at Bassingbourn. SCDC wishes to ensure that a strategic decision is made which brings as many benefits as possible to the community of Gamlingay including for its children and young people.

|     |                        |  |
|-----|------------------------|--|
| 20. | Financial              | Unspent balances to be reviewed in July once future of Gamlingay Village college is known. Cambridgeshire County Council has underwritten costs to date. |
|     | Legal                  | Agreements for the continuation of community use of the facilities needs to be established with Cambridgeshire County Council.                           |
|     | Staffing               | Considerable officer time has been spent on this project.  |
|     | Risk Management        | Cambridgeshire County Council will be reviewing this as part of the project.   |
|     | Equality and Diversity | Ensuring equitable opportunities will be an important consideration in selecting a preferred option.   |
|     | Equality Impact        | No   |

|                      |  |
|----------------------|--|
| Assessment completed |  |
| Climate Change       | Minimising need for travel and ensuring linked journeys are an important consideration in this matter. |

### Consultations

21. This Council is a consultee on this proposal, as such all interested parties will respond direct to the County Council.
22. The view of the local members have been sought:

**Cllr Bridget Smith** comments that 'it is extremely disturbing that Gamlingay Village College has been allowed to deteriorate educationally to the extent that it has. However, I am hopeful that the current consultation will deliver a solution that will guarantee the very best educational outcomes for the children of Gamlingay who deserve, as much as any South Cambridgeshire child, schooling of the highest quality'.

**Cllr Sebastian Kindersley** wholeheartedly supports the retention of Gamlingay Village College in Gamlingay.

SCDC has not carried out any specific consultation with Children and Young People on this proposal but would expect the County Council to do so.

### Effect on Strategic Aims

Village colleges play such an important role in our communities, they help the District Council and its partners to provide accessible services within a rural district and provide a range of facilities and activities including sports centres supporting the development of healthy and active communities..

### Conclusions / Summary

23. That the PortfolioHolder formally responds to Cambridgeshire County Council's consultation on the future of Gamlingay, expressing concern at the proposed closure of Gamlingay Village College, given the adverse impact this will have on the wider community. The preference is to see it retained ( Option one) If however Gamlingay Village College is to close, it is suggested that further consideration is given to the potential advantages of children attending the future secondary school at Cambourne.

**Background Papers:** the following background papers were used in the preparation of this report: .

- Cabinet Report – 9 September 2010
- New Communities Report 13 July 2010

### Appendix 1: Education Provision in Gamlingay 11 April 2011

**Contact Officer:** Jane Green – Head of New Communities  
Telephone: (01954) 713164.

# **Educational Provision in Gamlingay**

## **Planning for the Future**

**April 2011**

**Consultation Document**





## Introduction

Cambridgeshire County Council, the local Children's Services Authority, has decided to review the educational provision it makes for children and young people living in the catchment area of Gamlingay Village College and Gamlingay First School.

There are two key reasons for reviewing the current arrangements:

- the need to respond to a number of specific challenges faced by Gamlingay Village College;
- the need to explore whether a change from the three-tier education system of First, Middle and Upper schools that applies in Gamlingay, to the two-tier system of primary and secondary schools to be found in the rest of Cambridgeshire would help address these challenges.

Our main aim is to secure and sustain high-quality educational provision for all children and young people in the Gamlingay area. We firmly believe that doing nothing will not achieve this aim.

We have produced this consultation paper to help you understand why we believe this to be the case. The paper:

- sets out a range of structural options for securing improvements in the quality of the educational provision available to children and young people who attend Gamlingay Village College and the standards they achieve;
- identifies what we believe to be the main advantages and disadvantages of each of these options and our preferred option; and
- sets out the immediate next steps in the review process. This includes how you can find out more and how you can tell us what you think about the options we have identified.

The principal focus of this consultation is on the changes needed as a result of the challenges faced by Gamlingay Village College.

## Background

The village of Gamlingay is in Cambridgeshire, in the South Cambridgeshire District, but very close to the border with the neighbouring Children's Services Authority, Central Bedfordshire. There are two schools in the village, Gamlingay First School and Gamlingay Village College. They have a common catchment area which comprises: East Hatley, Everton Heath, Gamlingay, Hatley St George and Tetworth. The schools are organised on the educational model which exists in Central Bedfordshire – of First, Middle and Upper schools – and the Village College feeds into Stratton Upper School, in Biggleswade, which is in Central Bedfordshire.

**Gamlingay First School** is a Community school for pupils aged 4-9 years (Reception, Years 1- 4) and has an annual pupil intake figure, or published admission number (PAN) of 45 (1.5 forms of entry (FE)) providing an overall capacity of 225 places.

**Gamlingay Village College** is a Foundation school for pupils aged 9-13 (Years 5-8) and has a PAN of 62 (2 FE) providing an overall capacity of 248 places.

**Stratton Upper School** is a Community school for pupils aged 13–18 (Years 9–13) and has a PAN of 300 (10 FE) providing a statutory-age capacity of 900, plus sixth form provision. The school is currently consulting on converting to Academy status.

### **The need for immediate change to address the specific challenges faced by Gamlingay Village College**

We have identified the need to consider potential structural options to respond to the issues identified by the recent inspection of Gamlingay Village College by the Office for Standards in Education (Ofsted). The school was inspected on 9-10 February 2011, and was judged to require special measures. This is because it is failing to give its pupils an acceptable standard of education and the persons responsible for leading, managing and governing the school are not demonstrating the capacity to secure the necessary improvement. Significant improvement is required in relation to:

- increasing attainment and improving pupils' progress to at least national averages in all subjects, but especially in the core skills of literacy and numeracy;
- the quality of leadership;
- the quality of teaching, in order to increase the proportion of good and outstanding lessons.

The local authority is putting in significant management and educational support to address these issues. However, we are also required by Ofsted to explore the scope for the school to be closed or federated with other schools, taking into account the number of surplus places available in better-performing local schools in the surrounding area.

### **Responding to the challenges faced by Gamlingay Village College**

We have identified the following options for addressing these challenges:

#### **Option 1**

- Retain the current three-tier structure of Gamlingay First School and Gamlingay Village College, feeding into Stratton Upper School, in Biggleswade.
- Establish very close working links between the First School and the Village College for the primary year groups; and with Stratton Upper for the secondary year groups.
- Develop formal federation proposals, aimed at improving educational performance and cost-effectiveness. This could include the possibility of a hard federation with Stratton Upper School.

#### **Option 2**

- Establish Gamlingay First School as an all-through primary school.
- Close Gamlingay Village College.
- Include Gamlingay in the catchment area of one of the neighbouring Cambridgeshire secondary schools which has surplus capacity.
- Provide for students to continue their post-16 education in Cambridgeshire.

#### **Option 3**

- Establish Gamlingay First School as an all-through primary school.
- Close Gamlingay Village College.
- Include Gamlingay in the catchment area of the proposed new secondary school which is aimed to be established in Cambourne to open in September 2013.
- Provide for students to continue their post-16 education in Cambridgeshire.

**Previous review work undertaken:**

We believe it is important to provide some information about an option that is not included in this consultation paper, in order that parents might have the full picture. The future organisation of secondary education in South West Cambridgeshire and the pattern of education in Gamlingay were considered in depth by the County Council's Children and Young People's Policy Development Group (PDG) over a series of meetings in 2010. The PDG is a non-decision-making group of County Councillors, Teacher Association and Diocesan representatives that advises the Council's Cabinet Member for Children and Young People's Services, on issues of relevance to his portfolio area.

The PDG considered a number of educational options which had been evaluated and costed in detail. These options included the possible establishment of an 11-16 secondary school in Gamlingay. The evaluation showed that it would be extremely difficult to establish a secondary school in Gamlingay which met even the County Council's minimum size guidance of 4 FE (620 places). The minimum size is important because the cost per pupil of small secondary schools is considerably more than for larger ones, and, in addition to general equity considerations, establishing such a school at a time of severe financial constraints would be extremely difficult to justify.

The only way to achieve viability would have been either to change the Gamlingay catchment area significantly and transport children to the school from other areas of Cambridgeshire, including Cambourne and Great Gransden, or to recommend a change to Gamlingay Village College's catchment area to include some Central Bedfordshire schools, namely, Potton Lower School and Burgoyne Middle School.

In the first case, the PDG did not feel that it could support the transportation of large numbers of children from Cambourne to Gamlingay, for both cost and environmental reasons; and in the second, Central Bedfordshire indicated that the Authority would not support any formal proposal from Cambridgeshire to make Potton Lower and Burgoyne Middle feeder schools for Gamlingay Village College. The option of an all-through secondary school to serve Gamlingay is, therefore, not included here.

As far as future need is concerned, NHS birth data indicates that the number of children born in the Gamlingay catchment area will reduce from a predicted 40 in-catchment children requiring a Reception place in September 2011 to 29 in 2014. These numbers will, to some extent, be balanced in the future by new housing development in the village, keeping the in-catchment numbers broadly at the same level, as the first development is planned for completion in 2014.

Further details relating to the three broad options on which we are consulting are set out below.

| OPTIONS  | ADVANTAGES   | DISADVANTAGES   |
|--|--|---|
| <b>OPTION 1</b>  |  |   |
| <ul style="list-style-type: none"> <li>Retain the current three-tier structure of Gamlingay First School and Gamlingay Village College, feeding into Stratton Upper School, in Biggleswade.</li> <li>Establish very close working links between the First School and the Village College for the primary year groups; and with Stratton Upper for the secondary year groups.</li> <li>Develop formal federation<sup>1</sup> proposals, aimed at improving educational performance and cost-effectiveness. This could include the possibility of a hard federation with Stratton Upper School.</li> </ul> | <p>Minimal structural change, so arrangements could be implemented very quickly.</p> <p>Links Gamlingay Village College closely with two well-performing schools.</p> <p>Provides improved opportunities for strengthening leadership, management and teaching arrangements in a cost-effective manner.</p> <p>As Stratton Upper is a 13-18 school, this provides the opportunity for children to receive their sixth-form education there without transferring elsewhere.</p> | <p>Retains the three-tier educational structure for Gamlingay, when all other Cambridgeshire schools are all-through primaries or secondaries.</p> <p>Minimal change, which means that the arrangements might not be seen as capable of delivering the necessary improvements, and might therefore, be unacceptable to Ofsted.</p> <p>There could be difficulty with the recruitment and retention of staff at the Village College.</p> <p>The impact on the First School of parents moving children to other schools, due to the circumstances of special measures at the Village College, could be significant in lowering pupil numbers and impacting on budget, staffing and class organisation.</p> <p>This option has the capacity to isolate one of the schools in a three-tier arrangement, if federation proposals were not agreed by all of the governing bodies.</p> |
| <b>OPTION 2</b>  |  |   |
| <ul style="list-style-type: none"> <li>Establish Gamlingay First School as an all-through primary school.</li> <li>Close Gamlingay Village College.</li> <li>Include Gamlingay in the catchment area of one of the neighbouring Cambridgeshire secondary schools which has surplus capacity. (Further information on the relevant secondary schools is included in <b>Appendices 1 and 2</b>.)</li> <li>Provide for students to continue their post-16 education in Cambridgeshire.</li> </ul>   | <p>Enables the First School, which is a high-performing, popular school to expand.</p> <p>Closes Gamlingay Village College, a low-performing school.</p> <p>Brings Gamlingay into line with the Cambridgeshire two-tier primary and secondary educational model.</p> <p>Depending on the choice of secondary school, this has the capacity to be a popular option with parents and the local community.</p>  | <p>This option could not be implemented formally until September 2012. Interim arrangements would, therefore, be needed for one academic year.</p> <p>There would need to be significant capital investment in establishing an all-through 4-11 primary school.</p> <p>This option would increase transport costs, as transport would be required from Year 7 not Year 9.</p> <p>Depending on the choice of secondary school, this has the capacity to be an unpopular option with parents and the local community.</p>   |

<sup>1</sup> A federation normally involves two or more schools agreeing to enter into a formal partnership. There would be one governing body which would have collective responsibility for the schools, but each school would retain its own individual identity and be the subject of a separate Ofsted inspection. Very recent information indicates that a federation can set a single budget. Such an arrangement, therefore, provides significant opportunities for joint working and the cost-effective use of resources.

| OPTIONS  | ADVANTAGES   | DISADVANTAGES   |
|--|--|---|
| (The arrangements would vary with the choice of school. Further details in Appendix 1.)  |  |   |
| <b>OPTION 3</b>  |  |   |
| <ul style="list-style-type: none"> <li>Establish Gamlingay First School as an all-through primary school.</li> <li>Close Gamlingay Village College.</li> <li>Include Gamlingay in the catchment area of the proposed new secondary school which is aimed to be established in Cambourne to open in September 2013.</li> <li>Provide for students to continue their post-16 education in Cambridgeshire. (Further details are included in Appendix 1.)</li> </ul> | <p>Enables the First School, which is a high-performing, popular school to expand.</p> <p>Closes Gamlingay Village College, a low-performing school.</p> <p>Brings Gamlingay into line with the Cambridgeshire two-tier primary and secondary educational model.</p> <p>A new secondary school would provide a fresh start for Gamlingay children.</p> | <p>The new secondary school at Cambourne will not open until September 2013, at the earliest. Interim arrangements would, therefore, be needed for at least two academic years.</p> <p>There would need to be significant capital investment in establishing an all-through 4-11 primary school.</p> <p>As a new school, there is no track record on which to base an educational judgement.</p> <p>This option would increase transport costs, as transport would be required from Year 7 not Year 9.</p> <p>The capital funding for the proposed 5FE (750 place) secondary school to serve the needs of Cambourne is already heavily dependent on borrowing. Any increase in size would mean that additional borrowing would be required.</p> <p>A competition for awarding the contract for the design and building of a 5FE school has already been run and awarded, and the timescale for completion by 2013 is already tight. Any amendment to the arrangements could cause significant delay.</p> <p><b>Note:</b> This option would cause severe discontent on the part of the governors and parents of Barnabas Oley Primary School in Great Gransden. Barnabas Oley have already been informed that feeding into the new secondary school in Cambourne is not possible, because of the capital funding difficulties, and Great Gransden is significantly nearer to Cambourne than Gamlingay.</p> |

### Preferred Option

Having considered each of the identified options in detail, our preference would be for Option 2, with the inclusion of Gamlingay in the catchment area of **Bassingbourn Village College**.

This would involve the expansion of Gamlingay First School to become an all-through primary school and the closure of Gamlingay Village College. As far as Bassingbourn Village College is concerned, the outcome of its most recent Ofsted inspection, which took place in January

2010, indicated that it was a satisfactory school with satisfactory capacity to improve. It was judged to have good features, and its students attain well above the national average at GCSE. The school currently has 674 children on roll, but has capacity to admit a greater number, because there are fewer children in its catchment area in the future.

In addition, Gamlingay is in South Cambridgeshire, in the Bassingbourn, Melbourn, Comberton and Gamlingay locality, and Gamlingay First School already has strong links with the Bassingbourn cluster of schools. These links include regular meetings of the headteachers concerned, joint training days and collective funding of special projects.

If this option were to be taken forward, the earliest it could be formally implemented would be September 2012. Interim arrangements would, therefore, need to be put in place for the September 2011-12 academic year. These:

- would involve the support arrangements for the management and leadership at the Village College being placed on a longer-term footing;
- would be likely to include the current Year 4 cohort continuing to be educated at the First School for an additional year, rather than transferring in September 2011, which offers the potential additional benefit of Gamlingay Village College being able to focus attention on Years 6-8, in preparation for future transfer;
- could include the option of the current Year 6 at the Village College being given the opportunity to transfer to a Cambridgeshire secondary school in September 2011.

Consideration would also be given, in line with parental preference, to time-limited arrangements for the continued provision of free transport to Stratton Upper School for the younger siblings of students currently attending the school.

Detailed discussion of the interim arrangements would take place with all of the schools concerned.

### How you can find out more

We must stress that, whilst we have a preferred option, we want to find out the views of as many people as possible about the identified options for change before any decisions are taken. We have arranged a series of meetings which will enable the options to be discussed and for any questions which people might have about the options, or the next steps in the process, to be answered.

In line with our normal practice, we will consult fully with staff and their union representatives and produce detailed guidance on employment issues.

The details of the meetings are set out below.

| Date                          | Time    | Venue                  | Audience  |
|-------------------------------|---------|------------------------|---|
|                               |         |                        |   |
|                               |         |                        | <b>Gamlingay First School:</b>  |
| <b>Tuesday, 26 April 2011</b> | 4.00 pm | Gamlingay First School | Staff employed at Gamlingay First School and their union representatives  |
|                               | 5.30 pm | Gamlingay First School | Governing Body of Gamlingay First School  |
|                               | 7.00 pm | Gamlingay First School | Parents/carers of children attending Gamlingay First School and living in the school's catchment area, and parents/carers of children attending the pre-schools, or of children of pre-school age living in the catchment area. |

| Date                            | Time    | Venue                     | Audience   |
|---------------------------------|---------|---------------------------|--|
|                                 |         |                           |  |
|                                 |         |                           | <b>Gamlingay Village College:</b>  |
| <b>Wednesday, 27 April 2011</b> | 4.00 pm | Gamlingay Village College | Staff employed at Gamlingay Village College and their union representatives      |
|                                 | 5.30 pm | Gamlingay Village College | Governing Body of Gamlingay Village College                                      |
|                                 | 7.00 pm | Gamlingay Village College | Parents/carers of children and young people attending Gamlingay Village College. |

A meeting will also be arranged for the local community of Gamlingay, including the Parish Council, the date for which will be arranged and publicised as soon as possible; and discussions will be held, as appropriate, with representatives of Stratton Upper School, Bassingbourn Village College, the Comberton Educational Trust and the Longsands Learning Partnership.

If you wish to make any written comments, we would like to receive these by **Wednesday, 25 May 2011**. A comment sheet is included for your use, which you can either return by post or email, to the addresses provided on the comment sheet.

### What Happens Next?

We will analyse in detail all the comments we receive from people who attend the consultation meetings and/or who choose to put their views in writing.

After careful consideration of these comments, we will decide which of the options we will recommend for implementation. We will then report the outcome to everyone who has received this consultation document. However, we will give priority to informing the leadership, staff and governors of Gamlingay Village College and Gamlingay First School ahead of all other interested parties.

A report will then be presented to the County Council's Cabinet on 14 June 2011, seeking approval to proceed to the next stage. This next stage would include the publication of formal proposals that would be the subject of statutory public consultation.





Neighbouring Cambridgeshire Secondary Schools to Gamlingay : Relevant Information

| School  | Status   | Post-16 Educational Arrangements                                | Distance from Gamlingay (rounded) | Ofsted Category                                   | % GCSE (5 A* - C, inc. Maths & English) 2010 |
|---|--|---|-----------------------------------|---|--|
| Bassingbourn Village College                            | Foundation   | 11-16 school, part of Cambridge/ South Cambs (C/SC) provision   | 11 miles                          | Satisfactory, with good features                  | 69   |
| Comberton Village College                               | Academy  | 11-18 school, part of C/SC provision                            | 11 miles                          | Outstanding                                       | 82   |
| Proposed Cambourne secondary                            | Will be Academy or Free School   | 11-16 school, part of C/SC provision                            | 10 miles                          | N/A   | N/A  |
| Longsands School  | Foundation*  | 11-18 school+   | 9 miles                           | Good, with outstanding features                   | 67   |
| St Neots Community College (SNCC)                       | Foundation*  | 11-18 school+   | 8 miles                           | Satisfactory, with good and outstanding features. | 36   |
| <b>Notes:</b>   | *Longsands and SNCC, who together form a federation known as the Longsands Learning Partnership, are consulting on conversion to Academy status. | +Longsands and SNCC work together to plan sixth form provision. |                                   |   |  |
| <b>Comparable information for Stratton Upper School</b> | Community, consulting on conversion to Academy status  | 13-18 school  | 6 miles                           | Good, with outstanding features                   | 56   |
|   |  |   |                                   |   |  |

| Cambridgeshire Secondaries : Forecast Pupil Numbers in the Catchment for each September |                            |  |                  |      |      |      |      |      |      |      |      |
|---|----------------------------|--|------------------|------|------|------|------|------|------|------|------|
| School  | Published Admission Number |  | 2011             | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| Bassingbourn  | 150                        |  | 105              | 112  | 98   | 107  | 90   | 102  | 88   | 130  | 119  |
| Comberton   | 300                        |  | 306 <sup>2</sup> | 318  | 354  | 360  | 362  | 396  | 395  | 427  | 433  |
| Longsands   | 290                        |  | 289              | 310  | 280  | 319  | 306  | 305  | 317  | 340  | 413  |
| St Neots CC   | 232                        |  | 148 <sup>3</sup> | 157  | 132  | 114  | 129  | 132  | 124  | 135  | 154  |

<sup>2</sup> The pupil numbers for Comberton take into account the planned increased housing development in Cambourne.

<sup>3</sup> Even though there is currently spare capacity at St Neots Community College, it has been agreed that the two St Neots secondary schools, which together form the Longsands Learning Partnership, should expand to meet the significant future housing development planned for the town. This will require an additional 4-6 FE.

Catchment Areas & Primary Schools: South Cambridgeshire



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Please Note:  
 The boundaries shown on this map are intended to give an approximate indication of designated school feeder areas or catchments. They should not be taken to have any definitive administrative or legal significance.



# Educational Provision in Gamlingay

## Consultation Comment Sheet

Name: \_\_\_\_\_ (please print)

Please place a tick in the appropriate box to indicate if you are a:

Member of staff \* \_\_\_\_\_

☐

Governor \* \_\_\_\_\_

☐

*\* Please name the school*

Parent of Child at Gamlingay Village College

☐

Parent of a Child at Gamlingay First School

☐

Parent of a Younger Child

☐

Pupil at Gamlingay Village College

☐

Pupil at Gamlingay First School

☐

Other Member of Community

☐

Professional Association / Trade Union

☐

Partner Organisation / Education Provider

☐

### **COMMENT YOU WISH TO MAKE**

*Please continue overleaf, if you wish to.*

Return to:  
Suzanne Nelson  
Children and Young People's Services  
Box No. CC1209  
Castle Court  
Shire Hall  
Cambridge  
CB3 0AP

The consultation document and response form are also available on Cambridgeshire County Council's website via the following link:

<http://www.cambridgeshire.gov.uk/education/schools/planning/>

and can be returned electronically to [gamlgayreview@cambridgeshire.gov.uk](mailto:gamlgayreview@cambridgeshire.gov.uk)

The deadline for receipt of comments is **25 May 2011**

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** New Communities Portfolio Holder 19 May 2011  
**AUTHOR/S:** Executive Director, Operational Services / Corporate Manager, Planning and New Communities

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**CAMBRIDGE FRINGES ALLOTMENTS MANAGEMENT POLICY****Purpose**

1. To seek the New Communities Portfolio Holder's endorsement for the Cambridge Allotments Management Policy, which should be applied to the growth sites around the Cambridge fringes (ie, Southern Fringe, North West Fringe).
2. This is not a key decision.

**Recommendation**

3. It is recommended that the New Communities Portfolio Holder endorse the Cambridge Allotments Management Policy.

**Reasons for Recommendation**

4. To ensure a consistent approach to the allocation and management of allotments in the growth sites on the fringes of Cambridge that sit partly in the District of South Cambridgeshire and partly within the City of Cambridge.

**Background**

5. Attached at **Appendix B** is the Cambridge Allotments Management Policy Report and Appendix that was approved by Cambridge City Council's Executive Councillor for Arts & Recreation, which provides further information in relation to the background of the Cambridge Allotments Management Policy. Of particular note is paragraph 4.7 within the Report, and the details set out in the Cambridge Allotments Management Policy **Appendix A**, which explains how allotments will be allocated and managed on the growth sites.

**Implications**

6.

|                                      |                            |
|--------------------------------------|----------------------------|
| Financial                            | Nil                        |
| Legal                                | Nil                        |
| Staffing                             | Nil                        |
| Risk Management                      | Nil                        |
| Equality and Diversity               | Nil                        |
| Equality Impact Assessment completed | Via Cambridge City Council |
| Climate Change                       | Nil                        |

### **Consultations**

7. Consultations have been carried out with a number of Allotment Associations and Groups, allotment holders and the general public (see the attached Report).

#### **Consultation with Children and Young People**

8. Children and young people were consulted as part of Cambridge City's general consultation. South Cambs District Council Officers will also be incorporating this allotments Report, along with a variety of other issues relating to growth throughout the summer months whilst carrying out engagement activities with children and young people on growth across the District.

### **Conclusions / Summary**

9. Endorsement of the attached Cambridge Allotments Management Policy and Appendix A by the New Communities' Portfolio Holder will ensure a consistent and fair approach to the allocation and management of allotments on the Cambridge fringes growth sites. This will, in turn, help facilitate a sense of community cohesion with those people moving into the new developments knowing that the same policies and standards are applied fairly and consistently across their community.
10. Learning lessons from previous new communities we have learned that it is really important for people to have a sense of belonging and identity at the earliest opportunity. By having policies and standards that are applied to new communities fairly and consistently, it will help ensure that people feel they belong to one whole community that is not divided between two Districts, where new residents may be subject to differing policies and standards.

**Background Papers:** the following background papers were used in the preparation of this report:

Cambridge City Council Cambridge Allotments – A Management Policy and  
Cambridge Allotments Policy Appendix A

**Contact Officer:** Tracy Mann – Principal Lead for Community Infrastructure  
Telephone: (01954) 713342



## **Appendix A - Draft allotments allocation policy for growth sites**

### **1. Principles**

- 1.1 Priority for allotments will be given to residents of that growth site until twelve years after the completion of that site.
- 1.2 Residents in later stages of the build out of the growth site should not be disadvantaged by all plots having already been allocated.
- 1.3 The majority of the allotment site should be fully cultivated throughout the development of the growth site.
- 1.4 If actual demand for allotments exceeds supply, the sizes of plots let will be adapted and opportunities explored to provide more allotments.
- 1.5 Any surplus supply should be offered to 'non growth site' applicants on a temporary basis.
- 1.6 Allotments will be managed in accordance with the approved Allotments Management Policy.
- 1.7 In the absence of an allotment society, the City Council or successor will be responsible for allocation.
- 1.8 This allocation policy shall be kept under review and revised as appropriate.

### **2 Allocation Policy (see definitions below)**

- 2.1 Only applicants living on the growth site will be allocated plots on a permanent basis until 12 years after the completion of the growth site.
- 2.2 During the build out of the growth site, the following procedure will be followed in February of each year:
  - a) The appropriate proportion of the allotment site will be allocated on a permanent basis. This annual supply will

be calculated as defined below. If the actual demand exceeds the annual supply, permanent allocations will be made after a ballot on 1<sup>st</sup> February.

- b) Any applicant from the growth site failing to achieve a permanent allocation through the ballot shall be given a temporary allocation if available, by further ballot if necessary.
- c) Applicants from the growth site unsuccessful in two previous ballots for a permanent allocation will be given a permanent allocation, without the use of a ballot.
- d) Priority can be given to Community Group applications linked with the growth site without ballot, either as a temporary or permanent basis.
- e) Applicants not from the growth sites will be given temporary allocations if there are vacancies on the site after all the allocations have been made to residents of the growth site.
- f) If there are vacancies on the site, applicants after February will be given a temporary contract until the following February.

2.3 For the first 8 years following completion of the growth site, permanent allocations will be given to residents of that site as plots become available. If necessary, a waiting list shall be set up. On 1 February of each year, if there are vacancies on the site after all the allocations have been made to residents of the growth site, temporary allocations will be made to non-residents. Residents of both Cambridge City and South Cambridgeshire will have equal access to the waiting list.

2.4 After 12 years from the completion of the growth site, allocation is open to all. It may be appropriate to vary this on a site by site basis if this is justified, for example there could be a separate policy on the allotments provided in association with University key workers to take into account that the residents will generally be on short term tenancy agreements.

### 3 **Definitions**

**Growth Sites** – Trumpington Meadows, Clay Farm, Glebe Farm, Bell School, NIAB and NIAB Extra, North West University, and Cambridge East.

**Completion** – Date of completion of last dwelling.

**Potential Demand** – Number of Properties still to be completed within the growth site / Years of anticipated future build out = Potential applicants per year.

**Actual Demand** – Number of residents seeking allotment plots each year.

**Annual Supply** – Area of allotment site remaining / Years of anticipated build out from that time = Available area per annum.

**Temporary Allocation** – Allocation for a period up to the 1<sup>st</sup> February on the following year.

**Permanent Allocation** – an allocation until such times as the applicant surrenders their plot. This can be an allocation of full, half or any proportion of an allotment plot;

**Allotment Society** – a collective of allotment holders usually a constituted group administering the allotment site, under licence.

**Community Group** – a collective of residents linked with the growth site with a constitution with stated aims and objectives.

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To: Executive Councillor for Arts & Recreation  
 Report by: Head of Streets & Open Spaces  
 Relevant scrutiny committee: Community Services Scrutiny Committee 14/10/2010

## **Cambridge Allotments – A Management Policy Key Decision**

### **1. Executive summary**

- 1.1 Cambridge Allotments – A Management Policy (Management Policy) was previously considered at Community Services Scrutiny Committee on the 12<sup>th</sup> March 2010.
- 1.2 The Management Policy highlights the value and role of those allotments managed by the Council in contributing to corporate Medium Term Objectives and the guiding principles of the Cambridge Environmental Framework.<sup>1</sup> It provides the Council with a strategic approach to the management of its allotment assets.
- 1.3 Allotments are an important asset to the City of Cambridge, providing a wide range of benefits to local communities and the environment. They are valuable green sustainable open spaces, which benefit wildlife and provide recreational activity that offers healthy exercise, and social contact at a low cost. They are also readily accessible to those members of the community who find themselves socially or economically disadvantaged.
- 1.4 Background research for this Management Policy identifies key national, regional as well as local influences and gives clarity on the complexities of managing allotments. By understanding these key requirements, the Council will prioritise service needs, improvements and investments by allocating available resources.
- 1.5 A Review of Allotment Provision (Review of Allotments) was completed this year by the City Council and Ashley Godfrey Associates, and was used to inform this Management Policy.

<sup>1</sup> Cambridge Environmental Framework  
<http://intranet.ccc.local/suscity/policies/Cambridge%20Environmental%20Framework.pdf>

- 1.6 The Review of Allotment Provision, has given the City Council a clear, and up to date, picture of the city's allotments, looking not only at how much space it has have, but also at what the City Council needs to do now, and in the future, to safeguard and improve allotment provision as the City grows.
- 1.7 Consultation was approved by the Executive Councillor to determine the degree of support for the Management Policy; recommendations and objectives. This report details the feedback from respondents, and provides evidence of a broad support for the recommendations and objectives contained within the Management Policy.

## **2. Recommendations**

2.1 The Executive Councillor is recommended to: -

- a) Approve the Management Policy and its recommendations;
- b) Instruct Officers to develop an action plan to deliver the Management Policy's objectives, with a priority focused on addressing supply and demand;
- c) Instruct Officers to develop further the Allotment Management Procedures; and
- d) Approve the allocations policy for new provision in major growth sites.

## **3. Background**

- 3.1 Community Services Committee approved a report on the 12<sup>th</sup> March 2010 Cambridge Allotments – A Management Policy which set out what Cambridge City Council wants to achieve from its allotment provision in the City. It considered future needs and detailed how this would be achieved and the resources that will be required to implement the recommendations and objectives.
- 3.2 The Management Policy was approved for consultation; and Officers were instructed to obtain feedback on the recommendations and objectives contained within it.
- 3.3 Allotments and allotment gardening feature in several other Cambridge City Council strategies and plans including the Parks Asset Management Plan 2010-2014, the Open Space and Recreation Strategy and the Cambridge Local Plan 2006.
- 3.4 There are over 1,300 allotment plots in Cambridge, on 23 different sites, throughout the city. Overall, around one in twelve plots are uncultivated at the moment. The waiting lists for allotments add up to a total of over 500 names.

- 3.5 Even though we know that some people are on the list for more than one site, there is clearly an unmet demand for plots.
- 3.6 The City Council owns 22 allotment sites, and manages eight of these directly; allotment associations manage the remainder.
- 3.7 The City Council has reduced the size of its standard plots so as to make more space available for people, and to try and reduce the waiting list; this policy has been quite effective, and most of the associations have also done this.
- 3.8 The City Council is responsible for regulation on its own sites, whilst allotment societies manage their sites under an agreement with the Council.
- 3.9 Site quality varies quite widely. Some sites have good water supply, but some others do not. Some have high cultivation levels, but a few have derelict plots. Just over half of all plots have a shed, but this also varies widely from one site to another. Larger sites may have communal sheds and some sell gardening supplies.
- 3.10 Most sites have little or no provision for disabled people. People with disabilities would have problems getting into some sites, and also getting around sites once inside them.
- 3.11 Partnership working between the City Council and Allotment Associations, sharing responsibilities through devolved management, has contributed significantly to increasing the level of participation in allotment gardening throughout the City and to the delivery of the wider benefits that the City Council regards as important. Local communities have an important stake in the future for allotments, ensuring they managed efficiently and effectively
- 3.12 The aim is to create management policies that will maximise the use allotments and the contributions they can make.

#### **4. Consultation Feedback and Findings**

- 4.1 A questionnaire including a summary of the Management Policy was sent to stakeholders on the 1<sup>st</sup> September. The questionnaire was made more widely available on the City Council website as a downloadable form and as an online version. A display with questionnaires was present at the Town and Country Show held on Parkers Piece on the 18<sup>th</sup> & 19<sup>th</sup> September. The consultation closed on the 24<sup>th</sup> September.

4.2 The Council consulted on the following: -

- the need to meet both current and future demand;
- improvements to the quality of provision;
- improvements to the management and administration of allotment sites;
- safe and secure allotment sites;
- sustainable practices;
- promotion of allotments; and
- an allocation policy for allotments on growth sites.

4.3 A total of 85 responses were received of which 8 were from organisations. The number of responses is low compared to an earlier consultation associated with the Review of Allotments where 60% of the 1600 plot holders questioned replied. This low response is considered to be a reflection that the Management Policy correctly interpreted the findings from the earlier Review of Allotments. Consultation has shown that the Management Policy is supported.

4.4 Demand

Evidence from the Review of Allotments suggested; waiting lists are long, and are growing, and new housing will only increase demand (while also reducing the available land for new allotments).

Consultation results would support the following actions: -

That the Council: -

- Protects existing sites from development;
- Looks at underused open space to see if it is suitable for turning into new allotments; and
- Actively looks for new allotment sites.

The City Council can maximise the use of existing allotment sites, by

- Speeding up the re-allocation of unused or abandoned plots

There is some but limited support for reducing the plot size for new plots, from the traditional 10 rod plot to 5 rods for instance.

4.5 Quality

The Review of Allotments and consultation have provided helpful feedback on allotment quality, detailing that poorly maintained sites, with unused or unkempt plots, are not only unsightly but increase dereliction and encourage vandalism.

It is also important that allotments are accessible to everyone, including people with disabilities.



The Consultation has shown that it is important to ensure sites are both welcoming and accessible by: -

- Making entrances welcoming, with good signs and notice boards, and keeping them clear of rubbish (94% of respondents agree)
- Improving access into sites, and within sites (80% of respondents agree)
- Working with allotment groups and tenants to clear up unsightly and neglected areas (96% of respondents agree)
- Improving maintenance of sheds, fences and other boundaries (94% of respondents agree)
- Improving water supplies (86% of respondents agree)
- Providing communal composting facilities (79% agree), and
- Encouraging the removal of non-compostable waste (99% of respondents agree)

There was however opposition to making improvements for safe and secure parking.

4.5.1 Consultees believe that it will be helpful to have a quality standard for our allotments, which will help everyone to know what's expected, and will mean that we can be held to account when sites fall below this standard. (74% of respondents agree). However, the point is also made that this should not be a tick-box exercise to promote homogeneity, but rather a minimum acceptable standard that allows a diverse and varied use of sites within defined quality boundaries.

#### 4.6 Management

The consultation has shown that the City Council should ensure that it provides the best possible service for tenants, within the limits of our budgets. Our management service should be at least as good as other local authorities with allotment teams. It is recommended that: -

New procedures are introduced that: -

- make it clear what is required of allotment tenants (86% of respondents agree);
- improve rent collection and the application of concessions (67% of respondents agree);
- manage waiting lists and reallocate vacant plots more efficiently (88% of respondents agree); and
- deal with enforcement of rules and take action when things go wrong (86% of respondents agree).

Evidence from the consultation would support the view that the City Council can make more progress if officers work more closely with tenants by: -

- Improving communication and consultation with allotment associations and with individual tenants;
- Have a regular forum where officers' and associations' can meet to discuss issues;
- Offering to delegate site management, under a formal agreement, to allotment associations where possible;
- Creating more opportunities for tenants and associations to get involved in site management, and in the way we run the service generally;
- Providing a new tenancy agreement, and make this easy to understand, so that everyone understands their rights and responsibilities.

#### 4.7 Allocations Policy for new provision Growth Sites

Consultees considered a new policy for allocating plots on sites derived from housing growth areas. It is recommended that this would give priority, for up to 8 years, to residents of the development, and if demand exceeds supply, we can reduce the size of plots to try and give everyone who wants an allotment some space. If there is vacant space, we may allocate it to residents of other areas on a temporary basis, which will allow us to prioritise local residents in these areas for the first eight years. The allocations policy is detailed at Appendix A.

There is support for the principle of giving priority to local people in new housing areas, but respondents are less enthusiastic about reduced plot sizes, and especially about temporary allocations to others – though neither of these approaches attracts outright opposition, views are more guarded.

#### 4.8 Safety and security

One major concern raised during the research for this Management Policy was safety and security of sites. Consultation has shown support for the following:-

- Carrying out a safety and security check on each site every year;
- Liaising with police and community safety staff to alert them to problems on sites;
- Keeping sites free from dog fouling, and ensuring dogs are kept under control;
- Providing guidance to tenants on the keeping of livestock, to make clear what livestock are permitted on site, and what standards of care are expected; and

- Promoting best practice in health and safety on all the sites.

#### 4.9 Sustainability

The Review of Allotments highlighted an obligation to ensure that what we do today does not harm the environment or waste natural resources. It's especially important that allotments provide examples of good practice in this area, so it is recommended that the City Council: -

- Encourage natural methods of pest control, and “green manures”;
- Encourage organic gardening to protect the soil;
- Reduce the need for mains water by encouraging rainwater collection and storage; and
- Promote better ways of dealing with organic waste, and recycling or reusing other waste.

#### 4.10 Promotion

There are researched and documented benefits of working an allotment include better diets, more exercise, social opportunities, and a better understanding of nature, and allotments also provide open space and space for wildlife to thrive. It is recommended to: -

- Promote and advertise the benefits of allotments more widely;
- Provide information on methods of gardening, to help people make more of their allotments; and
- Promote “garden sharing”, where people are encouraged to offer parts of their own gardens to growers (this would help people who can't manage their gardens, for instance).

#### 4.11 Priority Areas

Respondents to the consultation were asked to detail two aims of the Management Policy that would make the biggest positive difference. The following table details the responses.

|   |     |
|---|-----|
| Managing and meeting demand                               | 82% |
| Improving sustainability                                  | 32% |
| Improving our management and enforcement procedures       | 26% |
| Improve site quality                                      | 24% |
| Improving safety and security                             | 16% |
| Promoting the benefits of allotment gardening more widely | 8%  |

#### 4.12 Conclusions

There is broad consensus and support for the Management Policy. The main priority for the Management Policy should be to consider solutions to overcome supply and demand issues.

## **5. Implications**

### **5.1 Financial Implications**

The provision of allotments and monies towards allotments is only formally required in the urban extensions. It would not be permissible in terms of the parameters of the existing policy documents and the Planning Circular 05/05 Planning Obligations for monies for informal open space to be used to support allotment provision or improvement within the City.

A review of the funding criteria for Environmental Improvements is being considered by the Executive Councillor for Climate Change and Growth.

The Management Policy considered funding at paragraph 6.9 onwards

### **5.2 Staffing Implications**

None currently identified

### **5.3 Equal Opportunities Implications**

A stage one equality impact assessment is being undertaken, and results will be reported at Committee. Access issues at some sites have already been noted and the policy seeks to address this issue.

### **5.4 Environmental Implications**

Allotments make a contribution to sustainability by promoting and facilitating composting, and can be managed in ways that demonstrate sustainable practices such as rain water collection, the use of green technologies e.g. composting toilets, and the reuse, recycling or reclamation of waste products

### **5.5 Community Safety Implications**

None

## **6. Background papers**

These following background papers were used in the preparation of this report:

- Brief for the Review of Allotment Provision
- Review of Allotment Provision by Ashley Godfrey Associates, January 2010

- Report by Phil Back Associates on the Management Policy Consultation 2010
- Allotments Guide Supplement – Local Government Association 3<sup>rd</sup> March 2010
- Cambridge Allotments – A Management Policy

## **7. Appendices**

Appendix A – Allocations Policy for New Provision

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

|                        |                                  |
|------------------------|----------------------------------|
| Author's Name:         | Alistair Wilson                  |
| Author's Phone Number: | 01223 - 457000                   |
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## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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|                   |  |             |
|-------------------|--|-------------|
| <b>REPORT TO:</b> | New Communities Portfolio Holder Meeting   | 19 May 2011 |
| <b>AUTHOR/S:</b>  | Executive Director, Operational Services / Corporate Manager, Planning and New Communities |             |

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### RESULTS OF THE CAMBRIDGESHIRE MINERALS AND WASTE CORE STRATEGY EXAMINATION

#### Purpose

- 1 The purpose of this report is to inform the Portfolio Holder of the outcome of the recent examination into the Core Strategy (CS) of the Cambridgeshire and Peterborough Minerals and Waste Development Plan Document (MWDPD). This report highlights how South Cambridgeshire district may be affected by the changes to the Core Strategy as a result of the inspectors report.
- 2 This is not a key decision because there are no actions resulting from this report – it is for information only and it was first published in the March 2011 Forward Plan.

#### Recommendations

- 3 That the New Communities Portfolio holder notes the results of the examination into Core Strategy (CS) of the Cambridgeshire and Peterborough Minerals and Waste Development Plan Document (MWDPD) contained within the Inspectors report.

#### Reasons for Recommendations

- 4 To ensure that the Portfolio holder is aware of the inspector's report into the MWDP Core Strategy.

#### Executive Summary

- 5 The report outlines the stages that the Core Strategy of the Minerals and Waste DPD has been through to get to this final inspector's report into the examination and the opportunities South Cambs has made to make comments on the drafts at each consultation. The inspector's report is binding on Cambridgeshire County and Peterborough City Councils.
- 6 The matters submitted in representations by South Cambs in the pre-submission consultation on the CS of the MWDPD and considered in the inspector's report are included in this report. For each issue the report outlines the representation submitted; the response by the Inspector and the comments by South Cambs as a result.
- 7 Minerals  
*Traffic and highway issues* – South Cambs had requested changes to include a new policy for a Routeing Strategy and other measures to address the traffic problems. Amendments have been made to Policy CS32, which strengthens its consideration of heavy traffic associated with mineral workings by including the need to use an Advisory Freight Map.

*Air quality issues* – South Cambs requested air quality to be specifically mentioned in Policy CS34 and disappointingly this has not been agreed to.

8 Waste

*Spatial strategy issue* – South Cambs at each stage in the consultation of the MWDPD has been concerned about the development of the spatial strategy for waste particularly that for household recycling centres and whether the strategy had been subject to sustainability appraisal. When the MWDPD was submitted to the Secretary of State additional information was included in a Consultation Statement by Cambridgeshire County Council (CCC), which clarified how the strategy had evolved. South Cambs was able to withdraw its objection.

*Waste Transfer Stations* – South Cambs requested that a strategy for these should be included in the CS and the inspector has considered that the CS is not the place for this level of detail.

*RECAP Waste Management Design Guide SPD* – South Cambs was concerned at the contents of this SPD and welcomes that CCC is to carry out further consultation in the autumn on this SPD.

*Planning for waste management in new developments issue* – South Cambs was concerned at the level of contributions being asked for from developers and how this may affect the viability of schemes. The inspector has stated that the policy in the CS is in accordance with current legislation and so implications of policy should not be feared.

*Waste Water Treatment Safeguarding Areas (WWTSA)* – South Cambs had questioned the arbitrary nature of the 400metre safeguarding area and the fact that local circumstances are not taken into consideration in defining WWTSA. CCC for the examination included in their evidence a document that explained the reason for the 400 metres. The inspector recognised that local variations may influence the area affected by odours from waste but stated that land in the WWTSA was not a 'no go zone'.

*Mineral Safeguarding Areas (MSA)* – South Cambs requested an amendment to the policy for MSA to emphasis that there is no presumption that land safeguarded for minerals will ever be worked. The inspector has rejected this and also the request for revisions to some of the boundaries of MSA since within the district some large areas are safeguarded within conservation areas.

*Other matters of interest to South Cambs* – Chesterton Sidings is designated as a Transport Zone in Policy CS23 whereas previously it had been a Transport Protection Zone in the Site Specific Policies DPD.

## Background

9 Cambridgeshire County Council has prepared jointly with Peterborough City Council the MWDPD and this sets the framework for all minerals and waste developments over the period 2006 –2026 across the County of Cambridgeshire and within the Peterborough area. The procedures for preparing the MWDPD have been lengthy and have included significant public consultation<sup>1</sup>. South Cambs has responded at all the relevant stages.

10 Before the MWDPD was submitted to the Secretary of State it was subject to a further 6 weeks of consultation and the Council responded to this in March 2010.

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<sup>1</sup> Public consultation on MWDP - Two rounds of Issues and Options (June 2005 and January 2006); Two rounds of Preferred Options (November 2006 and October 2008) ; Two rounds of consultation on additional proposed sites ( both early 2009); Pre-submission consultation March 2010)



- 11 As a result of the representations made during this consultation an examination was arranged to consider them. The CS was examined first by the inspector and hearings were held between 30 November and 15 December 2010. South Cambridgeshire submitted written representations that were considered by the inspector.
- 12 A further examination is to be held for the Site Specific Policies DPD for the MWDPD conducted by the same inspector beginning on 28<sup>th</sup> June 2011 for two weeks.

### **Inspectors Report**

- 13 The inspector's report was published on 15 March 2011 and the recommendations in this will be binding on Cambridgeshire County and Peterborough City Councils (the Councils). The report concludes that the CS is sound if a number of changes are made to it and these are set out in his report. The report can be found on the County Council's website at the following link –  
<http://www.cambridgeshire.gov.uk/environment/planning/mineralswasteframework/mineralswasteplan/dpdexamination/corestrategy/inspectorsreport.htm>
- 14 Throughout the inquiry the two Councils published suggested changes to the CS and the inspector has accepted many of these amendments in his report. His report is accompanied by a detailed appendix, which lists the significant changes to the Core Strategy. The significant changes that may affect South Cambridgeshire are included in Appendix 2 of this report.

### **Matters raised by South Cambridgeshire relating to the Submission version of the Core Strategy**

- 15 When the MWDPD was submitted to the Secretary of State it was accompanied by a number of supporting documents – one of which was a *Statement of Main Issues Raised (Regulation 30(1)(e))* which outlined the matters covered by the representations made to Cambridgeshire County and Peterborough Councils and included their initial responses. These responses provided additional information about some issues raised by South Cambs and as a result some questions the Council had asked were answered. This document is available on the County's website at the following link  
<http://www.cambridgeshire.gov.uk/NR/rdonlyres/CBFD5852-0E98-4122-82DF-089744AC723A/0/C08Reg301eCSMainIssuesReporta.pdf>
- 16 The report to the Council's Planning and New Communities Joint Portfolio Holders meeting on 2 March 2010 agreed the response to the Pre- Submission version of the MWDPD This outlined the Council's detailed concerns to both the Core Strategy (CS) and the Site Specific Policies DPDs. (See Appendix 1 for the extracts of this report which relate specifically to the CS). The matters raised in this report and how the inspector has responded are considered in turn below

### **MINERALS**

#### **Traffic and highways Issues –**

#### **Routeing Strategy and other measures to address the traffic problems**

- 17 South Cambs Representation –  
The CS does not contain a routeing strategy policy for Cambridgeshire and Peterborough and therefore the Council objected to this and requested that the CS be revised to include such a policy.

- 18 The Council also requested that *Policy CS 32 Traffic and Highways* be amended. Measures to address the problems with minerals and waste operation related traffic included in this policy only related to the Earith/ Mepal area and South Cambs requested that the policy be revised so they are considered for the whole of the plan area.
- 19 Policy CS32 gives three criteria that must be considered before permission is given for mineral and waste development – one of which is that ‘ any associated increase in traffic or highway improvements would not cause unacceptable harm to the environment, road safety or residential amenity.’ This does not recognise that it is not just the increase in traffic but the nature of the vehicles associated with these types of development – i.e. large lorries / HCVs. The County Council has recently been out for consultation on a suggested route map for all HCVs for the County and South Cambs Council requested that this should be included within Policy CS32 to assist in devising suitable routes for mineral and waste traffic.
- 20 Response by the Inspector  
*Inspector's report Page 29 Transport - Paragraph 117 – 119*  
 The Inspector recognised that one of the principal concerns raised by individuals and community groups in representations was the effect of the transportation of large quantities of minerals and waste by road and that this has implications for the sustainable location of quarries, landfill and facilities. He also recognised that this has the clear potential to affect adversely the quality of life of those living close to the routes used and the convenience and safety of the users of those roads. He states ‘... *Policy CS 32 seeks to address these concerns, but inevitably may do so only in general terms consistent with the strategic nature of the Plan. It is not within its remit to set weight limits on roads or to define specific routes for individual facilities.*’
- 21 The Inspector notes that Policy CS32 and the supporting text refer to directing HCV traffic to Primary Roads as defined by the Highway Authority but not all are suitable for additional heavy traffic. Cambridgeshire County Council (CCC) has published an Advisory Freight Map since the MWDPD was written and this identifies suitable roads. The Inspector has therefore proposed that this map is mentioned in the policy and text. (See Appendix 2 - Significant change (SC) S28; SC97). He states ‘ *The next stage of work by the Highway Authority will be to draw up a lorry management strategy and assessment framework, which will build on the Advisory Freight Map and will provide haulage guidance on appropriate roads. There may be the potential to impose environmental weight restrictions. This work is at the consultation stage and is due to be considered by Cambridgeshire soon. I have confidence that the matter is being addressed, but that there is a limit to the control that may be exercised directly through the CS.*’
- 22 A fourth criterion is to be included in Policy CS32 to make it clear that backloading agreements, routeing arrangements and HCV signage may apply to all sites and not only Block Fen/ Langwood Fen.
- 23 Comments by South Cambs  
 The Inspector has not included an additional policy about routeing strategy but has strengthened Policy CS32, which does go some way to addressing the Council's concerns. He indicates that the CS has a limited remit, which relates to planning matters and that it will be for the County, as Highway Authority to control wider transport issues not for the CS. He has added a fourth criterion to the policy about measures to tackle traffic management which will apply to all sites and has included in the policy the Advisory Freight Map to inform this. By having the Advisory Freight Map this does provide for a county-wide consideration of the movement of lorries

along suitable roads and if this is to be accompanied by a lorry management strategy then the traffic implications of future minerals and waste developments will not be considered in an ad hoc way.

### **Air quality issues**

24 South Cambs Representation –

The Council was concerned that Policy CS34 *Protecting Surrounding Uses* did not specifically include mention of air quality in the context of National Air Quality Objectives pollutants and impact locally. The Council had also requested that air quality be a matter considered in the design of mineral and waste facilities and in paragraph 8.17 of CS where a list is provided this is not the case.

25 Response by the Inspector

*Inspector's report Page 31- Paragraph126*

The inspector has stated '*Policy CS34 ...It clearly indicates as material considerations the potential for harm to the environment, human health and safety and existing or proposed neighbouring land uses, together with visual intrusion and loss to residential and other amenities. There is no need to provide a more detailed list. For example, air quality, which is not individually mentioned, may be regarded as falling under the headings of the environment, human health and amenity.*'

26 Comments by South Cambs

The Inspector has not considered it necessary to provide detailed lists, which is disappointing especially with regards the omission in paragraph 8.17.

### **WASTE**

#### **Spatial strategy**

27 South Cambs Representation –

The Council has at each consultation stage of the MWDP been concerned about the development of the spatial strategy for waste. It is important that a strategy for waste is clearly set out in the CS in order that in the future waste of the County is efficiently and effectively collected; managed and disposed or recycled in the most sustainable way.

28 South Cambs has had particular concerns about the strategy for household recycling centres. Cambridgeshire County Council adopted the Cambridgeshire Household Recycling Strategy (CHRS) in December 2006, which sets out the strategy for delivering these facilities. The County Council in its role as the Waste Disposal Authority rather than Waste Planning Authority prepared this strategy for Cambridgeshire. South Cambs submitted a representation stating its concerns about the use of this waste strategy (CHRS) in determining a spatial strategy within the Core Strategy and that there had not been an opportunity to formally comment on this document.

29 The County and City Councils have responded to this in their Regulation 30 (1)(e) Consultation Statement of the CS stating on page 16 that '*...the strategy has been supplemented by further work which has refined the need and best locations for new or replacement Household Recycling Centres (HRCs). The Strategy of providing a network of such facilities is embedded in Policy CS16 of the Minerals and Waste Plan and has been subject to sustainability appraisal.*'

30 The position statement draft of this strategy was listed as a supporting document to the Preferred Options 1 stage consultation in November 2006 in the Reference

Library for the CS examination. The County Councils state that the strategy is embedded in Policy CS16 and therefore has been subject to sustainability appraisal along with all the policies in the CS.

- 31 South Cambs accepts that the County Council in preparing the CS has eventually developed a waste strategy and that sustainability appraisals have been carried out. With the additional clarification provided in the Consultation Statement of the CS it was therefore possible for the Council to indicate to the Inspector prior to the examination that our objection could be withdrawn. The matter is therefore not included in the Inspector's report.
- 32 However it should be noted that the Inspector did mention Policy CS16 and the care that will have to be taken to ensure that HRCs, with their semi-industrial nature, can be integrated successfully into high density, mostly residential urban areas such as is planned for Cambridge East, yet remain easily accessible. (*Inspector's report Page 22 – Paragraph 82*)

### **Waste Transfer Stations**

- 33 South Cambs Representation –  
The Council was concerned that a strategy for waste transfer stations was not included in the CS.
- 34 Response by the Inspector  
*Inspector's report Page 22 - Paragraph 85*  
*The Inspector has stated 'The Plan does not make explicit provision for all facilities recognised as being important to securing sustainable waste management, for example, waste transfer stations. But waste management is a dynamic activity and there would be many such facilities, which it would be practically impossible to identify individually. A Core Strategy is not the place for that level of detail.'*
- 35 Comments by South Cambs  
No changes have therefore been suggested to the CS and the Inspector's comments are noted.

### **RECAP Waste Management Design Guide SPD**

- 36 South Cambs Representation –  
Much of the success of achieving Policy CS28 *Waste Minimisation, Re-use and Resource Recovery* will rely on the contents of *RECAP Waste Management Design Guide Supplementary Planning Document (SPD)* which was out for consultation alongside the proposed Submission MWDPD in March 2010. South Cambs was concerned that the contents of the SPD were not robust enough to achieve this. Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) have since the close of this public consultation produced in June a Position Statement regarding the RECAP Waste Management Design Guide. They have indicated in this statement that further consultation will be carried out on an amended version of this SPD.
- 37 Response by the Inspector  
*Inspector's report Page 22 - Paragraph 83-84*  
The Inspector has indicated that the contents of the SPD are not a matter for the CS examination to recommend changes. He notes that CCC and PCC are looking to amend the SPD.

- 38 Some changes has been made to the supporting text to clarify the applicability of the SPD and ensure consistency with the policy (SC98)

39 Comments by South Cambs

South Cambs welcomes the clarification to the supporting text and the fact that the SPD is to be amended and further consultation to be carried out on the revised contents. This consultation is to take place in the autumn and South Cambs will respond to it.

**Planning for waste management in new developments**

40 South Cambs Representation –

The Council was concerned at the contributions being asked for from developers with regards waste facilities in a number of different policies - Policy CS16 *Household Recycling Centre* and Policy CS18 *Waste Management Proposals Outside Allocated Areas*. South Cambs were concerned that this could affect the viability of developments.

41 Response by the Inspector

*Inspector's report Page 22 - Paragraph 84*

*The Inspector states 'Local authorities are naturally concerned about the potential effect of contributions on the viability of development in their area. But any would in accordance with current legislation and national guidance have to be necessary, fairly and reasonably related in scale and kind to the development in question, and directly related to it. Consequently, there should be no reason to fear the implications of this policy as proposed to be changed which, in any event, would be implemented alongside other elements of the development plan adopted by individual district councils.'*

42 Comments by South Cambs

The Inspector's comments are noted.

**Waste Water Treatment Safeguarding Areas (WWTSA)**

43 South Cambs Representation –

The Council had questioned why wastewater treatment works (WWTW) have a safeguarding area, which extends an arbitrary 400 metres around the boundary of a site. No reasoned justification is given for the distance and no account take of local circumstances resulting in the whole of the area within the safeguarding being potentially blighted. South Cambs asked that Policy CS31 *Waste Water Treatment Works Safeguarding Areas* and the supporting text be amended to take these two matters into account.

- 44 The County and City Councils have included in the General Evidence papers of the CS Examination a Waste Water Treatment Background Report dated September 2008, which explains where the distance of 400 metres originates (see paragraph 3.0.3). It was one of the search criteria used when CCC was considering relocating the Cambridge WWTW and the criteria was for 400 metres from existing residential development. This was consistent with the Town and Country Planning (General Permitted Development) Order Part 6 which does not allow as permitted development the construction of agricultural slurry tanks within 400 metres of protected buildings<sup>2</sup>. This ensures that the potential impact of odour is considered in a planning application. The County and City Councils therefore have considered it appropriate

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<sup>2</sup> Protected buildings are defined as ones normally occupied by people

to use the 400-metre distance from a WWTW for defining their safeguarding area around WWTWs within the CS.

45 Response by the Inspector

*Inspector's report Page 27 - Paragraph 111*

The Inspector has stated '... While recognising that there will be local variations in the extent of influence, for example by reason of wind direction, it is reasonable to draw a comparison. This is therefore an appropriate rule of thumb to apply. There is no need for the justification to appear in the Plan. .... the definition of the WWTWSA does not equate to a "no-go-zone"...Not all buildings occupied by people will be equally sensitive to smell '

46 Comments by South Cambs

The Council recognises that a safeguarding limit of 400 metres has been justified by the County and City Councils and is not simply an arbitrary figure. South Cambs notes the comments of the Inspector regarding the land within safeguarding area as not being considered a no-go zone.

**Mineral Safeguarding Areas (MSA) (Policy CS25)**

47 South Cambs Representation –

The Council had requested that Policy CS25 *Mineral Safeguarding Areas* should include within it wording that emphasizes that there is no presumption that the land safeguarded for minerals will ever be worked for the extraction of minerals.

48 The Council had also requested that the boundaries of MSA be revised because there are extensive areas of sand and gravel identified in MSAs in South Cambs where it is important to protect the landscape character and setting of Cambridge. The MSAs also impact on many villages that have conservation areas. The Council had suggested that the methodology for identifying MSAs was not correct if such areas were included.

49 Response by the Inspector

*Inspector's report Page 25 - Paragraph 95-98*

The Inspector has recognised that '...Inevitably, lack of detailed information in some areas means that the MSAs will be somewhat broad brush, and may contain areas with little or no mineral value. It is recognised that other information may come forward at a later date that may require revisions to be made. The application of the criteria within the policy provides such an opportunity. The MSAs have been drawn up having regard to the best information available. There is insufficient information in the context of the CS to exclude individual sites or areas from them..... Supporting text makes it clear that the inclusion of land in an MSA does not carry with it a presumption in favour of mineral extraction. It is unnecessary for this to be included in the policy itself, not least because it is set out in MPS1.'

50 Comments by South Cambs

South Cambs note the Inspectors comments.

**Matters mentioned in the Inspector's report of interest to South Cambs**

51 **Transport Zones and Safeguarding**

*Inspector's report Page 28 - Paragraph 113-114*

There has been an alteration to the terminology relating to Policy CS23 Transport Protection Zones (TPZ). Cambridgeshire County Council and Peterborough City

Council have suggested this and the Inspector has accepted it. Transport Zones (TZ) are defined now for the sites themselves and these will be protected through the designation of Transport Safeguarding Areas (TSA). TZ and TSA will be designated in the Site Specific Policies DPD (SSP) of the MWDP.

- 52 Chesterton Sidings has been designated as a TZ within Policy CS23. This was formerly a TPZ identified only in the SSP.

### Options

- 53 This report is to note the inspector's report and since his report is binding on Cambridgeshire County and Peterborough City Councils the CS will have to be amended according to his proposals. This Council could not request any changes or influence the Councils as to which amendments to take account of.

### Implications

|    |                                      |  |
|----|--------------------------------------|--|
| 54 | Financial                            | None   |
|    | Legal                                | Noting the contents of a planning policy document to be adopted by Cambridgeshire County Council |
|    | Staffing                             | Within existing resources.   |
|    | Risk Management                      | No significant risks. To be aware of the contents of the Minerals and Waste Core Strategy DPD    |
|    | Equality and Diversity               | Nil  |
|    | Equality Impact Assessment completed | Yes<br>An EIA was carried out by the County Council on the Minerals and Waste Development Plan.  |
|    | Climate Change                       | Policies in the Minerals and Waste Core Strategy DPD considered the impact of climate change.    |

### Consultations

- 55 The report that agreed the Council's responses to the Pre- Submission MWDP was prepared with the assistance from other departments within the Council – Environmental Health; Section 106 Agreement Officer and they have been made aware of the contents of the Inspector's report and the implications for South Cambs.

### Consultation with Children and Young People

- 56 This report is for information only and therefore additional consultation has not been carried out on the contents of the inspector's report. Cambridgeshire County and Peterborough City Councils carried out consultations on the CS of the MWDPD last year, which followed the guidelines within their adopted Statement of Community Involvement (SCI). The SCI included the need to involve youth groups.

### Effect on Strategic Aims

- 57 The Strategic Aims that this report could help to achieve are as follows - .  
*Ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family* - This report notes the Inspector's report on the CS examinations and highlights where South Cambs has been able to get changes to the CS to make this district a safe and healthy place For example the success in the revision on the transport policy - getting this changed to include more measures to address the



problems of transporting of minerals and waste along suitable roads within the County.

*Making South Cambridgeshire a place in which residents can feel proud to live -* Ensuring that where mineral and waste sites are within this District that the CS has policies within it to ensure where possible that the environment and quality of peoples lives is not adversely affected by the sites.

*Assisting provision for local jobs for you and your family –* By supporting the aims and objectives of the CS there are sections of the population of the District that will be employed in the minerals and waste industries and this will help to safeguard their jobs.

*Providing a voice for rural life –* South Cambs by participating in the CS consultation were able to provide comments on behalf of the residents of the District .

### **Conclusions / Summary**

- 58 This report outlines the results of the CS examination and highlights where the Inspector's report has addressed matters that the Council had commented on in the consultation of the Pre- submission of the CS.
- 59 Appendix 2 contains a schedule of all the Significant Changes to the CS made by the Inspector where they may affect our District.
- 60 It is the intention of Cambridgeshire County Council to adopt the Core Strategy as amended by the inspector's report at a meeting of the full council on 19<sup>th</sup> July 2011.

**Background Papers:** the following background papers were used in the preparation of this report:

South Cambs response to Preferred Options Consultation of the Minerals and Waste Development Plan – Cabinet Report 14 December 2006

South Cambs response to the Preferred Options 2 Consultation of the Minerals and Waste Development Plan. – Cabinet Report 9 October 2008 (September 2008)

South Cambs response to the New Sites proposed during Preferred Options 2 consultation March 2009. – Joint New Communities and Planning Portfolio report (10 March 2009)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy DPD Submission Plan 2010

Core Strategy Statement of Main Issues Raised Regulation 30(1)(e) Consultation Statement

The Inspector's Report on the Examination into the Cambridgeshire and Peterborough Minerals and Waste Core Strategy March 2011

Position Statement regarding the RECAP Waste Management Design Guide - Cambridgeshire County Council – June 2010

Waste Water Treatment Background Report dated September 2008 (Cambridgeshire County Council)

**Contact Officer:** Alison Talkington – Senior Planning Policy Officer  
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### **Appendices**

- Appendix 1 - Extract from the Planning and New Communities Joint Portfolio Holder report on 2 March 2010 – 'Response to consultation by Cambridgeshire County Council and Peterborough City Council on the Proposed Submission version of the Minerals and Waste Development Plan'.
- Appendix 2 - Schedule of the significant changes from the Inspector's report that may affect South Cambridgeshire.

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## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** New Communities Portfolio Holder

19 May 2011

**AUTHOR/S:** Executive Director – Operational Services /  
Corporate Manager, Planning and New Communities

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**NEW COMMUNITIES PERFORMANCE REPORT  
END OF FOURTH QUARTER 2010/11**
**Purpose**

1. This report outlines the progress made by the New Communities and Policy teams for the final quarter; it is not a key decision

**Recommendation**

2. It is recommended that the Portfolio Holder notes progress made in this final quarter

**Reason for recommendation**

3. This is the fourth monitoring reports reported to the Portfolio Holder this year to ensure that good progress is being made and remedial action taken, if necessary.

**Background and considerations.**

4. **Appendix A** summaries progress to date in relation to Council Actions, programmes set out in the service plan and The Local Development Scheme, which was recently revised ( March 2011).

**Council Actions**

5. Three of the council's actions fall within this Portfolio:
  - ***We will achieve a 10% reduction in CO<sub>2</sub> emissions from Council's operations and publicise the outcome in order to set an example to other organisations.***
6. To date this target has not been met, and the reduction currently achieved lies between 5-8%.
7. SCDC will always be on something of a 'knife-edge' when it comes to operational carbon emissions. Our margins are narrow. We already have a headquarters building designed to high energy efficiency standards (BREEAM 'Excellent'), although it is not best located from a sustainable transport perspective. We have no other operational buildings that we own/can easily influence. We have a relatively small and tight establishment, and are constantly looking to reduce fleet vehicle running costs and other miles travelled on business.
8. An action plan is in place (attached at **Appendix B**), which has recently been reviewed. This is overseen work to by the Internal Sustainability Delivery Group and Executive Management Team (EMT). The climate change-working group has established a number of topic based sub groups to oversee certain aspects.

9. The plan sets out the range of actions that SCDC is undertaking to reduce emissions from electricity and gas consumption, water usage, staff mileage and fleet vehicles, and day-to-day behaviours. We are very much attempting to work on the 'best practice' level. It is important for the Council to be able to promote its endeavours as an exemplar of what other organisations and businesses should be looking to do – this would include difficulties experienced and their resolution.
10. It also should be noted that this is one of three areas in which the Council is taking concerted steps to reduce CO<sub>2</sub> emissions across the district – the other two being i.) service provision (especially Planning & New Communities, Housing and Environmental Services) and ii.) community leadership (especially the Sustainable Parish Energy Partnership).

***We will work with Parish Councils to complete at least 6 local projects to contribute to the County target for the reduction of CO<sub>2</sub> emissions.***

11. The Sustainable Parish Energy Partnership (SPEP) has proved particularly successful and has exceeded its target and now includes 25 parishes.
12. Over the year, officers have supported a range of projects including thermal imaging, car sharing, developing a parish energy booklet, the loan of energy monitors, and modelling CO<sub>2</sub> emissions.
13. In addition links are being made to the Northstowe Demonstrator Project at Rampton Drift.
14. A new Parish Energy Project Officer, Siobhan Mellon, is now in post and will be working with parishes in 2011-12 to continue to develop local initiatives and establish local indicators to demonstrate the impact of their projects on CO<sub>2</sub> emissions.

***We will increase the number of teenagers taking part in positive activities by 500.***

15. This target has been exceeded with the number of young people participating in sports, arts and cultural activities. A summary of events and attendance levels is attached at **Appendix C**.
16. The Council has also recently adopted a Young People's Plan which sets out how SCDC will help young people to become involved and have a say in things that affect them, and to understand and influence change. The plan will be launched internally in June to help embed the approach across all service areas. It is accompanied by an action plan, progress against which will be reported to future Portfolio-Holder meetings.

### **Red Indicators**

17. There are two indicators that have not been met this year:
  - a. Reducing the number of single car users: target 57.7%, actual is 76%. This is a slight improvement on last year but remains challenging, particularly given the nature of our district and location of our offices. Reducing individual staff business miles is harder but efforts continue via 'Travel Link' (our Travel for Work Plan) promoting car sharing (via Camshare). We will also be looking to see what other authorities are doing to achieve this.

- b. Communities Toolkit has been delayed because of other priorities this year. Lessons being learnt are nevertheless being recorded; Scrutiny and Overview considered a report in February reviewing whether lessons learnt at Orchard Park were being applied to Trumpington Meadows. SCDC also continue to participate in the Joseph Rowntree SUNN (Sustainable Urban Neighbourhood Network) to share experiences.

#### **Other Areas of work**

- 18. With regard to the growth sites, achievements over the last year include the progress made at Trumpington Meadows, with the discharge of the majority of strategic planning conditions. Applications are currently under consideration for the first phase of housing and primary school to allow development to commence on site later this year. The first community forum was held in March.
- 19. Cambourne 950 application has been approved by Planning Committee and work continues on finalising the S106 agreement with a view to work commencing on site in the autumn, subject to satisfactory remedial works to the drainage system. Pre-application discussions have commenced on bringing forward further development in the High Street and the proposed secondary school.
- 20. The focus at Orchard Park has been on transfers of open spaces and facilities to the Community Council. Pre-application discussions continue in respect of the remaining undeveloped parcels of land, with a revised application for the local centre expected later this year. On the NW Cambridge (University Site) significant progress has been made with the application now expected in August 2011.
- 21. Discussions continue in relation to Northstowe, an initial workshop to revisit the masterplan was held in April and a similar workshop is being held on 18<sup>th</sup> May with representatives of the Northstowe Parish Forum. The Joint Promoters have recently shared their partnering agreement and asked Cambridgeshire County Council and SCDC to consider joining the agreement. A separate workshop is to be held with public sector partners to review possible models for service delivery and a brief is being prepared with a view to appointing a consultant to advise the local authorities on the affordability and viability of the project.
- 22. A number of the growth sites (NIAB1, NIAB 2, The University and Northstowe) have been affected by the Government's announcement to cancel the A14 Ellington to Fen Ditton improvement scheme. Discussions are underway to understand what alternative plans may be put in place to allow development to proceed.
- 23. With regard to S106 agreements, Q4 information is set out in appendix A. Over the year as a whole, 77 agreements were completed and of the obligations being monitored (10 dwellings or more) over the last year, 88% were satisfied on time (against a target of 75%). In the last financial year (2010/11) SCDC received over £900, 000 for 'district' obligations including £40, 000 for public art and over £0.5m for affordable housing. Over £320k was transferred to Parish Councils in respect of public open space and indoor community facility contributions who are responsible for the allocation and spend against local projects.
- 24. With regard the capital grants programme of £240,000 attracted significant external funding of over £1.5m, exceeding our annual target.

## Implications

|     |                                      |  |
|-----|--------------------------------------|--|
| 25. | Financial                            | Significant monies have been attracted to local communities via S106 agreements and through external funding via the capital grants programme. |
|     | Legal                                | None   |
|     | Staffing                             | Within existing resources.   |
|     | Risk Management                      | A separate risk register is maintained for the Service and reviewed quarterly by the service's management team and EMT.                        |
|     | Equality and Diversity               | None arising directly from this report and recommendation.   |
|     | Equality Impact Assessment completed | Equality Impact assessments are currently being drafted for the Climate Change Action Plan.  |
|     | Climate Change                       | The service plays a key role in overseeing carbon reduction within the Council and across the District.  |

## Effect on Strategic Aims

26. Ensuring that the service performs well and its programmes remain on target will help to ensure that the Council meets its strategic aims.





## Conclusions / Summary









27. As a consequence of the teams' work this year, two of the three Council's actions have been met and targets significantly exceeded. The SPEP and other work has had significant success and exceeded the Council's target of 6 projects. Similarly, the target to increase the numbers of teenagers participating through positive activities has been exceeded and the Young Persons Plan put in place to inform future activities and projects.
28. The Council's action to achieve a 10% reduction in its CO<sub>2</sub> emissions has been progressed through the Internal Sustainability Delivery Group and EMT, with measures introduced or progressed.
29. The Council has now adopted a revised Local Development Scheme 2011-14 and adopted two additional Supplementary Planning Documents this year.
30. Progress on reducing the number of single car users and on producing a Communities Toolkit has not resulted in the relevant indicators being met, although some progress towards these aims has been made.
31. Work on the strategic growth sites has picked up over the year, with significant progress being made with the Cambourne 950 approval; Trumpington Meadows conditions and early phases of development; open spaces and community facilities at Orchard Park; and pre-application work on the anticipated planning application for the University site. Despite the hindrance of the A14 announcement, work has continued on finding ways to deliver Northstowe and North West Cambridge sites.

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## Appendix A. Performance Report 2010/11 – Quarter 4

| COUNCIL ACTIONS  |  | Status at Year End  |
|--|--|---|
| ACTION 02 – Increase the number of teenagers in positive activities (by 500)   | <p>Annual target exceeded (see figures in appendix C )</p> <p>Young people with a variety of abilities have been involved in a range of sports and arts programmes including: Street Football (85) at Bar Hall, Cambourne, Sawston, and Orchard Park, the Free Swimming programme (20,000 visits under 16yrs old), Paralympics youth games (480 children from 20 schools). Cambourne fun run attracted 57 under 16yr olds, many also trying new activities to help get active and get involved (sports and cultural activities) in the lead up to 2012 Games at Park Life.</p> <p>Design days held Swavesey Village College involving over 200 Yr 8 pupils in designing different elements of major new developments, and officers involved in helping teachers develop new course module relating to Sustainable construction using examples from the District.</p> <p>The Joint Urban Design Team supported an urban design training day organised by the Perse School, and a design charrette organised by the Cambridge Association of Architects for 6<sup>th</sup> Form students to design of new housing types for 2020.</p> <p>Programme to involve local schools in Rampton Drift demonstrator project being planned for early 2011.</p> <p>Young people involved in drafting Youth Person's Plan presented to Scrutiny Committee In Jan 2011 (separate item on this agenda).</p> |    |
| ACTION 05 – Reduce CO2 emissions from SCDC Council Operations by 10%   | Target attainment not met., see covering report and action plan in appendix C.   |  |
| ACTION 06 – Reduce CO2 emissions from Parish Councils  | Sustainable Parish Energy Partnership (SPEP) target of 6 local projects already exceeded. 25 parishes (25% of all parishes) now signed up. New Parish Energy Officer now in post.  |  |
| <b>IMPROVEMENT PLAN</b>  |  |   |
| Council Aim A – Improve the ability of SCDC elected members to engage in the development of communities. (Training programmes & briefings) | <p>Training given on viability in September 2011. A number of briefings held, and briefing notes issued for NW Cambridge scheme.</p> <p>Training programme has been coordinated by Cambridgeshire Horizons on range of topics including viability, infrastructure, street design and public realm, and sustainable construction. In future this will be coordinated by SCDC Democratic Services.</p>   |  |

|  |   |  |
|--|---|--|
| Council Aim Aii – Best practice in the development of new communities, following lessons learnt. | Produce a New Communities Toolkit.<br><br>Work is yet due to commence on this. Due to other priorities and commitments. Neverthe less Lessons Learnt at Cambourne and Orchard Park being recorded and involved in SUNN (Sustainable Urban Neighbourhood Network).   |   |
| Council Aim Aiii – Delivery of a Growth Engagement Strategy.                                     | Liaison Forum established for NW Cambridge with on-going programme of events.<br>Northstowe Parish Forum meeting quarterly (last met in April)<br>Cambourne Parish & Local Member liaison group meets monthly<br>Officers regularly attend Orchard Park Community Council meetings. Next Partners meeting to be arranged.<br><br>SCDC web pages on all major sites to be updated.   | <br><br><br><br><br><br> |
| <b>OPERATIONAL PLAN</b>  |   |  |
| Increase Number of new adults taking up sport by 1%  | Increased participation achieved by a number of programmes including: <ul style="list-style-type: none"> <li>• Try Sport programme increasing links to clubs and other groups</li> <li>• Free Swimming programme. Government funding ended 31<sup>st</sup> July 2010, some local initiatives continuing.</li> <li>• Fitness for Health scheme. Numbers participating down on previous year due to changes within Doctors' surgeries. New programme and tender being prepared for 2011/12.</li> </ul> Dual-Use Sports Centres continue to collate attendance figures on an annual basis. |   |
| Develop the Public Art Policy as set out in the SPD approved in 2009                             | <ul style="list-style-type: none"> <li>• Public Arts Seminar for officers and developers is being arranged.</li> <li>• Increase contribution collected from S106 negotiations to average 1% in line with the SPD.</li> </ul>  | <br><br>             |
| Support the existing and future residents of Cambourne   | 950 planning application and associated S106 considered by Planning committee 06.12.10, aiming to complete s106 Summer 2011 to enable work to commence by October 2011.<br><br>Remedial drainage works continue.<br><br>Pre-application discussions commenced in High Street.   |   |
| Support the existing and future residents of Orchard Park  | 2 <sup>nd</sup> Hotel due to open Summer 2011.<br><br>Pre-application discussions continue on remaining undeveloped parcels, application received for H1 and revised application expected for local centre summer 2011.   |   |

|   |   |  |             |                      |           |            |       |                   |             |   |
|---|---|--|-------------|----------------------|-----------|------------|-------|-------------------|-------------|---|
|   | <p>Cambridge City progressing Self-commissioned housing scheme for Site K1; next steps include soft – market testing and appointment of project manager.</p> <p>Transfer of public open spaces and play facilities on-going.</p> <p>Plan for outstanding innovation fund monies, personalised travel planning and management of art to be discussed further with Orchard Park Community Council.</p>                                  |  |             |                      |           |            |       |                   |             |   |
| Planning for future communities at North West including NIAB sites    | <p>NW forum established with programme of on-going events.</p> <p>Application for NW Cambridge (University) expected August 2011. Pre-application discussions on-going.</p>   | ☹️   |             |                      |           |            |       |                   |             |   |
| Planning for future communities at Trumpington Meadows                | <p>Applications for first phase of housing ( 353 homes) and first primary school submitted.</p> <p>Community Forum to be established Spring 2011.</p>   | 😊  |             |                      |           |            |       |                   |             |   |
| Northstowe  | <p>Demonstrator project on programme and budget, with 17 homeowners applied to join the scheme, design team appointed, and surveys carried out on 3 pilot houses. Design of exhibition centre being revised.</p> <p>Northstowe Parish Forum continues to meet. Next meeting scheduled for April 2011.</p> <p>Discussions with the Joint Promoters on Northstowe scheme continue.</p>  | 😊<br><br>☹️                                |             |                      |           |            |       |                   |             |   |
| Section 106 Monitoring  | <p>In Q4 14 S106 agreements were completed; 16 Parish Council's received off-site open space contributions.</p> <p>The following sums were received across the district:</p> <table><tr><td>Affordable Housing (offsite contributions)</td><td>£200,000.00</td></tr><tr><td>Community Facilities</td><td>£1,437.56</td></tr><tr><td>Public Art</td><td>£0.00</td></tr><tr><td>Public Open Space</td><td>£140,298.88</td></tr></table> | Affordable Housing (offsite contributions) | £200,000.00 | Community Facilities | £1,437.56 | Public Art | £0.00 | Public Open Space | £140,298.88 | 😊 |
| Affordable Housing (offsite contributions)                            | £200,000.00   |  |             |                      |           |            |       |                   |             |   |
| Community Facilities  | £1,437.56   |  |             |                      |           |            |       |                   |             |   |
| Public Art  | £0.00   |  |             |                      |           |            |       |                   |             |   |
| Public Open Space   | £140,298.88   |  |             |                      |           |            |       |                   |             |   |
| LOCAL INDICATORS  |   |  |             |                      |           |            |       |                   |             |   |
| SF751 – External funding attracted by Community Development Grants    | <p>Annual target of £40K has not been reached. Due to lack of suitable applications only 1/2 of the budget has been allocated to projects. To date £5k has been spend which has attracted £20k of external funding.</p>   | ☹️   |             |                      |           |            |       |                   |             |   |
| SF770 - External funding attracted by Capital Grants programme.       | <p>The grants programme of £240 k has attracted £1.5M of external funding, exceeding our annual target.</p>   | 😊  |             |                      |           |            |       |                   |             |   |
| SP943 – S106 Trigger Points for developments of 10 dwellings or more. | <p>For Q4, 7 obligations were satisfied on time, resulting in a performance statistic of 100% for the quarter.</p>  | 😊  |             |                      |           |            |       |                   |             |   |
| SX021 – Single Car Users  | <p>Travel for Work Plan – target is 57.5%, actual is</p>  | ☹️   |             |                      |           |            |       |                   |             |   |

|  |  |  |
|--|--|--|
|  | 76.5%, although this is a slight improvement on last year. |  |
|--|--|--|

| LOCAL DEVELOPMENT SCHEME (LDS)                  |   |    |
|---|---|----|
| Review of Core Strategy                         | The Portfolio Holder Meeting in March 2011 agreed a revised Local Development Scheme. A single South Cambridgeshire Development Plan will be prepared incorporating a review of the Core Strategy DPD, Site Specific Policies DPD and the Development Control Policies DPD. Preparation of the evidence base for the plan is underway with an Issues and Options consultation planned for Summer 2012.            | ☹️ |
| Review of Development Management Policies DPD   | The Portfolio Holder Meeting in March 2011 agreed a revised Local Development Scheme. A single South Cambridgeshire Development Plan will be prepared incorporating a review of the Core Strategy DPD, Site Specific Policies DPD and the Development Control Policies DPD. Preparation of the evidence base for the plan is underway with an Issues and Options consultation planned for Summer 2012.            | ☹️ |
| Gypsy & Traveller DPD                           | The Portfolio Holder Meeting in March 2011 agreed a revised Local Development Scheme. A further Issues and Options consultation on the Gypsy & Traveller DPD is planned for Autumn 2011   | ☹️ |
| Planning Obligations SPD                        | Work is continuing on compiling the evidence base that will inform the draft SPD.   | 😊  |
| Papworth West Central SPD                       | The timetable has been delayed to enable further work with stakeholders to be undertaken and review of Conservation Area to be completed.   | ☹️ |
| Papworth Hospital SPD                           | Preparation not programmed to start until January 2012. [Target: Adoption by January 2013]  | 😊  |
| Orchard Park SPD                                | The Orchard Park SPD was adopted in March 2011.   | 😊  |
| Health Impact Assessment SPD                    | The Health Impact Assessment SPD was adopted in March 2011.   | 😊  |
| Dwellings Associated with Rural Enterprises SPD | The Dwellings Associated with Rural Enterprises will no longer be produced.   | ☹️ |
| Fen Drayton LSA SPD                             | The Fen Drayton Former LSA Estate SPD was submitted to the Portfolio Holder Meeting in March 2011 for adoption. As a result of the comments and questions raised by both Councillors and members of the public who attended the meeting, it was agreed to adopt the Fen Drayton Former LSA Estate SPD subject to further consideration of the classification of buildings at 54 Park Lane and 33 Cootes Lane. The | ☹️ |

|   |  |   |
|---|--|---|
|   | results of further discussions will be considered at the Portfolio Holder Meeting in May 2011.   |   |
| Annual Monitoring Report                        | Completed in December 2010.  | 😊 |
| <b>POLICY SERVICE PLAN<br/>ITEMS NOT IN LDS</b> |  |   |
| Cambridge Northern Fringe Area Action Plan      | The Cambridge Northern Fringe AAP will now no longer be produced as a separate plan. The site will now be taken forward through the South Cambridgeshire Development Plan.   |   |
| Review of Site Specific Policies DPD            | The Portfolio Holder Meeting in March 2011 agreed a revised Local Development Scheme. A single South Cambridgeshire Development Plan will be prepared incorporating a review of the Core Strategy DPD, Site Specific Policies DPD and the Development Control Policies DPD. Preparation of the evidence base for the plan is underway with an Issues and Options consultation planned for Summer 2012. | 😐 |
| Housing Mix SPD                                 | The Dwellings Associated with Rural Enterprises will no longer be produced.  |   |

Key    😊    **Completed or on target**

      😐    **Annual target or corrective action being taken**

      😞    **Not on target**

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## Updated Project Plan (April 2011) - Reducing Council's Operational CO<sub>2</sub> Emissions & Overall Improvement in Use of Natural Resources

| Task  | Action By & Any Costs [£]  | 2011    |          |       |       |     |      |      |        |           |         |          |          | Update |  |
|---|--|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|--|
|   |  | January | February | March | April | May | June | July | August | September | October | November | December |        | January  |
| 1. Baseline calculations/evaluation   |  |         |          |       |       |     |      |      |        |           |         |          |          |        |  |
| 1a. Monitor 2010/11 CO2 emissions against 2009/10 qtrly baseline: NI 185 methodology  | JM [£nil]  |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Predicting 5%-8% reduction over 2009/10. Reporting via ISDG Qtrly review & EMT 6 month updates   |
| 1b. Display Energy Certificate (DEC) renewal for South Cambs Hall   | GM [£500]  |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Recorded marked improvement over 2009/10 - moved up to Band D (100), from Band E (114).  |
| 1c. Allocate electricity consumption against service areas - and then monitor quarterly   | JM/GM [£nil]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Coming together via building sub-metering and BMS recording - floorplate monitoring zones not especially well aligned with operational sections - data collation for release to service areas to be completed by end of May. ISDG Qtrly review & EMT 6 month updates.  |
| 1d. Allocate personal business mileages against service areas to establish targets and publicise via EMT - and then monitor quarterly                                 | NC/JM [£nil]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | New mileage allowance policy (live from April 2011) will reset the baseline (i.e. year on year comparability lost although progressive increase over past years will illustrate need for extra resolve in reducing). Monthly template report to be produced for Service Heads from May 2011: ISDG review template first then to EMT and once approved ISDG Qtrly review & EMT 6 month updates. |
| 1e. Allocate fleet mileages against elements of service areas (waste collection, street cleaning and housing repair) - and then monitor quarterly                     | JM/PQ [£nil]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Contracted-out fleet miles have been reviewed and 2009/10 NI 185 figure adjusted as required. ISDG Qtrly review & EMT 6 month updates.   |
| 1f. Collate water usage data - and then monitor quarterly   | JM/GM [£nil]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Full data sets for South Cambs Hall collated (not available for Depot at present, new reporting once in new premises 2012)   |
| 2. Measures relating to reducing emissions from electricity consumption   |  |         |          |       |       |     |      |      |        |           |         |          |          |        |  |
| 2a. Voltage Optimisation for South Cambs Hall - matching voltage with demand, thus reducing gross electricity consumption.  | GM/RH/SM [up to £24k capital - saving after 3 years]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Preliminary invest-to-save capital bid submitted but 2011/12 capital programme on hold. Have re-visited Powerfactor data gathering (updated kit and modelling available). Prepare new invest-to-save bid for SMT. Accelerated procurement route available on back of City exercise.  |
| 2b. Photo-voltaic panel installation for South Cambs Hall.  | JK/GM/IRH [£1k structural survey and capacity assessment from which optimal capital outlay to be determined] |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Currently out to tender for structural survey and capacity assessment. Once assessment received will put together optimum business case options for SMT/PH - balancing capital outlay against Feed-in Tariff returns.  |
| 2c. Optimise operation of passive and semi-mechanical ventilation at South Cambs Hall to minimise chiller use   | GM [£nil]  |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Ongoing as part of service/maintenance schedule  |
| 2d. Continue to roll-out lower energy decentralised ITC kit (e.g. PCs, MFDs etc.) and promote larger print job submissions to print-room (re. printer labelling etc.) | GS/TW [as budgeted/saving]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Ongoing as part of kit renewal and centralisation of all but minor print jobs  |
| 2e. Bring forward and implement virtualisation of desktop PCs programme.  | GS [as budgeted/saving]  |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Full details of programme and start-date to be confirmed - scheduled for 2011/12   |
| 2f. Rolling programme of server virtualisation  | GS [as budgeted/saving]  |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Transition progressing well, virtualisation is now the norm. Some off-setting of benefits with servers being re-used to run new or transferred in-house applications (e.g. APAS and CorVu).  |
| 3. Measures relating to reducing emissions from gas consumption   |  |         |          |       |       |     |      |      |        |           |         |          |          |        |  |
| 3a. Thermal imaging of SCH to check building fabric and construction performance  | RH/GM [£100]   |         |          |       | ☺     |     |      |      |        |           |         |          |          |        | Requires cold weather 10oC internal external differential  |



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| 3b. Waterbeach Depot: Maximise sustainable energy options in construction (via planning) and new lease arrangements for new building (significant fabric improvements and therefore savings over current temporary structures). | SHC/JK/RH  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Seek to influence planning application and new lease arrangements to facilitate high energy and water saving standards and improved monitoring (seek lease benefits from reducing energy/water usage)  |
| 3c. Calculate output from South Cambs Hall solar hot water panels against current consumption and consider if need to expand array  | GM/JM [£nil for assessment - from which cost/benefit of any need for expansion will be assessed] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Current hot water usage (potentially risen through increased use of staff showers - cyclist and runners) to be reviewed against current SHW panel capacity - introduction of Renewable Heat Incentive stands to improve viability of any expansion).   |
| <b>4. Measures relating to reducing emissions from staff mileage claims</b>   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4a. Continue to promote car sharing for commuting and business usage (passenger allowance) - Camshare promotions via TWMP and linking with Business Park.   | ED [£saving]   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Ongoing - current excellent case study of 4 staff sharing from Wisbech direction to show outstanding fuel cost and carbon savings. Passenger allowance increased with new business mileage allowance scheme.   |
| 4b. Promote cycling (cycle mileage allowance / cyclescheme loan / cycle borrow scheme from South Cambs Hall) - cycling mileage rate increased from April to 20p/mile.   | ED [£saving]   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Salary sacrifice Cyclescheme live from July 2010 and very popular - reduced take-up now as Govt. has shrunk incentive, bike borrow scheme delayed by Business Park issues but now going live for South Cambs Hall. Recent promotion of national Cycling Challenge competition.   |
| 4c. Actively promote audio conferencing and assess options for audio/data conferencing (document viewing/transfer) for minimal outlay.  | ED/JM/GS [£nil / invest-to-save]]  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Issue/promote basic one-side users guide for instigating conference calls over current phone system. Review options for on line meeting/webinars - schedule demo of BT offer plus review Citrix system   |
| 4d. Changes to mileage allowances to incentivise fuel efficient cars/driving  | SGC [£saving]  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | New allowance scheme goes 'live' in April - flat rate encourages maximum fuel efficiency - encourage recording via I-measure or CarbonCounter (free on-line resources for assessing personal progress in reducing carbon emissions).   |
| 4e. Investigate options for setting up a SCDC 'car pool' or business use 'car club'   | RH [£subject to viability - off-set by reduced personal vehicle claims]                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Discussed car club partner option with Cambourne Business Park, agreed in principle and arranging visit/presentation from CityCar (runs public scheme in Cambridge).   |
| <b>5. Measure relating to reducing emissions from fleet vehicles</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5a. Ongoing reviews of route planning to minimise mileages covered for waste and recycling collection vehicles  | PQ [£saving]   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Recycling round collection now in-house leading to reduced mileages. Currently out to tender for route optimisation software to facilitate continuous savings  |
| 5b. Assess availability of <i>Smarter Driving</i> lessons for fleet vehicle drivers (vans) to reduce vehicle fuel consumption figures   | ED/RH [£150 - Energy Saving Trust subsidy - TWV budget]  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | EST now offering lessons back at heavily subsidised rate of £15/lesson (had gone up to £25) - they are keen to promote - we could use reduced TWV budget to focus on high mileage fleet van drivers - 10 staff would fall within available budget. Currently looking into in cab-monitoring systems to record usage details. |
| <b>6. Measures relating to day-to-day staff behaviours</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6a. Run a second 'Carbon Conversations' course for staff - one course = a series of 6 sessions for a group of 8 people.   | RHSM/RM/JM [£50]   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | First group completed course successfully - went very well - should look to convert some attendees into future facilitators  |
| 6b. Establish 'green champion' network of employees across Authority - drawing upon Carbon Conversations course and service volunteers coming forward.  | RHSM/RM/JM [£nil]  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Facilitate drawing up service area 'green charters' and action plans - tailored to needs and outputs of individual services. Some piloting/initiation underway in New Communities and Policy.  |
| <b>7. Water usage</b>   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7a. Bring rainwater harvesting for toilet flushing facility back on line  | GM [£ FM maintenance budget plus out to quote for further work]                                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Pumps initially fixed but then cabling found to be faulty. This was fixed 12/10 and system brought back on-line but spike in water consumption stats suggest there is significant leakage. System taken off-line and quotes being sought for further repair work.  |
| 7b. Investigate options for installation of rainwater harvesting/vehicle washing unit for new Depot building to reduce water use  | PQ/JM [£subject to market assessment]  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Would not work well using portacabin roofs.  |

| 8. Other measures   |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| 8a. Provide training on low carbon (and other natural resource usage) assessment methodologies to embed lifecycle/cradle-to-cradle approach within Council's sustainable procurement strategy | SM/RH [Enil]   |  |  |  |  |  |  |  |  |  |  | Lack of capacity has held this up - looking to work up and schedule over summer  |
| 8b. Continue to boost internal recycling rates via full review/ consultation/ implementation  | KL/JM [Enil]   |  |  |  |  |  |  |  |  |  |  | Recycling options already good but always looking for new improved options - e.g. plastics collection has now expanded beyond just bottles |
| 8c. Ongoing promotion of actions contained within the Council's Travel for Work Plan - "Travel Link"  | ED/RH [E300 - Camshare license: £300 - promotional support budget] |  |  |  |  |  |  |  |  |  |  | Always looking to take advantage of new promotions (e.g. Cycle Challenge) and for SCH to work with Business Park as much as possible       |
| 9. Climate Change Working Group options/measures raised by sub-group members for consideration and response/action  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9a. Update of Travel for Work plan achievements - incl reappraisal of cycle purchase and loan schemes   | ED   |  |  |  |  |  |  |  |  |  |  | Underway   |
| 9b. Assessment of lights left on and options to reprogramme automatic switching to save carbon  | GM/LG  |  |  |  |  |  |  |  |  |  |  | GM assessing position - concerns that in some areas there will be a clash with health and safety requirements                              |
| 9c. Appraisal of staff habits in turning electrical kit off when not in use   | RH/SM/RM/JM  |  |  |  |  |  |  |  |  |  |  | To be covered within 'green champion' item above (6b)  |
| 9d. Assessment of ambient lighting against statutory norms and efficiency of light units  | GM/LG  |  |  |  |  |  |  |  |  |  |  | We are bound by internal working lighting regulations (LG to confirm) and also are using lowest intensity bulbs for our fittings           |
| 9e. Investigation into lobby around main door to reduce cold air coming through front doors   | GM   |  |  |  |  |  |  |  |  |  |  | Being progressed, budget available. Need for completion by October 2011.   |
| 9f. Feasibility study into repair of rainwater harvesting system  | GM   |  |  |  |  |  |  |  |  |  |  | Covered in item 7a above   |
| 9g. Options for recycling food waste from kitchens  | KL   |  |  |  |  |  |  |  |  |  |  | Collection possible but cost attached - limited on-site options (constrained by business waste removal regulations)                        |
| 9h. Assess efficiency of vehicle fleet  | PQ   |  |  |  |  |  |  |  |  |  |  | Partially covered in Section 5 above - replacement vehicles should be procured to maximise fuel efficiency.                                |
| 9i. Blanking out of glass on main SCH stairs, to help vertigo sufferers, and use for advertising 'sustainability' messages  | LG   |  |  |  |  |  |  |  |  |  |  | Considered unlikely to improve situation and would be costly - LG has reviewed alternatives  |
| 9j. Investigation into poor fresh air supply in Swansley leading to over-use of a/c unit  | GM   |  |  |  |  |  |  |  |  |  |  | GM to draft response to this acknowledged problem  |

|                           |                     |   |
|---------------------------|---------------------|---|
| RH: Richard Hales         | JM: Joseph Minutolo | SCH: South Cambs Hall   |
| GM: Graham Middleton      | NC: Nicky Cater     | SHW: Solar hot water  |
| SM: Sean Missin           | GS: Geoff Sissons   | PC: personal computer   |
| SCH: Stuart Harwood-Clark | ED: Ed Durrant      | ITC: Information technology and communication                       |
| KL: Kylie Laws            | RM: Richard May     | MFD: Multi-functional device  |
| LS: Lesley Scobell (CBP)  | PQ: Paul Ougley     | NI 185: National Indicator on operational CO <sub>2</sub> emissions |
| LG: Lawrence Green        | SM: Stobhan Mellon  | CBP: Cambourne Business Park  |
| JK: John King             |                     |   |

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## Appendix B - Positive Activities for children and young people

1<sup>st</sup> April 2010 – 31<sup>st</sup> March 2011

| Activity/frequency   | Age Range                      | Where   | How many/per session             | How many (total)  |
|--|--------------------------------|---|----------------------------------|---|
| Street Football (Termly)   | 10 yrs – 15 yrs (Yrs 6 – 10)   | Cambourne, Barhill, Fulbourn, Orchard Park, Sawston | 85 each week across the district | Approx 3230 over the three terms  |
| Mini Olympics (June)   | 8 yrs (Yr 4)                   | Primary Schools                                     | N/A                              | 1400 children from South Cambs primary schools                              |
| Rural Athletics (Termly)   | 7 yrs – 11 yrs (Yrs 3 – 6)     | Cambourne, Linton, Impington and Sawston            | Approx 20 at each venue          | Approx 75 but linton and Sawston started July 10 and numbers are increasing |
| Indoor Athletics Plus (on-going 1 x per annum)<br>Disabled Events (Moderate Learning Difficulties)   | 10 yrs – 18 yrs (Yr 6 – yr 13) | Chesterton Sports Centre                            | N/A                              | 70 (Feb 2010)   |
| Outdoor Athletics Plus (On-going 1 x per annum)<br>Disabled Events (Moderate Learning Difficulties)  | 10 yrs – 18 yrs (Yr 6 – yr 13) | St Ivo Outdoor Centre                               | N/A                              | 40  |
| Youth Games Plus (On-going 1 x per annum)<br>Disabled Events (Moderate Learning Difficulties - June) | 12 + yrs (Yr 7 – yr 13)        | St Ivo Outdoor Centre                               | N/A                              | 600+  |
| Free Swimming  | Under 16s                      | Melbourn, Impington, Sawston, Bottisham             | Approx 300/400 visits per month  | 31,380 visits from April 09 – July 10 when scheme ended                     |
| Cambourne 10k (On-going 1 x per year – April)  | Under 20s                      | Cambourne but from surrounding areas too            | N/A                              | 20 (Total of 1250 entries)  |
| Cambourne Fun Run (On-going 1 x per year - April)  | Under 16s                      | Cambourne but from surrounding areas too            | N/A                              | 57 (total of 86 entries)  |
| Northstowe School Design Days (On-going 1 x per annum)   | 14 yrs (Yr 9)                  | Swavesey Village College                            |                                  | 200   |
| Summer Academy – Musical Theatre   | 8 yrs – 16 yrs                 | Linton, Melbourn, Comberton Village Colleges        |                                  | 250   |
| Cambourne Youth Festival   |                                | Cambourne   |                                  | 25  |

|   |   |   |                      |   |
|---|---|---|----------------------|---|
| (On-gong 1 x per annum)   |   |   |                      |   |
| Orchard Park Youth Festival (on-gong 1 x per annum - Sept)  | Under 18  | Children living on Orchard Park   | N/A                  | 25                                      |
| Gamlingay Youth Group & Arts Development Manager – film making (on-going) – project to engage young people who are disengaged and could potentially display antisocial behaviours (part of Artsmash project)                | 15 yrs – 19 yrs   | Gamlingay   |                      | 15                                      |
| Sawston Cinema Project – on-going<br><br>Sawston young people led cinema, which is open to the general public<br><br>8 films shown to date, 8 young people organising cinema showings and 110 regular attendees of all ages | 12 yrs – 16 yrs   |   |                      | 30 Members of Cinema club (12 – 16 yrs) |
| ArtsMash Projects (On-going)  |   | Across the District (Designated priorities ie, Castle Camps, Bar Hill, etc) |                      | 55                                      |
| Park Life (On-going 1 x per annum – July)   | Under 16yrs (Estimate based on questionnaires returned and car parking numbers) | Milton Country Park   |                      | 500 – 750                               |
| Workshop with Members of Scrutiny & Overview  | 15 – 16 yrs   | Swavesey, Cottenham & Comberton Village Colleges                            |                      | 27                                      |
| Officer visits to Connections Youth Bus throughout September for extensive consultation re Children and Young People's Plan   | 11 – 18 yrs   | Across District   | 15 – 20 per session  | 150                                     |
| Workshop with Officers to consult on Council Key Actions for 2011-2012 (Dec 10)   | 13 – 16 yrs   | Swavesey Village College  | 12 – 15 per sessions | 40                                      |

# FORWARD PLAN

| Portfolio Holder Meeting | Agenda Title   | Key Purpose  | Corporate Manager(s) | Responsible Officer(s)             | Issue and Agenda Items Created? | Added to Plan Date |
|--------------------------|--|--|----------------------|------------------------------------|---------------------------------|--------------------|
| 28 Jun 11                | Government consultation on draft PPS Planning for Traveller Sites  | Agree response to consultation   | Jo Mills             | Keith Miles<br>Jonathan Dixon      | NO                              | 19.04.11           |
|                          | Government consultation on relaxation of planning rules for change of use from commercial to residential | Agree response to consultation   | Jo Mills             | Keith Miles<br>Nicole Kritzinger   | NO                              | 19.04.11           |
|                          | Water Cycle Strategy up to 2031 - Major Growth Areas in and around Cambridge Phase 2                     | Note study, (adoption as evidence base to support planning decisions)                | Jo Mills             | Jonathan Dixon                     | NO                              | 19.04.11           |
|                          | Financial Performance Q4 2010/11   | Monitoring   | Jo Mills             | John Garnham                       |                                 |                    |
|                          | Climate Change Action Plan   | For adoption post consultation   | Jo Mills             | Richard Hales                      | NO                              | 28.04.11           |
|                          |  |  |                      |                                    |                                 |                    |
| 16 Aug 11                | Improvement Plan & Financial Performance – Q1  | Monitoring   | Jo Mills             | Richard May /<br>John Garnham      | NO                              | 15.04.11           |
|                          |  |  |                      |                                    |                                 |                    |
| 18 Oct 11                | Papworth West Central Supplementary Planning Document<br>Waste Design Guide SPD                          | Agreement to undertake consultation<br>Agree response to County Council consultation | Jo Mills<br>Jo Mills | Caroline Hunt<br>Alison Talkington | NO                              | 28.04.11           |
| 25 Jan 12                | Draft Service Plans 2012/13  | Information  | Jo Mills             | Paul Howes                         | NO                              | 14.04.11           |
|                          | Capital and Revenue Estimates 2012/13  | Recommendation to Cabinet/Council  | Alex Colyer          | John Garnham                       | NO                              | 14.04.11           |
|                          | Improvement Plan & Financial Performance – Q2  | Monitoring   | Jo Mills             | Richard May /<br>John Garnham      | NO                              | 15.04.11           |
|                          | LDF Annual Monitoring Report   | For decision   | Jo Mills             | Jenny Nuttycombe                   | NO                              | 19.04.11           |
| 21 Feb 12                | Improvement Plan & Financial Performance – Q3  | Monitoring   | Jo Mills             | Richard May /<br>John Garnham      | NO                              | 15.04.11           |
| 17 Apr 12                | Final Service Plans 2012/13  | Decision   | Jo Mills             | Paul Howes                         | NO                              | 14.04.11           |

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