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5 July 2010

To: Councillor Nick Wright, Portfolio Holder

Roger Hall

Scrutiny and Overview Committee
Monitor

Mike Mason

Scrutiny and Overview Committee
Monitor

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING PORTFOLIO HOLDER'S MEETING**, which will be held in **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 13 JULY 2010 at 10.00 a.m.**

Yours faithfully
GJ HARLOCK
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 The Portfolio Holder is asked to sign the Minutes of the Planning and New Communities Portfolio Holders' meeting held on 20 May 2010 as a correct record.	1 - 4
DECISION ITEMS		
3.	Papworth Everard: Conservation Area Appraisal (CAA) The Appendix is attached to the electronic version of this agenda.	5 - 10
4.	Pre-application charging	Verbal Report
5.	Senior Railcards	11 - 12
INFORMATION ITEMS		
6.	Financial Monitoring Report	13 - 24
7.	Performance Report - April to June 2010	25 - 34

8.	Addressing the Economic Downturn - Quarterly Report	35 - 46
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STANDING ITEMS

9.	Forward Plan	47 - 48
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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, Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary and published on the Council's website following each meeting. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

10.	Date of Next Meeting 7 October 2010 at 2.00pm	
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CONFIDENTIAL ITEM

11.	Procurement Savings 2009-10	49 - 52
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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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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Planning and New Communities Joint Portfolio Holders' Meeting held on Thursday, 20 May 2010 at 10.00 a.m.

Portfolio Holders: David Bard and Nick Wright

Councillors in attendance:

Scrutiny and Overview Committee monitors: Val Barrett and Roger Hall

Scrutiny and Overview Committee monitors and Opposition spokesmen: Bridget Smith

Opposition spokesmen: Trisha Bear

Also in attendance: Jose Hales, Lynda Harford and Dr Tumi Hawkins

Officers:

Jane Green	Head of New Communities
Richard Hales	Team Leader (Communities)
Gareth Jones	Head of Planning
Keith Miles	Planning Policy Manager
Jo Mills	Corporate Manager, Planning and New Communities
Ian Senior	Democratic Services Officer

80. DECLARATIONS OF INTEREST

There were no declarations of interest.

81. MINUTES OF PREVIOUS MEETING

The Planning Portfolio Holder and New Communities Portfolio Holder agreed that the minutes of the meeting held on 2 March 2010 were a correct record, and signed them accordingly.

82. ST EDMUNDSBURY BOROUGH COUNCIL LOCAL DEVELOPMENT FRAMEWORK: DEVELOPMENT MANAGEMENT POLICIES SUBMISSION DRAFT, AND RURAL SITE ALLOCATIONS PREFERRED OPTIONS

The New Communities Portfolio Holder considered a report containing a proposed response to St Edmundsbury Borough Council (SEBC) about its Local Development Framework documents.

The New Communities Portfolio Holder **agreed** that South Cambridgeshire District Council should support the inclusion of Policy HH9 (Sites for Gypsies, Travellers and Travelling Showpeople) in St Edmundsbury Borough Council's Development Management Policies Draft Submission document

83. REVISION OF PROCESS AND GUIDANCE NOTES FOR SUSTAINABLE COMMUNITIES CAPITAL GRANTS PROGRAMME

The New Communities Portfolio Holder considered a report detailing proposed revisions to the guidance notes for the Sustainable Communities Capital Grants Programme, intended to formalise the process followed during 2009-10.

The Corporate Manager (Planning and New Communities) undertook to produce statistics showing the amount per capita provided in terms of grant aid to each parish in South Cambridgeshire.

The New Communities Portfolio Holder **approved** revised guidance notes for the Sustainable Communities Capital Grants Programme as attached in

- Appendix 1 – Community Facility Grants
- Appendix 2 – Play Facility Grants
- Appendix 3 – Village Sports Facility Grants
- Appendix 4 – Youth Sport Initiative Grants
- Appendix 5 – Arts Capital Grants

84. **SELF-COMMISSIONED HOUSING AT ORCHARD PARK**

The New Communities Portfolio Holder considered a report drawing attention to a document called *Self-provided Housing in the Cambridge Sub-Region: Levers for Change*, produced by Futureplanners. The report detailed the action agreed by Cambridge City Council in relation to development of its site K1 at Orchard Park.

With the support of Councillor Nick Wright, the New Communities Portfolio Holder acknowledged that the measure was good for business, showed commitment to the community, and gave local people a degree of influence over their environment.

The New Communities Portfolio Holder **noted** the contents of the report from the Corporate Manager (Planning and New Communities), and **agreed** that:

1. New planning policies should continue to take a positive approach towards self-commissioned housing, including enabled co-housing;
2. Officers should continue to work collaboratively with Cambridge City Council in the next stage of work for site K1 at Orchard Park – to include setting up a Self-Providers Forum, soft-market testing and, subject to the outcome of the market testing, procurement of a development partner for an Enabled Co-Housing Project;
3. Sites within South Cambridgeshire deemed suitable for self-commissioned housing be included in the soft-market testing of the K1 project, subject to agreement with the relevant landowner or developer.

85. **CLIMATE CHANGE ACTION PLAN 2010-13: CONSULTATION PROCESS**

The New Communities Portfolio Holder considered a report seeking his authority to release the consultation draft of South Cambridgeshire District Council's Climate Change Action Plan 2010-13 (CCAP), and his approval of the proposed consultation process and timetable.

He urged local Members to encourage their parish councils to take part in the consultation exercise.

The New Communities Portfolio Holder

1. **requested** that an Executive Summary be added to the consultation draft
2. **approved** the public and partner consultation process outlined in paragraph 14 of the report from the Corporate Manager (Planning and New Communities) relating to the release of the consultation draft of the Council's new Climate Change Action Plan 2010-13, subject to minor variation (including extension) should there be any slippage that might result in the consultation period covering August; and
3. **delegated** to the Corporate Manager (Planning and New Communities) approval

of the finalised draft for consultation release, scheduled for the week beginning 24 May 2010.

86. NEW COMMUNITIES PERFORMANCE REPORT 2009/10

The New Communities Portfolio Holder **noted** a report outlining the progress made by the New Communities Service in meeting its targets, as set in the published 2009-10 Service Plan.

87. 09-10 PERFORMANCE REPORT - PLANNING - FINAL

The Planning Portfolio Holder **noted** a report summarising the Planning Service's performance during the period from 1 April 2009 to 31 March 2010 in the context of Local and National Indicators, and South Cambridgeshire District Council's own Aims and Actions.

He congratulated the Head of Planning for an encouraging set of results achieved at a difficult time for the Council.

88. FORWARD PLANS

The Planning Portfolio Holder and New Communities Portfolio Holder received their Forward Plans. There were no comments, additions or alterations.

89. DATE OF NEXT MEETINGS

This had been the final joint meeting of the Planning and New Communities Portfolio Holders.

The next Planning Portfolio Holder meeting would take place on Tuesday 13 July 2010, starting at 10.00am.

The next meeting of the New Communities Portfolio Holder would also take place on Tuesday 13 July 2010, starting at 11.15am or upon completion of the Planning Portfolio Holder meeting, whichever is the later.

The Meeting ended at 11.45 a.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Planning Portfolio Holder 13 July 2010
AUTHOR/S: Executive Director (Operational Services) /
Corporate Manager (Planning and New Communities)

CONSULTATION ON PAPWORTH EVERARD CONSERVATION AREA APPRAISAL AND PROPOSED BOUNDARY**Purpose**

1. The purpose of this report is to seek agreement for the draft Papworth Everard Conservation Area Appraisal and revised conservation area boundary to be published for consultation.
2. This is not a key decision because the Conservation Appraisal and revised boundary will only affect the community living or working in one ward. Approval is sought to undertake a consultation exercise. It was first published in the May 2010 Forward Plan.

Recommendations and Reasons

3. That the Portfolio Holder:
 - (a) Agrees that the draft Papworth Everard Conservation Area Appraisal (Appendix 1) which contains the proposed new conservation area boundary be issued for consultation.
 - (b) That authority be given to the Corporate Manager (Planning and New Communities) to make minor amendments to the above document and modify its presentation.

Background

4. Conservation Areas are defined as 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. The Government expects local authorities to regularly review conservation areas and their boundaries, and produce conservation appraisals that describe the areas' character, appearance and significance and give recommendations for their conservation and enhancement.
5. The Development Control Policies DPD Policy CH/5 Conservation Areas and its supporting text cover Conservation Areas. The supporting text includes:

The District Council will prepare detailed appraisals of its Conservation Areas. Such appraisals will review the appropriateness of the Conservation Area boundary, define their special character and evolve guidelines for development and enhancement schemes.

The Policy says that:

Planning applications for development proposals (including applications for Conservation Area Consent for demolitions) in or affecting Conservation Areas will be determined in accordance with legislative provisions and national policy ... together with the local policies set out in Supplementary Planning Documents and guidance contained in specific Conservation Area Appraisals (where they exist) and the District Design Guide.

6. There are a number of relevant Supplementary Planning Documents including the Development Affecting Conservation Areas SPD.
7. South Cambridgeshire District Council has a programme for producing Conservation Area appraisals which include a boundary review. Appraisals for those Conservation Areas most affected by planned housing growth, at Cambridge East and Northstowe, have been completed. Appraisals are now being carried out for other villages where development will be focused. Papworth Everard – which is categorised as a Minor Rural Centre in the Core Strategy Development Planning Document (DPD) - is one of these.
8. The existing Papworth Everard Conservation Area was designated in 1993 and had received input from the Parish Council. In 1996 the Parish Council asked SCDC to include the grounds of Papworth Hall in the Conservation Area. It was agreed that the boundary of the Conservation Area would be reviewed when an appraisal was produced.
9. The draft Papworth Everard Conservation Area Appraisal has been prepared by a consultant and the Council's Conservation & Design Section, in consultation with officers from other services.

The Conservation Area Appraisal

10. The research and analysis carried out for the appraisal has identified three periods that give the proposed Conservation Area its special architectural and historic interest:
 - (a) Medieval to 1800;
 - (b) The Hall, Estate and other buildings of the 19th and early 20th centuries;
 - (c) The Village Settlement, 1918 to 1945
11. Buildings from these periods are distributed across the Conservation Area.

The existing Conservation Area is centred on St. Peter's Church and reflects the western focus of the settlement during the medieval period and following centuries. The area also contains later historic buildings. It is proposed that the area is extended to cover additional historic landscape that relates to the medieval and later settlement and provides part of the setting of the Church and other historic buildings.
12. A separate addition to the conservation area is proposed that would be defined by buildings and parkland from the three periods.

This would include:

 - (a) The eastern end of Church Lane;

- (b) The western side of Ermine Street north up to the end of the estate houses built around 1900;
 - (c) The western side of Ermine Street south up to the end of a run of sponsored houses built by the Village Settlement
 - (d) The Hall and its historic parkland including the Papworth Hospital and Village Settlement buildings, but excluding the modern housing estates which have eaten into the northern and southern sections of the original parkland
13. An appraisal map for the Conservation Area identifies the six listed buildings it contains, buildings of local architectural and historic interest, and other features that contribute to its character and appearance. The draft Appraisal deals with the conservation of the historic environment and identifies a number of negative impacts and opportunities for enhancement.

Considerations

14. The extent of the Conservation Area has been substantially increased. This has been justified by the inclusion of buildings of local architectural or historic interest from three key periods in the village's history. The wider geographical scope of the Conservation Area reflects the distribution of buildings related to Papworth Hall and estate, and the special assembly of Village Settlement buildings that encompasses hospital, community, dwellings, nurses' accommodation, employment and other uses.
15. Conservation Area status should increase awareness and appreciation of the nature and value of the village's heritage and encourage positive action. It could also increase the opportunities for attracting grant aid. Conservation Area status increases the extent of planning control and is a planning consideration in determining applications. However, many changes to houses such as alterations to windows and doors will still not require consent. It would be possible for Members to remove selected permitted development rights in the future in order to protect features which contribute to the character and interest of the area.
16. The Conservation Area Appraisal will inform the Papworth Everard West Central SPD. It will also inform the preparation of a SPD for the Papworth Hospital site and redevelopment of the site following any relocation of the hospital.

Consultation

17. Local authorities should consult on the designation of Conservation Areas and Conservation Area appraisals. If agreed by the Portfolio Holder, the draft Appraisal and proposed changes to the Conservation Area boundary it contains will be published for six weeks of public consultation. It is currently intended that the consultation will start in September 2010.
18. The Council will consider the representations on the draft Appraisal and proposed boundary and make any relevant changes as a result of comments received. A report will then be made to the Portfolio Holder on the representations submitted and changes made, and the Portfolio Holder will make the decision whether to adopt the document and proposed boundary.

Implications

Financial	Within existing budgets
Legal	None
Staffing	Staffing will be required to manage the consultation process, although this can be accommodated within existing resources.
Risk Management	No significant risks. The Consultation responses will highlight any issues for further consideration by the Council.
Equal Opportunities	The Appraisal deals with the conservation and enhancement of the Conservation Area and is not concerned with land use issues which will impact on Equal Opportunities.
Climate Change	The draft Appraisal supports sustainable development and the retention and use of existing buildings.

Consultations

19. The Council's Conservation & Design Section, Planning Policy Team, Development Control West Team Leader and Urban Design Team. A local stakeholder group has been consulted informally on an earlier draft of part of the Appraisal.

Effect on Strategic Aims

20. **Commitment to being a listening council, providing first class services accessible to all.** The consultation on the draft Appraisal and proposed boundary will enable the Council to receive comments from local residents, land owners, developers, house builders, the parish council, local organisations and businesses, the general public and other interested parties.
21. **Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.** The consultation on the draft Appraisal and proposed boundary will lead to the conservation and enhancement of the Conservation Area.
22. **Commitment to making South Cambridgeshire a place in which residents can feel proud to live.** The draft Appraisal and proposed boundary will support the retention of historic buildings, a valuable resource.
23. **Commitment to assisting provision for local jobs for all.** The draft Appraisal and proposed boundary should lead to the employment of craftsmen and others engaged in conservation and enhancement.
24. **Commitment to providing a voice for rural life.** The consultation on the draft Appraisal and revised boundary will lead to the protection of existing communities, villages and the countryside. The consultation will involve close working with the parish council and local groups.

Conclusions

25. The report requests approval to undertake a public consultation on the draft Appraisal and proposed Conservation Area boundary.

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

- Development Control Policies DPD
- Planning (Listed Buildings and Conservation Areas) Act 1990
- PPS5: Planning for the Historic Environment
- PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide

Contact Officer: David Bevan (Conservation & Design Manager)
Telephone: (01954) 713177

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Planning Portfolio Holder 13 July 2010
AUTHOR/S: Executive Director (Corporate Services)/ Accountant

SENIOR RAILCARD SCHEME
Purpose

1. This report requests consideration of the charge to be made for the issue of senior railcards to eligible persons.

2. **Recommendations/Reasons**

The Planning Portfolio Holder is asked to agree a revised fee for the issue of senior railcards to eligible residents in the district of South Cambridgeshire. The new charge recommended is £22.00 to cover the cost of the railcard and the Council's administration costs.

Background

3. Cambridgeshire County Council arranges for the bulk purchase of senior railcards at a discounted price for sale by the Local Authorities in the county area. The passes are sold at a lower price than those purchased at rail stations.
4. The Council has, for a number of years, sold these to our residents at cost price, which is currently £19.20. The full price charged at the railway stations is £24.00. We do not add an administration charge. Senior railcards are valid for one year.

Considerations

5. The Council has recently ordered a new stock of senior railcards and the discounted price has increased to £20.80 per card. The full cost is now £26.00 per card.
6. The following Council's do add an administration charge and the total charged as shown on their web sites is:

Cambridge City Council	£22.00
East Cambridgeshire District Council	£22.00
Huntingdonshire District Council	£22.00
Peterborough Council	£21.50

Implications

7.

Financial	Increasing the price of the senior railcards to the recommended price will offset the administration costs to the Council.
Legal	None
Staffing	None
Risk Management	None
Equal Opportunities	None

Climate Change	None
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Consultations

8. The Head of Accountancy and the Executive director (Corporate Services) were consulted concerning the proposal.

Effect on Strategic Aims

9.	Commitment to being a listening council, providing first class services accessible to all.	None
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.	None
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.	None
	Commitment to assisting provision for local jobs for all.	None
	Commitment to providing a voice for rural life.	None

Conclusions/Summary

10. The issue of senior railcards by the Council should now include an additional amount to cover administration costs.

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

None

Contact Officer: David Grimster – Accountant
Telephone: (01954) 713075

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Planning Portfolio Holder	13 July 2010
AUTHOR/S:	Executive Director (Corporate Services)/ Accountant	

**FINANCIAL MONITORING REPORT
PLANNING PORTFOLIO FINAL EXPENDITURE FOR 2009-10****Purpose**

1. This report compares the final actual revenue and capital expenditure for the Planning Portfolio with the final working budget for the year ending 31 March 2010.

2. **Recommendations**

The Planning Portfolio Holder is asked to comment on the final actual revenue and capital expenditure for the Planning Portfolio compared with the working budget for the year ending 31 March 2010.

Background

3. There were two previous monitoring reports to the portfolio holder in the 2009-10 year, the latest covering expenditure up to the end of January 2010. In addition, the Planning revised estimates were reported to the Portfolio holder in January.
4. The format of this report is consistent with the monitoring reports during the year, in that it concentrates on the direct costs, which are completely under the control of the cost centre managers, whereas the recharges are dependent on various factors that are more corporate. Therefore, the final recharges and related transactions are shown separately in the summary. These recharges are calculated for the original estimates in December before the start of the financial year, then recalculated for the revised estimates and finalised at the year-end.
5. The reported figures are summarised in Appendix A. Appendix B shows the full detail of the revenue expenditure. The working budget figures are the revised estimates.
6. Grant expenditure is shown on a commitments basis to 31 March, whereas other expenditure is on a payments/receipts basis.

Considerations**Revenue Estimates - Appendix B**

7. Development Control (page G2):
The revenue expenditure to 31.03.10 shows £209,950 spent out of a budget of £153,670 (137%). This overspend of £56,280 mainly relates to the costs of the Linton Wind Farm Appeal included within the Appeals and Advice on Current Applications

budgets. The income from planning fees of £753,400 is 93% of the budget of £812,000, which equates to an overspend of £58,600.

8. Building Control Service (page G3):
The income from Building Control fees of £305,717 exceeds the budget of £280,000 by £25,717 (9%). This has been offset at the end of the financial year by reducing the amount to be transferred from reserves.
9. Economic Development (page G4):
The revenue expenditure to 31.03.10 shows £53,117 spent out of a budget of £70,800 (75%). Of the under spend of £17,683 an amount of £8,000 has been rolled forward to the 2010/11 budget.

The Council also agreed, on the 26 February 2009, to provide support for businesses, which was delivered through the economic downturn budget (not in the Planning Portfolio budget). This focussed on specific support required as a result of the recession.

Capital Estimates (Appendix A(2))

10. The ICT Development project was underspent by 51,507 (61%) due to slippage in the programme. This has been rolled forward to the 2010/11 budget.

Implications

11.	Financial	None
	Legal	None
	Staffing	None
	Risk Management	None
	Equal Opportunities	None
	Climate Change	None

Consultations

12. The cost centre managers have been informed of the expenditure and grant details and budgets.

Effect on Strategic Aims

13.	Commitment to being a listening council, providing first class services accessible to all.	None
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.	None
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.	None
	Commitment to assisting provision for local jobs for all.	None
	Commitment to providing a voice for rural life.	None

Conclusions/Summary

14. The revenue expenditure comments are in paragraphs 7 to 9.
15. Capital expenditure comments are in paragraph 10.

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

Budget files, grant decisions and the financial management system.

Contact Officer: David Grimster – Accountant
Telephone: (01954) 713075

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Planning Portfolio

APPENDIX A(1)

Recharges removed below
 Grants on commitment basis
 Non-grants on payments/receipts basis

To 31/03/10 2009-10

Actual 2008/09 £		Revised Estimate 2009/10 £	less central recharges £	Virement/ y/end grants /recharges £	Adjusted Estimate ex.recharge £	non-grant net payments to date £	Grants committed £	Adjust- ments £	Adusted expenditure to date £	% spent %	Variance to budget (over)/in hand £	Additional notes to budget
PLANNING PORTFOLIO												
REVENUE												
1,511,020	DEVELOPMENT CONTROL	1,632,920	(2,637,320)	303,000	(701,400)	(585,772)	0	0	(585,772)	84%	(115,628)	
37,750	BUILDING CONTROL SERVICE	48,370	(516,780)	189,770	(278,640)	(306,186)	0	0	(306,186)	110%	27,546	
70,549	STREET NAMING AND NUMBERING	68,230	(49,810)	1,800	20,220	17,150	0	0	17,150	85%	3,070	
3,122	OPEN SPACE AGREEMENT CHERRY HINTON	0	0	0	0	1,290	0	0	1,290		(1,290)	
3,632	TRANSPORT INITIATIVES	6,860	(6,860)	0	0	0	0	0	0		0	
75,071	ECONOMIC DEVELOPMENT	110,830	(40,030)	0	70,800	53,117	0	0	53,117	75%	17,683	
303,027	CONCESSIONARY FARES	543,840	(27,660)	0	516,180	504,846	0	0	504,846	98%	11,334	
0	FOOTPATH DIVERSIONS	510	(510)	0	0	0	0	0	0		0	
172,685	CONSERVATION	185,720	(192,700)	22,140	15,160	14,898	0	0	14,898	98%	262	
34,093	MUSEUMS	30,900	(750)	0	30,150	0	30,130	0	30,130	100%	20	
35,778	TOURISM INITIATIVES	40,310	(6,190)	0	34,120	34,120	0	0	34,120	100%	0	
2,246,727	TOTAL PORTFOLIO REVENUE (excluding recharges and year end transactions)	2,668,490	(3,478,610)	516,710	(293,410)	(266,537)	30,130	0	(236,407)		(57,003)	OVERSPEND
RECHARGES AND CAPITAL CHARGES												
	Recharges from Staffing and Overhead Accounts		3,478,610		3,478,610	3,418,315			3,418,315	98%	60,295	
	Transfers to Reserves			930,040	930,040	699,230			699,230	75%	230,810	
	Transfers from Reserves			(243,030)	(243,030)	(200,380)			(200,380)	82%	(42,650)	
	Grants			(953,970)	(953,970)	(723,855)			(723,855)	76%	(230,115)	
	Deferred Capital Grant & Capital charges			(22,380)	(22,380)	6,005			6,005	-27%	(28,385)	
	Recharges met by HPDG grant			(214,490)	(214,490)	(541,479)			(541,479)	252%	326,989	
	Transfers to General Fund			0	0	327,900			327,900		(327,900)	
	TOTAL PORTFOLIO REVENUE		0	12,880	2,681,370	2,719,199	30,130	0	2,749,329	103%	(67,959)	OVERSPEND



Planning Portfolio

APPENDIX A(2)

Recharges removed below
 Grants on commitment basis
 Non-grants on payments/receipts basis

To 31/03/10 2009-10

Actual 2008/09 £	Revised Estimate 2009/10 £	further approvals/ adjustments £	balances brought forward £	Adjusted Estimate ex.recharge £	non-grant net payments to date £	Grants committed £	Adjust- ments £	Adusted expenditure to date £	% spent %	Variance to budget £	Additional notes to budget
CAPITAL											
CONSERVATION EXPENDITURE (grants on commitments basis, partnership schemes on payment basis)											
42,359			b/fwd								
	42,600		1,498	44,098		43,814		43,814	99%	284	
0	0		29,061	29,061				0	0%	29,061	c/fwd to 2010/11
0	0			0				0		0	
4,400	4,400			4,400		4,400		4,400	100%	0	
10,452	10,500			10,500		9,358		9,358	89%	1,142	
9,218	14,500			14,500	10,867			10,867	75%	3,633	
11,600	11,600			11,600	11,600			11,600	100%	0	
78,029	83,600	0	30,559	114,159	22,467	57,572	0	80,039	70%	34,120	
OTHER PLANNING CAPITAL											
643	85,000			85,000	33,493			33,493	39%	51,507	Rollover to 2010/11
78,672	168,600	0	30,559	199,159	55,960	57,572	0	113,532	57%	85,627	IN HAND
Financed by:											
(77,683)	(168,600)		(30,559)	(199,159)	(55,960)	(57,572)	0	(113,532)	57%	(85,627)	
(346)	0		0	0	0	0		0		0	
(643)	0			0	0	0		0		0	
0	0			0	0	0		0		0	
(78,672)	(168,600)	0	(30,559)	(199,159)	(55,960)	(57,572)	0	(113,532)	57%	(85,627)	
	54,622		0	54,622				0		54,622	c/fwd to 2010/11

APPENDIX B

Actual 2008/09 £	PLANNING PORTFOLIO	Final Estimate 2009/10 £	Final Actual 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
NET REVENUE EXPENDITURE SUMMARY (excluding recharges and year end transactions)					
(643,091)	Development Control	(701,400)	(585,772)	84%	(115,628)
(429,860)	Building Control Service	(278,640)	(306,186)	110%	27,546
22,368	Street Naming and Numbering	20,220	17,150	85%	3,070
3,122	Open Space Agreement Cherry Hinton	0	1,290		(1,290)
0	Transport Initiatives	0	0		0
15,690	Economic Development	70,800	53,117	75%	17,683
315,042	Concessionary Fares	516,180	504,846	98%	11,334
0	Footpath Diversions	0	0		0
12,423	Conservation	15,160	14,898	98%	262
33,620	Museums	30,150	30,130	100%	20
32,810	Tourism Initiatives	34,120	34,120	100%	0
<u>(637,876)</u>	TOTAL NET EXPENDITURE (excluding year end recharges, grants and reserves)	<u>(293,410)</u>	<u>(236,407)</u>		<u>(57,003)</u>
Analysis of Total Net Expenditure					
819,999	Direct Costs - Expenditure (net of grant)	853,320	878,274	103%	(24,954)
(1,457,875)	Direct Costs - Income from Fees & Charges	(1,146,730)	(1,114,681)	97%	(32,049)
<u>(637,876)</u>	Net Direct Costs	<u>(293,410)</u>	<u>(236,407)</u>		<u>(57,003)</u>
3,308,430	Recharges from Staffing & Overhead Accounts	3,478,610	3,418,315		60,295
565,494	Transfers to Reserves	930,040	699,230		230,810
(73,086)	Transfers from Reserves	(243,030)	(200,380)		(42,650)
(717,624)	Grants	(953,970)	(723,855)		(230,115)
(14,373)	Deferred Capital Grant & Capital charges	(22,380)	6,005		(28,385)
(184,238)	Recharges met by HPDG grant	(214,490)	(541,479)		326,989
0	Transfers to General Fund	0	327,900		(327,900)
<u>2,246,727</u>	TOTAL NET EXPENDITURE (carried to General Fund Summary)	<u>2,681,370</u>	<u>2,749,329</u>		<u>(67,959)</u>

Actual 2008/09 £		Final Estimate 2009/10 £	Final Actual 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
DEVELOPMENT CONTROL					
EXPENDITURE					
0	Transport Related Expenses				
	Coach Expenses	150	298	199%	(148)
	Supplies and Services				
	Hired & Contracted Legal Services				
106,970	Appeals	51,000	92,814	182%	(41,814)
0	Costs Awarded Against the Council	9,700	10,154	105%	(454)
4,950	Judicial Review Costs	18,890	18,886	100%	4
	Contracted Consultants				
5,160	D.C. Agricultural Appraisals	3,800	3,623	95%	177
81,863	Advice on Current Applications	24,100	37,174	154%	(13,074)
7,725 *	Archaeology Advisory Service (PDG funded)	7,730 *	7,725 *	100%	5 PDG funded below
142,325 *	Database Design Consultancy (PDG funded)	16,200 *	16,900 *	104%	(700) PDG funded below
2,080 *	Digital Photography (PDG funded)	0 *	0 *	0%	0 PDG funded below
	Grants and Subscriptions				
1,600	Plan Vetting Group	1,600	1,600	100%	0
	Miscellaneous Expenses				
17,171	Advertising	20,500	20,776	101%	(276)
	Central, Departmental and Support Services		excluded (year end only)		
34,399	Chief Officers & Housing Futures	35,980	34,573		1,407
2,367	Community and Customer Services	26,300	23,893		2,407
213,680	Corporate Services	192,800	193,084		(284)
52,997	New Communities	113,760	113,964		(204)
2,050,948	Planning Services	2,142,290	2,091,842		50,448
127,420	Health & Environmental Services	126,190	124,386		1,804
(2,481,811)	REMOVE Central, Deptal and Support Services	(2,637,320)	(2,581,742)		(55,578)
	Capital Financing Costs				0
56,776	Capital Charges	28,390	56,776		(28,386)
(56,776)	REMOVE Capital Charges	(28,390)	(56,776)		28,386
<u>369,844</u>	TOTAL EXPENDITURE before transfer to reserves	<u>153,670</u>	<u>209,950</u>	<u>137%</u>	<u>(56,280)</u>
	Transfer to Reserves				
565,494	Housing & Planning Delivery Grant Reserve	930,040	699,230		230,810
0	Housing & Planning Delivery Grant to General Fund	0	327,900		(327,900)
(565,494)	REMOVE year end Reserves	(930,040)	(930,040)		0
<u>369,844</u>		<u>153,670</u>	<u>307,040</u>		<u>(153,370)</u>
INCOME					
(1,789)	Sales - Miscellaneous	(160)	(122)	76%	(38)
(801)	Sales - Local Plan	(110)	(372)	338%	262
(9,915)	Section 106 Costs Recoverable	(12,800)	(12,100)	95%	(700)
(5,498)	Legal Costs Recoverable	(13,400)	(13,553)	101%	153
(994,932)	Fees	(812,000)	(753,400)	93%	(58,600)
0	Pre Application Fees	(16,600)	(16,175)	97%	(425)
(750,021) *	Planning Delivery Grant	(1,146,320) *	(1,243,365)	108%	97,045
(128,800)	Transfer from Planning Delivery Grant Reserves	0)	0		0
(71,149)	Planning Delivery Grant - Deferred Capital Grant	(50,770))	(50,771)		1
0	Transfer from Cycleways & Road Improvement Reserve	(53,260) **	(53,260)		0
949,970	REMOVE year end grants and Reserves	1,250,350)	1,347,396		(97,046)
<u>(1,012,935)</u>	TOTAL INCOME	<u>(855,070)</u>	<u>(795,722)</u>	<u>93%</u>	<u>(59,348)</u>
<u>(643,091)</u>	NET EXPENDITURE	<u>(701,400)</u>	<u>(585,772)</u>	<u>84%</u>	<u>(115,628)</u>
	carried to Portfolio summary				
	** Virement included: (£11,080) vired to Planning Policy				

Actual 2008/09 £		Final Estimate 2009/10 £	Final Actual 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
BUILDING CONTROL SERVICE					
EXPENDITURE					
Premises Related Expenditure					
Services					
4,550	Engineering Consultants Fees	3,000	3,275	109%	(275)
608	Other Local Authorities	500	120	24%	380
125	Miscellaneous	0	0		0
Miscellaneous Expenses					
0	Advertising	0	0		0
(35,540)	Transfer to/(from) Reserves	(189,770)	(147,120)		(42,650)
35,540	REMOVE year end grants and Reserves	189,770	147,120		42,650
Central, Departmental and Support Services					
excluded (year end only)					
3,183	Chief Officers & Housing Futures	3,290	3,162		128
592	Community and Customer Services	12,900	12,243		657
34,670	Corporate Services	23,100	23,315		(215)
464,705	Planning Services	477,490	473,205		4,285
(503,150)	REMOVE Central, Deptal and Support Services	(516,780)	(511,925)		(4,855)
<u>5,283</u>	TOTAL EXPENDITURE	<u>3,500</u>	<u>3,395</u>	97%	<u>105</u>
INCOME					
(7,193)	Sale of Plans/non-statutory documents	(2,140)	(3,864)	181%	1,724
(427,950)	Statutory / Local Fees	(280,000)	(305,717)	109%	25,717
<u>(435,143)</u>	TOTAL INCOME	<u>(282,140)</u>	<u>(309,581)</u>	110%	<u>27,441</u>
<u>(429,860)</u>	NET EXPENDITURE carried to Portfolio summary	<u>(278,640)</u>	<u>(306,186)</u>	110%	<u>27,546</u>

Actual 2008/09 £		Final Estimate 2009/10 £	Final Actual 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
STREET NAMING AND NUMBERING					
EXPENDITURE					
22,368	Supplies and Services				
	Materials	21,800 *	18,738	86%	3,062
0	Central, Departmental and Support Services		excluded (year end only)		
48,181	Community & Customer Services	360	351		9
(48,181)	Corporate Services	49,450	50,126		(676)
	REMOVE Central, Deptal and Support Services	(49,810)	(50,477)		667
<u>22,368</u>	NET EXPENDITURE	<u>21,800</u>	<u>18,738</u>	<u>86%</u>	<u>3,062</u>
INCOME					
0	Fees	(1,580)	(1,588)	101%	8
<u>22,368</u>	NET EXPENDITURE	<u>20,220</u>	<u>17,150</u>	<u>85%</u>	<u>3,070</u>
	carried to Portfolio summary				
	* virement included: £1800 vired from Growth Agenda				
OPEN SPACE AGREEMENT CHERRY HINTON					
EXPENDITURE					
8,022	Premises Related Expenses				
1,200	Maintenance of Grounds	6,140	7,430	121%	(1,290) see income below
40	Additional Maintenance to Trees & Shrubs	0	0		0
	Legal Costs				
<u>9,262</u>	TOTAL EXPENDITURE	<u>6,140</u>	<u>7,430</u>	<u>121%</u>	<u>(1,290)</u>
INCOME					
(6,140)	Interest on Balances	(6,140)	(6,140)		0 see exp. above
<u>3,122</u>	NET EXPENDITURE	<u>0</u>	<u>1,290</u>		<u>(1,290)</u>
	carried to Portfolio summary				
TRANSPORT INITIATIVES					
EXPENDITURE					
3,632	Central, Departmental & Support Services		excluded (year end only)		
(3,632)	Planning Services	6,860	6,826		34
	REMOVE Central, Deptal and Support Services	(6,860)	(6,826)		(34)
<u>0</u>	TOTAL EXPENDITURE excluding Capital Grants	<u>0</u>	<u>0</u>		<u>0</u>
	carried to Portfolio Summary				
ECONOMIC DEVELOPMENT					
EXPENDITURE					
Services					
3,540	Business Forum	11,990	2,836	24%	9,154
5,000	Improved Branding	13,000	12,800	98%	200
23,250	Economic Development Business Strategy	40,000	31,670	79%	8,330
Grants and Subscriptions					
5,150	Greater Cambridgeshire Partnership	5,300	5,305	100%	(5)
0	Chamber of Commerce	510	506	99%	4
11,622	Central, Departmental and Support Services		excluded (year end only)		
768	Community and Customer Services	1,050	977		73
45,682	Corporate Services	140	144		(4)
0	New Communities	35,210	36,487		(1,277)
1,309	Planning Services	870	865		5
(59,381)	Health & Environmental Services	2,760	2,729		31
	REMOVE Central, Deptal and Support Services	(40,030)	(41,202)		1,172
<u>36,940</u>	TOTAL EXPENDITURE	<u>70,800</u>	<u>53,117</u>	<u>75%</u>	<u>17,683</u>
INCOME					
(21,250)	Cambridge Horizons Grant - re Economic Development Business Strategy	0	0		0
<u>15,690</u>	TOTAL NET EXPENDITURE	<u>70,800</u>	<u>53,117</u>	<u>75%</u>	<u>17,683</u>
	carried to Portfolio Summary				

Actual 2008/09 £		Final Estimate 2009/10 £	Final Actual 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
CONCESSIONARY FARES					
EXPENDITURE					
	Employees				
13,302	Agency Staff	1,240	1,242	100%	(2)
	Communications and computing				
2,738	Postage	750	510	68%	240
5,215	Database Input	0	0		0
10,101	Database Management	7,830	0		7,830
	Supplies and Services				
310	Post Office Fees	0	0		0
37,146	Bus Card Production	9,000	5,898	66%	3,102
0	Printing & Publicity	0	0		0
428,903	Contribution to County Scheme	684,360	684,177	100%	183
	Central, Departmental and Support Services		excluded (year end only)		
4,018	Community and Customer Services	2,500	2,599		(99)
20,493	Corporate Services	25,160	25,262		(102)
1,020	Planning Services	0	0		0
(25,531)	REMOVE Central, Deptal and Support Services	(27,660)	(27,861)		201
<u>497,715</u>	TOTAL EXPENDITURE	<u>703,180</u>	<u>691,827</u>	98%	<u>11,353</u>
INCOME					
(182,673)	Specific Government Grant	(187,000)	(186,981)	100%	(19)
(37,546)	Transfer from Reserves	0)	0		
37,546	REMOVE year end grants and Reserves	0)	0		
<u>(182,673)</u>	TOTAL INCOME	<u>(187,000)</u>	<u>(186,981)</u>	100%	<u>(19)</u>
<u>315,042</u>	NET EXPENDITURE carried to Portfolio summary	<u>516,180</u>	<u>504,846</u>	98%	<u>11,334</u>
FOOTPATH DIVERSIONS					
EXPENDITURE					
	Central, Departmental and Support Services		excluded (year end only)		
0	Total services on previous basis	510	543		(33)
0	REMOVE Central, Deptal and Support Services	(510)	(543)		33
<u>0</u>	TOTAL EXPENDITURE	<u>0</u>	<u>0</u>		<u>0</u>
INCOME					
0	Fees	0	0		0
<u>0</u>	NET EXPENDITURE carried to Portfolio summary	<u>0</u>	<u>0</u>		<u>0</u>

Actual 2008/09 £		Final Estimate 2009/10 £	Final Actual 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
CONSERVATION					
EXPENDITURE					
Premises Related Expenses					
5,343	Maintenance of Buildings & Grounds	3,500	4,624	132%	(1,124)
542	Insurance	560	559		1
Supplies and Services					
4,020	Biological Records Service	3,120	3,120	100%	0
5,800	Biodiversity Group	5,800	5,800	100%	0
0	Conservation Awards - Publicity etc.	510	0		510
375	Consultants	3,470	2,445	70%	1,025
Miscellaneous Expenses					
Central, Departmental and Support Services					
4,722	Chief Officers & Housing Futures	4,940	4,752		188
0	Community & Customer Services	1,720	1,545		175
16,256	Corporate Services	13,650	14,391		(741)
161,007	Planning Services	171,010	168,726		2,284
1,318	Health & Environmental Services	1,380	1,373		7
(183,303)	REMOVE Central, Deptal and Support Services	(192,700)	(190,787)		(1,913)
16,080	TOTAL EXPENDITURE	16,960	16,548	98%	412
INCOME					
(985)	Sales	(600)	0		(600)
(1,200)	Other Recoverable Charges(Duxford Chapel)	(1,200)	(1,200)	100%	0
(1,472)	Other Recoverable Charges	0	(450)		450
(23,041)	Planning Delivery Grant	(22,140)	(21,969)		(171)
23,041	REMOVE year end grants and Reserves	22,140	21,969		171
(3,657)	TOTAL INCOME	(1,800)	(1,650)	92%	(150)
12,423	TOTAL NET EXPENDITURE carried to Portfolio Summary	15,160	14,898	98%	262
MUSEUMS					
EXPENDITURE					
Supplies and Services					
33,620	Grants	30,150	30,130	100%	20
Central, Departmental and Support Services					
473	Planning Services	750	754		(4)
(473)	REMOVE Central, Deptal and Support Services	(750)	(754)		4
33,620	TOTAL EXPENDITURE carried to Portfolio summary	30,150	30,130	100%	20
TOURISM INITIATIVES					
EXPENDITURE					
Supplies & Services					
Grants and Subscriptions					
32,810	Tourism Initiatives	34,120	34,120	100%	0
Central Departmental and Support Services					
975	Corporate Services	1,210	1,251		(41)
0	New Communities	4,110	4,082		28
1,993	Planning Services	870	865		5
(2,968)	REMOVE Central, Deptal and Support Services	(6,190)	(6,198)		8
32,810	TOTAL EXPENDITURE	34,120	34,120	100%	0

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Portfolio Holder Meeting

13 July 2010

AUTHOR/S: Steve Hampson, Executive Director / Jo Mills, Corporate Manager,
Planning & Sustainable Communities

FIRST QUARTER PERFORMANCE REPORT (APRIL - JUNE 2010)**Purpose**

1. This report outlines the progress made by the Planning & Sustainable Communities Service in meeting its targets, as set out in the published 2010/11 Service Plan.
2. The information presented details performance across the first quarter (April to June 2010).
3. This is not a key decision.

Recommendations and Reasons

4. To note the progress made to date against the local and national indicators and action taken on exception areas.
5. This is the first of four quarterly performance reports over 2010/11, will monitor progress and identify any remedial action that is required.

Background**Overview**

6. Despite the delays within the registration process, performance has been strong across the service with a high level of commitment from staff.
7. With the review of internal processes, the registration team returning to the area teams and the implementation of a new planning system, improved performance will be seen.

Council Actions

8. Planning was assigned two Council actions for 2010/11:

Action 07**We will promote the district to new businesses by March 2011**

9. The Step-Up 'Dragons' Den' for six budding entrepreneurs, all pitching to win some £30,000 worth of business support was held on 30 June 2010. The lucky winner was One Stop Baby Guides.
10. Supported by the Cambridge News and sponsored by Regus, Cambridgeshire Chambers of Commerce, Business Link, Streets Chartered Accountants, Taylor Vinters Solicitors and Golley Slater Public Relations, this 'Dragons' Den' style competition provided one year's office accommodation as well as legal, accounting and public relations support for a new business or initiative in South Cambridgeshire.
11. A commercial property database is due to be launched within the next two months.
12. A marketing plan framework is being worked on with partners e.g. Cambridgeshire County Council and East of England International.

Action 08**We will support local people to establish community orchards by March 2011**

13. A project plan is being undertaken to deliver at least 6 community orchards during 2010/11. Rob Mungovan, Ecology Officer gave a presentation at the Planning Parish Forum on Monday 14 June 2010. There has been phenomenal interest; landowners have offered land for fruit tree planting. Identified sites are currently being reviewed. The Tree Officer has also attended an orchard-planting course in preparation.

Considerations

14. Performance has dropped during the first quarter, due to the planning restructure, the transition to a new planning computer system and delays within the registration process. Registration delays have impacted service areas for Development Control, Building Control and Conservation.
15. Internal processes/work practices are being reviewed to improve the speed and accuracy of registering planning applications together with a review on determining joint applications for listed buildings.
16. Performance is affected by workload; this is being addressed by additional support being brought in until the end of September 2010.
17. The Duty Officer System continues to be very successful and helps to achieve Customer Service Excellence.
18. Pre-application charging is proving successful, generating an income of £13,275.10 during this quarter, compared to £20,170.50 from 5 October 2009 to 31 March 2010.
19. Enforcement cases are slightly down overall at 262 year-to-date (-2.96%-8 cases); when compared to 2009, the number of investigations still remain consistently high when compared to the previous years.
20. The number of enforcement notices for the period totalled 5 that represent 4.2% against a target of 5%. One Injunctive application was granted by the High Court during the period in connection with a potential breach of Planning Control by members of the travelling community. All other updates are covered in Committee on 7 July 2010 under Agenda item 23.

Options

21. There are no options to consider.

Implications

22. Financial	Savings targets across Planning have been met. Savings within the Building Control service have been met with the loss of 2 posts: 1 x Senior Building Control Officer and 1 x Administration Officer
Legal	There are no legal implications.
Staffing	Staffing levels will be reduced once the Planning restructure is complete. Performance has dropped during this quarter due to the planning restructure and the transition with the new planning computer system.
Risk Management	A comprehensive risk register is maintained and accompanies the 2010/11 Service Plan. The Service is a contributor/key partner with other LAs, namely Cambridge City and Cambridgeshire County Councils.
Equal Opportunities	Not applicable.
Climate Change	Not applicable.

Consultations

23. All Section Managers were consulted in the compilation of this report.

Effect on Strategic Aims

24. **Commitment to being a listening council, providing first class services accessible to all**
- (a) A customer satisfaction survey is sent to every applicant once a decision has been issued, providing the Council with valuable feedback
 - (b) Feedback is also welcomed via our website, on-line questionnaire and via the Performance Manager.
25. **Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all**
- (a) Pre-application advice has proved successful in encouraging good quality developments.
26. **Commitment to making South Cambridgeshire a place in which residents can feel proud to live**
- (a) Working with Applicants to encourage good quality development.
27. **Commitment to assisting provision for local jobs for all**
- (a) Encouraging development proposals for small businesses and providing free pre-application advice for micro businesses up to 9 employees.
28. **Commitment to providing a voice for rural life**
- (a) An Agents Forum is held every six months to share good practice and provides training on 'what makes a good development'.

Conclusions / Summary

29. Performance has dropped during the first quarter. The service is working carefully to put in place a number of improvements to meet targets and increase performance:
- (a) New planning computer system
 - (b) Improved internal processes
 - (c) Staffing restructure.
30. The service is working well to achieve the Council Aims outlined above.
31. Despite finding efficiency savings, going through a restructure and a new planning system, the Planning Service has delivered a strong performance with a high level of commitment throughout this difficult time.
32. Clarity on changes in the planning system from the Government will assist performance and progress.

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



Service Plan 2010/11
Corvu performance report

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**Performance across the Planning Service
Quarter 1 (April to June 2010)**

Council Actions

Council Action	Description	Target	Actual	Explanation	Status
Action 07	We will promote the district to new businesses by March 2011	100%	25%	Step Up competition held on 30 June 2010 Commercial property database due to be launched in the next few months Marketing plan framework with partners eg Cambridgeshire County Council and East of England International.	
Action 08	We will support local people to establish community orchards by March 2011	100%	25%	Presentation given at the Planning Parish Forum on 14 June 2010 A project plan is being undertaken to deliver a minimum of 6 community orchards Landowners have offered land for fruit tree planting; identified sites are currently being reviewed.	

National Indicators

Indicator	Description	Target	Actual	Explanation	Status
NI157A	% 'Major' planning applications determined in 13 weeks	71%	83%	Government target (60%) and internal target (71%) met.	
NI157B	% 'Minor' applications determined in 8 weeks	71%	64%	Delays within the registration process have continued to impact on officer time to determine applications within 8 weeks. Neither the Government target (65%) nor internal target (71%) has been met. A review of internal processes will improve performance.	
NI157C	% 'Other' applications determined in 8 weeks	86%	71%	Delays within the registration process have continued to impact on officer time to determine applications within 8 weeks. Neither the Government target (80%) nor internal target (86%) has been met. A review of internal processes will improve performance.	
NI197	Improved Local Biodiversity on local sites	52%	TBC	Figures cannot be generated at this moment in time. It is not anticipated to meet target.	

Key:



Completed or on target



Annual target or corrective action being taken








Not on target

**Performance across the Planning Service
Quarter 1 (April to June 2010)**

Local Indicators

Development Control

Indicator	Description	Target	Actual	Explanation	Status
SH320	Affordable housing planning permissions as a % of all residential permissions (excludes new Traveller/Gypsy pitches)	23%	TBC	Figures cannot be generated until the second week of July 2010 and are waiting to be received from Cambridgeshire County Council. However, it is anticipated that the target will be met.	
SP902	The number of decisions delegated to officers as a percentage of all decisions	95%	92%	Delays within the registration process have continued to impact on officer time to determine applications within 8 weeks. A review of internal processes will improve performance.	
SP921	The % of householder applications determined within 8 weeks	90%	67%	Delays within the registration process have continued to impact on officer time to determine applications within 8 weeks. A review of internal processes will improve performance.	
SP944	% Satisfaction with Development Control	73%	68%	Lengthy delays have resulted in delays in determining applications. Lack of consistency of advice across Conservation and not keeping applicants informed has resulted in a drop in satisfaction. A review of internal processes will improve performance.	
SP946	% Planning correspondence that was responded to within 10 working days	90%	47%	Determining planning applications has been given priority over informals, general enquiries and pre-application enquiries (no fee). This has resulted in a delay in responding to correspondence. Additional planning resource has been sought to cover the interim period/restructure transition, up to September 2011.	

Key:



Completed or on target



Annual target or corrective action being taken











Not on target

**Performance across the Planning Service
Quarter 1 (April to June 2010)**

Local Indicators

Building Control

Indicator	Description	Target	Actual	Explanation	Status
SP922	Initial notice submission response	98%	TBC	Stats cannot be generated at this stage. Performance has dropped during this quarter.	
SP923	Acknowledgement of building regulation applications	99%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP924	Full planning application assessments	60%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP925	Building Control applications decided in relevant period	99%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP926	Inspections undertaken on same day	95%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP928	Immediately dangerous requests responded to on time	100%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP929	Probably dangerous requests responded to on time	100%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP930	May become dangerous requests responded to on time	100%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	

Key:



Completed or on target















Annual target or corrective action being taken



Not on target

**Performance across the Planning Service
Quarter 1 (April to June 2010)**

Conservation

Indicator	Description	Target	Actual	Explanation	Status
SP901	Hectares of accessible wildlife space	7.6	6.6	Many of the larger sites that the Ecology officer has been involved with over the past year, that would have delivered accessible greenspace, moved extremely slowly, mainly due to the economic climate. Once developments such as the ones at Over, Trumpington Meadows, Milton and Hauxton are completed the figure will jump significantly.	
SP903	Buildings removed from at risk register	3	0	Work pressures in other areas and officer on maternity leave.	
SP904	Historic Buildings improved with SCDC grants	12	7	Steady flow of enquiries and an increase in applications over last 5 years.	
SP905	Metres of hedging planted under Tree and Hedge Scheme	2500m	0	Applications are currently being received and are being held for processing during planting season. Scheme is currently being revamped and officers are waiting on graphics for new forms	
SP907	Listed Building Consents processed within 8 weeks	75%	TBC	Stats cannot be generated at this stage. However, it is anticipated that the target will be met.	
SP908	Listed Building Applicants Treated Fairly	90%	0%	No feedback received this quarter. Mechanism is being reviewed.	
SP909	Tree applications processed within 8 weeks	95%	99%	Performance remains high even though tree application system is partially unavailable - IT is awaiting passwords from JDI to reconfigure system.	
SP931	Landscape schemes implemented and monitored	TBC	10 major schemes monitored	Landscape monitoring has suffered due to pressure of growth sites and other work. Is being reviewed with SWIFT	
SP939	Net area of County Wildlife Sites and SSIs in South Cambs	3282	TBC	Annual figure received from external source. It is anticipated that this target will not be met.	
BV219	% Of Conservation Areas with up to date appraisals	34%	TBC	The public consultation version of the Papworth Everard Conservation Appraisal will be completed at the beginning of July. Will need to keep progress of this indicator under review	
TBC	Number of Conservation Area appraisals completed	5	0	The public consultation version of the Papworth Everard Conservation Appraisal will be completed at the beginning of July. Will need to keep progress of this indicator under review.	
Promote and provide training on the Landscaping of New Developments SPD & Promote and provide training on the District Design Guide SPD				Under review for next Agents Forum. Training for staff to be agreed following restructure	

Key:

Completed or on target



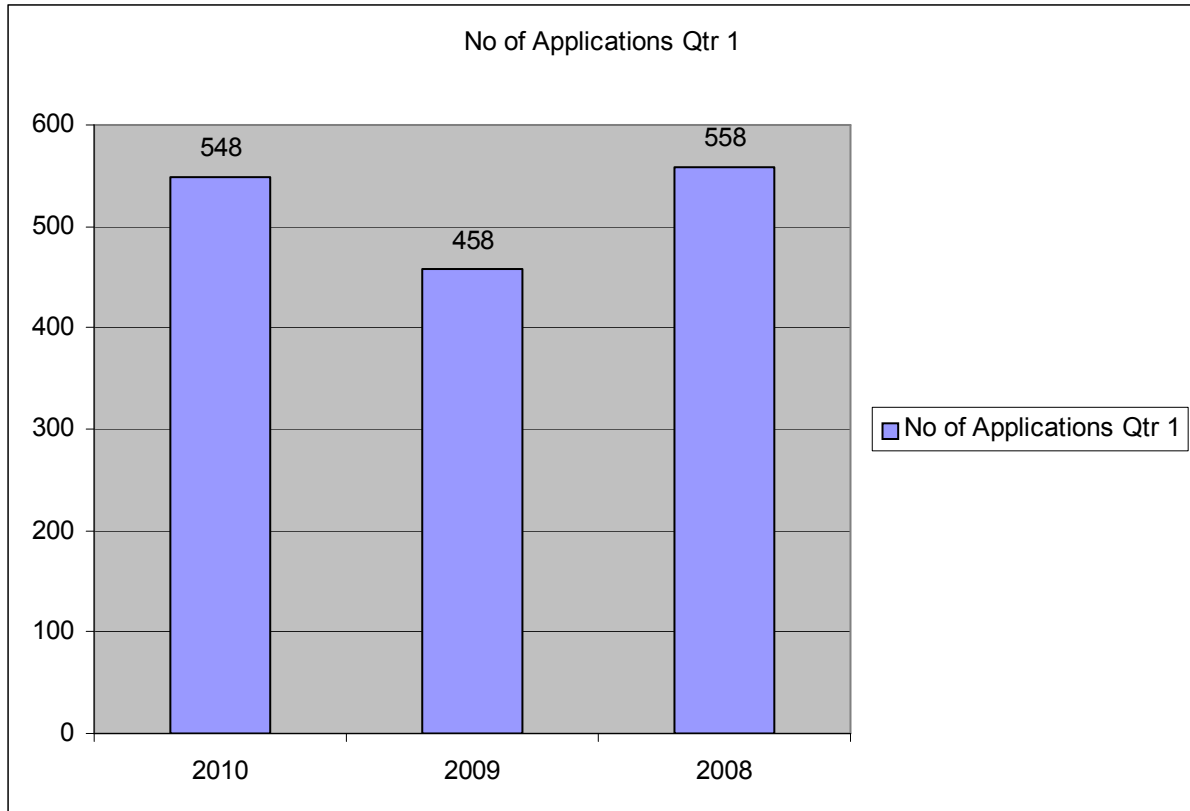
Annual target or corrective action being taken



Not on target

**Performance across the Planning Service
Quarter 1 (April to June 2010)**

Comparison of Planning Applications & Fees



Included in the above figures is all income, less any refunds made where fees were overpaid.

**Achievements for the Planning Service
Quarter 1 (April to June 2010)**

Building Control

- Building Control Agents Forum held on 4 May 2010, which was well received.

Conservation

- Community Orchards presentation at the Planning Parish Forum held on 14 June 2010, which was well received.

Development Control

- Planning Parish Forum held on 14 June 2010, which was well received
- Duty Officer System remains successful
- Pre-application charging remains successful and continues to generate a good level of income.

Enforcement

- A High Court Injunction was granted in April, in respect of a site in Landbeach.

Economic Development

- Step Up competition held on 30 June 2010, which was well received.
- Further information can be found in the Economic Downturn report submitted by Nicole Kritzingner under separate cover.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Planning Portfolio Holder	13 July 2010
AUTHOR/S:	Executive Director, Operational Services / Corporate Manager, Planning and New Communities	

**ADDRESSING THE ECONOMIC DOWNTURN
QUARTERLY REPORT – 1 APRIL 2010 TO 30 JUNE 2010****Purpose**

1. This report serves as an update on the delivery of actions proposed to mitigate the impact of the recession on South Cambridgeshire District.
2. This is not a key decision. However, Cabinet requested that quarterly reports be presented at Portfolio Holder meetings.
3. Appendix 1 details the progress made against actions identified in the Cabinet reports of 16 April, 2 July 2009, 1 October 2009, 14 January 2010 and 8 April 2010.

Recommendations and Reasons

4. It is recommended that the report be noted, including:
 - (a) progress made on the economic downturn measures
 - (b) the continuing support for measures and actions, designated to the Portfolio Holder responsible for Economic Development, and detailed in the report and Appendix 1.

Background and Summary of Actions

5. Key activities are:
 - (a) The District Council successfully delivered, "Step-Up", a business competition, launched on 16 March 2010 with the Cambridge News and partners. This business support project was delivered in partnership with the Chamber of Commerce, Business Link and private sector partners (Golly Slater Public Relations, Street Accountants, Taylor Vinters Solicitors and Regus.) The prize, awarded at the final event on 30 June 2010 and sponsored by all partners, resulted in business support of approximately £30,000 for the winner, including significant private sector (c £20,000) and external support.

Aimed at stimulating business innovation and start-up, the competition also enabled those who entered, to improve their performance. Two practical workshops were facilitated, designed to aid businesses to apply to the competition. Additionally, the competition process aided potential businesses to focus on how they might practically apply techniques and knowledge learnt to preparing (and presenting) a business idea.

The competition enabled business support in more a critical time in the economy, also attracting new business and interest to the District.

Feedback from the media, participants and the business community has been positive, particularly as the competition allows further businesses to be supported that might otherwise not have received this support.

In delivering business support through the competition, the Council is able to demonstrate that it:

- **is a listening Council**, understands business issues
- **is open for business**, ~ encourages and supports businesses practically through the competition working with private and public sector partners.
- prompts businesses seek advice and support from agencies to allow strengthened business planning and start-up
- promotes the District to the media and partners as a **business friendly authority**, proud of its businesses and their success and **open to new business**.

Business, business organisations as well as participants complimented the Council on the initiative, which aided business support and much needed finance that fledgling businesses always require.

- (b) In March 2010, the Finance and Staffing Portfolio Holder approved a change to the definition of the enhanced prompt payment performance indicator (SF752) in line with that set by the Department for Business Innovation and Skills (BIS). In support of businesses through the recession, the 2010/11 target is to pay 70% of undisputed invoices within 10 working days (rather than elapsed days under the old definition). The volume of invoices paid within 10 working days was 84.6% in April and May 2010.
- (c) South Cambridgeshire District Council has implemented the Cabinet approved decision to sign up to the Prompt Payment Code. The Council's application is pending approval with Institute of Credit Management, responsible for managing this project for BIS. The Council aims to set an example of paying suppliers on time and as per agreed terms. These practices aid good business practise and cash flow, important to small businesses especially and particularly in more challenging economic times.
- (d) The Business Support Fund with a value of £50,000 aimed at supporting companies most at risk from the slowing economy delivered in partnership with Business Link continues to show very good results. To June 2010, 40 businesses have been assisted. Businesses have also been given further Business Link support, giving added value. The scheme has additionally facilitated 13 new companies to Business Link East. Following the success of the Support Fund, the Portfolio Holder, as designated by Cabinet plans to extend the fund. (Refer to par 6 and item 4 of the Appendix 1)
- (e) The Hardship Rate Relief Scheme has continued to receive applications for assistance. Seven requests have been awarded since April 2009. The cost of awarded hardship rate relief to 30/06/2010 for SCDC is approximately £15,000 (Refer to item 1 Appendix 1)

6. Future steps proposed actions over the period are:

- (a) continued implementation of the hardship rate relief scheme building on its present success,
- (b) continue the delivery of the Business Support Fund with Business Link to aid companies requiring specialist business support or training. Given the success of the Fund to date, aiding a variety of businesses across a number of sectors in the District, The Portfolio Holder has decided to allocate £20,000 of the (to date) unallocated funds to further support businesses in the District. (Refer to par 5.4, 7 and Appendix 1, item 4)
- (c) the remaining unallocated £2,850 be used piloting an electronic payment system. (Par 7, Appendix 1, item 8). Pending a successful result of the pilot, any remaining/under utilised spending be allocated to this initiative.
- (d) improving ways for the District to attract business (Appendix 1, item 10)
- (e) following the implementation of the budgeted initiatives (detailed in this report) any remaining funds, as agreed by Cabinet on 14 January 2010 and designated to the Portfolio Holder, will be applied in support of businesses, as appropriate

Implications

7. Financial	<p>Council made available a total of £150,000 to aid businesses in South Cams affected by the recession.</p> <p>At June 2010, £127, 150 had been spent or committed. This figure includes commitments arising from NNDR hardship relief applications.</p> <p>A contingency fund of £22,850 is available to be allocated to further initiatives as detailed in paragraphs 6.1.2 and 6.1.3</p>
Legal	All measures have been referred for legal advice as appropriate.
Staffing	Tasks are executed in addition to reduced numbers of staff in the New Communities team.
Risk Management	None
Equal Opportunities	None

Consultations

- 8. In preparing this report the Finance, New Communities, Environmental Health, Community & Customers Services have contributed.

Effect on Strategic Aims

9.	<p>Commitment to being a listening council, providing first class services accessible to all.</p> <p>Many of the measures outlined in this report are based on feedback from partner agencies, businesses and local residents, and are intended to support our aim of providing excellent services. A pro-active approach is being taken to the promotion of these measures.</p>
	<p>Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.</p>

There are well-documented links between economic prosperity, health, wellbeing and community safety. The measures in this report are intended to maintain the local economy.
Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
It is hoped that local residents will welcome actions that the council is taking to support businesses through the recession.
Commitment to assisting provision for local jobs for all.
The Council's commitment to support businesses through the recession is a key element of the authority's pledge to assist in providing jobs and prosperity across the district for all residents.
Commitment to providing a voice for rural life.
Small businesses form a key part of the life of a strong rural community.

Conclusions / Summary

10. This report provides Cabinet with a brief update on the current position with regard to activities being undertaken to support local businesses and the economy during the recession.

Background Papers: the following background papers were used in the preparation of this report: Cabinet Reports: 15 January, 12 February, 16 April, 2 July 2009, 8 October 2009, 14 January 2010 and 8 April 2010.

Contact Officer: Nicole Kritzinger – Principal Lead: Economic Development & Tourism
 New Communities Team
 Principal Lead: Economic Development & Tourism
 Telephone: (01954) 713454

Summary of Council Actions and Progress to date:

Active			
Actions	Timescale	Budgeted	Progress to date and evaluation
<p>1. Hardship Rate Relief:</p> <ul style="list-style-type: none"> Reviewed the existing policy to facilitate the award of rate relief to assist businesses at imminent risk of failure and to ensure a fair allocation process and agreed budget. Continued publicity has been employed through the economic newsletter, website, meetings and contact with businesses. 	Available over 2009/10 - 2010/11	£25,000	<p>Scheme available. A marked increase in applications has occurred.</p> <p>7 requests awarded</p> <p>Cost of awarded hardship rate relief to 30/06/2010 is approximately £15, 000.</p> <p>Future Action proposed:</p> <p>Continue the scheme.</p>
2. Freeze fees for taxi licensing, trade refuse collection and other environmental health services as recommended by the Portfolio Holder 27 January 2009	Available over 2009/10	£15,500 Actual cost: £17, 150	In place – Completed.
3. Lobby Minister for Local Government regarding NNDR and Minister for Energy regarding fuel poverty issues.	February 2009	-	Minister's response received.

4.Economic Development Programme																							
<ul style="list-style-type: none"> • ‘How to Win Contracts’ event with other public authorities at the Belfry Hotel, Cambourne 	4 June 2009	£3,000	Completed. Attended by 100 businesses (target 70-80). Positive feedback received on practical value of the event.																				
<ul style="list-style-type: none"> • Business Seminar on surviving the economic downturn at Duxford IWM 	1 July 2009	£5,000	Completed. Positive feedback received on practical value of the event. On track																				
<ul style="list-style-type: none"> • Business Support Growth Fund with vouchers of £1,000 each launched and delivered with Business Link. This offers direct specialist business support for businesses affected by the recession. 	September 2009 – March 2011 or until cash value is achieved.	£50,000	<p>The current voucher activity is shown in the table below:</p> <table border="1" data-bbox="1413 563 1915 635"> <thead> <tr> <th>Issued</th> <th>Activated</th> <th>Redeemed</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>30</td> <td>27</td> </tr> </tbody> </table> <p>The vouchers are providing a wide selection of assistance and this is broken down into the following:</p> <table border="1" data-bbox="1413 730 2047 1013"> <thead> <tr> <th>Assistance Sought</th> <th>Number of Companies</th> </tr> </thead> <tbody> <tr> <td>Website Development</td> <td>16</td> </tr> <tr> <td>Training</td> <td>3</td> </tr> <tr> <td>Coaching</td> <td>1</td> </tr> <tr> <td>Marketing Assistance</td> <td>18</td> </tr> <tr> <td>Business Development</td> <td>2</td> </tr> <tr> <td>TOTAL ASSISTED</td> <td>40</td> </tr> </tbody> </table> <p>10 of these organisations were also new to the Business Link East service, showing added value in that the programme has delivered additional businesses to be assisted by means of Business Link</p> <p>The table below details the sectors supported in the District:</p>	Issued	Activated	Redeemed	40	30	27	Assistance Sought	Number of Companies	Website Development	16	Training	3	Coaching	1	Marketing Assistance	18	Business Development	2	TOTAL ASSISTED	40
Issued	Activated	Redeemed																					
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Business Development	2																						
TOTAL ASSISTED	40																						

- “Step-Up” South Cambridgeshire District Council Business competition (“Dragon’s Den”- style) to stimulate business start-up. Delivered in partnership with the Chamber of Commerce, Business Link and the private sector.

£10,000 for SCDC
Total value of
£30, 000 with
sponsorship.

Sector	Number of Companies
Accommodation & Food Service Activities	1
Administration & Support Services	3
Construction	5
Education	1
Human Health & Social Work	1
Information & Communication	4
Manufacturing	10
Other Service Industry Activities	2
Professional, Scientific & Technical	11
Transport & Storage	1
Wholesale & Retail	1
TOTAL ASSISTED	40

Future Action:

The Portfolio Holder has designated a further £20,000 to this Fund. This will be delivered with the support of Business Link as a partner to this initiative until March 2011 or until all allocated.

Completed – with monitoring

- Business Link, Chamber of Commerce and private sector sponsorship of £20,000
- Practically (through business support) demonstrated the Council’s commitment to business
- Held workshops with Business Link to assist businesses
- Competition allowed access to finance needed by SMEs in all economic climates
- Positive feedback from participants and businesses as well as business organisations
- Competition identified further businesses to be supported.
- Calls for an annual repeat of this project

<p>5. Develop financial options to help development continue at Orchard Park</p> <ul style="list-style-type: none"> Plot C3 transferred to affordable housing from market sales. BPHA funded by HCA, with support by SCDC. Persimmon Homes commenced work on Plot B1, as result of transfer to C3 to BPHA. Martin Grant has commenced work on Plot D. Application for HCA Kickstart funding submitted Further work planned with partners on the private rented sector and self-build/eco housing options. Construction started on 3 new sites since April. Study commissioned for innovative delivery models with meeting set up about a private rented initiative. 	<p>April 2009</p> <p>May 2009</p> <p>June 2009</p> <p>October 2009 – March 2011</p> <p>November 2009</p>	<p>HCA funding provided</p>	<p>All three house-builders are back on site, and higher level of reservations than last year.</p> <p>Project bids were unsuccessful. Will look to resubmit in winter 2009.</p> <p>Completed. Application not successful</p> <p>City Council considered land disposal options for K1, March 2010 City Council preparing for a consultation to take forward Phase 2 of the self commissioned housing project.</p> <p>Future Action: Report to Portfolio Holder meeting in May 2010</p> <p>PRSi discussions with house builders and HCA proved scheme unviable</p>
<p>6. Provide rent-free space for CAB at SCDC</p>	<p>March 2009</p>	<p>Within existing budgets</p>	<p>Offered – but unlikely to take up offer without financial grant to cover additional costs for CAB</p>
<p>7. SCDC staff:</p> <ul style="list-style-type: none"> Financial well being event to signpost 	<p>April 2009</p>	<p>£2,000</p>	<p>In place, completed</p>

<p>staff to appropriate organisations who can offer counselling and practical advice for themselves and family members</p> <ul style="list-style-type: none"> Offer short-term projects to existing staff rather than agency staff <p>Revise the staff relocation terms so that the sums available can be used flexibly, without increasing the total claimed.</p> <p>Human Resources organised publicity on PPC (Positive People Company) to aid staff in the recession. Support is offered through counselling on various matters.</p>	<p>February 2009</p> <p>December 2009</p> <p>August 2009</p>	<p>Potential saving</p> <p>Potential saving if new staff can be retained whilst unable to sell former home</p>	<p>In place, ongoing</p> <p>Work has commenced</p> <p>Action completed</p>
<p>8. Aim to pay 70% of undisputed invoices within 10 working days</p>	<p>February 2009 - ongoing</p>	<p>Up to 10 days interest on sums paid</p>	<p>Future actions:</p> <ul style="list-style-type: none"> Measure amended from 80% of undisputed invoices in 10 days to 70% of undisputed invoices in 10 working days. That the electronic system of invoicing be investigated as a means to achieve improved cash flows. Publicising the prompt payment code, once approved, to encourage businesses to do the same and aid cash flow to suppliers.
<p>9. Small businesses that are identified as likely to benefit from rate relief will be targeted and encouraged to apply for this benefit</p>	<p>May 2010</p>	<p>Within approved budgets</p>	<p>Completed.</p> <p>Small businesses targeted and contacted. Small Business Rate Relief available until March 2011, pending any alternate advice</p>

			from BIS (Department for Business, innovation and Skills)
10. Improve ways of helping firms relocate to South Cambridgeshire, including property search and identification systems and associated marketing and /investment attraction.	Ongoing to March 2011	£10,000	Current Meetings held with East of England International regarding inward investment. Meetings and discussions also held with the tourism office, neighbouring councils, businesses and commercial agents to develop a tool/mechanism for improved investment. A commercial property database is being developed with colleagues to show available commercial space and market the District
11. Planning Policy SPD/DPD to be produced to strengthen support for economic development	Ongoing March 2011TBC	From existing resources	Current To be included within the review of core strategy.
12. Support to local volunteer centres experiencing increased demand for placements as a result of the recession.	October 2009 – March 2010	£5,000	Completed 2 Local Volunteer centers have received funding allowing for additional support through volunteering as a mechanism to both develop skills for employability following redundancy. Similarly, organisations that might otherwise be understaffed benefit.

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Forward Plan – Planning Portfolio Holder

7-Oct-10	Responding to the Economic Downturn		Monitoring	Jo Mills	Nicole Kritzinger	Y
	Draft Service Plan 2011/12		Monitoring	Jo Mills		Y
	Service Improvements Q2 2010/11		Monitoring	Jo Mills		Y
	Financial Performance Q2 2010/11		Monitoring	Jo Mills	David Grimster	Y
	Performance Indicators Q2 2010/11		Monitoring	Jo Mills		Y
	Draft Budget			Jo Mills	David Grimster	Y
14 Dec 10	Papworth Conservation Area Appraisal for approval		Monitoring	Jo Mills	David Bevan	Y
	Economic Development Strategy (deferred from 13 July 10)	Y	For decision	Jo Mills	Nicole Kritzinger / Richard Hales	Y
	Financial Monitoring		Monitoring	Jo Mills	David Grimster	Y
25 Jan 11	Capital and Revenue Estimates		Recommendation to Cabinet and Council	Jo Mills	David Grimster	Y
	Responding to the Economic Downturn		Monitoring	Jo Mills	Nicole Kritzinger	Y
	Service Improvements Q3 2010/11		Monitoring	Jo Mills		Y
	Financial Performance Q3 2010/11		Monitoring	Jo Mills	David Grimster	Y
	Performance Indicators Q3 2010/11		Monitoring	Jo Mills		Y
8 Mar 11	Final Service Plans 2011/12		For decision	Jo Mills		Y
	Budget - ?		(Duplicate of capital & revenue estimates?)	Jo Mills		
	Procurement Strategy		For decision	Jo Mills	Sean Missin	Y
Unscheduled	Considerate Contractor Scheme	Y	For decision	Jo Mills	Kirsty Human	Y
	Systems Thinking		For decision	Jo Mills	Keith Miles	Y
	Duxford Airfield Revised Conservation Area Appraisal		For decision	Jo Mills	David Bevan	Y

Service Improvements Q4 2010/11	Monitoring	Jo Mills	Y
Financial Performance Q4 2010/11	Monitoring	Jo Mills	Y
Performance Indicators Q4 2010/11	Monitoring	Jo Mills	Y

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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