

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
www.scambs.gov.uk



27 May 2016

To: Councillor Robert Turner, Portfolio Holder

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 7 JUNE 2016 at 10.00 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 The Planning Portfolio Holder is invited to sign the Minutes of the meeting held on 14 March 2016 as a correct record.	1 - 4
SUBSTANTIVE ITEMS		
3.	Cambridge City Council and South Cambridgeshire District Council - Playing Pitch Strategy 2016 and Indoor Sports Facility Strategy 2016 Appendices A and B are available online only. Please visit www.scambs.gov.uk then 'The Council' followed by 'Councillors minutes and agendas'.	5 - 10
4.	Neighbourhood Planning in South Cambridgeshire	11 - 18
5.	Pilot Brownfield Register An unabridged version of Appendix 1 Annex B is available online. Please visit www.scambs.gov.uk then 'The Council' followed by 'Councillors minutes and agendas'.	19 - 46
6.	Heritage Guardianship Sites: Landbeach Tithe Barn, East Hatley Church and Sawston Tannery Drying Shed	47 - 52
STANDING ITEMS		

7. Work Programme

53 - 54

8. Date of Next Meeting

Friday 9 September 2016 at 10.00am

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Planning Portfolio Holder's Meeting held on
Monday, 14 March 2016 at 2.00 p.m.

Acting on behalf of the Portfolio Holder: Ray Manning

Councillors in attendance:

Scrutiny and Overview Committee monitors: Kevin Cuffley

Opposition spokesmen: Aidan Van de Weyer

Also in attendance: David Bard, Anna Bradnam, Lynda Harford,
Janet Lockwood, Tony Orgee, Bridget Smith,
Tim Wotherspoon and Nick Wright

Officers:

Jonathan Dixon	Principal Planning Policy Officer (Transport)
Jane Green	Head of New Communities
Caroline Hunt	Planning Policy Manager
Jo Mills	Planning and New Communities Director
David Roberts	Principal Planning Policy Officer
Alison Talkington	Senior Planning Policy Officer
Victoria Wallace	Democratic Services Officer

1. DECLARATIONS OF INTEREST

Councillors Lynda Harford and Tony Orgee declared non-pecuniary interests as County Councillors.

2. MINUTES OF PREVIOUS MEETING

The Leader of the Council acting on behalf of the Planning Portfolio Holder, signed as a correct record the Minutes of the meeting held on 10 February 2016.

3. LOCAL PLAN

The Leader of the Council, substituting for the Planning Portfolio Holder, considered a report setting out the results of the consultation on proposed modifications to the Cambridge Local Plan and South Cambridgeshire Local Plan, held between 2 December 2015 and 25 January 2016.

Councillor Aidan Van de Weyer thanked Planning Officers for the work that had been undertaken since the suspension of the Local Plan examination and for having taken Members' comments into account.

The allocation of land south of the Cambridge Biomedical Campus was discussed with queries regarding the green belt and the definition of urban edges. Members were informed that the Council's view was that there was no need to allocate further land for employment, however the attractiveness of the edge of Cambridge to businesses was recognised. The Council acknowledged that employment and homes could prompt the need for a review of the green belt, however this would have to be without causing significant harm to the green belt. It was felt that the land to the south of the Cambridge Biomedical Campus would not cause significant harm to the green belt.

Regarding the Cambridge Local Plan, Newbury Farm was discussed. The Leader of the Council and other Members in attendance, expressed support for the proposed new modification regarding Newbury Farm.

Councillor Anna Bradnam queried whether recent planning permission given to the Arthur Rank Hospice near the Cambridge Babraham Road Park and Ride site would impact the green belt. In response to this, Members were informed that the most recent green belt study concluded that land could be released north and south of Worts Causeway, without significant harm to the green belt.

Councillor Bridget Smith queried the reliance on the County Council providing further evidence regarding 'Nine Wells'. In response to this Members were informed that as the land owner, Cambridgeshire County Council was treated as any other developer submitting a planning application and would therefore provide the extra evidence required. This would be tested to ensure it was robust before any recommendation was made. Before any decision was taken, the assessment of the evidence would be presented to Members at a future Council meeting. Members were assured that there would be no officer conflict of interest.

The Leader of the Council acting on behalf of the Portfolio Holder, **AGREED** the following recommendations to Full Council:

- a) That the Report on Consultation (Appendix A), the Proposed Modifications (Appendix C) and the supplement to the Sustainability Appraisal Addendum (Appendix E) be submitted for consideration by Full Council on 23 March 2016 and approved for submission to the Inspectors examining the Local Plan;
- b) To agree that the documents attached to the report as Appendices F to J are noted and submitted as part of the evidence base for the Local Plan;
- c) To agree that delegated authority be given to the Director of Planning and New Communities to make any subsequent minor amendments and editing changes, in consultation with the Planning Portfolio Holder.

4. AMENDMENTS TO SCHEME OF DELEGATED POWERS AND FUNCTIONS FOR PLANNING DECISIONS

Before the report was presented, the Leader of the Council invited Mr Lawrence Wragg, Chairman of Fowlmere Parish Council, to address the meeting. Mr Wragg raised the following concerns on behalf of Fowlmere Parish Council, with regards to the proposed amendments to the current Scheme of Delegated Powers:

- Concern regarding the influence of officers in advising on what should go to Planning Committee for determination, and concern that the role of elected members was being reduced.
- Concern that there would be a conflict of interest for officers, which had not been adequately addressed in proposals.
- Concern that officer decisions led to a private rather than public decision making process. The Parish Council felt that for planning to deliver satisfactory results, the process had to be open.
- Parish Councils were becoming disillusioned with the entire planning process, feeling like their views were not being heard.
- Parish Councils would like to see planning decisions taken by a show of hands at committee meetings.

Councillor Lynda Harford responded to Mr Wragg's concerns as Chairman of the Council's Planning Committee:

- Councillor Harford understood the Parish Council's concerns regarding the influence of officers advising on what should go to Planning Committee for determination, however provided assurance that she would not be influenced if she felt that an application should go to the Planning Committee.
- Councillor Harford informed Mr Wragg that she had made it her undertaking as Planning Committee Chairman, to explain in writing to Parish Councils why an application would not be considered at Planning Committee.
- Councillor Harford empathised with the disillusionment felt by Parish Councils regarding the Planning system.
- Councillor Harford explained that when considering requests for applications to be considered by the Planning Committee, local Members were consulted.
- Councillor Harford supported the idea of a show of hands when voting at Planning Committee and intended to request that this be implemented from the start of the next municipal year.

Councillor Nick Wright expressed support for what Councillor Harford had said, emphasising as a former Planning Committee Chairman, that the committee always listened to Parish Councils. However the committee had found that few Parish Councils attended Planning Committee meetings when relevant applications were being considered.

Mr Wragg thanked Members for their responses and expressed disappointment that some Parish Councils did not attend Planning Committee when relevant applications were considered. He emphasised that Parish Councils provided the important input of local knowledge to the decision making process.

The Leader of the Council acting on behalf of the Planning Portfolio Holder, considered the report which considered the responses received in respect of the proposed changes to the scheme of delegation and made a recommendation on a revised scheme to the Planning Committee. The Head of New Communities informed Members that since the writing of the report, Sawston Parish Council had commented on the proposals and was happy with the current arrangements and therefore objected to any change.

The Leader of the Council acting on behalf of the Portfolio Holder, **ENDORSED** and **RECOMMENDED** to the Planning Committee that the current scheme of delegation be amended in the following manner:

- a) To allow all decisions to be delegated other than those listed in Appendix A of the report.
- b) That the time given for District Councillors to request an application be considered by Planning Committee is extended from 21 to 28 days.
- c) That the automatic referral to Planning Committee is removed when an officer recommendation of approval conflicts with representations by the Parish Council and these cannot be substantially addressed by planning condition. Instead this is replaced by the right of the Parish Council to request an application is considered by Planning Committee. The request must be supported by material planning reasons and the final decision on whether the application is considered by Planning Committee will be taken by the Chairman of Planning Committee as advised by the Designated Officer (Head of Development Management or Head of New Communities).

The Leader of the Council **AGREED** that the Revised Scheme of Delegation should be given at least one year to bed in, and a formal review process involving Parish Councils should take place within 24 months.

5. RESPONSE TO CONSULTATION ON STRATEGIC POLICIES IN THE ADOPTED DEVELOPMENT PLAN FOR SOUTH CAMBRIDGESHIRE

The Senior Planning Policy Officer presented the report outlining the results of the consultation carried out with parish councils within the district about the policies in the adopted development plan for South Cambridgeshire, to be identified as strategic policies and with which a neighbourhood plan would have to comply.

The Leader of the Council acting on behalf of the Portfolio Holder, considered the report and:

- a) **NOTED** the comments made during the consultation about strategic policies with parish councils in South Cambridgeshire contained in Appendix B of the report
- b) **AGREED** the policies in the currently adopted development plan for South Cambridgeshire that are to be considered as strategic for the purposes of neighbourhood planning as set out in Appendix A of the report.

6. WORK PROGRAMME

The Planning Portfolio Holder Work Programme would be circulated after the meeting.

7. DATE OF NEXT MEETING

The next meeting would take place on Tuesday 7 June at 10am.

The Meeting ended at 3.02 p.m.



Report To: Planning Portfolio Holder 7 June 2016
Lead Officer: Director of Planning & New Communities and Director of Health and Environmental Services

Cambridge City Council and South Cambridgeshire District Council - Playing Pitch Strategy 2016 and Indoor Sports Facility Strategy 2016

Purpose

1. To consider the Cambridge City Council and South Cambridgeshire District Council Playing Pitch Strategy 2016 and Indoor Sports Facility Strategy 2016.
2. This is not a key decision, and it was first published in the December 2015 Forward Plan.

Recommendations

3. It is recommended that the Portfolio Holder:
 - a) endorses the following strategies in their current form:
 - Playing Pitch Strategy 2016 (Appendix A)
 - Indoor Sports Facility Strategy 2016 (Appendix B)
 - b) agrees that delegated authority be given to the Director of Planning and New Communities to make any subsequent minor amendments and editing changes, in consultation with the Planning Portfolio Holder.

Reasons for Recommendations

4. The Playing Pitch Strategy 2016 and Indoor Sports Facility Strategy 2016 will guide future provision and management of sports pitches, built facilities and community use services to serve existing and new communities in the City and South Cambridgeshire. In line with the Government's National Planning Policy Framework, the strategies set out to assess existing built facilities, the future need for sport and active recreation and, as the region grows and develops, for opportunities for new provision and expansions of existing facilities.

Background

5. The National Planning Policy Framework (NPPF) 2012 states that "Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision.
6. Representations received from Sport England during the public consultation on the South Cambridgeshire Proposed Submission Local Plan supported the provision of for sport through new development but recommend a robust assessment of need to be carried out using Sport England methodology, and (b) an action plan being

developed via this assessment which identifies the priorities for new open space provision based on outputs from the study in terms of existing and proposed needs.

7. In response, the Council in partnership with Cambridge City Council, Cambridgeshire County Council and Sport England commissioned two sports strategies: a Playing Pitch Strategy 2015-2031 for grass and all weather pitches covering both areas; and an Indoor Sports Facility Strategy 2015-2031 to guide future provision of indoor sports halls, swimming pools and outdoor cycling facilities to serve existing and new communities in Cambridge and South Cambridgeshire. In line with the National Planning Policy Framework, the strategies assess existing facilities, the future need for sport and active recreation facilities, and opportunities for new provision.
8. Consultants Strategic Leisure Limited was commissioned to produce both strategies.

Considerations

Playing Pitch Strategy (PPS)

9. The Playing Pitch Strategy was commissioned by Cambridge City Council (CCC) on behalf of itself, South Cambridgeshire District Council (SCDC), Cambridgeshire County Council (CsCC) and Sport England (SE), with support from other stakeholders including Living Sport (LS) and Cambridgeshire Football Association (CFA).
10. The Playing Pitch Strategy 2015-2031 addresses the needs of football, rugby, hockey and cricket and the provision of and need for both grass and artificial pitches.
11. The Playing Pitch Strategy has been developed in accordance with Sport England's methodology which has involved significant consultation with pitch/facility providers and users as well as the relevant National Governing Bodies. The Playing Pitch Strategy provides an action list of where new provision should be provided on-site and how off-site contributions should be used to support new and improved provision.
12. The PPS includes a comprehensive quantity and quality assessment (including accessibility) of current provision, usage and demand took just over a year to complete. This phase included the consultants making contact with parish councils and other site owners, carrying out site visits at appropriate times of year and consultation with local clubs and National Governing Bodies.
13. The Playing Pitch Strategy considers current levels of active participation from clubs based within Cambridge and South Cambridgeshire, their playing pitch requirements and the facilities available for use. Peak time of play and current and future carrying capacity has also been considered. Consideration is also given to the potential for clubs to increase teams in the future, quality of facilities and the secured future of playing pitches. The Playing Pitch Strategy includes sites assessments for all pitch sites listing the sport played, the type of pitch and quality as well as the teams which use the pitch(es).
14. It should be noted that the long term future of many sites is outside the control of the local authorities, particularly football, cricket, hockey and rugby pitches on university, college and school sites, which form part of the existing useable provision, particularly in Cambridge. These sites have a significant influence on the level of provision available, and need to be protected. The Council will need to engage with landowners to ensure the continuing availability of these sites for sport.

15. The Playing Pitch Strategy provides action plans for each sport are also provided explaining what actions should take place and where to ensure sufficient provision is available to 2031. These recommend if the pitch should be protected, how it can be enhanced (e.g. drainage) and what further provision could be provided on site, e.g. outdoor storage or pitch improvements.

Indoor Sports Facility Strategy (ISFS)

16. The Indoor Sport Facility Strategy 2015-2031 addresses the future provision of indoor sports halls, swimming pools and outdoor cycling facilities to serve existing and new communities in Cambridge and South Cambridgeshire.
17. The Indoor Sports Facility Strategy has been developed in accordance with Sport England's methodology which has involved significant consultation with pitch/facility providers and users as well as the relevant National Governing Bodies. In line with the National Planning Policy Framework, the strategy has assessed existing facilities, the future need for sport and active recreation facilities, and opportunities for new provision.
18. The information for the ISFS came from Sport England's Facilities Planning Model data, quality assessments, by the consultants, of the main facilities, consultation with clubs and National Governing Bodies. For this project, the scope included:
 - a) Sports halls
 - b) Swimming pools and leisure pools
 - c) Indoor bowls
 - d) Health and fitness facilities (including dance/aerobic studios)
 - e) Sports stadia
 - f) Squash courts
 - g) Indoor tennis courts
 - h) Cycling
19. The Indoor Sports Facility Strategy has identified a need for some additional provision, across a range of facility types, as well as more generic needs in terms of improvement to the quality of existing facilities, and the accessibility of provision.
20. The Indoor Sports Facility Strategy provides an action list of where new provision should be provided on-site and how off-site contributions should be used to support new and improved provision. This particularly relates to the population growth anticipated in the area.

General Considerations

21. Having followed the advised methodologies, the strategies recommendations will help to guide future provision and management of sports pitches, built facilities and community use services to serve existing and new communities in the City and South Cambridgeshire. Both Strategies will be used to help to plan effectively for future sports facility provision; current and future need; population growth and increased participation to 2031. They will form part of the evidence base for the plan making process and a material consideration for decision-making on relevant planning applications.
22. A particular issue for South Cambridgeshire is that planned new settlements include significant elements likely to be development after 2031. Whilst Northstowe has a Sports Strategy prepared through the planning application process, the proposed new settlements at Waterbeach and Bourn Airfield are at a much earlier stage. The

Strategies identifies the need for specific facilities from these developments, but will need to be refined as proposals for the new settlements are developed. Reflecting Policy SC/4 of the submitted South Cambridgeshire Local Plan, proposals will need to be accompanied by detailed assessments and strategies prepared in consultation with services providers.

23. The strategies recommendations are also accompanied by action plans. The strategies suggest that the action plans should be overseen by an officer group, including CCC, SCDC, Sport England, National Governing Bodies (as appropriate), local clubs and schools (as appropriate) and key stakeholders (as appropriate). Given that South Cambridgeshire District Council does not own or run any of the facilities included in the strategies, the Council will need to work in partnership with facility owners, including parish councils and schools, in order to deliver against the recommendations. The strategies do not commit the Council to any capital expenditure.
24. Understanding the needs of different pitch sports enables appropriate provision to be made to meet the needs of the community. It is inevitable that needs change over time, just as the playing and participative requirements of individual sports change. It is recommended (within the strategies) that the strategies and analysis are reviewed and updated every 5 years to ensure the needs analysis remains robust and relevant and properly informs decisions about facility provision beyond 2031. The documents should be seen as working documents.

Options

25. The Portfolio Holder has the following options:
 - a) Endorse the strategies in their current form.
 - b) Do not endorse the strategies in their current form. Any amendments or further considerations would need to be considered in consultation with Cambridge City Council and Sport England.
 - c) Agrees, or not, that delegated authority be given to the Director of Planning and New Communities to make any subsequent minor amendments and editing changes, in consultation with the Planning Portfolio Holder.

Implications

26. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

27. There are no direct financial implications arising from this report. The preparation of the Local Plan and the Indoor Sports Facility Strategy 2015-2031 has already been included within existing Development Plan Fund budget plans.

Equality and Diversity

28. The Strategies have a positive impact on access to sports facilities, which can improve health and wellbeing across the Greater Cambridge areas' communities.

Consultation responses (including from the Youth Council)

29. The Strategies were not subject to direct public consultation. Consultation has taken place with Sport England and the relevant National Governing Bodies for sport.

Effect on Strategic Aims

Aim 1 – Living Well

30. Delivery of appropriate facilities for sport will support the objective of helping communities to remain in good health.

Aim 4 – An Innovative and Dynamic Organisation

31. The Strategies have been produced in partnership with Cambridge City Council and Sport England, and help focus resources efficiency to meet future sporting needs.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

National Planning Practice Framework

<http://planningguidance.communities.gov.uk/blog/policy/>

Report Author: Gemma Barron – Sustainable Communities and Partnerships Manager
Telephone: (01954) 713340

Jonathan Dixon – Principal Planning Policy Officer
Telephone: (01954) 713194

Alison Talkington – Senior Planning Policy Officer
Telephone: (01954) 713182

This page is left blank intentionally.



Report To: Planning Portfolio Holder
Lead Officer: Director, Planning and New Communities

7 June 2016

Neighbourhood Planning in South Cambridgeshire

Purpose

1. Interest is growing amongst our local communities in preparing Neighbourhood Plans (NP) and taking the opportunity to provide parish level plans to sit alongside the Local Plan. This report looks at the way the district council works with local communities with recommendations on how we move forward and fulfil our statutory duties to advise and support them as they prepare NPs for their areas as effectively as possible. It is proposed to set up a Neighbourhood Plan Task and Finish Group to oversee this review.
2. This is not a key decision and it was first published in 27 April 2016 Forward Plan.

Recommendations

3. It is recommended that Planning Portfolio Holder agrees:
 - a) To set up a Task and Finish Group comprising Members and Parish Councils (PC) to oversee the development of a number of documents relating to the review of working with PCs to include
 - i. a revised agreement for use between the Council and any Parish Council (PC) preparing a NP;
 - ii. a standard and enhanced offer to PCs preparing NPs and
 - iii. Guidance for NPs in South Cambridgeshire
 - b) These documents will be brought to a future Planning Portfolio Holder meeting for approval in the autumn
 - c) Once approved the Council will consult with PCs on these documents to ensure that they are fit for purpose
 - d) That an annual review is carried out of how the Council works with PCs on NPs.

Reasons for Recommendations

4. In light of growing interest from local communities in preparing NPs, there is a need to review how SCDC provides support to PCs as they are preparing NPs for their areas.

Executive Summary

5. The report sets out the background to neighbourhood planning within the district and the statutory role South Cambridgeshire District Council has in providing support to PCs preparing NPs. There is a need to review how SCDC works with PCs due to increased interest from PCs in NPs; recent changes in Government grants to SCDC and the commitment to review the Service Level Agreement (SLA) between SCDC and PCs. The report recommends that a Task and Finish Group be set up to oversee the review; this group to comprise of a mixture of District and Parish Councillors and the review to take place over a 10-12 week period. The tasks the

group will be asked to consider include a review of the SLA; development of a Standard and Enhance Offer of support to PCs from SCDC and guidance notes for PCs within the district. All these documents are proposed to be reported back to the Planning Portfolio Holder in the autumn. The intention is then to consult with PCs to ensure the documents are fit for purpose. An annual review is recommended to be carried out on how SCDC works with PCs on NPs.

Background

6. A NP is a community-led initiative giving local communities power to prepare a planning document that will be part of the statutory development plan for the district. SCDC has recognised the importance of helping Parish Councils (PC) with neighbourhood planning by including this within the latest Corporate Plan – ‘Help Parishes and villages wishing to shape their own futures by developing Neighbourhood Plans that address community priorities’.
7. South Cambridgeshire District Council (SCDC) as the local planning authority (LPA) has a statutory role to play at key stages in the Neighbourhood Planning process, where it has responsibilities which are set out in regulations. There is also a duty placed on a LPA “to give such advice and assistance to parish councils ... as in all the circumstances, they consider appropriate for the purpose of, or in connection with facilitating the preparation of Neighbourhood Development Plans” (Schedule 4B of the 1990 Act).
8. From the experience of working with the PCs in the district that are currently developing their NPs it has become apparent that although neighbourhood planning is primarily a planning policy led project there are other specialists within the Council that should be involved in supporting PCs. The Sustainable Communities Team is already involved in providing support to PCs as they prepare their plans and other specialist support may be sought as plans develop on matters such as housing, heritage, economy and landscape. A corporate officer steering group has been set up to oversee neighbourhood planning with representatives from additional specialist service area such as housing; economic development; conservation and design.
9. To help give clarity to local communities of what they could expect from SCDC in fulfilling its statutory role in neighbourhood planning when the first parish councils showed interest in preparing NPs, SCDC produced a document setting out the responsibilities between the Council and PCs and seeking to establish an agreement between the parties to assist the process of preparing a NP. The Planning Policy Portfolio Holder agreed this document (Service Level Agreement, SLA) in November 2014. When the SLA was approved in 2014 it was agreed that there would be an assessment after a year to review its working.
https://www.scambs.gov.uk/sites/default/files/revised_model_template_for_service_level_agreement_february_2015.pdf
10. To date within South Cambridgeshire eight neighbourhood areas have been designated and NPs are being prepared for these areas. The SLA has informed our discussions with these PCs, but to date none have been willing to sign up to the agreement, being uncertain of how their NP will progress and finding the SLA document alongside all the planning regulations too complex. When the neighbourhood area for Waterbeach was designated a simpler form of agreement was signed up to between the PC and SCDC reflecting local circumstances. It has proved to be more successful than the SLA.
<https://www.scambs.gov.uk/sites/default/files/documents/Waterbeach%20Joint%20Working%20Agreement%20for%20website.pdf>

11. In response to the increasing workload relating to NPs a request for an additional resource in the Planning Policy team was made to Cabinet in January 2016. It was agreed that a Project Officer post be created to increase the capacity of the Planning Policy team to include support for neighbourhood planning alongside the work on the Local Plan – which is also a Corporate priority. Recruitment of the Project Officer post is progressing. <http://modern.gov/ieListDocuments.aspx?CId=293&MId=6503&Ver=4>
12. SCDC as the LPA can apply for a grant from DCLG which is intended to cover the costs of each NP. For the financial year 2016/17 the DCLG grant funding that SCDC is eligible to apply for has reduced from £30,000 to £20,000 for each NP in its area. To date SCDC has been able to apply for grant funding from DCLG for the seven neighbourhood areas (NA) that have been designated within the district. (7 x £5,000 = £35,000.) Due to the recent changes in the DCLG grant SCDC will no longer be eligible for claiming grant funding for NA designation. SCDC can only apply for a grant once a NP has been successful at examination and a referendum date set i.e. near the end of the plan-making process. DCLG has not committed itself beyond this financial year.

Considerations

13. With the eighth neighbourhood plan recently designated for Melbourn, the SLA due for a review, an increasing number of Parish Councils indicating that they are considering preparing NPs, and the changes to the DCLG grant it is an opportune time to review how SCDC can most appropriately and effectively fulfil its duty to support a PC in preparing a NP.

Neighbourhood Planning Task and Finish Group

14. The creation of the officer steering group has recognised the corporate nature of neighbourhood planning and it may be possible that corporate aspirations of the Council could be achieved through policies included within NPs – such as providing opportunities for self builders and starter homes within villages; and providing a means by which local communities can assess the character of their village which can used to start the process of conservation area appraisals.
15. SCDC is keen to work with PCs to ensure that the NPs that they are prepare across the district make a difference to these local areas and also make a positive contribution to the statutory development plan for South Cambridgeshire. In reviewing how SCDC works with PCs and ensuring that the process moving forward works effectively for both PCs and SCDC, it is recommended that both District and Parish Councillors are involved in considering what has been successful from our existing working practices and what changes should be introduced in the future. It should be noted that any support to PCs must be carried out within the resources available taking account of the other priorities of SCDC to ensure that the approach proposed is sustainable moving forward.
16. It is therefore recommended that a Neighbourhood Plan Task and Finish Group is set up to oversee the review process and inform the recommendations back to the Portfolio Holder in the autumn. The Group could comprise of up to eight participants with a mix of District Councillors and Parish Councillors representing those parishes who have shown an interest in neighbourhood planning. It is envisaged this process would take place over a 10-12 week period once the Group was established and that the group would meet three times over this period.

17. This Group would oversee a number of aspects of how we work with PCs preparing NPs. These are described in more detail below and would include:
- a) SLA Review (see paragraphs 18 -21)
 - b) Standard Offer (see paragraphs 22 - 27)
 - c) Enhanced Offer (see paragraphs 28 - 29)
 - d) Guidance for NPs in South Cambridgeshire (see paragraphs 30 -31)

SLA review

18. The current SLA has not proved to be popular with PCs. There has so far not been any local interest in signing up to what we understand is seen as a long complex document. The Planning Advisory Service (PAS) which provides national on-line guidance to planners has highlighted the value of LPAs entering into agreements with PCs clearly explaining the services on offers to communities and the respective role of parties involved in NP – SCDC based our SLA on their suggested approach. We also included a table that set out the steps for preparing a NP and SCDC's offer at each stage, which was intended to be a helpful step by step guide for PCs. PAS recognises that NP can be resource intensive and take time to produce. There is a lot of discretion in the LPA role in NP and PAS has found that many LPAs are successfully helping to manage the process by entering into signed agreements with their local communities.
19. For SCDC the current SLA has not been successful with PCs. However officers consider it would be beneficial to have a shorter, simpler agreement with those PCs that are preparing NPs such as that agreed with Waterbeach PC. This would set out how SCDC and the PC/s will work together to ensure that there is an open and constructive working relationship.
(<https://www.scambs.gov.uk/sites/default/files/documents/Waterbeach%20Joint%20Working%20Agreement%20for%20website.pdf>)
20. There is increasing interest from local communities within the district wishing to prepare NPs and SCDC needs to be able to plan its work load within the resources available in an effective and efficient way. If many requests are made from PCs for assistance at the same time it could be difficult for officers to respond to these in a timely way. An agreement could include a commitment from a PC to indicate to SCDC in advance the expected timescales for the key stages in the plan-making process – updating SCDC if these change as they prepare their NP. In return SCDC would commit to setting out clearly what support would be offered to a PC preparing a NP.
21. We need to ensure that the next version of the agreement with PCs is in a form that they will feel happy to sign up to. It is recommended that Task and Finish Group consider the scope of a revised agreement and prepare such an agreement that would then be brought back for consideration to a future meeting of the Planning Portfolio Holder.

Standard offer

22. SCDC has a duty to advice and assist PCs preparing NPs. The existing SLA provided details of how this duty would be carried out. The presentation of this offer has not been successful and therefore with the lessons learnt from this, it is suggested that SCDC set out clearly and concisely in plain English what SCDC is willing and able to offer as a standard level of support to PCs preparing NPs within the district. It is envisaged that the standard offer would set out the type of level of assistance that SCDC is able and willing to provide to PCs and which it considers to be reasonable and deliverable within available resources. This should recognise our capacity and balance it with the benefits to SCDC of well prepared NPs when they are agreed and

become part of the adopted development plan and a material consideration in determining planning applications.

23. The Task and Finish Group will be invited to consider the content of the standard offer, which could include:
- Officer support to PCs – meetings, phone calls, email
 - Guidance on Neighbourhood Planning in South Cambridgeshire (see paragraphs 30-31)
 - Assistance with methods of community engagement and consultation.
 - Advice on meeting the basic conditions
 - Up to date information on the Local Plan
 - Information on grant funding available
 - Comments on emerging drafts of the plan
 - Scoping of the impact on the environment of the NP policies (see paragraph 24)
 - A 'health check' for a draft NP by an independent examiner (see paragraph 27)
24. A key task in preparing a NP is assessing the policies in a NP for their impact on the environment. A NP must be screened to assess whether a Strategic Environmental Assessment (SEA) is required. This must be carried out by specialists to ensure that a NP will meet the basic conditions as tested during the NP examination. It is a task where other LPAs have provided expert assistance either by employing consultants or using their own internal staff who are experts in sustainability. SCDC will need to ensure a SEA screening is carried out on all NPs. This is a fundamental test for a NP and a NP could fail its examination if a SEA is required but has not been carried out. SCDC could assist PCs by employing the relevant sustainability experts to carry out the screenings. The cost of this could be met by SCDC and included as part of the standard offer to PCs.
25. With the recent changes to the DCLG funding about when a LPA is able to apply for a grant it is even more important to take all reasonable steps to ensure that a NP would be successful through the examination process. It could be helpful for both SCDC and any relevant PC if an independent assessment was carried out on each NP before it was submitted for examination to help ensure that the NP stands a good chance of being agreed by the independent examiner. There is a service provided by the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) who can undertake such a pre-submission health check review of a NP. This 'health check' is carried out by an independent examiner to ensure the NP meets its basic conditions and therefore will be successful through examination. SCDC could meet the cost of this health check as part of its standard offer to reassure both SCDC and PCs that a NP will be able to proceed to referendum and eventually be 'made' by SCDC.
26. It is recommended that a recommended standard offer is developed by the Task and Finish Group to include the SEA scoping and health check as set out in paragraphs 24 - 25 and brought to a future meeting of the Planning Portfolio Holder for consideration.
- Enhanced offer**
27. Currently, along with general planning and consultation advice, the main interest of PCs who are preparing NPs has been seeking help on assessing the rural character of villages, identifying local housing needs within their area and economic assessments, as well as more practical help in preparing maps. This can go beyond the level of support envisaged in the standard offer. In discussing future support

some PCs have indicated that they would be happy to pay for an enhanced level of service which could be offered by SCDC at a charge to the PC. The details of the services that could form part of such an 'enhanced offer' and proposed costs for PCs using this service would need to be set out clearly to assist them in project planning their NP work.

28. It is recommended that the Task and Finish Group develops an enhanced offer to PCs which takes into account the more specialist tasks that a PC may wish expert help with when they are preparing a NP and consider whether a separate agreement would need to be signed up to by PCs wishing to take up this offer with SCDC.

Guidance – Neighbourhood Planning in South Cambridgeshire

29. Some LPAs who have been involved in neighbourhood planning from its introduction such as Broadlands DC and Herefordshire Council have guidance specific to their resources within their areas. Huntingdonshire DC has recently produced such guidance too. SCDC could produce such guidance for our district. It could be a more effective/ efficient way of informing PCs of the SCDC approach and could provide local advice and links to relevant Cambridgeshire data sources for the evidence base that all NPs need. It could provide information about the different stages in plan making for PCs and the different issues that can be included in a NP such as local housing, employment, village design guidance and community facilities. It could then result in contact with SCDC being for clarifying information rather than having to explain the approach. It is likely to reduce the resources needed over time for neighbourhood planning. Links could be provided to good examples of existing made NPs and where there is best practice.
30. It is recommended that the Task and Finish Group consider the range of issues to be covered and the format of how this guidance could be produced to be most user friendly such as:
 - a) One complete South Cambridgeshire guidance booklet or
 - b) A series of documents/notes that together providing key information at the different stages of NP making and could cover specific issues

Consultation with PCs

31. It is important to get the views and opinions of the PCs in the district as to how effectively they consider SCDC is working with them as they prepare their NPs and how they wish us to provide support to them with preparing NPs.
32. It is envisaged that PCs will be consulted on the Council's proposed approach to NP support, including the recommended agreement, the standard offer and the enhanced offer, once the findings of the Task and Finish Group have been reported back to the Planning Portfolio Holder in the autumn, to ensure that these documents are fit for purpose.

Review period

33. It is recommended that an annual review is carried out of how SCDC works with PCs on NPs as SCDC gains experience of working with PCs at the more advanced stages of plan making. Also will also be necessary to keep under review the resources available to SCDC, which are dependent upon DCLG continuing to offer grant to LPAs.

Options

34. The Planning Portfolio Holder could

- (a) Decide not to review how we will work with PCs preparing NPs. However despite the unsuccessful SLA SCDC considers it is still good practice to be clear on how it will carry out its statutory duties relating to NP. It would not make it clear to PCs what to expect from SCDC so make it more difficult for them to project plan their work and for SCDC to most effectively use the resources available within the Council to assist PCs.

Implications

35. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

36. There have been changes to the DCLG grant funding that SCDC can apply for to assist it in neighbourhood planning. This grant has been reduced and can now only be applied for once a NP has been successful through examination and a referendum date set. DCLG has not committed itself beyond this financial year.

Legal

37. SCDC has a statutory duty to advice and assist PCs who are preparing NPs and there are key stages where SCDC must carry out particular tasks.

Staffing

38. Support to PCs preparing a NP has to date been provided by officers from the Planning Policy Team and the Sustainable Communities Team. The agreed new project officer post will increase the capacity of the Planning Policy Team to support neighbourhood planning alongside other work, including the Local Plan. The provision of this post is being reviewed in the context of the changes in grant funding. Specialist knowledge from other teams may increasingly be called upon in future as more PCs prepare NPs.

Risk Management

39. SCDC has a statutory duty to assist PCs with NPs and with increasing workloads more resources may need to be directed to fulfilling this function. Funding from DCLG comes at the end of the process of plan-making so there is a risk that SCDC may use resources to carry out its statutory duties to NP but is dependent on a NP being successful at examination and a referendum date set before the DCLG grant funding can be applied for.

Consultation responses (including from the Youth Council)

40. The members of the officer steering group have been consulted in the preparation of this report.

Effect on Strategic Objectives

Objective 1 – Living Well

41. By preparing a NP local communities are being given the opportunity to create policies in their NP that will enhance the character of their local surroundings to contribute to ensuring an outstanding quality of life

Objective 2 – Homes for our Future

42. Local communities can within NP consider the existing and future needs for housing in their area and positively plan to meet this need through the range of policies.

Objective 3 – Connected Communities

43. This is an opportunity for the local community to shape through neighbourhood planning their local area whilst working with all parties engaged in developing the strategic site and involvement in planning for strategic transport needs

Objective 4 – An innovative and dynamic organisation.

44. Neighbourhood planning engages local people in the planning process by giving them a tool to guide the future development, regeneration and conservation of an area. SCDC has a duty to support PCs preparing NPs and is a great opportunity for the Council to work in partnership and to develop new ways of working together with the PCs.

Background Papers

Report Author: Alison Talkington – Senior Planning Policy Officer
Telephone: (01954) 713182



Report To: Planning Portfolio Holder's Meeting
Lead Officer: Director, Planning and New Communities

7 June 2016

Pilot Brownfield Register

Purpose

1. To endorse the Pilot South Cambridgeshire Brownfield Register for submission to the Department for Communities and Local Government (DCLG).
2. This is not a key decision because it is a pilot project for the DCLG to inform the development of secondary legislation that uses existing published information.

Recommendations

3. It is recommended that Planning Portfolio Holder:
 - a. endorse the Pilot South Cambridgeshire Brownfield Register and Report in Appendix 1 for submission to DCLG; and
 - b. agree that delegated authority be given to the Director of Planning and New Communities to make any subsequent minor amendments and editing changes, in consultation with the Planning Portfolio Holder.

Background

4. Brownfield land (or previously developed land¹) has an important role to play in meeting the country's need for new homes. The Government is supporting the regeneration of brownfield land for housing through a range of measures and wants to maximise the number of new homes built on suitable brownfield land.
5. The Government wants to ensure that 90% of suitable brownfield sites have planning permission for housing by 2020. One of the measures it is introducing is a statutory brownfield register, which will list all the brownfield sites considered suitable for housing development including housing-led schemes where housing is the predominant use with a subsidiary element of mixed use.
6. Through brownfield registers, a standard set of information will be kept up-to-date (annually) and made publicly available to help provide certainty for developers and communities and encourage investment in local areas.

¹ Brownfield land is defined in Annex 2 of the National Planning Policy Framework - **Previously developed land:** Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

7. South Cambridgeshire District Council is one of 15 local planning authorities who have agreed to first pilot the register. This provides the opportunity to work together and with the Government to shape and develop this new policy. The experiences of pilot authorities will feed into the development of secondary legislation and guidance to support local planning authorities more widely.
8. The Council agreed to undertake the work using existing published information; it has not, at this stage, undertaken any further 'call for sites' or public consultation for the pilot brownfield register. However these additional processes may come in when maintaining a register becomes a statutory requirement. It is also important to note at this stage the pilot brownfield register has no formal status. When it becomes a statutory requirement to prepare a brownfield register and the appropriate regulations are published, the Council will need to prepare a formal brownfield land register.
9. In due course, the Housing and Planning Act will introduce a new 'permission in principle' route for obtaining planning permission, and sites in the register will be eligible for this form of permission. However, pilot authorities will not be expected to grant permission in principle as part of this project.

Developing the Pilot South Cambridgeshire Brownfield Register

10. The Government provided the pilot authorities with a Manual (for their internal use) to ensure each followed the same process, and set up a technical working group to share knowledge and provide support; the ultimate aim of Government is the publication of brownfield registers using 'open data' principles to allow interested persons to reliably combine and compare different authorities' registers.
11. The Pilot South Cambridgeshire Brownfield Register Report (in Appendix 1) explains the process that the Council has undertaken in identifying potential brownfield sites (from existing data sources) and the methodology used to assess their suitability for housing development; and therefore suitability for inclusion in the brownfield register.
12. For the purposes of the pilot register, sites with planning permission, allocations in the Development Plans and the SHLAA site are included in their entirety, including both greenfield and brownfield land, as the published source information does not enable the extent of brownfield land to be specifically identified. The total land and number of homes identified in the pilot register are therefore those on suitable sites that contain brownfield land, rather than the land and homes on suitable brownfield land only.
13. A summary of the process undertaken to identify sites and assess their suitability is outlined below:

The Council identified and considered potential sites from the following published sources:

- Sites with an extant planning permission for housing development or with a resolution to grant planning permission for housing development (taken from the Council's housing trajectory published in November 2015).
- Allocations and policy areas for housing or housing-led mixed-use developments in the adopted Local Development Framework (LDF) (comprising the Site Specific Policies DPD (January 2010) and Area Action Plans for strategic sites).
- Allocations and policy areas for housing or housing-led mixed-use developments in the Submission South Cambridgeshire Local Plan 2014 (as proposed to be modified).

- Strategic Housing Land Availability Assessment (SHLAA) (August 2013)

A 3 stage process has been applied to identifying potential sites and assessing their suitability for inclusion in the register:

- Stage 1: Identifying potential brownfield sites
- Stage 2: Assessing suitability of sites
- Stage 3: Assessing availability of sites

Whilst 187 sites were initially identified as potential brownfield sites, some were removed at stage 1; the majority were too small or the sites as originally promoted to the Council through the Local Plan process were largely greenfield and not within the scope of the project.

The remaining sites were assessed through stages 2 and 3 to test their suitability for residential use and that they were free from constraints that cannot be mitigated, taking into account NPPF and local policies. Sites also had to be deliverable within the next 10 years. The Council applied a consistent approach to testing site suitability as undertaken in the preparation of the Local Plan (this included consideration of whether a site is within the development framework, scale of development within the village category etc.).

160 sites passed stages 2 and 3 and are incorporated in the register, these include:

- Sites with extant planning permission (as at 31 March 2015) or with a resolution to grant planning permission for housing development (taken from the Council's housing trajectory published in November 2015).
- Allocations and policy areas in the adopted and emerging Development Plans
- Two SHLAA sites; one of which is within a policy area for mixed-use development including residential development; the other has subsequently obtained planning permission.

The Pilot South Cambridgeshire Brownfield Register is contained in Annex B of the Report (in Appendix 1).

Feedback to DCLG on issues encountered during the pilot project

14. As part of undertaking the pilot project the Council agreed to provide feedback to the DCLG at key stages.
15. Following stage 1 (identifying potential sites) the Council provided feedback to DCLG outlining some of the practical issues the Council faced, including:
 - Defining what constituted a brownfield site following a High Court judgement in January 2016 in relation to residential gardens.
 - Determining the extent of brownfield land within sites using only published sources which do not readily contain this information (including the Council's 'live' planning application data
 - Determining what sites fall within the remit of the brownfield register (given the nature of many sites proposed to the Council, being largely greenfield with a small element of brownfield land).
16. At stage 2 (assessing suitability of sites) the Council encountered and fed back to DCLG the following issues:

- The need for further clarity from DCLG in relation to the site size threshold to apply to sites - whether the figure constituted net or gross development.
- The DCLG suggested including smaller sites than the defined threshold – further clarity is needed from DCLG on how small to go e.g. whether to include 1 for 1 replacement dwellings (i.e. where there is no net gain). Consideration of smaller sites is onerous for the Council, with little gain.

Future issues for the Council preparing the statutory brownfield register

17. The pilot project is being used to inform legislation for the statutory brownfield register; it is inevitable that the process will change in light of feedback from the pilot authorities. In addition, Government has already indicated that, for statutory registers, it expects local authorities to undertake a 'call for sites' on an annual basis and consult on the register.
18. In future, Government expects the large majority of sites on statutory brownfield registers that do not already have an extant planning permission will be eligible for 'permission in principle', and technical details consent subsequently, for housing. In a small number of cases it may not be appropriate to grant permission in principle, for example because there is a proposed planning application or local development order in the pipeline; or where the development raises environmental impacts or habitats issues that would be more appropriately dealt with through a planning application.
19. The preparation of a statutory brownfield register could have resource implications for the Council as follows:
 - As a minimum it is anticipated the Council will need to undertake an annual 'call for sites' and review of the statutory register, including public consultation.
 - Any new sites, not previously assessed by the Council, will require assessment (similar to the SHLAA) to test their suitability.
 - When the 'permission in principle' route is applied to the statutory brownfield register the Council may want to consider whether to identify (in the register) specific issues which may need to be addressed for certain sites and/or inclusion of a development brief to inform the applicant in obtaining technical details consent; there is a danger this could effectively replace the 'pre-app' service, removing a source of income to the Council.
 - The Council may need to make some practical changes to its internal processes to ensure:
 - planning application processes record the extent of brownfield land on application sites,
 - current annual monitoring on the deliverability of brownfield sites over 10 dwellings to inform the housing trajectory may have to be amended to survey sites above 5 dwellings (the threshold for sites in the register).
 - future 'call for sites' need to ensure sufficient information is provided to enable proper judgement to be made on site suitability, in particular to be clear what land is brownfield and in terms of deliverability.
20. Due to the limited timescales involved in the preparation of the pilot register and the extent of readily available published information on the Council's website, the Council has not provided a map to accompany this report. The pilot register contains site coordinates and URL links to source data (planning applications, Policies Map and/or SHLAA sites maps). However, whilst there is no requirement to provide a map as part

of the pilot project, officers will endeavour to present the data in an interactive electronic format on the website as soon as practicable.

Options

21. The Planning Portfolio Holder has the following options:
- (a) Endorse the Pilot Brownfield Register and Report; or
 - (b) Endorse the Pilot Brownfield Register and Report with amendment; or
 - (c) Not to Endorse the Pilot Brownfield Register and Report.

Implications

22. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

23. The Council received grant funding of £10,000 to undertake the pilot project. There are no direct financial implications arising from this report. However, once the statutory requirement to produce a brownfield register comes into force with the permission in principle route, there may be a loss of income to the Council from 'pre-app' advice as any sites with permission in principle in the register may effectively 'bypass' this stage in the planning process.

Legal

24. Once the statutory requirement comes into force some sites included in the brownfield register may be eligible to have 'permission in principle'.

Staffing

25. Once the statutory requirement comes into force brownfield registers will need to be kept up to date, with an annual 'call for sites' and review. If 'permission in principle' is applied to sites included in the register, additional staff time may be required to assess the suitability of including sites within the register, and identify any specific issues which may need to be addressed for certain sites and/or inclusion of a development brief to inform the applicant in obtaining technical details consent.

Equality and Diversity

26. Development on brownfield sites will need to comply with the adopted Development Plan, which has been the subject of an Equality Impact Assessment that demonstrates how potential equalities issues have been, and will be addressed.

Climate Change

27. Development on brownfield sites will need to comply with the adopted Development Plan, which contains policies that support the delivery of sustainable development and addresses climate change issues consistent with national policy and guidance.

Consultation responses (including from the Youth Council)

28. Development Management colleagues have been involved in the preparation of the Pilot South Cambridgeshire Brownfield Register.

Effect on Strategic Aims

Objective 1 – Living Well: Support our communities to remain in good health whilst continuing to protect the natural and built environment.

29. The Council has a duty to secure sustainable development. This lies at the heart of national planning policy and covers all three aspects of sustainability – economic, social and environment. The brownfield register will enable sustainable development, with a focus on sustaining and enhancing the qualities of South Cambridgeshire that in national surveys consistently identify the District as one of the best places to live in the UK.

Objective 2 - Homes For Our Future: Secure the delivery of a wide range of housing to meet the needs of existing and future communities

30. Through the introduction of a statutory register the Government considers that improving how matters of basic principle are dealt with in the planning system can help make the process more effective and support the delivery of new homes.

Background Papers

Department for Communities and Local Government (DCLG) Announcement on the Pilot Brownfield Register Project (10 March 2016):

<https://www.gov.uk/government/news/first-areas-to-push-for-faster-brownfield-land-development>

DCLG Consultation - Building more homes on brownfield land - consultation proposals (January 2015):

<https://www.gov.uk/government/consultations/building-more-homes-on-brownfield-land>

National Planning Policy Framework (DCLG, March 2012):

<http://planningguidance.communities.gov.uk/>

Appendices

Appendix 1 Pilot Brownfield Register and Report

Report Author: Claire Spencer – Senior Planning Policy Officer
Telephone: (01954) 713418

South Cambridgeshire Pilot Brownfield Register

Introduction

1. Brownfield land has an important role to play in meeting the country's need for new homes. The Government is supporting the regeneration of brownfield land for housing through a range of measures.
2. The National Planning Policy Framework (NPPF) sets out that planning policies and decisions should encourage the effective use of land by reusing brownfield sites, provided they are not of high environmental value, and that local planning authorities may set locally appropriate targets for the use of brownfield land. Planning Practice Guidance (PPG) also stresses the importance of bringing brownfield land back into use.
3. The Government wants to go further to maximise the number of new homes built on suitable brownfield land. It wants to ensure that 90% of suitable brownfield sites have planning permission for housing by 2020, and are therefore introducing a statutory brownfield register; which will list all the brownfield sites considered suitable for housing development.

The pilot brownfield register

4. South Cambridgeshire District Council is one of 15 local planning authorities who have agreed to first pilot the register. This provides the opportunity to work together and with the Government to shape and develop this new policy. The experiences of pilot authorities will feed into the development of secondary legislation and guidance to support local planning authorities more widely. Therefore the process undertaken in preparing the brownfield register 'for real' may change as a result of feedback from the pilot authorities.
5. The Council agreed to undertake the work using existing published information; it has not, at this stage, undertaken any further 'call for sites' or public consultation for the pilot brownfield register. However these additional processes may come in when maintaining a register becomes a statutory requirement. It is also important to note at this stage the pilot brownfield register has no formal status. When it becomes a statutory requirement to prepare a brownfield register and the appropriate regulations are published, the Council will need to prepare a formal brownfield land register.
6. In due course, the Housing and Planning Act will introduce a new 'permission in principle' route for obtaining planning permission, and sites in the register will be eligible for this form of permission. However, pilot authorities will not be expected to grant permission in principle as part of this project.

Purpose of the brownfield register

7. Through brownfield registers, a standard set of information will be kept up-to date and made publicly available to help provide certainty for developers and communities and encourage investment in local areas.
8. The Housing and Planning Act will introduce a new 'permission in principle' route for obtaining planning permission. This is designed to separate decision making on 'in principle' issues (such as land use, location and amount of development) from matters of technical detail (such as what the buildings will look like). Brownfield registers would be a qualifying document to grant permission in principle.
9. The Government considers that improving how matters of basic principle are dealt with in the planning system can help make the process more effective and support the delivery of new homes.
10. Government expects the large majority of sites on brownfield registers that do not already have an extant planning permission will be eligible for permission in principle, and technical details consent subsequently, for housing. In a small number of cases it may not be appropriate to grant permission in principle, for example because there is a proposed planning application or local development order in the pipeline; or where the development raises environmental impacts or habitats issues that would be more appropriately dealt with through a planning application.
11. For the purposes of this pilot study, the Council will not be expected to grant 'permission in principle' for the sites included in the pilot brownfield register; the pilot register has no status or weight.

What will be on the brownfield register?

12. Brownfield registers will comprise a comprehensive list of brownfield sites that are suitable for housing, including housing-led schemes where housing is the predominant use with a subsidiary element of mixed use.
13. Government is proposing that the brownfield register will be published to meet 'Open Data' principles, to allow interested persons to reliably combine and compare different authorities' registers.
14. The register itself, submitted to Government, will be in the form of table, with a specific set of information fields. This allows the register to be compiled nationally.

Preparing the pilot register

15. The identification of sites has been undertaken in 3 stages:
 - Stage 1: Identifying potential brownfield sites
 - Stage 2: Assessing suitability of sites
 - Stage 3: Assessing availability of sites

Stage 1: Identifying potential brownfield sites

16. Potential sites must meet the definition of previously developed land, as defined in Annex 2 of the NPPF¹. This covers land where there are or have been buildings or other development (with some exceptions, such as agricultural buildings)². In accordance with the DCLG's advice for the project, sites must also be capable of supporting five or more dwellings or be more than 0.25 hectares.
17. For the purposes of the pilot exercise the Council used the following existing published data sources from which to identify potential sites for the pilot brownfield register:
 - Sites with an extant planning permission for residential development or with a resolution to grant planning permission for housing development (taken from the Council's housing trajectory published November 2015).
 - Allocations and policy areas for housing or housing-led mixed-use developments in the adopted South Cambridgeshire Local Development Framework (LDF) (comprising the Site Specific Policies DPD (January 2010) and Area Action Plans for strategic sites).
 - Allocations and policy areas for housing or housing-led mixed-use developments in the Submission South Cambridgeshire Local Plan 2014 (as proposed to be modified).
 - Strategic Housing Land Availability Assessment (SHLAA) (August 2013)
18. The Council started with a list of 187 sites from published data sources which contained brownfield land.
19. The initial shortlisting process rejected sites on the following basis:
 - The site area and/or extent of brownfield land was smaller than five or more dwellings or 0.25 hectares.
 - The site as originally promoted to the Council through the Local Plan process was predominantly greenfield land, and not considered within the scope of the pilot brownfield register.
 - Policy areas within the Development Plans for mixed-use development, which do not identify a specific area of land for housing development (e.g. Papworth Everard West Central earmarks land for mixed-use

¹ **Previously developed land:** Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

² In light of a recent High Court judgement (January 2016) over the NPPF definition in relation to residential gardens, the Council considered residential gardens only where the residential property was also included to constitute the brownfield element (i.e. where the garden forms the curtilage to the property).

redevelopment but neither the policy wording or policy area shown on the Policies Map define specific areas for housing development).

20. For transparency, the sites rejected in the initial shortlisting process have been listed in Annex A Table 2.

Stage 2: Assessing suitability of sites

21. The second stage of the process is to review whether the remaining sites identified in stage 1 are suitable for residential development; sites on the register should be suitable for residential use and free from constraints that cannot be mitigated, taking into account NPPF and local policies.
22. Sites with planning permission are by definition suitable for development, as they have been subject to detailed testing through that process.³ Residential allocations in the LDF, and the Submission Local Plan 2014 (as proposed to be modified) have also been subject to assessment through the plan making process, and are considered suitable.
23. The Strategic Housing Land Availability Assessment (SHLAA), prepared to support the Local Plan, provides an assessment of whether sites are suitable for housing. The SHLAA classified sites as either: Green, Amber or Red (the scoring is explained in Annex A).
24. SHLAA sites with 'no development potential (RED)' are rejected, due to constraints making them unsuitable for residential development. They therefore do not pass stage 2.
25. At stage 2 the Council has also considered planning policy constraints which identify whether a site is suitable for residential development. This includes development frameworks which differentiate the built up area from the countryside, and policies seeking to protect employment land. The Development Plans also identify the scale of development suitable at different locations, classifying villages as Rural Centres, Minor Rural Centres, Group Villages and Infill Villages. For the purposes of the pilot register only sites which are policy compliant have been considered to pass stage 2.
26. The review of SHLAA sites is included in Annex A Table 1.

Stage 3: Assessing availability of sites

27. Sites included in the register should be available for development; this means sites should be 'deliverable' or 'developable':⁴
 - Deliverable - they should offer a suitable location for development now and be achievable with a realistic prospect that housing will be delivered

³ Note – all brownfield sites with planning permission for housing were included regardless of their size.

⁴ See National Planning Policy Framework footnotes 11 and 12.

on the site within five years, and in particular that development of the site is viable.

- Developable – sites are likely to come forward later on (between 6 to 10 years), in a suitable location for housing development and with reasonable prospect the site will be available to be developed viably at the point envisaged.

28. All sites with planning permission are considered deliverable. The Council annually monitors deliverability of sites over 10 dwellings to inform the housing trajectory. In future this may have to be amended to survey sites above 5 dwellings on brownfield sites to support the register.
29. Development Plan allocations are a mix of deliverable sites (anticipated to start within 5 years), and developable (between 6 to 10 years). The latter in particular applies to the two new settlements identified in the Submitted Local Plan.
30. Availability was also considered through the SHLAA, and information collected through those site assessments has been used for the purposes of the pilot exercise.

Results: Sites included in the Pilot South Cambridgeshire Brownfield Register

31. Sites which pass the stages (outlined above) are included in the Pilot South Cambridgeshire Brownfield Register, which is included in Annex B.
32. Note - sites with planning permission, allocations in the Development Plans and the SHLAA site are included in their entirety (i.e. the greenfield and brownfield land) as the published source information does not enable the extent of brownfield land to be specifically identified. The total land and number of homes identified in the pilot register are therefore those on suitable sites that contain brownfield land, rather than the land and homes on suitable brownfield land only.
33. The 160 sites include:

Sites with extant planning permission

34. All sites with outline or full planning permission for residential and/or housing-led mixed-use development as at 31 March 2015⁵ are included in pilot register.
35. In addition, sites which were considered through this project (those allocated in the Development Plans and SHLAA sites) which have subsequently obtained planning permission are also included.

⁵ The Council's 'live' planning application data currently does not identify whether sites contain brownfield land. As a result, for the pilot project, the Council has used monitoring data that informs the housing trajectory in the Annual Monitoring Report (January 2016).

36. The register includes sites which are in the process of being delivered, but not sites which have been completed.

Allocations in the adopted and emerging Development Plans

37. All sites allocated for housing and/or housing-led mixed-use development in the adopted LDF and/or Submission Local Plan are included in the pilot brownfield register, unless they have been built out.

SHLAA sites

38. Two SHLAA sites were considered appropriate for inclusion in the register as follows:
- Site 031 The Railway Tavern, Station Road, Great Shelford – this former public house (which closed in 2009) is located within the village framework and considered appropriate for housing development. The site originally obtained planning permission in 2011, which lapsed. Permission has subsequently been granted on appeal in January 2016.
 - Site 308 Land at Former Bishops Hardware Store, Histon - this site is located within Submission Local Plan Policy E/8 Mixed-Use Development in Histon & Impington Station Area, which seeks to rejuvenate the area around the former station and new Guided Busway stop with a mix of uses, including some residential.

What is information is contained in the Pilot South Cambridgeshire Brownfield Register

39. The pilot register (in Annex B) comprises a spreadsheet and the data contained within it has been prescribed by DCLG. This ensures consistency between local authorities and allows interested persons to reliably combine and compare different authorities' registers.
40. Each site is contained within a separate row and has a unique site reference, name and address. Coordinates are provided to enable sites to be found on a map (noting that no map has been provided for the pilot register).
41. The following additional information is provided for each site:

Site Area

42. As explained in the report (paragraph 32) it has not been possible for the pilot project, using existing published information, to identify the extent of brownfield land within sites. The site area therefore includes all the land (greenfield and brownfield).

Planning Status

43. The Planning Status is recorded as one of the following:

- **Permissioned** - sites that have planning permission (via a planning application, local development order, permission in principle or any other route).
- **Not permissioned** - sites that are suitable for housing and included on registers but do not yet have an extant permission.
- **Pending permission** - sites currently being actively considered for permission (e.g. a planning application has been submitted to the council or the council is consulting on granting permission in principle on the site).

Planning History and Planning Constraints

44. The Planning History and Planning Constraints columns provide a URL link(s) to one or more of the sources of information available on the Council's website, including; the planning permission record, policy allocation in the Development Plan and/or the SHLAA assessment.

Ownership Status

45. Ownership Status is recorded as one of the following:
- **Public Ownership** - All or some of the site is owned by the public sector. If only a small proportion of a site is in public ownership, pilot authorities may wish to record this in the Notes field.
 - **Not in Public Ownership** - None of the site is owned by the public sector.
 - **Unknown** - The ownership of the site is not known sufficiently to be able to make this distinction.

Note – if the ownership of the site covers more than one status, further information is provided in the Notes column (see below).

Housing Estimate and Minimum Homes

46. This records the following information:
- Planning applications – the net gain in number of dwellings permitted.
 - Allocations – the capacity of the whole site (greenfield and brownfield land), as referred to in the Development Plan policy/ies.
 - SHLAA site – the estimated capacity of the whole site (greenfield and brownfield land), allowing for mitigation of known constraints.

Events

47. This is a free text field which provides additional information about the current status of the site including, but not limited to, details of the permitted development, date planning permission was granted, whether development has started on site, details of the Development Plan policy/ies applicable to the site.

Notes

48. This is a free text field which provides any other additional information about the site including the date when planning permission may lapse, any alternative site references (such as SHLAA site number), and details of multiple ownership status.

First Added and Last Updated

49. The date the site is first published in the register and the date the record is last updated, which for the pilot register is the same as the First Added.

Bibliography

National Planning Policy Framework (DCLG, March 2012):

<http://planningguidance.communities.gov.uk/>

Planning Practice Guidance (DCLG):

<http://planningguidance.communities.gov.uk/>

Local Development Framework (LDF) Core Strategy Development Plan Document (DPD): <https://www.scambs.gov.uk/content/core-strategy-dpd>

LDF Development Control Policies DPD:

<https://www.scambs.gov.uk/content/development-control-policies-dpd>

LDF Site Specific Policies DPD:

<https://www.scambs.gov.uk/content/site-specific-policies-dpd>

Submission South Cambridgeshire Local Plan 2014 (as proposed to be modified):

<https://www.scambs.gov.uk/localplanmods-dec2015>

Submission South Cambridgeshire Local Plan 2014 Policies Map:

<https://www.scambs.gov.uk/content/proposed-submission-policies-map>

Sustainability Appraisal Addendum (SAA), March 2016:

<https://www.scambs.gov.uk/localplanmods-dec2015>

Strategic Housing Land Availability Assessment (SHLAA), August 2013:

<https://www.scambs.gov.uk/content/strategic-housing-land-availability-assessment>

Annex A: Sites which failed to make the Pilot South Cambridgeshire Brownfield Register

Stage 1: Identifying potential brownfield sites (capable of supporting 5 or more dwellings or 0.25 ha.)

In compiling the Pilot Brownfield Register, the Council started with a list of 187 sites from published data sources which contained brownfield land.

These sources were:

- Sites with an extant planning permission for housing development or with a resolution to grant planning permission for housing development (taken from the Council's housing trajectory published in November 2015).
- .
- Allocations and policy areas for housing or housing-led mixed-use developments in the adopted Local Development Framework (LDF) (comprising the Site Specific Policies DPD (January 2010) and Area Action Plans for strategic sites).
- Allocations and policy areas for housing or housing-led mixed-use developments in the Submission South Cambridgeshire Local Plan 2014 (as proposed to be modified).
- Strategic Housing Land Availability Assessment (SHLAA) (August 2013).

A further potential source would be Omission sites, proposed in representations to the Local Plan. Most sites have been tested through the SHLAA. A small number of sites at Group Villages, submitted at the submission stage, have not been assessed through the SHLAA as the strategy option of allocating sites at Group Villages was rejected by this point. As this Pilot exercise is using existing information, no new site assessments have been prepared and these sites have therefore been rejected.

An initial shortlisting process was undertaken to remove those sites which were too small and/or the brownfield element of the site was too small to meet the threshold.

In addition, a number of sites promoted to the Council (through the SHLAA and Omission sites) were predominantly greenfield sites but which include a small element of brownfield land, often the demolition of an existing property to provide access to a larger site. The Council had to make a judgement on whether it was appropriate to include only the brownfield element of such sites within the register. In some instances development of the brownfield land would preclude future development on the remainder of the site, and in all cases the site promoters had not put forward the smaller brownfield sites in their own right. As a result, the Council did not consider these sites appropriate for further consideration.

In addition to allocations there are a few policy areas in the adopted and emerging Development Plans which propose the redevelopment of land for mixed-uses, including potential for residential use. Some policies operate a blanket policy approach whilst others refer to specific areas of land or buildings. Unless a specific

site area for particular land uses is identified within the policy, these have been rejected.

In summary, the initial shortlisting process to identify appropriate sites to consider their potential for inclusion in the pilot brownfield register rejected sites on the following basis:

- The site area and/or extent of brownfield land was smaller than five or more dwellings or 0.25 hectares.
- The site as originally promoted to the Council through the Local Plan process was predominantly greenfield land, and not considered within the scope of the pilot brownfield register.
- Policy areas identified within Development Plans which do not identify a specific area of land for housing.

For transparency, the sites rejected through the initial shortlisting process have been listed in Table 2.

Stage 2: Assessing suitability of sites

Sites with planning permission are by definition suitable for development, as they have been subject to detailed testing through that process.

Residential allocations in the LDF, and the Submission South Cambridgeshire Local Plan 2014 (as proposed to be modified) have also been subject to assessment through the plan making process, and are considered suitable.

For this pilot 10 SHLAA sites made it through stage 1 and warranted further consideration through stage 2.

The SHLAA provides an assessment of the residential development potential of a site. It classified sites as:

- GREEN 'Sites with Development potential' were not subject to significant constraints, and are considered suitable.
- AMBER Sites with 'limited development potential', meaning that they were subject to constraints but these had potential to be addressed.
- RED 'Sites with 'No development potential', are subject to constraints making them unsuitable for residential development. They therefore do not pass stage 2, as they are not suitable for residential development.

At stage 2 the Council has also considered planning policy constraints which identify whether a site is suitable for residential development. This includes development frameworks which differentiate the built up area from the countryside, and policies seeking to protect employment land. The Development Plans also identify the scale of development suitable at different locations, classifying villages as Rural Centres,

Minor Rural Centres, Group Villages and Infill Villages. For the purposes of the pilot register only sites which are policy compliant have been considered to pass stage 2.

All the SHLAA sites which were assessed but failed stage 2 on suitability grounds for inclusion in the brownfield register are included in Table 1, along with the reason for rejection.

Table 1 SHLAA Sites assessed but rejected as not meeting the pilot register criteria for suitable for residential development

Site name & address	Category of site	Total site area (ha.) ¹	Source	Reason for rejection
Papworth Hospital	Minor Rural Centre	5.23	Policies SP/10 ² & E/5 ² SHLAA 151 (Amber)	SHLAA findings – Impacts on adjoining Papworth Wood SSSI, Scheduled Monument and Grade II* Listed Hall, within Conservation Area, contains TPO, contains 2 PVAA which need careful mitigation. Possible enhancement to landscape / townscape and noise. Policy rejection - currently contrary to policies SP/10 ² & E/5 ² as residential conversion is a last resort and site promoter hasn't demonstrated alternative uses considered.
Land east of Station Road, Linton	Minor Rural Centre	1.78	SHLAA 152 (Amber)	SHLAA findings – Impact on setting of Listed Building, TPOs, possible noise from industrial uses & A1307, Highway concerns (A1307 accident record). Policy rejection – contrary to policies CH/10 ³ & H/5 ³ which preclude residential development south of the A1307 and the scale of development exceeds that for a Minor Rural Centre ⁶ .
Balsham Buildings, 7 High Street, Balsham	Group Village	0.83	SHLAA 156 (Amber)	SHLAA findings – significant heritage impacts – adjacent / within Conservation Area, Grade I Church directly south, noise impacts, lack of safe highway access. Policy rejection - contrary to employment policies ⁴ which seek to restrict the loss of employment land to non employment uses and the

Site name & address	Category of site	Total site area (ha.) ¹	Source	Reason for rejection
				scale of development exceeds that for a Group Village ⁷ .
Manufacturing Site & Turnbrook, Fowlmere	Group Village	2.22	SHLAA 051 (Amber)	SHLAA findings – western part flood zone 3 (unsuitable), adjacent to Conservation Area, Grade II Listed Building & TPO - possible to mitigate smaller site. Policy rejection – contrary to employment policies ⁴ which seek to restrict the loss of employment land to non employment uses, is located outside village framework ⁵ and the scale of development exceeds that for a Group Village ⁷ .
The Grain Store, Lodge Road, Thriplow	Group Village	1.84	SHLAA 016 (Amber)	SHLAA findings - partly Green Belt, adjacent to Conservation Area & Grade II Listed Building – possible to mitigate with smaller site & provide landscape / townscape improvement. Policy rejection – contrary to employment policies ⁴ which seek to restrict the loss of employment land to non employment uses, is located outside village framework ⁵ and the scale of development exceeds that for a Group Village ⁷ .
Hallmark Hotel, Bar Hill	Minor Rural Centre	2.88	SAA* 340 (Red)	SAA findings – impacts on air quality (with AQMA) & noise from A14, which are not possible to mitigate, partly within flood zone 2, minor townscape impacts, TPO, loss of employment, poor integration with existing community and lack of sustainable transport options.
1 Horseheath Rd, Linton	Minor Rural Centre	0.28	SHLAA 015 (Red)	SHLAA findings - constraints (impact on Conservation Area, Listed Buildings, TPO, landscape & townscape) reduce developable area. It is an expensive site to deliver (gradients) so it is considered financially unviable.
Driftwood Farm, Sawavesey	Minor Rural Centre	1.74	SHLAA 250 (Red)	SHLAA findings – site partly within flood zone 2, adjacent to Scheduled Monument, part within

Site name & address	Category of site	Total site area (ha.) ¹	Source	Reason for rejection
				Conservation Area, significant townscape / landscape impacts, highway concerns, which it is not possible to mitigate.
Land adjacent to Whitecroft Rd, Meldreth	Group Village	0.67	SHLAA 191 (Red)	SHLAA findings – it will not be possible to mitigate noise from mainline railway line & Station Road, or odour and dust from other businesses.
Highways Agency Depot, Station Rd East, Whittlesford	Group Village	2.28	SHLAA 278 (Red)	SHLAA findings – site part Green Belt, partly within flood zone 3, impacts on Grade II* Listed Building, potential archaeological remains, noise from industrial uses & A505, landscape & townscape impacts, which it is not possible to adequately mitigate.

Notes for Tables 1 and 2:

¹ Total site area includes greenfield and brownfield land.

Index of policy references as follows:

	Local Development Framework	Submission Local Plan	Policy Content
²	SP/10 Papworth Hospital	E/5 Papworth Hospital	Seek redevelopment of the hospital adopting a sequential approach to finding replacement uses beginning with healthcare, then commercial uses. Residential conversion is a last resort
³	CH/10 Linton Special Policy	H/5 South of A1307, Linton	Preclude residential development to the south of the A1307 due to the severance effect of the road and resultant separation from services and facilities in the village.
⁴	ET/6 Loss of employment to non employment uses	E/14 Loss of employment to non employment uses	Resist loss of employment to non employment uses, unless there is no longer market demand, there are benefits to the local community to change use, the site is causing environmental problems. Must demonstrate with evidence why continued employment use is not possible.

	Local Development Framework	Submission Local Plan	Policy Content
5	DP/7 Development Frameworks	S/7 Development Frameworks	Generally allows for development within development framework boundaries, provided it is compatible with and would not harm its location, and there is sufficient infrastructure to support it. Outside development frameworks, development is limited to uses which need to be in the countryside, such as agricultural, forestry and outdoor recreation.
6	ST/5 Minor Rural Centres	S/9 Minor Rural Centres	Permits residential development and redevelopment up to an indicative maximum scheme size of 30 dwellings within the development frameworks.
7	ST/6 Group Villages	S/10 Group Villages	Permits residential development and redevelopment up to an indicative maximum scheme size of 8 dwellings (exceptionally 15 where this would make the best use of a brownfield site) within the development frameworks.
8	SP/10(2) Papworth Everard West Central	H/3 Papworth Everard West Central	Policy area permits redevelopment for mixed-uses including community uses, employment and residential, above the scale normally permitted in a Minor Rural Centre.

Table 2 Sites failing the stage 1 shortlisting for being too small and/or not containing sufficient brownfield land

Site name & address	Category of site	Total site area (ha.)¹	Source	Reason for rejection
Land at Six Mile Bottom, Six Mile Bottom, Cambridgeshire	New Settlement	918.22	SHLAA Site 135 (Red)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
Land to the rear of 69 High Street, Cottenham, Cambridgeshire	Rural Centre	0.76	SHLAA Site 021 (Red)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.
Land to Rear of High Street, Cottenham, Cambridgeshire	Rural Centre	7.02	SHLAA Site 316 (Red)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.
Land between South End &	Minor Rural	2.12	SHLAA Site 078	The site area and/or extent of brownfield land is smaller than

Site name & address	Category of site	Total site area (ha.)¹	Source	Reason for rejection
Spring Lane, Bassingbourn, Cambridgeshire	Centre		(Amber)	five or more dwellings or 0.25 hectares.
Land to the rear of 12-18 Teversham Road, Fulbourn, Cambridgeshire	Minor Rural Centre	0.39	SHLAA Site 335 (Red)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
Papworth Everard West Central	Minor Rural Centre		Policies SP/10(2) ⁸ & H/3 ⁸	Policy area for redevelopment of part of the village for mixed uses – no defined area for housing development.
Land south of Whitton Close & west of Boxworth End, Swavesey, Cambridgeshire	Minor Rural Centre	7.65	SHLAA Site 083 (Amber)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.
Land to the rear of Green Street, Willingham, Cambridgeshire	Minor Rural Centre	2.6	SHLAA Site 204 (Red)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
Land north of 6-14 Comberton Road, Barton, Cambridgeshire	Group Village	2.6	SHLAA Site 222 (Red)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.
Land south of Homers Lane & West of High Street, Castle Camps, Cambridgeshire	Group Village	2.23	SHLAA Site 167 (Red)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.
Land off St Neots Road., Hardwick, Cambridgeshire	Group Village	7.04	SHLAA Site 180 (Red)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
180 High Street, Harston, Cambridgeshire	Group Village	0.24	SHLAA Site 030 (Red)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.
158 High Street, Harston, Cambridgeshire	Group Village	0.71	SHLAA Site 164 (Amber)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
Land to the rear of 98 - 102 High Street, Harston,	Group Village	2.87	SHLAA Site 226 (Red)	The site as promoted was predominantly greenfield land, and not considered within the

Site name & address	Category of site	Total site area (ha.)¹	Source	Reason for rejection
Cambridgeshire				scope of the brownfield register.
Land at and to the rear of 98 - 102 High Street, Harston, Cambridgeshire	Group Village	1.38	SHLAA Site 289 (Red)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
72 and 64A West Drive, Highfields Caldecote, Cambridgeshire	Group Village	4.74	SHLAA Site 052 (Red)	The site as promoted was predominantly greenfield land, and not considered within the scope of the brownfield register.
Land at and to the rear of 16 The Lanes, Over, Cambridgeshire	Group Village	1.11	SHLAA Site 097 (Red)	The site area and/or extent of brownfield land is smaller than five or more dwellings or 0.25 hectares.

Annex B: Pilot South Cambridgeshire Brownfield Register

This page is left blank intentionally.

Note - sites with planning permission, allocations in the Development Plans and the SHLAA site are included in their entirety (i.e. the greenfield and brownfield land) as the published source information does not enable the extent of brownfield land to be specifically identified.						
SiteName	SiteAddress	Hectares	Housing Estimate	Min Homes	Events	Notes
37-39, High Street,	Linton, Cambridge, Cambridgeshire	0.0002	0	0	External alterations and change of use from retail units with residential above to one single residential unit Approved 05/04/2012. March 2015: not started on site.	Lapsed date: April 2015.
8, Westwick Terrace,	Station Road, Oakington, Cambridge, Cambridgeshire, CB24 3AR	0.0228	1	1	Conversion of detached domestic garage / store building to a one bedroom dwelling Approved 13/03/2015. March 2015: not started on site.	None
35, Middle Watch,	Swavesey, Cambridge, CB24 4RN	0.0004	2	2	Conversion of existing storage barn into 2 dwellings Approved 08/07/2014. March 2015: not started on site.	None
7, The Lane,	Hauxton, Cambridgeshire, CB22 5HP	0.0015	0	0	Demolition of cottage and outbuildings and rebuilding and extending Approved 07/05/2008. March 2015: existing dwelling demolished, new dwelling under construction.	None
104, High Street,	Meldreth, Royston, Cambridgeshire, SG8 6LB	0.1606	2	2	Erection of new commercial unit, conversion of existing barn into 2 residential units Approved 01/05/2014. March 2015: new dwellings under construction.	None
Land at 19 Wallmans Lane,	Swavesey, Cambridgeshire	0.0231	1	1	Erection of a 3-bedroom dwelling and a separate single garage Approved 21/05/2014. March 2015: new dwelling under construction.	None
187, High Street,	Sawston, Cambridge, Cambridgeshire, CB22 3HJ	0.001	2	2	External alterations and Change of Use of existing building to Office (Ground Floor) and Two Flats (First Floor) Approved 02/06/2014. March 2015: not started on site.	None
36, West Street,	Comberton, Cambridge, Cambridgeshire, CB23 7DS	0.0882	1	1	Erection of dwelling Approved 01/05/2012. March 2015: new dwelling under construction.	None
The Cross Keys,	77, Ermine Street, Caxton, Cambridge, Cambridgeshire, CB23 3PQ	0.0787	1	1	Erection of dwelling and associated works following demolition of existing timber outbuildings Approved 12/03/2013. March 2015: new dwelling is under construction.	None
4, The Causeway,	Elsworth, Cambridge, Cambridgeshire, CB23 4HT	0.0006	1	1	Demolition of unlisted post office building and erection of two bedroom dwelling Approved 21/08/2014. March 2015: not started on site.	None
Land at Arcade Farm,	Kettles Close/Water Lane, Oakington, Cambridgeshire, CB4 5AL	0.08	3	3	Erection of 3 dwellings and 1 flat Approved 11/03/2014. March 2015: not started on site.	None
59, High Street,	Foxton, Cambridge, Cambridgeshire, CB22 6RP	0.0028	6	6	Demolition of existing dwelling and structures and erection of seven new dwellings with garaging Approved 11/04/2013. March 2015: existing dwelling demolished, no construction had started on new dwellings.	Lapsed date: April 2016.
25, Comberton Road,	Barton, Cambridge, Cambridgeshire, CB23 7BA	0.0022	1	1	Erection of two dwellings and demolition of existing dwelling Approved 17/06/2014. March 2015: existing dwelling demolished, new dwelling not yet started.	None
The Stables,	Haverhill Road, Horseheath, Cambridgeshire CB21 4QN	0.051	1	1	Dwelling and single garage Approved 06/08/2009. March 2015: new dwelling under construction.	None
26, Toft Lane,	Great Wilbraham, Cambridge, Cambridgeshire, CB21 5JH	0.0004	1	1	Demolition of Builders Yard and Erection of Dwelling Approved 04/06/2014. March 2015: not started on site.	None
Former 55 & 57, Kirby Road & 2 & 4, Fletcher Avenue,	Waterbeach, Cambridge, Cambridgeshire, CB25 9LX & CB25 9LZ	0.0956	4	4	Replacement of 4 dwellings Approved 10/10/2014. March 2015: new dwellings not started on site, previous dwellings demolished in 2008.	None
108, High Street,	Linton, Cambridge, Cambridgeshire, CB21 4JT	0.0002	1	1	Change of Use from Dental Practice to a Dwelling Approved 07/05/2014. March 2015: not started on site.	None
16, Badcock Road,	Haslingfield, Cambridge, Cambridgeshire, CB23 1LF	0.0005	1	1	Demolition of existing single storey garage and construction of new two storey dwelling Approved 11/12/2014. March 2015: not started on site.	None
16, Little Heath,	Gamlingay, Sandy, Cambridgeshire, SG19 3LL	0.0027	0	0	Replacement dwelling and garage and demolition of existing house and associated outbuildings Approved 02/05/2014. March 2015: not started on site.	None
105, Hay Street,	Steeple Morden, Royston, Cambridgeshire, SG8 0PD	0.0019	1	1	Division of existing single dwelling to two dwellings including extensions Approved 30/03/2015. March 2015: development is under construction.	None
The Railway Tavern,	Station Road, Great Shelford, Cambridgeshire	0.13	11	11	Demolition of existing building and erection of 12 dwellings Appeal Allowed 08/01/2016	Alternative Reference: SHLAA site 031
97, Waterbeach Road,	Landbeach, Cambridgeshire, CB25 9FA	0.0009	0	0	Replacement bungalow Approved 11/05/2010. March 2015: existing dwelling demolished, new dwelling under construction.	None
105, High Street,	Balsham, Cambridgeshire, CB21 4EP	0.239	1	1	Dwelling following demolition of existing building Approved 04/06/2010. March 2015: new dwelling under construction.	None
31, Burgess Road,	Waterbeach, Cambridge, Cambridgeshire, CB25 9ND	0.0721	1	1	Erection of Dwelling and Car Port following Demolition of Existing Barn Approved 08/05/2013. March 2015: dwelling is under construction.	None
14, Cambridge Road,	Oakington, Cambridge, Cambridgeshire, CB24 3BG	0.1032	0	0	Erection of 4 bedroom dwelling Approved 20/09/2013. March 2015: existing bungalow demolished, new dwelling under construction.	None
Manor View,	Church Street, Litlington, Cambridgeshire SG8 0QB	0.0538	1	1	House and garage following demolition of existing garage Approved 09/06/2009. March 2015: new dwelling under constuction.	None
60, The Lanes,	Over, Cambridge, Cambridgeshire, CB24 5NQ	0.0007	1	1	Demolition of existing bungalow and replacement with 2 semi detached homes Approved 11/11/2014. March 2015: not started on site.	None
43A, Cottenham Road,	Histon, Cambridge, Cambridgeshire, CB24 9ES	0.0006	0	0	Demolition of existing bungalow and replacement with new detached dwelling and garage Approved 02/05/2013. March 2015: existing dwelling demolished, new dwelling under construction.	None
Briant Elmore & Co,	155, Station Road, Impington, Cambridge, Cambridgeshire, CB24 9NP	0.0002	1	1	Change of Use From Accountants Office to Residential Use Approved 21/07/2014. March 2015: development is under construction.	None
The Corner Bungalow,	West Road, Gamlingay, Sandy, Cambridgeshire, SG19 3JT	0.0008	0	0	Demolition of bungalow and erection of replacement detached chalet type dwelling Approved 17/06/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
1B, High Street,	Fen Drayton, Cambridge, Cambridgeshire, CB24 4SJ	0.0003	1	1	Change of use from Post Office to a residential dwelling Approved 21/06/2012. March 2015: development is under construction.	None
24, Hereward Close,	Impington, Cambridge, Cambridgeshire, CB24 9LS	0.101	1	1	New dwelling Approved 04/09/2013. March 2015: new dwelling is under construction.	None
22, Mingle Lane,	Great Shelford, Cambridge, Cambridgeshire, CB22 5BG	0.0012	0	0	Replacement dwelling Approved 12/06/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
Reed House,	1, London Road, Great Shelford, Cambridge, Cambridgeshire, CB22 5DB	0.0862	1	1	Erection of Single Dwelling Approved 31/10/2014. March 2015: not started on site.	None
48, Mill Street,	Gamlingay, Sandy, Cambridgeshire, SG19 3JS	0.0005	0	0	Conversion/renovation of bungalow into two storey dwelling to PassivHaus standard Approved 30/05/2013. March 2015: not started on site.	Lapsed date: May 2016.
55, Boxworth Road,	Elsworth, Cambridge, Cambridgeshire, CB23 4JQ	0.0025	0	0	Erection of replacement detached dwelling house, with associated garage and swimming pool block, following demolition of existing house Approved 09/05/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
Land between Church Lane & Ermine Street South,	Papworth Everard, Cambridgeshire, CB23 3RG	2.2502	66	66	Demolition of existing buildings, erection of up to 58 dwellings, conservation and re-use of the retained building to provide a brewhouse (B2), bakery (B1), floor area for the consumption of food and drink (A3/A4/A5) and community rooms (D2), and 8 units of accommodation to be used either as housing and/or business uses (B1a) Approved 31/10/2014. March 2015: not started on site.	None
Granta Processors,	Mill Lane, Whittlesford, Cambridge, Cambridgeshire, CB22 4XL	0.5884	16	16	Erection of 16 dwellings following the demolition of existing building Approved 06/05/2014. March 2015: not started on site.	None
48, Old North Road,	Longstowe, Cambridge, Cambridgeshire, CB23 2UB	0.0038	0	0	Demolition of existing detached bungalow and erection of new dwelling with single storey residential annexe Approved 05/06/2013. March 2015: new dwelling completed, existing dwelling still to be demolished.	None
39, Mill Road,	Over, Cambridge, Cambridgeshire, CB24 5PY	0.0006	0	0	Replacement dwelling Approved 06/06/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
57, Longstanton Road,	Oakington, Cambridge, Cambridgeshire, CB24 3AB	0.0011	1	1	Erection of Two Dwellings following Demolition of Existing Dwelling Approved 13/08/2013. March 2015: not started on site.	None
Sarek,	Newton Road, Harston, Cambridge, Cambridgeshire, CB22 7NZ	0.0033	1	1	Erection of dwelling in place of existing office building and erection of replacement garage Approved 12/08/2014. March 2015: not started on site.	None
Land rear of 303 St Neots Road,	Hardwick, Cambridge, CB23 7QL	0.1048	1	1	Extension and alteration to existing business premises and erection of new dwelling Approved 27/03/2015. March 2015: not started on site.	None
3, Whites Path,	Willingham, Cambridge, Cambridgeshire, CB24 5ET	0.0015	2	2	Demolition of existing dwelling and construction of 3 detached properties Approved 26/08/2014. March 2015: existing dwelling demolished, new dwellings under construction.	None
Queens Head,	Long Lane, Fowlmere, Royston, Cambridgeshire, SG8 7SZ	0.0007	1	1	New Dwelling Approved 16/09/2014. March 2015: not started on site.	None
23, Home Close,	Histon, Cambridge, Cambridgeshire, CB24 9JL	0.0006	0	0	Replacement dwelling Approved 13/06/2011. March 2015: existing dwelling demolished, new dwelling under construction.	None
Land Adj. Meridian Court,	Comberton Road, Toft, Cambridgeshire, CB23 2RY	0.2011	3	3	Erection of 3 dwellings following demolition of existing buildings Approved 02/08/2012. March 2015: development is under construction.	None
16-18, Teversham Road,	Fulbourn, Cambridge, Cambridgeshire, CB21 5EB	0.2584	2	2	Erection of three dwellings Approved 02/09/2014. March 2015: existing dwelling demolished, new dwellings under construction.	None
Howeys Yard,	Abbey Street, Ickleton, Cambridgeshire, CB10 1SS	0.0701	1	1	Dwelling following demolition of existing buildings Approved 07/05/2014. March 2015: new dwelling is under construction.	None
Scout Hut, Cambridgeshire County Scout Camp Site,	Church Lane, Little Abington, Cambridge, Cambridgeshire, CB21 6BQ	2.49	3	3	Erection of new scout headquarters building, extension to existing training building, and erection of three detached bungalows following demolition of existing buildings. Approved 03/08/2012. March 2015: not started on site.	Lapsed date: August 2015.

SiteName	SiteAddress	Hectares	Housing Estimate	Min Homes	Events	Notes
School Farm,	Ely Road, Chittering, Waterbeach, Cambridge, Cambridgeshire, CB25 9PH	0.0035	1	1	Demolition of existing dwelling and outbuildings and the erection of replacement dwelling with attached double garage Approved 18/03/2015. March 2015: not started on site.	None
EDF Depot,	Ely Road, Milton, Cambridge	0.0853	90	90	Demolition of existing buildings, and construction of up to 89 dwellings, restoration of North Lodge, restoration of Humphrey Repton Landscape, and provision of formal and informal open space including sports pavilion and children's play equipment Approved 21/05/2012. March 2015: development largely complete, only restoration of North Lodge to dwelling outstanding.	Lapsed date: May 2015.
29-35, London Road,	Stapleford, Cambridgeshire, CB22 5DD	0.0028	8	8	Erection of 8 dwellings Approved 07/08/2014. March 2015: 4 dwellings completed, 4 dwellings under construction.	None
13, High Street,	Willingham, Cambridge, Cambridgeshire, CB24 5ES	0.0003	1	1	Change of use of part of existing building to one dwelling Approved 16/03/2015. March 2015: not started on site.	None
Welch's Garage, 32, London Road,	Great Shelford, Cambridge, Cambridgeshire, CB22 5DD	0.0021	10	10	Erection of 10 dwellings Approved 13/08/2014. March 2015: all new dwellings under construction.	None
Farm Lodge,	High Street, Hildersham, Cambridge, Cambridgeshire, CB21 6BU	0.0031	0	0	Erection of Replacement Dwelling Approved 07/08/2013. March 2015: existing dwelling demolished, new dwelling under construction.	None
1, Hunts Road,	Duxford, Cambridge, Cambridgeshire, CB22 4RE	0.002	1	1	Demolition of existing dwelling and erection of two new dwellings Approved 04/09/2014. March 2015: not started on site.	None
Home Farm,	2, Old North Road, Longstowe, Cambridge, Cambridgeshire, CB23 2UG	0	1	1	Alterations to existing annex to form separate self-contained dwelling Approved 23/07/2012. March 2015: change of use not started.	Lapsed date: July 2015.
North Farm House,	Church Lane, Kingston, Cambridge, Cambridgeshire, CB23 2NG	0.0009	0	0	Demolition of existing dwelling and garage and erection of replacement dwelling and garage Approved 08/11/2013. March 2015: existing dwelling demolished, new dwelling under construction.	None
zAnti, 27, St Neots Road,	Hardwick, Cambridge, CB23 7QH	0.0012	0	0	Replacement dwelling with double garage Approved 22/09/2014. March 2015: not started on site.	None
Phase 2 Land At The Mill,	Ashwell Road, Steeple Morden, Cambridgeshire	0.4524	6	6	6 houses and 1 bungalow Approved 30/03/2006. March 2015: 3 dwellings completed, 4 dwellings not started.	None
62-66 Station Road,	Steeple Morden, Cambridgeshire, SG8 0NS	0.254	0	0	3 replacement dwellings Approved 27/09/2012. March 2015: existing dwellings demolished, new dwellings under construction.	None
48, Duxford Road,	Whittlesford, Cambridge, Cambridgeshire, CB22 4NQ	0.0005	0	0	Replacement dwelling Approved 21/08/2014. March 2015: existing dwelling demolished, no construction started on new dwelling.	None
Land to the rear of 131, The Causeway,	Bassingbourn, Royston, Cambridgeshire, SG8 5JB	0.95	20	20	Erection of 20 Residential Units Approved 05/11/15.	None
Moor House,	Whippletree Road, Whittlesford, Cambridge, Cambridgeshire, CB22 4PD	0.0117	0	0	Replacement dwelling Approved 27/07/2012. March 2015: not started on site.	Lapse date: July 2015.
L'Abri,	Teversham Road, Fulbourn, Cambridge	0.0013	0	0	Erection of replacement dwelling following demolition of existing dwelling Approved 01/08/2012. March 2015: existing dwelling demolished, new dwelling under construction.	None
Field View Farm,	Chittering Drove, Waterbeach, Cambridge, Cambridgeshire, CB25 9PW	0.0052	0	0	Demolition of existing dwelling and erection of replacement dwelling Approved 25/07/2014. March 2015: not started on site.	None
The Oaks,	Blacksmiths Lane, Shudy Camps, Cambridge, Cambridgeshire, CB21 4RQ	0.0083	1	1	Demolition of existing dwelling and industrial buildings and erection of 2 bungalows and associated garages Approved 23/03/2015. March 2015: not started on site.	None
16, Cambridge Road,	Waterbeach, Cambridge, Cambridgeshire, CB25 9NJ	0.0015	1	1	Change of use from office to residential Approved 22/07/2014. March 2015: development is under construction.	None
White Gates,	Common Road, Weston Colville, Cambridge CB21 5NS	0.0029	2	2	Erection of Three Dwellings and Garages/Carports following Demolition of Existing Dwelling and Outbuildings Approved 21/10/2014. March 2015: not started on site.	None
27-29, Longstanton,	Oakington, Cambridge, CB24 3BB	0.0006	1	1	Extension and alterations to retail (A1) floorspace and first floor flat (C3) and erection of detached dwelling (C3) with associated parking Approved 14/08/2012. March 2015: new dwelling under construction.	None
63, Hinton Way,	Great Shelford, Cambridge, Cambridgeshire, CB22 5AH	0.0017	1	1	Erection of Two Dwellings following Demolition of Existing Bungalow and Garage Approved 01/11/2013. March 2015: not started on site.	Lapsed date: November 2016.
Fen Bridge Farm,	Fen Road, Bassingbourn, Cambridgeshire	0.0023	0	0	Erection of dwelling and garage to replace existing dwelling and garage Approved 06/08/2012. March 2015: existing dwelling demolished, new dwelling under construction.	None
Melrose Cottage,	Ermine Street, Papworth St Agnes, Huntingdon, Cambridgeshire, PE28 9PA	0.0033	0	0	Demolition of existing dwelling and replacement with new dwelling Approved 06/09/2013. March 2015: not started on site.	Lapsed date: September 2016.
Northbrook End Stud,	North Brook End, Steeple Morden, Royston, Cambridgeshire, SG8 0PH	0.5731	2	2	Demolition of existing outbuildings and construction of additional loose boxes and young stock barn, and conversion of existing barn to provide a residential unit, ancillary staff accommodation, office, staff facilities, tack/feed store, classroom and storage area Approved 22/12/2014. March 2015: not started on site.	None
11- 13, Lotfield Street,	Orwell, Royston, Cambridgeshire, SG8 5QT	0.002	1	1	Removal of existing timber framed storage outbuilding and replace with timber framed 2-bed bungalow. Approved 18/08/2014. March 2015: not started on site.	None
30, Shepreth Road,	Barrington, Cambridge, Cambridgeshire, CB22 7SB	0.0117	1	1	Replacement dwelling following demolition of existing house Approved 29/09/2014. March 2015: not started on site.	None
Office at Orchard House,	Highfield Road, Impington, Cambridge, Cambridgeshire, CB24 9PF	0.0007	1	1	Change of Use from Offices (Class B1a) to Dwelling (Class C3) Approved 23/08/2013. March 2015: not started on site.	Lapsed date: August 2016.
Gills Hill Farm,	Gills Hill, Bourn, Bourn, Cambridgeshire, CB23 2TS	0.9022	16	16	Approved 05/04/2016.	Demolition of existing commercial buildings and erection of 16 dwellings and public open space
The Old Bakery,	Church Street, Litlington, Royston, Cambridgeshire, SG8 0RD	0.0772	1	1	Change of use from Class B1(a) offices to Class C3 dwelling house Approved 25/09/2013. March 2015: not started on site.	Lapsed date: September 2016.
The Black House,	Chesterton Fen Road, Milton, Cambridge, Cambridgeshire, CB4 1UN	0.0034	0	0	Two Replacement Dwellings Approved 04/09/2013. March 2015: not started on site.	None
71, Caxton End,	Bourn, Cambridge, Cambridgeshire, CB23 2SS	0.0028	0	0	Demolition of existing dwelling, garage and outbuildings, and erection of replacement detached chalet bungalow Approved 26/08/2014. March 2015: existing dwelling demolished, new dwelling is under construction.	None
6-8, Giffords Close,	Girton, Cambridge, Cambridgeshire, CB3 0PF	0.0009	1	1	Conversion from one dwelling to two separate dwellings Approved 22/10/2014. March 2015: not started on site.	None
31 & 33, Mingle Lane,	Stapleford, Cambridge, Cambridgeshire, CB22 5SY	0.0031	0	0	Erection of Two Replacement Dwellings Approved 08/09/2014. March 2015: existing dwellings demolished, new dwellings under construction.	None
The Flint,	Newmarket Road, Melbourn, Royston, Herts, SG8 7PN	0.0536	0	0	Demolition of existing bungalow and outbuildings and replacement with new dwelling Approved 27/01/2015. March 2015: demolition of dwelling under construction, new dwelling not started.	None
30, High Street,	Little Shelford, Cambridge, Cambridgeshire, CB22 5ES	0.0015	0	0	Demolition of existing house and replacement by new detached dwelling with integral annexe Approved 24/09/2013. March 2015: demolition of dwelling under construction, new dwelling not started.	None
1, Limberhurst Court,	Haverhill Road, Horseheath, Cambridge, Cambridgeshire, CB21 4RG	0.003	1	1	Change of use of B1 business use buildings to one dwelling (a live/work unit) Approved 25/10/2012. March 2015: development is under construction.	None
Old School Site, Former John Falkner Infants School,	The Baulks, Sawston, Cambridgeshire, CB22 3NP	0.0048	9	9	Extensions, alterations and conversion of schools buildings to six dwellings and erection of three dwellings Approved 20/06/2013. March 2015: one new dwelling completed, remaining 8 dwellings are under construction.	None
Land to the rear of the old School site, Former John Falkner Infants School,	Hammonds Road, Sawston, Cambridgeshire, CB22 3NP	0.1892	1	1	Erection of Dwelling following Demolition of Existing Tool Shed Approved 20/06/2013. March 2015: new dwelling under construction.	None
Welchs Transport Ltd,	Granta Terrace, Stapleford, Cambridge, CB22 5DL	0.0163	44	44	Erection of 44 dwellings Approved 26/02/2015. March 2015: not started on site.	None
45, High Street,	Bourn, Cambridge, Cambridgeshire, CB23 2TR	0.0013	0	0	Erection of 2 storey detached dwelling house with associated garage and carport following demolition of existing house and outbuildings Approved 30/03/2015. March 2015: not started on site.	None
51, London Road,	Harston, Cambridge, Cambridgeshire, CB22 7QJ	0.0009	0	0	Replacement Dwelling following Demolition of Existing Approved 22/09/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
Summerhill,	Tinkers Lane, Kingston, Cambridge, Cambridgeshire, CB23 2NW	0.0017	1	1	Erection of two dwellings following demolition of existing dwelling Approved 19/11/2012. March 2015: not started on site.	None
Cedarwood House, 26, West Green,	Barrington, Cambridge, CB22 7SA	0.0035	1	1	Conversion of existing swimming pool wing to form new dwelling Approved 10/03/2015. March 2015: not started on site.	None
34, South Road,	Great Abington, Cambridge, Cambridgeshire, CB21 6AU	0.2426	1	1	Replacement Stable Block, Stallion Semen Collection Centre/Laboratory with First Floor Staff Residential Accommodation Approved 04/09/2014. March 2015: not started on site.	None
12, Pieces Lane,	Waterbeach, Cambridge, Cambridgeshire, CB25 9NF	0.0009	1	1	Erection of 2 dwellings following demolition of existing bungalow Approved 25/10/2013. March 2015: existing dwelling demolished, new dwellings are under construction.	None
10, Haslingfield Road,	Harlton, Cambridge, Cambridgeshire, CB23 1ER	0.0019	0	0	Erection of a new dwelling to replace a bungalow Approved 08/04/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
Former Bayer Cropscience Site,	Cambridge Road, Hauxton, Cambridge, Cambridgeshire, CB22 5HT	0.0724	201	201	Phase 1 (201 dwellings) Approved 13/11/2014. March 2015: 25 dwellings under construction, 176 dwellings where no construction had started.	None

SiteName	SiteAddress	Hectares	Housing Estimate	Min Homes	Events	Notes
17-19, Bandon Road,	Girton, Cambridgeshire, CB3 0LY	0.31	2	2	Erection of 3 dwellings, garaging with residential annexe above and associated works following demolition Approved 12/11/2012. March 2015: not started on site.	Lapsed date: November 2015.
36, St Johns Street,	Duxford, Cambridge, Cambridgeshire, CB22 4RA	0.0006	0	0	Erection of detached dwelling, double garage and garden studio following demolition of existing dwelling Approved 02/12/2013. March 2015: existing dwelling demolished, new dwelling under construction.	None
3, Church Lane,	Willingham, Cambridge, Cambridgeshire, CB24 5LQ	0.0002	0	0	Erection of 3 bedroom house including demolition of existing house Approved 08/12/2014. March 2015: not started on site.	None
Poppyfields,	Heath Road, Gamlingay, Sandy, Cambridgeshire, SG19 2JD	0.0047	0	0	Replacement of mobile home with permanent dwelling Approved 17/10/2014. March 2015: not started on site.	None
Church Meadows,	Haslingfield Road, Barrington, Cambridgeshire	0.0011	1	1	Change of use of self contained office unit to residential use Approved 25/09/2012. March 2015: not started on site.	Lapsed date: September 2015.
36, Town Green Road,	Orwell, Royston, Cambridgeshire, SG8 5QL	0.0005	0	0	Erection of dwelling following demolition of existing Approved 07/12/2012. March 2015: not started on site.	Lapsed date: December 2015.
Springfield, 6, Mingle Lane,	Great Shelford, Cambridge, Cambridgeshire, CB22 5BG	0.0016	0	0	New build two storey house (replacement dwelling) Approved 16/10/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
Grove Farm,	Church Street, Haslingfield, Cambridge, CB23 1JE	0.0091	0	0	Replacement dwelling and detached outbuilding following demolition of existing dwelling and outbuilding Approved 22/12/2014. March 2015: not started on site.	None
4, Old House Road,	Balsham, Cambridge, Cambridgeshire, CB21 4EF	0.0007	2	2	Demolition of Bungalow and Erection of 3 Terraced Cottages Approved 26/02/2015. March 2015: existing bungalow demolished, new dwellings under construction.	None
13, Chiswick End,	Meldreth, Royston, Cambridgeshire, SG8 6LZ	0.0014	1	1	Demolition of existing dwelling and erection of two dwellings Approved 02/03/2015. March 2015: not started on site.	None
27, Station Road West,	Whittlesford, Cambridge, Cambridgeshire, CB22 4NL	0.0008	0	0	Erection of dwelling following demolition of existing dwelling Approved 06/01/2015. March 2015: not started on site.	None
24, Bandon Road,	Girton, Cambridge, Cambridgeshire, CB3 0LU	0.0012	1	1	Erection of 2 dwellings and associated works following demolition of existing Approved 08/01/2013. March 2015: existing dwelling demolished, new dwellings under construction.	None
Land at the rear of 48 Station Road,	Station Road, Steeple Morden, Royston, Cambridgeshire, SG8 0NP	0.0012	1	1	Erection of two detached dwellings, detached garage and access following demolition of existing dwelling Approved 12/03/2015. March 2015: not started on site.	None
69, High Street,	Toft, Cambridge, Cambridgeshire, CB23 2RL	0.0006	0	0	Erect a dwelling following demolition of existing bungalow Approved 04/03/2014. March 2015: existing bungalow demolished, new dwelling under construction.	None
Meridian Court,	Comberton Road, Toft, Cambridgeshire	0.0015	1	1	Change of office to dwelling Approved 29/11/2013. March 2015: not started on site.	Lapsed date: November 2016.
32, Station Road,	Melbourn, Royston, Cambridgeshire, SG8 6DX	0.0005	0	0	Replacement dwelling following demolition of existing Approved 20/12/2012. March 2015: existing dwelling demolished, new dwelling under construction.	None
Orchard House,	High Ditch Road, Fen Ditton, Cambridge, Cambridgeshire, CB5 8TF	0.0037	2	2	Erection of Two Dwellings with parking and access following demolition of existing garage Approved 10/03/2015. March 2015: not started on site.	None
The Drift,	Main Road, Little Gransden, Sandy, SG19 3DW	0.2252	3	3	Residential development of three dwellings Approved 27/01/2015. March 2015: new dwellings under construction.	None
1, Ashwell Road,	Steeple Morden, Royston, Cambridgeshire, SG8 0NZ	0.0468	2	2	Demolition of existing stores/garages buildings and construction of two residential dwellings Approved 02/03/2015. March 2015: not started on site.	None
58, Middle Watch,	Swavesey, Cambridge, Cambridgeshire, CB24 4RN	0.0452	1	1	Detatched 3-bedroom house following demolition of existing barns and retention of existing workshop for use as car body repairs and car paintwork Approved 06/05/2014. March 2015: dwelling is under construction.	None
Former CEMEX Cement Works, Barrington Cement Plant,	Haslingfield Road, Barrington, Cambridge, Cambridgeshire, CB22 7RQ	33.5	220	220	Demolition of all existing buildings and structures, and redevelopment to provide up to 220 residential units, formal and informal open space including allotments, and car parking for Barrington Primary School	Planning Status: resolution to grant planning permission - planning committee in June 2015 gave officers delegated powers to approve the application subject to the prior completion of a s106 agreement
Langdale Farm,	Cambridge Road, Melbourn, Cambridgeshire, SG8 6EY	0.002	0	0	Replacement dwelling Approved 18/02/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
Pinehawk Kennels,	Church Road, Carlton, Newmarket, Cambridgeshire, CB8 9LA	0.0004	1	1	Conversion and change use from office and store to residential dwelling Approved 17/11/2014. March 2015: development is under construction.	None
31, Granta Terrace,	Great Shelford, Cambridge, Cambridgeshire, CB22 5DJ	0.0008	2	2	Erection of three dwellings following demolition of existing dwelling Approved 10/03/2015. March 2015: not started on site.	None
9, Cambridge Road,	Milton, Cambridgeshire	0.0005	2	2	Conversion of Dwelling to Three Dwellings including Extension and Erection of Annexe Approved 02/04/2008. March 2015: development is under construction.	None
Westfield Orchard,	Ashwell Street, Melbourn, Cambridgeshire, SG8 0RS	0.0127	0	0	Dwelling following removal of mobile home and replacement stable block Approved 29/01/2013. March 2015: not started on site.	Lapsed date: January 2016.
Methodist Chapel, 68, Abbey Street,	Ickleton, Saffron Walden, Cambridgeshire, CB10 1SS	0.0004	1	1	Conversion of redundant methodist chapel to a single residential unit Approved 04/02/2014. March 2015: development is under construction.	None
2, Limberhurst Court,	Haverhill Road, Horseheath, Cambridgeshire, CB21 4RG	0.0036	1	1	Change of use of B1 business use buildings to one dwelling (a live/work unit) Approved 19/04/2013. March 2015: development is under construction.	None
56, Kingsway,	Thriplow, Cambridge, CB2 4QN	0.0004	1	1	Erection of attached two storey dwelling following demolition of existing side extension Approved 10/05/2013. March 2015: not started on site.	Lapsed date: May 2016.
Highbanks House,	Camps End, Castle Camps, Cambridgeshire, CB21 4TR	0.0016	0	0	New replacement dwelling Approved 18/02/2015. March 2015: not started on site.	None
R/o 8, Sheepshead Lane,	Harston, Cambridge, Cambridgeshire, CB22 7QA	0.3722	1	1	Erection of detached dwelling following demolition of existing buildings Approved 05/06/2013. March 2015: not started on site. Lapsed date: June 2016.	Lapsed date: June 2016.
11, New Town,	Cottenham, Cambridge, Cambridgeshire, CB24 8TL	0.0006	0	0	Erection of Dwelling following Demolition of Existing Dwelling Approved 14/08/2014. March 2015: not started on site.	None
31, The Moor,	Melbourn, Royston, Cambridgeshire, SG8 6ED	0.0033	9	9	Demolition of Existing Dwelling and Erection of 10 new units and Associated Access Approved 12/02/2013. March 2015: existing dwelling demolished, 8 new dwelling under constructions, 2 new dwellings not started.	None
48, High Street,	Orwell, Royston, Cambridgeshire, SG8 5QN	0.001	0	0	Replacement dwelling and garage following demolition of existing dwelling and garage Approved 21/05/2014. March 2015: existing dwelling demolished, new dwelling under construction.	None
7, Water Lane,	Impington, Cambridge, Cambridgeshire, CB24 9XW	0.0014	1	1	Erection of two dwellings and carport buildings following demolition of existing dwelling Approved 20/05/2014. March 2015: existing dwelling demolished, new dwellings under construction.	None
65, Cambridge Road,	Girton, Cambridge, Cambridgeshire, CB3 0PN	0.0004	0	0	Erection of a new dwelling following demolition of an existing bungalow Approved 06/03/2015. March 2015: not started on site.	None
19, Padlock Road,	West Wratting, Cambridge, Cambridgeshire, CB21 5LS	0.0019	0	0	Replacement Dwelling Approved 17/12/2014. March 2015: not started on site.	None
142, High Street,	Linton, Cambridge, Cambridgeshire, CB21 4JT	0.0011	1	1	Demolition of existing house and construction of 2 houses and detached garages Approved 26/02/2015. March 2015: not started on site.	None
3, The Lakes,	Twentypence Road, Cottenham, Cambridge, Cambridgeshire, CB24 8PP	0.0001	0	0	Replacement of 3 The Lakes (two bedroom basement flat) with dwelling through the change of use and minor alteration of an existing outbuilding Approved 27/03/2015. March 2015: not started on site.	None
Mobile Home (formerly known as Orchard Lodge),	30, Shepreth Road, Barrington, Cambridge, Cambridgeshire, CB22 7SB	0.0044	0	0	Replacement of mobile home with bungalow Approved 10/03/2015. March 2015: not started on site.	None
Elm Lee,	School Lane, Conington, Cambridge, Cambridgeshire, CB23 4LP	0.0033	0	0	Demolition of existing house and outbuildings and construction of dwelling Approved 01/07/2014. March 2015: not started on site.	None
Burgoynes House,	Burgoynes Road, Impington, Cambridge, Cambridgeshire, CB24 9NB	0.2608	1	1	Demolition of existing coachhouse and erection of a new private dwelling Approved 27/02/2015. March 2015: not started on site.	None
1, Potton Road,	Guilden Morden, Royston, Cambridgeshire, SG8 0LB	0.0011	1	1	Demolition of existing cottage and erection of two detached dwellings Approved 27/02/2015. March 2015: not started on site.	None
27, Lowfields,	Little Eversden, Cambridge, Cambridgeshire, CB23 1HJ	0.0016	0	0	Replacement Dwelling Approved 12/03/2014. March 2015: not started on site.	None
Worts Farm,	High Street, Landbeach, Cambridge, Cambridgeshire, CB25 9FT	0.001	2	2	Conversion of former archaeology store to create two dwellings with use of the former granary as ancillary residential use Approved 07/08/2014. March 2015: not started on site.	None
Newdigate House,	3, Horseheath Road, Linton, Cambridge, Cambridgeshire, CB21 4LU	0.003	11	11	Erection of 12 Dwellings following demolition of dwelling Approved 09/02/2015. March 2015: not started on site.	None
62, London Road,	Harston, Cambridge, Cambridgeshire, CB22 7QJ	0.0017	0	0	Erection of House and Carport following Demolition of Existing Bungalow and Garage Approved 07/08/2014. March 2015: not started on site.	None
3, Station Road West,	Whittlesford, Cambridge, Cambridgeshire, CB22 4NL	0.001	0	0	Erection of replacement dwelling Approved 20/01/2015. March 2015: existing dwelling demolished, no construction started on new dwelling.	None
113-113a, King Street,	Rampton, Cambridge, Cambridgeshire, CB24 8QD	0.0002	2	2	Change of Use from Class B1(a) Offices to Class C3 (Two Dwellings) Approved 12/02/2015. March 2015: not started on site.	Lapsed date: May 2016
44, Granhams Road,	Great Shelford, Cambridgeshire, CB22 5JX	0.0024	0	0	Demolition of existing dwelling and construction of new dwelling Approved 27/02/2015. March 2015: existing dwelling demolished, new dwelling under construction.	None
10, Mingle Lane,	Great Shelford, Cambridge, Cambridgeshire, CB22 5BG	0.0011	0	0	Erection of dwelling following demolition of existing Approved 25/02/2015. March 2015: not started on site.	None

SiteName	SiteAddress	Hectares	Housing Estimate	Min Homes	Events	Notes
Fulbourn & Ida Darwin Hospitals,	Fulbourn Old Drift, Cambridgeshire	26.91	250 - 275	230	Planning Status: Allocated in Policy SP/9 in the Site Specific Policies Development Plan Document (2010) and Policy E/7 in the Submission Local Plan 2014 (as proposed to be amended)	Planning History: Planning committee in June 2014 endorsed a development brief for the site as a material consideration for all subsequent planning applications Outline planning permission for 180 dwellings and 70 unit extra care facility was refused by planning committee in June 2014 It is unlikely that the site will be able to accommodate any more than 230 dwellings due to the discussions undertaken in the consideration of the planning application.
Bayer CropScience,	Hauxton, Cambridgeshire	8.76	285	285	Planning Status: Allocated in Policy SP/8 in the Site Specific Policies Development Plan Document (2010) and Policy H/2 in the Submission Local Plan 2014 (as proposed to be amended)	Planning History: Outline planning permission was granted in February 2010 for up to 380 dwellings and other uses. This permission has now lapsed. Phase 1 – detailed planning permission for 201 dwellings was granted in November 2014 and the development is under construction. Detailed masterplanning of the site has resulted in the site being anticipated to provide 285 dwellings, rather than 380 dwellings as anticipated in the outline planning permission.
New Village at Bourn Airfield,	Bourn, Cambridgeshire	141.7	3500	3500	Planning Status: Allocated in Policy SS/6 in the Submission Local Plan 2014 (as proposed to be amended)	Alternative Reference: SHLAA site 057 - same site area, SHLAA site 238 - same site area, SHLAA site 243 - part of site area
Waterbeach New Town,	Waterbeach, Cambridgeshire	407.31	8000 - 9000	8000	Planning Status: Allocated in Policy SS/5 in the Submission Local Plan 2014 (as proposed to be amended)	Alternative Reference: SHLAA site 231 - extends beyond policy area Ownership Status: partly public ownership
Cambridge Northern Fringe East,	Cowley Road, Cambridge	19.39	see Notes	0	Planning Status: Allocated in Policy SS/4 in the Submission Local Plan 2014 (as proposed to be amended)	To be determined through AAP. I&O Report identified 300 homes on land in SCDC
Cambridge East - North of Newmarket Road	Newmarket Road, Cambridge	61.56	1300	1300	Planning Status: Allocated in Policy SS/3(2) in the Submission Local Plan 2014 (as proposed to be amended)	Planning History: Joint Development Control Committee (Cambridge Fringe Sites) in April 2016 resolved to approve an outline planning application for up to 1,300 homes, a primary school, food store, community facilities and open spaces.
Dales Manor Business Park,	Sawston, Cambridgeshire	10.7	200	200	Planning Status: Allocated in Policy H/1(a) in the Submission Local Plan 2014 (as proposed to be amended)	Alternative Reference: SHLAA site 312 - same site area, Site 153 - part of site area, Site 154 - part of site area, Site 310 - part of site area
Green End Industrial Estate,	Green End, Gamlingay, Cambridgeshire	4.09	90	90	Planning Status: Allocated in Policy H/1(f) in the Submission Local Plan 2014 (as proposed to be amended)	Alternative Reference: SHLAA site 117 - same site area Planning History: Planning committee in April 2016 gave officers delegated powers to approve an outline planning application for the demolition of 5 dwellings and industrial and office units and the erection of up to 90 dwellings, prior to the completion of a s106 agreement. This planning application covers approximately 75% of the site.
Toseland Road,	Graveley, Cambridgeshire	0.4	6	6	Planning Status: Allocated in Policy H/1(l) in the Submission Local Plan 2014 (as proposed to be amended)	None
Northstowe,	Longstanton Road, Cambridgeshire	1380.9	10000	10000	Planning Status: Allocated in the Northstowe Area Action Plan (2007) and Policy SS/7 in the Submission Local Plan 2014 (as proposed to be amended)	Ownership Status: partly public ownership Planning History: Northstowe Joint Development Control Committee in July 2012 endorsed (with some revisions) the site wide masterplan (Development Framework Document) as a material consideration for all subsequent planning applications. Outline planning permission granted in April 2014 for phase 1 comprising up to 1,500 dwellings, a primary school, a mixed-use local centre, leisure, community, residential institutions, cultural, health, and employment provision including a household recycling centre, recreational space and landscaped areas, and infrastructure works. Northstowe Joint Development Control Committee in June 2015 resolved to grant outline planning permission for phase 2 (up to 3,500 dwellings, a secondary school, two primary schools, a town centre and sports hub), subject to the prior completion of a s106 agreement. The conditions and s106 agreement were agreed by the Joint Northstowe Development Control Committee in July 2015.
Land at Former Bishops Hardware Store	Histon, Cambridgeshire	0.22	10	10	Alternative Reference: SHLAA site 308	None



Report To: Planning Portfolio Holder

7 June 2016

Lead Officer: Jo Mills, Director of Planning & New Communities

Heritage Guardianship Sites: Landbeach Tithe Barn, East Hatley Church and Sawston Tannery Drying Shed

Purpose

1. To update on the progress of the Landbeach Tithe Barn project, in particular the access to the barn.
2. To monitor progress on the Sawston Tannery Drying Shed Project and the transfer of St Denis Church at East Hatley
3. This is not a key decision

Recommendations

4. It is recommended that the Portfolio holder notes the progress made.

Reasons for Recommendations

5. To keep the Portfolio Holder informed regarding Heritage sites, and enable related activities to continue.

Background

Landbeach Tithe Barn

6. Landbeach Tithe Barn is a Grade II thatched listed building owned by the Council since 1986. It was leased to the Landbeach Society in 1975. The society surrendered the lease in 2014. Since that time the Council has been working with local residents to find a local solution to support the future of the barn.
7. In 2014, local residents lead by the then Local Member and supported by Cambridge Past Present and Future commenced work to establish a Trust to take on responsibility for the barn.
8. In 2015, a shadow Landbeach Tithe Barn Trust has been created, and several community events have been organised at the barn. A structural survey report, commissioned by the Council, estimated the cost of the urgent works at £80,000 and a further £40,000 of other work were recommended. The survey confirmed that the barn is not watertight, and there is some water damage to timbers. The Council

arranged for a tarpaulin to be put over the thatch roof of the barn as an interim measure to safeguard the barn from further deterioration, which was completed on 23 October 2015. The Shadow Trustees are keeping a watching brief over the tarpaulin particularly in times of heavy winds.

9. In March 2016, the Economic Development Portfolio Holder endorsed a summary project timeline and also noted the list of Shadow Trust members and length of the tenure, by way of commitment to the project.

Sawston Tannery Drying Shed

10. A tannery has existed continuously on the site in Sawston for nearly 400 years. The Drying Shed was constructed during a period of rapid expansion of the tannery complex and survives relatively unaltered. The drying shed is an exceptional example of a tannery drying shed on account of its extraordinary scale. This is recognised with its Grade II* listing status. It has regionally and national importance because it is the only drying shed known to be built on three floors and was also the largest shed identified in the search by Pre-Construct Archaeology. It was constructed with an arcaded brick ground floor, and three timber framed upper floors with louvered external walls below a hipped slate roof. The ground floor would have housed steeping tanks, with the upper floors used for skin drying. It is currently in the Historic England heritage at risk register and has been given a category 'A' rating, which means 'it is at immediate risk of further rapid deterioration or loss of fabric: no solution agreed'. Historic England has asked the Council to work in partnership to protect the Drying Shed and also to find a long-term future use.
11. The drying shed sits to the rear of the still active tanning site and is no longer in use as it does not meet the current needs of the business. There are a few other listed buildings on the tannery site.
12. The drying shed suffers from a weakness in the timber frame where a combination of decay and loss of bracing members has reduced the lateral strength. There are existing temporary supports comprising of timber raking, shores and steel ties bolted to channels, roof slates, and timbered louvers are missing. The shed is extremely vulnerable to collapse and may not survive another heavy winter.
13. In March 2016, the Portfolio Holder noted the projects next focus areas
 - (a) a structural survey of the building (following a grant application by SCDC to Historic England)
 - (b) future uses for the building through an feasibility and options appraisals
 - (c) alternative accesses to the building.
 - (d) to develop a communications plan

Considerations and Update.

Landbeach Tithe Barn

14. Over the last few months progress has been on number of aspects.
15. The final draft of the Heads of Terms has been sent to the Trust to for comments which will enable the Lease will be drawn up.
16. The Consultancy Team has produced a heritage statement for the Tithe Barn, setting out its history and significance. This will assist the trustees when they come to make grant applications. It will also help to inform any future listed building applications.
17. The other key issue that Officers have been looking to resolve is the easement which provides vehicular access to the barn, from Green End and along the drive across the Old Rectory. The Council has an easement which until recently has been blocked, preventing access to the barn to make necessary repairs.
18. Correspondence with owner of the land at the Old Rectory has been on going. Following legal advice, given the Owner has been given a definitive deadline of 17th June 2016 to provide a clear access. If this deadline is not met, the Council will carrying out the works on their behalf and charge it to the Owner.
19. The Shadow Trust is awaiting the outcome of its application for charitable status to the Charity Commission. Once in place the Trustees intend to convert the financial pledges they have received into donations. It will then be able to start commissioning work and preparing grant applications. It has open evening planned for 17th June 2016 seeking views on the final community use of the barn, once restored.
20. Regular meetings with the Shadow Trust continue; the project remains on programme.

Sawston Tannery Drying Shed

21. Since the Portfolio Holder Meeting in March, meetings have been held with Sawston Parish Council and Huntingdon's Charity to explore an alternative means of access to the building and to start to consider alternative future uses.
22. In accordance with agreed programme, a building recording survey is to be commissioned, quotes are currently being sought. The aim is for the survey work to be carryout the work this summer. The building recording will inform the project team to fully understand the condition of the building and will input into the feasibility and options appraisals that are to be carried out later this year.
23. Regular project meetings continue; the project is on programme.

St Denis Church, East Hatley

24. This project has been slowed down considerably by the need to have several legal agreements in place in parallel. Recent progress has been made, and we are close to having all necessary agreements in place to enable the transfer to be made and grant released.
25. The variation of the covenant by The Church Commissioners is now complete and back with the Council
26. The Grant Agreement between SCDC and FODC has been finalised which provides funds for capital works and SCDC are in the process of raising the monies via the Finance Department to be transferred to the FOFC when required.
27. The final piece of the jigsaw is the Easement to provide access across adjacent land to the building. The Council has received confirmation that the agreement of the principles of the easement has been agreed between all parties, and final agreement with the landowner and mortgagee is shortly to be signed, which will now allow for the final drafting and completion of the associated documentation in the next few weeks.

Options

Landbeach Tithe Barn

28. The recommended option is to continue to proceed with work with the Landbeach Tithe Barn Trust, to agree and sign the lease and securing access along the Old Rectory's drive.
29. An alternative is for the barn to be sold with residential planning consent; this is being seen as a fall-back position should the transfer to the Trust not be achieved.

Sawston Drying Shed

30. All parties (SCDC, Historic England and the Owners) have committed to work together over a three year period to explore options and develop a plan for the site and in particular the sustainable re-use of the Drying Shed. It is only by finding an appropriate use for the building that its future will be secure. an
31. An alternative would be to do nothing and let the building deteriorate and eventually collapse, or for the owners to apply to demolish the building.

Implications

32. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

Sawston Drying Shed

33. A further grant application to Historic England will be made to look to the next stages of the project including a structural survey of the building, now it has been stabilised as well as a feasibility study to unlock the potential of the site and explore alternative uses of the building/site.

Legal

Landbeach Tithe Barn and St Denis Church

34. Legal Officers will need to continue in assisting to progress a lease for Landbeach Tithe Barn, providing advice and guidance regarding clearing access and to coordinate and finalise agreements in respect of the transfer of the St Denis Church.

Staffing

Landbeach Tithe Barn and Sawston Drying Shed

35. Officer time from the consultancy team has, and continues to be recorded against these specific projects. In the case of the Sawston Drying Shed project SCDC Officer time forms an 'in kind' contribution towards the grant funding provided by Historic England.

Risk Management

Sawston Drying Shed

36. 'Works in progress' insurance has been taken for the scaffolding. The scaffolding contract also includes the weekly safety checks of the scaffolding to ensure that it is safe and correctly fixed. In addition, advice is also been taken regarding ensuring the scaffolding is protected against intruders.

Equality and Diversity

37. None

Climate Change

38. None

Consultation responses (including from the Youth Council)

Effect on Strategic Aims

Aim 1 – We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money.

39. This report is following discussions with owner and Historic England regarding the future management of the heritage asset in their neighbourhoods.

Aim 2 – We will make sure that South Cambridgeshire continues to offer an outstanding quality of life for our residents

40. This report outlines proposals to secure the future of an historic asset, thereby contributing to the quality of life of residents.

Aim 3: Work with partners to create opportunities for employment, enterprise, education and world-leading innovation.

41. This report outlines the immediate works that would provide the time to work with partners to secure the long-term future of the listed building.

Background Papers

None

Report Author: Juliette Wilson – Historic Buildings Consultancy Officer
Telephone: (01954) 712907

Planning Portfolio Holder – Work Programme 2016-17

1 Date of meeting	2 Reports to be signed off and sent to Democratic Services by 5.00pm on	3 Title of Report	4 Key or Non-Key?	5 Reason Key Specify no(s) listed below	6 Purpose of Report, ie For Recommendation / Decision / Monitoring	7 Lead Officer / Report Author	8 Date added to Corporate Forward Plan (contact: Victoria Wallace) *
To be scheduled		Affordable Housing Supplementary Planning Document – Consultation– Timing will depend on examination	Key	2	Decision	Jo Mills / David Roberts	10 September 2014
To be re-scheduled		Foxton Conservation Area				Trovine Monterio	
To be re-scheduled		Towards a Paperless Planning Service (working title)				Julie Baird	

9 September 2016	Weds 31 August 2016	Flood and Water SPD	Key		Decision	Jenny Nuttycombe / Jon Dixon	10 September 2014
8 November 2016	Fri 28 October 2016						
7 February 2017	Fri 27 January 2017						
June 2017							

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.
In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).
 - Key decisions can only be made after they have been on the Corporate Forward Plan for at least 28 clear calendar days not including the day on which they first appear on the Forward Plan or the day on which the decision is to be made.