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1 December 2017

To: Councillor Robert Turner, Portfolio Holder

Anna Bradnam
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Philippa Hart

Bridget Smith
Ingrid Tregoing
Aidan Van de Weyer

Opposition Spokesman
Scrutiny and Overview Committee
Monitor

Scrutiny and Overview Committee
Monitor

Opposition Spokesman
Opposition Spokesman
Opposition Spokesman

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 **MONDAY, 11 DECEMBER 2017** at **9.30 a.m.**

Yours faithfully
Beverly Agass
Chief Executive

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

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10. Date of Next Meeting

Members are asked to bring their diaries. The next scheduled meeting will be in February 2018 on a date to be arranged, and subject to room availability.

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

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Planning Portfolio Holder's Meeting held on
Tuesday, 7 November 2017 at 10.00 a.m.

Portfolio Holder: Robert Turner

Councillors in attendance:

Scrutiny and Overview Committee monitors: Philippa Hart

Opposition spokesmen: Anna Bradnam, Bridget Smith and
Aidan Van de Weyer

Also in attendance: Nigel Cathcart, Tony Orgee and John Williams

Officers:

Stephen Kelly Joint Director for Planning and Economic
Development

David Roberts Principal Planning Policy Officer
Ian Senior Democratic Services Officer

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF THE MEETING HELD ON 25 AUGUST 2017

The Planning Portfolio Holder signed, as a correct record, the Minutes of the meeting held on 25 August 2017.

At that meeting, the Planning Portfolio Holder had signed the Minutes of the previous meeting held on 26 July 2017 (incorrectly stated as 25 August 2017), subject to an amendment to Minute 3 of the July minutes (South Cambridgeshire Local Plan – Review of Local Green Space). While the signed Minutes of the meeting held on 26 July 2017 could not now be amended further, Councillor Nigel Cathcart referred to that amendment, commenting that Clear Farm, Bassingbourn was a special place considered by the community to be important to that community.

3. DCLG CONSULTATION: PLANNING FOR THE RIGHT HOMES IN THE RIGHT PLACES

The Planning Portfolio Holder considered the contents of the Department for Communities and Local Government (DCLG) consultation on planning for the right homes in the right places, and response from South Cambridgeshire District Council.

In response to the Portfolio Holder, the Joint Director for Planning and Economic Development said that there was no clarity as to when the DCLG would respond to this consultation exercise. Those present discussed a number of issues arising from the consultation, including

- the length of time taken so far to get the Local Plan adopted
- density
- the number of speculative applications
- neighbourhood plans

- Green Belt
- The importance of balancing housing development with employment
- Sustainability

The Planning Portfolio Holder **agreed** that the consultation response set out in Appendix A to the report from the Joint Director for Planning and Economic Development be submitted to the Department of Communities and Local Government (DCLG), subject to:

Question 13 - In reviewing guidance on testing plans and policies for viability, what amendments could be made to improve current practice?

In the final sentence, namely "*This will enable larger growth sites, which have substantial up-front infrastructure costs, to proceed with below policy compliant levels of affordable housing, if they are not supported by other infrastructure funding*", replace the word "proceed" with the word "commence".

Question 19 - Having regard to the measures we have already identified in the housing White Paper, are there any other actions that could increase build out rates?

Under the heading 'Build out' (first paragraph, second line), add the words "...including Council homes..." immediately after the words "all tenures".

Under the heading 'Build out', add a third paragraph suggesting the setting out of shorter commencement times on a national basis. The number of planning permissions granted should be given significantly more weight than houses actually built, so that local authorities were not penalised because of developers maintaining 'land banks' and because of factors beyond those local authorities' control.

Under the heading 'Build out', make the point that housing delivery in South Cambridgeshire has been held back by the length of time the Council's Local Plan has been at examination (submitted Spring 2014, adoption expected Spring 2018), which delay has particularly affected new strategic sites.

Under the heading 'Prematurity', redraft the final paragraph to indicate clearly the effect on South Cambridgeshire of the numbers of new dwellings granted planning permission because of speculative planning applications, including the total number of dwellings involved.

4. WORK PROGRAMME

Those present note the work programme attached to the agenda.

5. DATE OF NEXT MEETING

The next Planning Portfolio Holder meeting had been scheduled for Monday 11 December 2017, starting at 9.30am.

The Meeting ended at 11.05 a.m.

Agenda Item 3



REPORT TO: Planning Portfolio Holder

11 December 2017

LEAD OFFICER: Stephen Kelly, Joint Director Planning and Economic Development

Affordable Housing Threshold

Purpose

1. The purpose of this report is to advise the Portfolio Holder of a revised approach to the affordable housing threshold following legal advice in light of the Written Ministerial Statement of 28 November 2014 and the comments recently made by the Local Plan Inspector in working correspondence with the Council.
2. This not a key decision.

Recommendations

3. It is recommended that the Portfolio Holder notes the approach that all Developments of 11 dwellings or more, or on sites of less than 11 units if the combined gross internal floorspace of the proposed development exceeds 1,000 sqm will provide affordable housing (in accordance with the WMS¹).

Reasons for Recommendations

4. Since the publication of the WMS in 2014, the Council has sought to demonstrate local circumstances to justify a departure from National Policy and allow a lower affordable housing threshold, both through the submitted Local Plan and in decision making, in part pending the outcome on the Local Plan examination process. The Local Plan Inspectors have now concluded, in written correspondence associated with the preparation of proposed Modifications for consultation, that local circumstances have not been demonstrated and has invited the Council to make modifications to reflect the threshold as set out in the WMS.
5. Legal advice has been sought. The advice received is that, given the Inspector's conclusions, set out in working correspondence, that local circumstances do not justify departure from the WMS, it would no longer be appropriate or reasonable for the Council to continue to rely on adopted development control policy HG/3, which is not consistent with the WMS and therefore, for the purposes of relevant decisions, the policy approach in the WMS should prevail.

Background

6. On 28 November 2014 the Minister of State for Housing and Planning issued a Written Ministerial Statement the effect of which was to introduce a new national threshold, below which affordable housing and tariff style s106 contributions could not be sought. On the same day the Planning Practice Guidance (PPG)² was updated and which now reads³.

¹ House of Commons: Written Statement (HCWS50)

² <https://www.gov.uk/guidance/planning-obligations> Paragraph 11

³ Paragraph: 031 Reference ID: 23b-031-20161116 Revision date: 16 11 2016

7. The circumstances where affordable housing and tariff style s106 contributions should not be sought are;
 - *contributions should not be sought from developments of 10-units or less, and which have a maximum combined gross floorspace of no more than 1,000 square metres (gross internal area)*
 - *in designated rural areas, local planning authorities may choose to apply a lower threshold of 5-units or less. No affordable housing or tariff-style contributions should then be sought from these developments. In addition, in a rural area where the lower 5-unit or less threshold is applied, affordable housing and tariff style contributions should be sought from developments of between 6 and 10-units in the form of cash payments which are commuted until after completion of units within the development. This applies to rural areas described under section 157(1) of the Housing Act 1985, which includes National Parks and Areas of Outstanding Natural Beauty*
 - *affordable housing and tariff-style contributions should not be sought from any development consisting only of the construction of a residential annex or extension to an existing home*
8. On 18 February 2015 the Planning Portfolio Holder made an Executive Decision⁴ to accord with the WMS to the extent that officers were directed to issue permissions without a section 106 agreement securing tariff style contributions, for example for public open space, in accordance with government policy. The Portfolio Holder determined that affordable housing should continue to be secured below the new WMS threshold in accordance with the policy HG/3 of the adopted development plan.
9. On 4 March 2015 Planning Committee passed the same resolution in respect of no longer seeking tariff style contributions⁵ but continuing to secure affordable housing below the new WMS threshold in accordance with adopted policies.
10. A Judicial Review resulted in the quashing of the WMS until the Government successfully appealed that Judgement. The Planning Practice Guidance was updated on 19 May 2016 reintroducing the principle of the policy albeit with a small number of changes to the original text.
11. As recognised by the Minister, in the context of plan making, a local planning authority's evidence base and local circumstances may justify a local plan policy with a different or lower threshold than set out in the WMS. As part of the Local Plan examination the Council presented its case for a lower affordable housing threshold at the hearing session Matter SC5 – Delivering High Quality Homes (12 September 2016) and following this up with a letter dated 15 March 2017 setting out the reasons it considered a threshold for the delivery of affordable housing lower than that advised in the WMS was justified in South Cambridgeshire.
12. Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990 requires decisions on planning applications to be made in accordance with the development plan unless material considerations indicate otherwise. Adopted Development Control Policy HG/3 requiring the provision of affordable housing from a lower threshold has therefore been the starting point for decision making on thresholds. The Council has, following the reintroduction of the WMS, contested a number of planning appeals where some (but not all) Planning Inspectors have required the provision of affordable housing below the WMS threshold in accordance with policy

⁴<http://moderngov/documents/d9510/Printed%20decision%20Section%20106%20Obligations%20following%20Ministerial%20Statement%20of%2028%20November%202014.pdf?T=5>

⁵<http://moderngov/documents/s79366/Report%20to%20PC%20on%20Planning%20Obligations.pdf>

HG/3, in spite of giving the WMS considerable weight. This position was able to be adopted due to the weight which could be given to adopted policy HG/3.

13. However, the Local Plan Inspector examining the emerging Local Plan that also included a lower threshold has now advised in working correspondence with the Council that the local circumstances for adopting a Local Plan policy threshold lower than the WMS has not been demonstrated and has invited the Council to amend the wording of the policy in a proposed Modification in order to remove the conflict with the WMS.

14. The Local Plan Inspectors have advised;

The proposed modification SC-MM192 to Policy H/9 of the draft plan would not be consistent with the Written Ministerial Statement, November 2014 (as amended in March 2015) [WMS]. This issue was considered at the hearing on 1 December 2016 in respect of Matter SC5B.

We have considered all of the evidence provided by the Council in support of the proposed modification in terms of viability and local circumstances. We have also given consideration to the judgement by the Court of Appeal in the case of the Secretary of State for DCLG v West Berks Council.

We are also aware of the appeal decisions cited. Whilst those decisions covered similar ground in terms of viability and local circumstances, in those cases, the relevant policies were adopted before the Court of Appeal decision. The Inspectors were therefore able to rely on the provisions of paragraph 196 of the NPPF that the planning system is plan led and the WMS was a material consideration which, on the basis of the evidence in those cases, did not outweigh the relevant adopted plan policy.

Furthermore, an appeal decision relates to a particular site and local circumstances at a given point in time whereas allowing a relaxation from national policy in a local plan has far greater long term implications. We are also mindful of Paragraph 7.33 of Policy H/9 which provides for viability testing for individual sites. However, the purpose of the WMS is not to ensure that small scale developments are rendered viable. Rather, it is to encourage development on smaller brownfield sites and to help diversify the house building sector by providing a boost to small and medium sized developers.

We are therefore inviting the Council to amend the wording of the policy in order to remove the conflict with the WMS.

15. In response to the Inspectors' letter, as part of the ongoing working correspondence, officers have provided proposed modifications to policy H/9 as follows:

1. All developments of 11 dwellings or more, or on development sites of less than 11 units if the total floorspace of the proposed units exceeds 1,000 sqm, will provide affordable housing as follows:

16. The Inspectors have not asked for any further changes to this modification and we therefore anticipate that it will be included in the forthcoming public consultation on proposed modifications, subject to their formal confirmation in due course.

17. Legal advice has been sought and concludes that in light of the Inspectors' written explanation in the recent correspondence it is no longer reasonable to continue to give greater weight to the adopted plan than the WMS. The advice received is that, given the Inspector's conclusions that local circumstances do not justify departure from the WMS, it would no longer be appropriate or reasonable for the Council to

continue to rely on adopted development control policy HG/3, which is not consistent with the WMS and therefore, for the purposes of relevant decisions, the policy approach in the WMS should prevail. Whilst legal advice is that it would not be appropriate to give significant weight to proposed Modifications to the emerging Local Plan in decision making unless and until they are confirmed in the Inspectors' report in due course, the issue here concerns the weight to be attached to HG/3 compared to the WMS in light of the Inspector's conclusions, rather than the weight to be attached to the proposed modifications. Legal advice is that the Inspector's conclusion that local circumstances do not override the WMS in South Cambridgeshire is a decisive factor and, in light of this factor, it would no longer be reasonable for the Council to rely on HG/3 rather than the WMS approach.

18. Under such circumstances officer advice moving forwards will be that the Council should not seek affordable housing on planning applications which fall beneath the WMS threshold. Applications where Planning Committee has already agreed to delegated authority to approve, subject to the completion of a section 106 agreement that secures affordable housing, will have to be reconsidered if the applicant wishes to amend the proposal to a full market scheme.

Considerations

19. Although 11 applications requiring affordable housing beneath the WMS have been approved, since the reintroduction of this policy in May 2016, only 1 of these developments has been implemented.
20. Of the remaining 10, a total of 20 onsite affordable dwellings would be provided (with commuted sum payments in lieu of a further 4 affordable dwellings) and are now at risk of being 'lost' should the owner wish to submit fresh applications.
21. There is only one undetermined planning application approved by planning committee giving rise to an affordable housing commuted sum and which is in the process of being approved with the necessary legal agreement.
22. Were the Council to continue to seek affordable housing beneath the WMS threshold this could only happen for a short time before the adoption of the Local Plan and in all likelihood land owners will either submit new applications or seek to amend any permissions issued after the Local Plan is adopted. In practical terms, the continued application of HG/3 now is therefore unlikely to deliver any affordable housing. Indeed, on the contrary, it would be likely to have the effect of holding up the delivery of smaller housing sites which would contribute to the Council's housing numbers. Moreover, to seek, in light of the Inspector's conclusions, to continue rely on HG/3 rather than the WMS would be unlikely to be upheld at appeal, and the Council would be putting itself at the risk that a S78 Planning Inspector could find the Council to have acted unreasonably in defending an appeal on these grounds.
23. The Council is a self-build vanguard authority and earlier this year concluded its examination into opportunities and barriers for the sector, with action points for SCDC, together with recommendations for government, business and other Vanguards. The Council presented its findings to the All Party Parliamentary Group for Housing and Planning, which had been appointed to investigate the ways in which the country can address the shortfall in its housing supply. Some of the recommendations put forward by the District Council are included in the Housing White Paper 'Fixing our broken housing market' published in February 2017. One barrier to delivering self build housing for the 600 people registered on our custom and self build register is the low affordable housing threshold used by the Council. By increasing the affordable housing threshold to that of

the WMS the Council will be providing a substantial incentive to increasing the delivery of housing under its self build programme.

Options

24. In light of the legal advice received, it is considered that there are no other reasonable options available to the Council.

Implications

25. 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

26. None

Legal

27. None

Staffing

28. None

Risk Management

29. None

Equality and Diversity

30. None

Climate Change

31. None

Consultation responses

32. None

Effect on Strategic Aims

Objective B Homes for the future

Secure the delivery of a wide range of housing to meet the needs of existing and future communities

- i. Influence developers to increase the pace of housing and infrastructure construction, including delivery of affordable housing

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.

Report Author: James Fisher – Section 106 Officer
Telephone: (01954) 713217

Agenda Item 4



South
Cambridgeshire
District Council

Report To: Planning Portfolio Holder

11 December 2017

Lead Officer: Joint Director for Planning and Economic Development

Local Development Framework Annual Monitoring Report 2016-2017

Purpose

1. To approve the Local Development Framework Annual Monitoring Report 2016-2017 for publication on the Council's website.
2. This is not a key decision but raises matters relating to communities living or working in the district and is a document the Council is required to prepare.

Recommendations

3. It is recommended that the Planning Portfolio Holder:
 - (a) approves the contents of the Annual Monitoring Report 2016-2017 (included as Appendix 2) for publication, noting that the housing trajectory, accompanying commentary on sites and some of the five year supply calculations included in it have already been agreed by an urgent decision from the Planning Portfolio Holder on 24 November 2017; and
 - (b) delegates any further minor editing changes to the Annual Monitoring Report 2016-2017 to the Joint Director for Planning and Economic Development where they are technical matters.

Reasons for Recommendations

4. Local planning authorities are required to publish information monitoring progress of the implementation of their Local Development Scheme and planning policies included in their development plan documents at least on an annual basis. The Annual Monitoring Report is also required to give details of what action the Council has taken relating to the duty to co-operate, details of any neighbourhood development orders or neighbourhood development plans made, and once the Council has an adopted Community Infrastructure Levy (CIL) Charging Schedule, information relating to the collection and spending of CIL monies.

Background

5. Monitoring is essential to establish what has been happening in the district, what is happening now, what may happen in the future, and what needs to be done to achieve policies and targets.
6. This is the thirteenth Annual Monitoring Report produced by the Council and covers the period from 1 April 2016 to 31 March 2017. The Annual Monitoring Report

includes indicators to measure the performance of the Council's adopted planning policies, and also to measure change in the district against the objectives set out in the Council's Sustainability Appraisal Scoping Reports and to look at the wider effects of its planning policies on the district. The Annual Monitoring Report also includes details on the action the Council has taken relating to the Duty to Co-operate and of any neighbourhood development orders or neighbourhood development plans made.

Considerations

7. Chapter 2 of the Annual Monitoring Report sets out the key results from the data collected, and provides a commentary on the detailed monitoring data included in the Annual Monitoring Report. Chapter 2 of the Annual Monitoring Report is attached as Appendix 1. The headlines from Appendix 1 are set out in the following paragraphs:

Progress against the Local Development Scheme

8. Local Plan: The Council submitted its Local Plan, alongside the Cambridge Local Plan, to the Secretary of State on 28 March 2014. Joint examination hearing sessions have been held on strategic issues. Hearings on matters specific to South Cambridgeshire have also been held, including hearings related to housing policies and village housing allocations, protecting and enhancing the natural and historic environment, building a strong and competitive economy, strategic sites, the rural settlement hierarchy, and village omission sites. The Inspectors closed the examination hearings in July 2017.
9. At the time of writing this report, the Inspectors are corresponding with the Councils in relation to the preparation of proposed modifications to the Local Plans for consultation. Once the Inspectors have a schedule of modifications that they consider may be necessary to ensure the Local Plans can be found 'sound', they will write to the Councils and formally request that public consultation on them be undertaken. The consultation will provide the opportunity to comment on the specific detailed modifications put forward by the Inspectors but will not reopen the debate on other matters.
10. Following the public consultation, the Councils will provide the Inspectors with all the comments received. The Inspectors will consider the representations and decide whether further hearing sessions will be required. Subsequently, the Inspectors will issue a report with their final conclusions on their consideration of the 'soundness' of the Local Plans. If found sound, the Councils would then be able to adopt their Local Plans, with any necessary modifications identified by the Inspectors in their reports.
11. Cambridge Northern Fringe East Area Action Plan (AAP): The timetable for the preparation of the Cambridge Northern Fringe East AAP is under review and a revised LDS will be considered by the Councils in 2018.
12. Bourn Airfield New Village and Waterbeach New Town Supplementary Planning Documents (SPDs): The Council obtained legal advice regarding the status of the proposed AAPs for both Waterbeach New Town and Bourn Airfield New Village, and this advised that the guidance the Council intends to produce would be more appropriately prepared as a SPD rather than an AAP. In November 2016, further

proposed modifications to the policies for Waterbeach New Town and Bourn Airfield New Village were submitted to the Inspector taking account of this legal advice, and also making other consequential changes to the policy. The Local Plan Inspectors will reach a view on the proposed modifications in their report.

13. In view of the legal advice received and in order to enable early progress towards delivery of these strategic sites, the Council has commissioned ARUP to prepare the SPDs, with work starting in parallel with the latter stages of the Local Plan process, pending the receipt of the Inspectors' report. A phased programme is proposed with the Waterbeach SPD being progressed first. Subject to the outcome of the Local Plan process, it is anticipated that the SPDs will be adopted in 2018.

Details of Neighbourhood Development Orders and Neighbourhood Development Plans Made

14. There are currently thirteen designated neighbourhood areas in South Cambridgeshire, of which five were designated in the last monitoring year at Melbourn, Whittlesford, Great Abington Former Land Settlement Association Estate, Stapleford & Great Shelford, and Swavesey. One further area has been designated since the end of the monitoring year at Thriplow, and as a separate item on the agenda for this meeting, the designation of the parish of Bassingbourn-cum-Kneesworth as a Neighbourhood Area is being considered.
15. The Council has been considering over that last year how it can carry out its duty to support Parish Councils undertaking Neighbourhood Plans and how to make best use of the resources available. A Task and Finish Group was set up so that the Council could work with its local communities to consider these issues. From the work of this group the Council has produced a suite of guidance documents which all Parish Councils had an opportunity to make comments on in September - October 2017. As a separate item on the agenda for this meeting, the suite of guidance documents is being considered for approval and publication.

Information relating to the Collection and Spending of Community Infrastructure Levy Monies

16. The Council submitted its Community Infrastructure Levy (CIL) draft Charging Schedule for independent examination on 6 October 2014. Given the close relationship between the proposed rates in the CIL Charging Schedule and the Local Plan, the CIL examination has not been able to take place until the Local Plan has been examined. On 16 November 2017, the Cabinet resolved to withdraw the draft Charging Schedule that had been submitted for examination with a view to updating the viability and infrastructure evidence with Cambridge City Council ahead of the production, consultation and submission of a new draft Charging Schedule. Until the Council has an adopted CIL Charging Schedule it cannot collect any CIL monies.

Monitoring the Local Development Framework policies and Sustainability Appraisal objectives

17. The monitoring of the performance of the Council's planning policies has shown that development granted planning permission in the district is generally in accordance with adopted planning policies.
18. Housing completions: in the last monitoring year (2016-2017), 543 net additional dwellings were completed in South Cambridgeshire; this is 62 dwellings more than the number predicted in the housing trajectory included in the Annual Monitoring Report 2015-2016. This is a small decrease compared to the previous monitoring year but is comparable to the last eight monitoring years, where annual net housing completions have been consistently around 600 dwellings, except for 2014-2015 in which 867 dwellings were completed. This level of housing completions reflects the slowdown in the housing market and that the developments coming forward on the edge of Cambridge were building out on the Cambridge side of the administrative boundary. Between 2011 and 2017 (the first six years of the plan period for the new Local Plan, submitted in March 2014), 3,970 net additional dwellings have been completed.
19. Housing trajectory and five year housing land supply: officers expedited the preparation of the housing trajectories and five-year supply calculations that are included in this Annual Monitoring Report in order to respond as quickly as possible to the Inspectors and not delay the modifications consultation. A joint housing land supply update was agreed by the Portfolio Holder by an urgent decision on 24 November 2017.
20. The Inspectors asked the Councils to prepare proposed modifications to their Local Plans that would include within the plan the methodology and buffer to be used to calculate their five year housing land supply, both individually and jointly, and also the latest five year housing land supply calculations. The Inspectors advised that the proposed modifications be calculated using the Liverpool methodology, and with a 20% buffer. The Councils provided the proposed modifications to the Inspectors relating to the five year housing land supply methodology and calculations. The Inspectors have advised that they will formally write to the Councils with a confirmed list of modifications for consultation, at which point consultation will be undertaken.
21. The Inspectors will only give their final conclusions on their consideration of the 'soundness' of the Local Plan when they publish their final report. Therefore, the use of the five year supply calculations either jointly for Greater Cambridge or based on the Liverpool methodology (with a 20% buffer) will not be relied upon or used in relation to planning decisions unless and until the Inspectors examining the Local Plan have reported on the approach and found it to be 'sound'.
22. Against the Local Plan, the housing trajectory shows that 23,586 dwellings are expected to be delivered during the plan period 2011 to 2031, this provides flexibility over our requirement to respond to changing conditions as required in the National Planning Policy Framework.

23. Against the housing requirements in the Local Plan of 19,500 homes between 2011 and 2031, and of 14,000 homes in the Cambridge Local Plan, giving a housing requirement for Greater Cambridge of 33,500 homes between 2011 and 2031, the five year housing land supply is:

2017-2022

'Liverpool' Methodology	Cambridge	South Cambridgeshire	Greater Cambridge (City & South Cambridgeshire)
Five year supply (with 5%)	6.2	6.2	6.2
Five year supply (with 20%)	5.4	5.4	5.4

'Sedgefield' Methodology	Cambridge	South Cambridgeshire	Greater Cambridge (City & South Cambridgeshire)
Five year supply (with 5%)	7.2	5.1	5.7
Five year supply (with 20%)	6.3	4.5	5.0

24. Based on the current housing trajectory, it is anticipated that the Councils will be able to demonstrate an ongoing five year land supply for Greater Cambridge for the remainder of the plan period. In future years the five year supply is predicted to grow substantially for both areas separately and jointly.

25. Business floorspace completions: In the last monitoring year (2016-2017), business completions (net) were 22,209 sqm / 9.19 ha. The greatest areas of growth are at Granta Park, Great Abington for a new B1a building (8,666 sqm / 1.15 ha) and Cambridge Science Park, Milton for a B1b building (4,991 sqm / 0.65 ha). There has also been a significant loss of business floorspace at Cambridge Science Park, Milton as a result of a redevelopment proposal where the new building(s) have not yet been started and therefore the floorspace will be replaced in future years.

26. Supply of business land: South Cambridgeshire has a large supply of business land with planning permission; at 31 March 2017 this amounted to 80.4 ha of net additional land, and of this just over half had detailed planning permission. Significant scale sites with planning permission include: phase 2 at Granta Park, Great Abington, for research and development uses (15.6 ha); land at Cambridge Research Park, Landbeach for a mixture of business uses (Use Classes B1, B2 and B8) (10.7 ha); land at Babraham Research Campus for research and development uses (9.1 ha); and land north of Newmarket Road, Cambridge (WING) for a loss of business land (Use Class B2) (-10.2 ha).

27. Although the outline planning permission for WING will result in the loss of business buildings and land on this development, it is anticipated that the existing employees on this site will be relocated to other Marshall buildings and locations within Cambridge. The proposed redevelopment of this site also includes the reconfiguration of car showrooms (sui generis uses), resulting in a loss of approximately 3 ha, and it

is anticipated that existing employees will continue to work within the reconfigured car showrooms.

Options

28. It is a legal requirement that the Council publishes an Annual Monitoring Report.

Implications

29. 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:

Legal and Risk Management

30. Local planning authorities are required to publish information monitoring progress on the implementation of their Local Development Scheme and planning policies included in their development plan documents at least on an annual basis.

Consultation responses (including from the Youth Council)

31. The housing trajectory, agreed by an urgent decision from the Planning Portfolio Holder on 24 November 2017, and included in the Annual Monitoring Report has been produced in consultation with the various landowners, developers and agents responsible for the sites included in it. Council officers and external organisations have provided information and data for the indicators included in the Annual Monitoring Report.

Effect on Strategic Objectives

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

32. The LDF aims to satisfy the development needs of the area while preserving and enhancing its rich built and natural heritage and distinctive character and providing quality places where people are happy to live, work and play. The Annual Monitoring Report provides detailed analysis on how the Council's adopted planning policies have performed.

Objective 2 – Homes for Our Future: secure the delivery of a wide range of housing to meet the needs of existing and future communities

33. The Annual Monitoring Report provides detailed analysis on how the Council's adopted planning policies have performed, and includes a number of indicators related to the Council's planning policies on housing.

Background Papers

Planning Portfolio Holder Decision on South Cambridgeshire Local Plan: Proposed Modifications Consultation (24 November 2017)

<http://scambs.moderngov.co.uk/ieDecisionDetails.aspx?ID=10591>

South Cambridgeshire Local Development Framework:
<https://www.scambs.gov.uk/content/local-development-framework>

South Cambridgeshire Local Plan (submitted in March 2014):
<https://www.scambs.gov.uk/localplan>

National Planning Policy Framework:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

National Planning Practice Guidance:
<http://planningguidance.planningportal.gov.uk/>

Appendices

Appendix 1 – Extract of Chapter 2 of the Annual Monitoring Report

Appendix 2 – South Cambridgeshire Annual Monitoring Report 2016-2017

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Appendix 1

2. Commentary

a. Progress against the Local Development Scheme

- 2.1. The adopted **Local Development Scheme** (LDS) at the start of the monitoring period (1 April 2016) was the LDS agreed in February 2014, with the accompanying addendum agreed in November 2015. An updated LDS was agreed in December 2016. 'Live' updates to the LDS are published on the Council's website: www.scambs.gov.uk/content/local-development-scheme
- 2.2. The February 2014 LDS sets out the stages in the preparation of the **Local Plan**. The Local Plan incorporates a review of the **Core Strategy, Development Control Policies Development Plan Document (DPD)** and **Site Specific Policies DPD** and also includes the policies and proposals for **Gypsy and Traveller** accommodation as these are no longer to be progressed in a separate DPD.
- 2.3. The February 2014 LDS anticipated that the **Local Plan** would be submitted in Spring 2014, that the examination would be undertaken in Summer / Autumn 2014 and that the Local Plan would be adopted in Spring 2015. The Local Plan examination process has taken longer than originally anticipated and a revised timetable for the preparation of the Local Plan was set out in an addendum to the LDS agreed in November 2015. At that time it was anticipated that the examination would be completed in 2016 and that the Local Plan would be adopted in 2017. A further updated LDS was agreed in December 2016 that anticipated that the examination hearings would be completed in 2017 and that following a modifications consultation, the Local Plan would be adopted in 2017 (subject to progress of the examination).
- 2.4. The Council **submitted** its **Local Plan**, alongside the Cambridge Local Plan, to the Secretary of State on 28 March 2014. A joint **Pre-Hearing Meeting** was held on 11 September 2014 and joint examination **hearing sessions** were held between November 2014 and April 2015 on strategic issues, including housing and employment needs, development strategy, Green Belt, transport, infrastructure and housing supply.
- 2.5. The Inspectors wrote to the Councils on [20 May 2015](#) in relation to three main issues and invited the Councils to undertake additional work to address those issues before the examinations progressed further. The issues were: Objectively Assessed Need for new housing; overall development strategy; and conformity with revisions to national planning policy since the Local Plans were submitted for examination. The Councils agreed to undertake additional work and the examinations were formally suspended until March 2016.
- 2.6. The additional work undertaken resulted in a small number of proposed modifications to both the Cambridge Local Plan and South Cambridgeshire Local Plan. The modifications were subject to Sustainability Appraisal. Public consultation was carried out (jointly with Cambridge City Council) on these [modifications](#) between 2 December 2015 and 25 January 2016. The results of the consultation were considered by the Councils and the consultation responses, evidence base documents and proposed

modifications were submitted to the Inspectors on 31 March 2016. Joint examination hearing sessions were held in June 2016 on the proposed modifications relating to objectively assessed housing need, the joint housing trajectory and five year housing land supply, and the review of the Green Belt.

- 2.7. Hearings on matters specific to South Cambridgeshire were held between November 2016 and June 2017, including hearings related to housing policies and village housing allocations, protecting and enhancing the natural and historic environment, building a strong and competitive economy, strategic sites, the rural settlement hierarchy, and village omission sites. Joint hearing sessions on Gypsy & Traveller policies, Green Belt omission sites on the edge of Cambridge, and Transport were held in July 2017. The Inspectors closed the examination hearings in July 2017.
- 2.8. At the time of writing this Annual Monitoring Report, the Inspectors were corresponding¹ with the Councils in relation to the preparation of proposed modifications to the Local Plans for consultation. Once the Inspectors have a schedule of modifications that they consider may be necessary to ensure the Local Plans can be found 'sound', they will write to the Councils and formally request that public consultation on them be undertaken. The consultation will provide the opportunity to comment on the specific detailed modifications put forward by the Inspectors but will not reopen the debate on other matters.
- 2.9. Following the public consultation, the Councils will provide the Inspectors with all the comments received. The Inspectors will consider the representations and decide whether further hearing sessions will be required. Subsequently, the Inspectors will issue a report with their final conclusions on their consideration of the 'soundness' of the Local Plans. If found sound, the Councils would then be able to adopt their Local Plans, with any necessary modifications identified by the Inspectors in their reports.
- 2.10. A timetable for the remainder of the Local Plan examination process is not currently known; however the 'live' LDS on our website (www.scamb.gov.uk/content/local-development-scheme) will be updated as necessary when further information is available.
- 2.11. The February 2014 LDS also sets out the timetable for the preparation of the **Cambridge Northern Fringe East Area Action Plan (AAP)**, **Bourn Airfield New Village AAP** and **Waterbeach New Town AAP**.
- 2.12. The **Cambridge Northern Fringe East AAP** is being prepared jointly with Cambridge City Council and the February 2014 LDS anticipated that public consultation on issues and options would be undertaken in Winter 2014/2015, that consultation on the proposed submission AAP would be undertaken in Autumn 2015, and that the AAP would be submitted to the Secretary of State for examination in Spring 2016. The Councils undertook public consultation on issues and options between December 2014 and February 2015, which is consistent with the LDS. A report setting out the results of the consultation, the proposed way forward to proposed submission, and a revised timetable for the preparation of the AAP was considered by the relevant members of both Councils in November 2015.

¹ [Correspondence with the Inspectors](#)

- 2.13. A revised timetable for the preparation of the **Cambridge Northern Fringe AAP** was set out in an addendum to the LDS agreed in November 2015. At that time it was anticipated that public consultation on proposed submission AAP would be undertaken in January - March 2017, and submission to the Secretary of State for examination would be in June 2017. An updated LDS was agreed in December 2016, which advised that the timetable for the preparation of the **Cambridge Northern Fringe AAP** is under review. The timetable for the preparation of the Cambridge Northern Fringe East AAP is under review and a revised LDS will be considered by the Councils in 2018.
- 2.14. The February 2014 LDS anticipated that the preparation of the **Bourn Airfield New Village** and **Waterbeach New Town AAPs** would begin in Winter 2015/16 and Winter 2017/18 respectively. However, the AAPs were dependent upon the outcome of the Local Plan examination. The Council obtained legal advice regarding the status of the proposed AAPs for both Waterbeach New Town and Bourn Airfield New Village, and this advised that the guidance the Council intends to produce would be more appropriately prepared as a Supplementary Planning Document (SPD) rather than an AAP. In November 2016, further proposed modifications to the policies for Waterbeach New Town and Bourn Airfield New Village (Policies SS/5 and SS/6) were submitted to the Inspector taking account of this legal advice, and proposing the production of SPDs instead of AAPs and also making other consequential changes to the policy. This change is reflected in an updated LDS agreed in December 2016. The Local Plan Inspectors will reach a view on the proposed modifications in their report.
- 2.15. In view of the legal advice received and in order to enable early progress towards delivery of these strategic sites, the Council has commissioned ARUP to prepare the SPDs, with work starting in parallel with the latter stages of the Local Plan process, pending the receipt of the Inspectors' report. A phased programme is proposed with the Waterbeach SPD being progressed first. Subject to the outcome of the Local Plan process, it is anticipated that the SPDs will be adopted in 2018.

b. Action taken on Duty to Co-operate

Working with Duty to Co-operate Bodies

- 2.16. South Cambridgeshire District and Cambridge City Councils have engaged constructively, actively and on an ongoing basis during the preparation of the two Local Plans, both with each other and each with the other Duty to Co-operate bodies to maximise the effectiveness of the Local Plan preparation in the context of strategic cross boundary matters. The Councils have worked closely throughout the preparation of joint evidence base documents and their respective Local Plans to prepare complementary plans on similar timescales that together set out a clear development strategy for the Greater Cambridge area.
- 2.17. Joint examination hearings on strategic issues for both plans were held between November 2014 and April 2015. The Inspectors wrote to the Councils on [20 May 2015](#) raising some initial queries relating to objectively assessed need for new housing, the development strategy and conformity with national planning policy, and

inviting the Councils to undertake additional work to address those issues before the examinations progress further. The Councils agreed to undertake additional work and the examinations were formally suspended until March 2016. The Councils carried out additional work to address the issues raised by the Inspectors, and identified a small number of modifications to the Local Plans. A joint [public consultation](#) sought views on the Proposed Modifications which illustrated the close working relationship that has developed between the two Councils; this closed on 25 January 2016. The Council submitted its [Proposed Modifications](#) to the Inspectors on 31 March 2016. Further joint hearings were subsequently held in June 2016 to consider matters arising from the additional work undertaken by the Councils.

- 2.18. The Council produced a **Statement of Compliance with the Duty to Co-operate** in June 2013 setting out how the Council has co-operated with other bodies in preparing the Local Plan. This was updated when the Local Plan was submitted to the Secretary of State in March 2014². This document sets out how the Council has engaged extensively with the prescribed Duty to Co-operate bodies, as appropriate to the Local Plans, throughout the stages of evidence base production and plan-making. This joint working has continued through the examination process to assist the Council to respond to questions raised in the Inspector's Matters and in support at hearings.
- 2.19. Statements of Common Ground have been agreed with Uttlesford District Council, North Hertfordshire District Council and Hertfordshire County Council as part of confirming the Council's compliance with the duty to cooperate for the Local Plan examination process.
- 2.20. A [Statement of Co-operation between the Greater Cambridgeshire Local Nature Partnership and the Cambridgeshire and Peterborough local planning authorities](#) (April 2013) sets out how the organisations will continue to cooperate. South Cambridgeshire District Council, Anglian Water and the Environment Agency have also produced a [Joint Position Statement on Foul Water and Environmental Capacity](#) (January 2014) which sets out the current understanding of the waste water treatment issues within South Cambridgeshire and its associated environmental implications.
- 2.21. During the examination process the Council has agreed Statements of Common Ground with a number of different organisations relating to issues raised during the hearings. South Cambridgeshire District Council and Cambridge City Council have agreed a joint statement of common ground with English Heritage relating to the Green Belt³. South Cambridgeshire District Council has also agreed a statement of common ground with the Environment Agency in respect of policies relating to Climate Change⁴ and Sport England⁵ in respect of policies relating to sports and recreation provision.

² [Statement of Compliance with Duty to Co-operate \(March 2014\)](#)

³ [Statement of Common Ground with English Heritage relating to the Green Belt](#)

⁴ [Statement of Common Ground with the Environment Agency relating to Climate Change policies](#)

⁵ [Statement of Common Ground with Sport England relating to sports and recreation provision](#)

Memorandum of Co-operation signed by Cambridgeshire authorities, together with Peterborough City Council

- 2.22. The Council co-operated with other local authorities in the preparation of the [Strategic Housing Market Assessment 2013 \(SHMA\)](#) and other evidence base studies. The [Memorandum of Co-operation](#) (May 2013) was agreed by all Cambridgeshire local authorities, together with Peterborough City Council, and includes an agreement on the objectively assessed housing needs for each of the districts in the Cambridge Sub-Region Housing Market Area as part of fulfilling the Duty to Co-operate. Building on a strong legacy of joint working between the local authorities, the Memorandum of Co-operation demonstrates that the full objectively assessed needs of the Cambridge Sub Region housing market area identified in the SHMA will be met. The Council committed to meeting its full objectively assessed need within the district. The Council has undertaken further work on the assessment of objectively assessed housing need as part of the further work requested by the Inspectors.
- 2.23. The Memorandum of Co-operation has already been subject to scrutiny through the examinations of the Fenland Local Plan – Core Strategy (adopted May 2014) and the East Cambridgeshire Local Plan. The Fenland Inspector’s Report and East Cambridgeshire Inspector’s Report both conclude that the Memorandum of Co-operation provides clear evidence that co-operation has taken place constructively, actively and on an on-going basis.
- 2.24. The Cambridgeshire authorities, together with Peterborough City Council, have also agreed the [Strategic Spatial Priorities: Addressing the Duty to Co-operate across Cambridgeshire & Peterborough](#) document that was published in January 2014. This document supplements the Memorandum of Co-operation and provides an overview of strategic spatial issues as they apply to Cambridgeshire and Peterborough as a whole.

Memorandum of Understanding

- 2.25. In September 2014, Cambridge City Council and South Cambridgeshire District Council also agreed a [Memorandum of Understanding on the Greater Cambridge Joint Housing Trajectory](#). This confirms the agreement between the two Councils under the duty to co-operate that the housing trajectories for the two areas should be considered together for the purposes of phasing housing delivery, and for calculating five year housing land supply for plan-making and decision-taking. The merits of the Memorandum of Understanding were considered during the examination hearing sessions for Matter 8: Housing Land Supply and Delivery in March 2015.
- 2.26. The Councils asked the Inspectors in September 2015 whether they would consider issuing a view on the principle of the joint housing trajectory given the five year housing land supply issues in South Cambridgeshire. The Inspectors responded that they did not consider it appropriate to reach any conclusions on the principle of the joint housing trajectory in advance of knowing the outcome of the further work that the Councils have since undertaken whilst the examinations were suspended. The Councils submitted the results of the additional work to the Inspectors in March 2016, including a small number of Proposed Modifications, and a further joint hearing was

held in June 2016 (Matter PM1B: Five Year Housing Land Supply and Proposed Joint Housing Trajectory).

Transport Issues

- 2.27. Cambridge City Council, South Cambridgeshire District Council and Cambridgeshire County Council have worked together closely on transport issues as they have prepared their Local Plans and a transport strategy for the Greater Cambridge area. South Cambridgeshire District Council responded to a consultation on this strategy in September 2013. The [Cambridge City and South Cambridgeshire Transport Strategy](#) was adopted in March 2014. It is recognised that there is a close link between planning for growth and development and for transport and accessibility to ensure that growth can be accommodated in the most sustainable way and that people can access the services and facilities they need in an efficient and affordable way.
- 2.28. The Council responded to consultations on the [Cambridgeshire Long Term Transport Strategy](#) and the revisions to the [Local Transport Plan](#) in July 2014 recognising the importance of planning for future transport within the county.
- 2.29. The Council has also worked closely with Highways England (formerly the Highways Agency) as the **A14 Cambridge to Huntingdon Scheme** has progressed by formally responding to consultations in February and May 2014. Highways England submitted its Development Consent Order application to the Secretary of State in December 2014 and the Council participated in the examination which was held between May and November 2015. The Examining Authority published its report and recommendations to the Secretary of State in February 2016 and the Secretary of State issued its decision on 11 May 2016⁶, giving the go ahead. Work started on the construction of the scheme in late 2016 and the road will be open to traffic in 2020.
- 2.30. The Council is one of the partners of the [Greater Cambridge Partnership](#) (formerly known as the City Deal), which is a delivery body for the Greater Cambridge City Deal. The [Greater Cambridge City Deal](#) was signed with Government in June 2014 and is one of the largest of several city deal programmes taking place across the country. It brings together key partners to work with communities, businesses and industry leaders and up to £500 million of grant funding to help deliver infrastructure to support growth in one of the world's leading tourism and business destinations. As part of this, the Greater Cambridge Partnership is considering a range of transport projects to deliver a sustainable transport network for Cambridge and the surrounding network of towns and villages.
- 2.31. In the [Road Investment Strategy](#) the Government announced funding for upgrading the A428 between the Caxton Gibbet and A1 (Black Cat junction) as part of an expressway standard link between Cambridge and Oxford. The Council is working closely with Highways England and the Department for Transport to develop the scheme⁷. Highways England will submit the Development Consent Order application

⁶ [Secretary of State for Transport decision on A14 improvement scheme](#)

⁷ [Highways England A428 Black Cat to Caxton Gibbet Scheme](#)

to the Secretary of State in 2018 and, subject to approval, construction could begin in 2020.

Working with other Adjacent Local Planning Authorities

- 2.32. The Council has submitted representations to a number of consultations by neighbouring planning authorities to ensure that joint issues that impact on South Cambridgeshire continue to be considered. These include responding to:
- Cambridge City Council in September 2013;
 - Central Bedfordshire Council in June 2013, March 2014, August 2016 and August 2017;
 - East Cambridgeshire District Council in November 2013, May 2014, March 2016 and February 2017;
 - Uttlesford District Council in May 2014, February 2015, December 2015 and August 2017;
 - Braintree District Council in May 2014;
 - Forest Health District Council in March 2017; and
 - Huntingdonshire District Council in August 2017.
- 2.33. A number of Duty to Co-operate meetings have been held with neighbouring authorities including with Uttlesford District Council, North Hertfordshire District Council and Central Bedfordshire Council regarding their emerging Local Plan proposals.

c. Details of Neighbourhood Development Orders or Neighbourhood Development Plans Made

- 2.34. There was initially limited interest shown by Parish Councils in preparing a **Neighbourhood Plan**, as the Council had offered them the opportunity to put forward proposals within their area through the Local Plan process as an alternative to the preparation of Neighbourhood Plans. Some Parish Council proposals have as a result been included in the **Local Plan** (submitted in March 2014), or recommended as main modifications to it, but only where there has been clear local support. Since the Local Plan was submitted for examination there has been a steady increase in interest from Parish Councils considering preparing Neighbourhood Plans for their areas.
- 2.35. Before a Neighbourhood Plan can be prepared a **neighbourhood area** must be designated. There are currently fourteen designated neighbourhood areas in South Cambridgeshire and these Parish Councils are making progress in their plan-making:
- **Linton and Hildersham** – these two parishes have joined together to form a single neighbourhood area that was approved in May 2014;
 - **Histon & Impington** – this covers the area of the parish to the north of the A14 and was approved in September 2014;
 - **Gamlingay** – this covers the whole parish and was approved in February 2015;
 - **Waterbeach** – this covers the whole parish and was approved in August 2015 with South Cambridgeshire District Council and Waterbeach Parish Council agreeing a framework as to how they will work together;

- **Cottenham** – this covers the whole parish and was approved in November 2015;
- **Foxton** – this covers the whole parish and was approved in November 2015;
- **West Wickham** – this covers the whole parish and was approved in November 2015;
- **Melbourn** – this covers the whole parish and was approved in May 2016;
- **Whittlesford** – this covers the whole parish and was approved in August 2016;
- **Great Abington Former Land Settlement Association Estate** – this covers the former Land Settlement Association estate, which only forms part of the parish of Great Abington and was approved in September 2016;
- **Stapleford and Great Shelford** – these two parishes have joined together to form a single neighbourhood area that was approved in November 2016;
- **Swavesey** – this covers the whole parish and was approved in November 2016;
- **Thriplow** – this covers the whole parish and was approved in August 2017; and
- **Bassingbourn-cum-Kneesworth** – this covers the whole parish and was approved in December 2017.

2.36. Initial discussions have taken place with an increasing number of other Parish Councils about neighbourhood planning and whether a Neighbourhood Plan would be the right tool for them to achieve the aspirations they have for the future in their villages. Some Parish Councils are considering preparing Neighbourhood Plans jointly with their surrounding parishes as they have common issues and wish to pool their resources.

2.37. The Council has been considering over that last year how it can carry out its duty to support Parish Councils undertaking Neighbourhood Plans and how to make best use of the resources available. A Task and Finish Group was set up comprising of both district and parish councillors, parish clerks, and officers so that the Council could work with its local communities to consider these issues. From the work of this group the Council has produced a suite of guidance documents which all Parish Councils had an opportunity to make comments on in September - October 2017. The guidance documents are published on the Council's website (www.scambs.gov.uk/npguidance) and consist of:

- **Support Offer and Memorandum of Understanding:** The Support Offer sets out clearly how South Cambridgeshire District Council will support Parish Councils preparing neighbourhood plans at the different stages in the plan making process. The Memorandum of Understanding is an agreement that can be signed up to by both the Council and a Parish Council to show how they will work together on a Neighbourhood Plan.
- **Neighbourhood Planning Toolkit:** The toolkit includes a range of guidance notes about how to prepare a neighbourhood plan from getting a neighbourhood area designated to how to carry out site assessments. It includes information specific to South Cambridgeshire. Parish Councils can use this guidance to help them to decide whether to opt to prepare a plan and if they do how to go about this process.

d. Information relating to the Collection and Spending of Community Infrastructure Levy Monies

- 2.38. The Council submitted its Community Infrastructure Levy (CIL) draft Charging Schedule for independent examination on 6 October 2014. Given the close relationship between the proposed rates in the CIL Charging Schedule and the Local Plan, the CIL examination has not been able to take place until the Local Plan has been examined. On 16 November 2017, the Council's [Cabinet](#) resolved to withdraw the draft Charging Schedule that had been submitted for examination with a view to updating the viability and infrastructure evidence with Cambridge City Council ahead of the production, consultation and submission of a new draft Charging Schedule. Until the Council has an adopted CIL Charging Schedule it cannot collect any CIL monies.
- 2.39. Further details relating to the Council's CIL draft Charging Schedule are available on the Council's website: www.scams.gov.uk/content/examination-draft-charging-schedule.

e. Monitoring the Local Development Framework policies and Sustainability Appraisal objectives

- 2.40. A complete list of indicators is included in Chapter 3, the data for all indicators is included in Chapters 4 and 5, and the commentary is set out in this chapter. The commentary highlights the key messages from the data collected and identifies any areas where policies are not being implemented.

Housing

- 2.41. **Housing completions:** The development strategy for South Cambridgeshire is one of supporting the economic success of the Cambridge area through continued jobs growth, with housing provision at a level, and of a quality, to meet objectively assessed needs.
- 2.42. In the last monitoring year (2016-2017), 543 net additional dwellings were completed in South Cambridgeshire; this is 62 dwellings more than the number predicted in the housing trajectory included in the Annual Monitoring Report 2015-2016. This is a small decrease compared to the previous monitoring year but is comparable to the last eight monitoring years, where annual net housing completions have been consistently around 600 dwellings, except for 2014-2015 in which 867 dwellings were completed. This level of housing completions reflects the slowdown in the housing market and that the developments coming forward on the edge of Cambridge were building out on the Cambridge side of the administrative boundary. Between 2011 and 2017 (the first six years of the plan period for the new **Local Plan**, submitted in March 2014), 3,970 net additional dwellings have been completed.
- 2.43. **Delivering housing requirements:** The housing trajectory identifies predicted annual housing completions from existing and proposed allocations, planning permissions granted or with resolution to grant, and predicted windfalls. The new **Local Plan** (submitted in March 2014) includes in **Policy S/5** that provision is made

for 19,000 dwellings in the district during the period 2011 to 2031 to meet the current objectively assessed need. Joint examination hearing sessions with Cambridge City Council were held between November 2014 and April 2015 covering strategic issues, including housing and employment needs. The **Inspectors** wrote to the Councils in [May 2015](#) setting out their initial findings and inviting the Councils to undertake additional work, including in relation to objectively assessed need for new housing. The additional work undertaken relating to calculating the objectively assessed need⁸ for the district has resulted in the Council concluding that provision should be made for 19,500 dwellings in the district during the plan period from 2011 to 2031. In March 2016, the Council therefore submitted a **proposed modification**⁹ to **Policy S/5** to increase the housing requirement from 19,000 dwellings to 19,500 dwellings.

- 2.44. Against the **Local Plan**, the housing trajectory shows that 23,586 dwellings are expected to be delivered, this is 21% (4,086 dwellings) more than the revised requirement and allows flexibility to respond to changing conditions as required in the **National Planning Policy Framework (NPPF)**.
- 2.45. Against the **Core Strategy** (January 2007) which required 20,000 dwellings to be provided between 1999 and 2016, the housing trajectory shows that 12,668 dwellings were delivered. As set out above, the new **Local Plan** identifies an up to date housing requirement for 2011-2031 that will provide for the identified objectively assessed needs of the district. The [Strategic Housing Market Assessment 2013](#) and [Objectively Assessed Housing Need: Further Evidence 2015](#) make clear that there is no backlog to make up.
- 2.46. **Five year housing land supply**: The Inspectors examining the Local Plan have advised in the working correspondence¹⁰ with the Council to date that they consider modifications may be necessary to the Local Plan to include the methodology for calculating five year housing land supply within the Local Plan and that the appropriate method should be the Liverpool Methodology and a 20% buffer. However, this will not have weight in decision making unless and until it is included in the Inspectors Report.
- 2.47. As such this Annual Monitoring Report shows the results for all ways of calculating the five year land supply for 2017-2022 and 2018-2023 for both South Cambridgeshire and the Greater Cambridge area. These results are set out in the tables below, and the calculations for the Local Plan are based on the housing requirement of 19,500 dwellings included in the **proposed modification**¹¹ to **Policy S/5** of the **Local Plan**, which was submitted to the Inspector in March 2016.

⁸ [Objectively Assessed Housing Need: Further Evidence](#)

⁹ [Cambridge and South Cambridgeshire Modifications Consultation Report](#)

¹⁰ [Working Correspondence with the Inspectors regarding Main Modifications](#)

¹¹ [Cambridge and South Cambridgeshire Modifications Consultation Report](#)

2.48. Against the housing requirements in the new South Cambridgeshire Local Plan of 19,500 homes between 2011 and 2031, and of 14,000 homes in the Cambridge Local Plan, giving a housing requirement for Greater Cambridge of 33,500 homes between 2011 and 2031, the five year housing land supply is:

2017-2022

'Liverpool' Methodology	Cambridge	South Cambridgeshire	Greater Cambridge (City & South Cambridgeshire)
Five year supply (with 5%)	6.2	6.2	6.2
Five year supply (with 20%)	5.4	5.4	5.4

'Sedgefield' Methodology	Cambridge	South Cambridgeshire	Greater Cambridge (City & South Cambridgeshire)
Five year supply (with 5%)	7.2	5.1	5.7
Five year supply (with 20%)	6.3	4.5	5.0

2018-2023

'Liverpool' Methodology	Cambridge	South Cambridgeshire	Greater Cambridge (City & South Cambridgeshire)
Five year supply (with 5%)	6.2	6.8	6.6
Five year supply (with 20%)	5.4	6.0	5.8

'Sedgefield' Methodology	Cambridge	South Cambridgeshire	Greater Cambridge (City & South Cambridgeshire)
Five year supply (with 5%)	8.6	5.5	6.2
Five year supply (with 20%)	7.6	4.8	5.5

2.49. Based on the current housing trajectory (as set out in figures 4.9 and 4.10), it is anticipated that the Councils will be able to demonstrate an ongoing five year land supply for Greater Cambridge for the remainder of the plan period. In future years the five year supply is predicted to grow substantially for both areas separately and jointly. The rolling five year supply is shown in Appendix 3.

2.50. **Gypsy & Traveller pitches:** Eight permanent Gypsy & Traveller pitches were completed in the last monitoring year. Four new travelling showpeople plots at Meldreth have planning permission but have not yet been implemented.

2.51. **Housing completions on previously developed land (PDL):** In the last monitoring year, 27% of dwellings completed were on PDL. In the last monitoring year, completions at Northstowe, Trumpington Meadows, Orchard Park, Cambourne, the

historic rural allocation at Papworth Everard (Summersfield), 'five year supply' sites on agricultural land outside of the village development framework of Waterbeach, and two affordable housing exception sites at Willingham and Foxton have contributed to a significant proportion of completions on 'greenfield' sites.

- 2.52. **Housing density:** Over the last 18 years, the average net density of dwellings completed on sites of 9 or more dwellings has fluctuated. It is expected that the average net density of new housing developments will increase in future monitoring years as the major developments on the edge of Cambridge and Northstowe are implemented with higher housing densities reflecting their urban character. Phase 1 at Trumpington Meadows includes two parcels within South Cambridgeshire which together have a net density of nearly 60 dph. Over the last 18 years, the completed parcels at Cambourne have achieved an average net density of 30.6 dph. In general, lower densities have been achieved at Lower Cambourne (an early phase in the construction of the settlement), and higher densities have been achieved at Upper Cambourne (a more recent phase that is still being completed). Great Cambourne includes a mixture of densities, with higher densities achieved on parcels located in and around the village centre, where there is good access to services and facilities.
- 2.53. **Affordable housing:** The availability of housing that is affordable to local people is a major issue in the district, especially as median house prices in the district have risen from 4.9 times median earnings in 1999 to 9.4 times median earnings in 2016. In the last monitoring year, 132 new affordable dwellings were completed; this amounts to 22% of all new dwellings completed. In the last monitoring year, affordable housing has been delivered at the major developments of Cambourne and Trumpington Meadows, on a 'five year supply' site on the edge of Waterbeach, and on three affordable housing exception sites providing 35 new affordable dwellings to meet identified local need in Caxton, Foxton and Willingham. Additionally 12 dwellings have been acquired using Right to Buy receipts.
- 2.54. In the last six monitoring years there has been a significant fall in the proportion of social rented affordable housing completed. Some of this shortfall has been made up by the provision of 'affordable rent' housing.
- 2.55. In the last monitoring year, 41% of dwellings permitted on sites of two or more dwellings, where **Development Control Policy HG/3** was applicable, were affordable. This is largely due to planning permission being granted for 3,500 dwellings on phase 2 of Northstowe, including 50% affordable dwellings. Excluding this planning permission, only 34% of dwellings permitted on sites of two or more dwellings, where **Development Control Policy HG/3** was applicable, were affordable. This is partly due to the Council applying the new **Policy H/9** in the **Local Plan** (submitted in March 2014) which increases the threshold at which the policy applies to developments of three or more dwellings.
- 2.56. **Housing development by settlement category:** The development strategy for the district was changed by the adoption of the Core Strategy in 2007, which focuses the development proposed in a few major developments on the edge of Cambridge and the new town of Northstowe, and provided for more development within the village frameworks of the largest villages. Between 2006 and 2011, this change in

development strategy could be seen to be gradually taking effect with an increase in the proportion of completions on the edge of Cambridge and at the Rural Centres, which includes the new settlement of Cambourne, and a decrease in the proportion of completions in the smaller and less sustainable villages.

- 2.57. In the last six monitoring years, almost half of the dwellings completed were in the most sustainable locations on the edge of Cambridge and at Rural Centres. This is due to the completion of long allocated significant residential developments at Summersfield, Papworth Everard (a Minor Rural Centre) and to the west of Longstanton (a Group Village). Both of these developments are rural allocations carried forward from previous Local Plans. Completions on the major developments at Orchard Park and Cambourne had also fallen compared to previous years, and completions on affordable housing exception sites and 'five year supply' sites have increased the proportion of completions outside of development frameworks.

Employment and the Economy

- 2.58. **Delivering jobs requirements:** The **Local Plan** (submitted in March 2014) requires 22,000 additional jobs to be provided between 2011 and 2031 to support the Cambridge Cluster and provide a diverse range of local jobs. Data suggests that between 2011 and 2015 there was a net gain of 6,000 jobs in South Cambridgeshire.
- 2.59. **Business completions:** In the last monitoring year (2016-2017), business completions (net) were 22,209 sqm / 9.19 ha. The greatest areas of growth are at Granta Park, Great Abington for a new B1a building (8,666 sqm / 1.15 ha) and Cambridge Science Park, Milton for a B1b building (4,991 sqm / 0.65 ha). There has also been a significant loss of business floorspace at Cambridge Science Park, Milton as a result of a redevelopment proposal where the new building(s) have not yet been started and therefore the floorspace will be replaced in future years.
- 2.60. Between 1999 and 2013, there was a significant increase in the proportion of business floorspace completed on previously developed land (PDL) from 37% to 85%. This was followed by a fall to 40% in 2013-2014 due to the completion of a new storage and distribution warehouse at Papworth Business Park, which is a 'greenfield' allocation on the edge of the village of Papworth Everard. Between 2014 and 2016, the proportion of business floorspace completed on PDL increased again due to the completion of new buildings as part of the redevelopment of TWI at Granta Park (Great Abington). In the last monitoring year (2016-2017), 45% of business floorspace completed was on PDL, this fall is due to continued development of new parcels at Granta Park, Great Abington, which are 'greenfield' sites.
- 2.61. **Supply of business land:** South Cambridgeshire has a large supply of business land with planning permission; at 31 March 2017 this amounted to 80.4 ha of net additional land, and of this just over half had detailed planning permission. Significant scale sites with planning permission include:
- phase 2 at Granta Park, Great Abington, for research and development uses (15.6 ha);
 - land at Cambridge Research Park, Landbeach for a mixture of business uses (Use Classes B1, B2 and B8) (10.7 ha);

- land at Babraham Research Campus for research and development uses (9.1 ha); and
- land north of Newmarket Road, Cambridge (WING) for a loss of business land (Use Class B2) (-10.2 ha).

Although the outline planning permission for WING will result in the loss of business buildings and land on this development, it is anticipated that the existing employees on this site will be relocated to other Marshall buildings and locations within Cambridge. The proposed redevelopment of this site also includes the reconfiguration of car showrooms (sui generis uses), resulting in a loss of approximately 3 ha, and it is anticipated that existing employees will continue to work within the reconfigured car showrooms.

- 2.62. **Economy:** The district has consistently shown over 80% of the working age population as economically active, even though there are more employed residents in the district than the number of jobs (workplace population). The number of people claiming job seekers allowance doubled in 2009 (from 630 claimants in 2008 to 1,440 claimants in 2009); however there has then been a gradual reduction since to 470 claimants in February 2016. Between 2004 and 2016, the number of active businesses in the district has increased by nearly 30%. During the same period, annually the number of new businesses opening has outweighed the number of businesses closing, except for in 2009 and 2010 when the effects of the recession were being felt in the district.

Climate Change, Resources and the Environment

- 2.63. **Carbon dioxide emissions and air quality:** A key factor affecting climate change is carbon dioxide emissions and the aim nationally, and indeed internationally, is to reduce levels of emissions of this greenhouse gas. The rate of carbon dioxide emissions per person from domestic sources, for example through the use of gas and electricity, has shown a reduction over the last eleven years.
- 2.64. Air quality is an issue alongside the A14 and the Council has designated an Air Quality Management Area with the objective of improving conditions in terms of levels of nitrogen dioxide and the particulate PM₁₀. The A14 improvements should significantly alleviate impacts on local air quality in the AQMA and possibly allow the revocation of it or certainly the remodelling of it. In 2016-2017, the objectives for nitrogen dioxide and the particulate PM₁₀ were met at all the monitoring locations, with good data capture, although the data indicates a general worsening of air quality since 2015. The Council will continue monitoring at all existing sites within the district and will actively seek through a partnership with other organisations to pursue a longer term and deliverable set of outcomes which will result in reduced impacts on local air quality¹².
- 2.65. **Household waste and recycling:** Over the last fourteen years there has been a significant increase in the proportion of waste that is recycled and composted in the district. This is the result of the Council's pro-active approach to recycling through the introduction of blue and green bins, which allow the recycling and composting of a

¹² [Air Quality Annual Status Report for South Cambridgeshire District Council \(June 2017\)](#)

significant amount of household waste. In the last monitoring year, 46% of household waste was recycled or composted.

- 2.66. **Renewable and non-renewable resources:** The Council is committed to encouraging and enabling a reduction in the use of fossil fuels and increasing the proportion of energy used that is generated from renewable sources. In recent years, household consumption of gas and electricity in the district has fallen, while the generating potential of renewable energy sources in the district has increased. At 31 March 2017, four wind turbines, six biomass boilers and seven schemes for photovoltaic panels had planning permission but had not yet been installed.
- 2.67. In the last eight monitoring years, over 80% of planning permissions granted for developments greater than 1,000 sqm or 10 dwellings, included renewable energy technologies to provide 10% renewable energy. Although the remaining planning permissions met the thresholds set out in Development Control Policy NE/3, individual circumstances meant that they were not required to meet the policy.
- 2.68. Average water consumption by Cambridge Water Company and Anglian Water customers using water meters is gradually falling, and there is an increasing gap between the higher average water consumption for metered customers and lower average water consumption for unmetered customers. There is a general expectation that water consumption will reduce as more efficient devices are installed, more properties are metered, and as customer awareness increases. Anglian Water has run a “Drop 20” campaign since 2010 that encourages customers to save 20 litres per day and it has carried out many household audits and provided water saving devices. Cambridge Water Company attributes some of the variations to weather conditions. Wetter weather conditions during the summer months tends to result in lower water consumption levels, whereas drier weather conditions in the summer months tends to result in higher water consumption levels.
- 2.69. **Development in locations of environmental importance:** Between 2004 and 2017 no new development was completed within, or is considered to adversely affect, nationally or internationally important nature conservation sites. In the last monitoring year (2016-2017), three developments, including the new Arthur Rank Hospice at Shelford Bottom, have been completed in the Green Belt that fall within the definition of ‘inappropriate’ in terms of the uses normally acceptable in the Green Belt. Very special circumstances for each of these proposals were considered to outweigh the harm to the Green Belt.
- 2.70. **Biodiversity:** There are small areas of our Sites of Special Scientific Interest (SSSIs) that are assessed as ‘unfavourable declining’ or ‘unfavourable no change’, suggesting that their unique biodiversity characteristics are under threat. Natural England is working with landowners to improve the management and therefore condition of these areas of the district’s SSSIs.

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Agenda Item 5



South
Cambridgeshire
District Council

Report To: Planning Portfolio Holder's Meeting 11 December 2017
Lead Officer: Joint Director for Planning and Economic Development

South Cambridgeshire Brownfield Land Register

Purpose

1. To endorse the South Cambridgeshire Brownfield Land Register for publication on the Council's website.
2. This is not a key decision but is a document the Council is required to prepare and publish.

Recommendations

3. It is recommended that Planning Portfolio Holder endorse the South Cambridgeshire Brownfield Land Register 2017 in Appendix 1 for publication.

Reasons for Recommendations

4. Government has introduced a new requirement on Local Planning Authorities to prepare and publish a Brownfield Land Register by the end of December 2017. The Brownfield Land Register provides details of brownfield land which is considered appropriate for residential development.

Background

5. 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. The purpose of brownfield land registers is to provide up-to-date and consistent publicly available information on sites that local authorities consider to be appropriate for residential development.
6. In 2016 South Cambridgeshire District Council was one of a handful of local authorities to undertake the process of preparing a Pilot Brownfield Register in order to provide feedback to the Department for Communities and Local Government (DCLG) and inform legislation and guidance for the statutory brownfield register.

¹ Brownfield land is defined in Annex 2 of the National Planning Policy Framework (NPPF) - **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. In April 2017 the Town and Country Planning (Brownfield Land Register) Regulations 2017² came into force, requiring each local planning authority to prepare and publish a Brownfield Land Register by 31 December 2017 and update it on an at least annual basis.
8. The DCLG published guidance at the end of July 2017 and in October 2017³ to support local planning authorities in preparing and publishing Brownfield Land Registers. The guidance included a template for compiling the Brownfield Land Register (herein referred to as 'The Register').

Considerations

The Requirements

9. The Regulations require that The Register includes brownfield land that accords with the NPPF definition¹, and is kept in two parts:
 - Part 1 of The Register must include brownfield land the local planning authority has assessed as appropriate for residential development, meeting the following criteria:
 - **0.25ha. / 5 dwellings** or more (although it can also include smaller sites),
 - **suitable** in planning terms (in accordance with the National Planning Policy Framework and policies in the Development Plan),
 - **available** (the landowner / promoter has expressed an intention to sell or develop the land and there are no known impediments to it being delivered),
 - **achievable** (development is likely to start within 15 years).
 - The Council has the option to grant 'permission in principle' on any sites (in accordance with the Housing and Planning Act 2016⁴). In such cases the sites must be entered into Part 2 of The Register and appropriate consultation, publicity and notification must be undertaken in accordance with the Regulations.

(Note: there is no requirement to undertake consultation, publicity and notification for sites included in Part 1 of The Register).
10. The Register must contain a prescribed list of information (the 'Data Standard'), which is specified in Schedule 2 of the Regulations. Accordingly, The Register is compiled in a spreadsheet style, containing a series of rows (one for each site) where each row has a consistent set of 28 columns. Each column has been prescribed with a name and some have prescribed contents (from a list) whilst others allow 'free text'.
11. The majority of columns are applicable to all sites regardless of whether they fall into Part 1 or 2; for example, to provide details of the site such as the site reference, site name and address, details of its ownership and planning status, and planning history. Other columns will only be completed dependent upon whether the site is in Part 1 or Part 2; therefore, not every cell will be filled in each row.

² <http://www.legislation.gov.uk/ukxi/2017/403/introduction/made>

³ <https://www.gov.uk/guidance/brownfield-land-registers>

⁴ <https://www.legislation.gov.uk/ukdsi/2017/9780111152812>

12. The Register (spreadsheet), together with map polygons for each site, must be published on the Council's website in an 'open data' format; this will ensure nationally consistent information is available, accessible and capable of analysis.

The South Cambridgeshire Brownfield Land Register 2017

13. The South Cambridgeshire Brownfield Land Register 2017 included Appendix 1 has been compiled using the DCLG template and guidance to ensure it complies with the Regulations and 'Data Standard'.
14. All of the sites in The Register 2017 have planning permission or resolution to grant planning permission, and some are allocations from the adopted Development Plan. No allocations from the Submission South Cambridgeshire Local Plan 2014 (with the exception of one site which has obtained planning permission) have been included as the plan does not have sufficient status until it is adopted; these can be considered for inclusion in a future Register.
15. The Register includes 31 sites and three sites which are phases of larger housing allocations, which have been numbered as 'sub-sites' rather than given their own number, as outlined below:
- Four of the sites included in The Register are sites allocated in the adopted Local Development Framework, as follows:
 - Bayer CropScience, Hauxton (Policy SP/8, Site Specific Policies Development Plan Document) - Site 17SC0004,
 - Fulbourn & Ida Darwin Hospitals, Fulbourn (Policy SP/9, Site Specific Policies Development Plan Document) - Site 17SC0008,
 - Northstowe (Northstowe Area Action Plan) - Site 17SC0009, and
 - Cambridge East, Land North of Newmarket Road (Cambridge East Area Action Plan) - Site 17SC0030.
 - Three of these allocations are being delivered in phases; where each phase is numbered as a 'sub-site' reflecting the site number of the allocation it forms part of. For example Site 17SC0008a is one phase of the Fulbourn and Ida Darwin Hospital allocation Site 17SC0008.
 - One site allocated in the Submission Local Plan is also included; Green End, Gamlingay (Policy H/1:f) as it has outline planning permission. No other sites from the submitted Local Plan have been included as the plan does not have sufficient status until adopted.
 - The Register includes sites with extant planning permission, using planning application monitoring data to March 2016. However it does not include sites where it is recorded that development has begun on site, as they are no longer available.
16. Where sites include both brownfield and greenfield land, sites have been included in their entirety. This means that the information in the 'SiteplanURL', 'Hectares', 'PlanningHistory', 'MinNetDwellings', 'Development Description', 'Non-HousingDevelopment' columns relate to the whole site. A note recording this has been added to the 'Notes' column for each of the five sites where this occurs.
17. All of the sites in The Register have planning permission and have been entered into Part 1 of The Register. As a result, there is no need to consider whether to grant 'permission in principle' (and enter sites into Part 2) or undertake consultation,

publicity and notification (which is required for Part 2 only). This may be a consideration for future reviews.

Options

18. It is a legal requirement that the Council publishes a Brownfield Land Register.

Implications

19. 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

20. There are no direct financial implications arising from this report. However, in future it is possible some sites included in The Register may be eligible to have 'permission in principle', which may result in 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. However, a fee is payable for technical details consent.

Legal

21. Although not applicable in 2017, it is possible some sites included in The Register in future may be eligible to have 'permission in principle'.

Staffing

22. Brownfield Land Registers must be kept up to date on an annual basis. If 'permission in principle' is applied and sites are included in Part 2 of the register, additional staff time and resources will be required. Sites in Part 2 must be subject to appropriate consultation, publicity and notification in accordance with the Regulations. In addition, officers may need to identify 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

23. 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

24. 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)

25. None

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.

26. 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 Land 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

27. Through the introduction of a Brownfield Land 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

- The Town and Country Planning (Brownfield Land Register) Regulations 2017: <http://www.legislation.gov.uk/ukxi/2017/403/introduction/made>
- Department for Communities and Local Government (DCLG) Guidance to support local planning authorities in preparing and publishing brownfield land registers: <https://www.gov.uk/guidance/brownfield-land-registers>
- DCLG national data standard for brownfield land registers: <https://www.gov.uk/government/publications/brownfield-land-registers-data-standard>
- The Housing and Planning Act 2016 (Permission in Principle etc) (Miscellaneous Amendments) (England) Regulations 2017: <https://www.legislation.gov.uk/ukdsi/2017/9780111152812>
- DCLG guidance about permission in principle: <https://www.gov.uk/guidance/permission-in-principle>
- National Planning Policy Framework (DCLG, March 2012): <http://planningguidance.communities.gov.uk/>
- Planning Portfolio Holder Meeting 7 June 2016 - Report on Pilot Brownfield Register: <http://moderngov.ie/ListDocuments.aspx?CId=1059&MIId=6769&Ver=4>

Appendices

Appendix 1 South Cambridgeshire Brownfield Land Register 2017

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Organisation URI	Organisation Label	Site Reference	Previously Part Of	Site Name Address	Siteplan URL	Coordinate Reference System	GeoX	GeoY	Hectares	Ownership Status	Deliverable	Planning Status	Permission Type	Permission Date
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0001		"Granta Processors, Mill Lane, Whittlesford, Cambridge, Cambridgeshire, CB22 4XL"		WGS84	52.114315	0.15524112	0.65	unknown ownership	Yes	permissioned	outline planning permission	2013-05-06
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0002		"Land to the rear of, 131 The Causeway, Bassingbourn Cum Kneesworth, Royston, Cambridgeshire, SG8 5JB"		WGS84	52.081691	-0.04420969	0.94	unknown ownership	Yes	permissioned	outline planning permission	2015-11-05
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0003		"The Oaks, Blacksmiths Lane, Shudy Camps, Cambridge, Cambridgeshire, CB21 4RQ"		WGS84	52.075476	0.37657619	0.82	unknown ownership	Yes	permissioned	full planning permission	2015-03-23
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0004		"Bayer CropScience, Hauxton, Cambridgeshire"		WGS84	52.15169	0.0934	8.76	not owned by a public authority	Yes	permissioned	other	2010-02-12
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0004a	17SC0004	"Former Bayer Cropsience Site, Cambridge Road, Hauxton, Cambridge, Cambridgeshire, CB22 5HT"		WGS84	52.15117	0.09357936	7.24	unknown ownership	Yes	permissioned	reserved matters approval	2014-11-13
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0005		"17-19, Bandon Road, Girton, Cambridgeshire, CB3 OLU"		WGS84	52.226015	0.08866481	0.34	unknown ownership	Yes	permissioned	full planning permission	2016-07-12
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0006		"Former CEMEX Cement Works, Barrington Cement Plant, Haslingfield Road, Barrington, Cambridge, Cambridgeshire, CB22 7RQ"		WGS84	52.129764	0.04414113	31.63	unknown ownership	Yes	permissioned	outline planning permission	27/10/2016
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0007		"Sheepshead Lane, Harston, Cambridgeshire"		WGS84	52.143765	0.08317664	0.32	unknown ownership	Yes	permissioned	full planning permission	2016-05-04
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0008		"Fulbourn & Ida Darwin Hospitals, Fulbourn Old Drift, Cambridgeshire"		WGS84	52.18499	0.18802	26.91	owned by a public authority	Yes	permissioned	other	
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0008a	17SC0008	"Ida Darwin Hospital, Fulbourn Old Drift, FULBOURN, CB21 5EE"		WGS84	52.18615	0.20067096	13.38	unknown ownership	Yes	permissioned	outline planning permission	2017-02-28
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0009		"Northstowe, Longstanton Road, Cambridgeshire"		WGS84	52.267471	0.0344366	1380.9	owned by a public authority	Yes	permissioned	other	
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0009a	17SC0009	"Land to the East of B1050 and Longstanton, West of the Cambridgeshire Guided Busway (CGB) and North of Oakington"		WGS84	52.281724	0.06389762	137.83	unknown ownership	Yes	permissioned	outline planning permission	2017-01-08

Organisation URI	Organisation Label	Site Reference	Previously Part Of	Site Name Address	Siteplan URL	Coordinate Reference System	GeoX	GeoY	Hectares	Ownership Status	Deliverable	Planning Status	Permission Type	Permission Date
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0010		"27, Cambridge Road, Little Abington, Cambridgeshire, CB21 6BL"		WGS84	52.122875	0.23404468	0.48	unknown ownership	Yes	permissioned	full planning permission	2016-06-01
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0011		"1, Horseheath Road, Linton, Cambridge, Cambridgeshire, CB21 4LU"		WGS84	52.097775	0.2871631	0.29	unknown ownership	Yes	permissioned	outline planning permission	2016-11-30
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0012		"60, New Road, Guilden Morden, Royston, Cambridgeshire, SG8 0JN"		WGS84	52.084078	-0.12640901	0.34	unknown ownership	Yes	permissioned	full planning permission	2016-12-09
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0013		"15, Comberton Road, Barton, Cambridge, Cambridgeshire, CB23 7BA"		WGS84	52.183769	0.05090324	0.27	unknown ownership	Yes	permissioned	outline planning permission	2016-02-15
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0014		"L Abri, Teversham Road, Fulbourn, Cambridge, Cambridgeshire, CB21 5EB"		WGS84	52.188798	0.20672702	0.47	unknown ownership	Yes	permissioned	full planning permission	2016-09-21
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0015		"Land to the east of, Cox's Drove, Fulbourn, CB21 5HE "		WGS84	52.186785	0.2181702	0.54	unknown ownership	Yes	permissioned	full planning permission	2016-09-29
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0016		"The Plant Depot, Church Farm, Gransden Road, Caxton, Cambridge, CB23 3PL"		WGS84	52.203408	-0.10118334	0.5	unknown ownership	Yes	permissioned	full planning permission	2016-06-14
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0017		"The Willows & Highbank, Long Lane, Fowlmere, Royston, Herts, SG8 7TG"		WGS84	52.095751	0.07073368	0.48	unknown ownership	Yes	permissioned	full planning permission	2016-10-24
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0018		"2, Cambridge Road, Milton, Cambridge, Cambridgeshire, CB24 6AW"		WGS84	52.242544	0.15950185	0.62	unknown ownership	Yes	permissioned	full planning permission	2016-09-27
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0019		"Cold Harbour Farm, Willingham Road, OVER, CB24 5EY"		WGS84	52.310158	0.04152799	0.67	unknown ownership	Yes	permissioned	full planning permission	2016-10-04
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0020		"Westwind, Highfields Road, Highfields Caldecote, Caldecote, Cambridge, Cambridgeshire, CB23 7NX"		WGS84	52.216656	-0.01612232	0.59	unknown ownership	Yes	permissioned	full planning permission	26/06/2015
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0021		"40, Church Lane, Cottenham, Cambridge, Cambridgeshire, CB24 8SN"		WGS84	52.294768	0.13386983	0.37	unknown ownership	Yes	permissioned	full planning permission	29/02/2016
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0022		"44, Main Street, Hardwick, Cambridge, Cambridgeshire, CB23 7QS"		WGS84	52.209364	0.00777649	0.41	unknown ownership	Yes	permissioned	full planning permission	19/02/2016
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0023		"Woodstock, 63 , Fowlmere Road, Heydon, Cambridgeshire, SG8 8PZ "		WGS84	52.044548	0.08411533	0.4	unknown ownership	Yes	permissioned	full planning permission	17/02/2017
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0024		"Meadowside Lodge, Olmstead Green, Castle Camps, Cambridge, Cambridgeshire, CB21 4TW"		WGS84	52.043309	0.38503349	0.26	unknown ownership	Yes	permissioned	full planning permission	02/11/2016
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0025		"56 , Park Lane, FEN DRAYTON, CB24 4SW"		WGS84	52.300144	-0.04198974	0.33	unknown ownership	Yes	permissioned	full planning permission	17/03/2017
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0026		"Quy Water, Newmarket Road, Fen Ditton, Cambridge, Cambridgeshire, CB1 9AT "		WGS84	52.212163	0.19736022	0.47	unknown ownership	Yes	permissioned	full planning permission	16/02/2017
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0027		"Cottenham Farm, Broad Lane, Cottenham, Cambs., CB24 8SW"		WGS84	52.29623	0.11956783	0.82	unknown ownership	Yes	permissioned	full planning permission	22/09/2015
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0028		"Land to rear of 4, Mill Courtyard, Steeple Morden, Royston, Cambridgeshire, SG8 0NH"		WGS84	52.062041	-0.12822128	0.09	unknown ownership	Yes	permissioned	full planning permission	2017-03-28
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0029		"Westfield Orchard, Ashwell Street, Melbourn, Cambridgeshire, SG8 0RS"		WGS84	52.072142	-0.01569181	1.26	unknown ownership	Yes	permissioned	full planning permission	2016-12-27
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0030		"Cambridge East, Land North of Newmarket Road, Newmarket Road, Cambridge"		WGS84	52.213355	0.17524185	64.51	not owned by a public authority	Yes	permissioned	outline planning permission	2016-11-30
http://opendatacommunities.org/id/district-council/south-cambridgeshire	South Cambridgeshire District Council	17SC0031		"Land at Green End Industrial Estate, Green End, Gamlingay, Gamlingay, Cambridgeshire, SG19 3LX "		WGS84	52.156651	-0.19679437	2.92	unknown ownership	Yes	permissioned	outline planning permission	2016-12-07

Site Reference	Planning History	Proposed For PIP	Min Net Dwellings	Development Description	Non Housing Development	Part2	Net Dwellings Range From	Net Dwellings Range To	Hazardous Substances
17SC0001	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0641/13/OL		16	Outline application for the erection of 16 dwellings following the demolition of existing buildings including footpath link to Lettice Martin Croft					
17SC0002	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1199/13/OL		20	Outline Application for the Erection of 20 Residential Units (10 Market Units & 10 Affordable Units), (All Matters Reserved)					
17SC0003	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1271/13/FL		2	Demolition of existing dwelling and industrial buildings and erection of 2 no. 3-bedroom bungalows and associated garages, and alteration of access					
17SC0004	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2308/06/O		285	Planning Status: Allocated in Policy SP/8 in the Site Specific Policies Development Plan Document (2010)	Planning Status: Allocated in Policy SP/8 in the Site Specific Policies Development Plan Document (2010) - mixed use development				
17SC0004a	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1911/14/RM		201	Phase 1 (201 dwellings)					
17SC0005	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0849/16/FL		3	Demolition of 19 Bandon Road and erection of three dwellings, garaging with residential annexe above and associated works					
17SC0006	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2365/14/OL		220	Outline application for the demolition of all existing buildings and structures, and redevelopment to provide up to 220 residential units, formal and informal open space including allotments, car parking for Barrington Primary School, new pedestrian and cycle links to Barrington village and Foxton Station, and associated works - details of vehicular site access arrangements are submitted for approval, with all other matters (layout, scale, appearance and landscaping) reserved for future approval.	Outline application for the demolition of all existing buildings and structures, and redevelopment to provide up to 220 residential units, formal and informal open space including allotments, car parking for Barrington Primary School, new pedestrian and cycle links to Barrington village and Foxton Station, and associated works - details of vehicular site access arrangements are submitted for approval, with all other matters (layout, scale, appearance and landscaping) reserved for future approval.				
17SC0007	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0731/16/FL		1	New dwelling, extant planning permission S/2545/12/FL					
17SC0008	https://www.scambs.gov.uk/content/site-specific-policies-dpd		230	Planning Status: Allocated in Policy SP/9 in the Site Specific Policies Development Plan Document (2010)					
17SC0008a	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0670/17/OL		203	Outline planning application for up to 203 dwellings including affordable housing and land for community provision with access and associated works, open space and landscaping, following the demolition of existing buildings on site	Outline planning application for up to 203 dwellings including affordable housing and land for community provision with access and associated works, open space and landscaping, following the demolition of existing buildings on site				
17SC0009	https://www.scambs.gov.uk/content/northstowe-area-action-plan		10000	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.	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.				
17SC0009a	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2011/14/OL		2450	Development of Phase 2 of Northstowe with details of appearance, landscaping, layout, scale and access reserved (save for the matters submitted in respect of the Southern Access Road (West)) comprising: 1) construction haul route, engineering and infrastructure works; and 2) construction of a highway link (Southern Access Road (West)) between the proposed new town of Northstowe and the B1050, improvements to the B1050, and associated landscaping and drainage	Development of Phase 2 of Northstowe with details of appearance, landscaping, layout, scale and access reserved (save for the matters submitted in respect of the Southern Access Road (West)) comprising: 1) construction haul route, engineering and infrastructure works; and 2) construction of a highway link (Southern Access Road (West)) between the proposed new town of Northstowe and the B1050, improvements to the B1050, and associated landscaping and drainage				

Site Reference	Planning History	Proposed For PIP	Min Net Dwellings	Development Description	Non Housing Development	Part2	Net Dwellings Range From	Net Dwellings Range To	Hazardous Substances
17SC0010	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0261/16/FL		3	Erection of a replacement passivhaus and two new passivhaus dwellings, following the demolition of the existing dwelling house					
17SC0011	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0623/16/OL		7	Outline planning permission for demolition of the existing dwelling and erection of 7 dwellings all matters reserved except access					
17SC0012	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0696/16/FL		0	Replacement Dwelling					
17SC0013	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0844/15/OL		3	Outline Application - Demolition of existing house and construction of three dwellings with access (all other matters are to be reserved including appearance, landscaping, layout and scale)					
17SC0014	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1055/16/FL		0	Demolition of existing dwelling and attached accommodation and erection of replacement dwelling					
17SC0015	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1275/15/FL		6	Erection of Six Dwellings with Associated Works Including Access Alterations and Landscaping Following the Removal of the Existing Timber Yard and Associated Structures					
17SC0016	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1389/15/FL		2	Redevelopment of former plant depot to provide two linked detached houses					
17SC0017	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1506/15/FL		5	The erection of 5 no. dwellings with associated access & landscaping, following demolition of the existing dwellings & outbuildings					
17SC0018	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1673/16/FL		4	Erection of four dwellings and associated siteworks including demolition of two existing dwellings					
17SC0019	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2042/16/FL		0	Demolition of the existing residential dwelling and replacement with four bedroom detached dwelling with associated garage					
17SC0020	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2186/14/FL		1	Change of use of the existing residential annexe and store to form an independent dwelling					
17SC0021	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2220/15/FL		1	Change of use of warehouse/storage facility to residential					
17SC0022	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2935/15/FL		1	Extension to and change of use of existing self-catering holiday accommodation unit to residential dwelling with new cart lodge and alterations and extension to the existing dwelling					
17SC0023	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/3025/16/FL		2	Demolition of existing dwelling and construction of two detached dwellings, allocated garaging and access improvements					
17SC0024	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/3092/15/FL		0	Erection of Dwelling following Demolition of Existing Bungalow					
17SC0025	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/3565/16/FL		1	Change of use to form one dwelling					
17SC0026	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/3607/16/FL		0	Replacement dwelling including excavation of ground floor basement level following demolition of existing four-bedroom detached dwellinghouse (Use Class C3).					
17SC0027	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1578/15/FL		0	Replacement Dwelling					
17SC0028	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1614/16/FL		2	2 detached 4 bedroom houses with integral garages (Following outline approval S/1774/01/O and reserved matters S/1133/05/RM).					
17SC0029	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2972/16/FL		1	Removal of existing stables/storage and mobile home and erection of dwelling and detached garaging with associated drive hardstanding and security gate					
17SC0030	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2682/13/O		481	Up to 1,300 homes, primary school, food store, community facilities, open spaces, landscaping and associated infrastructure and other development	Up to 1,300 homes, primary school, food store, community facilities, open spaces, landscaping and associated infrastructure and other development				
17SC0031	http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2068/15/OL		90	Outline application for the demolition of existing industrial and office units and 5 dwellings and the erection of up to 90 dwellings, together with associated garaging, parking, public open space, landscaping, access, highways drainage and infrastructure works. All matters reserved except access	Outline application for the demolition of existing industrial and office units and 5 dwellings and the erection of up to 90 dwellings, together with associated garaging, parking, public open space, landscaping, access, highways drainage and infrastructure works. All matters reserved except access				

Site Reference	Site Information	Notes	First Added Date	Last Updated Date
17SC0001		Approved 06/05/2014 Lapses 2 years from the date of Approval of the last Reserved Matters to be approved March 2017: not started on site	2017-12-31	2017-12-31
17SC0002		Approved 05/11/2015 March 2017: not started on site	2017-12-31	2017-12-31
17SC0003		Approved 23/03/2015 Lapse date 22/03/2018 March 2017: not started on site	2017-12-31	2017-12-31
17SC0004		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.	2017-12-31	2017-12-31
17SC0004a		Approved 14/11/2014 March 2015: 25 dwellings under construction, 176 dwellings where no construction had started	2017-12-31	2017-12-31
17SC0005		Approved 12/07/2016 Lapse date 11/07/2019	2017-12-31	2017-12-31
17SC0006		Approved 27/10/2016 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 March 2017: not started on site	2017-12-31	2017-12-31
17SC0007		Approved 05/06/2013 Lapsed date: June 2016 March 2017: not started on site	2017-12-31	2017-12-31
17SC0008		Important Note: this site includes both greenfield and brownfield land; the information presented in the 'SiteplanURL', 'Hectares', 'PlanningHistory', 'MinNetDwellings', 'Development Description', 'Non-HousingDevelopment' columns is for whole site and not just the brownfield land 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.	2017-12-31	2017-12-31
17SC0008a		Outline planning application for up to 203 dwellings including affordable housing and land for community provision with access and associated works, open space and landscaping, following the demolition of existing buildings on site Lapses 27/02/2020	2017-12-31	2017-12-31
17SC0009		Important Note: this site includes both greenfield and brownfield land; the information presented in the 'SiteplanURL', 'Hectares', 'PlanningHistory', 'MinNetDwellings', 'Development Description', 'Non-HousingDevelopment' columns is for whole site and not just the brownfield land 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.	2017-12-31	2017-12-31
17SC0009a		Important Note: this site includes both greenfield and brownfield land; the information presented in the 'SiteplanURL', 'Hectares', 'PlanningHistory', 'MinNetDwellings', 'Development Description', 'Non-HousingDevelopment' columns is for whole site and not just the brownfield land Approved 09/01/2017 March 2017: not started on site Whole site housing estimate for 3500 dwellings. Brownfield element is 2450 dwellings	2017-12-31	2017-12-31

Site Reference	Site Information	Notes	First Added Date	Last Updated Date
17SC0010		Approved 01/06/2016 Lapse date 31/05/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0011		Approved 30/11/2016 Lapses 2 years from the date of Approval of the last Reserved Matters to be approved March 2017: not started on site	2017-12-31	2017-12-31
17SC0012		Approved 09/12/2016 Lapse date 08/12/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0013		Approved 15/02/2016 Lapses 2 years from the date of Approval of the last Reserved Matters to be approved March 2017: not started on site	2017-12-31	2017-12-31
17SC0014		Approved 21/09/2016 Lapse date 20/09/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0015		Approved 29/09/2016 Lapse date 28/09/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0016		Approved 14/06/2016 Lapse date 13/06/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0017		Approved 24/10/2016 Lapse date 23/10/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0018		Approved 27/09/2016 Lapse date 26/09/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0019		Approved 04/10/2016 Lapse date 03/10/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0020		Approved 26/06/2015 Lapse date 25/06/2018 March 2017: not started on site	2017-12-31	2017-12-31
17SC0021		Approved 29/02/2016 Lapse date 28/02/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0022		Approved 19/02/2016 Lapse date 18/02/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0023		Approved 17/02/2017 Lapse date 16/02/2020 March 2017: not started on site	2017-12-31	2017-12-31
17SC0024		Approved 02/11/2016 Lapse date 01/11/2019 March 2017: not started on site	2017-12-31	2017-12-31
17SC0025		Approved 17/03/2017 Lapse date 16/03/2020 March 2017: not started on site	2017-12-31	2017-12-31
17SC0026		Approved 16/02/2017 Lapse date 15/02/2020 March 2017: not started on site	2017-12-31	2017-12-31
17SC0027		Approved 22/09/2015 Lapse date 21/09/2018 March 2017: not started on site	2017-12-31	2017-12-31
17SC0028		Approved 24/03/2017	2017-12-31	2017-12-31
17SC0029		Important Note: this site includes both greenfield and brownfield land; the information presented in the 'SiteplanURL', 'Hectares', 'PlanningHistory', 'MinNetDwellings', 'Development Description', 'Non-HousingDevelopment' columns is for whole site and not just the brownfield land Approved 27/12/2016 Lapse date 26/12/2020	2017-12-31	2017-12-31
17SC0030		Important Note: this site includes both greenfield and brownfield land; the information presented in the 'SiteplanURL', 'Hectares', 'PlanningHistory', 'MinNetDwellings', 'Development Description', 'Non-HousingDevelopment' columns is for whole site and not just the brownfield land Approved 30/11/2016 Lapse date 29/11/2019 March 2017: not started on site Up to 1,300 homes, primary school, food store, community facilities, open spaces, landscaping and associated infrastructure and other development https://www.scambs.gov.uk/content/cambridge-east-area-action-plan 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.	2017-12-31	2017-12-31
17SC0031		Approved 07/12/2016 March 2017: not started on site	2017-12-31	2017-12-31

Agenda Item 6



REPORT TO: Planning Portfolio Holder

11th December 2017

LEAD OFFICER: Joint Director Planning and Economic Development

Foxton Conservation Area - Public Consultation

Purpose

1. To seek agreement for the draft Foxton Conservation Area Appraisal, and revised Conservation Area boundary, to be published for formal consultation.
2. This is not a key decision.

Recommendations

3. It is recommended that the Portfolio Holder:
 - Agrees that the draft Foxton Conservation Area Appraisal, which contains the proposed new Conservation Area boundary, be published for formal public consultation running from 15th December – 9th February 2018.
 - That delegated powers are given to the Joint Planning Director, in consultation with the Portfolio Holder, to make any minor amendments to the attached document for example, regarding matters of presentation, prior to public consultation.

Reasons for Recommendations

4. Conservation Area Appraisals are important documents which capture what is special about that part of the village, and which are used to guide development as well as local enhancement/ management programmes.
5. Foxton's Conservation Area was designated in 1972, and as it is time to be reviewed, a welcome initiative has been undertaken by Foxton Parish Council with support from the Council.

Background

6. A Conservation Area is an 'area of special architectural and historic interest the character or appearance of which it is desirable to preserve or enhance' (Town and Country Planning Act 1990). The act requires Local Planning Authorities to review their Conservation Areas and their boundaries from time to time, informed by conservation area appraisals that describe the area's character, appearance and its significance. A management plan makes recommendations for conservation and/or enhancements.
7. The Development Control Policies DPD Policy CH/5 Conservation Areas in its supporting text states that:

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

8. South Cambridgeshire District Council has 85 Conservation Areas, 15 of which have conservation area appraisals, and these are now over 5 years old. As part of the review process, The Council is exploring alternative ways of delivering and updating conservation area appraisals, including working with local communities/parish councils, for example, via and/or alongside Neighbourhood Plans.
9. Foxtton Parish Council approached the Council with a request to review its conservation area having carried out significant baseline studies itself. Both parties agreed that the boundary would be reviewed, and a Conservation Area Appraisal would be prepared.
10. Since March 2016, the Council's Consultancy Team has been working in close collaboration with Foxtton Parish Council to produce a draft Foxtton Conservation Area Appraisal, which is now ready for formal consultation.

Foxtton Conservation Area Appraisal

11. Foxtton Conservation Area was originally designated in 1972 and covered only a small part of the Medieval High Street. It did not, for example, include the Grade 1 Listed St Laurence Church, or the majority of the listed buildings in the village, many of which contribute to Foxtton's special architectural and historic character.
12. The research and analysis carried out as part of the Conservation Area Appraisal has identified that the village has buildings of various historic periods that together with their streets/green open spaces, views and features contribute to the areas special architectural and historic interests. They are mainly classed into 5 periods:
 - Phase 1: Late Saxon(9th -10th Centuries)
 - Phase 2: Medieval (11th -16th Centuries)
 - Phase 3: Tudor, Elizabethan and Jacobean (16th – 17th Centuries)
 - Phase 4: Georgian/Regency (18th -19th Centuries)
 - Phase 5: Victorian to early 20th Century (19th-20th Centuries)
13. The Conservation Area is broken down into 4 character areas that show a distinct character and identity. They are:
 - High Street West – Agricultural
 - Historic Centre and Trade Area
 - High Street East: Administrative and Religious Centre
 - Eastern Entrance: Mortimer Lane
14. It is proposed that the boundary is extended to include:
 - The majority of the listed buildings in the village including St Laurence's Church;
 - The former University Tutorial Press works and associated cottages on Station Road;
 - Foxtton House and its historic parkland;
 - The thatched cottages and medieval moat of Mortimers Lane
 - Foxtton Dovecote and Meadow

Considerations

15. It is proposed that the extent of the Conservation Area is substantially increased. This is justified by the inclusion of a number of listed buildings and buildings of local historic and architectural interest in accordance with the guidance set out paragraph 127 of the National Planning Policy Framework (NPPF) and Historic England Guidance.
16. The Conservation Area Appraisal would be a useful baseline document to inform the preparation of a Neighbourhood Plan, which is being progressed by Foxton Parish Council.
17. It should be noted that the designation of a conservation area does not stop development, but increases the extent of planning control in order to help guide high quality proposals which preserves or enhances the areas distinctive character. Conservation area status and conservation appraisal are material considerations in determining planning applications.

Consultation

18. The review of the conservation area boundary and conservation area appraisal work was initiated by Foxton Parish Council in close collaboration with the Council's Consultancy Team.
19. An early proposal for the Conservation Area was presented at a local exhibition/public meeting held In Foxton on the 2nd May 2017. Feedback from that event, along with comments from Historic England, Cambridge County Council and internal departments led to amendments to both the scope of the appraisal and proposed boundary. For example, the station area, (adjacent the A10), which was initially considered for inclusion, was after further consideration and analysis omitted. Whereas, it is now proposed to include the recreation ground, adjacent the St Lawrence Church, within the Conservation Area.
20. A further informal public exhibition was held on the 21st November 2017 on these proposals and final draft of the Conservation Area Appraisal. The draft Foxton Conservation Area Appraisal, and revised Conservation Area boundary, as currently been proposed have been agreed with Foxton Parish Council.
21. The next stage is for the Council to formally endorse this document and formally consult on the documents.
22. It is proposed that public consultation starts on the 15th December 2017 and runs for 8 weeks (rather than our usual 6 weeks period given that it covers the Christmas period). As such it would run until 9th February 2018 and would include an evening public meeting on the 15th January 2018.
23. The consultation will be advertised in the Laurentian (Village magazine), and residents would be notified by letter (all properties in Foxton Parish) as well as key stakeholders. It would also be highlighted on the Council's website and via social media. Copies would be available for viewing on the SCDC website with hard copies in Foxton Village Hall and South Cambridgeshire Hall. The Foxton Conservation Area publicity banners would also be on display at Foxton Village Hall through out the consultation period to drawn attention to the proposals and encourage comment.

24. After the consultation period, the Council will consider the representations on the draft Appraisal and proposed boundary. A report would be made to a subsequent Planning Portfolio Holder meeting summarising the representations received and considering whether any further changes should be made.

Options

25. There are a number of possible options available: to leave the Conservation Area Boundary where it is, as well as other variations of that currently drafted.
26. It is recommended that formal consultation stage is carried out on the proposed boundary and accompanying appraisal document to gather comments and these be considered further, prior to formal adoption.

Implications

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. The work to date has been carried out by Foxtton Parish Council in collaboration with the Consultancy Team, using existing resources and within existing budgets

Legal

28. None

Staffing

29. The Consultancy Team, Planning and Graphic Team officers have been involved and will continue to support to the consultation process through to final adoption.

Risk Management

30. No significant risk. The consultation responses will highlight any issues for further consideration by the Council.

Equality and Diversity

31. None

Climate Change

32. The draft appraisal supports sustainable development and retention and use of existing buildings

Consultation responses

33. See paragraphs 17-23 above.

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.

34. The Foxtton Conservation Area Review and Appraisal has been initiated by Foxtton Parish Council. It has been developed through close collaboration with the Parish. There have been two rounds of informal public consultation which have informed the final draft document.

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

35. The Foxton conservation area appraisal outlines what is distinctive about the conservation area and puts forward a management plan to enhance its surroundings.

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

38. The Foxton Conservation Area would raise the quality of development and would create opportunities for skills in construction and conservation.

Background Papers

Conservation Area Appraisal: Formal Public Consultation 2017-18

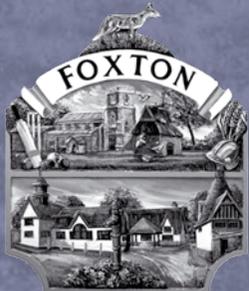
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Foxton Conservation Area Appraisal



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South
Cambridgeshire
District Council

Prepared by

The Consultancy Team
Planning and New Communities,
South Cambridgeshire District Council

in collaboration with

Foxton Parish Council
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unless otherwise stated.

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1.0 Introduction

1.1 Conservation Areas and Appraisals

1.1.1 A conservation area is an “area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance” (Section 69 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990). Under this Act, Local Authorities have the powers to designate such areas and use their legal powers to safeguard and enhance the special qualities of these areas through positive management of change. The Act also requires Local Planning Authorities to review their conservation areas from time to time, including reviewing the boundaries.

1.1.2 Designation automatically entails control over the demolition of unlisted buildings, strengthens controls over minor development and gives special protection to trees within an area.

1.1.3 A conservation area appraisal aims to define and analyse the special interest which constitutes the character and appearance of a place. Having identified those special qualities, any future change, whether to individual buildings, building groups or the village as a whole will be based on this understanding of the past and present character of the village. Future change will be managed to ensure that it makes a positive contribution towards preserving or enhancing its special character.

1.1.4 The appraisal will provide information and guidance to those wishing to carry out works in a conservation area, including those that do not necessarily require planning approval. It will therefore be a useful source of information for

property owners, agents, applicants and members of the public who live or work in the village. A clear definition of the elements which contribute to the special interest of a place will enable the development of a robust policy framework for the future management of the area, against which any application for development can be considered.

1.1.5 Public awareness

1.1.6 Community involvement and raising public awareness is an integral part of the process behind producing and adopting a conservation area appraisal and needs to be approached in a proactive and innovative way. Involving the community helps to bring valuable understanding and ‘ownership’ to proposals for an area.

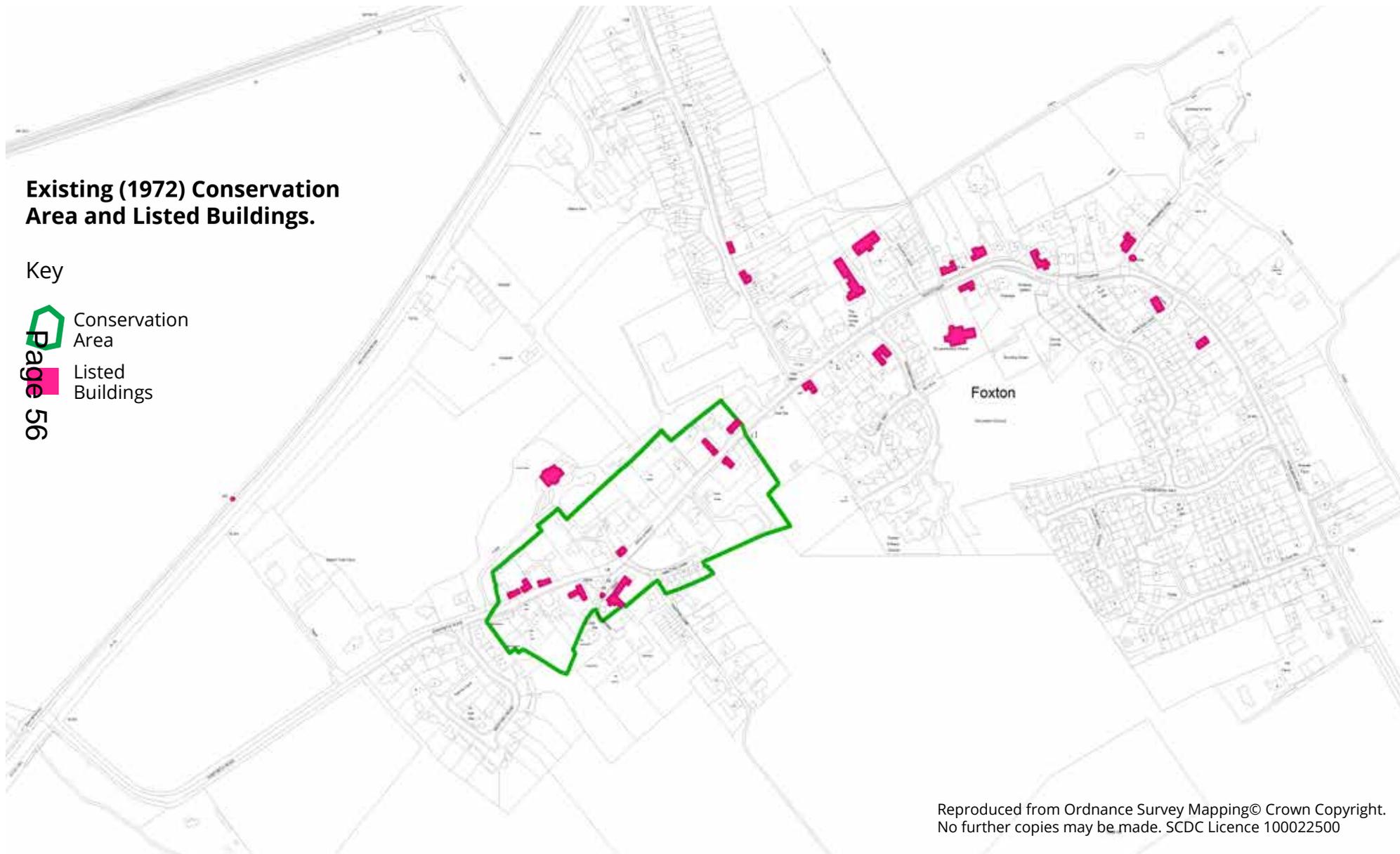
1.1.7 The principal objectives of the Appraisal are:

- A. To define and record the special character and interest of Foxton
- B. To ensure that future development affecting the conservation area preserves or enhances its character and appearance
- C. To raise public awareness of the aims and objectives of the conservation area designation and stimulate the local community's involvement in the protection of its character
- D. To assess the action that may be necessary to safeguard the special interest of the area and to identify opportunities for enhancement
- E. Review the boundaries of the conservation area

1.1.8 Foxton Conservation Area

1.1.9 Foxton conservation area was originally designated in 1972. South Cambridgeshire District Council has worked with members of Foxton Parish Council to jointly produce this conservation area appraisal. Part of the work undertaken was a review of the conservation area boundary. The original 1972 Conservation Area boundary was very small, covering only a small part of the medieval High Street, and did not include the majority of listed buildings in the village, including the grade I listed St Laurence's church. Through the work undertaken to produce this appraisal, it was established that the special qualities that exist in Foxton extend, and remain clearly evident, far wider than the original boundary. Following public consultation, it is proposed that the boundary is extended and this appraisal is adopted in 2018.

1.1.10 Appendix C explains how the local community has been involved and contributed to this appraisal.



Existing (1972) Conservation Area and Listed Buildings.

Key

-  Conservation Area
-  Listed Buildings

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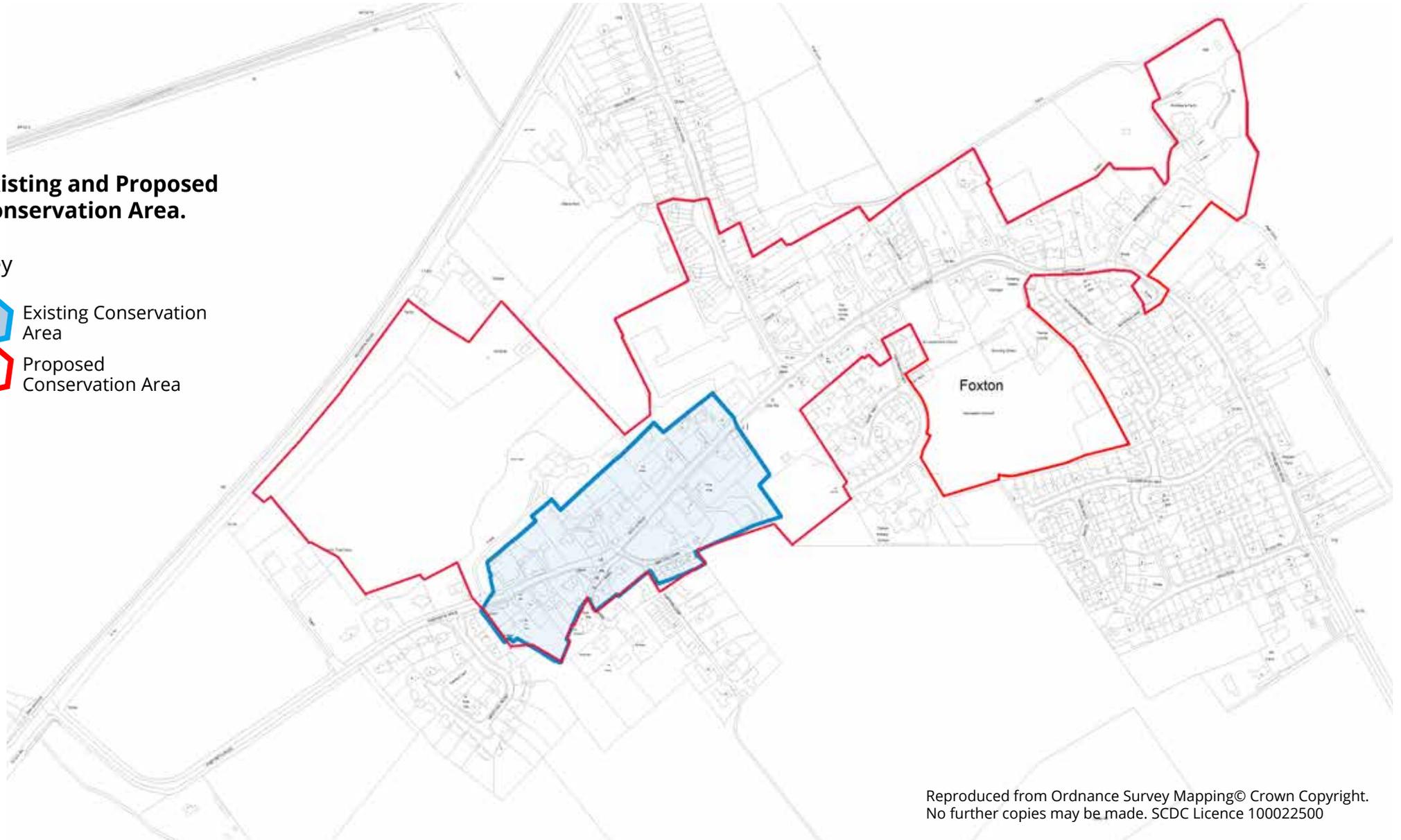
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Existing and Proposed Conservation Area.

Key

-  Existing Conservation Area
-  Proposed Conservation Area

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1.2 Planning Policy

1.2.1 National Planning Policy

1.2.2 The National Planning Policy Framework (NPPF) adopted in 2012, sets out the Government's planning policies for England and how these are expected to be applied. The NPPF includes conservation areas as heritage assets in Section 12: (Conserving and Enhancing the Historic Environment), and in terms of NPPF guidance, includes conservation areas as designated heritage assets. Great emphasis is placed on considering the significance of heritage assets, including their setting when changes are proposed.

1.2.3 Local Planning Policy

1.2.4 South Cambridgeshire District Council has local planning policies in relation to heritage and conservation areas. Policy CH/5 in the adopted Development Control Policies DPD (July 2007) relates to Conservation Areas, and states planning applications for development in or affecting conservation areas will be determined in accordance with both national policy and guidance, and conservation area appraisals. The Emerging Local Plan is due for adoption in 2018. Policy NH/14 in the emerging Local Plan relates to Heritage Assets including conservation areas and undesignated assets identified in conservation area appraisals; the policy states that development proposals will be supported when they sustain and enhance the significance of heritage assets, including their settings.

1.2.5 South Cambridgeshire District Council also has a Supplementary Planning Document: Development Affecting Conservation Areas (adopted in 2009), which also provides guidance for change within conservation areas at a district wide level.

1.2.6 This appraisal is intended to be adopted by South Cambridgeshire District Council. It will therefore be a material consideration when determining applications for development, defending appeals or proposing works for the preservation or enhancement of the area. It contains a Management Strategy which identifies issues, proposals and policies for the conservation and enhancement of the area.

1.3. Summary of Special Character

1.3.1. The special character of Foxton Conservation Area derives from the following elements:

- A. Medieval High Street with a strong linear character;
- B. Large number of listed timber frame buildings and the Grade I listed St Laurence's Church;
- C. Development of the University tutorial press works and associated cottages;
- D. Collection of buildings and small village greens around changes in alignment of the High Street at the market stead green, the cross, vicarage corner, and entrance to Mortimers lane;
- E. Traditional craftsmanship, embodied in original building materials and architectural features;
- F. Mix of building forms – some gables to the road, some hips and half hips, feature chimneys, steep pitched roofs;
- G. Mix of materials – timber frame, render, brick (red and buff), thatch, peg tiles, pan-tiles, slates, brick, flint and clunch boundary walls;
- H. Predominance of green spaces, mature trees and hedgerows;
- I. Foxton House pastoral parkland setting;
- J. Rural setting and views between the village centre and the hilltops to the south

2.0 Location and context

2.1 Foxton lies 7 miles south of Cambridge City, west of the M11 motorway. The site of the historic village was well chosen. It nestles in the river plane between tributaries of the Cam, and winds around the base of two small hills to the south which shelter the village from prevailing winds.

2.2 The village was historically linked to arable farming and many buildings date back to the medieval period. The historic core was made up of

dwelling and agricultural buildings, developed in a characteristic linear fashion which remains clearly legible. Today, most of the buildings in the village are residential, and agricultural buildings have been converted to residential use, though there are still some farms on the edge of the village.

2.3 The village has facilities such as a primary school, a village hall, playing fields, a village shop, a public house and a church. The 1908 University

Tutorial Press building is prominent in the village centre. Now known as Burlington Park, it has been extended and provides commercial premises for a range of businesses. Foxton remains surrounded by agricultural land, and the eastern side of the village abuts the Cambridge green belt.



Fig 2 Strategic Landscape - Flat River Plane (View from high ground near Barrington)



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Fig 3 View of Chalk Hill and West Hill from the A10



Fig 4 View to south over Chardle field

3.0 Historic development

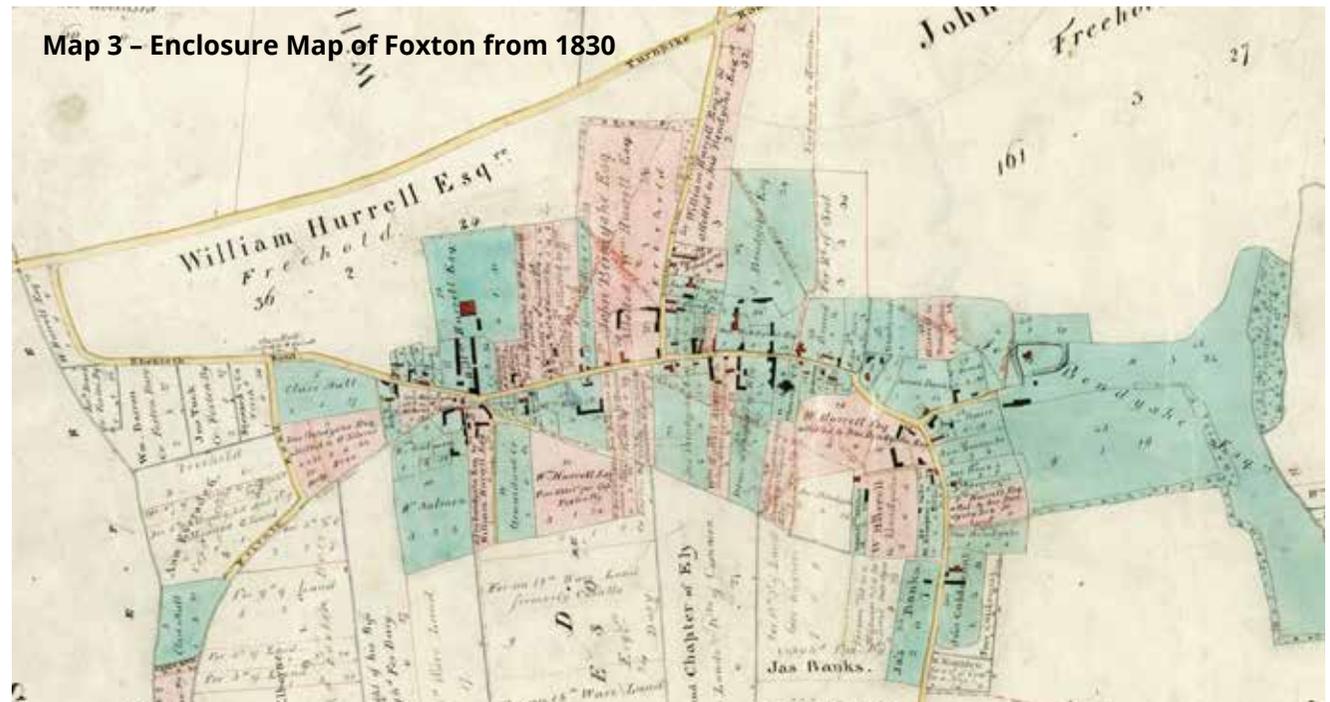
3.1 The following chapter is a summary of Foxton's historic development which is based on a more comprehensive account prepared by Mr Colin Grindley and titled 'Foxton's Historic Context'. An updated and indexed edition will be published on the Parish Council website in 2018.

3.2 Archaeology

3.2.1 Records and artefacts indicate pre-historic activity within the parish area from 10,000 years ago. Human settlement occurred in Foxton, possibly as early as the late-Neolithic age (2,900 -2,200 BC), on a site close to Foxton / Shepreth brook. This is near where there are late Bronze-age, Iron-age settlements, and a large Romano-British settlement.

3.2.2 Iron-age settlements also existed at Barrington Road (800 BC-42AD), and Hurrell's (Herod's) farm (200 BC-42AD). At Mortimer Lane, there was settlement activity ranging from the late Iron-age to the post-medieval period (200 BC-1900 AD), and an early Saxon to 12th century feature (410-1200 AD) has been uncovered. Evidence of Roman villas were located in Caxton Lane and Hoffers Brook farm, with Roman finds also located in Malting Lane.

3.2.3 The numerous archaeological finds and written evidence from late-Saxon, Norman and Medieval times, reveal a simple, but well-connected, community engaged predominantly in arable farming, seemingly as a continuum of earlier nearby Bronze-age, Iron-age, Belgic, and Romano-British farmsteads and settlements.



3.3 Early History

3.3.1 During the late Saxon period (846-1065), there were three manors in Foxton. The holders of the manors in the north-east and centre of the village had royal associations. The central manor was the largest and most influential. It was passed down to the first Abbess of Chatteris Abbey, who held baronial court at Foxton manor to which the Abbey's tenants in many villages across South Cambridgeshire owed suit. Foxton was once a far more influential settlement than is immediately obvious today.

3.3.2 In the Domesday Book of 1086, the village was referred to as Foxtetune, and later Foxton. The combination of fox and tun is thought to mean 'farm where foxes abound'.

3.4 Evolution of the Settlement

3.4.1 The current historic core of Foxton grew in a linear arrangement between the Saxon farmsteads at each end of the village. The agricultural community lived in timber framed dwellings in closes with accompanying barns and outbuildings interspersed along both sides of the High Street.

3.4.2 The village's shape was determined by the lie of the land, which also made it possible to divert water from the nearby brook into a man-made rill alongside the main village street. The street was connected to a water supply and to existing tracks, footpaths and the prehistoric ways in the area. The earliest surviving building is St Laurence's church, parts of which date from the late 12th / early 13th century.

3.4.3 On both sides of the main street, buildings were erected of irregular sizes and spacing, with differing set-backs from the street, roof forms and chimneys. The form of the village grew organically in this manner over time. Barns were arranged in rows; dwellings overlooked meadows or had views to common areas, meadows and arable fields beyond. The population of Foxton and the limits of the village were settled by the late 15th century, and remained stable for around 350 years, until the early 19th century. The OS map, of 1886 (map 4) shows that apart from the Georgian and a few early Victorian buildings, the village form was much the same as that laid down in the early Tudor period.

3.4.4 The village began to grow more rapidly from the Victorian age. Infill development occurred along the High Street, Station Road and Fowlmere Road. This infill of buildings has changed the historic rural character of the village, and has resulted in fewer gaps along the street and lanes. Consequently this allows only occasional views to the countryside, parkland and fields, greatly heightening the significance of those open areas and vistas that remain.

3.4.5 In addition to the church, the Bury and many other listed buildings in Foxton, significant buildings



Map 4 - County Series Map of Foxton 1886

include Foxton House, built in 1825 which has a parkland setting. In Stockers Lane (now Station Road), the former Wesleyan Methodist chapel was built in 1880 and three years later the adjacent purpose-built board school was constructed. The new railway line into Foxton brought Victorian railway architecture to the north of the village at the

end of the 19th century (see map 5). The University Tutorial Press buildings and associated workers cottages were built in the centre of the village in the early 20th century, and the Rural District Council built some early council houses on Station Road. The modern estate developments that took place from 1955 onwards, have changed the size and

edges of Foxton village. However the historic core remains clearly legible.

3.5 Development Summary

3.5.1 The main periods of building are as follows, and are shown in map 6:

3.5.2 Initial Development:

3.5.3 Phase I: Late Saxon (9th -10th centuries)

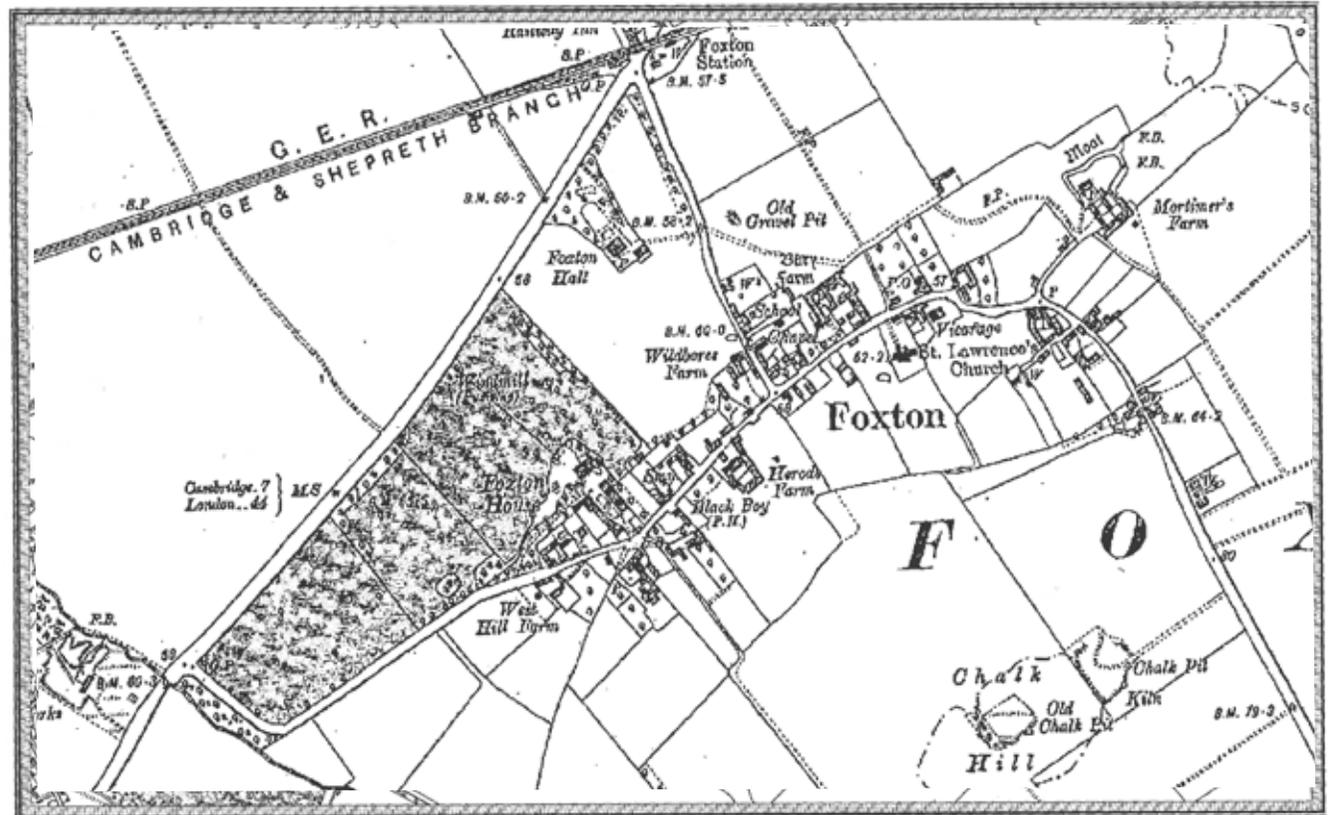
3.5.4 The central manor farmstead and initial dwellings, barns and stabling needed to support it were probably erected between 870 and 900 AD. Two smaller manor farmsteads existed before the conquest.

3.5.5 Phase II: Medieval (11th – 16th centuries)

3.5.6 When the Domesday Book was produced in 1086, a central manor was held by Chatteris Abbey, and two smaller manors had been built at each end of the village. The smallest in the east belonged to Eadgifu, wife of King Harold, and later to the Lord of Richmond. The third manor was held by the Constable of the Tower of London and later Geoffery De Manderville. Derelict timber framed dwellings were rebuilt - more than once. Some were extended or subdivided. The early-English church was built by 1225, and was extended three times. The limits of the village were fixed by the late 15th century.

3.5.7 Mainly Replacement Buildings:

3.5.8 Phase III: Tudor, Elizabethan and Jacobean (16th – 17th centuries)



Map 5 – 1901 OS Map of Foxton

3.5.10 Limited Growth:

3.5.11 Phase IV: Georgian/Regency (18th – 19th centuries)

3.5.12 William Hurrell built Foxton House in 1825 as his country residence with a parkland setting alongside the village and created a pastoral setting for it on meadow land that he already owned south of the current A10.

3.5.9 Most of the timber framed dwellings rebuilt between 1550 and 1630, survive today. Their appearance is mainly Tudor, Elizabethan or Jacobean styles reflecting when they were last rebuilt. Phases II and III of Foxton's development cover an extended period of consolidation and renewal, during which the population and number of dwellings in Foxton saw little change.

3.5.13 Phase V: Victorian to early-20th century (19th – 20th centuries)

3.5.14 Some Victorian infill occurred, including the Methodist Chapel, the Board School building, a small terrace of four houses in Stocker's lane (now Station road), individual houses on the High Street and detached and semi-detached houses on Fowlmere Road. The Cambridge to Shepreth branch line railway station, signal box and inn opened in 1866 on Cambridge Road. New businesses were established and ribbon development occurred along the A10 and Barrington Road. The University Tutorial press building at Station Road was built along with houses in the village for key workers, as a model village scheme in South Cambridgeshire. The Rural District Council also built social housing on Station Road.

3.5.15 Exponential Growth

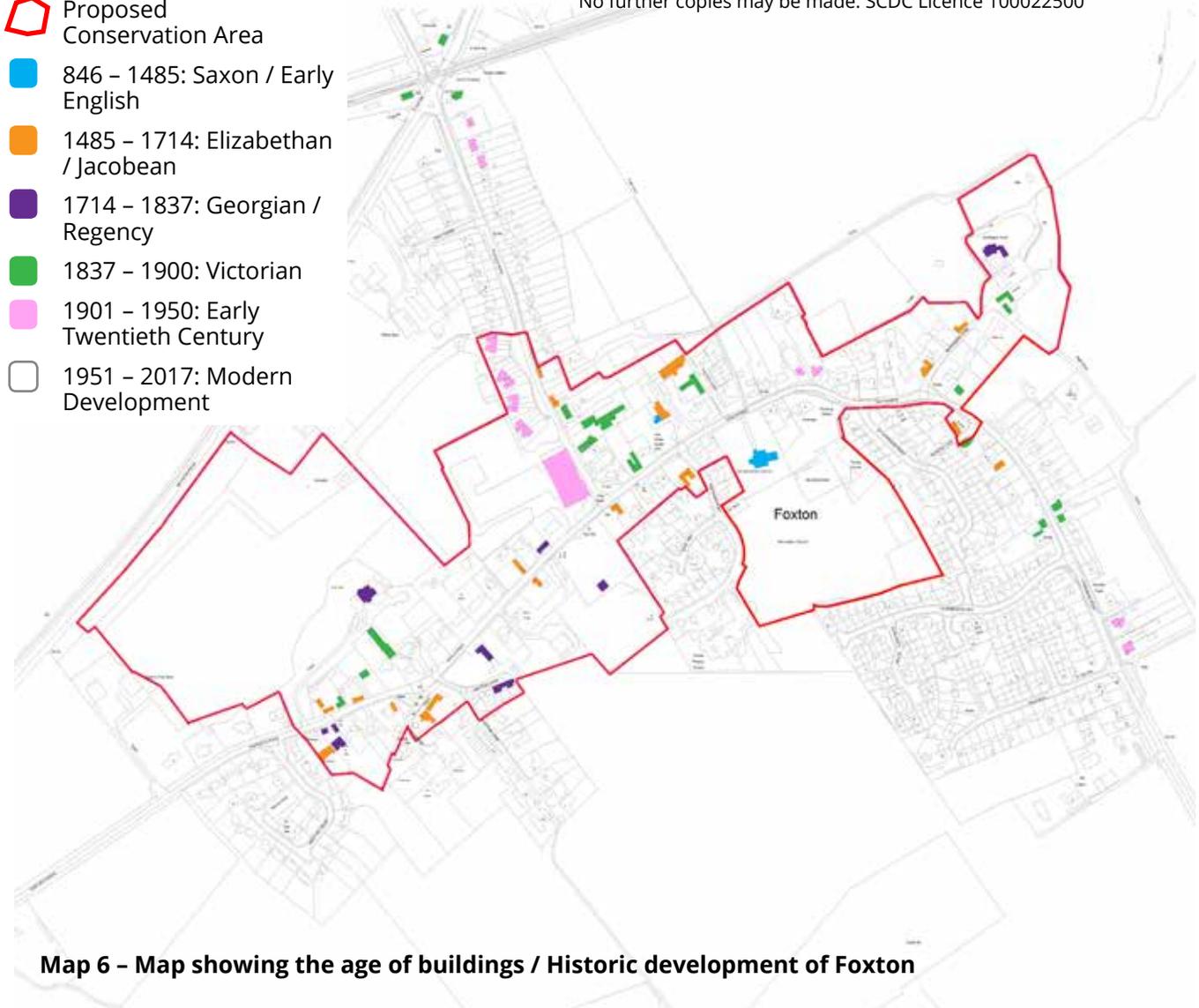
3.5.16 Phase VI: Modern estate developments (20th – 21st centuries)

3.5.17 The first council house estate was built at Hill Field, off Fowlmere Road in 1955 to address housing needs. The 1971 Local Plan proposed sites for estate development which occurred at West Hill Road, St Laurence Road, Illingworth Way, Rowlands Close and Station Road / Hall Close, resulting in exponential growth. Since then, further infill and additional estate development has taken place.

Key

-  Proposed Conservation Area
-  846 – 1485: Saxon / Early English
-  1485 – 1714: Elizabethan / Jacobean
-  1714 – 1837: Georgian / Regency
-  1837 – 1900: Victorian
-  1901 – 1950: Early Twentieth Century
-  1951 – 2017: Modern Development

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Map 6 – Map showing the age of buildings / Historic development of Foxton

4.0 Village form and landscape

4.1 Village Form

4.1.1 The main street through Foxton village (High Street etc) follows the contour of the land, and the line of a geological fault. The principal manor farmstead is near the centre of the village, and two smaller manors were located at its South-West and North-East ends. By the beginning of the Tudor period, individual dwellings and outbuildings had been built along both sides of the connecting streets creating the linear form which is still very evident today. The buildings within the conservation area today reflect the historic evolution and character of the village, with their irregular size and spacing, differing setbacks, roof forms and chimneys.

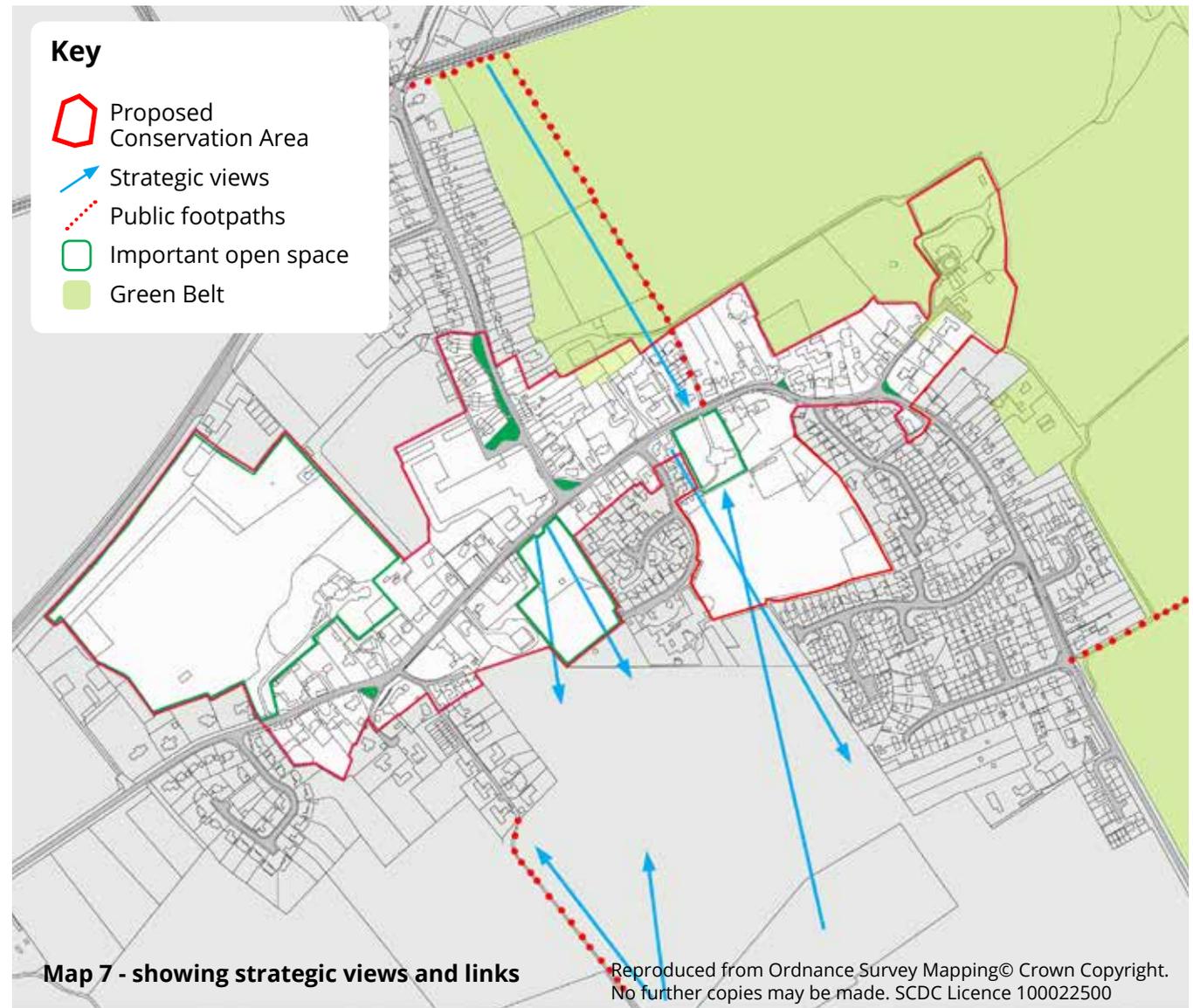
4.2 Routes

4.2.1 Three statutory footpaths based on ancient routes link Foxton to the neighbouring villages of Fowlmere, Newton and Shepreth (see map 7). These form part of the positive landscape setting to the village. The footpath opposite the church running north up to the station is the only one within the conservation area. Historically there were 17 footpaths and tracks crossing the village, which were discontinued by the enclosure order of 1830.

4.3 Landscape Features

4.3.1 The built form of the village wraps itself around the base of the two hills to its south.

In so doing, it naturally encloses the meadows and arable land between the village centre and the two hilltops.



4.3.2 A prominent feature is the hilltop deciduous woodland wildlife habitat created by villagers who helped the County Council to plant trees in the 1980s, under a government sponsored initiative to create new woodland habitat and improve countryside access.

4.4 Strategic Views and Vistas

4.4.1 There are attractive panoramic views from and through the open spaces of the village centre, and towards the village from the nearby hilltops to the south. Within the conservation area, these are most prominent from the wildflower meadow surrounding the Dovecote which provides an important visual link from the medieval village and its wider rural setting. (Views from the historic village over the open pastoral land would have once been common, but initial development has substantially reduced the visual connection to its rural setting.) From the ridgeline of the hills to the south there are also significant views north over the intervening arable farmland, back to the village (see figs 6, 7).

The village recreation ground and the adjacent arable land up to Chalk Hill lie on former glebe land that was controlled by the church.

4.5 Landmarks

4.5.1 Given the relatively low scale of development, the winding rural roads and the largely enclosed nature of the village, views of landmark buildings and features are limited.

4.5.2 The three main landmark buildings in Foxton are St Laurence's Church, the former malt house with its high, conical roof topped by chimney stack, and the 1908 former press buildings.

4.5.3 St Laurence's Church

4.5.4 St Laurence's church, with its square crenulated tower and flèche, is visible in the wider landscape. The views to the church from Chalk Hill (see fig 6) and West Hill, and from the recreation ground closer at hand, together with views from the church to the hills over the wider landscape to the south,

form an important part of its setting and contribute substantially to the significance of this grade I listed heritage asset and the character and appearance of the conservation area.

4.5.5 Former Malt House

4.5.6 Nestled within character area one (see Chapter 5), views from outside the village towards the Malt House are more limited than towards the church, yet the conical roof and brick chimney of the Malt House can be seen from afar. Views from the south towards the malt house (fig 7) contribute significantly to the rural and historic character and appearance of the conservation area.

4.5.7 Former Press Buildings

4.5.8 Despite the substantial size of the original press building, its location at the heart of the village amongst other buildings and surrounding mature tree planting, does restrict the opportunities for distant views of this building, which is really only visible within character areas one and two (see Chapter 5).



Fig 5 - Footpath from Fowlmere. View of Foxton Woodland hilltop planting over a medieval field



Fig 6 - View of Foxton from the wooded ridge to the south of the village



Fig 7- View from Fowlmere footpath to Caxton Lane and towards the former Malt House

4.6 Green Infrastructure

4.6.1 The conservation area has a distinct rural character, strongly reinforced by the abundance of mature trees, hedgerows, grass verges and planting. There are many tree preservation orders within the conservation area.

4.6.2 Generally, the open green spaces within Foxton fall into three categories:

- A. Small triangular greens along the High Street;
- B. Wide verges at the side of roads;
- C. Meadows surviving from medieval times;
- D. Former glebe land.

4.6.3 The small village greens are found at changes in the alignment of the High Street and at the junction with Station Road. These pocket green spaces vary in size, the largest contains the market stead and a tiled channel for the common stream. They all contain grassed areas with single specimen trees and form the setting of listed buildings (see fig 8). Two contain listed water pumps (The Green, and the junction with Mortimers Lane).

4.6.4 The greens and the wide grass verges provide a rural feel to the village. The largest of the roadside verges is the banked green on Station Road (fig 25), which was the remnant of Welbore's farmstead parkland after the press houses had been built. On the High Street opposite the church there is another wide medieval verge, at the back of which the common stream ran.

4.6.5 The wide medieval verges along Shepreth Road (fig 10,11) are a prominent feature on the



Fig 8 - The Green

approach to the village and are important to the setting of the conservation area. On arrival in the historic settlement, the verges taper and property boundaries continue adjacent to the road without wide verges. Modern development west of the conservation area boundary is set back, maintaining the verges through into the historic core.

4.6.6 The meadows surrounding and incorporated into Foxton have a mix of functions and ownership. Some are publicly accessible (such as the dovecote wildflower meadow), some are in private ownership and remain as managed meadows (such as those North East of Mortimers Lane), some form the pastoral parkland setting to Foxton House, and others are now publicly owned, such as the recreation ground which was formed on medieval glebe land which surrounded the church.

4.6.7 The former glebe land south of the church is now recreation ground owned by the Parish Council (fig 9).



Fig 9 - View to ridge across glebe land



Fig 10 - Wide verges at the western approach

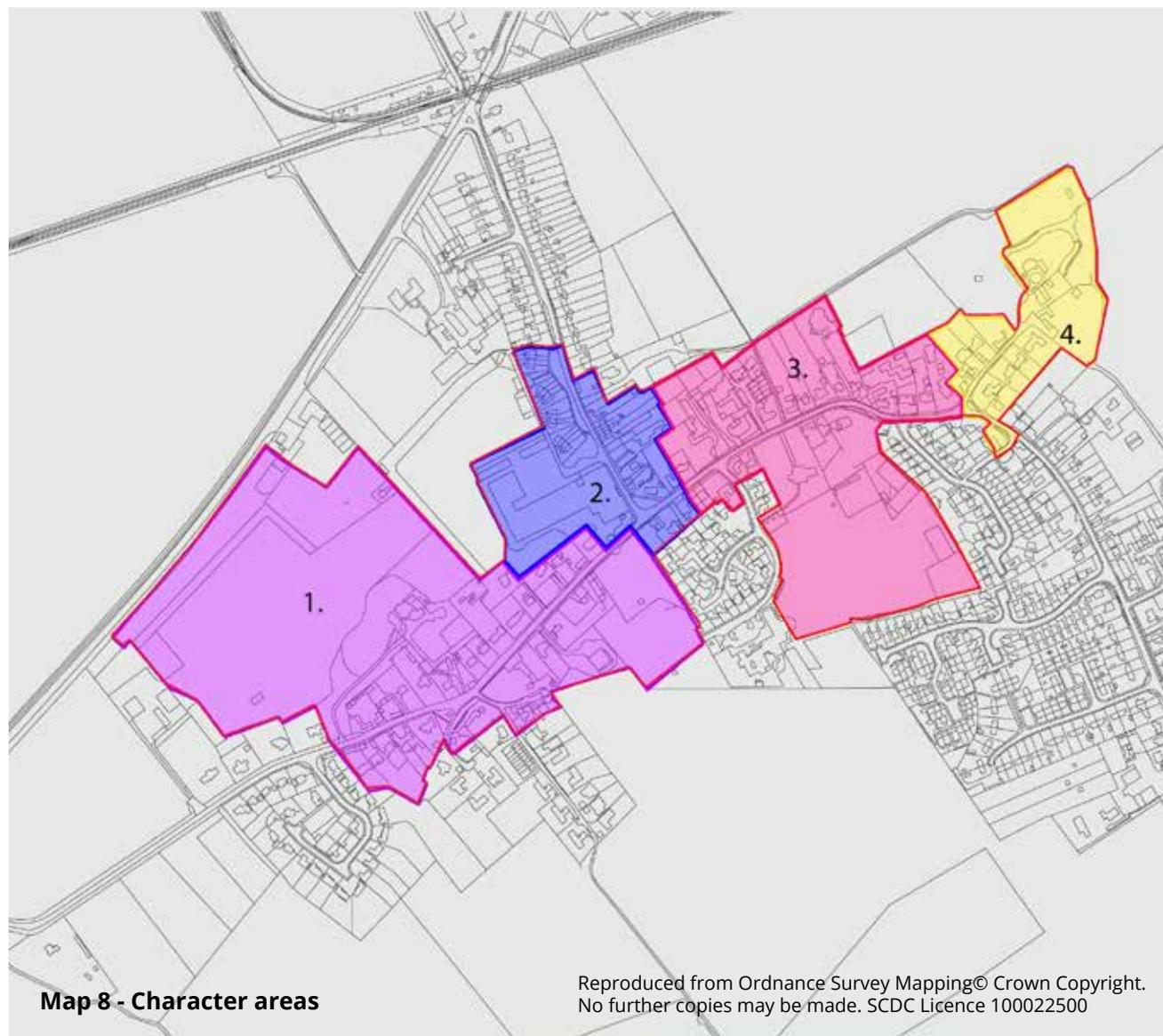


Fig 11 - View East and west from 1 High Street

5.0 Character areas

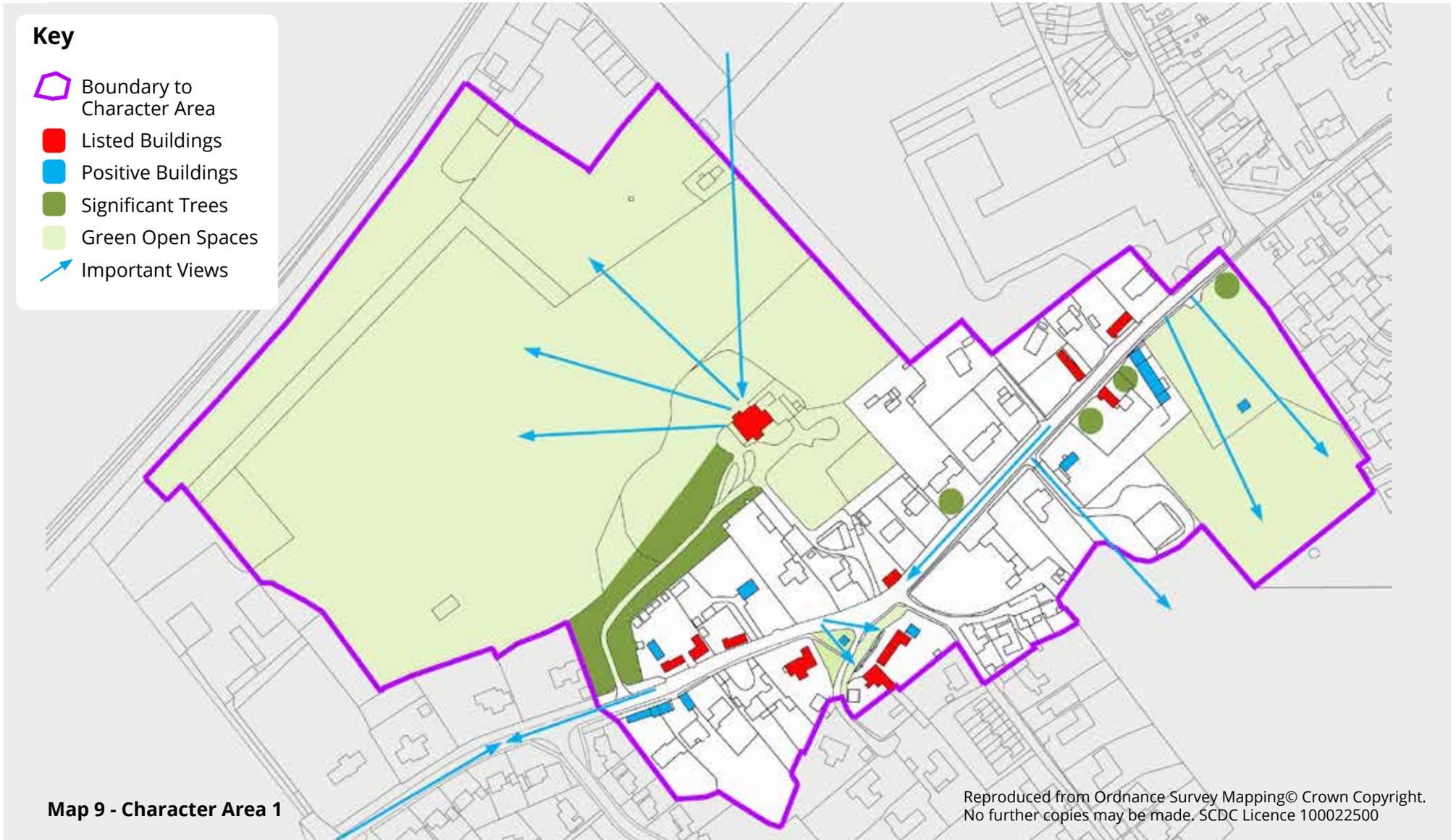
5.0.1 The medieval origins of Foxton are still clearly evident in its layout and the architecture of some of the oldest remaining buildings. The infill development that has taken place since then can also be clearly distinguished, and has changed the character of the village into something more varied and multi-phased in nature.

5.0.2 Though all parts of the conservation area have similarities in built form and positive characteristics, four distinct areas within the conservation area have been identified, which each have unique characteristics of their own. The boundaries of these four areas are shown on the Character Area Map. This chapter describes the distinct character and prevailing characteristics of each area.



5.1 Character Area 1: High Street West - Agricultural

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5.1.1 Character area one extends along the High Street (which turns into Shepreth Road) south west from the junction with Station Road, to the driveway to Foxton House, including both the parkland setting of Foxton House and the wildflower meadow surrounding the Dovecote. The main street through the character area is largely straight, apart from one distinct change of direction at the village green.

5.1.2 This end of the village has a more agricultural character. The land between historic farm steads has been infilled over the years with housing, but the more informal character is still evident, and is strengthened by views south over meadows and agricultural land which are not so evident in the other character areas.

5.1.3 **Uses and Scale**

5.1.4 The predominant buildings within this character area are houses, interspersed with occasional former agricultural outbuildings. This is the result of infill development, and the conversion or replacement of barns. A few small paddocks

have been retained along the south of High Street. Buildings range from single to two storey, and some of the thatched cottages have rooms in the roof.

5.1.5 **Arrangement and Typology**

5.1.6 Generally, the oldest surviving buildings (predominantly grade II listed in this location) are sited closest to the road, and therefore have most prominence within the street scene. They are also arranged into two distinct groups (one near the Dovecote and the second around the village green). This clustering also adds to their prominence (see fig 12).

5.1.7 Most of the buildings within character area one are detached and set in their own grounds. Generally the building and their roofs address the road, though a few gables face the road. A terrace of clunch block cottages sits along Malting Lane, which is notable for its informal character and tighter packed cottages of traditional construction (see fig 13).

5.1.8 There is a considerable amount of twentieth

century infill housing in this character area, especially between the two historic clusters of buildings, but most modern houses are set back considerably from the road which limits their impact on the character of the area. Generally, the form (roof pitch) and materials (brick) of twentieth century development does not enhance the conservation area.

5.1.9 Foxton House (see fig 20) lies in the north of this character area, and is screened from view by the mature woodland planting south of the building. It is a grade II listed, well-proportioned Georgian double-pile country house built in gault brick with a shallow slate roof, and Regency veranda. Foxton House, and its grounds have always been separate from the High Street. The surrounding parkland was designed to provide a setting that is separated from the High Street. The driveway entrance is at the edge of the historic core of Foxton, where the verges along Shepreth Road taper away (see 'Green Infrastructure').

5.1.10 **Materials and Architectural Detailing**



Fig 12 - 29, 35 High Street (left); 18 High Street (right)



Fig 13 - The Maltings



Fig 14 - Open fronted cart barns, 18 High Street

5.1.11 The majority of the historic buildings are rendered, and painted white. This includes both listed buildings and non-designated historic buildings. Brick is used almost predominantly for the twentieth century buildings, which do not relate so positively to the character of this end of the village.

5.1.12 One notable exception to this is the Malt House, which is a very striking building in red brick.

This building is a landmark within the character area due to its prominence on the street, relating to its siting close to a bend in the road, but also its unusual conical roof profile, with timbered gables, and its use of red brick (see fig 15).

5.1.13 The roofs of positive buildings are generally finished in clay peg tiles with pantiles or slate used only for outbuildings. Four of the listed buildings

are longstraw thatch. Pantiles and concrete tiles have been used more in the twentieth century housing, but these materials do not relate so positively to the character of the historic houses. Substantial chimneys, sometimes with distinct architectural profiles are a strong feature of this end of the High Street (see fig 16).



Fig 15 - Malt House, High Street (grade II)



Fig 16 - Chimney details

5.1.14 **Boundary Treatments**

5.1.15 Boundaries are generally more informal in this character area, reflective of the more agricultural character. Hedgerows are the most common boundary treatment, some are quite high which occasionally restricts views and increases the sense of enclosure to the street. Some houses have open front boundaries with well planted gardens, others have timber post and rail or picket fences. Low gault brick boundary walls are more common nearer to the green.

5.1.16 **Open Spaces**

5.1.17 There are three main areas of open space within this character area, each with its own identity. The wildflower meadow surrounding the Dovecote (see fig 18 and front cover) is a community meadow, providing a pedestrian link to the school, as well as a setting for the distinctive dovecote. The meadow also provides a rare break in built form which allows views out to the countryside beyond the village envelope.

5.1.18 The open green of the market stead is a triangular grassed area at the divergence of streets near where the High Street turns into Shepreth Road (see fig 8). The common stream (the ancient water supply for the village), still exists in front of house numbers 1, 2 and 4 The Green. The green has an informal character. Although bisected by a lane, the kerbs are not continued and the houses have open frontages which bleed into the space which create the informal character.

5.1.19 The third area of open space is around

Foxton House. When the country residence was built in the nineteenth century, a wooded driveway and large parkland setting was created around it with specimen trees and open views, most of which still survive. Although this space is not publicly accessible, this area is very important to the setting of Foxton House, and forms a significant part of the conservation area.

5.1.20 **Verges, Footpaths and Roads**

5.1.21 The High Street generally has pavement at only one side, which minimises the need for kerbs etc and provides a more rural feel to the village (figs 17, 19).

5.1.22 The wide medieval grass verges extend along Shepreth Road to the entrance to Foxton House which reinforces the rural character of this part of the conservation area.

5.1.23 **Trees and Planting**

5.1.24 Character area one is very green in character, with mature trees, hedgerows and gardens contributing significantly to its rural and informal character. There are a number of significant large trees along the High Street which enclose and define the route in parts. Gaps between buildings are largely filled with trees in back gardens, and the skyline is predominately formed by trees rather than roofs.

5.1.25 **Views**

5.1.26 The views over the undeveloped meadows to the south of the High Street (such as the Dovecote meadow, see fig 18), provide important



Fig 17 - Footpath only to one side of the road giving rural feel. View northeast along the High Street



Fig 18 - Dovecote Meadow



Fig 19 - Footpath only to one side of the road giving rural feel. View towards the Malt House and village green

visual connections to the surrounding countryside. There is also a glimpsed view of the arable fields from the agricultural access lane between 12 and 14 High Street (fig 21). From Foxton House, the views over the largely private parkland setting are also important, as are the views of Foxton House from Villiers Park.

5.1.27 The change in direction of the High Street at the market stead creates two distinctive views, one looking south west down the High Street towards the malt house (fig 19) and village green beyond. The second view looks south east across the village green to the row of distinctive buildings of medieval origin which address the green.

5.1.28 The view out of the conservation area and village edge is also important along Shepreth Road, over the wide verges and back drop of trees. The substantial set back of the more modern houses beyond the conservation area, ensure that the visual connection to the rural setting of Foxton is strongly retained in this location.



Fig 20 - Southwest elevation of Foxton House, Shepreth Road



Fig 21 - View of countryside from farm access

5.2 Character Area 2: Station Road Historic Trade Area

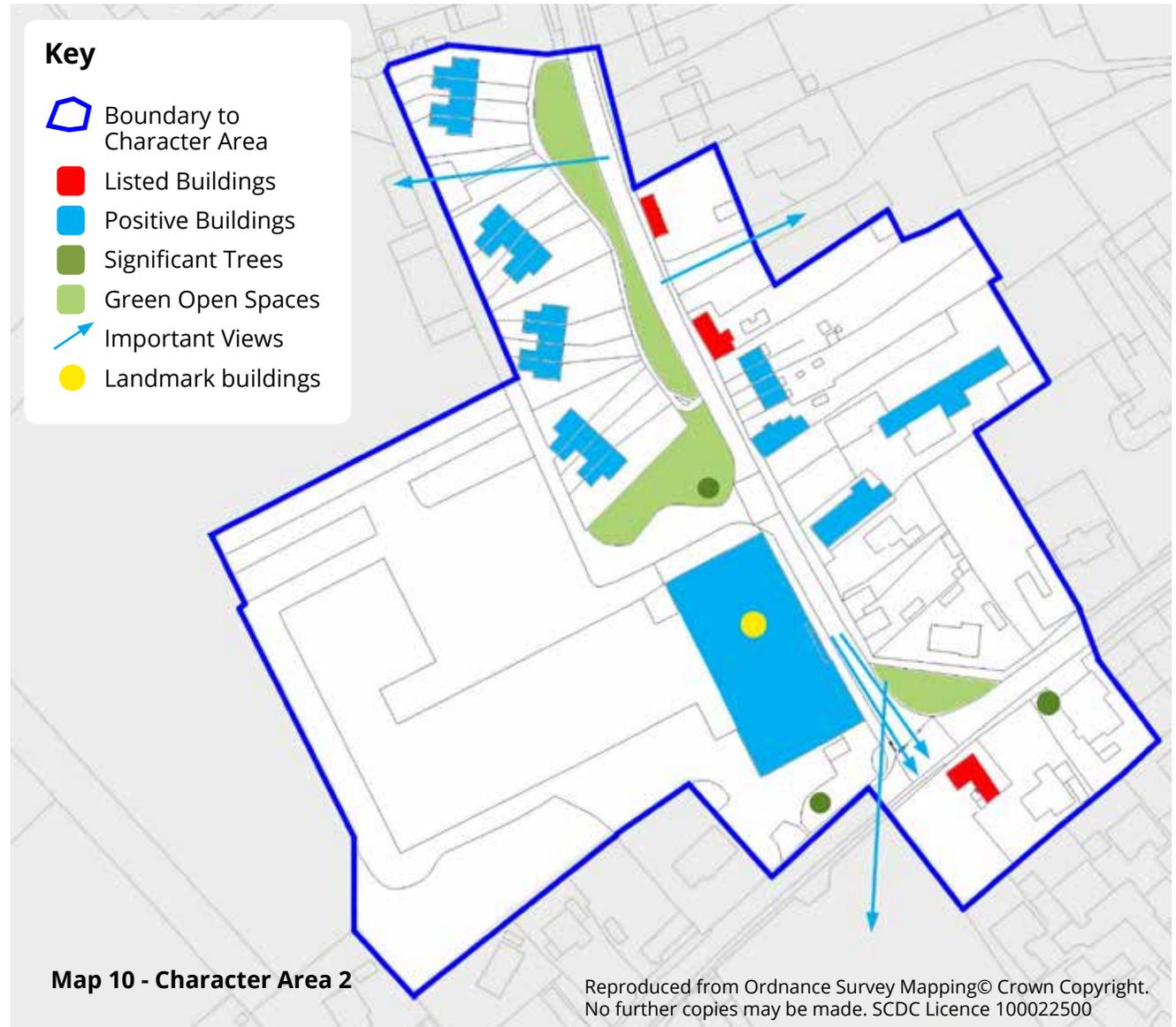
5.2.1 Character area two lies at the heart of Foxton, centred around the former University Tutorial printing press building, at the junction between the High Street and Station Road. Historically, this area contained the trade and commercial functions of the village. The area comprises three listed timber-framed buildings, three distinctive Victorian buildings and a Victorian terrace. Most other buildings are twentieth century development.

5.2.2 Uses and Scale

5.2.3 The commercial functions remain today at the former University Tutorial printing press building (now Burlington Park), the post office and the village pub. The area also contains the former board school and former Methodist chapel, interspersed with houses. 16 houses were built at the same time as the former print works, by a benevolent employer who wished to house his workers in a model village development in 1908.

5.2.4 The former press premises is the largest building in Foxton (see fig 22), it has been extended over various phases and it ranges from 1.5 storeys to 2.5 storeys. Modern industrial sheds have been built towards the back of the site which represent a form and scale that are out of character with the village and conservation area. The former chapel opposite, is also a taller building though technically it is only single storey. The earliest houses are 1.5 storey thatched cottages, the rest are all twentieth century 2 storey buildings.

5.2.5 At the junction between Station Road and the High Street, Foxton's war memorial is sited on one



side (fig 29), and a traditional village sign is sited on the green opposite (fig 31).

5.2.6 **Arrangement and Typology**

5.2.7 Buildings in this character area are either detached or arranged in terraces of four.

5.2.8 Buildings are generally sited close to the

road, some close up to the pavement forming a narrow street with a strong sense of enclosure, especially on Station Road around the former print works. At either end of this narrowing, the sense of space widens. To the south at the junction with the High Street, the village green and village cross at either side of Station Road provide open space, and the wider spacing of buildings along the High Street

allows views across into character area one, and the wider landscape setting of Foxton.

5.2.9 To the North of the press buildings, the former press workers cottages are set well back from the road (fig 25) behind long front gardens and a long, banked green (formerly part of Welbore's farmstead and then Foxton Hall parkland alongside Stockers Lane). The four terraces of four



Fig 22 - Former press building 'Burlington Park', along Station Road, is the laeigest building in Foxton

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Fig 23 - The White Horse PH

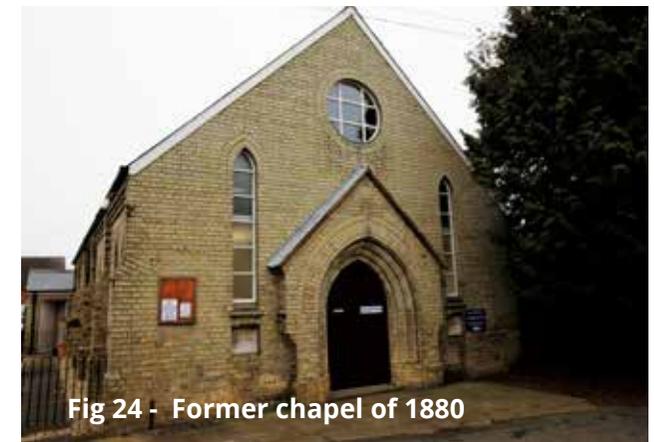


Fig 24 - Former chapel of 1880

cottages are not arranged parallel to the road. This creates a unique character to the street at this point, and contrasts strongly with the thatched cottages opposite which hug the pavement and the alignment of the road (fig 27).

5.2.10 Materials and Architectural Detailing

5.2.11 Nearly all buildings are rendered and painted white, though the roof materials vary from slate to clay tiles to thatch.

5.2.12 Roofs are generally steeply pitched, and gables are particularly prevalent. These are echoed on a smaller scale by the gabled dormers on the former press workers cottages.

5.2.13 Though there are only three historic timber-framed buildings in this character area, they contribute strongly to the character of this area. The two thatched cottages on Station Road, both listed, have characteristic eyebrow windows at first floor, and are similar in appearance forming a

distinctive pair of historic buildings.

5.2.14 The curvature of Station Road restricts the view beyond the gable end of number 22 Station Road, emphasising that this is the northern point of entry to the medieval village (fig 26).

5.2.15 The third historic timber-framed building has a similar appearance with its white render and thatch, and has a prominent position at the end of Station Road.

5.2.16 Three exceptions to the white render, are the Victorian buildings, notable for their gault brick facades. These are the former board school building of 1883; chapel of 1880; and the White Horse public house, which re-opened in 1881 after a fire in 1880.

5.2.17 Red brick is largely restricted to the former printing press building itself, and the nearby boundary walls. The multiple use of gables, mix of red brick and render and hung tiles gives the

former print works a very distinctive appearance, enhanced by its scale and proximity to the road. Original design details on the press building include a variety of roof vents.

5.2.18 Boundary Treatments

5.2.19 Where front gardens exist, the boundary treatments are largely hedgerows, though there are some low timber fences. The red brick walls on Station Road at the junction with the High Street give this space a more formal character. A small length of flint wall exists along the High Street.

5.2.20 Open Spaces

5.2.21 There are only two open spaces in this character area, the semi-circular green opposite the war memorial, and the long, wide banked green in front of the former press workers cottages, which extends into the entrance to Burlington Park. This long, grassed green containing trees, combined with the more informal orientation of the former



Fig 25 - The former press work cottages (set back from the road)



Fig 26 - 22 Station Road, northern entry



Fig 27 - 22 Station Road and wide green



Fig 28 - 32,34 High Street

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press houses and their substantial planted front gardens behind hedgerow boundaries, together with a lack of engineering footpaths provides a much more open and rural character to this northern end of the character area.

5.2.22 Verges, Footpaths and Roads

5.2.23 Other than the open spaces described above, this character area does not have any other verges, and footpaths are nearly always immediately adjacent to the road, behind concrete kerbs providing a more formal character within the village centre. The entrance to Burlington Park (fig 34) has an over-engineered feel, which detracts from the rural character of the conservation area.

5.2.24 Trees and Planting

5.2.25 The printing press buildings form a harder, more built up break between the two greener northern and southern ends of this character area. Both green spaces contain trees, as do the gardens of properties which maintain Foxton's green and rural character. The tree at the entrance to Burlington Park is especially significant in terms of scale and presence. The southern side of the High Street where it meets Station Road is much more rural in character than Station Road, with greater spaces between buildings, its hedgerows and skyline of mature trees.

5.2.26 The trees in front of the press buildings along the High Street help to enclose the street



Fig 29 - Foxton war memorial



Fig 30 - Cottage opposite the green in Station Road

at this point, and contribute positively to the rural character of the conservation area.

5.2.27 Views

5.2.28 The views within character area two are relatively contained.

5.2.29 The curvature of Station Road restricts the view beyond the gable end of number 22 Station Road, emphasising that this is the northern point of entry to the medieval village. Beyond this pinch point there is a significant view south down Station Road, to the listed cottage which addresses the junction, and is framed by wide belts of mixed mature trees.

5.2.30 There are two lateral countryside views from Station Road, significant in part due to the otherwise contained nature of views within this part of the conservation area. Both form part of the setting of the heritage asset at number 22 Station Road. There is a farm access way between the two thatched cottages on Station Road (numbers 18 and 22), which allows a long view of the surrounding landscape and agricultural setting of the village (fig 33). There is a significant countryside view through the gap between numbers 29 and 31 Station Road, once connected to the parkland beyond and now filtered by trees (fig 32).



Fig 31 – Foxton village sign



Fig 32 – Significant countryside views



Fig 33 – views between no. 18 & 22 Station Road of the rural landscape and agricultural setting of the village.

5.3 Character Area 3: High Street East – Administrative /Religious centre

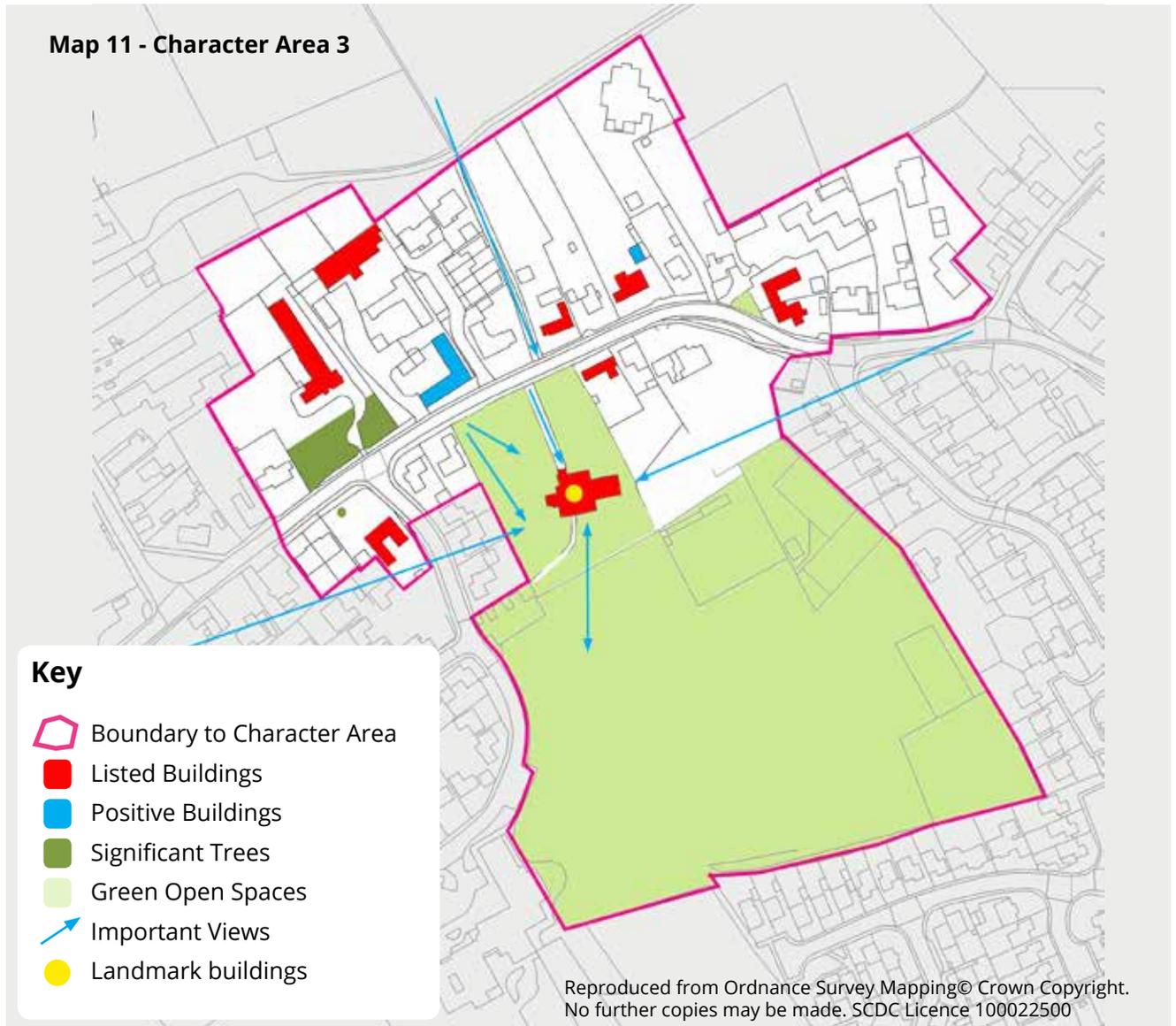
5.3.1 Character area three extends along the High Street, north east of the post office and pub, around to vicarage corner. Historically, this was the administrative and religious heart of the village, buildings such as The Bury (fig 34) with its tithe barn and St Laurence’s Church (fig 41) opposite still exist today, and the area is distinguished by its more formal character of larger buildings, set well back from the road often behind walled frontages.

5.3.2 Uses and Scale

5.3.3 The largest buildings lie at the heart of this character area. St Laurence’s Church is a grade I listed building, built of fieldstone and flint with limestone dressings. The earliest parts of which date to the late 12th and early 13th centuries, though it has been added to throughout the centuries. The tower was added around 1475, and the church was extensively restored in the Victorian era.

5.3.4 One striking feature of this character area is the continuous walls in front of the Bury and church which extend along the High Street (fig 36 -38); this adds to the formality of this part of the conservation area. The historic manor house known as ‘The Bury’ is a grade II listed two-storey timber frame house. The barns of its adjacent farmstead include the grade II listed threshing barn to the rear of the site. The barns have been converted into houses, and a former barn on the frontage of the site has been replaced by a single storey dwelling (fig 40).

Map 11 - Character Area 3



5.3.5 The other grade II listed buildings within this character area are mainly thatched timber framed cottages, one and a half storey, whereas the modern infill housing is predominantly two storey.

5.3.6 Arrangement and Typology

5.3.7 Most buildings in this character area are detached. All the historic buildings face, or are parallel to the road, with the roofs fronting the highway. The timber framed cottages are generally closer to the road behind a small front garden; the modern infill largely follows this positioning. One notable exception to these two arrangements is the recent replacement dwelling adjacent to the Bury which was rebuilt on the footprint of a former barn. It is built immediately adjacent to the verge, and reads as a continuation of the boundary walls characteristic of this area. The Bury and the church are set substantially further back within their

own grounds.

5.3.8 The buildings are set back from the road, which together with the tree presence largely screen the houses from views along High Street. Buildings are only clearly visible as you pass immediately by them. The arrangement of building around vicarage corner, where the road changes direction, is more varied and informal and allows different views of properties as one moves along the road, and is one location where a group of buildings can be clearly seen. The other is the collection of barns (now largely houses) adjacent to the Bury, where the roofs of the buildings are layered one behind the other.

5.3.9 Materials and Architectural Detailing

5.3.10 The historic timber frame cottages remain largely thatch and rendered, and the older infill

housing is largely gault brick. The twentieth century infill is largely red brick which is not characteristic of this part of the conservation area. Barns are predominantly weather boarded, under pantile roofs. Most buildings have chimneys.

5.3.11 Boundary Treatments

5.3.12 The long, largely unbroken walls in front of the church and Bury, give this stretch of the village a distinct character. The church wall is brick with both stone and brick copings, the wall to the Bury and adjacent house is flint.

5.3.13 Away from these principal buildings, boundaries are usually hedgerows, though brick walls are common east of vicarage corner.

5.3.14 Open Spaces

5.3.15 The open spaces are the small triangular



Fig 34 – The Bury, High Street is located within the administrative and religious character area of Foxton

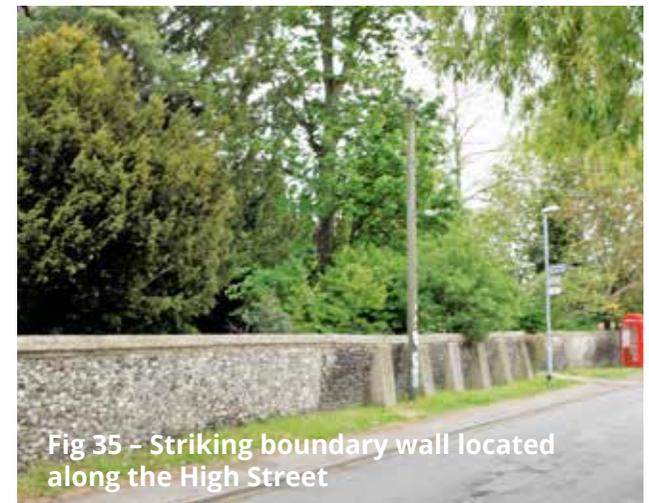


Fig 35 – Striking boundary wall located along the High Street

green at vicarage corner (fig 37), the graveyard and the former glebe land forming the setting of the church. This provides a green setting to the church and a sense of openness not seen elsewhere in this character area.

5.3.16 The green at vicarage corner is very small, containing a small single tree, but contributes significantly to the rural character of Foxton.

5.3.17 **Verges, Footpaths and Roads**

5.3.18 The carriageway is more formal in this character area, with footpaths at either side of the road for most of its length.

5.3.19 The wide verges along the High Street were formed when the common stream that used to run along the side of the road was infilled. The narrowness of the original bridging arrangements

is also still evident today in the narrow driveway entrances which are characteristic of this area.

5.3.20 **Trees and Planting**

5.3.21 Character area three is the greenest in character of the four areas. The longer-range views down the High Street are largely dominated by trees, boundary walls and hedgerows, rather than the buildings themselves. The largest tree is an enormous weeping willow in front of the listed cottage at 44, 46 High Street which is mirrored on the opposite side of the road by the mature tree planting in front of the Bury.

5.3.22 There is a continuation of tree planting in front gardens along the High Street, including within the verge at vicarage corner, opposite the green.



Fig 37 - Green at Vicarage Corner



Fig 38 - The barn parallel to the High Street has been replaced by a single storey dwelling



Fig 36 - Wall in front of Bury visually leading into building line and churchyard wall continuing opposite.

5.3.23 **Views**

5.3.24 Long range views are limited within character area three, due to the large trees, but there are a number of local views of the only landmark building in the character area, the church.

5.3.25 The primary views of the church are from the High Street, looking over the graveyard (fig 43).

The church is framed by the boundary tree planting. The historic glebe land behind the church now contains the village recreation ground, which maintains the churches open outlook to the south.

5.3.26 On the public footpath from the station leading to the High Street, there is a long distance view south to the church tower over the top of the adjacent fences and houses. At the junction of

St Laurence Road, there is a glimpsed view through the trees to the church tower.

5.3.27 From the public path to Fowlmere there is a long distance view of the church, recreation ground and village hall from the woodland on the ridge between Chalk and West Hills (see Chapter 4).



5.4 Character Area 4: Mortimers Lane/Eastern Entrance

5.4.1 Character area four was originally part of Mortimer manor farmstead. It is very rural in character. The area comprises Mortimers Lane, the first few houses along Fowlmere Road, and no 2 Baron's Lane near the former farmyard junction with Fowlmere Road, which was the south-eastern extent of the core of the medieval village. Entry to / exit from the conservation area and historic core of Foxton is today marked by a visual pinch point formed by no 8 Fowlmere Road.

5.4.2 A moated manor house at Mortimer's Farm was one of the three earliest buildings erected at Foxton during the late-Saxon period. The manor house was partly rebuilt in 1548, but replaced circa 1840. Most of its substantial wet-moat survives and is thought to be of medieval origin and linked to the town brook. Modern development along Mortimers Lane and ribbon development along Fowlmere Road has now joined Mortimer's Farmstead to the rest of the village.

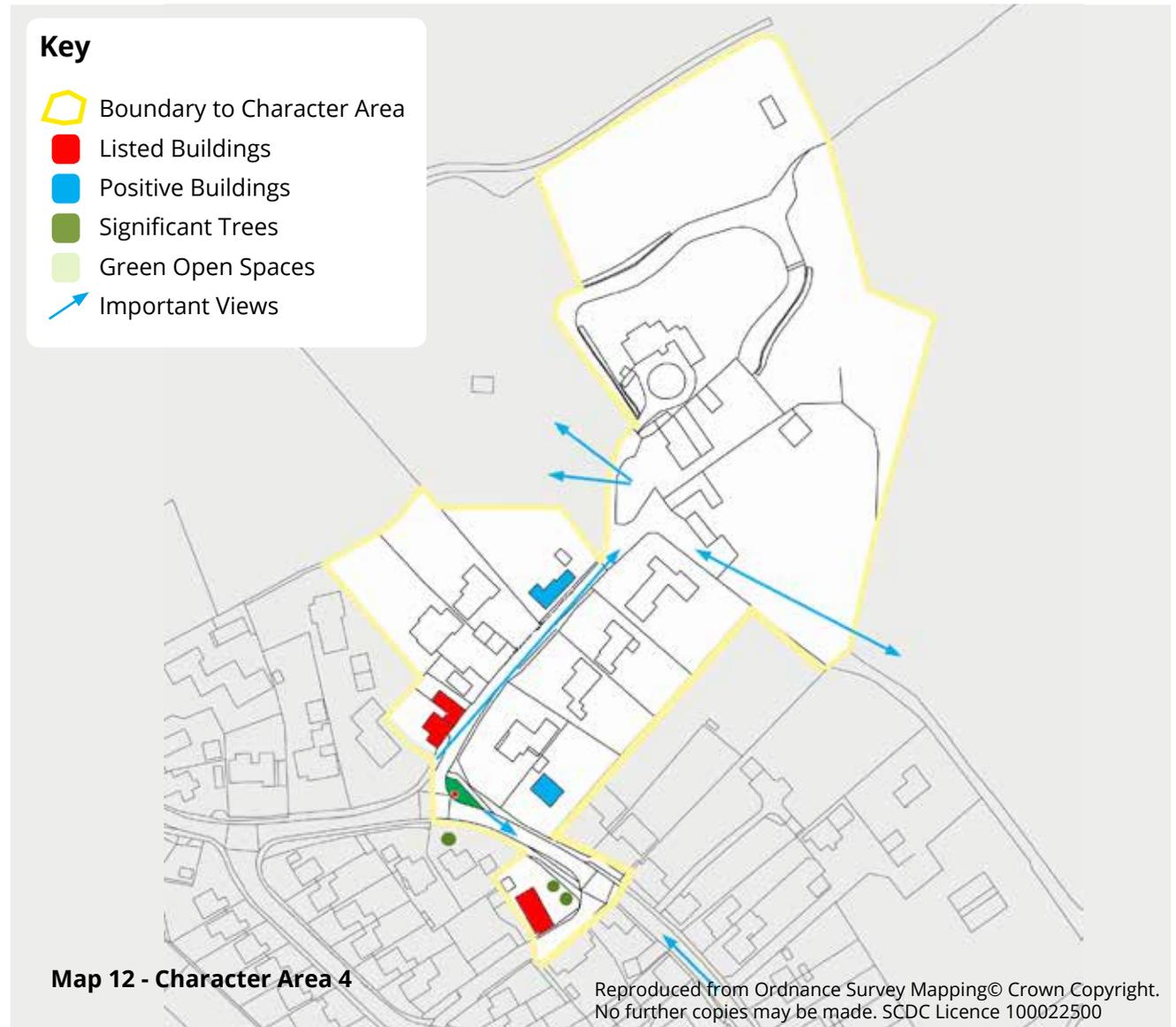
5.4.3 Uses and Scale

5.4.4 All buildings in this area are now residential, some purpose built, some on Mortimers Lane are converted barns, and some are historic farmhouses (such as Barons Farmhouse).

5.4.5 Buildings on Fowlmere Road are largely 2 storey. Mortimers Lane has a mix of single storey dwellings, some one and a half storey and some two storey at the end nearest Mortimer's Farm.

5.4.6 Arrangement and Typology

5.4.7 Buildings and roofs generally face the road, two exceptions to this are the recent house and



garage on Mortimers Lane which present two strong gables to the Lane which is not characteristic to the area. The other exception is Mortimer's Farm with its historic barns (now converted into houses). These buildings are laid out in a more haphazard agricultural arrangement.

5.4.8 Number 8 Fowlmere Road, on the footprint of the earlier dwellings, forms a pinch point in the streetscape which signals the start of the medieval village core.

5.4.9 Houses are generally detached. The more historic properties are closer to the roads; the modern infill is more set back. Most properties have front gardens, most of the houses along Fowlmere Road are large in size. Generally, the twentieth century infill housing does not contribute to the positive characteristics of the area, roof pitches and materials are often inappropriate.

5.4.10 **Materials and Architectural Detailing**

5.4.11 The architecture of this character area is very varied, with a lot of infill development. The listed buildings are all rendered timber frame buildings.

5.4.12 Mortimers lane has a higher proportion of vernacular buildings, with examples of thatched cottages and timber clad barns with pantile roofs. There are more formal buildings on Fowlmere road, in gault brick and render.

5.4.13 **Boundary Treatments**

5.4.14 Low brick walls or planted boundaries are common along Fowlmere Road. Mortimers Lane is much more rural in character and boundaries are



Fig 44 - Mortimer Lane



Fig 45 - Listed village pump



Fig 46 - View east into Mortimers Lane, green to right hand side.

5.4.18 **Verges, Footpaths and Roads**

5.4.19 The character of Fowlmere Road reads as a continuation of the High Street in terms of the carriageway with footpaths on one side or the other, and occasionally on both sides, and limited verges.

5.4.20 Mortimers Lane is much more rural and informal in character, and distinctly different from the other roads and lanes within the conservation area. It is very narrow without footpaths or kerbs, and has verges at each side of the lane for most of its length. Driveways are largely gravelled and the

substantial planting either side of the road gives a very green and rural character to this lane.

5.4.21 **Trees and Planting**

5.4.22 The substantial tree planting at either side of the road where High Street turns into Fowlmere Road create a pinch point, and help screen the twentieth century housing which does not enhance the character of the conservation area so positively. The large tree within the curtilage of Barons Farmhouse is significantly taller than the surrounding houses which helps to create a more rural skyline (fig 47).

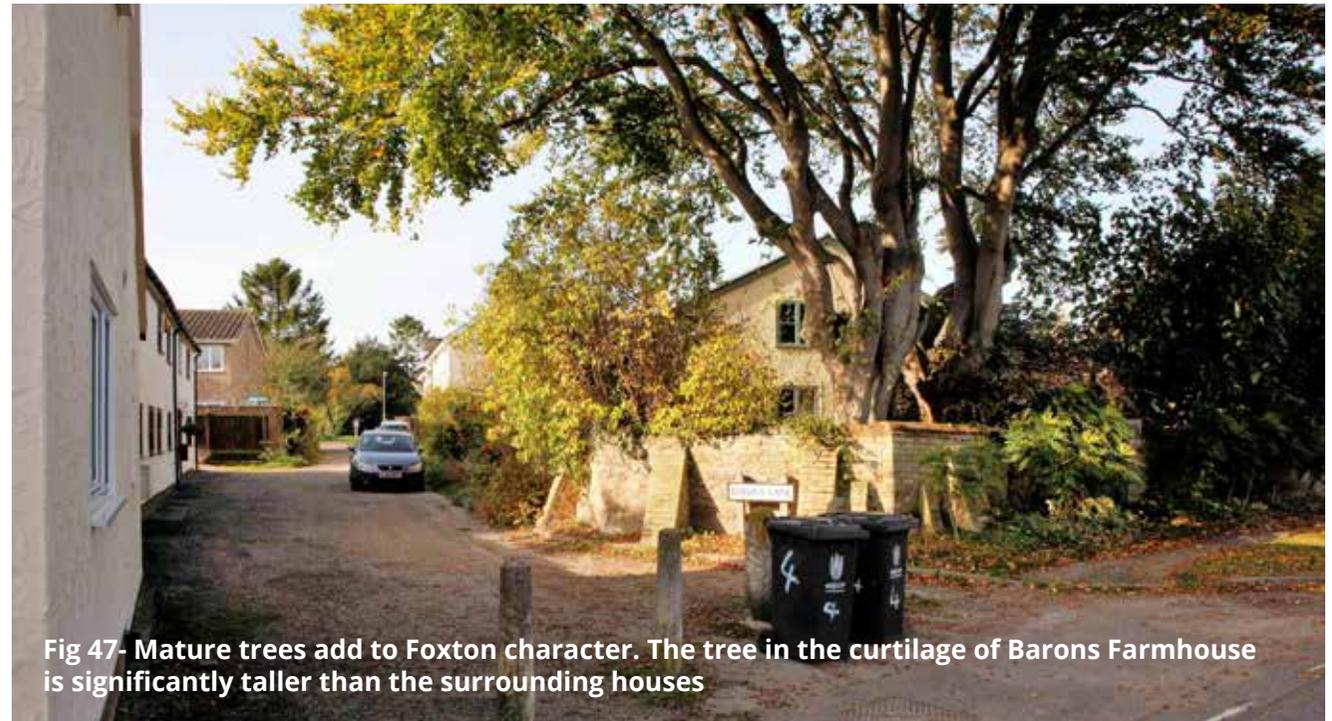


Fig 47- Mature trees add to Foxton character. The tree in the curtilage of Barons Farmhouse is significantly taller than the surrounding houses

usually defined by hedgerows or planting. Where dwarf walls exist, these are largely obscured by surrounding planting.

5.4.15 **Open Spaces**

5.4.16 The only public open space in this character area is the small village green at the junction between Fowlmere Road and Mortimers Lane. This triangular green contains a single tree and the old water pump which has been retained and is grade II listed (fig 45).

5.4.17 The land around Mortimer's Farm is lush meadowland (fig 48), and around the farm a medieval wet moat is still visible. Both of these features add to the historic and more rural character of this end of the village.

5.4.23 The end of Mortimers Lane is largely screened by mature trees around Mortimer's Farm and its barns which fill the skyline and reinforce the rural edge of the village.

5.4.24 **Views**

5.4.25 Opportunities for long views along Fowlmere Road are limited as the road curves throughout this character area. Though mature trees are prevalent along this road, gaps in the substantial planting allow some buildings to be more prominent than in other parts of the village along the High Street.



Fig 48 - Meadowland around Mortimer Farm



Fig 50 - Converted barn at east end of Mortimers Lane

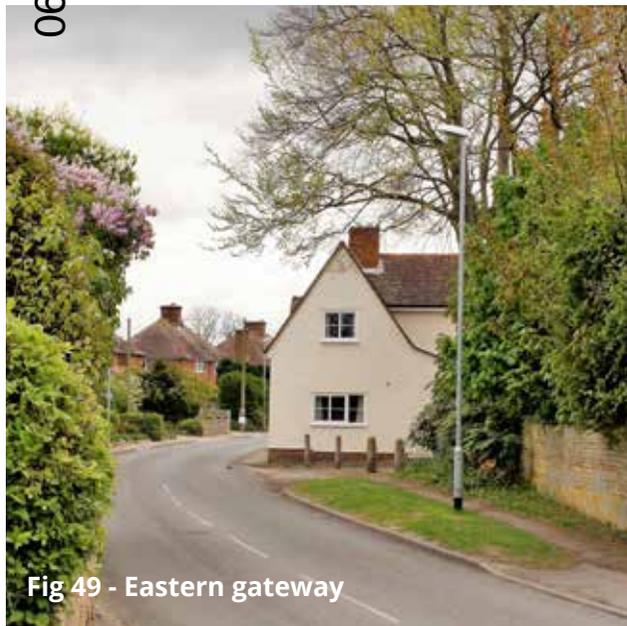


Fig 49 - Eastern gateway

6.0 Management Plan

6.1 General Condition

6.1 General Condition

6.2 A comprehensive condition survey of the conservation area has not been carried out as part of this work, but the general impression is that the overall physical condition of the majority of buildings within the conservation areas is good.

6.3 Community participation in Foxton is to be commended:

- a. Dovecote – community managed and recently restored;
- b. War memorial - the local community take an active role in maintaining the war memorial.

6.4 The table below sets out detracting elements and opportunity for enhancement in the conservation area.



Fig 51 – Large area of road surfacing at entrance to Burlington Park from Station Road

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Fig 52 – Inappropriate UPVC windows



Fig 53 – Excessively wide entrance, out of character for the area



Fig 54 – Entrance narrower in appearance, more appropriate

Opportunities for enhancement	Description	Management proposal
Footpaths	Some footpaths are in a poor condition throughout the conservation area, in particular Station Road (between former press works and cenotaph).	Work with County council highways team to discuss maintenance of the village footpaths.
Public Realm	Low quality public realm, in particular in front of the school and adjacent to village cross.	Consider re-siting (or replacing with green) dog waste, grit, litter bins which detract from the historic character of the area. Ensure historic street furniture including signage and post boxes are well maintained to safeguard their future and enhance public realm.
Road surfaces	Surface of some of roads within Foxton are in a poor condition, in particular Mortimers Lane.	Work with County Council highways team to discuss maintenance of the village roads.
Overhead cables	Overhead cables are located throughout the area detracting from the rural character of the area, in particular Mortimers Lane.	Promote the relocation of cables underground when opportunity arises.
Boundary treatments	Some dwellings have erected boundary treatments that negatively impact the character of the conservation area. *	Promote the appraisal to encourage good design. Resist planning applications for inappropriate boundary treatments (close boarded fences or walls), of more than 1m in height. Solid gates should be resisted and more rural 5-bar gates should be encouraged and supported
Trees and Hedges	Chestnut trees behind the church are diseased. These trees negatively impact the setting of the church. Hedges forming south and north boundaries to Dovecote meadow are growing tall, blocking key views from the High Street to the countryside beyond.	When the trees are felled they should not be replaced to enhance the setting of the Church. Hedges should be reduced in height and maintained as such, or removed.
Solar panels	Solar panels have been installed in prominent positions within the conservation area *	Publish best practice guidance on installing solar panels in a conservation area, promoting more sensitive approach to the installation of solar panels.

Windows	Some non-listed buildings have replaced traditional windows with modern upvc. Removing traditional architectural features and materials harms the character and appearance of the conservation area. *	Publish guidance on traditional windows, outlining the positive contribution traditional windows have on the character of a conservation area. When planning permission is required, the loss of traditional windows should be resisted and the use of suitable modern windows in extensions supported.
Streetlights	Modern streetlights are located throughout the area detracting from the rural character of the area.	Engage with County Council highways team to discuss the installation of any new and replacement streetlights within the village.
Former print works	Modern industrial buildings to the rear of the site detract from the traditional design and character of the site. Wide vehicular accesses to the site do not reflect the positive character of rural narrow roads and winding lanes of the conservation area.	Any alterations or new buildings on the site should be designed to preserve and enhance the character of the conservation area. A landscaping strategy should be required. The vehicular accesses should not be made any wider to help retain the rural character of the conservation area.

6.5 *One mechanism that could be used to better control change within conservation areas is through the use of Article 4 Directions. These Directions remove certain permitted development rights to certain properties, to ensure elements that are considered to make a positive contribution to the character of the area are given additional protection.

6.6 Other Recommendations to best protect the character of the conservation area:

- a. Where appropriate, encourage retention of trees, hedgerows, green verges and front gardens to protect rural character;
- b. Large areas of hardstanding should be minimised to retain rural character;
- c. New build buildings should have a footprint, orientation, set back from road, scale and detailing which relate well to the positive characteristics of the conservation area. Material palettes should be minimised to as few as possible, historic properties usually only use one material for their walls;
- d. Alterations to, or replacement of, buildings that do not make a positive contribution to the conservation area should be carefully designed to enhance the character of the area, by reflecting the more positive elements of the character areas;
- e. Ensure historic street furniture including signage and post boxes are well maintained to safeguard their future;
- f. Encourage replacement of name-plate missing from press cottages. Each block of four dwellings bore the name of English poets – Addison (No.7-12), Byron (No.15-21), Chaucer (No.23-29), Dryden (No.31-37);
- g. Archaeological investigation should be encouraged before any new development.



Fig 55 - Negative boundary treatment

Appendix A - Schedule of listed buildings

Recorded	no	address	grade	note	Present building	Heritage UID.
1593	51	High Street Central manor (The Bury)	II	Late Saxon manor owned by Manne then AElfwen Mannessune, Rebuilt For Sir Richard Warren 1593.	1593	1967 52112
1225		St Laurence church, High Street	I	Recorded 1225, Chancel & nave late 12/early 13. Extend early 14C, c1475 & 15C. restored 19C	Late C12 to 14C	1967 52120
1450	1, 3	Mortimer Lane.	II	Merryman resided in 1450. Rebuilt by Will Gybson c 1575. Subdivided c 19C.	1575	1985 52122
1470	50	High Street. (Severalls)	II	John Ketty II resided 1470. Rebuilt 1560 for John Everard. Rebuilt ridge & end stacks.	1560	1971 52121
1480	2	Barons Lane. (Barons Farm House)	II	Kylyngworth resided c 1480. Rebuilt c 1560 by George Wells. Ext altered & added to late 19C	1560	1985 52098
1484	5	High Street. (Carshalton cottage)	II	Resident Wm Porter 1484. Half fallen down by 1580. Richard Dunnbridge bought site & rebuilt.	1586	1985 52107
1490	4	The green. (cottage on the green)	II	Richard Peppercorn resided in 1490, rebuilt 1501. Altered-1583. Extra room in Hall 1620.	1501	1985 52104
1492	2	The Green. (Home Farm House)	II	John Lowe resided 1492. Rebuilt c1550 as Stocks farm for John Fuller. Enlarged c1660.	1550	1985 52102
1492	18	Station Road.	II	Robert Wells resided 1492. Rebuilt by Thos Wells c 1582.	1582	1997 52125
1492	61	High Street. (Pound cottage)	II	John Garold resided. Cottage rebuilt by Wm Brestbone c 1580. Extend W slightly later.	1580	1985 52114
1494	32, 34	High Street.	II	John Hobbs resided 1494, then John Spencer until 1508. Rebuilt by Will Alleyn. Enlarged 18C	1560	1967 52118
Late 15C	65	High Street. (Orchard cottage)	II	Residence John Ameys late 15C. Rebuilt Thos Wells 1650. Fire damaged & rebuilt 1745 Mansard roof.	1745	1985 52115
1500	18	High Street. (Tumble twist cottage)	II	John Thirlowe Owned house & rented farm in 1550. John Fuller rebuilt 1540. Altered c 1660.	1540	1967 52117
1508	73, 75	High Street.	II	Robert Vireley, butcher 1508. Rebuilt by Richard Allen 1620. Enlarged as 2 cottages. Wm Briggs 1907.	c 1620	1985 52116
1542	1	The Green.	II	Wm Sturmin resided 1542. Rebuilt For Wm Yewle 1570. Extended W 1678.	1570	1967 52101
1492	1	High Street	II	John Keye resided 1492. Rebuilt c 1550 For John Fuller. Rebuilt c1720. Extended 1835 by Wm Barron.	1550	1985 52105
1570	22	Station Road.	II	For John Rayner. Little changed in 400 years	1570	1997 52126
1575	29	High Street. (Michael House)	II	Originally Michaelhouse farmhouse, (incorporated into Trinity coll. 1546). Remodelled 18C	1575	1981 52110
1590	44, 46	High Street.	II	Residence of Rayners for over 100 yrs. Richard Beaumont rebuilt & enlarged 1637. 2 houses 1972.	1637	1985 52119
circa 1600	20	Fowlmere Rd.(former Primrose Hill)	II	This was a Mortimer site. C 1600. Built for Thos Sympton 1645. Altered 1780 Exterior 20C.	1645	1985 52100
C17-C18	57, 59	High Street.	II	Timber boarded threshing barn.		1985 52113
circa 1705	13	High Street. (Malt house)	II	Built by Thomas Wallis c 1705. Part of Foxton House 1830. Converted to cottage c 1860.	c 1705	1967 52109
1792	35	High Street (Cottesmore)	II	By John Bendyshe. Altered 20C.	1792	1985 52111
1825	11	High Street. (Foxton House)	II	Extended late 19C.	1825	1985 52108
c 1830/40	3	High Street.	II	Handed pair of cottages.	c 1830/40	1985 52106
1873		Mortimer Lane. (water pump.)	II	Cast Iron. Henry Bamford & sons, Uttoxeter.	1873	1985 52123
C19		The Green. (water pump.)	II	Cast Iron with wood casing.	C19	1985 52103
		Milestones				
1783		Royston road, A10 Foxton	II	Milestone. Cambridge 7, London 44.	1783	1985 DC85568
1783		Cambridge road, A10 Foxton	II	Milestone. Cambridge 6, London 45.	1783	1985 DC86706
1730		B1358 Newton road Foxton.	II	Milestone. VIII miles to Cambridge. Most elaborate of series along old Cambridge to London road.	1730	CCC MCB18065
1701		Verge. Orchard Cottage, High St.	II	Post medieval milestone: London 44 miles.	1701	CCC MCB18062
		Scheduled ancient monuments				
43AD-409AD		Roman settlement site SE of West Hill			43AD-409AD	SMC 216

Appendix B - Schedule of locally significant buildings.

Local buildings of merit within Foxton have been identified as part of the preparation of this Foxton conservation area appraisal and boundary review. Buildings of Merit are buildings or structures which are not nationally designated as listed buildings, but which are nevertheless of local historic and architectural interest.

Historic England Advice Note 7: Local Heritage Listing (May 2016) states that 'local lists play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment, as part of the wider range of designation. They enable the significance of any building or site on the list to be better taken into account in planning applications affecting the building or site or its setting.'

The following criterion set out by Historic England form the basis for selection.

1. Age

The age of an asset may be an important criterion, and the age range can be adjusted to take into account distinctive local characteristics or building traditions.

2. Rarity

Appropriate for all assets, as judged against local characteristics.

3. Aesthetic Interest

The intrinsic design value of an asset relating to local styles, materials or any other distinctive local characteristics.

4. Group Value

Groupings of assets with a clear visual design or historic relationship.

5. Archaeological Interest

The local heritage asset may provide evidence about past human activity in the locality, which may be archaeological – that is in the form of buried remains – but may also be revealed in the structure of buildings or in a manmade landscape. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.

6. Archival Interest

The significance of a local heritage asset of any kind may be enhanced by a significant contemporary or historic written record.

7. Historical Association

The significance of a local heritage asset of any kind may be enhanced by a significant historical association of local or national note, including links to important local figures. Blue Plaque and other similar schemes may be relevant.



8. Designed Landscape Interest

The interest attached to locally important historic designed landscapes, parks and gardens which may relate to their design or social history. This may complement a local green space designation, which provides special protection against development for green areas of particular importance to local communities for their current use.

9. Landmark Status

An asset with strong communal or historical associations, or because it has especially striking aesthetic value, may be singled out as a landmark within the local scene.

10. Social and Communal Value

Relating to places perceived as a source of local identity, distinctiveness, social interaction and coherence, sometimes residing in intangible aspects of heritage, contributing to the 'collective memory' of a place.



No	Address	Notes
Foxton buildings of merit within the Conservation Area		
3a	Shepreth Road	West Hill Farm house (Bartholemews). Barretts resided there from 1492 until 1595. Rebuilt c 1597 & 1880. Cart sheds, stables along road frontage. (Coneygate, part of a pre-historic way from Barrington ford to Fowlmere ran along the west side of this farm).
3	Shepreth Road	Was part of Bartholemews (fig 57).
7	High Street	Victorian house.
19	High Street	1950's dwelling (fig 58).
Page 96 of 97	Jenkins Lane meadow	Rayner's Herod's farm dovecote building of 1706, restored 2006. Front cover and (fig 18).
	1 Station Road	University Tutorial Press building of 1908 (fig 22).
	7-37 Station Road	16 Press cottages of 1908, built in four blocks of four (fig 25).
	6 Station Road	Former Methodist Chapel building 1880 (fig 24).
	8 Station Road	Former Board school building of 1883
12-16a	Station Road	Small terrace of Victorian houses (fig30).
Foxton buildings of merit outside the Conservation Area		
1	Royston Road	Clunch cottage (fig 59).
	Cambridge Road	Former railway tavern (opened in the 1860's) now Everglades.
	Railway signal box	ECR signal box, built for the Cambridge to Shepreth branch line, which connected the GNR London line to Shepreth into Foxton & Cambridge in 1867 (fig 56)
1	Fowlmere Road	Victorian, domestic and largely unaltered building of medium scale.



Fig 57



3a High Street



Fig 58



7 High Street



Fig 59



1 Fowlmere Road

Appendix C - Statement of community involvement

Under section 70(8) of the Planning (Listed Buildings and Conservation Areas) Act 1990, in addition to notifying the Secretary of State and Historic England, a local planning authority is required to publicise the intention to designate a conservation area by a notice placed in the London Gazette and a local newspaper. The local authority must follow the same publicity procedures to vary or cancel a designation as required to designate.

Beyond these requirements, community involvement is vitally important to the production of a conservation area appraisal and boundary which accurately reflects the special interest of the area. It is important that the community can be involved from the beginning of the process, identifying issues and debating options from the earliest stages.

'Local communities may be involved in many ways with conservation areas, not only by consultation of both communities and owners... and by proactive assistance in identifying the general areas that merit conservation area status and defining the boundaries, therefore adding depth and a new perspective to the local authority view.' – Historic England Advice Note 1, Conservation Area Designation, Appraisal and Management.

Community involvement has been at the heart of the review of the Foxton Conservation Area throughout the process. In 2012, public response to the Foxton Parish Plan included requests that a review be undertaken of the conservation area. The History Society was then briefed and produced a report on the history of Foxton by the end of November 2013, followed in April 2014 by a report

on the Historic Context of Foxton produced by Colin Grindley provided to South Cambridgeshire District Council (SCDC) by Foxton Parish Council.

These documents provided a basis for the production of a draft conservation area review document by Colin Grindley, submitted by Foxton Parish Council to SCDC in December 2015. The evidence provided in these reports was used at a major public enquiry in 2016. Since March 2016 SCDC has been working in collaboration with Foxton Parish Council to take the appraisal to adoption.

An early proposal for the conservation area was presented by Foxton Parish Council in March 2017 and jointly taken to Public Exhibition on 2nd May 2017, followed by a public meeting. The public exhibition was held at the Village Hall and advertised in The Laurentian and on posters around the village. Feedback was received via questionnaire and verbally. The public reaction to the appraisal and boundary review was in general, positive. Feedback from this event, along with feedback from Historic England, Cambridgeshire County Council and SCDC, resulted in amendments to the scope of the appraisal and proposed boundary. Notably, the station area was omitted from the proposed conservation area and the recreation ground included.

The draft Conservation Area Appraisal was taken to Public Exhibition on the 21st November 2017, advertised in The Laurentian and by letter to all residences within or near to the proposed Conservation Area or Buildings of Merit.

Following the exhibition, the draft Appraisal will be finalised and taken to the Council's Portfolio Holder Meeting for scrutiny prior to going out for formal Public Consultation. The public consultation will run for 8 weeks over the Christmas period beginning on the 15 December 2017. It will be advertised in The Laurentian, by letter to all residents of Foxton including affected properties and key stakeholders. It will be advertised on the SCDC website and social media. The draft Appraisal will be available for comment on the SCDC website and in hard copy at the Village Hall and South Cambridgeshire Hall. There will be a public meeting during the consultation period. Banners of the Foxton Conservation Area, will be displayed at the village hall, throughout the consultation period.



Foxton Conservation Area Appraisal



South
Cambridgeshire
District Council

Agenda Item 7

REPORT TO: Planning Portfolio Holder

11 December 2017

LEAD OFFICER: Joint Director for Planning and Economic Development

Neighbourhood Planning

Purpose

1. The purpose of the report is to provide feedback on the consultation that was carried out with all the Parish Councils (PCs) in the district regarding the draft guidance on neighbourhood planning arising out of the work of the Neighbourhood Planning Task and Finish Group (NPTFG).
2. This is not a key decision because it will only impact upon those parishes within the district wishing to prepare neighbourhood plans and it was first published in the November 2017 Forward Plan.

Recommendations

3. It is recommended that Planning Portfolio Holder:
 - Note the comments submitted by PCs during the neighbourhood planning consultation summarised in paragraphs 10-24 and included in Appendix 1;
 - Agree the proposed changes to the Neighbourhood Planning Toolkit as set out in Appendix 1 and summarised in paragraphs 10-24;
 - Agree to formally adopt the Neighbourhood Planning Toolkit as planning guidance as set out in Appendix 2;
 - Agree to formally adopt the standard support offer to PCs (or groups of parishes) preparing a Neighbourhood Plan and the Memorandum of Understanding as set out in Appendix 3;
 - Agree that consultation with PCs on future guidance notes be as set out in paragraph 26 starting with the two additional topics included in Appendix 4 and that after such consultation officers be given delegated powers to include/add such guidance to the adopted Neighbourhood Planning Toolkit.
 - Agree to include within the annual review of neighbourhood planning agreed by Cabinet in September 2017 an update on the Neighbourhood Planning Toolbox and a review of the standard support offer to PCs.

Reasons for Recommendations

4. There is a growing level of interest in Neighbourhood Planning across the district. A Task and Finish Group was established in late 2016 which developed local guidance on Neighbourhood Planning including on the support that this Council could provide to parish neighbourhood planning groups. A consultation was carried out with all PCs in the district on this draft guidance and the draft standard support offer.

Background

5. The Planning Portfolio Holder decided in June 2016 to set up a Neighbourhood Planning Task and Finish Group (NPTFG) to oversee the development of a package of local guidance leaflets for key aspects of neighbourhood plan preparation, and to

set out a standard approach to how this Council would fulfil its statutory duty to support neighbourhood planning groups. Membership of the group comprising a number of District Councillors, Parish Councillors, Parish Clerks, officers and chaired by the Planning Portfolio Holder.

6. A number of meetings of the NPTFG took place during 2016-17 with the outcome that a suite of guidance documents was drafted to cover key stages in the preparation of a Neighbourhood Plan. These documents are together called the 'Neighbourhood Planning Toolkit' and it has been provided in a form that individual topics can be accessed separately or in any combination, or alternatively can be printed out as a complete document at any point in time. It is published on the neighbourhood planning pages of the South Cambridgeshire District Council's website. <https://www.scambs.gov.uk/services/neighbourhood-planning>

7. The draft Neighbourhood Planning Toolkit covers the following topics:

Deciding to Produce a Neighbourhood Development Plan:

- Is a Neighbourhood Plan the Right Tool for your Parish
- Getting Started

Preparing the Plan:

- Getting a Neighbourhood Area Designated
- Developing a Vision and Objectives
- Generating Options
- Writing Planning Policies*
- Strategic Environment Assessments (SEA)*
- Sources of Evidence and Information

Additional Guidance

- Community Engagement and Neighbourhood Plans
- What are the Basic Conditions and How to Meet Them
- Strategic Policies
- Site Assessments
- Maps for Neighbourhood Plans
- Affordable Housing

¹The guidance notes marked with an asterisk were not included in the consultation – see paragraph 26.

8. Also the NPTFG helped in the preparation of a draft standard support offer to PCs which sets out clearly how the Council will support PCs at the different stages of preparing their plans. A Memorandum of Understanding was also produced to set out how PCs and the Council will work together. These documents are published on the Council's website.
9. At a meeting of the Cabinet on 14 September 2017 it was agreed to consult for a six week period with all the PCs in the district on the draft Neighbourhood Planning Toolkit and the standard support offer.

The Consultation

10. Consultation on the draft Neighbourhood Planning Toolkit was carried out from 18 September until 30 October 2017.
11. Comments were received from three neighbourhood planning groups (NPG) all of whom are currently preparing neighbourhood plans in the district – Cottenham NPG;

Stapleford and Great Shelford NPG and Waterbeach NPG. A summary of all their comments with the Council's response and proposed changes is contained in Appendix 1.

12. The main comments received on the Neighbourhood Planning Toolkit and Support offer are outlined below.
13. Cottenham NPG suggested changes to the introduction to the Toolkit to ensure it explains fully the pros and cons of preparing a neighbourhood plan. The Council does not want to duplicate information and is aware that these questions are included in another guidance note, 'Is a Neighbourhood Plan right for your Parish?' It is proposed to amend the introduction by shortening it to have just key facts.
14. The flow chart in Appendix 1 of the guidance note 'Is a Neighbourhood Plan the right tool for your Parish' has been amended. Cottenham NPG had pointed out that it did not include all the different options available to a local community. Such a chart would have been too complex and so it now states that this only shows the main alternatives.
15. It is recognised by the Council that preparing a neighbourhood plan is a complex task and needs a range of skilled people to join the steering group to guide the local community through the different stages in plan making. Two of the NPGs who commented suggested additional skills that would be required in the steering group and these have been added to guidance note 'Getting Started' along with a mention of the range of tasks need to be carried out to prepare a plan.
16. Cottenham NPG considers that the guidance note on 'Getting a neighbourhood area designated' has not included the disadvantages for PCs who may want to join together to prepare a plan. For some parishes with similar issues joint working can be an advantage. Resourcing the project can be a concern for PCs and there is only one Locality grant available per plan so a joint plan would not be eligible for more than one Locality grant. This information has now been added to the guidance.
17. The Strategic Policies in both the Local Development Framework and the emerging Local Plan have been agreed by the Planning Portfolio Holder and our approach supported by our legal section and submitted to the Local Plan Inspector for inclusion in the Local Plan on its adoption. When the next Local Plan is being prepared the Council will be mindful of the requirements of neighbourhood planning regarding strategic policies and endeavour to set out clearly within the plan those policies that a neighbourhood plan will have to be in general conformity with.
18. Cottenham NPG has suggested that the site assessment guidance could be simplified. However, the Council considers that a robust method must be used for assessing sites to avoid challenge to proposed allocations in a draft plan from developers. The guidance note has followed the method used by the Council in assessing sites for the emerging Local Plan.
19. Cottenham NPG considers that only those maps that are uniquely available from the Council should be part of the guidance note on 'Maps for Neighbourhood Plans'. However the Council's experience to date has found that for many PCs do not have the technical expertise regarding mapping and have approached the Council for help.
20. Cottenham NPG considered the draft standard support offer to PCs to be limited and duplicating resources available elsewhere. The Council has a duty to support PCs preparing neighbourhood plans and as there are over a hundred parishes in the

district there is a need to ensure the Council can offer the same level of help to all within the district. Through the support offer the Council has set out clearly what help it will provide to individual PCs through their plan making ranging from attending meetings; commenting on draft plans and helping to finance a pre-submission health check. The on-line guidance does not simply duplicate but provides a South Cambridgeshire focus to the different aspects involved in preparing a plan. Preparing a plan can be a complex task and the Toolkit encourages PCs to consider employing their own planning adviser to assist plan preparation.

21. Waterbeach NPG has questioned the need for the Council to have 3 weeks to response to commenting on emerging draft policies that is included in the support offer (Step Five). The Council has a duty to support all the PCs in the district who are preparing neighbourhood plans. This workload to date has been irregular and can coincide with busy periods on other agreed work priorities for the Planning Policy team such as the Local Plan examination. The experience to date of commenting on draft plans submitted by PCs is that in order to provide a full response this has often involved the planning officers having to engage with other technical officers within the Council. Undoubtedly PCs will want to receive as full a response as possible. In order to plan the team and Council's resources 3 weeks is a realistic response time. However it should be highlighted that the Council will keep any PC informed of the likely date when they can expect a response recognising that it does not create a good working relationship if responses are delayed unreasonably.
22. The Council as part of its support offer will organise and pay for one SEA and Habitat Regulations Assessment (HRA) Screening of a NP up to a maximum cost of £1000. This offer has included a cost limit as there are only limited resources available for neighbourhood planning in the district. The Council has no obligation as part of its duty to support to provide financial assistance and this offer recognises that such screenings are a vital part of the plan making but involve specialist expertise that a PC is unlikely to have in its steering group.
23. The Council is keen to be kept informed of the progress of all the different neighbourhood plans being prepared within the district. To this aim a 'milestone chart' has been attached to the Memorandum of Understanding (MOU) which the Council would use for each PC to set out their plan timetable so that the Council is aware of when help may be required. This will help in making the best use of the Councils' resources. Cottenham NPG does not consider that all the milestones have been included in the chart and may imply that preparing a plan is a simple timeline process. The Council considers that the chart can be amended/tailored to reflect the progress of each neighbourhood plan and therefore does not need to include every possible milestone.
24. Waterbeach NPG has proposed that the Council should show greater commitment to meeting deadlines when a request is made by a PC for assistance. They have suggested a change to the MOU. However the Council has a duty to support all the PCs in the district who are preparing neighbourhood plans. The Planning Policy team has a range of work streams that may overlap with neighbourhood planning work as is set out in paragraph 21. The Council will keep a PC informed of when a response can be expected but may not always be able to prioritise the request for help from a PC if other work in the team has priority.

Additional Planning Guidance

25. Two additional guidance notes have been drafted for the Council by planning consultants for the Toolkit. These are:

- Writing Planning Policies
- Strategic Environment Assessments (SEA)

26. It had been the Council's intention to include these in the consultation of the first suite of documents but these were not ready in time. They are now drafted and have been included in this report – Appendix 4. PCs will be made aware of these new documents through the next planning policy monthly update email that is prepared by the Planning Policy Team and sent to all PCs. PCs will be asked to provide any comments within a set 4 week period. Unless significant comments are received on these guidance notes it is proposed that the Planning Portfolio Holder give officers delegated powers to include these within the adopted Neighbourhood Planning Toolkit at the end of the consultation taking account of representations received as appropriate.

Next Steps

27. It is the intention of the Council to maintain the Neighbourhood Planning Toolkit' as live documents on the Council's website. It is recognised that other guidance topics may be helpful to PCs moving forwards and these will be added as they become ready. It is intended that the scope of the Toolkit will be kept under review and updated as necessary and informed by feedback from PCs preparing neighbourhood plans. The monthly update will be used as the means to keep PCs informed of any changes or additions to the Toolkit and to give them the opportunity to comment on new guidance following the method used for the additional guidance notes set out in paragraph 26 above. It will be clearly indicated on any guidance note the date when it was last reviewed or updated to avoid confusion.

28. At a meeting of the Cabinet on 14 September 2017 it was agreed that the resource and budgetary implications of Neighbourhood Planning be reviewed annually when preparing the Service Plan. This annual review could also provide an opportunity to update the Planning Portfolio Holder on any changes made to the Toolkit and include a review of the standard support offer. As more PCs progress in their plan making and the Council learns how best to support the local communities in the district it may be necessary to update the support offer to PCs.

29. The NPTFG provided an invaluable means for the Council to work together with representatives from the local communities to produce guidance notes and a support offer document. When the Neighbourhood Planning Toolkit is adopted the substantive work of the NPTFG will be complete.

30. Following the adoption of the Toolkit and the Support Offer officers will approach all those PCs preparing neighbourhood plans to give them the opportunity to sign up to the Memorandum of Understanding. This could provide the chance to see if any wish to be involved in a voluntary parish sounding board to help officers keep the guidance up to date and the standard support offer relevant and appropriate.

Options

31. With reference to the report recommendations the Planning Portfolio Holder could approve, reject or amend each recommendation.

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

33. The Council is able to apply for a grant of £20,000 from the Department of Communities and Local Government (DCLG) once a Neighbourhood Plan has been through examination and a referendum date set. The grant is intended to cover this council's obligations in supporting neighbourhood planning, including cost of the examination and referendum which the Council is responsible for paying.

Staffing

34. The capacity of the Planning Policy Team was increased in 2016 when a Project Officer post was added to team, to be funded retrospectively by DCLG grant that is now payable at the end of the neighbourhood plan making process.

Equality and Diversity

35. Each Neighbourhood Plan has to take account of equality and diversity issues as appropriate to the content of the plan.

Consultation responses

36. None

Effect on Strategic Aims

Aim 1 – Living Well

37. By preparing a neighbourhood plan local communities are empowered to develop appropriate policies to address particular issues of concern to their communities.

Aim 2 – Homes for our future

38. Local communities can consider how to meet existing and future local housing needs in their neighbourhood plans.

Aim 3 – Connected communities

39. Neighbourhood plans are an opportunity for local communities to work together on shared concerns and priorities.

Aim 4 – An innovative and dynamic organisation

40. Neighbourhood planning engages local people in the planning process and gives them tools to guide future development in their villages. The Council has a duty to support Parish Councils preparing plans, and to do this as effectively as possible will keep its support offer and support capacity under review.

Appendices

Appendix 1: Summary of the responses to the consultation with PCs

Appendix 2: Revised Neighbourhood Planning Toolkit.

Appendix 3: Standard Support Offer to PCs;

Appendix 4: Additional Neighbourhood Planning Guidance notes:

- SCDC Policy-Writing template
- Strategic Environment Assessments (SEA)

Background Papers

Neighbourhood Planning (Report to Cabinet 14 September 2017 – item 9)

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=293&MId=7005&Ver=4>

Neighbourhood Planning in South Cambridgeshire (Report to Planning Portfolio Holder 7/7/2016)

<http://scams.moderngov.co.uk/uuCoverPage.aspx?bcr=1>

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**Appendix 1
Responses to the consultation on the Neighbourhood Planning Toolkit; Support Offer and Memorandum of Understanding.**

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
Cottenham NP Group	<p>Introduction to Neighbourhood Planning Toolkit</p> <p>The ordering of the sections should flow more logically providing answers to the questions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What is a Neighbourhood Plan? <input type="checkbox"/> Who can develop one? <input type="checkbox"/> What expertise and resources are needed to develop one? – this needs some examples of simplicity v complexity <input type="checkbox"/> Why should you consider creating a NP? <ul style="list-style-type: none"> o What can't a NP do? o What might it be able to do? 	<p>This introduction provides a comprehensive introduction to neighbourhood planning (NP) and the suggestion of adding to this could result in duplication of information contained elsewhere within the toolkit.</p> <p>That said, the current introduction section to the toolkit could be shortened to reduce duplication.</p>	<p>Introduction to the Toolkit to be shortened to avoid duplication. Revise introduction to read as following:</p> <p><u>What is a neighbourhood plan?</u> <u>Neighbourhood plans were introduced in April 2012 through the Localism Act 2011. It 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 and, therefore, can be used in deciding planning applications for a local area</u></p> <p><u>Who can prepare a neighbourhood plan?</u> <u>In South Cambridgeshire it is the parish councils who are the 'qualifying bodies' that can initiate and take forward a neighbourhood plans. It is very much a local initiative for local communities.</u></p> <p><u>What is the Role of the Local Planning Authority?</u> <u>Whilst neighbourhood plans are a locally led process, South Cambridgeshire District</u></p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
			<p><u>Council (SCDC), as the local planning authority has a statutory role to play –</u></p> <ul style="list-style-type: none"> • <u>to assist and advise in this process and</u> • <u>to take decisions at certain stages</u> <p><u>A Neighbourhood Planning Task and Finish Group (NPTFG) was set up by the Planning Portfolio Holder in June 2016 to develop a standard approach to how SCDC would fulfil its statutory duty to support neighbourhood planning groups and also to oversee the development of a package of local guidance leaflets for key aspects of neighbourhood plan preparation.. Membership of the group comprising a number of District Councillors, Parish Councillors, Parish Clerks, officers and chaired by the Planning Portfolio Holder.</u></p> <p><u>The purpose of the Neighbourhood Planning Toolkit</u></p> <p><u>The guidance notes forming the Neighbourhood Planning Toolkit are intended to supplement nationally available guidance giving South Cambridgeshire specific guidance and advice. The Toolkit is provided in a form that individual topics can be accessed separately or in any combination, or alternatively can be printed out as a complete</u></p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
			<p><u>document at any point in time.</u></p> <p><u>It is intended that the scope of the Toolkit will be kept under review and updated as necessary and informed by feedback from parish councils preparing neighbourhood plans</u></p> <p><u>It is recognised that other topics may be helpful to parish councils moving forwards and we will produce further guidance as required.</u></p> <ul style="list-style-type: none"> • <u>Appendix 1 provides a list of the current documents in the Toolkit available from the Neighbourhood Planning pages on the South Cambridgeshire website. .</u> • <u>Appendix 2 provides a guide which summarises procedures, regulations, and useful Neighbourhood Planning Guidance documents for each stage.</u>
Cottenham NP Group	<p>Guidance note 1 - Is a Neighbourhood Plan right for your Parish?</p> <p>Suggest this should come (or be revisited) after the extensive survey</p> <p>The flowchart in the appendix is good but does not align with the</p>	<p>The flow chart on page 15 of this guidance note is not intended to include all the options put forward in this note as this could result in a very complex spider diagram. It was intended to be illustrative of how a community could make a decision about whether a NP is the right tool for them.</p> <p>Agree that the Flowchart needs to be</p>	<p>Page 3 of the guidance note</p> <p>Additional sentences to be added to the end of third paragraph of guidance to read:</p> <p>The flowchart in appendix 1 gives some guidance to assist you in making a decision on what is right for your community. <u>This chart has not attempted to include all the alternative options to a NP listed in this guidance note.</u></p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>chapters in the main document:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Village Design Statement is only SPD included in the appendix and SPD section should better be described as VDS <input type="checkbox"/> Community Land Trust partially (focused solely on housing) described in the document but not shown in the appendix <input type="checkbox"/> Rural exception sites and CrTBs do not feature in the appendix <input type="checkbox"/> Parish Plans feature in the appendix but are not described in the main document. 	<p>amended so that it uses the same terms as those included in the main body of this guidance note.</p> <p>An SPD is described as Option 3 in the guidance note. A Village design statement is an example of just one topic that can be covered by an SPD - other subjects can be made into an SPD. Option 3 should remain as the heading and the flowchart amended to reflect this.</p> <p>Parish Plans are included as Option 8 within the guidance note.</p>	<p><u>This would have resulted in a very complex diagram.</u></p> <p>Amend Flowchart on page 15 to reflect options used within the guidance note.</p>
Cottenham NP Group	<p>Guidance note 2 -Getting started</p> <p>This covers most of the basics but needs more clarification on the range of skills required, especially preparing the evidence base, structuring the plan into a story and ensuring the policy set is sufficiently compliant.</p>	<p>The range of skills included in this guidance note was not intended to include all those that may be required in preparing a NP. However it is recognised that other skills will be needed as the plan progresses and that members of the steering group will have to work together as the plan progresses.</p>	<p>Replace the final sentence in the section called <i>Keeping the momentum of your group</i> on page 4 of this guidance note with the following words :</p> <p>...You should make sure that the plan making is not just left to a few to complete. <u>Make sure that plan making is widely shared, but also that someone or a small group has editorial control over the plan. This will help to get the structure and content right, ensure that policies</u></p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>More could be said about the risks. This is not a straightforward linear process and it is made more complex by the long timescales and /or external events / distractions over which there is little control.</p>		<p><u>are supported by evidence and that the plan meets the basic conditions required by national regulations..</u></p> <p>Additional skills added in the Range of Skills section on page 4</p> <ul style="list-style-type: none"> • <u>A person who may have some skills in technical report writing and ideally in planning to help oversee the drafting of the plan to ensure it reads well and that policies have evidence to support them and that they meet the basic conditions.</u>
Stapleford and Shelford NP	<p>From experience it is important to stress that the Steering group should appoint someone as a community engagement leader.</p> <p>Failed to do and therefore have lost the input of those who expressed interest initially.</p>	<p>Community engagement is key to the success of a neighbourhood plan. As experience has shown that having this identified skill in the steering group is important this should be added to the list on page 4 of the guidance</p>	<p>Amend the wording of the third skill listed in the Range of Skills section on page 4</p> <ul style="list-style-type: none"> • a project planner to keep the plan on track <u>and to keep a record of those that have offered to get involved in plan making.</u>
Cottenham NP Group	<p>Guidance note 3 - Neighbourhood Planning – Support offer (parallel activity to almost everything)</p>	<p>SCDC has a duty to support parish councils preparing neighbourhood plans and the support offer outlines where we are willing and able to help local communities. As we</p>	<p>No change proposed</p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>The offer is limited and relatively passive, relying mostly on a lending library (?) and on-line resources, most of which duplicates resources available elsewhere, plus some commentary on emerging plans and a health check. More and more timely focused technical workshops would be useful, especially with groups at a similar stage of planning or tackling a similar issue. There could be more on how to make best use of the grant funding, especially for research and planning policy, and technical support available from DCLG via Locality.</p>	<p>have over a hundred parishes we wish to ensure that we can offer the same level of help to all within the district. The support offer does cover a range of tasks that we will help local communities with. The on-line guidance does not simply duplicate but provides a South Cambridgeshire focus to the different aspects involved in preparing a plan.</p> <p>We are committed to having further workshops.</p> <p>It is for the local communities to decide on the issues to be covered within their plans and for them to decide how best to fund this. SCDC provides a supporting role highlighting where grant money is available from and not how it should be used as each parish will have a different focus to their plan.</p>	
Cottenham NP Group	<p>Included as item 3 in NP Toolkit Support offer to Parish Councils (parallel activity to almost everything)</p> <p>Focus here should perhaps be on that information and those</p>	As above.	No change proposed

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>services which are uniquely available from SCDC. The support offer is pretty limited and most Parish Councils will benefit more from using Locality grants to fund help from market researchers and planning consultants.</p>		
<p>Waterbeach Neighbourhood Plan Group on behalf of Waterbeach Parish Council</p>	<p>Included as item 3 in NP Toolkit Support offer to Parish Councils</p> <p>Would like to see a little more commitment from SCDC to meet a deadline for responding to submitted Documents and Policies. Suggest SCDC <u>will</u> respond within 2 weeks. Particularly as they will have 3 weeks notice to plan the resource.</p> <p>Also have concerns on the financial commitment for Parish Councils in producing a Strategic Environmental Assessment and Habitat</p>	<p><u>Shortened deadline</u> SCDC has a duty to support all the parish councils (PCs) in the district who are preparing neighbourhood plans. This workload to date has been irregular and can coincide with busy periods on other agreed work priorities for the Planning Policy team such as the Local Plan examination.</p> <p>The experience to date of commenting on NP documents submitted by PCs is that in order to provide a full response this has often involved the planning officers having to engage with technical specialists within the Council. Undoubtedly PCs will want to receive as full a response as possible. In order to plan the team and Council's resources 3 weeks is a more realistic response time than that proposed by Waterbeach NPG. If this coincides with</p>	

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>Regulation Assessment.</p> <p>In the dark as the relevant Documents for SEA and HRA are not in the pack so find it difficult to assess what the costs may be. Would however welcome a more generous contribution from SCDC and urge them to look into getting as close as possible to full funding. Particularly for those with a strategic site within the area.</p>	<p>another priority task or if a number of PCs want assistance at the same time it may rarely be the case that even 3 weeks will not be possible. However it should be highlighted that SCDC will keep any PC informed of the likely date when they can expect a response recognising that it does not create a good working relationship if responses are delayed unreasonably.</p> <p><u>Financial commitment</u> A Strategic Environmental Assessment (SEA) integrates consideration of environmental impacts into the process of preparing a plan to see what impacts policies in the NP have on the environment. A Habitat Regulations Assessment (HRA) considers whether a plan will have a significant impact on European wildlife sites. A PC will need to screen their draft plan to check whether or not it will have certain impacts on the environment that trigger the need for a full SEA or HRA. Your NP must be compatible with EU obligations in order to be legally compliant – this is one of the basic conditions that a NP must pass at examination.</p> <p>SCDC as part of its support offer will organise and pay for one SEA and HRA</p>	

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
		<p>Screening of a NP up to a maximum cost of £1000. The offer by SCDC has included a cost limit as there are only limited resources available for neighbourhood planning in the district. SCDC has no obligation as part of its duty to support to provide financial assistance and this offer recognises that such screenings are a vital part of the plan making but involve specialist expertise that a PC is unlikely to have in its steering group.</p> <p>The SEA guidance is included with the December report and this provides details regarding SEA and HRA requirements.</p>	
Cottenham NP Group	<p>Included as item 4 in NP Toolkit Memorandum of Understanding</p> <p>Concerns about the confusion of activities and milestones in the timeline which implies this is an orderly predictable sequential process. No PC would know what they are signing up to from this or have the information to provide a timeline. Better awareness of the complexity and timescales</p>	<p>SCDC is keen to work with any of its local communities that want to prepare neighbourhood plans. As there are many parish councils within the district we would like to be more aware of the progress of these plans so that we can best deploy the resources we have available.</p> <p>It is the intention of SCDC that a parish council/s would only sign up to the memorandum (MOU) once they had decided to prepare a plan and a neighbourhood area is designated. As is set out in the 'Support Offer' once an area is designated we offer to meet with the parish</p>	No change proposed

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>might dampen unreasonable expectations. There are some milestones:</p> <ol style="list-style-type: none"> 1. Developing a vision and objectives 2. Choosing to develop a Neighbourhood Plan 3. Getting an area designated 4. Preparing a draft pre-submission plan (involving several parallel, possibly iterative activities) under Regulation 14 <ol style="list-style-type: none"> a. Gathering the evidence base (desk research and surveys) b. Engaging the community (publications, social media, surveys, workshops) c. Generating options d. Writing policies (cookbook and bespoke) e. Publishing the draft “pre-submission” plan (possibly in multiple formats and platforms) f. Screening the plan for environmental impacts etc. g. Assessing the plan for environmental impacts etc. (if 	<p>council/s and it is at this stage that we will have the opportunity to fully explain the value of the MOU and that we will regularly make contact to track their progress so that we can best help all those preparing plans. It has been recognised within the MOU that the template can be tailored to meet the particular requirements of each parish council and could be revised as they progress in plan making.</p>	

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>required)</p> <ul style="list-style-type: none"> h. Revising the plan i. Arranging an Examiner j. Preparing the supporting documentation <p>5. Submitting the plan to LPA under Regulation 16, 17, 23 and 24</p> <ul style="list-style-type: none"> a. Checking the existence of necessary support documentation b. Publishing the “submission” plan c. Consulting the community and wider consultees (inc. EA, Historic England and Natural England) d. Aggregation of comments <p>6. Consideration by NP Examiner</p> <ul style="list-style-type: none"> a. Examination b. Consideration of Examiners report <p>7. Planning and promoting the referendum (normally within 8 weeks of the decision to hold one, itself 5 weeks after the Examiner’s report)</p> <ul style="list-style-type: none"> a. Publishing the “referendum” 		

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>plan</p> <p>b. Notifying electorate etc.</p> <p>8. Making the plan (within 8 weeks of a positive referendum, unless legally challenged)</p>		
<p>Waterbeach Neighbourhood Plan Group on behalf of Waterbeach Parish Council</p>	<p>Included as item 4 in NP Toolkit Memorandum of Understanding</p> <p>In the Memorandum of Understanding seek greater commitment to meet deadlines by changing wording in additional responsibilities (b) from:</p> <p><i>In addition to their statutory responsibilities, the District Council will:</i></p> <p>b. <u>seek to ensure</u> that it is able to respond to requests for support in a timely manner, in line with the parish council's key milestones</p> <p>To:</p> <p>b. <u>Ensure</u> that it is able to respond to requests for support</p>	<p>SCDC in the MOU does not consider it appropriate to include commitments it may not be able to meet. Any PC submitting a document for comment would be kept informed on the likely time when they could expect a response from SCDC. The reasons why a response may not be met by SCDC are set out in the response to Waterbeach NPG in the Support Offer section above.</p>	

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<i>in a timely manner, in line with the parish council's key milestones.</i>		
Cottenham NP Group	<p>Guidance note 5 -Getting a neighbourhood area designated</p> <p>Advise that the complexity and costs of working with large areas and/or multiple parishes should be avoided, unless the survey has demonstrated an overwhelming need to do so.</p>	<p>SCDC advises parish councils to see if adjoining parishes wish to join them in designating a single area to prepare a joint plan. It is for each parish council to decide on whether they wish to work together. For some joint working is a good option and the benefits have been set out in the guidance note on page 4. However it is recognised that each parish council would not be eligible for Locality funding which could be included to provide a balanced view.</p>	<p>Add a paragraph before the end of last paragraph in the section 'However there are things that you should consider:'</p> <p><u>Locality grant: If a joint plan is to be prepared only one grant can be applied for from Locality as they allocate their support per plan. Each individual parish council would not be eligible for a separate grant.</u></p>
Cottenham NP Group	<p>Guidance note 7 -Generating options</p> <p>Following on from setting a vision and objectives with a designated area, this step tests the community's appetite for change in realising the objectives. Each objective needs unconstrained suggestions (whether by facilitated brainstorm or planted suggestions) on how it might be achieved with some assessment of likely social</p>	<p>SCDC recognises that generating options is an important part of the plan making process which is why a guidance note has been prepared on it.</p>	<p>No change proposed</p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	acceptability and subsequent development to make them credible and deliverable.		
Cottenham NP Group	<p>Guidance note 8 - Writing policies</p> <p>Cookbooks of existing adopted policies might then be useful but risks losing community engagement so simplified descriptions remain important.</p>	<p>This guidance note was not ready to be part of the consultation carried out on the toolkit during September and October.</p> <p>It has now been prepared and is included with this December Planning Portfolio Holder report. There is an opportunity for parish councils to submit any comments they have on this note as set out in the report at paragraphs 25-26.</p>	N/A
Cottenham NP Group	<p>Guidance note 9 -Strategic environment assessment screening</p> <p>To provide clarity on what may or may not trigger a need for a full assessment.</p>	<p>This guidance note was not ready to be part of the consultation carried out on the toolkit during September and October.</p> <p>It has now been prepared and is included with this December Planning Portfolio Holder report. There is an opportunity for parish councils to submit any comments they have on this note as set out in the report at paragraphs 25-26.</p>	N/A
Cottenham NP Group	<p>Guidance note 10 - Sources of evidence and information</p> <p>A good list of sources without a librarian to help resolve your question into where to look first and second.</p>	<p>Welcome the positive comments and it is the intention of SCDC to add further guidance notes to the toolkit which could include one about housing and development.</p>	No change proposed

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>Would benefit from a FAQs linked to relevant sources. “How do I understand demand for housing in my neighbourhood?” “How do I assess if a site is likely to be suitable for development as ...?”</p>		
Cottenham NP Group	<p>Guidance note 11 - Community engagement and NPs</p> <p>Getting to “yes” votes from enough people at referendum can be a long time after the initial community survey; circumstances change, opinions change, residents change – maintaining and adapting purpose is key. Neighbourhood Planning has to accept that you cannot please all the people all the time and most people have self-interest at heart when reviewing proposals; they also have to be persuaded of the importance of the issue if they are to allocate any time to it. And, perversely, if people don’t</p>	<p>It is recognised that community engagement is a vital part of all planning and especially neighbourhood planning where the final success of a plan is judged at the referendum where the local community has the opportunity to support or reject the plan.</p> <p>The importance of recording community engagement for inclusion in the Consultation Statement that must be submitted to SCDC alongside the neighbourhood plan is included as a Top Tip on page 5 of the guidance.</p>	No change proposed

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>like one real or imagined aspect of the plan they may vote it down despite liking other aspects.</p> <p>In larger communities, representative engagement is very difficult, yet there is a need for a basic level of understanding of the what and why of a NP.</p> <p>Engagement of community leaders and publicity at community events are key parts of raising awareness of and confidence in a plan and its policies.</p> <p>Presentations, articles, workshops, social media and focused surveys all play a part. – if shared through an engaged network.</p> <p>The importance of recording this activity for the consultation statement has been overlooked.</p>		
Cottenham NP Group	<p>Guidance note 12 -Basic conditions statement</p> <p>Could be better described as “how you might not meet them”</p> <p>This needs a more pragmatic</p>	<p>SCDC advises a PC right from the start of the plan making process that they need to be aware of the basic conditions. These are vital to the success of a plan through examination.</p>	<p>A section has been added to the introduction of this guidance on page 3 that sets out some of the pitfalls. The wording is as follows:</p> <p><u>There are some common pitfalls that a parish council may fall into when writing the policies</u></p>

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<p>description if NP is to be truly supported by SCDC; otherwise transgression become visible only after a lot of community goodwill has been created. There is more info in the “support offer” document; it should be here. Maybe a list of the “ten most likely / most problematic errors” would be helpful.</p>	<p>To clarify some of the pitfalls that a PC may find when preparing their plan the guidance note is to be revised to highlight the commonly made pitfalls relating to basic conditions.</p>	<p><u>to ensure their plan meets the basic conditions. When writing policies for your plan make sure that you are not:</u></p> <ul style="list-style-type: none"> • <u>Rewriting the local plan by duplicating policies already included in the Local Plan::</u> • <u>Duplicating or ignoring what is in national legislation and guidance;</u> • <u>Not proposing alternative options to site allocations which could fall down in SEA assessment.</u>
Cottenham NP Group	<p>Guidance note 13- Strategic policies</p> <p>There are too many policies invoked when, in many cases, only part is truly strategic. Plea for the next Local Plan to separate out parts of policies that are really strategic</p>	<p>SCDC considers the strategic policies are correctly identified in both the LDF and emerging Local Plan. They have been agreed by the Planning Portfolio Holder and our approach supported by our legal section and submitted to the Local Plan Inspector for inclusion in the Local Plan on its adoption.</p>	No change proposed
Cottenham NP Group	<p>Guidance note 14 -Site assessments</p> <p>Useful reference but could be simplified to answer: <input type="checkbox"/> Why consider site allocation – potential control of where and how enough development occurs</p>	<p>If a local community is considering allocating sites within their neighbourhood plan a robust method must be used to assess all reasonable site options. The guidance note uses a similar method to that used by SCDC in assessing sites for the emerging Local Plan. If a robust method is not used your neighbourhood plan could be open to challenge from developers and may</p>	No change proposed

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<input type="checkbox"/> How to identify possible sites – screening and ranking criteria, call for sites <input type="checkbox"/> How to screen out impracticable sites – applying the screening criteria <input type="checkbox"/> How to rank potential sites – applying the ranking criteria	not be successful when it is examined.	
Cottenham NP Group	<p>Guidance note 15 - Maps for Neighbourhood Plans</p> <p>Maps are both useful and necessary but many are available elsewhere more quickly. Focus here should perhaps be on those maps which are uniquely available from SCDC.</p>	Our experience of working with parish councils has found that there is much demand for specific maps for a parish area as they do not have this technical expertise. This guidance note provides us with the opportunity to be clear about what maps we will prepare for each neighbourhood area.	No change proposed
Cottenham NP Group	<p>Guidance note 16 - Affordable Housing</p> <p>The ordering of the sections should flow more logically providing answers to the questions: <input type="checkbox"/> What is meant by affordable housing? <input type="checkbox"/> What are they?</p>	SCDC is considering preparing an additional guidance note on including housing issues within a neighbourhood plan. Such guidance could provide the opportunity to provide wider information about housing at a local level.	No change proposed

Respondent	Representations made	South Cambridgeshire District Council (SCDC) Response	Changes to the Toolkit
	<ul style="list-style-type: none"> o Will they really solve your problem? o Should you work with a HA or set up a CLT? o Who builds them? o Who owns them? o Who manages them? <input type="checkbox"/> When and why should you consult SCDC's Housing Strategy team? <input type="checkbox"/> Why you might, or might not, include affordable housing policies in the NP? <input type="checkbox"/> How do you establish how much affordable housing to include in the NP? <input type="checkbox"/> Why should you consider selecting sites for affordable housing? <input type="checkbox"/> What other issues should you consider? 		

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Appendix 3

The following documents set out how South Cambridgeshire District Council will support and work together with Parish Councils preparing neighbourhood plans:

- Support Offer to Parish Councils
- Memorandum of Understanding



Neighbourhood Planning Guidance

Neighbourhood Planning: Support Offer to Parish Councils

South Cambridgeshire District Council

December 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scams.gov.uk/npgguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scams.gov.uk or 01954 713183.

Introduction

As the local planning authority, South Cambridgeshire District Council (SCDC) has a duty to give advice and assistance to parish councils when it considers appropriate in the preparation of a neighbourhood plan.

SCDC wishes to support its parish councils in developing their neighbourhood plans, and this offer document sets out the support that SCDC will provide to all parish councils. This is SCDC's current offer and it will be kept under review.

Any parish council that would like support, advice or assistance that goes beyond that set out in this offer should contact SCDC via neighbourhood.planning@scambs.gov.uk or 01954 713183 to discuss their requirements.

You should also use these contacts for advice on Neighbourhood Planning for those parts of the district where there is a parish meeting rather than a parish council. In these areas a neighbourhood forum would need to be designated as a first step towards taking a plan forward.

Step One: Getting Started

How will SCDC support parish councils in getting started?

- a) SCDC will **provide advice on its website** as first port of call for enquiries about neighbourhood planning;
- b) SCDC will **meet with any parish council** considering preparing a neighbourhood plan to discuss:
 - the requirements of preparing a plan,
 - any other options that might also be available to meet local objectives, and
 - if the parish council has the necessary information to decide what approach would be best for them.
- c) SCDC will also provide **a lending library of resources** that parish councils may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of Neighbourhood Plans.

Guidance and Regulations

Neighbourhood Planning Regulations

- Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)
- Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)
- Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

These regulations may occasionally change or new regulations introduced

National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)

Other Resources

[SCDC Neighbourhood Planning webpages](#)

SCDC Neighbourhood Planning Toolkit

Is a Neighbourhood Plan the Right Tool for your Parish
Getting Started

Herefordshire Council: [Which is the right approach for your parish?](#)

Department of Communities and Local Government (DCLG) – [Notes on Neighbourhood Planning](#)

Locality [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide](#) which provides a good introduction to neighbourhood planning.

Planning Aid [their website is called [Forum for Neighbourhood Planning](#)] – they have published a suite of documents and resources to assist those developing a neighbourhood plan.

Planning Advisory Service (PAS) – they have published a number of guides, tools and templates for neighbourhood planning.

SCDC Neighbourhood Planning Facebook – allows PCs to keep up to date on latest news ([add link](#)).

Step Two: Designating a Neighbourhood Area

How will SCDC support parish councils in designating a neighbourhood area?

- a) SCDC has an application form that should be completed and submitted for a Neighbourhood Area designation to be considered. When a parish council is completing this application SCDC can help by preparing a map to show the proposed area.

Other Resources

SCDC Neighbourhood Planning Toolkit:

Maps for Neighbourhood Plans

Once a Neighbourhood Area application is submitted, SCDC will:

- b) consider the application, including whether it is valid, as set out in the Regulations;
- c) carry out public consultation on the application; where appropriate (see our guidance note Getting a Neighbourhood Area Designated for more details).

Other Resources

[SCDC Neighbourhood Area Application Form](#) – this application form should be completed and submitted to SCDC for any Neighbourhood Area to be designated.

SCDC Neighbourhood Planning Toolkit:

Getting a Neighbourhood Area Designated

Timescales

Public consultation where appropriate, and decision made by SCDC within the timescales set out in Regulations.

Step Three: Early Stage of Plan Development

How will SCDC support parish councils in the early stage of plan development?

- a) Once the Neighbourhood Area is designated, SCDC will offer to meet with the parish council(s) to:
 - offer the parish council the opportunity to sign up to a **Memorandum of Understanding** to set out how we will work together;
 - explain this **support offer** which is available to all Neighbourhood Plan groups;
 - inform the parish council about the range of **online guidance available and future workshops**;
 - Recommend **the parish council appoints a planning consultant** who specialises in neighbourhood planning to help them in the technical process of preparing a neighbourhood plan, which in most cases go beyond the level of support that SCDC can

provide.

Other Resources

Locality:

- [Commissioning Consultants](#)

- b) SCDC will not provide direct financial grants to local communities to prepare their neighbourhood plan. SCDC will however, **offer to part fund a Health Check and undertake a Strategic Environmental Assessment Screening** (see Step Five and Step Six).

Other Resources

SCDC Neighbourhood Planning Toolkit:

Getting Started

Memorandum of Understanding – this sets out the commitments both SCDC and a parish council will make to working together on a specific neighbourhood plan.

Herefordshire Council: [Getting started](#)

Locality:

- [Support and Grants](#)
- [Project Planner](#)

Planning Aid:

- [How to Resource Your Neighbourhood plan](#)
- [How to Project Plan](#)

- c) SCDC will **attend meetings** with the parish council(s) or the neighbourhood plan working group.

SCDC will aim to respond positively to all requests. However, please be aware that this will be subject to resources and may need to be managed if requests coincide with peaks of neighbourhood plan activity or other work of the Planning Policy Team, and potentially support may be provided via a third party. In these instances, attendance at meetings will be subject to discussion and agreement with the parish council. Resources to support neighbourhood planning will be kept under review.

- d) SCDC will also **provide advice and guidance on how to meet the basic conditions** as set out in the Regulations, including:
- highlighting the strategic policies in the adopted South Cambridgeshire District Local Plan that the neighbourhood plan must be in general conformity with;
 - highlighting the main national policies and advice that will need to be considered;
 - considering how the neighbourhood plan contributes to the achievement of sustainable development;
 - providing advice on undertaking a Strategic Environmental Assessment (SEA) to ensure

compatibility with EU obligations, including identifying who needs to be consulted. If a full SEA is triggered this could require a substantial amount of work in order to address any issues (see also Step Six).

Guidance and Regulations

Information on the basic conditions is set out in:

[National Planning Practice Guidance](#)

These regulations may occasionally change or new regulations introduced

Other Resources:

SCDC Neighbourhood Planning Toolkit:

What are the Basic Conditions and How to Meet Them
Strategic Policies

- e) SCDC will **provide a range of online guidance** on how to do different tasks in neighbourhood planning such as:
 - methods of community engagement; and
 - how to achieve effective public consultations.

Other Resources

SCDC Neighbourhood Planning Toolkit:

Communities Engagement and Neighbourhood Plans

- f) SCDC will host regular **technical workshops / seminars** for parish councils and those in the local community who are preparing neighbourhood plans.

Other Resources

Information from the workshops / seminars such as presentations and notes will be published on the [SCDC Neighbourhood Planning webpages](#).

- g) SCDC will provide a **lending library of resources** that parish councils may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of neighbourhood plans.
- h) SCDC will provide advice on the **legal requirements** for neighbourhood planning as set out in the Town and Country Planning Act 1990 (as amended by Localism Act 2011).

Timescales

Please **keep your timeline up to date** (attached to the Memorandum of Understanding) and keep in touch with SCDC so that we know when you may need help and when you are reaching stages where SCDC has a formal role, so we can respond to requests for help in a timely way.

SCDC has a duty to support a parish council and can help keep up the momentum of your plan making.

Step Four: Building the Evidence Base

How will SCDC support parish councils build the evidence base?

- a) SCDC will provide information about where a parish council can find data for the **evidence base they will need to support their neighbourhood plan**, including signposting to the evidence base and supporting studies underpinning the emerging new Local Plan. Evidence should be focused on that needed to support the neighbourhood plan objectives.

Other Resources

SCDC Neighbourhood Planning Toolkit: Sources of Evidence and Information

- b) SCDC will provide a range of guidance on how to do different tasks in neighbourhood planning, such as:
- **methods of community engagement;**

This guidance will be provided as a flexible 'live' resource **on SCDC's website**, but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and future guidance provided will be informed by feedback from parish councils.

Other Resources:

Locality:

[Resources](#) – provides a suite of documents that cover different aspects of neighbourhood planning.

Planning Aid:

[Resources](#) – a suite of documents and resources to assist those developing a neighbourhood plan.

Other Council's Guidance Notes

Herefordshire Council: [Guidance Notes](#)

- c) SCDC will share information on **contacts** for key consultees.
- d) SCDC will provide up to date information on the emerging South Cambridgeshire **Local Plan**.

Other Resources:

[SCDC Local Plan Examination webpages](#)

[Planning Policy Monthly Update](#) – this provides the latest news on the progress of the Local Plan.

- e) SCDC will **highlight the key allocations and designations** included on the Local Plan **Policies Map** which a parish council will need to be aware of. This includes:
- Housing allocations
 - Development Frameworks
 - Conservation Areas
 - Local Green Spaces

Timescales

Please keep SCDC informed of your progress by keeping the timeline up to date (attached to the Memorandum of Understanding).

Step Five: Writing the Plan

How will SCDC support parish councils in writing the plan?

- a) SCDC will provide **constructive comments** on emerging draft policies in the neighbourhood plan against the basic conditions.

Timescales

SCDC will need 3 weeks notice of when documents or policies will be submitted to us for comment. If you have kept us informed of your progress (by keeping the timeline up to date) we will know when you will be asking for help and can plan our resources accordingly.

SCDC will seek endeavour to respond within 3 weeks and often sooner, subject to resources and taking account of local timescales as far as possible, or as agreed with the parish council. We want to ensure that we provide constructive comments which will help your plan-making and need sufficient time in order to do so.

- b) SCDC will provide a range of **guidance** and **specialist advice**, subject to capacity, on planning issues that may be included in a neighbourhood plan, such as local housing need and affordable housing,

This guidance will be provided as a flexible 'live' resource on **SCDC's website**, but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and will be informed by feedback from parish councils.

- c) SCDC will organise and pay for the **Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment Screening (HRA)** of your neighbourhood plan to ensure that it meets the statutory environmental standards up to a maximum cost of £1,000. If the cost is higher you would need to make up the difference and if a full SEA or HRA is required or a repeat screening it will need to be fully funded by the parish council.

Other Resources

SCDC Neighbourhood Planning Toolkit:
Strategic Environment Assessments (SEA)

Guidance and Regulations

National Planning Practice Guidance – [Strategic Environmental Assessment requirements for Neighbourhood Plans](#)

These regulations may occasionally change or new regulations introduced

Timescale

Need to consult with statutory bodies, therefore need to allow time for them to respond. The whole process is likely to take 2-3 months.

- d) SCDC will provide **technical mapping support** as set out in 'Maps for Neighbourhood Plans'. SCDC will also offer the following services (anything additional to the below will require further cost):
 - **Neighbourhood area designation**
 - **Exhibition poster** - size A0, 3 copies
 - **Online mapping for the parish council**

- **Policies map** – 8 hours of mapping time
 - create map
 - provide 3 electronic copies at A3 or smaller
 - additional layer sharing of neighbourhood plan policies and proposals
 - anything beyond 8 hours will require additional costs.

Other Resources

SCDC Neighbourhood Planning Toolkit:
Maps for Neighbourhood Plans

Timescale

Technical mapping support will be provided as set out in ‘Maps for Neighbourhood Plans’.

Step Six: Pre-submission Consultation and Preparing the Plan for Submission to SCDC

How will SCDC support parish councils in the pre-submission consultation and preparing the plan for submission to SCDC?

- a) SCDC will offer up to a maximum of £1,000, towards a single pre-submission **health check** of the draft neighbourhood plan before the parish council submits their neighbourhood plan and supporting documents to SCDC. The health check should be carried out by an independent examiner through the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) and it will check to see if the neighbourhood plan would be successful at examination, meeting all the basic condition tests. The parish council should submit the application to NPIERS for the health check, and liaise with SCDC.

SCDC Neighbourhood Planning Toolkit

Strategic Environment Assessment (SEA)

What are the Basic Conditions and How to Meet Them

Strategic Policies

Other Resources

[Neighbourhood Planning Independent Examiner Referral Service \(NPIERS\)](#)

- b) SCDC will provide a **lending library of resources** that parish councils may find useful to help prepare their neighbourhood plan e.g. exhibition boards, banners, examples of neighbourhood plans.

Step Seven: Submission of the Plan to SCDC

How will SCDC support parish councils in the submission of the plan to SCDC?

The final stages of preparing the neighbourhood plan are undertaken with SCDC as the lead rather than the parish council.

- a) SCDC will keep the parish council **informed of progress** and liaise with them to resolve any issues as the plan goes through the examination and referendum stages towards its completion, including:

- liaise with the parish council regarding appointment of an examiner,
- liaise with the parish council over changes proposed in the examiner's report to ensure the plan meets the basic condition tests,
- liaise with parish council over any changes to the Neighbourhood Plan,
- liaise with parish council over Council decision to proceed to referendum and the timing of the referendum.



Neighbourhood Planning Guidance

Neighbourhood Planning: Memorandum of Understanding

South Cambridgeshire District Council

December 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scams.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scams.gov.uk or 01954 713183.

Neighbourhood Planning Memorandum of Understanding

between

..... Parish Council

and

South Cambridgeshire District Council

Introduction

A neighbourhood plan is written and produced by a parish council (or multiple parish councils) to shape planning policy for the area. On adoption the plan will become part of the statutory development plan for the district. The parish council(s) and the local authority have different, but complementary roles to play in the development of a neighbourhood plan. A parish council in preparing a neighbourhood plan has the opportunity to set out a positive vision of how they want their community to develop over the next 10, 15, 20 years in ways that meet identified local need and make sense for local people. The local authority must provide advice or assistance to a parish council preparing a plan and also take decisions at key stages in the plan making process¹. There is a lot of discretion in the local authority role in particular and this memorandum of understanding (MOU) will help us work together, avoid misunderstanding and manage expectations.

This MOU should be read in conjunction with South Cambridgeshire District Council's 'Support Offer to Parish Councils' document.

Principles for Working Together

- We will be open and constructive in our working relationship.
- We will respect each others' views and, where they are different, seek to understand the reasons for any difference.
- We will have a 'no surprises' approach, based on notifying each other in advance of significant risks, announcements and developments in policy.
- We will aim to minimise duplication of activity wherever possible.
- We will regularly communicate, including meeting as appropriate.

Roles and Responsibilities

In addition to their statutory responsibilities, in preparing the neighbourhood plan the parish council(s) will:

- a. use their knowledge of the area to inform future planning and development in the area.
- b. complete an outline timeline (a template is included at the end of this document), including key milestones over the coming 6-months, which will be updated at least quarterly and shared with the District Council to help with resource planning.

¹ <https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

- c. be clear when making requests for support (e.g. for production of maps – what is required, format etc).
- d. be realistic in applying timescales when making requests for support.
- e. make use of, and help to shape, the training, support and guidance offered by the District Council.

In addition to their statutory responsibilities², the District Council will:

- a. provide assistance and advice to parish councils as set out in the South Cambridgeshire District Council’s ‘Support Offer to Parish Councils’ document.
- b. seek to ensure that it is able to respond to requests for support in a timely manner, in line with the parish council’s key milestones.
- c. inform the parish council in advance if they will not be able to provide support in line with the parish council’s key milestones.
- d. provide up-to-date training, guidance and support to parish councils, which is informed by feedback and suggestions from parish councils.

Signatories:

.....(name)
 (position)

on behalf of

.....
 Parish Council

on (date)

.....(name)
 (position)

on behalf of South Cambridgeshire District Council

on (date)

NB: Recognising that each local community is different this template can be tailored to meet the particular requirements of each parish council.

It is anticipated that the Memorandum of Understanding will be commenced once a parish council has its neighbourhood area designated.

² <https://www.gov.uk/guidance/neighbourhood-planning--2#the-role-of-the-local-planning-authority-in-neighbourhood-planning>

Neighbourhood Plan Timeline

Name of Neighbourhood Area:

Version Number:

Date of Update:

Stage	Steps	When? <i>What is the anticipated date that you expect to reach this stage?</i>	Comments
Deciding to prepare a plan?	Consideration of whether a neighbourhood plan is the best option	This key stage will have already been completed before a parish council applies for a neighbourhood area to be designated.	This is a very important step included for completeness in the timeline. There will need to be commitment from both the parish council as well as the local community for a plan to be successful.
Getting Started	Neighbourhood Area application and designation		
Preparing the Neighbourhood Plan	Community Engagement		
	Evidence Gathering		
	Formulate Vision and Objectives		
	Writing Policies		

Stage	Steps	When? <i>What is the anticipated date that you expect to reach this stage?</i>	Comments
	Carrying out Strategic Environmental Assessment (SEA) Screening		
	Prepare Supporting Documents, including Basic Conditions Statement and Consultation Statement		
	Pre-submission Consultation on draft Neighbourhood Plan		
	Revisions to draft Neighbourhood Plan		
Getting the Neighbourhood Plan in Place	Submission of Neighbourhood Plan to SCDC		
	Consultation on Neighbourhood Plan		
	Examination		
	Consideration of Examiners Report		
	Referendum		

Stage	Steps	When? <i>What is the anticipated date that you expect to reach this stage?</i>	Comments
	Neighbourhood Plan is 'made'		

Appendix 4

New draft guidance notes for the Neighbourhood Planning Toolkit.

- Writing Planning Policies
- Strategic Environmental Assessments (SEA)



Neighbourhood Planning Guidance

Neighbourhood Planning: Writing Planning Policies

South Cambridgeshire District Council

December 2017
Draft for comment

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scams.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

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Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scams.gov.uk or 01954 713183.

Introduction:

The Government makes it clear that the prime purpose of neighbourhood plans should be to set out policies for the development and use of land in the neighbourhood area. All policies must be:

- Credible
- Justifiable and
- Achievable

In this respect, a neighbourhood plan will be similar to the South Cambridgeshire Local Plan but applies specifically to the neighbourhood area. As such, neighbourhood plan policies are just as important as local plan policies and therefore how they are worded is really important.

In this respect, government guidance states: *“A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared.”* (Paragraph: 041 Reference ID: 41-041-20140306 Planning Practice Guidance 6 March 2014).

Planning policies express the details of what you want development in the area to be like. They can be quite short (a single sentence) or quite long (but generally no longer than one page). They are usually backed up/ accompanied by “supporting text” that sets the context and justification for the policy and perhaps how it would operate.

Experience from local communities who now have made neighbourhood plans has highlighted that writing policies can be one of the more challenging parts of the process! There are a number of good online guidance notes about policy writing. The publication from Locality “Writing Planning Policies” is well worth looking at, as it explains clearly in plain English how to write a policy and what wording to use in your policy to avoid having unintended consequences!

Cornwall Council has prepared a Neighbourhood Planning Toolbox that sets out a range of different policies and provides examples from made neighbourhood plans around England.

SCDC recommends, in our support offer, that you consider appointing a planning consultant who specialises in neighbourhood planning to help you in the technical process of preparing a plan. Such a consultant can provide invaluable help at the policy writing stage.

Other Resources

Locality [“Writing Planning Policies”](#) September 2014

Locality and Planning Aid England [How to write planning policies. Putting the pieces together](#)
Undated

National Planning Advisory Service [Cornwall Council Toolbox](#) Undated –published during 2016.

Herefordshire Council [Guidance Note 8: Writing planning policies](#) August 2015

SCDC Neighbourhood Planning Toolkit

What are the Basic Conditions and How to Meet them; Strategic Policies

Types of Policies:

There are generally three types of planning policy in a neighbourhood plan:

1. General policies:

These are broad policies that apply universally to development proposals across the whole of the neighbourhood plan area. They could cover, for example, local design, landscape impact or renewable energy schemes.

Example:

Sutton St Nicholas Neighbourhood Plan

POLICY 7: BUILDING DESIGN

Proposals should be designed so as to protect and enhance the distinctive character and appearance of the village and rural areas of the Parish. Regard should be had to the established built, natural and historic characteristics and the wider townscape and landscape contexts.

2. Criteria based policies:

These identify the requirements that development proposals should meet. The criteria are usually set out in bullet points and all criteria would usually have to be met to make a proposal acceptable. It is important that the policy should be written to be clear whether all of the criteria apply or whether they should be considered as alternatives. The use of “and” or “or” linking the criteria can provide the certainty for users as to whether all criteria apply or if there are alternative criteria.

Example:

Cuckfield Neighbourhood Plan

POLICY CNP 10 – BUILDING EXTENSIONS WITHIN AND OUTSIDE THE BUILT UP AREA BOUNDARY

Building extension will be permitted where it meets the following criteria:

- a) The scale, height and form fit unobtrusively with the existing building and the character of the street scene.
- b) Spacing between buildings would respect the character of the street scene.
- c) Gaps which provide views out of the village to surrounding countryside are maintained.
- d) Materials are compatible with the materials of the existing building.
- e) The traditional boundary treatment of an area is retained and, where feasible, reinforced and
- f) The privacy, daylight, sunlight and outlook of adjoining residents are safeguarded.

3. Site Specific Policies:

These apply to a specific area of land or a site. They might allocate a site for a specific development or they could seek to protect a site. Where development is proposed, the policy will usually specify the principles that need to be followed in developing the site, such as the type and amount of development and any site specific considerations. Site allocation policies can also be criteria based where specific requirements are required to be met.

With all site specific proposals, it is important to speak to the landowner and/or development promoter. When the neighbourhood plan is examined, the Examiner will need to ascertain whether the policies and site allocations are deliverable and the landowners / site promoters views will be

critical in satisfying this question.

Example:

Woodcote Neighbourhood Plan

Site WNP02 is allocated for 9 dwellings, subject to:

- i. the proposed development conforming to the policies contained in the Woodcote Neighbourhood Plan and the South Oxfordshire Core Strategy; and
- ii. the following site specific requirements;
 - a. the development will occupy the blue shaded area edged in black shown on Map 12.ii;
 - b. vehicular access to the site will only be from the Chiltern Rise site (WNP01);
 - c. vehicular access to the site from the Reading Road will only be permitted for existing housing;
 - d. the provision of pedestrian access to the Reading Road at, or near, the current entrance to Woodcote Garden Centre for the new homes on the site and the adjoining Chiltern Rise site;
 - e. development will take place outside the safeguarding area for the gas pipeline; and
 - f. retention of the existing vegetation to the north of the site to provide some screening from adjacent open fields.
- iii. The landowner and any proposed developer notes that the allocation of the site in the Woodcote Neighbourhood Plan is subject to the grant of planning permission and the start of work on site not later than 31st March 2023.

The site comprises a collection of low key buildings and greenhouses associated with the current garden centre use. This brownfield site is available for redevelopment as the existing business use as a garden centre is not viable. The site is very well screened by houses fronting the Reading Road and by trees and hedges to the north. This existing vegetation should be retained to provide some screening from adjacent open fields.

Writing the policies:

Planning policies must be written in a manner that makes their intention clear to the end users of the neighbourhood plan. They should be based upon the information gathered during previous stages of evidence gathering and community engagement.

There should not be room for a reasonable person to be able to misinterpret your aspirations. There have been legal challenges to the exact wording of policies.

In determining what policies to include in the neighbourhood plan, the following considerations should be made:

- a) Is there a clear intention behind your policy?
- b) Is it distinctive for your area and not duplicating local plan or national policy?
- c) Is it supported by robust evidence?
- d) Is it clear and unambiguous?
- e) Is it positively worded?
- f) Is there a clear “golden thread” between the neighbourhood plan’s vision, objectives and the policy?
- g) Does the policy relate to the development and use of land for which planning permission would be required?
- h) Is it in line with the National Planning Policy Framework?
- i) Is it in conformity with the strategic policies of the adopted local plan?
- j) Does it contribute towards sustainable development?
- k) Is it compatible with EU obligations e.g. does it need a SEA assessment?

You will need to demonstrate conformity with h-k in the Basic Conditions Statement that accompanies the neighbourhood plan when submitted to South Cambridgeshire.

We have included a **policy check sheet** at the back of this guidance note that will help to clarify whether the proposed policy meets the above requirements.

How can SCDC help?

As part of our support offer to parish councils SCDC will provide constructive comments on emerging draft policies in the neighbourhood plan against the basic conditions.

However SCDC cannot write your policies for you. This is not part of our statutory duty to support parish councils.

How many policies should you include in your plan and what cannot be included?

Include only as many policies as are necessary to implement your vision – no more and no less. On average, made plans contain between 10-20 policies. However, in exceptional circumstances, you may need 50, or you may need no more than 5.

Top tip

If you have more than 20 policies you may wish to think carefully about whether all are relevant/ does your plan need so many policies?.

You need to remember that your plan is a planning policy document and there are some issues it cannot include. Policies cannot be included that:

- propose less growth in an area than is in the Local Plan
- remove permitted development rights, i.e. if development doesn't not require planning permission, a policy can't prevent it;
- extend or alter a conservation area or identify new list buildings;
- review the green belt boundary;
- deal with transport issues such as the need for new roads (such as a bypass) as this is the County Council's responsibility;
- be about minerals, waste or other 'nationally important' decisions;

What is the Examiner's role with regard to policies?

The examiner's role is to make a simple check against the basic conditions. S/he will remove policies that are not fit for purpose. It is advisable to have your plan undergo a health-check at the relevant stage – which is usually at the pre-submission consultation stage so that any issues can be identified prior to completing the Plan and submitting it to SCDC. In our support offer to parish councils we will pay up to a maximum of £1,000 towards a single pre-submission health check

Top Tip

There are now over 400 neighbourhood plans that have been successful at referendum across England. They include a wide range of policies that have been approved by the Examiners of these plans. It is well worthwhile studying these plans to see if there are any policies you could adapt for your plan. Look at the [Cornwall Council Toolbox](#). .

Framework for assessing neighbourhood plan policies

Policy / Proposal		Details
Is there a clear intention behind your policy?		
Is it supported by robust evidence?		
Is it clear and unambiguous?		
Is it positively worded?		
Is there a clear “golden thread” between the neighbourhood plan’s vision, objectives and the policy?		
Does the policy relate to the development and use of land for which planning permission would be required?		
Is it in line with the National Planning Policy Framework?		
Is it in conformity with the strategic policies of the adopted local plan?		
Does it contribute towards sustainable development?		
Is it compatible with EU obligations eg does it need a SEA assessment?		



Neighbourhood Planning Guidance

Neighbourhood Planning: Strategic Environmental Assessments (SEA)

South Cambridgeshire District Council

December 2017
Draft for comment

This document has been produced by South Cambridgeshire District Council, with assistance from consultants Place Services. It includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scambs.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

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Herefordshire Council guidance note 9: Habitat Regulation

https://www.herefordshire.gov.uk/downloads/file/3700/guidance_note_9_habitat_regulations_assessment

Herefordshire Council guidance note 9a:

https://www.herefordshire.gov.uk/downloads/file/5229/guidance_note_9a_strategic_environmental_assessment

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Introduction

A number of 'Basic Conditions' must be met in order for a neighbourhood plan to be finalised, or 'made'. One of these Basic Conditions includes that the making of the plan "*does not breach, and is otherwise compatible with, EU Obligations*".

This includes Strategic Environmental Assessment (SEA), which emanates from one such EU Obligation. SEA is an important tool for integrating environmental considerations into the preparation of plans. This guidance document has been produced to assist neighbourhood planning groups in understanding the requirements of and processes behind SEA.

What is the legislative background to SEA?

Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment' is an EU obligation which requires SEA to be undertaken for plans and programmes which are likely to have '*significant effects on the environment*'. Guidance on the identification of whether a neighbourhood plan will have any significant effects on the environment is included later in this guidance note.

This Directive, otherwise referred to as 'The SEA Directive', is brought into UK law through the Environmental Assessment of Plans and Programmes Regulations 2004. These regulations are also known as 'The SEA Regulations'. It is these regulations that Plan's will need to be compatible with, placing a legal duty on those preparing them to assess their Plans for their potential effect on the environment and whether a 'full' SEA Environmental Report is required.

Guidance and Regulations – Useful Links

National Guidance on neighbourhood planning

National Planning Practice Guidance - [Basic Conditions](#)

National Directive and Regulations

Directive 2001/42/EC: [SEA Directive](#)

Environmental Assessment of Plans and Programmes Regulations 2004: [SEA Regulations](#)

Other Resources

SCDC Neighbourhood Planning Toolkit

What are the Basic Conditions and How to Meet Them

What is SEA and when is it required?

SEA is a process that helps to understand how Plans will affect the environment of the area that they cover.

An SEA Environmental Report is required if your neighbourhood plan is likely to have a significant effect on the environment, particularly where it affects a sensitive area and the features for which it was designated. The Environmental Impact Regulations (2011) define sensitive areas as:

- Sites of Special Scientific Interest and European sites (Special Areas of Conservation and Special Protection Areas);
- Areas of Outstanding Natural Beauty; and
- World Heritage Sites and Scheduled Monuments.

In addition proposals may also have the potential to give rise to significant effects if they affect other designations or features (such as Conservation Areas or Listed Buildings). The more environmentally sensitive the location, the greater possibility that effects might be significant and will require an assessment.

In addition to the consideration of any sensitivities within neighbourhood plan areas, much also depends on the content of the neighbourhood plan and what is being proposed. National Guidance states that, 'whether a neighbourhood plan proposal requires a SEA, and (if so) the level of detail needed, will depend on what is proposed. A SEA may be required, for example, where:

- a neighbourhood plan allocates sites for development;
- the neighbourhood plan area contains sensitive natural or heritage assets that may be affected by the proposals in the Plan; and/or
- the neighbourhood plan is likely to have significant environmental effects that have not already been considered and dealt with through a Sustainability Appraisal of the Local Plan.'

Therefore, a key stage in the neighbourhood planning process is determining whether or not a 'full' SEA Environmental Report is required. It is recommended that this is identified as early as possible in the formulation of the neighbourhood plan.

Guidance and Regulations – Useful Links

National Guidance on Neighbourhood Planning

National Planning Practice Guidance - [Strategic environmental assessment requirements for neighbourhood plans](#)

National Regulations

[The Environmental Impact Regulations \(2011\)](#)

Step One – The SEA Screening Report

How to check whether you will need to undertake a ‘full’ SEA Environmental Report?

To identify whether a neighbourhood plan might have ‘significant environmental effects’ and a consequential need to undertake a SEA Environmental Report, the neighbourhood plan must be ‘screened’. The requirements of the ‘screening’ process are set out in Regulation 9 of The SEA Regulations.

Neighbourhood plan proposals should be screened at an early stage of the Plan’s preparation. As soon as the plan boundary, plan objectives / emerging policies and approximate housing numbers have been identified, alongside whether or not any sites will be allocated for development, there will be a need for an ‘SEA Screening Report’ to be carried out to see whether a full SEA Environmental Report is required. Early screening will help any ‘full’ SEA to be built into the project plan so that it can be carried out alongside Plan development. This will allow the environmental considerations to shape the Plan and will avoid delays later in the process.

SCDC’s Local Plan includes a number of sites for development and policies that seek to prevent significant effects from occurring at the District level. Such significant effects have been identified within the Local Plan’s ‘Sustainability Appraisal’, which is a process that also derives from The SEA Regulations and satisfies the EU Obligation that is the SEA Directive.

If the neighbourhood plan’s content does not broadly differ from the content of SCDC’s Local Plan (i.e. in policy approaches, housing numbers or allocated sites for development purposes), then this should be identified within the SEA Screening Report and a ‘full’ SEA Environmental Report will **NOT** be required to accompany the neighbourhood plan.

Should neighbourhood plans change throughout the plan-making process (for instance if any sites are allocated in addition to those of previous plan drafts) and a ‘full’ SEA has been ‘screened out’ through the Screening Report earlier in the process, then the SEA Screening Report should be similarly revised to reflect the Plan as submitted. It is not unusual for SEA Screening Reports to be revised several times to reflect a Plan’s changing content.

Other Resources

Locality has a toolkit, which offers a guide on the SEA screening process:
[Locality Toolkit for SEA](#)

How can SCDC help?

As part of our Support Offer to parish councils, SCDC will arrange to have the initial SEA Screening Report to be carried out for all neighbourhood plans in the District.

The SEA Screening Report

Appendix 1 of this guidance note outlines the process for undertaking SEA Screening of neighbourhood plans.

SEA screening includes answering a series of questions about the nature of the neighbourhood plan and how it might affect the environment. These questions are derived from Annex II of The SEA Directive, which identifies what constitutes a ‘significant effect’. This Annex is replicated in Appendix 3 of this guidance note.

The SEA Directive includes a number of 'factors' or 'themes' that must be considered when identifying 'significant effects'. These factors are:

- Biodiversity
- Population
- Human Health
- Fauna
- Flora
- Soil
- Water
- Air
- Climatic Factors
- Material assets
- Cultural heritage
- Landscape
- And the inter-relationship between these above factors.

A level of information gathering is required in relation to these above factors in order to make sure that, like the neighbourhood plan itself, the SEA Screening Report is based on relevant evidence. Evidence should be as 'quantitative' as possible (as opposed to 'qualitative') and in any areas of doubt, or where impacts are difficult to identify, a precautionary approach should be taken that may lead to a 'full' SEA Environmental Report being required.

The SEA Screening Report should be published on the websites of the parish council / neighbourhood plan group and SCDC. As the Local Planning Authority (LPA), SCDC will need to determine whether the SEA Screening Report is accurate in its conclusions and whether it has followed the process of screening properly.

What is a Habitat Regulation Assessment (HRA)?

One of the most significant environmental effects that a neighbourhood plan could have is on certain sites for wildlife conservation that are identified and designated at the European level. These sites, known as 'Natura 2000' sites, include designations such as Special Protection Areas (SPAs) and Special Areas of Conservation (SACs).

The SEA Directive requires special consideration of these designated sites. These designations are also established through further EU Directives which neighbourhood plans need to comply with to meet the 'basic conditions'. SPAs are designated under the 'Birds Directive' (Council Directive 2009/147/EC on the conservation of wild birds) and SACs are designated under the 'Habitats Directive' (Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora).

Similar to The SEA Directive possibly resulting in the need to undertake an SEA Environmental Report, The Habitats Directive and Birds Directive can possibly lead to the need to undertake another form of environmental assessment: a Habitats Regulations Assessment (HRA).

The SEA Screening Report will also assess and give an opinion as to whether the contents of emerging neighbourhood plans require a HRA. This is an important part of the screening test that must be undertaken to see if a neighbourhood plan is likely to have a significant effect on any of the wildlife sites that have protection at a European level. Within South Cambridgeshire District there is only one such site – Wimpole and Eversden Woods (a SAC). Despite this, due to the sensitivities of SPAs and SACs, impacts from development can be felt from wider afield. Other sites are just

outside of the South Cambs local authority boundary and need to be considered in SEA Screening Reports throughout the District.

Should the SEA Screening Report identify that a HRA will be required, then it is strongly advised that specialist ecological consultants are commissioned, due to the technical nature and requirements of such assessments.

Guidance and Regulations – Useful Links

National Directives

[Birds Directive](#)

[Habitats Directive](#)

What consultation is required on the SEA Screening Report?

The SEA Regulations require consultation with a number of identified relevant bodies. These are:

- Historic England;
- Natural England; and
- Environment Agency.

Each consultation body will be able to advise on particular topics relevant to its specific area of expertise and responsibility, and the specific information that it holds. It is recommended that consultation with these bodies on the SEA Screening Report is undertaken as early as possible and for a period of 5 weeks.

It should be noted that this consultation must take place prior to the consultation on the Draft Neighbourhood Plan (Regulation 14). The responses from this consultation need to be included in the final SEA Screening Report.

How can SCDC help?

As part of our Support Offer to parish councils, we will arrange to have the initial SEA Screening Report carried out for all neighbourhood plans in the District. The SEA Screening Report will also include screening regarding Habitats Regulation Assessment, another EU obligation.

SCDC will, as part of our Support Offer, also carry out the necessary consultation on the SEA Screening Report with the relevant bodies.

What happens after the Screening Report is consulted on?

As previously set out, the SEA Screening Report will be consulted on by the statutory consultees. These consultees will either agree or disagree with the screening opinion of the report; i.e. whether a 'full' SEA Environmental Report should be undertaken. This is an important step towards demonstrating that a Plan has met the 'basic conditions'.

In the majority of instances to date, neighbourhood plans have not included proposals which have triggered a full SEA Environmental Report to be undertaken. If the SEA screening process 'screens out' the need to undertake a 'full' SEA Environmental Report, then an up-to-date SEA Screening Report will satisfy the 'basic condition' regarding this EU obligation.

However, numerous neighbourhood plans have undertaken full SEA Environmental Reports across the country, either as a requirement or through choice in order to maximise the integration of environmental considerations into the preparation of their Plan.

Step Two – A full SEA Environment Report

What happens if a neighbourhood plan does need a ‘full’ SEA Environmental Report?

If a SEA Screening Report identifies that the neighbourhood plan could have significant effects on the environment, then the parish council / neighbourhood plan group will be required, by law, to undertake a SEA Environmental Report.

The process of undertaking a SEA Environmental Report requires a substantial amount of work in order to address any issues. It should be noted that carrying a SEA Environmental Report is recognised as a complex task which is likely to need expert help.

Who carries out a full SEA Report?

SCDC will not carry out a full SEA Environmental Report if one is required.

There are however a **number of options for undertaking the work:**

- The parish council can undertake the SEA Environmental Report;
- Planning consultants can be commissioned by the parish council / neighbourhood plan group to undertake the work.

Top tip

Grants are available to parish councils / neighbourhood plan groups in order to pay consultants to undertake this work. Grants can be applied for up to 2018 from Locality – [Neighbourhood Planning grants](#) but a Plan requiring a full SEA could also qualify for the [Locality Technical Support package](#) whereby they would appoint consultants to complete the SEA report.

What work has to be done if a ‘full’ SEA Environmental Report is required?

If a ‘full’ SEA Environmental Report is required, there is a prescribed process to follow. A SEA Environmental Report is required to identify, describe and evaluate the likely significant effects on the environment of implementing the neighbourhood plan as it is presented, and also ‘reasonable alternative’ approaches to elements of the Plan.

What are ‘Reasonable Alternatives?’

Reasonable alternatives are the different realistic options considered by the plan-maker in developing the policies in its plan. They must be sufficiently distinct to highlight the different sustainability implications of each so that meaningful comparisons can be made. The alternatives must be realistic and deliverable.

The SEA process consists of five different stages (A-F in the following table) which **MUST** be followed to ensure that the SEA Environmental Report is ‘sound’ and legally compliant with The SEA Regulations. Stages A-D represent the work that must be done and included within the SEA Environmental Report.

Stage	Task
Stage A - Screening	<ol style="list-style-type: none"> 1. Determine whether the neighbourhood plan is likely to have significant environmental effects, including consulting the environmental assessment consultation bodies.
Stage B - Setting the context and objectives, establishing the baseline and deciding on the scope	<ol style="list-style-type: none"> 1. Identify other relevant policies, plans and programmes, and sustainability objectives. 2. Collect baseline information.¹ 3. Identify sustainability issues and problems. 4. Develop the strategic environmental assessment framework. 5. Consult the environmental assessment consultation bodies on the scope of the strategic environmental assessment.
Stage C - Developing and refining alternatives and assessing effects	<ol style="list-style-type: none"> 1. Test the neighbourhood plan objectives against the strategic environmental assessment framework. 2. Develop the neighbourhood plan options including reasonable alternatives. 3. Evaluate the likely effects of the neighbourhood plan and alternatives. 4. Consider ways of mitigating adverse effects and maximising beneficial effects. 5. Propose measures to monitor the significant effects of implementing the neighbourhood plan.
Stage D - Prepare the Environmental Report	<i>In accordance with Regulation 14 of the Neighbourhood Planning Regulations, an Environmental Report will need to be prepared to accompany your draft neighbourhood plan.</i>
Stage E - Publish and consult on the	<i>Publish and consult the consultation bodies and the public on the environmental report.</i>

¹ The term 'baseline information' refers to the existing environmental characteristics of the area likely to be affected by the neighbourhood plan, and its likely evolution without implementation of the neighbourhood plan. Baseline information provides the basis against which to assess the likely effects of alternative proposals in the draft plan. Wherever possible, data should be included on historic and likely future trends, including a 'no neighbourhood plan' or 'business as usual' scenario (i.e. anticipated trends in the absence of the neighbourhood plan being introduced). This information will enable the potential environmental effects of the implementation of the neighbourhood plan to be assessed in the context of existing and potential environmental trends.

Stage	Task
environmental report	
Stage F - Post making reporting and monitoring	<ol style="list-style-type: none"> 1. <i>Prepare and publish post-adoption statement.</i> 2. <i>Monitor significant effects of implementing the neighbourhood plan.</i>

Appendix 2 of this guidance note outlines the SEA process alongside the plan-making process.

What does a ‘full’ SEA Environmental Report contain?

As already mentioned, SEA Environmental Reports represent the content of Stages A-D of the above SEA process.

Schedule 2 of The SEA Directive specifies strict requirements for SEA Environmental Reports. These requirements are outlined below, with some hints and tips as how to undertake each element:

SEA Directive Requirement for Environmental Reports	What does this mean?
1. An outline of the contents and main objectives of the plan or programme, and of its relationship with other relevant plans and programmes.	<i>Quite simply, this involves setting out what the neighbourhood plan is trying to achieve and its relationship with other relevant Plans, such as those prepared by SCDC, Cambridgeshire County Council, nationally and also those of any relevant neighbouring Councils.</i>
2. The relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan or programme.	<i>This Section of the SEA will require collecting data and information relevant to the neighbourhood plan area (on those topics set out in SEA Directive requirement 6 below) and setting out how the characteristics of the neighbourhood plan could be expected to change if the neighbourhood plan wasn't ‘made’.</i>
3. The environmental characteristics of areas likely to be significantly affected.	<i>Similar to SEA Directive requirement 2 above, this requires the SEA to identify the broad potential impacts of implementing the neighbourhood plan, such as the principle of allocation land for development, or the effects certain policies might have.</i>
4. Any existing environmental problems which are relevant to	<i>Similar to SEA Directive requirement 2 above, this requires the SEA to identify the key or ‘headline’ issues</i>

SEA Directive Requirement for Environmental Reports	What does this mean?
<p>the plan or programme including, in particular, those relating to any areas of a particular environmental importance, such as areas designated pursuant to Council Directive 79/409/EEC on the conservation of wild birds(a) and the Habitats Directive.</p>	<p><i>facing the neighbourhood plan area.</i></p> <p><i>Of key importance is the consideration of internationally and nationally important sites for wildlife conservation. These can be impacted by development or planning decisions over a wide area.</i></p>
<p>5. The environmental protection objectives, established at international, Community or Member State level, which are relevant to the plan or programme and the way those objectives and any environmental considerations have been taken into account during its preparation.</p>	<p><i>This involves reading a lot of other ‘higher level’ plans and documents that could limit what the neighbourhood plan might be trying to achieve.</i></p> <p><i>This work sets out overarching environmental objectives internationally, nationally and more locally, with commentary as to how these will have to be considered in the Plan. This ‘contextual review’ will also inform the SEA of a lot of wider environmental issues and aspirations related to planning.</i></p>
<p>6. The likely significant effects on the environment, including short, medium and long-term effects, permanent and temporary effects, positive and negative effects, and secondary, cumulative and synergistic effects, on issues such as— (a) biodiversity; (b) population; (c) human health; (d) fauna; (e) flora; (f) soil; (g) water; (h) air; (i) climatic factors; (j) material assets; (k) cultural heritage, including architectural and archaeological heritage; (l) landscape; and (m) the inter-relationship between the issues referred to in subparagraphs (a) to (l).</p>	<p><i>This requirement involves assessing or ‘appraising’ the Plan to see if there will be any effects resulting from its policies and site allocations if they are included. Evidence will have been collected through requirements 2-5 on the topics listed and judgements should be based primarily on the evidence collected.</i></p> <p><i>If there are any gaps in knowledge on any of these topics, then the plan-makers might need to undertake or commission evidence base documents, such as identifying specific effects on biodiversity or cultural heritage (Listed Buildings etc.) This can then inform the SEA process.</i></p> <p><i>Commissioning specialist consultants to undertake the SEA can ensure that effects are correctly identified and offsetting measures (see below in requirement 7) are realistic.</i></p> <p><i>Of key importance in the SEA process is to appraise the Plan and ‘reasonable alternatives’ to the same level against the topics listed in this requirement.</i></p>
<p>7. The measures envisaged to prevent, reduce and as fully as possible offset any significant</p>	<p><i>This requirement follows on from requirement 6 above, and involves identifying mitigation measures or recommendations to ensure that any effects identified in</i></p>

SEA Directive Requirement for Environmental Reports	What does this mean?
adverse effects on the environment of implementing the plan or programme.	<p><i>the SEA can be minimised or eradicated.</i></p> <p><i>Recommendations might include changing policy wording or including new policies to ensure that planning applications for any allocated sites in the Plan would not be granted that give rise to any negative effects on the environment.</i></p>
8. An outline of the reasons for selecting the alternatives dealt with, and a description of how the assessment was undertaken including any difficulties (such as technical deficiencies or lack of know-how) encountered in compiling the required information.	<p><i>It is essential that the SEA and Plan considers alternatives and assesses them 'on a level playing field'. The SEA Environmental Report is required to outline all of the 'reasonable alternatives' provide commentary as to how and why they have been identified, and also state why they have not been selected.</i></p>
9. A description of the measures envisaged concerning monitoring in accordance with regulation	<p><i>The SEA Environmental Report will be required to include a list of possible indicators against those topics in requirement 6 (if they are relevant to the Plan area) and how they could be monitored in the future.</i></p> <p><i>Where effects are identified in the SEA Environmental Report, it is important to set out what these specific impacts are in real terms. For instance, if a site allocation in the Plan is next to a river, then a possible impact could be flood risk. An indicator and measure for monitoring this could be 'incidents of flooding over the plan period.'</i></p>
10. A non-technical summary of the information provided under paragraphs 1 to 9.	<p><i>Town and country planning often involves a lot of jargon and technical terms. As public consultation on the Plan and the SEA Environmental Report will be required, it is important to ensure that everybody in the community understands what is being proposed and what the effects might be. For this reason, a Non-Technical Summary of the SEA Environmental Report is required.</i></p>

Whilst it may appear to be a lot of extra work, if it is started early on in the process, undertaking a SEA Environmental Report can really help to maximise the environmental value of neighbourhood plans assist plan-makers in choosing the right solutions for the area.

Other Resources

Historic England - [Guidance on SEA](#)

Step Three: Monitoring the policies in the neighbourhood plan and the effects identified in the SEA Environmental Report

This process will enable you to see whether the adopted neighbourhood plan policies are working and whether they are achieving the main plan objectives for the future. This review of plan policy implementation provides the opportunity to decide if the neighbourhood plan requires a review. This will ensure the protection of the environment, as The SEA Regulations intend. Monitoring is usually done on an annual basis, but this is dependent on the indicator that is being monitored.

How can SCDC help?

SCDC will be responsible for monitoring the strategic elements of your adopted plan, such as housing numbers, employment land and retail provision. However, where the plan has very local specific policies, the monitoring of these is required to be done by the parish council undertaking the neighbourhood plan in accordance with the SEA Regulations.

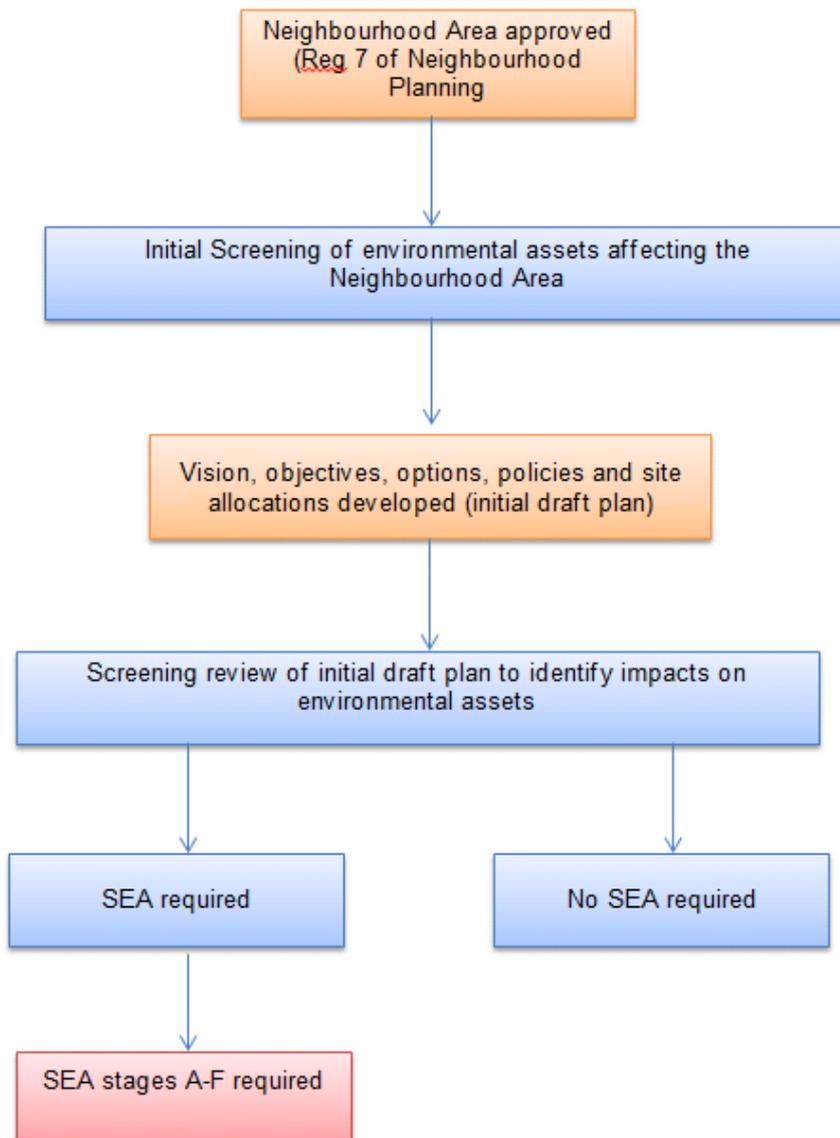
SCDC will monitor your plan as part of our annual monitoring report but we will need your assistance in providing local information on policies that are very local.

Other Resources

South Cambs Annual Monitoring Reports represent monitoring at the district level, and also provide evidence that can be used throughout the SEA process. The [Annual Monitoring Reports](#) can be found on the South Cambridgeshire website.

Appendix 1

Process for undertaking SEA Screening of Neighbourhood Plans



SEA Screening process
(neighbourhood Planning
team)



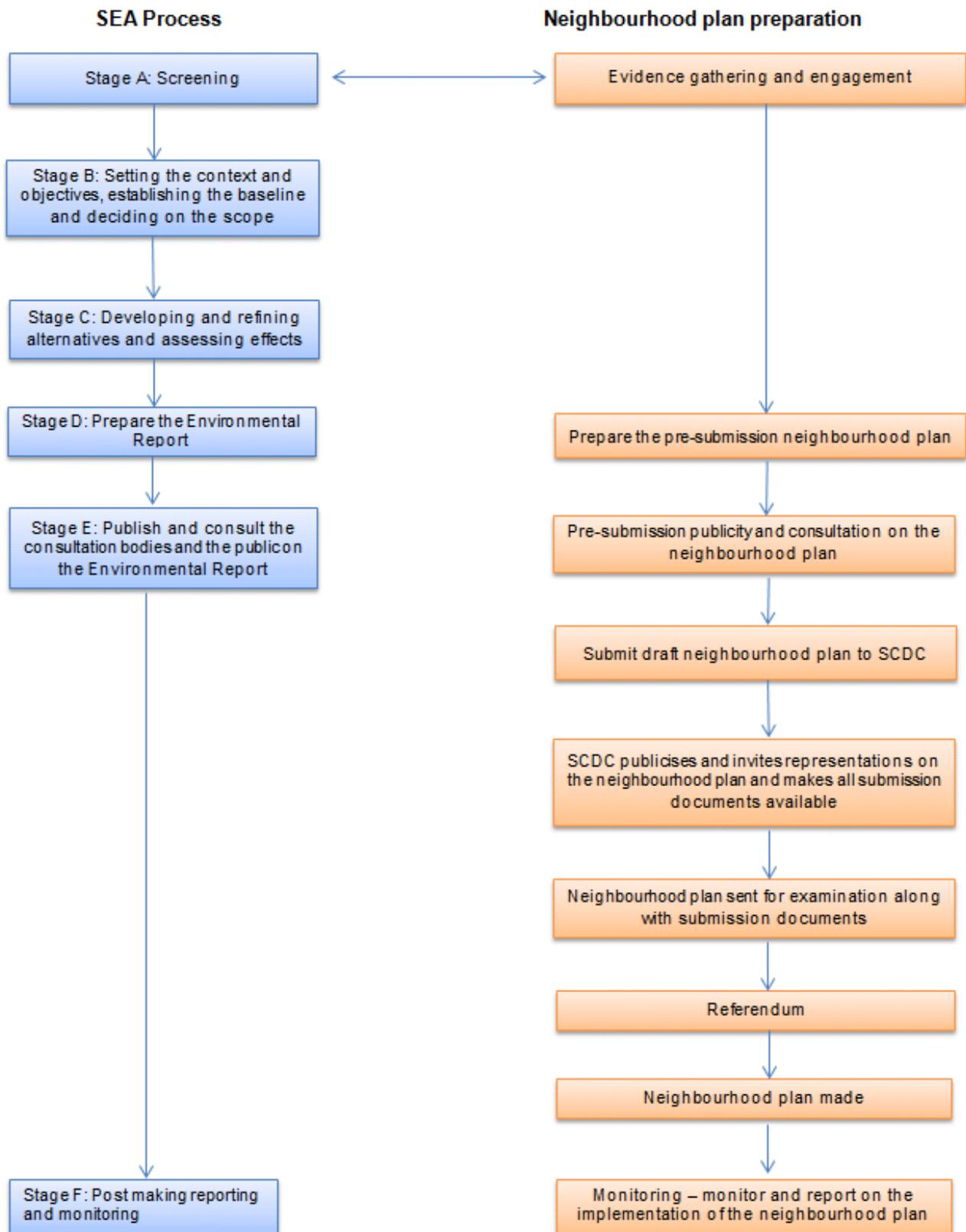
Plan making
process (Parish
Council)



Both Parish Council
and Neighbourhood
Planning team

Appendix 2

'Full' SEA Environmental Report process alongside plan making process



Appendix 3

Criteria for determining the likely significant effects on the environment, referred to in Article 3(5) of Directive 2001/42/EC

Annex II of SEA Directive 2001/42/EC – Significant Effects

1. The characteristics of plans and programmes, having regard, in particular, to
 - the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources,
 - the degree to which the plan or programme influences other plans and programmes including those in a hierarchy,
 - the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development,
 - environmental problems relevant to the plan or programme,
 - the relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste-management or water protection).
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to
 - the probability, duration, frequency and reversibility of the effects,
 - the cumulative nature of the effects,
 - the transboundary nature of the effects,
 - the risks to human health or the environment (e.g. due to accidents),
 - the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),
 - the value and vulnerability of the area likely to be affected due to:
 - * special natural characteristics or cultural heritage,
 - * exceeded environmental quality standards or limit values,
 - * intensive land-use,
 - * the effects on areas or landscapes which have a recognised national, Community or international protection status.

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Agenda Item 8



South
Cambridgeshire
District Council

REPORT TO: Planning Portfolio Holder

11 December 2017

LEAD OFFICER: Joint Director for Planning and Economic Development

Neighbourhood Plans: Bassingbourn-cum-Kneesworth Neighbourhood Area designation

Purpose

1. To make a decision on the application (see Appendix A) to designate the parish of Bassingbourn-cum-Kneesworth as a Neighbourhood Area.
2. This is a not a key decision. The Planning Portfolio Holder has delegated authority to make decisions on Neighbourhood Area designations.

Recommendation

3. It is recommended that the Planning Portfolio Holder approves the designation of a Neighbourhood Area for the parish of Bassingbourn-cum-Kneesworth as proposed by Bassingbourn-cum-Kneesworth Parish Council (see Appendix A).

Reasons for Recommendation

4. South Cambridgeshire District Council (SCDC) has received an application from Bassingbourn-cum-Kneesworth Parish Council to designate the parish of Bassingbourn-cum-Kneesworth as a Neighbourhood Area. The Parish Council has applied to have the whole of its parish as a Neighbourhood Area. The regulations relating to such applications state that SCDC must designate the area provided that the application is valid and the area has not yet been designated.

Background

5. A Neighbourhood Area must be designated before a Parish Council can prepare a Neighbourhood Plan. There are national regulations guiding how an application for the designation of a Neighbourhood Area should be considered.
6. The regulations state that a local planning authority must designate a Neighbourhood Area if it receives a valid application and some or all of the area has not yet been designated. The regulations also state that a local planning authority must designate the whole of the area applied for in certain circumstances, and this includes if a Parish Council applies for the whole of their parish to be designated as a Neighbourhood Area.
7. A valid application is considered to be one submitted by a 'relevant body', which for SCDC is a Parish Council, that includes:

- a map identifying the area to which the Neighbourhood Area application relates;
- a statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area; and
- a statement that the organisation or body making the application for the designation of the Neighbourhood Area designation is a 'relevant body'.

Considerations

Application from Bassingbourn-cum-Kneesworth Parish Council

8. Bassingbourn-cum-Kneesworth Parish Council has decided that it would like to prepare a Neighbourhood Plan for the whole of its parish. The Parish Council has applied to SCDC for the whole of the parish to be designated as a Neighbourhood Area, supplying a map of the area to be designated, and a statement explaining why the area should be designated (see Appendix A).
9. The Parish Council has undertaken consultation with its community to determine whether to prepare a Neighbourhood Plan, and has also consulted the neighbouring parishes. None of the neighbouring Parish Councils have any objections to Bassingbourn-cum-Kneesworth Parish Council's proposal. Whaddon PC queried whether a joint plan would be appropriate but acknowledged that there are significant differences between the two parishes.

Consideration by SCDC

10. SCDC is supportive of Bassingbourn-cum-Kneesworth Parish Council preparing a Neighbourhood Plan for its parish and is keen for the two Councils to work together in considering the future development of the area.
11. SCDC considers that the application submitted by Bassingbourn-cum-Kneesworth Parish Council is valid and none of the area has been previously designated for neighbourhood planning purposes. As the whole of the parish has been proposed as a Neighbourhood Area, SCDC must designate the Neighbourhood Area.

Local Development Scheme

12. The Local Development Scheme (LDS) sets out the planning policy documents that SCDC intends to prepare for the next three years, and tends to be updated annually. The LDS (agreed in December 2016) includes a section that lists the Neighbourhood Areas designated in South Cambridgeshire and therefore the Neighbourhood Plans that are being prepared. When the LDS is next reviewed, this section of the LDS will be updated to include the Bassingbourn-cum-Kneesworth Neighbourhood Area. In the interim, the complete list of Neighbourhood Areas designated is available to view on the Council's website: www.scambs.gov.uk/content/neighbourhood-areas, and Bassingbourn-cum-Kneesworth Neighbourhood Area will be added to this list.

Options

13. The Planning Portfolio Holder does not have any option but to designate the Neighbourhood Area to be compliant with Neighbourhood Planning legislation, regulations and guidance.

Implications

14. 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

15. SCDC can claim £20,000 per Neighbourhood Plan once it has been successful through the examination and a referendum date has been set.
16. The Parish Council can access funding to assist it in preparing a Neighbourhood Plan. Locality provides grants of up to £9,000 for local communities preparing Neighbourhood Plans.

Legal

17. The Planning Portfolio Holder has delegated authority to make decisions on Neighbourhood Area designations.

Staffing

18. Support for neighbourhood planning is delivered within existing resources by the Planning Policy Team and the Sustainable Communities and Partnerships Team, drawing upon the expertise of other staff as required.

Equality and Diversity

19. Equality and diversity issues will be considered during the preparation of the Neighbourhood Plan as appropriate to its content.

Climate Change

20. Climate change issues will be considered during the preparation of the Neighbourhood Plan as appropriate to its content.

Consultation responses

21. None.

Effect on Strategic Objectives

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

22. By preparing a Neighbourhood Plan local communities are being given the opportunity to create planning policies that will protect and enhance the character of their local surroundings and contribute to ensuring an outstanding quality of life.

Objective 2 – Homes for Our Future: secure the delivery of a wide range of housing to meet the needs of existing and future communities

23. Local communities can within a Neighbourhood Plan consider the existing and future needs for housing in their area and positively plan to meet this need through a range of policies and / or allocations in their plan.

Objective 3 – Connected Communities: work with partners to ensure new transport and digital infrastructure supports and strengthens communities and that our approach to growth sustains prosperity

24. Neighbourhood planning is an opportunity for the local community to shape their local area, and strengthen their communities by working together.

Objective 4 – An Innovative and Dynamic Organisation: adopt a more commercial and business-like approach to ensure we can continue to deliver the best possible services at the lowest possible cost

25. 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 Parish Councils preparing Neighbourhood Plans and is a great opportunity for the Councils to work in partnership and to development new ways of working together.

Background Papers

Planning Practice Guidance relating to the designation of neighbourhood areas:

<https://www.gov.uk/guidance/neighbourhood-planning--2#designating-a-neighbourhood-area>

Report to Cabinet on Designating a Neighbourhood Area – Updating the Process (January 2017): <http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=293&MId=6797&Ver=4>

Appendices

Appendix A: Application Form and Map to designate the parish of Bassingbourn-cum-Kneesworth as a Neighbourhood Area

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

Neighbourhood Planning

Application to designate a Neighbourhood Area



Town and Country Planning Act 1990
Neighbourhood Planning (General) Regulations 2012, (Amendments)
Regulations 2015 and 2016

Before completing this form, please read our Frequently Asked Questions document and the guidance notes below

Within South Cambridgeshire District only Parish Councils can apply for Neighbourhood Area designation. These will be the 'qualifying body' in this District – a term used in the regulations for Neighbourhood Planning. As the Local Planning Authority, South Cambridgeshire District Council (the Council) may need to undertake various periods of statutory consultation on your proposals.

Data Protection and Freedom of Information

Information in this form will be used solely for statutory Neighbourhood Planning consultations. Information, including names and contact information, will be available to view on the Council's website.

By submitting this response form you are agreeing to these conditions.

If you need help to complete this form please call 01954 713182 or email Neighbourhood.Planning@scamb.gov.uk.

Please complete this form using information and contact details we can publish on our website

1	Name of parish (or lead parish where there is more than one). Where there is no parish council in place to make this application, please contact the Council for assistance in applying to designate a Neighbourhood Forum	Bassingbourn-cum-Kneesworth
2	Address	Sally Walmesley.
3	Contact name & position	Mike Hallett, Vice-Chairman
4	Telephone number	
5	E-mail	
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.	
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers	Bassingbourn-cum-Kneesworth

8 Proposed Neighbourhood Area
The parish boundary might provide a good basis for a Neighbourhood Area but this is not obligatory. You must state why you consider the boundary you have proposed appropriate for designation. Without this information, your application cannot be processed.

Also, you must provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area. Your application cannot be processed without a map. If you need help to prepare a map please contact Neighbourhood.Planning@scambs.gov.uk or call 01954 713182

The proposed Neighbourhood Area is based on the parish boundary. The parish boundary is the area within which the Parish Council is consulted on planning matters and the area within which consultation took place on whether the community wished to prepare a Neighbourhood Plan. It is justified by the catchment area for walking to local services, with 82% of households in the parish being within a one mile walk of the facilities in the High Street. With the exception of just a single farm, no households in neighbouring parishes are within a one mile walk of the facilities in Bassingbourn High Street. To the north, the parish boundary crosses open land belonging to Bassingbourn Barracks. Since this is restricted land to which the public do not have access, this is an infrastructure feature which limits the extent of the settlement to the north. All the buildings on Bassingbourn Barracks are within the parish of Bassingbourn-cum-Kneesworth and hence within the proposed Neighbourhood Area. To the south the parish is bounded by the A505 dual carriageway which is also the County boundary. To the east on the boundary with Whaddon parish and to the west on the boundary with Litlington parish there are open fields which are features forming a natural separation between the villages.

9 Local publicity about your proposal to prepare a Neighbourhood Plan
Please tell us what you have done so far to let your local community (e.g. residents, landowners, businesses) know you are considering preparing a Neighbourhood Plan for the proposed neighbourhood area. For example have you run public events, placed articles in the local press, made efforts to reach isolated residents?

The suggestion for a Neighbourhood Plan first came from a member of the community. Consultation with the community on whether to prepare a Neighbourhood Plan included posters on five village noticeboards, articles on the Bassingbourn website www.bassingbourn.org, and articles in our parish newsletter, *The Village Voice*. *The Village Voice* is delivered by volunteers to every household in the parish and to many businesses as well. In selected areas, including parts of North End and parts of Kneesworth, this was supplemented by a door-to-door questionnaire. One hundred and twenty six people responded giving their support to a Neighbourhood Plan with nobody against producing a Neighbourhood Plan. In a further consultation on whether the Neighbourhood Area should be based on the parish boundary, all the respondents wanted it to be based on the parish boundary. Additionally the Bassingbourn-cum-Kneesworth Parish Clerk has written to neighbouring parish councils for their view. Whaddon Parish Council queried whether a joint plan would be appropriate but acknowledged that there are significant differences between the two parishes. Applying the government guidance indicates that a joint plan is not appropriate in this instance but it is proposed to continue dialogue with Whaddon Parish Council as the Neighbourhood Plan for Bassingbourn-cum-Kneesworth is developed.

10 Declaration

I/we hereby declare that this parish council is a constituted parish council and is the qualifying body to act in this context. Local contact information is enclosed and/or being sent electronically

Where relevant, please ensure all other parishes involved have signed this application form.
Continue on another sheet if necessary

Name: M W Hallett
Signature:

Parish (lead parish where there is more than one):
Bassingbourn-cum-Kneesworth Parish Council
Date (dd/mm/yy): 21 November 2017

Name:
Signature:
Parish:
Date (dd/mm/yy):

Guidance Note – please read the ‘Frequently Asked Questions’ before completing this form

Application for Neighbourhood Area designation

This is the first formal step in the development of a Neighbourhood Plan – a Neighbourhood Area must be designated before a Neighbourhood Plan can be developed. We recommend discussing your objectives with Council officers prior to completing this form, to ascertain whether this is the most appropriate vehicle for you and what support is available to develop your Plan. Working with neighbouring parishes with similar issues could reduce the workload and increase the pool of expertise and knowledge needed for the production of a Neighbourhood Plan.

Community engagement and consultation may need to take place before making an application to designate a Neighbourhood Area. Does the local community support the production of a Neighbourhood Plan? What are the issues as they see them? What Neighbourhood Area boundary options have they been given? Have they expressed a preference? Details of this community engagement should be detailed in Question 9.

Qualifying Body (sometimes referred to as the ‘relevant body’)

Applications must include a statement confirming that the parish council is the qualifying body.

Your application is not complete without this information.

Areas with no parish council

Parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or apply to the Council to be designated as a Neighbourhood Forum, which can prepare its own Plan. If you think this applies to you, please contact the Council for assistance.

Filling out the form

South Cambridgeshire District Council has prepared this form to make it simple to apply for Area Designation. The contact address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

Map of the Area

If you need help to prepare a map showing the Neighbourhood Area please contact Neighbourhood.Planning@scambs.gov.uk or call 01954 713182.

Your application is not complete without this information.

What happens next?

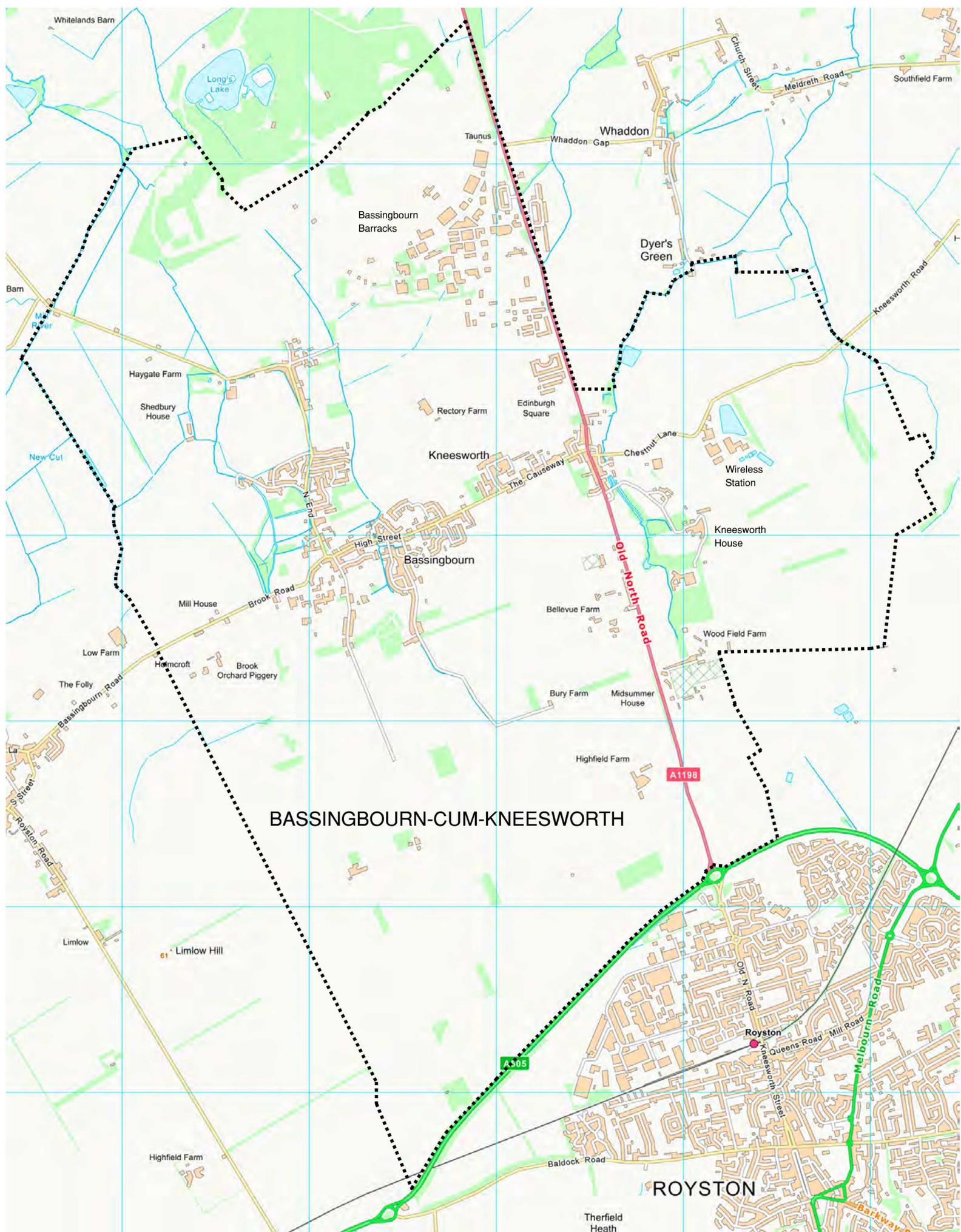
Please read the Frequently Asked Questions document which is on our website for the process that is followed by our Council when designating a neighbourhood area.

Checklist - have you...?

- Signed the declaration
- Included a map of the nominated Neighbourhood Area

Completed forms should be returned to:

Neighbourhood Planning
Planning Policy Team
Planning and New Communities
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA



BASSINGBOURN-CUM-KNEESWORTH

..... Parish Boundary and proposed Neighbourhood Area

Work Programme 2017-18 – Planning Portfolio

Date of meeting	Reports to be signed off and sent to Dem Services by 5pm on:	Title of Report	Key/ Non-key	If key – reason (see below)	Purpose of report e.g. for recommendation/ decision/ monitoring	Report Author	Date added to Corporate Plan* (contact Victoria Wallace)
To be rescheduled		Denny Farm Museum				Jane Green	
To be rescheduled		Land North of Cherry Hinton			Decision (resolution to adopt once Local Plan has been adopted)	Ed Durrant	
To be rescheduled		Waterbeach New Town SPD (tentative date)			To endorse draft SPD for consultation	Katie Parry	

Work Programme 2017-18 – Planning Portfolio

Date of meeting	Reports to be signed off and sent to Dem Services by 5pm on:	Title of Report	Key/ Non-key	If key – reason (see below)	Purpose of report e.g. for recommendation/ decision/ monitoring	Report Author	Date added to Corporate Plan* (contact Victoria Wallace)
Late February / early March 2018 Date tbc		Foxton Conservation Area	Non-key		Decision	Rachel Cleminson	
		Waterbeach New Town SPD			Decision (resolution to adopt once Local Plan has been adopted)	Katie Parry	

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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.