

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Planning Portfolio Holder's Meeting held on  
Tuesday, 3 February 2015 at 2.30 p.m.

Portfolio Holder: Robert Turner

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: Kevin Cuffley

Also in attendance: Anna Bradnam and Lynda Harford

### **Officers:**

Jonathan Dixon	Principal Planning Policy Officer (Transport)
Jane Green	Head of New Communities
Caroline Hunt	Planning Policy Manager
John Koch	Planning Team Leader (West)
Jo Mills	Planning and New Communities Director
Tony Pierce	Interim Development Control Manager
Ian Senior	Democratic Services Officer

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2. MINUTES OF PREVIOUS MEETING**

The Planning Portfolio Holder signed, as a correct record, the minutes of the meeting held on 18 November 2014.

### **3. PRE-APPLICATION ADVICE SERVICE**

The Planning Portfolio Holder considered a report reviewing the current processes and associated fees for providing pre-application advice.

The Team Leader (East) summarised the report and highlighted a number of key elements.

The Portfolio Holder welcomed agents' increasingly positive reaction to the service.

Those present discussed how the Service could develop so as to embrace highways, Planning Performance Agreements, and Management Plans. It must remain effective. The Head of New Communities summarised the steps being taken to balance the interests of Agents and Parish Councils. The Portfolio Holder said that they should always be encouraged to speak with each other as this should help reduce any suspicion and misunderstanding.

The Planning Portfolio Holder **approved**

1. the introduction of a one-off meeting service in addition to the existing service;
2. cessation of the existing free written permitted development advice service with the retention of the Planning Duty Officer service to provide up to 15 minutes of free verbal advice; and
3. Implementation of the above changes from 1 April 2015, with a six-month review taking place at the Portfolio Holder meeting scheduled for 10 November 2015.

The Planning Portfolio Holder **endorsed** the increase in fees and **recommends** that Cabinet approves the increase in fees at its next meeting on 12 February 2015 to be introduced on 1 April 2015 as the new fees are likely to generate an annual increase in income of more than £50,000.

#### 4. **NEIGHBOURHOOD PLANS: GAMLINGAY AREA DESIGNATION**

The Planning Portfolio Holder considered a report relating to Gamlingay Parish Council's application to designate the parish of Gamlingay as a Neighbourhood Area.

The Senior Planning Policy Officer clarified the boundary of the proposed Neighbourhood Area.

The Planning Portfolio Holder **approved** the designation of the Gamlingay Neighbourhood Area.

#### 5. **RESPONSE TO UTTLESFORD GYPSY AND TRAVELLER ISSUES AND OPTIONS CONSULTATION**

The Planning Portfolio Holder considered a report seeking his agreement to the proposed response to Uttlesford District Council's Gypsy and Traveller Local Plan Issues and Options Consultation.

In particular, he welcomed the Duty to Cooperate measures outline in the National Planning Policy Framework (NPPF). Should needs arise in the future that could not be met appropriately in South Cambridgeshire, South Cambridgeshire District Council would be able to seek collaboration with surrounding areas, as indicated in the NPPF.

The Planning Portfolio Holder **endorsed** the following response:

“South Cambridgeshire District Council has no objections to the proposals in the Issues and Options Consultation. Uttlesford District Council are commended for planning to meet the needs of travellers. However, further clarification is needed as to how wider needs identified in the Essex GTAA, such as for transit provision, will be met in Essex, if this is not in Uttlesford.

The South Cambridgeshire Submission Local Plan, submitted to the Secretary of State in March 2014, identifies a target of 85 Gypsy and Traveller pitches between 2011 and 2031. This reflects the Cambridge SubRegion GTANA 2011 (as amended 2012). The Council has granted planning permissions which meet this figure, such that no allocations are proposed in the Local Plan, although it indicates that opportunities will be sought to deliver sites through new communities. The Local Plan has been subject to objections which consider that the target should be higher, and this will be tested at the Examination. Several planning application appeal inspectors have also indicated that they consider there remains an outstanding need.

Under the Duty to Cooperate, should needs arise in the future that cannot be met appropriately in South Cambridgeshire, the Council may seek collaboration with surrounding areas, as indicated in the NPPF, Planning for Travellers and the Duty to Cooperate.’

**6. PLANNING, BUILDING CONTROL, ENFORCEMENT, SECTION 106 AND APPEALS PERFORMANCE REPORT - QUARTER 3 2014/15**

The Planning Portfolio Holder **received and noted** a report detailing Planning, Building Control, Enforcement and Appeals Performance information for Quarter 3 (October - December 2014).

The Interim Development Control Manager concluded that performance was improving.

Those present discussed how future statistics should be presented. The Portfolio Holder said that the figures should be reported in as clear and simple a format as possible. Lessons might be learnt from how other local authorities presented information.

**7. WORK PROGRAMME**

With the addition of reviewing the Pre-Application Advice Service in November 2015, the Work Programme would be updated as soon as possible.

**8. DATE OF NEXT MEETING**

Those present noted that the next Planning Portfolio Holder meeting would take place on Tuesday 10 March 2015, starting at 10.00am

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**The Meeting ended at 3.35 p.m.**

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