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Friday 03 May 2024

To: Chair – Councillor Dr. Martin Cahn  
Vice-Chair – Councillor Peter Fane  
All Members of the Planning Committee - Councillors Ariel Cahn,  
Bill Handley, Geoff Harvey, Dr. Tumi Hawkins, Dr Lisa Redrup,  
Peter Sandford, Heather Williams, Dr. Richard Williams and Eileen Wilson

Quorum: 3

Substitutes Councillors Graham Cone, Sue Ellington, Bunty Waters,  
if needed: Dr. Shrobona Bhattacharya, Anna Bradnam, Corinne Garvie,  
Helene Leeming, William Jackson-Wood and Henry Batchelor

Dear Councillor

You are invited to attend the next meeting of **Planning Committee**, which will be held in the **Council Chamber, First Floor** on **Wednesday, 8 May 2024 at 10.00 a.m.** **A weblink to enable members of the press and public to listen to the proceedings will be published on the relevant page of the Council's website , normally, at least 24 hours before the meeting.**

Yours faithfully  
**Liz Watts**  
Chief Executive

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## Agenda

**8. Compliance Report**

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3 - 10**

### Exclusion of Press and Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to

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view it. There will be an explanation on the website however as to why the information is exempt.

### **Notes**

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

**The Council is committed to improving access to its agendas and minutes for all members of the community. We try to take all circumstances into account, but if you have any specific needs we will do what we can to help you. Please contact Democratic Services on 01954 713 000 or email [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk).**

**Further information for members of the public can be found at the below link.**

[Link to further information for members of the public attending South Cambridgeshire District Council meetings.](#)

**If you wish to ask a question or make a statement at a meeting, please refer to the Public Speaking Scheme at the below link.**

[Link to the Public Speaking Scheme](#)

**Further information for Councillors**

[Declarations of Interest – Link to Declarations of Interest - Information for Councillors](#)

Councillors are reminded that Democratic Services must be advised of substitutions in advance of meetings. It is not possible to accept a substitute once the meeting has started.

# Agenda Item 8

## **REPORT TO:**

**Planning Committee May 2024**

## **LEAD OFFICER:**

**Joint Director of Planning and Economic Development**

## **Compliance Report**

### **Executive Summary**

1. On 1 May there were 702 open cases in South Cambridgeshire and Cambridge City. There are currently 335 identifiable open cases in South Cambridgeshire.
2. From 1<sup>st</sup> January 2024 to April 30<sup>th</sup> 2024, the compliance team have received a total of 239 compliance referrals across both South Cambridgeshire and Cambridge City.
3. Details of all compliance investigations are sent electronically to members on a weekly basis identifying opened and closed cases in their respective areas along with case reference numbers, location, case officer and nature of problem reported.
4. Statistical data is contained in Appendices 1,2 and 3 attached to this report.
5. Data contained in the appendices relates to the end of April 2024 statistical information.

### **Updates to Service Delivery**

The Planning Compliance Team is part of the Development Management service of the Greater Cambridge Shared Planning Service.

Rebecca Smith  
Delivery Manager (Development Management and Compliance)

Chris Braybrooke  
Planning Compliance Manager

Vacant  
Principal Planning Compliance Officer

Alistair Funge  
Senior Planning Compliance Officer

Nick Smith  
Senior Planning Compliance Officer

Tony Wallis  
Senior Planning Compliance Officer

Robert Bird  
Planning Compliance Officer

The service still has a vacant post for a Principal Compliance Officer - it is anticipated this post will be advertised shortly. Recruitment for an Apprentice Compliance Officer is currently underway with a strong interest from potential candidates.

### **Updates on significant cases**

Should Members wish for specific updates on cases they have involvement in, or have been made aware of then please feel free to contact the Principal Planning Compliance Manager who will be able to update you or advise you of the case officer and request that the officer contacts you.

### **Performance Management and new reporting update**

The case priorities are as follows.

- **High priority (Priority A)** cases are for work which is irreversible or irreplaceable and these will be immediately investigated within 5 working days of receipt. Examples include damage or loss of Listed Buildings or protected trees.
- **Medium priority (Priority B)** cases are for activities have or can cause harm, such as adverse effects on conservation areas or breaches of conditions. Our aim is to instigate the investigation and assess whether a breach of planning control within 10 working days of the site visit.
- **Low priority (Priority C)** cases are for a development which may cause some harm but could be made acceptable by way of implementing conditions or simple correction action. Our aim is to instigate the investigation and assess whether a breach of planning control within 20 working days of the site visit.

The figures at Appendix 3 currently reflect the cases for all enforcement cases within GCSP, and not just South Cambridgeshire. Further reporting enhancements will allow for separate reporting of these figures in the future.

Further updates on performance management will be provided when they are available.

Cllr Heather Williams requested at the January 2024 planning committee that the compliance team seek to examine cases older than 6 months so see which ones would likely be a Priority A case and advise the committee of the number of open cases falling within this category.

The Compliance team have been asked to look at their cases which were opened before the assignment of case priority was brought in to practise and add in the priority rating. This process should be completed by the end of May. June statistical figures should reflect this works and show all open cases by priority type.

### **Background Papers**

Planning Enforcement Register.

Statistical Analysis of Uniform Planning Enforcement Software Program.

### **Appendices**

Appendix 1: Compliance Cases Received and Closed.

Appendix 2: Notices Served.

Appendix 3: Caseload Statistics.

### **Report Author:**

Chris Braybrooke – Principal Planning Compliance Manager Date: 03/05/2024

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## Appendix 1

### Enforcement Cases Received and Closed.

Month	South Cambridgeshire						
	Received	No Breach	Resolved	Not Expedient	Application Approved	Other	LPA Total
April 2024	29	10	0	3	4	14	31
March 2024	30	0	0	0	0	0	0
February 2024	25	3	0	1	0	12	16

### Quarterly Totals for Past 2 Years

Quarter	South Cambridgeshire						
	Received	No Breach	Resolved	Not Expedient	Application Approved	Other	LPA Total
Qtr, 1 2023	82	18	0	9	2	15	44
Qtr, 2 2023	64	16	0	6	9	25	56
Qtr 3 2023	61	4	0	2	3	3	12
Qtr 4 2023	63	4	0	2	3	3	12
Qtr 1 2022	85	26	0	19	1	21	67
Qtr 2 2022	42	33	0	12	3	18	66
Qtr 3 2022	59	22	0	9	7	6	44
Qtr 4 2022	94	41	0	7	3	36	87

## Appendix 2

### Public Enforcement Notices served

#### April 2024

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

#### March 2024

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

#### February 2024

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

## Appendix 3

### Caseload statistics

These statistics relate to both South Cambridgeshire District Council and Cambridge City Council. Further reporting enhancements will allow for separate reporting of South Cambridgeshire figures in the future. Separate South Cambridgeshire figures are identified separately where available.

Open cases less than 6 months old 237  
Identifiable cases within South Cambridgeshire 128

Open cases by priority.

Priority A 5  
Priority B 27  
Priority C 222

Open cases more than 6 months old 465  
Identifiable cases within South Cambridgeshire 207

Open Cases by priority.

Priority A  
Priority B 5  
Priority C 22



Statistical data for priorities of cases more than 6 months old is now starting to become available as more than 6 months has passed since the priority system has been brought into effect.

Cases closed March 2024	73
Identifiable cases within South Cambridgeshire	32

(Due to annual leave, closures have taken longer to deal with than usual. All march closures have now been processed and closed as appropriate. These will show in the April 2024 figures as a result)

Cases closed by priority.	
Priority A	0
Priority B	4
Priority C	43

Average time in days taken from receipt of a complaint by the compliance team to file creation and acknowledgement sent (where applicable) to customer. The target is 3 days.

Priority A	N/A No cases
Priority B	0.50 days
Priority C	0.43 days

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