

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk

21 August 2009



To: Councillors Dr DR Bard and NIC Wright, Portfolio Holders

Mrs VM Barrett
Mrs PM Bear

AN Berent

R Hall
JH Stewart

JF Williams

Scrutiny Monitor
Opposition Spokesman, Planning
Portfolio
Opposition Spokesman, New
Communities
Scrutiny Monitor
Opposition Spokesman, New
Communities
Opposition Spokesman, Planning
Portfolio

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING AND NEW COMMUNITIES JOINT PORTFOLIO HOLDERS' MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 1 SEPTEMBER 2009** at **9.30 a.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

	PAGES
PROCEDURAL ITEMS	
1. Declarations of Interest	
2. Minutes of Previous Meetings	1 - 10
The Portfolio Holders are asked to sign the minutes of the meetings held on 19 June 2009 and 7 July 2009 as correct records.	
FOR CONSULTATION	
3. Review of Chairman's Delegation meeting	11 - 18
FOR DECISION	
4. Pre-Application Charging - Progress to date (Key)	19 - 26
5. Community Facility Grant application - Waterbeach Parish Council	27 - 30

FOR DISCUSSION

- | | | |
|-----------|--|----------------|
| 6. | Financial Monitoring Report - Planning Portfolio Expenditure to 31 July 2009 | 31 - 42 |
| 7. | Financial Monitoring Report - New Communities Portfolio Expenditure to 31 July 2009 | 43 - 50 |

STANDING ITEMS

- | | | |
|-----------|---|----------------|
| 8. | Forward Plan
Each Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by the Portfolio Holder, Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary and published on the Council's website following each meeting. Portfolio Holders will be responsible for the content and accuracy of their forward plans. | 51 - 52 |
|-----------|---|----------------|

FOR INFORMATION

- | | |
|-----------|--|
| 9. | Date of Next Meeting
There will be an extra meeting on Thursday 1 October 2009 to deal with items relevant only to the New Communities Portfolio. It will start at 2.00pm in the Jeavons Room (First Floor). |
|-----------|--|

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

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

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

Toilets

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

Recording of Business

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

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

Mobile Phones

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Planning and New Communities Joint Portfolio Holders' Meeting held
on
Friday, 19 June 2009 at 2.00 p.m.

Portfolio Holders: Dr DR Bard and NIC Wright

Councillors in attendance:

Scrutiny and Overview Committee monitors: Mrs VM Barrett

Opposition spokesmen JF Williams

Also in attendance: NN Cathcart, Dr DR de Lacey, Mrs JM Guest, RMA Manning, DC McCraith, Mrs BZD Smith, Mrs HM Smith and TJ Wotherspoon

Officers:

Jonathan Dixon	Principal Planning Policy Officer (Transport)
Caroline Hunt	Principal Planning Policy Officer
Gareth Jones	Corporate Manager, Planning & Sustainable Communities
Jo Mills	Corporate Manager, New Communities
Ian Senior	Democratic Services Officer

1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The Planning Portfolio Holder and New Communities Portfolio Holder agreed that the minutes of the meeting held on 12 May 2009 were a correct record, and signed them accordingly.

2. DECLARATIONS OF INTEREST

Councillor NN Cathcart declared a personal interest because he lives close to one of the sites under discussion, in Bassingbourn.

3. GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT (GTDPD): ISSUE AND OPTIONS 2 CONSULTATION DOCUMENT

The New Communities Portfolio Holder considered a report seeking agreement to consult the general public and relevant organisations about the Gypsy and Traveller Development Plan Document Issues and Options 2 - Site Options and Policies, and supporting documents.

The Principal Planning Policy Officer (Transport) gave a short PowerPoint presentation, explaining the process to date. He said that public consultation would take place over 13 weeks between 10 July 2009 and 9 October 2009. This period was longer than usual, but took into account timing of the consultation period in August, during which months many interested parties could be away.

The New Communities Portfolio Holder stated that he was minded to allow all sites listed in the report to go forward to consultation, as proposed. Representations would be possible in a number of ways, including online, and any new proposed sites would be consulted upon in early 2010. Council would agree on the plan to be submitted to the Secretary of State in Autumn 2010, prior to it being subject to public examination.

Councillor RMA Manning, in attendance not as Leader of the Council but as a local Member, suggested that consideration be given to the idea of allowing one or two transit plots on each pitch or site, to be managed by one of the residents there. This might encourage greater personal responsibility and instil in Travellers a sense of ownership. Councillor Manning also urged a closer relationship between the location of new Traveller sites and existing medical facilities, and the availability of funding, through Section 106 Legal Agreements, from developers. On this last point, the Corporate Manager (Planning and Sustainable Communities) confirmed that the GTDPD would assist the accepted principle of Section 106 funds being available for schemes connected with the main development.

Councillor NN Cathcart referred to the relatively small number of proposals coming forward, clustered in particular parts of the district but not in others. He questioned the vigourousness of the search for possible sites, and expressed disappointment that the proposals related mainly to publicly owned land only. Equality of application was important. He expressed concern at the extent of the consultation period, given the complexity of planning issues in Bassingbourn and the level of concern locally. In reply, the New Communities Portfolio Holder said he would consider carefully the suitability of private land that might be identified during the public consultation exercise. The Principal Planning Policy Officer (Housing) added that proposals had to be deliverable and that, at this stage, public land offered a greater potential for that. Responding to concern at the likely timescales involved in seeking private land, the Corporate Manager (Planning and Sustainable Communities) reminded members that the Council would have to consult on any new options coming forward as a result of initial consultation.

Councillor Dr DR de Lacey expressed concern at options within proposed new developments, implications for Section 106 monies, and possible developer resistance. The Principal Planning Policy Officer (Housing) said that Traveller site provision would be dealt with alongside a requirement for affordable housing. Phasing of provision was crucial.

Members noted that Cambridge City Council was also addressing the issue of new Traveller sites.

Councillor SM Edwards noted that current Traveller site options seemed to be concentrated in areas to the north of Cambridge. He wondered whether compulsory purchase was an avenue open to South Cambridgeshire District Council. The Corporate Manager (Planning and Sustainable Communities) stated that while the Council could use compulsory purchase powers, they had to be essential in the circumstances and justifiable. On the point about the apparent grouping around villages to the north of Cambridge, the New Communities Portfolio Holder said that some other villages, for example in the southeast of the district, did not meet all the criteria, including the availability of local shopping and medical facilities.

Councillor Bridget Smith was worried about the impact on local schooling and public perception. The Principal Planning Policy Officer (Transport) confirmed that the local education authority was aware of the GTDPD process.

Councillor Hazel Smith urged officers to keep the residents of the Blackwell Traveller site informed about proposals to return that site to its previous status of a transit site. Communication would have to be handled with care given the likely availability or otherwise of key parties during August. Another issue to address should be business use on pitches. The Principal Planning Policy Officer (Transport) assured members that all of these issues were already being dealt with.

Councillor DC McCraith raised the issue of flooding. The Principal Planning Policy Officer (Transport) referred members to the Environment Agency's flood zone maps.

Councillor TJ Wotherspoon noted that members had visited existing Traveller sites in South Cambridgeshire, and urged officers to arrange member site visits to Traveller sites in other parts of the country as well.

The New Communities Portfolio Holder then invited statements from members of the public and parish councils present. Points made included:

- Equality and fairness was essential
- Option sites should be visited to assess their local impact
- Options, including those in Cambourne, should be detailed
- The danger of developer resistance
- Perceived double standards
- The Council should re-double its efforts to identify private land
- Implications for law and order
- Impact on local infrastructure and services
- Responsibility for addressing any resultant flooding issues
- The appropriateness of certain options
- The need to review the search in the southeast of the district

Concluding the debate, the New Communities Portfolio Holder **agreed** for public consultation

- (i) Issues and Options 2 - Site Options and Policies (Appendix 1 to the report)
- (ii) Technical Annex (Appendix 2)
- (iii) Sustainability Appraisal (Appendix 3)
- (iv) Further Addendum to Sustainability Appraisal Scoping Report (Appendix 4) and
- (v) Equalities Impact Assessment (Appendix 5).

The New Communities Portfolio Holder **delegated** any further technical amendments to the Corporate Manager (Planning and Sustainable Communities).

4. FORWARD PLANS

This item was noted.

5. DATE OF NEXT MEETING

The next Planning and New Communities Portfolio Holders' meeting would take place on Tuesday 7 July 2009, starting at 10.00am.

The Meeting ended at 3.50 p.m.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Planning and New Communities Joint Portfolio Holders' Meeting held
on
Tuesday, 7 July 2009 at 10.00 a.m.

Portfolio Holders: Dr DR Bard and NIC Wright

Councillors in attendance:

Scrutiny and Overview Committee monitors: R Hall

Opposition spokesmen: Mrs PM Bear

Also in attendance:

Officers:

David Grimster	Accountant
Peter Harris	Principal Accountant (General Fund and Costing)
Gareth Jones	Corporate Manager, Planning & Sustainable Communities
Jane Lampshire	Sports Development Officer
Keith Miles	Planning Policy Manager
Jo Mills	Corporate Manager, New Communities
Andy O'Hanlon	Arts Development Officer
David Rush	Development Control Manager
Ian Senior	Democratic Services Officer
Jane Thompson	Cultural Services Manager

6. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 19 June 2009 had not yet been finalised, and would be published by 17 July 2009.

7. DECLARATIONS OF INTEREST

There were no declarations of interest.

8. PRE-APPLICATION CHARGING

The Planning Portfolio Holder considered a report seeking his agreement to a system of charges for pre-application planning advice.

The report had not been in the public domain for five clear working days, but the Planning Portfolio Holder agreed to accept it onto the agenda as a late item because of the need to consult agents before the next Portfolio Holder meeting.

The Corporate Manager (Planning and Sustainable Communities) and Development Control Manager outlined the steps taken in an effort to identify an acceptable level of fee. The Planning Portfolio Holder considered such a fee to be reasonable in principle, and suggested that one option was to levy it at the outset and collect it once a subsequent planning application had been submitted. The Development Control Manager urged caution at this approach because of the situation where no pre-application advice was either sought or given. Imposing a charge where no service was given could well be challenged. The Planning Portfolio Holder agreed that officers should seek legal advice as to the manner and circumstances in which a charge could be levied.

The Corporate Manager (Planning and Sustainable Communities) emphasised that pre-application advice should be offered to all applicants. If an applicant declined to take such advice and subsequently submitted a planning application deemed to be defective (where that defect would have been identified at a pre-application stage), then officers should act quickly to refuse planning consent. The Development Control Manager added that, should the offer of pre-application advice be rejected, no subsequent advice would be offered to an applicant.

The Planning Portfolio Holder instructed officers to develop the finer details of the scheme, including the nature, degree and consistency of advice to be given. The overriding concern should be to help applicants to better understand the planning process and, as a result, to enhance customer service.

The Planning Portfolio Holder and New Communities Portfolio Holder noted the potential difficulties in implementing pre-application charging for developments along the Cambridge fringes. A consistent and coherent approach would be essential. A review after 6-12 months would be valuable.

Councillor Mrs Bear suggested deferring the adoption of pre-application charging in view of the current economic pressures on developers. In reply, the Development Control Manager referred to paragraph 24 of the report, which clarified that householder developments, small businesses, and works to listed buildings and trees would initially be exempt from pre-application charging, subject to review after six months.

The Planning Portfolio Holder was **minded to agree** to the levying of a fixed charge as follows, subject to any comments from agents and further consideration, by him, of those comments:

<p>Strategic Development</p> <p>For all developments of over 100 residential units. For all other uses: over 5000 square metres or on sites greater than 2 hectares in area.</p>	By negotiation
<p>Major Development</p> <p>For residential development: 10 or more dwellings, or a site area of 0.5 hectares. For all other uses: 1000 square meters or more of floorspace, or where the site area is 1 hectare or more. This includes changes of use of existing buildings.</p>	50% of application fee up to a maximum of £2500
<p>Minor Development</p> <p>For residential development: one to nine dwellings. For all other uses: new building or change of use of building of up to 999sqm floorspace.</p>	25% of application fee
<p>House Extension & Alterations</p>	Not to be introduced at this time
<p>Listed Building Advice</p>	Not to be introduced at this time
<p>Tree Advice</p>	Not to be introduced at this time

Tree Preservation Orders (TPOs) and Trees in Conservation Area	Not to be introduced at this time
---	-----------------------------------

The scheme would be subject to review after six months and one year, after which time the charging structure might be revised to reflect the complexity of the service.

9. CONCESSIONARY FARES

The Planning Portfolio Holder considered a report suggesting what the Council's response might be to a Department for Transport consultation on options for change to the administration of concessionary bus passes, introduced on 1 April 2008.

The report had not been in the public domain for five clear working days, but the Planning Portfolio Holder agreed to accept it onto the agenda as a late item because of the need for the Council to respond to consultation before 21 July 2009 (before the next Portfolio Holder meeting on 1 September 2009).

The Planning Portfolio Holder said that it was sometimes necessary to alter the application of concessionary fares where, for example, local rural timetables would otherwise mean that bus users were prevented from receiving maximum benefit from the scheme. He feared that this type of flexibility, which South Cambridgeshire District Council was able to provide at a district level, might be lost if administration was transferred to Cambridgeshire County Council. Any variation to the concessionary fares scheme should only be made once problems had been identified, and it was still too soon to determine what changes were necessary, or whether they were practical.

The Planning Policy Manager informed the Portfolio Holder that the current proposed response related only to administration of the scheme. Options for change in its funding would be considered later in the year. The County Council had indicated that changes in administration were undesirable unless and until the funding review suggested otherwise.

The Planning Portfolio Holder **endorsed** the proposed response to consultation attached to the report as Appendix 1.

10. FINANCIAL MONITORING REPORT - FINAL PLANNING PORTFOLIO EXPENDITURE FOR 2008-09

The Planning Portfolio Holder received a report comparing the final actual revenue and capital expenditure for the Planning Services Portfolio with the working budget for the year ending 31 March 2009.

The Accountant referred to the overspend of £54,718 detailed in Appendix A, attributing it to the greater than expected cost of appeals and inquiries, and a reduction in the level of planning application income.

The Planning Portfolio Holder

1. **endorsed** the final actual revenue and capital expenditure for the Planning Services Portfolio compared with the working budget for the year ending 31 March 2009, regretting the overspend, but understanding and accepting the reasons for it; and
2. **instructed** officers to report to him, in due course, on the current financial status of the 'traveller budget'.

11. ARTS SERVICE ACTION PLAN

The New Communities Portfolio Holder considered a report seeking his approval for the arts delivery framework 2009-2012 and action plan 2009-2010.

The Portfolio Holder was urged to give the residents of emerging communities the opportunity to express their aspirations as to public arts provision locally, rather than simply to rely on 'top-down' decisions.

The New Communities Portfolio Holder **approved** the Arts Delivery Framework 2009-2012 and Action Plan 2009-2010

12. ELITE ATHLETES AWARD SCHEME

The New Communities Portfolio Holder considered a report on grant eligibility, application process, level of grant award, and grant conditions for the Elite Athlete Award Scheme.

Those present discussed the process for selecting those eligible for grant support and the residency criteria applied.

The New Communities Portfolio Holder **approved** the grant eligibility, application process, award levels and grant conditions in relation to launching the Elite Athlete Award scheme on 21 July 2009.

13. FINANCIAL MONITORING REPORT - FINAL NEW COMMUNITIES PORTFOLIO EXPENDITURE FOR 2008-09

The New Communities Portfolio Holder received a report comparing the final actual revenue and capital expenditure for the New Communities Portfolio with the working budget for the year ending 31 March 2009.

The Principal Accountant (General Fund and Costing) referred to the underspend of £36,899 (before recharges) detailed in Appendix A. The authorisation of Rollovers for unspent one-off expenditure caused by delays on the Community Facilities Audit, Growth Area initiatives at Cambourne and Orchard Park, and sustainability projects, amounting to £32,000 in total, was being sought from the Finance and Staffing Portfolio Holder.

The New Communities Portfolio Holder **endorsed** the final actual revenue and capital expenditure for the New Communities Portfolio compared with the working budget for the year ending 31 March 2009.

14. FORWARD PLANS

The Planning Portfolio Holder and New Communities Portfolio Holder received their respective forward plans, **agreeing** that they should be updated to incorporate the following:

1 September 2009	System Thinking	Both portfolios
	Pre-application charging update	Planning
	Mid-year economic downturn report	Planning

	Financial monitoring reports	Both portfolios
December 2009 / January 2010 (special meeting)	Gypsy and Traveller Development Plan Document	New Communities

15. DATE OF NEXT MEETING

Planning and New Communities Portfolio Holders' meetings had been scheduled for 10.00am as follows:

- Tuesday 1 September 2009
- Thursday 5 November 2009
- Tuesday 26 January 2010
- Tuesday 2 March 2010
- Tuesday 11 May 2010

An additional meeting, to consider the next stage of the Gypsy and Traveller Development Plan Document process would be arranged in due course, probably to take place in December 2009 or January 2010.

The Meeting ended at 12.05 p.m.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Planning Portfolio Holder 1 September 2009
AUTHOR/S: Executive Director (Operational Services) / Corporate Manager
(Planning and Sustainable Communities)

REVIEW OF CHAIRMAN'S DELEGATION MEETING**Purpose**

1. To consider the future of the Chairman's Delegation Meeting (ChDM) and to forward comments, as consultee, to the Planning Committee on 7 October 2009.

It is not a key decision because the Planning Portfolio Holder is only being consulted.

Executive Summary

2. This report summarises the background to ChDM and the reasons why a review is necessary. It has been encouraged by unease expressed by certain Parish Councils, one of whom, Comberton Parish Council, favours abolishment or change. To abolish would provide the opportunity to introduce a streamline delegation process, which would simplify the process and would enable Parish Councils to offer an opinion upon the mechanism for reaching a decision upon an application.
3. The Portfolio Holder's comments will be reported to Planning Committee on 7 October. Before then, Members and Parish Councils will have an opportunity to comment through the Weekly Bulletin.
4. Any change to the delegation system should run for a trial period of six months in order to assess whether it has a detrimental impact upon the operation of the current Planning Committee in terms of workload and frequency of meetings, the rate of delegated decisions, the achievement of Government application determination targets and the reaction of Parish Councils.

Background

5. The Chairman's Delegation Meeting was introduced in 1999 as an extension to the officer delegation scheme. It allowed officers to consult the Chairman and Vice-Chairman of Committee and local Members before determining a householder application where the officer recommendation was contrary to the comments of the Parish Council.
6. Since then, ChDM has been extended to include advertisement applications, applications for prior notification of Permitted Development (agricultural buildings and works, telecommunications and demolition).
7. In August 2007, Planning Committee agreed to extend the role of ChDM further by including within its remit applications for minor development (fewer than ten dwellings or less than 1,000 square metres of commercial floorspace) where the proposed decision of the officer to approve the application would conflict with or would not substantially satisfy through the imposition of conditions, the written representations of the Parish Council. After a six-month monitoring period, Planning Committee endorsed the changes in February 2008.

Considerations

8. For some years, ChDM operated successfully in establishing a more efficient way of working to maximise the delegation of applications for determination by officers, with only the most complex or controversial applications coming before Planning Committee.
9. It also provided a mechanism to ensure that the less controversial applications, where officer recommendation and Parish Council representation differed, could be determined within government timescales whilst at the same time introducing a District Councillor check/balance in the process.
10. This has contributed to the Authority achieving government targets for determining minor and other applications in the financial years ending March 2007 to 2009 inclusive and hence maximising Planning Delivery Grant.
11. However, over time the delegation system in general has become more complicated. Parish Councils, District Councillors and even Officers find it difficult to understand the system.
12. It is also not clear who is actually taking the decisions or how the process works. It is supposed to be only the officer taking the decision after hearing representations from the Chairman, Vice-Chairman and local Member, but the procedure is ambiguous.
13. Although all representations made on an application, including those of a Parish Council, are considered at the ChDM, the procedure and minutes do not identify the relevance of the quality of representations. However, all delegated reports, which summarise all representations, identify relevant Policies and issues and justify the reasons for a decision, are put on to the web site and are therefore readily accessible by the public.
14. There is currently no support from a lawyer or a Democratic Services Officer, which would ensure that relevant advice was given on the declaration of interests under the Code of Conduct and that the meeting was minuted properly with decisions recorded correctly. This was an issue raised by the Standards Committee on 7 May 2009. The panel recommended that the procedures and operating principles of ChDM be reviewed and the review to include the consideration of provision of officer support from either Legal or Democratic Services, or both. It also said that this should be achieved by the establishment by the monitoring officer of an officer-working group, reporting to the Standards Committee at its 9 September meeting. This group has been meeting.

Killian Pretty Review 2008 (KPR)

15. The most recent guidance upon officer delegation is incorporated within the KPR: "Planning Applications: A faster and more responsive system" and the Government's response to it in March 2009.
16. Recommendation 10 of KPR stated:

"That the input of elected Council Members into the planning application process needs to be better targeted on those developments which will make the greatest contribution to the future development of this area."

17. To achieve this one of the actions was:

“Local planning authorities should review and update their local schemes of delegation, so that the resources of planning committees are focused on applications of major importance or wider significance, and that a minimum delegation rate to officers of at least 90 per cent is achieved at all councils before the end of 2009.”

18. In response the Government stated:

”This recommendation is directed at local government, however we would welcome and support steps taken by local government to strengthen the relevance and take up of councillor training, ensure consistency between planning policy and planning application decisions to officers.”

Options

19. No other Cambridgeshire Authority operates a procedure equivalent to ChDM. East Cambridgeshire did introduce a similar arrangement in 2002 but dispensed with it in May 2009. The reasons given were:

- (a) The imminent internet public access to planning applications and the consequent increase in the transparency of consultations, comments, and officer reports;
- (b) The changes for referral of applications to Planning Committee included in the Constitution; and
- (c) Concerns about ‘legitimacy’ in the delegation process.

20. It is considered that the possible options are:

- A. No Change

Officers do not consider that this a realistic option given the criticism of the procedure from certain Parish Councils and District Councillors, uncertainty as to who is actually taking the decisions and the absence of legal and/or Democratic Services support.

- B. Revise applications considered by ChDM

Whilst it is important to ensure that Planning Committee only considers the most complex or controversial proposals, officers recognise that an application for minor development (up to ten houses or up to 1,000 square metres floorspace for other uses) within a village environment can itself be controversial. In this option therefore applications of this nature, which are recommended for approval contrary to an objection raised by the Parish Council, would be reported to Planning Committee. In the 14 ChDMs in 2009 this would have resulted in an additional 17 Committee items spread over eight Planning Committee meetings.

Applications of any description recommended for approval in Conservation Areas contrary to Parish Council objection are already referred to Planning Committee.

There have been no Listed Building applications considered by ChDM so far during 2009. This would suggest that the additional burden on Planning Committee would not be significant if such applications, together with related

householder applications, recommended for approval contrary to Parish Council objection were excluded from ChDM.

The effect of this change would be that ChDM would only consider applications that did not propose Major or Minor development, alterations, extensions, demolition or works within the curtilage of Listed Buildings or development within Conservation Areas.

This option would require officer support at ChDM from Legal or Democratic Services or both, placing additional resource burden on those Services.

C. Public speaking or attendance at ChDM

This procedure would effectively create a small sub-committee, albeit that the final decision remains with officers, would be open not just to Parish Councils, but to applicants, objectors and supporters to counter calls of unfairness and injustice and would place significant resource burden on Democratic Services. The Legal Officer has advised against Parish Councils alone being represented at ChDM (see paragraph 26).

As with Option B, officer support from Legal or Democratic Services or both would be required at ChDM.

D. Dispense with ChDM

This would create a far simpler and clear-cut system of decision-making either by Planning Committee or officers under delegation.

The delegation scheme is based upon a 'by-exception' model, whereby applications are only considered at Committee if they fall within one of nine exception categories. Over time these exceptions have increased and become more complicated and difficult for officers and Members to understand.

This option offers the advantage of streamlining the present system. It would be based upon:

- (a) A District Council Member having the right to request that an application is made by Planning Committee, providing this request:
 - (i) is within 28 days of the registration of the application;
 - (ii) sets out the planning reasons for the request; and
 - (iii) is in writing.
- (b) The Corporate Manager (Planning and Sustainable Communities), Development Control Manager or Team Leaders Development Control having the right to refer to the Committee any application for planning permission or other consent or matter which would otherwise be determined under delegated powers.

21. In regard to (a) above, it should be borne in mind that Committee should focus on applications of major importance or wider significance. For that reason it is suggested that the District Council Member call in power excludes householder applications outside Conservation Areas, advertisement applications and prior approval notifications (telecommunications, agricultural buildings and works and demolition), where the application cannot be reported to Committee in time for a decision notice to be issued within the strict deadlines imposed by Regulations.

22. In addition it is also suggested that Parish Councils be asked to indicate on an adapted consultation form if they have good reasons for an application to go to Committee. The wording would be something like:

“In the interests of effective processing of business, the Local Planning Authority is minded to determine this application under delegated powers. However, it is possible in exceptional circumstances for the planning officer to refer this application to the Planning Committee if good reasons can be demonstrated for this to happen. Please indicate below if the Parish Council is of the opinion that such reasons exist and outline those reasons in full.”

23. This will help officers and Members to decide whether an application should be reported to Planning Committee, although it cannot be guaranteed. The decision will rest with Members and Officers.

Implications

24. Financial	No significant impact although if ChDM is abolished there would be small savings.
Legal	The Legal Officer has advised that only Parish Council attendance/speaking at ChDM would be contrary to natural justice (see paragraph 26).
Staffing	Retention of ChDM would involve additional Legal and/or Democratic Service Officer presence.
Risk Management	Workloads/Officer time is always managed to ensure application determination targets can be achieved.
Equal Opportunities	No impact. The Service promotes equality of access to this Service.

Consultations

25. At Scrutiny Committee on 25 June 2009 Comberton Parish Council, supported by Bourn, Caxton and Hardwick Parish Councils, raised questions. The principal points were:

- (a) A review of ChDM, which was promised at a meeting on 22nd October 2008, has not taken place. It is overdue.
- (b) Village development of up to 10 houses, which would be contrary to adopted Policies in the LDF Development Control Policies DPD July 2007, could be considered at ChDM. This discriminated against smaller villages, where small developments could have a considerable impact. Also any application in a protected area or to a protected property should go before Committee if the Parish Council disagrees with the officer's recommendation.
- (c) Lack of democracy in delegating 93% of all applications to Planning Officers.
- (d) Inability of Parish Councils to attend, or to speak at ChDM, unlike at Planning Committee. The reliance upon the Local Member to attend ChDM and to represent the Parish Council view is not always well founded particularly if the District Councillor cannot attend a meeting. This lack of village representatives at ChDM is seen as undemocratic and disempowering Parish Councils. Parish Councillors have extensive local knowledge. Also the absence of a Parish Council representative means that ChDM cannot question a Parish Council on representations.

- (e) Feed back from ChDM was opaque. There was no evidence that the Parish Council had any influence on decision-making. Decisions are made behind closed doors with no observers. It needs to be more transparent.
- (f) There was little point in Parish Councils discussing planning applications if there was no evidence that their comments could influence decisions.

26. The Principal Solicitor advises against Parish Councils being represented at ChDM. She states:

“The process surrounding determination of planning applications is one governed by the rules of natural justice - i.e. that all interested parties should be informed of anything being said by others which could potentially prejudice their case and be given the opportunity to refute and challenge such representations.

Whilst Parish Councils are not statutory consultees in the planning process, the content of their representations are to be given due regard under the provisions of the Town and Country Planning (General Development Procedure) Order 1995. However, to the extent that the same constitute material planning considerations, Parish representations are equivalent to those submitted by members of the public or others with an interest in a particular application.

Consequently, natural justice would dictate that if Parish access to make oral representations to ChDM were allowed then an equivalent facility must be offered to others also interested in a particular application. Anything else would be inherently unfair. Therefore if the Committee was minded to open up the current Chairman’s Delegation Meeting to include oral representations from Parish Councils, this invitation would also have to be extended to the public at large, including the applicant and objectors, which invites a logical conclusion that the meeting could become a rehearsal for Planning Committee itself.”

27. Subsequently Comberton Parish Council and, by letter dated 19 August, Milton Parish Council have confirmed that they wish to see ChDM changed or abolished.

Effect on Strategic Aims

28.	Commitment to being a listening council, providing first class services accessible to all.
	Some Parish Councils have expressed concern about the present system of ChDM. This has been rehearsed at Scrutiny Committee on 25 June. As a consequence there is a need to consider the future of ChDM.
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	No effect.
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	To provide an efficient and transparent decision-making process in which people and Parish Councils have confidence.
	Commitment to assisting provision for local jobs for all.
	No effect.
	Commitment to providing a voice for rural life.
	All applications are subject to public consultation. Those more significant and controversial applications will be considered by Planning Committee, at which the public can speak.

Recommendation

29. The Portfolio Holder is asked to consider the options set out in paragraphs 20 to 23 so that his comments, as consultee, can be reflected in the report to be presented to the Planning Committee on 7 October 2009.

Background Papers

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

Officer Delegation Procedures: Report to Planning Committee 6 February 2008.
Government Response to the Killian Pretty Review ("Planning Applications: A faster and more responsive system") March 2009

Contact Officer: David Rush – Development Control Manager
Telephone:01954 713153

This page is left blank intentionally.

REPORT TO: Planning Portfolio Holder 1 September 2009
AUTHOR/S: Executive Director (Operational Services) / Corporate Manager
(Planning and Sustainable Communities)

PRE APPLICATION CHARGING

Purpose

1. To provide the portfolio holder with supplementary information to agree the charging structure for pre application advice for South Cambridgeshire District Council (SCDC).

Executive Summary

2. Pre application charging was agreed at the last Portfolio Holder meeting on 7 July.
3. This report is to provide the Portfolio Holder with evidence of how our revised charging structure has been reached, the revenue it could generate and commitment to the service.
4. When the Local Government Act 2003 gave planning authorities a discretionary power to charge for giving pre-application advice, it allowed authorities the opportunity to recover some of the costs associated with pre application discussions. Since this Act came into force, a small number of authorities have chosen to introduce charging, for example:

Premier Division

- | | | |
|-----|------------|--|
| (a) | Chelmsford | 1 June 2009 |
| (b) | South Oxon | 1 April 2009 (Major Developments only) |
| (c) | Wycombe | 1 January 2008 |

Neighbouring authorities

- | | | |
|-----|-------------|----------------|
| (a) | North Herts | 1 October 2007 |
| (b) | Uttlesford | 1 January 2009 |

5. Cambridge City Council and Huntingdonshire District Council are considering introducing pre application charging; the success of our charging structure/scheme will contribute to their decision.
6. Pre application charging aims to:
 - Increase revenue
 - Improve service delivery
 - Encourage good quality development schemes
 - Reduce number of Appeals

Background

7. Upon speaking with Chelmsford, South Oxon, Wycombe, North Herts and Uttlesford, it is apparent that honesty has led to the success of their schemes. All identified the need to generate income due to reduction in the number of planning applications being submitted and in return, provided a quality, timely service.
8. As part of a 'Systems Thinking' exercise of the Registration and DC process, it has been identified that quality pre application advice is key to receiving good plans and development schemes.

Considerations

Payment

9. Payment would accompany the pre application request form and be present at the time of submission; the pre application guidance is being worked on with DC, in accordance with other LAs.

Income

10. Income generation of £20,500 is included in the 2009/10 budget and was derived by looking at the income stream from other authorities and how many applications they had; a comparison figure has therefore been taken. However, with the downturn in the market and time available, this figure may not be met.
11. To achieve the figure contained in the 2009/10 budget, we would have to undertake in the order of:
20 meetings for Major applications @ £600 and 40 meetings for Minor applications @ £300 = Total of £24,000
12. With the recession, this figure could only be achieved if the majority of applicants undertook formal pre application advice and the number of applications increased.

Managing the Service

13. Pre application submissions will be logged and checked by either the Team Leader or Principal Planning Officer. Once checked, the submission will be allocated to a case officer; the customer will be contacted to arrange a meeting within 5 days of receiving the request. In some cases, a meeting may not be necessary and written pre application advice provided, with the offer to meet in the event of any queries.
14. The new DC system will include a pre application module as part of the DC process, will hold all pre application details/advice and match this to the application if received. Regular stats of pre application advice success will be generated.
15. Formal pre application advice will be strictly monitored to ensure written timeframes/ meetings are met. If the Council exceeds a period of 8 weeks and is at fault, a refund will be given to show our commitment to providing a quality service.
16. A pre-application protocol was introduced in February 2009 and is available on the web. This sets out what is expected of Agents/Developers and how they should prepare a pre application submission, with a general aim of improving the quality of applications and their chance of success.
17. The final advice given represents the view of the officers and is offered *without prejudice* to the formal decision of the Council.
 - (a) During Agent consultation, it has been expressed that the final advice given should represent the view of the department, rather than an individual officer. The Portfolio Holder is asked to consider this when reviewing this report.
18. Parish Councils will be notified of all formal pre application requests.

What does it mean for the Authority?

19. In advance of the implementation of the new DC system in April 2010, an Access database has been set up to record enquiries and monitor timeframes; this will also be monitored closely by the Performance Manager.

What does it mean for the Authority?

- 20. By recording requests electronically, it will allow the Council to monitor response times. Once a new DC system is in place, it will match pre application advice to actual applications, thus determining the success and quality.
- 21. It is not possible to ‘guarantee’ the same planning officer throughout, in the event of sickness and annual leave.
- 22. Having to pay for pre application advice will encourage developers to provide quality, well thought out submissions. Officers will spend less time on proposals that are not likely to come forward.

Options

- 23. The following exemptions will apply:
 - (a) Proposals for people with disabilities where no application fee would be required
 - (b) Charities
 - (c) Parish Councils
 - (d) Permitted development proposals covered by Article 4 directions
 - (e) Householder developments
 - (f) Small businesses up to 5 employees
 - (g) Works to listed buildings and demolition in conservation areas where planning permission is not required
 - (h) Trees
- 24. The final charging structure to be considered is either:

1. Fixed percentage charge

This charging was recommended with the first report and is calculated by charging a percentage of the application fee. This structure is expensive; Agents/Developers were consulted on this option and are against this being introduced.

<p>Strategic Development For all developments of over 100 residential units. For all other uses: over 5000 square metres or on sites greater than 2 hectares in area.</p>	By negotiation
<p>Major Development For residential development: 10 or more dwellings, or a site area of 0.5 hectares. For all other uses: 1000 square meters or more of floorspace, or where the site area is 1 hectare or more. This includes changes of use of existing buildings.</p>	50% of application fee up to a maximum of £2500
<p>Minor Development For residential development: one to nine dwellings. For all other uses: new building or change of use of building of up to 999sqm floorspace.</p>	25% of application fee
House Extension & Alterations	Not to be introduced at this time
Listed Building Advice	Not to be introduced at this time
Tree Advice	Not to be introduced at this time
Tree Preservation Orders (TPOs) and Trees in Conservation Area	Not to be introduced at this time

2. Fixed charge

Charging a set fee to include planning officer time and specialist consultation both internal and external. This structure is based on Chelmsford, who has been successful with pre application charging.

	Written advice only	Meeting with planning officer (including written follow-up)	Follow-up meeting (including written advice)
Strategic Development For all developments of over 100 residential units. For all other uses: over 5000 square metres or on sites greater than 2 hectares in area.	N/A	£600 plus VAT	By negotiation
Major Development For residential development: 10 or more dwellings, or a site area of 0.5 hectares. For all other uses: 1000 square meters or more of floorspace, or where the site area is 1 hectare or more. This includes changes of use of existing buildings.	£200 plus VAT	£600 plus VAT	£100 plus VAT
Minor Development For residential development: one to nine dwellings. For all other uses: new building or change of use of building of up to 999sqm floorspace.	£100 plus VAT	£300 plus VAT	£50 plus VAT
House Extension & Alterations	No Charge	No Charge	No Charge
Listed Building Advice	No Charge	No Charge	No Charge
Tree Advice	No Charge	No Charge	No Charge
Tree Preservation Orders (TPOs) and Trees in Conservation Area	No Charge	No Charge	No Charge

Implications

25. There are implications associated with pre application charging.
26. The loss of an informal pre application advice service, albeit for a quick conversation. Officers will no longer be agreeing to meet Agents informally which may result in Agents not using this service and a breakdown in relations.

27. Financial	£20,500 is included in 2009/10 budget With the downturn in the market and limited time available, this may not be achieved. It is however anticipated that once the market begins to recover, a regular income will be seen.
Legal	No legal implications at this time. The final advice given will reflect that it represents the view of the officer and is offered <i>without prejudice</i> to the formal decision of the Council.
Staffing	This service will impact on existing staffing levels and increase officer workload.

Risk Management	<p>Officer's will be under increased pressure to:</p> <ul style="list-style-type: none"> ▪ Undertake pre application advice in a timely manner ▪ Provide written formal advice ▪ Provide quality, accurate advice to promote good development <p>Strict management is required for this to be effective.</p>
Equal Opportunities	The service actively promotes equality of access to this service.

28. If Cambridge City Council introduces pre application charging, there would be scope for New Communities to implement charging after the six month review of the service.

Consultations

29. Agents/Developers were consulted via mailshot on Friday 17 July and given to Friday 7 August to respond. Of those who responded, nearly three quarters were against charging. The majority of responses received felt the decision to charge for pre application advice should be deferred until the upturn in the market. Cllr Mrs Bear also expressed this view at the Portfolio Holder meeting on 7 July.
30. A couple of Agents understood the need to charge and were happy, on the understanding that they received 'quality advice, in a timely manner'.
31. The original Pre Application Charging Report outlines all previous consultations.

Effect on Strategic Aims

32.	<p>Commitment to being a listening council, providing first class services accessible to all.</p> <p>Pre application advice will contribute to fulfilling this aim.</p> <p>Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.</p> <p>Ensuring quality development.</p> <p>Commitment to making South Cambridgeshire a place in which residents can feel proud to live.</p> <p>Ensuring quality development.</p> <p>Commitment to assisting provision for local jobs for all.</p> <p>Ensuring quality development.</p> <p>Commitment to providing a voice for rural life.</p> <p>Ensuring quality development.</p>
-----	--

Conclusions / Summary

33. Agent consultation was against the introduction of charge but, if implemented, identified the need for our charging structure to be:
- a. Revised
 - b. Include revised guidance
 - c. Provide discussion in September at the next Agents Forum
 - d. Consider deferring introduction of the scheme until the market recovers.
34. Chelmsford took the time to work out their officer costs and based their charging around the average time taken to provide pre application advice. Estimations of time made by officers at South Cambridgeshire District Council have confirmed this.

35. The South Cambridgeshire District Council service will include:
- Fair charging structure
 - Regular contact via Agents and Local Developer Forums
 - Sign off by Principal Planning Officers or above on Pre Application Advice
 - Full written response in **10** working days unless an agreed alternative timescale (please refer to Appendix IV for further details of agreed timescales for pre application advice)
 - Constructive and helpful letter tone to help build a rapport with developers and promote better quality developments
 - Quality advice given by a Senior Planning Officer or above
 - Strict monitoring to ensure timeframes are met, quality and consistency
 - Regular review of charging and service at six monthly intervals.
36. Pre application charging is an opportunity to introduce a service that promotes good development; the success rests with a commitment to invest time with the customer and provide quality advice.
37. Pre application charging can be brought into effect from 1 October 2009. Although the implementation date has been deferred by one month, this will allow time to:
- a. Brief our staff on the changes in service
 - b. Discuss revised charging structure at the Agents Forum
 - c. Redesign our website to promote the service

Recommendations

38. Having consulted with Agents and other Local Authorities, it is recommended that the Planning Portfolio Holder authorises measures to
- a. Revise the charging structure as set out in the below noted table
 - b. Defer charging until 1 October 2009
 - c. Formally train staff on the change in service
 - i. Duty Officer system
 - ii. Informal pre application advice
 - iii. Formal pre application advice
 - d. Redesign the website to promote the service
 - e. Provide clear guidance, forms and documentation
 - f. Manage the service carefully
 - g. Provide the Portfolio Holder with a six month review
39. It is recommended that the Portfolio Holder adopt a fixed charge pre application charging structure, as shown under: paragraph 24.(2. Fixed Charge)
- The charging structure will be presented to the Agents Forum in September 2009, providing confidence in what will be included, how the charging structure was determined and our commitment to reviewing the service after six months.
- A feedback questionnaire will be included with each pre application request, together with the ability to discuss their experience via the Performance Manager.
40. It is recommended that Pre application charging be reviewed after six months to identify:
- a. Areas of improvement
 - b. Rates of charge
 - c. The take up of the service by Agents

- d. If the service should be extended to other types of application and to New Communities.

Background Papers: None

Contact Officer: Cerise Bradford, Performance Manager
Telephone: (01954) 713153

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: New Communities Portfolio Holder 1 September 2009
AUTHOR/S: Executive Director (Operational Services) / Corporate Manager
(New Communities)

**COMMUNITY FACILITY GRANT APPLICATION
WATERBEACH PARISH COUNCIL****Purpose**

1. The purpose of this report is to recommend a grant of £40,000 (10% of the total project costs) to Waterbeach Parish Council towards a new Youth and Community building. The total budget for 2009/10 is £100,000, and £66,149 is available to spend.

This is not a key decision as it is within policy and budget and it was first published in the June 2009 Forward Plan.

Background

2. Waterbeach is a large village with a population of approximately 4800. It currently has no village hall or community centre. Activities and meetings take place at a number of venues but the need for a more central meeting place was identified in the recent village survey (2007).
3. The low level of vandalism and antisocial behaviour in the village is mainly attributed to the excellent work done by the Youth Club, which is administered by Waterbeach & Landbeach Action for Youth (WAY), a registered charity. It is held up in the district as a model of good practice, and has 250 members, with about 40-50 attending each session, which is held 3 evenings a week. During school holidays there are also afternoon sessions, as well as drop-in sessions offering advice and guidance on various issues. The present meeting place for the Youth Club is the old sports pavilion and a portacabin, which is nearing the end of its life, and is not fully secure.
4. In addition to the requirement for the Youth Club, Parish surveys carried out in 2001 and 2007 both identified a demand for a community owned facility, which would enable a much wider range of activities to take place, as well as offer a secure place for meetings and private functions. A number of new user groups would also make use of the new facility.
5. Waterbeach Parish Council has received quotes from 5 companies to perform the main construction works and 3 are being asked to tender. The estimated total costs are £400,000.
6. The Parish council has agreed to provide £15,000 towards the project and an anonymous donation of £100,000 has been offered. Applications have been made to various grant-aiding bodies, particularly Young Lives (£100,000), WREN (£50,000), Donarbon (£10,000). A further £50,000 from Young Lives may be available for equipment and furnishings, and some funds (maximum £50,000 may be available from the Big Lottery Fund Community Sustainable Energy Programme.

This gives a possible total capital fund of £325,000 for the build and £50,000 for equipment and furnishings.

Considerations

- 7. The building will be located on the recreation ground and planning permission has already been received. It will be owned and initially managed by the Parish Council although it is anticipated that a charitable trust may be set up to manage it in the future. It is anticipated that an annual sum would be set aside in a reserve fund for any major repairs/maintenance works. The Parish Council will continue to raise money through the local precept.

Options

- 8. To award the recommended grant level, to award a greater or lesser amount, or to not to offer a grant.

Implications

- 9. Obviously the no-grant option would seriously put back the project and the ability of the village to raise a similar amount of capital may not be possible in the future. The recommended grant level will enable the project to be delivered.

10. Financial	Capital Funds – within budget
Legal	None
Staffing	None
Risk Management	No risk to SCDC
Equal Opportunities	The new facility will enhance equal opportunities within the village

Consultations

- 11. The residents of Waterbeach have been consulted, with surveys performed in 2001 and 2007, and very few adverse comments have been received towards the proposed facility. The Youth Group has been extensively consulted, with many ideas coming from the members.
- 12. The local District Councillors, James Hockney and Peter Johnson, have been consulted and are both very supportive of the project.

Councillor Johnson’s comments are – “I have been involved with this project from 2007 when I attended an AGM of the WAY project, it was at this point it was recognised that a new building was needed so that the good work that has been done could continue. This is such a wonderful project and so needed by the community that I give it my fullest backing and I recommend that the maximum amount be awarded to this application.”

Councillor Hockney’s comment is – “I fully support the grant bid for a Youth/Community building in Waterbeach. It is clear that there is a real need for this building, as Waterbeach has no village hall or community. In addition the current youth club building is no longer adequate for the needs of the village.”

Effect on Strategic Aims

13.	Commitment to being a listening council, providing first class services accessible to all.
	Providing a grant to a village project.
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.
	Providing a grant to construct a new village hall will enhance community cohesion and encourage community and recreational activity.
	Commitment to making South Cambridgeshire a place in which residents can feel proud to live.
	The new village hall will add to the amenities of the village and has been clearly identified as a local need through village surveys.
	Commitment to assisting provision for local jobs for all.
	The new village hall may offer job/volunteer opportunities.
	Commitment to providing a voice for rural life.
	The new village hall will offer a meeting place for local groups to discuss local matters.

Conclusions / Summary

- 14. The village of Waterbeach is greatly in need of a single community building to accommodate the growing Youth Club and number of user groups wishing to hold activities and meetings within the village in a clean, safe and secure environment.
- 15. Officers have been kept well informed about this project and have been out on site to discuss the proposals with the applicants and the Youth Leaders. The project has been well managed and is the result of a considerable amount of hard work and co-operation locally. The project is a high priority for Waterbeach and is deliverable with work expected to start in 2009.

Recommendations

- 15. To provide a grant of £40,000 (10% of the total project costs) towards the costs of a new Youth and Community building at Waterbeach.

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

Capital Grant Application Form and accompanying information.

Contact Officers: Jane Thompson – Community Services Manager Tel: 01954 713348 and Joseph Minutolo – Senior Administration Officer Tel: 01480 713359

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Planning Portfolio Holder 1 September 2009
AUTHOR/S: Executive Director (Corporate Services)/ Accountant

**FINANCIAL MONITORING REPORT
PLANNING PORTFOLIO EXPENDITURE TO 31 JULY 2009**

Purpose

1. This report compares the actual revenue and capital expenditure to 31 July for the Planning Services Portfolio with the annual budget for the year ending 31 March 2010, and seeks comments from the Portfolio Holder and officers.

Background

2. In general, it is intended that financial reports will be presented to portfolio holders approximately every three months, depending on meeting dates. This report is the first monitoring report to the portfolio holder for the 2009-10 year.
3. The reports exclude recharges and other year-end transactions. These recharges are calculated for the original estimates in December before the start of the financial year, then recalculated for the revised estimates and finalised as soon as possible after the year-end.
4. The reported figures are summarised in Appendix A. Appendix B shows the full detail of the revenue expenditure. The working budget figures are the original estimates. A possible rollover up to £20,000 for the Economic Development Business Strategy has been approved in principle by the Finance and Staffing Portfolio Holder, but this will not be included in the budget figures unless or until it is proved to be absolutely necessary and the Chief Financial Officer agrees to approve the addition.
5. Grant expenditure is shown on a commitments basis to 31 July, whereas other expenditure is on a payments/receipts basis.
6. The financial position of the Council as a whole up to 31 July will have been reported to the Finance and Staffing Portfolio on 25 August. This projected a substantial potential overspend, mainly due to shortfalls of Development Control income and interest on balances. This position intensifies the need to find savings (see paragraph 7 below), both in the current year and in the years ahead. The report was based on certain major budgets, selected because of their size, risk or history of large under or over spending.
7. Urgent identification of possible budget reductions towards the £325,000 Council target for efficiency savings has been taking place over recent weeks. This will include reductions in some service budgets in the current year. All corporate managers have been involved in scrutinising their budgets both for the current and future years. At the time of writing this report, reductions in budgets in this Portfolio are expected to be from staffing and data capture costs. However, the up to date position will be reported verbally at the meeting.

Considerations

8. **Total Revenue Expenditure:**
The portfolio revenue expenditure to 31.07.09 shows (£250,639) spent out of a budget of (£875,400) (29% spent).
9. **Development Control:**
The revenue expenditure to 31.07.09 shows £85,402 spent out of a budget of £126,750 (67%). The budget for Appeals is 82% spent and judicial review costs of £18,887 have been incurred for which there is no budget. The income from planning fees of £201,938 is 19% of the budget of £1,083,000, which equates to a predicted overspend of around £400,000.
10. **Building Control Service:**
The income from Building Control fees of £110,044 is 24% of the budget of £460,000. The current shortfall equates to a predicted overspend of £170,000. However, this will be offset at the end of the financial year by a transfer from reserves.
11. **Economic Development:**
The revenue expenditure to 31.07.09 shows £5,450 spent out of a budget of £55,800 (10%). The remaining budget, less any savings found (see paragraph 7) is expected to be spent. In addition the Finance and Staffing Portfolio Holder approved a rollover of £20,000 into 2009/10 for phase 2 of the Economic Development Business Strategy on the 7 July 2009 subject to final confirmation by the section 151 officer being given on an individual basis at the appropriate time during the year.
12. **Concessionary Fares:**
The revenue expenditure to 31.07.09 shows £3,354 spent out of a budget of £614,100 (1%) mainly due to the County Council not yet submitting an invoice for our contribution to the scheme.

Implications

13.	Financial	None
	Legal	None
	Staffing	None
	Risk Management	None
	Equal Opportunities	None

Consultations

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

Effect on Strategic Aims

15.	Commitment to being a listening council, providing first class services accessible to all.	None
	Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.	None

Commitment to making South Cambridgeshire a place in which residents can feel proud to live.	None
Commitment to assisting provision for local jobs for all.	None
Commitment to providing a voice for rural life.	None

Conclusions / Summary

- 16. The revenue expenditure comments are in paragraphs 8 to 12.
- 17. Capital grants should be fully allocated before the end of the year.

Recommendations

- 18. The Planning Portfolio Holder is requested to comment on the report, as appropriate.

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

Budget files, grant decisions and the financial management system.

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

This page is left blank intentionally.



South
Cambridgeshire
District Council

Planning Portfolio

APPENDIX A(1)

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

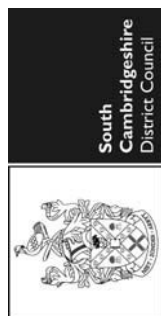
To 31/07/09 2009-10

Actual 2008/09 £	Estimate 2009/10 £	less central recharges £	Virement/ y/nd grants /recharges £	Adjusted Estimate ex.recharge £	non-grant net payments to date £	Grants committed £	Adjust- ments £	Adjusted expenditure to date £	% spent %	Variance to budget (over)/in hand £	Additional notes to budget
1,454,244	1,388,390	(2,763,460)	365,910	(1,009,160)	(161,700)	0	0	(161,700)	16%	(847,460)	
37,750	55,390	(532,030)	23,040	(453,600)	(110,010)	0	0	(110,010)	24%	(343,590)	
70,549	66,580	(51,120)	0	15,460	7,643	0	0	7,643	49%	7,817	
3,122	0	0	0	0	554	0	0	554		(554)	
3,632	3,730	(3,730)	0	0	0	0	0	0		0	
75,071	113,910	(58,110)	0	55,800	5,450	0	0	5,450	10%	50,350	
303,027	472,550	(45,450)	0	427,100	(43,263)	0	0	(43,263)	-10%	470,363	
0	230	0	0	230	0	0	0	0		230	
172,685	195,270	(198,760)	22,010	18,520	567	0	0	567	3%	17,953	
34,093	34,380	(760)	0	33,620	0	16,000	0	16,000	48%	17,620	
35,778	39,780	(3,150)	0	36,630	34,120	0	0	34,120	93%	2,510	
2,246,727	2,370,210	(3,656,570)	410,960	(875,400)	(266,639)	16,000	0	(250,639)	29%	(624,761)	

PLANNING PORTFOLIO

REVENUE

DEVELOPMENT CONTROL
BUILDING CONTROL SERVICE
STREET NAMING AND NUMBERING
OPEN SPACE AGREEMENT CHERRY HINTON
TRANSPORT INITIATIVES
ECONOMIC DEVELOPMENT
CONCESSIONARY FARES
FOOTPATH DIVERSIONS
CONSERVATION
MUSEUMS
TOURISM INITIATIVES
TOTAL PORTFOLIO REVENUE(exc recharges)



Planning Portfolio

APPENDIX A(2)

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

To 31/07/09 2009-10

Actual 2008/09 £	Estimate 2009/10 £	further approvals/adjustments £	balances brought forward £	Adjusted Estimate ex.recharge £	non-grant net payments to date £	Grants committed £	Adjustments £	Adjusted expenditure to date £	% spent	Variance to budget £	Additional notes to budget
	42,600		1,498	44,098		3,384		3,384	8%	40,714	
0	29,061	**		29,061				0		29,061	
0	22,000			22,000				0		22,000	
4,400	4,400			4,400				0		4,400	
10,452	10,500			10,500				0	0%	10,500	
9,218	14,500			14,500	1,330			1,330	9%	13,170	
11,600	11,600			11,600	11,600			11,600	100%	0	
78,029	134,661	0	1,498	136,159	12,930	3,384	0	16,314	12%	119,845	
643	128,000			128,000	0			0	0%	128,000	
78,672	262,661	0	1,498	264,159	12,930	3,384	0	16,314	6%	247,845	
(77,663)	(112,661)		(1,498)	(114,159)	(12,930)	(3,384)	0	(16,314)	14%	(97,845)	
(346)	(5,500)		0	(5,500)	0			0		(5,500)	
(643)	(128,000)			(128,000)	0			0	0%	(128,000)	
0	(16,500)			(16,500)	0			0		(16,500)	
(78,672)	(262,661)	0	(1,498)	(264,159)	(12,930)	(3,384)	0	(16,314)	6%	(247,845)	
	54,622		0	54,622		5,500		5,500		49,122	

Historic Buildings Pres.Fund (all b/fwd from previous yrs)

This fund is only available for emergency expenditure connected with historic buildings that have been allowed to fall into a state of serious disrepair (or St Denis Church, if Cabinet agree ** Cabinet agreed additional expenditure of £22,000, including fees, on 11 September 2008, subject to a grant of £16,500 from English Heritage. This is in the 2009/10 budget)

APPENDIX B

Actual 2008/09 £	PLANNING PORTFOLIO	Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
NET REVENUE EXPENDITURE SUMMARY (excluding recharges and year end transactions)					
(795,221)	Development Control	(1,009,160)	(161,700)	16%	(847,460)
(429,860)	Building Control Service	(453,600)	(110,010)	24%	(343,590)
22,368	Street Naming and Numbering	15,460	7,643	49%	7,817
3,122	Open Space Agreement Cherry Hinton	0	554		(554)
0	Transport Initiatives	0	0		0
15,690	Economic Development	55,800	5,450	10%	50,350
315,042	Concessionary Fares	427,100	(43,263)	-10%	470,363
0	Footpath Diversions	230	0	0%	230
12,423	Conservation	18,520	567	3%	17,953
33,620	Museums	33,620	16,000	48%	17,620
32,810	Tourism Initiatives	36,630	34,120	93%	2,510
<u>(790,006)</u>	TOTAL NET EXPENDITURE (excluding year end recharges, grants and reserves)	<u>(875,400)</u>	<u>(250,639)</u>	29%	<u>(624,761)</u>
Analysis of Total Net Expenditure					
667,869	Direct Costs - Expenditure (net of grant)	711,430	107,174	15%	604,256
(1,457,875)	Direct Costs - Income from Fees & Charges	(1,586,830)	(357,813)	23%	(1,229,017)
<u>(790,006)</u>	Net Direct Costs	<u>(875,400)</u>	<u>(250,639)</u>	29%	<u>(624,761)</u>
3,249,049	Recharges from Staffing & Overhead Accounts	3,598,460	0		0
(35,540)	Transfers to Reserves	(23,040)			
(166,346)	Transfers from Reserves	0			
(55,438)	Grants	(221,430)			
(71,149)	Deferred Capital Grant	(166,490)			
(2,920,576)	REMOVE above year end transactions	(3,187,500)			
<u>(790,006)</u>	TOTAL NET EXPENDITURE (carried to General Fund Summary)	<u>(875,400)</u>	<u>(250,639)</u>	29%	<u>(624,761)</u>

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
DEVELOPMENT CONTROL					
EXPENDITURE					
0	Transport Related Expenses				
	Coach Expenses	360	147	41%	213
	Supplies and Services				
	Hired & Contracted Legal Services				
106,970	Appeals	48,170	39,307	82%	8,863
0	Costs Awarded Against the Council	1,050	0		1,050
4,950	Judicial Review Costs	0	18,887		(18,887)
	Contracted Consultants				
5,160	D.C. Agricultural Appraisals	1,930	2,519	131%	(589)
81,863	Advice on Current Applications	34,330	16,620	48%	17,710
7,725 *	Archaeology Advisory Service (PDG funded)	7,920 *	0 *	0%	7,920 PDG funded below
142,325 *	Database Design Consultancy (PDG funded)	11,500 *	1,884 *	16%	9,616 PDG funded below
2,080 *	Digital Photography (PDG funded)	0 *	0 *		0 PDG funded below
	Grants and Subscriptions				
0	Ordnance Survey	890	0	0%	890
1,600	Plan Vetting Group	1,600	0	0%	1,600
	Miscellaneous Expenses				
17,171	Advertising	19,000	6,038	32%	12,962
Central, Departmental and Support Services excluded (year end only)					
	Total services on previous basis	0			
34,399	Chief Officers & Housing Futures	36,510			
2,367	Community and Customer Services	3,800			
213,680	Corporate Services	235,550			
52,997	New Communities	75,140			
2,050,948	Planning Services	2,274,400			
127,420	Health & Environmental Services	138,060			
(2,481,811)	REMOVE Central, Deptal and Support Services	(2,763,460)			
	Capital Financing Costs				
56,776	Capital Charges				
(56,776)	REMOVE Capital Charges				
<u>369,844</u>	TOTAL EXPENDITURE	<u>126,750</u>	<u>85,402</u>	67%	<u>41,348</u>
INCOME					
(1,789)	Sales - Miscellaneous	(2,060)	(3)	0%	(2,057)
(801)	Sales - Local Plan	(930)	(13)	1%	(917)
(9,915)	Section 106 Costs Recoverable	(10,000)	(4,384)	44%	(5,616)
(5,498)	Legal Costs Recoverable	0	(38,880)		38,880
(994,932)	Fees	(1,083,000)	(201,938)	19%	(881,062)
0	Pre Application Fees	(20,500)	0	0%	(20,500)
(152,130) *	Planning Delivery Grant funding direct costs	(19,420) *	(1,884) *	10%	(17,536)
0	Cambridge Horizons Growth Area Grant	0)			
(32,397)	Planning Delivery Grant (towards recharges)	(199,420))			
(128,800)	Transfer from Planning Delivery Grant Reserves	0)			
(71,149)	Planning Delivery Grant - Deferred Capital Grant	(166,490))			
0	Transfer from Millennium Cycleway Reserve	0)			
232,346	REMOVE year end grants and Reserves	365,910)			
<u>(1,165,065)</u>	TOTAL INCOME	<u>(1,135,910)</u>	<u>(247,102)</u>	22%	<u>(888,808)</u>
<u>(795,221)</u>	NET EXPENDITURE carried to Portfolio summary	<u>(1,009,160)</u>	<u>(161,700)</u>	16%	<u>(847,460)</u>

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
BUILDING CONTROL SERVICE					
EXPENDITURE					
Premises Related Expenditure					
Services					
4,550	Engineering Consultants Fees	7,000	935	13%	6,065
608	Other Local Authorities	1,000	0	0%	1,000
125	Miscellaneous	200	0	0%	200
Miscellaneous Expenses					
0	Advertising	200	0	0%	200
(35,540)	Transfer to/(from) Reserves	(23,040)	excluded (year end only)		
35,540	REMOVE year end grants and Reserves	23,040			
Central, Departmental and Support Services					
0	Total services on previous basis	0	excluded (year end only)		
3,183	Chief Officers & Housing Futures	3,330			
592	Community and Customer Services	950			
34,670	Corporate Services	40,150			
464,705	Planning Services	487,600			
(503,150)	REMOVE Central, Deptal and Support Services	(532,030)			
<u>5,283</u>	TOTAL EXPENDITURE	<u>8,400</u>	<u>935</u>	<u>11%</u>	<u>7,465</u>
INCOME					
(7,193)	Sale of Plans/non-statutory documents	(2,000)	(901)	45%	(1,099)
(427,950)	Statutory / Local Fees	(460,000)	(110,044)	24%	(349,956)
<u>(435,143)</u>	TOTAL INCOME	<u>(462,000)</u>	<u>(110,945)</u>	<u>24%</u>	<u>(351,055)</u>
<u>(429,860)</u>	NET EXPENDITURE carried to Portfolio summary	<u>(453,600)</u>	<u>(110,010)</u>	<u>24%</u>	<u>(343,590)</u>

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
STREET NAMING AND NUMBERING					
EXPENDITURE					
	Supplies and Services				
22,368	Materials	15,460	7,643	49%	7,817
	Central, Departmental and Support Services				excluded (year end only)
0	Total services on previous basis	0			
48,181	Corporate Services	51,120			
(48,181)	REMOVE Central, Deptal and Support Services	(51,120)			
<u>22,368</u>	NET EXPENDITURE carried to Portfolio Summary	<u>15,460</u>	<u>7,643</u>	49%	<u>7,817</u>
OPEN SPACE AGREEMENT CHERRY HINTON					
EXPENDITURE					
	Premises Related Expenses				
8,022	Maintenance of Grounds	6,140	554	9%	5,586 see income below
1,200	Additional Maintenance to Trees & Shrubs	0	0		0
40	Legal Costs				
<u>9,262</u>	TOTAL EXPENDITURE	<u>6,140</u>	<u>554</u>	9%	<u>5,586</u>
	INCOME				
(6,140)	Interest on Balances	(6,140)	0		(6,140) see exp. above
<u>3,122</u>	NET EXPENDITURE carried to Portfolio summary	<u>0</u>	<u>554</u>		<u>(554)</u>
TRANSPORT INITIATIVES					
EXPENDITURE					
	Central, Departmental & Support Services				excluded (year end only)
0	Total services on previous basis	0			
3,632	Planning Services	3,730			
(3,632)	REMOVE Central, Deptal and Support Services	(3,730)			
<u>0</u>	TOTAL EXPENDITURE excluding Capital Grants carried to Portfolio Summary	<u>0</u>	<u>0</u>		<u>0</u>
ECONOMIC DEVELOPMENT					
EXPENDITURE					
	Services				
3,540	Business Forum	17,500	300	2%	17,200
5,000	Improved Branding	13,000	0		13,000
23,250	Economic Development Business Strategy	20,000	0	0%	20,000 see income below
	Grants and Subscriptions				
5,150	Greater Cambridgeshire Partnership	5,300	5,150	97%	150
	Central, Departmental and Support Services				excluded (year end only)
0	Total services on previous basis	0			
11,622	Community and Customer Services	80			
768	Corporate Services	430			
45,682	New Communities	54,750			
1,309	Health & Environmental Services	2,850			
(59,381)	REMOVE Central, Deptal and Support Services	(58,110)			
<u>36,940</u>	TOTAL EXPENDITURE	<u>55,800</u>	<u>5,450</u>	10%	<u>50,350</u>
	INCOME				
(21,250)	Cambridge Horizons Grant - re Economic Development Business Strategy	0	0		0 see exp above
<u>15,690</u>	TOTAL NET EXPENDITURE carried to Portfolio Summary	<u>55,800</u>	<u>5,450</u>	10%	<u>50,350</u>

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
CONCESSIONARY FARES					
EXPENDITURE					
Employees					
13,302	Agency Staff	0	1,242		(1,242)
Communications and computing					
2,738	Postage	1,560	104	7%	1,456
5,215	Database Input	0	0		0
10,101	Database Management	16,500	0	0%	16,500
Supplies and Services					
310	Post Office Fees	0	0		0
37,146	Bus Card Production	7,240	2,008	28%	5,232
0	Printing & Publicity	800			800
428,903	Contribution to County Scheme	588,000	0	0%	588,000 charged half yearly
Central, Departmental and Support Services					
0	Total services on previous basis	0			excluded (year end only)
4,018	Community and Customer Services	4,280			
20,493	Corporate Services	40,120			
1,020	Planning Services	1,050			
(25,531)	REMOVE Central, Deptal and Support Services	(45,450)			
<u>497,715</u>	TOTAL EXPENDITURE	<u>614,100</u>	<u>3,354</u>	1%	<u>610,746</u>
INCOME					
(182,673)	Specific Government Grant	(187,000)	(46,617)	25%	(140,383)
0	Grant for new scheme set up costs	0)			
0	Transfer to Reserves	0)			
(37,546)	Transfer from Reserves	0)			excluded (year end only)
37,546	REMOVE year end grants and Reserves	0)			
<u>(182,673)</u>	TOTAL INCOME	<u>(187,000)</u>	<u>(46,617)</u>	25%	<u>(140,383)</u>
<u>315,042</u>	NET EXPENDITURE carried to Portfolio summary	<u>427,100</u>	<u>(43,263)</u>	-10%	<u>470,363</u>
FOOTPATH DIVERSIONS					
EXPENDITURE					
Supplies and Services					
0	Contractors	230	0	0%	230
0	Advertising	0	0		0
Central, Departmental and Support Services					
0	Total services on previous basis	0	0		0
0	REMOVE Central, Deptal and Support Services	0			
<u>0</u>	TOTAL EXPENDITURE	<u>230</u>	<u>0</u>	0%	<u>230</u>
INCOME					
0	Fees	0	0		0
<u>0</u>	NET EXPENDITURE carried to Portfolio summary	<u>230</u>	<u>0</u>		<u>230</u>

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £
CONSERVATION					
EXPENDITURE					
Premises Related Expenses					
5,343	Maintenance of Buildings & Grounds	13,840	2,217	16%	11,623
542	Insurance	570	0	0%	570
Supplies and Services					
4,020	Biological Records Service	0	0		0
5,800	Biodiversity Group	5,800	0	0%	5,800 one payment
0	Conservation Awards - Publicity etc.	510	0	0%	510
375	Consultants	0	0		0
Miscellaneous Expenses					
0	Central, Departmental and Support Services				excluded (year end only)
	Total services on previous basis	0			
4,722	Chief Officers & Housing Futures	5,020			
16,256	Corporate Services	14,820			
161,007	Planning Services	177,520			
1,318	Health & Environmental Services	1,400			
(183,303)	REMOVE Central, Deptal and Support Services	(198,760)			
16,080	TOTAL EXPENDITURE	20,720	2,217	11%	18,503
INCOME					
(985)	Sales	(1,000)	0	0%	(1,000)
(1,200)	Other Recoverable Charges(Duxford Chapel)	(1,200)	(1,200)	100%	0
(1,472)	Other Recoverable Charges	0	(450)		450
(23,041)	Planning Delivery Grant	(22,010)			excluded (year end only)
23,041	REMOVE year end grants and Reserves	22,010			
(3,657)	TOTAL INCOME	(2,200)	(1,650)	75%	(550)
12,423	TOTAL NET EXPENDITURE carried to Portfolio Summary	18,520	567	3%	17,953
MUSEUMS					
EXPENDITURE					
Supplies and Services					
33,620	Grants	33,620	16,000	48%	17,620
Central, Departmental and Support Services					
473	Planning Services	760			excluded (year end only)
(473)	REMOVE Central, Deptal and Support Services	(760)			
33,620	TOTAL EXPENDITURE carried to Portfolio summary	33,620	16,000	48%	17,620
TOURISM INITIATIVES					
EXPENDITURE					
Supplies & Services					
Grants and Subscriptions					
32,810	Tourism Initiatives	36,630	34,120	93%	2,510
Central Departmental and Support Services					
0	Total services on previous basis	0			
975	Corporate Services	1,080			
1,993	Planning Services	2,070			
(2,968)	REMOVE Central, Deptal and Support Services	(3,150)			
32,810	TOTAL EXPENDITURE	36,630	34,120	93%	2,510

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	New Communities Portfolio Holder	1 September 2009
AUTHOR/S:	Executive Director (Corporate Services)/Principal Accountant (General Fund and Costing)	

**FINANCIAL MONITORING REPORT
NEW COMMUNITIES PORTFOLIO EXPENDITURE TO 31 JULY 2009**

Purpose

1. This report compares the actual revenue and capital expenditure to 31 July for the New Communities Portfolio with the annual budget for the year ending 31 March 2010, and seeks comments from the Portfolio Holder and officers.

Background

2. In general, it is intended that financial reports will be presented to portfolio holders approximately every three months, depending on meeting dates. This report is the first monitoring report to the portfolio holder for the 2009-10 year.
3. The reports exclude recharges and other year-end transactions. These recharges are calculated for the original estimates in December before the start of the financial year, then recalculated for the revised estimates and finalised as soon as possible after the year-end.
4. The reported figures are summarised in Appendix A. Appendix B shows the full detail of the revenue expenditure. The working budget figures are the original estimates, as there have been no relevant virements to date. Two possible rollovers of up to £8,910 for the community facilities audit and £14,000 for growth agenda items were approved in principle by the Finance and Staffing Portfolio Holder, but these will not be included in the budget figures unless or until they prove to be absolutely necessary and the Chief Finance Officer agrees to approve the addition.
5. Grant expenditure is shown on a commitments basis to 31 July, whereas other expenditure is on a payments/receipts basis.
6. The financial position of the Council as a whole up to 31 July will have been reported to the Finance and Staffing Portfolio on 25 August. This projected a substantial potential overspend, mainly due to shortfalls of Development Control income and interest on balances. This position intensifies the need to find savings (see paragraph 7 below), both in the current year and in the years ahead. The report was based on certain major budgets, selected because of their size, risk or history of large under or over spending. Within this portfolio, only Planning Policy expenditure was specifically included. This is therefore highlighted separately in paragraph 9 below.
7. Urgent identification of possible budget reductions towards the £325,000 Council target for efficiency savings has been taking place over recent weeks. This will include reductions in some service budgets in the current year. All corporate managers have been involved in scrutinising their budgets both for the current and future years. At the time of writing this report, reductions in project budgets in this

Portfolio are expected to be on Growth Agenda and Community Development. However, the up to date position will be reported verbally at the meeting.

Considerations

- 8. **Total Revenue Expenditure:**
The portfolio revenue expenditure to 31.07.09 shows £95,438 spent out of a budget of £593,100 (16% spent). This includes an adjustment of £107,282 assuming that all the Planning Policy inspectors' fees accrued for 2008-09 and 2007-08, for which invoices are still outstanding, will materialise according to the estimate previously given to the Council.
- 9. **Planning Policy Revenue Expenditure:**
The Planning Policy revenue expenditure to 31.07.09 shows £4,799 spent out of a budget of £120,300 (2%). This is after adjusting as above. Inspectors' fees for 2009-10 were estimated to be around £34,000, plus expenses, in March. No savings have been anticipated at this stage.
- 10. **Other Portfolio Revenue Expenditure:**
All projected expenditure for the current year has recently been reviewed by the corporate managers and cost centre managers to identify possible savings referred to in paragraph 7.
- 11. **Capital Grant Expenditure (Sports, Community and Arts grants):**
The capital expenditure committed to date is £56,651 against an available estimate of £240,000 (24%). The balance should be fully allocated before the end of the year.

Implications

12.	Financial	None
	Legal	None
	Staffing	None
	Risk Management	None
	Equal Opportunities	None

Consultations

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

Effect on Strategic Aims

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

Conclusions/Summary

15. The revenue expenditure comments are in paragraphs 8 to 10. Some savings are anticipated to go towards the £325,000 Council savings target for the current year, as described in paragraph 7.
16. The capital expenditure comments are in paragraph 11. Capital grants should be fully allocated before the end of the year.

Recommendations

17. The Portfolio Holder is requested to comment on the report, as appropriate.

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

Budget files, grant decisions and the financial management system.

Contact Officer: Peter Harris – Principal Accountant (General Fund and Costing)
Telephone: (01954) 713073

This page is left blank intentionally.



South
Cambridgeshire
District Council

New Communities Portfolio

APPENDIX A

Recharges removed below
Grants on commitment basis
Non-grants on payments/receipts basis - except for adjustment for Planning Policy inspectors' fees 2008/09

To 31/07/09 2009-10 MONTH 4

Actual 2008/09 £	Original Estimate 2009/10 £	less central recharges £	Virement/ other y/end recharges £	Adjusted Estimate ex.recharge £	Adjusted net payments to date £	Grants committed £	Adjust- ments £	Adjusted expenditure to date £	% spent	Variance to budget £	Additional notes to budget
	NEW COMMUNITIES PORTFOLIO										
	REVENUE										
178,451	141,990	(101,360)	0	40,630	6,892	1,000	0	7,892	19%	32,738	
153,411	192,720	(53,370)	0	139,350	19,313	0	0	19,313	14%	120,037	
145,687	148,120	(49,220)	0	98,900	22,871	0	0	22,871	23%	76,029	
981,618	1,116,310	(1,742,020)	722,830	97,120	40,563	0	0	40,563	42%	56,557	
658,709	774,700	(585,660)	28,060	217,100	(102,483)	0	107,282	4,799	2%	212,301	includes £107.3K adjustment for inspectors' fees accrued from 2008/09
<u>2,117,876</u>	<u>2,373,840</u>	<u>(2,531,630)</u>	<u>750,890</u>	<u>593,100</u>	<u>(12,844)</u>	<u>1,000</u>	<u>107,282</u>	<u>95,438</u>	<u>16%</u>	<u>497,662</u>	IN HAND
	CAPITAL GRANTS										
93,248	100,000		0	100,000		20,000		20,000	20%	80,000	
106,752	100,000		0	100,000		32,651		32,651	33%	67,349	
40,000	40,000		0	40,000		4,000		4,000	10%	36,000	
<u>240,000</u>	<u>240,000</u>	<u>0</u>	<u>0</u>	<u>240,000</u>	<u>0</u>	<u>56,651</u>	<u>0</u>	<u>56,651</u>	<u>24%</u>	<u>183,349</u>	IN HAND

APPENDIX B

Actual 2008/09 £	NEW COMMUNITIES PORTFOLIO	Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent	In hand/ (overspent) 2009/10 £	Comments
NET EXPENDITURE SUMMARY (excluding recharges, capital charges and year end entries)						
	Grants on commitment basis					
	Non-grants on payments/receipts basis					
56,240	Community Development	40,630	7,892	19%	32,738	
102,209	Sports Development	139,350	19,313	14%	120,037	
97,456	Arts	98,900	22,871	23%	76,029	
90,891	Growth Agenda	97,120	40,563	42%	56,557	
139,519	Planning Policy	217,100	4,799	2%	212,301	
<u>486,315</u>	TOTAL NET REVENUE EXPENDITURE (carried to General Fund Summary)	<u>593,100</u>	<u>95,438</u>	16%	<u>497,662</u>	
	Analysis of Total Net Expenditure					
486,315	Direct Costs	593,100	95,438	16%	497,662	
2,204,203	Recharges from Staffing and Overhead Accounts	2,531,630				
(2,204,203)	REMOVE Recharges from Staffing and Overhead A/Cs	(2,531,630)				
(2,933)	Deferred Capital Charges/Capital Charges	(2,930)				
2,933	REMOVE Deferred Capital Charges/Capital Charges	2,930				
(569,709)	Grant towards recharges (HPDG/Camb Horizons)	(747,960)				
569,709	REMOVE Grant re recharges (HPDG/Camb Horizons)	747,960				
<u>486,315</u>	TOTAL NET REVENUE EXPENDITURE	<u>593,100</u>	<u>95,438</u>		<u>497,662</u>	

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £	
COMMUNITY DEVELOPMENT						
EXPENDITURE						
Supplies and Services						
10,250	Community Development Grants	10,250	1,000	10%	9,250	
13,288	Community Development Projects	19,880	6,892	35%	12,988	
12,485	Consultancy	10,500	0	0%	10,500	
20,217	Community Facilities Audit	0	0		0	
15,000	Section 106 Costs	12,000	0	0%	12,000	see matching income below
Central, Departmental and Support Services			excluded (year end only)			
Total services on previous basis			0			
2,360	Chief Officers and Housing Futures	2,510				
14,728	Community and Customer Services	50				
23,252	Corporate Services	15,020				
72,066	New Communities	72,140				
4,385	Planning Services	4,540				
4,135	Affordable Homes	5,710				
1,285	Health and Environmental Services	1,390				
(122,211)	REMOVE Central, Departmental and Support Services	(101,360)				
<u>71,240</u>		<u>52,630</u>	<u>7,892</u>	15%	<u>44,738</u>	
INCOME						
(15,000)	Section 106 Costs Recoverable	(12,000)	0	0%	(12,000)	see matching exp. above
<u>56,240</u>	NET EXPENDITURE carried to Portfolio Summary	<u>40,630</u>	<u>7,892</u>	19%	<u>32,738</u>	
SPORTS DEVELOPMENT						
EXPENDITURE						
Supplies and Services						
51,937	Dual Use Operational Projects	55,190	7,921	14%	47,269	
0	Sports Performers Grants	20,000	0	0%	20,000	
50,272	Sports Development Projects	64,160	11,392	18%	52,768	
Central, Departmental and Support Services			excluded (year end only)			
Total services on previous basis			0			
416	Chief Officers and Housing Futures	430				
4,055	Corporate Services	4,160				
41,939	New Communities	43,720				
2,828	Planning Services	2,920				
1,964	Health and Environmental Services	2,140				
(51,202)	REMOVE Central, Departmental and Support Services	(53,370)				
<u>102,209</u>	NET EXPENDITURE carried to Portfolio Summary	<u>139,350</u>	<u>19,313</u>	14%	<u>120,037</u>	
ARTS DEVELOPMENT						
EXPENDITURE						
Supplies and Services						
2,200	Arts Partnership Support	10,380	9,169	88%	1,211	
19,006	Arts Development Projects	28,770	227	1%	28,543	
71,250	Dual Use Arts Programme	59,750	13,475	23%	46,275	
58,085	Section 106 Costs/Public Art Costs	55,000	6,725	12%	48,275	see matching income below
5,000	Arts Service Review	0	0		0	
Central, Departmental and Support Services			excluded (year end only)			
Total services on previous basis			0			
415	Chief Officers and Housing Futures	430				
3,884	Corporate Services	3,970				
43,932	New Communities	44,820				
(48,231)	REMOVE Central, Departmental and Support Services	(49,220)				
<u>155,541</u>		<u>153,900</u>	<u>29,596</u>	19%	<u>124,304</u>	
INCOME						
(58,085)	Section 106 Costs Recoverable	(55,000)	(6,725)	12%	(48,275)	all covered by income in reserve
<u>97,456</u>	NET EXPENDITURE carried to Portfolio Summary	<u>98,900</u>	<u>22,871</u>	23%	<u>76,029</u>	

Actual 2008/09 £		Working Estimate 2009/10 £	Actual to 31/07/09 2009/10 £	% spent %	In hand/ (overspent) 2009/10 £	
GROWTH AGENDA						
EXPENDITURE						
Services						
60,891	Consultancy/projects	67,120	10,563	16%	56,557	
74,686	Consultancy/projects funded from Grant	0	0		0	CH/EP funded below
Grants						
30,000	Cambridgeshire Horizons	30,000	30,000	100%	0	
Central Departmental & Support Services						
Total services on previous basis						
49,226	Chief Officers and Housing Futures	51,870				excluded (year end only)
18,274	Community and Customer Services	0				
80,091	Corporate Services	87,310				
1,165,443	New Communities	1,471,490				
69,868	Planning Services	73,260				
2,880	Affordable Homes	2,260				
51,052	Health & Environmental Services	55,830				
(1,436,834)	REMOVE Central, Departmental and Support Services	(1,742,020)				
42,827	Capital Charges	42,830				
(42,827)	REMOVE Capital Charges	(42,830)				
165,577	TOTAL EXPENDITURE	97,120	40,563	42%	56,557	
INCOME						
(90,571)	Planning Delivery Grant - Salaries & Oncosts	(137,030)				
0	Planning Delivery Grant - transfer from reserves	0				
(452,603)	Camb Horizons Grant - Salaries & Oncosts	(582,870)				
(69,202)	Camb Horizons Grant - Projects & Consultants	0	0		0	see exp above
(5,484)	English Partnerships Grant - Projects & Cons	0	0		0	see exp above
(45,760)	Deferred Capital Grant	(45,760)				
588,934	REMOVE grants re recharges above	765,660				
90,891	NET EXPENDITURE carried to Portfolio Summary	97,120	40,563	42%	56,557	
PLANNING POLICY						
EXPENDITURE						
Services						
105,019	Local Development Framework	147,100	299	0%	146,801	
4,500	Housing Market Assessment	10,000	4,500	45%	5,500	
20,000	Retail Assessment	0	0		0	
0	Strategic Flood Risk Assessment	40,000	0	0%	40,000	
10,000	Regional Planning	20,000	0	0%	20,000	
0	Joint Work & Statutory Consultation	0	0		0	
Central, Departmental and Support Services						
Total services on previous basis						
3,874	Chief Officers and Housing Futures	4,090				excluded (year end only)
36,314	Corporate Services	37,040				
4,051	New Communities	9,720				
442,442	Planning Services	470,710				
9,315	Affordable Homes	9,700				
49,729	Health and Environmental Services	54,400				
(545,725)	REMOVE Central, Departmental and Support Services	(585,660)				
139,519	TOTAL EXPENDITURE	217,100	4,799		212,301	
INCOME						
(26,535)	Planning Delivery Grant towards recharges	(28,060)				
26,535	REMOVE grant towards recharges above	28,060				
139,519	NET REVENUE EXPENDITURE carried to Portfolio Summary	217,100	4,799	2%	212,301	

**Forward Plan – Planning and New Communities Portfolio
Holders' meetings**

Date of meeting	Portfolio	Agenda Item	Responsible officer
1 October 2009 (New Communities only)	NC	District Design Guide Supplementary Planning Document (SPD) - Key	DB / CN / CS
	NC	Landscaping of New Development Supplementary Planning Document (SPD) – Key	DB / DH / CS
	NC	Affordable Housing Supplementary Planning Document - Key	CS
	NC	Statement of Community Involvement	AT
5 November 2009	P	Systems Thinking	GJ
	NC	Capital Grant – Milton Community Centre	JT
	NC	Capital Grant - Swavesey Performing Arts Centre, Swavesey Village College	JT
	NC	Residents' survey in Cambourne and Orchard Park	KH
	P / NC P	Service Plans (two reports) S. 106 Monitoring fees	GJ / JM JF
December 2009?	P	GTDPD	JD
26 January 2010	P / NC	Draft Capital and Revenue Estimates (non-key – two reports)	DG / PH
2 March 2010	P / NC	Financial Monitoring report up to 31 Jan 2010 (two reports)	DG / PH
	P	Uncommitted Balances to be carried forward	PH
	P / NC	Service Plans (two reports)	GJ / JM
11 May 2010			

Key

AT Alison Talkington	JD Jonathan Dixon
CN Corrie Newell	JF James Fisher
CS Claire Spencer	JM Jo Mills
DB David Bevan	JT Jane Thompson
DG David Grimster	KH Kirsty Human
DR David Rush	PH Peter Harris
GJ Gareth Jones	TB Tom Barance

