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**South
Cambridgeshire
District Council**

26 January 2015

To: Councillor Robert Turner, Portfolio Holder

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 3 FEBRUARY 2015** at **2.00 p.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

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

AGENDA

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	PROCEDURAL ITEMS	
1.	Declarations of Interest	
2.	Minutes of Previous meeting The Portfolio Holder is asked to sign the Minutes of the meeting held on 18 November 2014 as a correct record.	1 - 6
	DECISION ITEM / RECOMMENDATION TO CABINET	
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STANDING ITEMS

7. Work Programme **55 - 58**

8. Date of Next Meeting

Tuesday 10 March 2015 at 10.00am

OUR LONG-TERM VISION

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

OUR VALUES

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

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Planning Portfolio Holder's Meeting held on
Tuesday, 18 November 2014 at 10.00 a.m.

Portfolio Holder: Robert Turner

Councillors in attendance:

Scrutiny and Overview Committee monitors: Kevin Cuffley

Opposition spokesmen: Henry Batchelor

Also in attendance: Anna Bradnam, Lynda Harford, Hazel Smith and Nick Wright

Officers:

Jonathan Dixon	Principal Planning Policy Officer (Transport)
Jane Green	Head of New Communities
Jo Mills	Planning and New Communities Director
Jennifer Nuttycombe	Senior Planning Policy Officer
David Roberts	Principal Planning Officer
Ian Senior	Democratic Services Officer
Alison Talkington	Senior Planning Policy Officer

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The Planning Portfolio Holder signed, as a correct record, the minutes of the meeting held on 9 September 2014.

3. CAMBRIDGE NORTHERN FRINGE EAST AREA ACTION PLAN - ISSUES AND OPTIONS CONSULTATION

The Planning Portfolio Holder **considered** a report on the Cambridge Northern Fringe East Area Action Plan Issues and Options Report for consultation jointly with Cambridge City Council.

Julian Sykes, Urban Extensions Project Manager with Cambridge City Council, attended the meeting. He tabled the following replacement Question 29:

"...c) Private Rented Accommodation 8.27

Recently there have been market moves to actively provide more private rented accommodation in new developments and new models of this are emerging, particularly in London. This should not be confused or assumed as an alternative to affordable housing. However, the AAP could specifically seek to encourage provision of this type of accommodation. Further investigations will be needed into the available delivery models for new private rented accommodation, the financial considerations, and fundamentally the implications for place making and economic/social mix of the future residential community. As well as private housebuilders and developers, other providers could include local authorities and registered providers.

Private Rented Accommodation:**Proposed Options:**

Option A: Allow the market to deliver private rented accommodation in response to demand, and do not provide guidance in the AAP

Option B: Seek to encourage new models for the delivery of private rented accommodation that will have no adverse implications for place making and economic/social mix of the future residential community

Question 29

Which policy option on private rented accommodation do you prefer and why?"

In line with delegated authority for both South Cambridgeshire District Council and Cambridge City Council, precise terminology was likely to differ as circumstances demanded.

Those present discussed a number of issues prompted by the consultation.

The Planning Portfolio Holder:

1. **Agreed** the Cambridge Northern Fringe East Area Action Plan Issues and Options (CNFE AAP I&O) Report for consultation jointly with Cambridge City Council (Appendix A of the report from the Planning and New Communities Director), subject to the amendment of Question 29
2. **Noted and agreed** to publish the supporting evidence base contained in appendices B to H of the report;
3. **Agreed** the approach to Consultation and Communications set out in the strategy appended to the report (appendix I); and
4. **Delegated** to the Planning and New Communities Director authority to finalise the consultation documents for publication including any minor typographical, formatting, editing or other inconsequential corrections that are necessary, in consultation with the Planning Portfolio Holder.

4. CITY DEAL: GREATER CAMBRIDGE PLANNING CHARTER

The Planning Portfolio Holder **considered** a report about the Greater Cambridge Planning Charter.

Councillor Lynda Harford was pleased by the extent to which the Charter focussed on the community.

The Planning Portfolio Holder **endorsed** the Planning Charter, at Appendix 1, as a joint document between Cambridge City Council, Cambridgeshire County Council and South Cambridgeshire District Council.

5. NEIGHBOURHOOD PLANNING - STRATEGIC POLICIES

The Planning Portfolio Holder **considered** a report requiring him to identify the policies in the submitted Local Plan to be regarded as strategic, and with which a neighbourhood plan would have to comply.

The Planning Portfolio Holder **agreed** to propose to the Local Plan examination inspector the following modifications to the Submission South Cambridgeshire Local Plan, that

would be subject to public consultation alongside any other modifications at an appropriate time:

1. Inclusion of a new appendix to the Submission Local Plan to identify the policies that are strategic for the purposes of neighbourhood planning, as listed in Appendix A of the report from the Planning and New Communities Director; and
2. Amendment of Policy S/7 Development Frameworks of the Submission Local Plan as set out in paragraph 14 of the report from the Planning and New Communities Director.

6. NEIGHBOURHOOD PLANNING - RESULTS OF CONSULTATION ON SERVICE LEVEL AGREEMENT

The Planning Portfolio Holder **considered** a report detailing the results of the consultation on the Service Level Agreement carried out from 19 September until 30 October 2014.

Following a brief discussion, the Portfolio Holder concluded that many Parish Councils seemed to be awaiting the outcome of the Local Plan Examination before making a decision as to whether or not to explore Neighbourhood Plans.

The Planning Portfolio Holder **approved** the Service Level Agreement (SLA) template, as set out in Appendix A of the report from the Planning and New Communities Director, for use with parish councils in the district who are preparing neighbourhood plans, which incorporates additional wording to the SLA as highlighted in bold below:

Purpose

The purpose of this agreement is to establish the working relationship between the Parish Council and South Cambridgeshire District Council. **It is intended to help Parish Councils that are preparing a NP and can be adapted by agreement to meet the needs of different Parish Councils recognising that each NP will reflect the issues for a particular area.**

7. LOCAL DEVELOPMENT FRAMEWORK ANNUAL MONITORING REPORT 2013-14

The Planning Portfolio Holder considered a report seeking consent to publish the Local Development Framework Annual Monitoring Report (AMR) 2013-2014 (Part 1) on the Council's website.

The AMR included the Council's housing trajectory setting out predicted completions each year to 2031 and the Council's five-year housing land supply position. The Senior Planning Policy Officer referred to the update report, which referred to a meeting on 28 October 2014 at which the Joint Strategic Transport and Spatial Planning Group had considered the South Cambridgeshire, Cambridge City and Greater Cambridge housing trajectories. At the meeting, it had been agreed that a note would be added to both the South Cambridgeshire and Greater Cambridge housing trajectories to read: that, as part of the Greater Cambridge City Deal, the partners had committed to delivering 1,000 additional new homes on rural exception sites by 2031. These additional dwellings had not been included in the housing trajectory. As a result, an explanatory note should have been added to the bottom of figures 4.8 and 4.10 of the AMR 2013-2014 (Part 1).

The Planning Portfolio Holder:

1. **approved** the contents of the Annual Monitoring Report 2013-2014 (Part 1) (included as Appendix 1) for publication, subject to inclusion of the revised figures contained in the Update report; and
2. **delegated** any further minor editing changes to the Annual Monitoring Report to the Director of Planning and New Communities where they were technical matters.

8. SERVICE PLAN PRIORITIES 2015-16

The Planning Portfolio Holder considered a report seeking his approval of proposed priorities for the Planning Service for 2015-16.

The Planning and New Communities Director said that the Housing and Planning and New Communities Services were working together on a Strategy addressing the needs of Travellers. Provision would also be made to reduce the adverse impact of the A10 and A505.

The Planning Portfolio Holder **approved** the proposed priorities for the Planning and New Communities Service Plan 2015-16, as amended.

9. GOVERNMENT CONSULTATION ON PLANNING FOR TRAVELLERS

The Planning Portfolio Holder **considered** a report seeking comments on the Council's Response to Government consultation entitled Planning and travellers: proposed changes to planning policy and guidance.

Those present supported the draft consultation response with the exception of the proposed response to question 1 ("Do you agree that the planning definition of travellers should be amended to remove the words 'or permanently' to limit it to those who have a nomadic habit of life? If not, why not?").

Those present expressed a number of concerns about the possible implications of the proposed change in definition on extended families, children's education and other matters. While they accepted that some travellers no longer travelled, or now lived in houses or on long established family plots, Councillor Nick Wright (Portfolio Holder with responsibility for Traveller issues other than welfare) said it was important to treat all members of the settled and travelling communities equally and fairly when assessing special circumstances in planning terms.

The Planning Portfolio Holder **agreed** the response to the consultation questions set out in the report from the Planning and New Communities Director, subject to any comments on the proposed response in general and the response to Question 1 in particular being submitted by Members to officers by 21 November 2014.

10. SIX-MONTH PERFORMANCE REPORT INCLUDING UPDATE ON PLANNING IMPROVEMENT PROJECT

The Planning Portfolio Holder received and noted a report containing information about performance to 30 September 2014.

Those present discussed a number of issues, including staffing and process.

11. DATE OF NEXT MEETING AND WORK PROGRAMME

The Planning Portfolio Holder agreed that his next scheduled meeting shall be on Tuesday 3 February 2015 at 2.00pm.

The Planning Portfolio Holder said he would call special meetings if necessary to formulate a response to issues raised by the Local Plan Examination.

Officers would develop a Work Programme for the Portfolio, including the issue of payments made to Parish Councils by virtue of Section 106 of the Town and Country Planning Act 1990.

The Meeting ended at 11.35 a.m.

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Agenda Item 3



South
Cambridgeshire
District Council

Report To: Planning Portfolio Holder
Lead Officer: Jo Mills

3 February 2015

Pre-application advice service

Purpose

1. To review the current processes and associated fees for providing pre-application advice. In particular, the timeliness and quality of the service provided and the potential for increasing existing charging rates. This is to ensure that:
 - (a) Applicants/agents are encouraged to request pre-application advice and continue to receive a high-class service; and
 - (b) Income generated through the pre-application charging structure fully recovers the cost of providing the service.
2. This is a key decision because it results in the authority generating income which is significant having regard to this Council's budget for the service.

Recommendations

3. It is recommended that the Planning Portfolio Holder (PPH)

approves the:

- (a) revised fee structure for pre-application advice as set out at Appendix 2;
- (b) introduction of a one-off meeting service in addition to the existing service;
- (c) cessation of the existing free written permitted development advice service with the retention of the Planning Duty Officer service to provide up to 15 minutes of free verbal advice;
- (d) The above changes to be implemented from 1 April 2015; and

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

Reasons for Recommendations

4. The delivery of a reliable, well-regarded value for money and cost-effective pre-application advice service is important to help support and facilitate the timely delivery of acceptable and appropriate development.
5. The Council has reviewed its charges against those of comparable authorities and the schemes adopted by both Cambridge City and Cambridgeshire County Council. Both these Councils carried out an assessment of cost and benchmarked against other authorities.

6. The existing charging structure is set out in Appendix 1. The proposed charging structure is set out in Appendix 2. This is considered to generate a level of income that reflects the cost of the service, and will help to provide the service with necessary resources.

Executive Summary

7. One of the aims of phase 1 of the Development Control Improvement Plan (DCIP) has been to review the Council's pre-application advice service. This has identified the potential for different levels of advice tailored to meet customers' needs. In addition, the fees charged for this service have remained unaltered since 2012. The matter was previously considered at the Planning and Economic Development Portfolio Holder's meeting in June 2014. The outcome of this meeting was to defer any increase in fees pending a full review of the quality and timeliness of the service as a whole.
8. In response to requests particularly from the Agents Forum, officers have put a strategy in place to improve delivery of the service. This has involved a) dealing with the on hand pre-applications as a matter of priority; followed by b) the introduction of a set of new procedures; c) reconsidering the proposed fee increases and d) future improvements to the service.
9. Measures to improve the timeliness and quality of advice have now been implemented. The issues raised by planning agents have largely been addressed. Customers have indicated that they are willing to pay more if the quality of the pre-application service improves. The introduction of a one-off meeting service is proposed in addition to the existing service. In the light of the improvements to the service and continuing pressures for growth, officers consider that an increase in fees is now justified. This is on a slightly modified basis to those previously proposed.
10. The increase in fees is estimated to be in the region of £114,000 over the period 2015-2016 and will help the income/savings target set for the planning service.

Background

11. Since 2009, the Council has been providing formal pre-application advice to applicants, developers and their agents. This process is intended to speed up the progress of subsequent planning and related applications, improve the quality of development and provide more certainty in the outcome of applications. It also provides the Council with fee income to offset the time providing the service and potentially saves developers wasted effort and costs by not pursuing abortive schemes.
12. The Council received 883 requests for pre-application advice in 2014. This was the highest annual total to date and was an 11% increase on the previous year. The number of paid-for requests was approximately 550. (A number of schemes are exempt from payment – see paragraph 44 below).
13. As part of DCIP, there has been a project to review the overall pre-application service. The outcome of this has been to identify the potential for different levels of advice tailored to meet customers' needs. Four different elements have been identified.

- (a) Continuing the existing long-established procedure whereby applicants can request either formal written advice or a meeting followed by a formal written response;
 - (b) Introducing a “one-off” or single meeting request, which agents have requested. This would allow the applicant/agent to come in to the office and speak to an officer about a specific matter, perhaps where only the principle of development is the issue. Such meetings are only likely to last an hour or so and would be followed up with an agreed informal note at the end of the meeting;
 - (c) Extending the use of Planning Performance Agreements (PPA’s) to all major applications. PPA’s help create a shared vision, a set of objectives, timeline and resource plan for the processing and determination of a planning application. They also allow the local planning authority to agree fees for providing advice throughout the process from pre-application through to delivery on site and enable all parties to better plan their resources and target them according to an agreed programme of works. These agreements have been used by the New Communities Team on strategic sites such as Northstowe, NW Cambridge, Wing and Darwin Green.
 - (d) Introducing a “premium” service, whereby applicants can request a ‘next-day’ site visit. Such a scheme would command higher charges given the higher level of customer service being offered. This service was suggested through the Conservation Review and reported to Scrutiny Committee in April 2014, and is offered by some local authorities. To date this has been held in abeyance in that team, pending the full recruitment of the Consultancy Team and the Business Excellence Manager. It will now be explored further over the coming 3-6 months.
14. The Council introduced fees for pre-application advice in 2009. It introduced PPAs in 2011 and last reviewed and increased the schedule of charges for pre-application advice in March 2012.
 15. Since the Council's last review of fees, Cambridgeshire County Council has introduced pre-application charges where it is asked to give advice (e.g. highway safety issues). The Environment Agency has also set pre-application fees of £80.00 per hour and has requested that these fees be factored into any new PPA.
 16. On 11 June 2014, the EDPH considered a report on revisions to the pre-application charging structure. At that meeting, those present discussed a number of aspects of the scheme. These included the need to promote the scheme more as a service, not just to agents, but to applicants as well. The principal message had to be that the right advice provided at the right time would save applicants both time and money.
 17. The ability to achieve a next-day service and the value for money was debated. Our aspiration is to be one of the country's leading local planning authorities, and we recognised it is important to establish the principle first and then to build on it later.
 18. Following discussion, the EDPH approved:
 - (a) A revised fee structure for pre-application advice as set out in the report from the Planning and New Communities Director;
 - (b) Revised hourly rates for the growth sites and other sites where Planning Performance Agreements are used;

- (c) Charging for previously 'free of charge' categories identified in the report, namely works needing just listed building consent, demolition of buildings in a conservation area, works to trees, discharge of conditions and applications by small businesses;
 - (d) The revised fee structure to be implemented from 1 July 2014 other than for the types of application that are not currently charged for listed in (c) above;
 - (e) A six-week consultation period with planning agents on the application types the Council has not previously charged for and for the responses to consultation to be considered by the Portfolio Holder before agreeing their introduction on 1 October 2014;
 - (f) A six-week consultation period with planning agents on the proposed "one-off" meeting to provide advice and for the responses to consultation to be considered by the Portfolio Holder before agreeing their introduction on 1 October 2014; and
 - (g) A further report, to the new Planning Portfolio Holder at a meeting not before September 2014 detailing the results of consultation and evidence of improved service provision.
19. The Planning and Economic Development Portfolio Holder decided that Parish or Community Councils should continue to be exempt from charge.
20. Officers duly acted upon the concerns discussed at the meeting relating to the need for an improved pre-application service. Notwithstanding the approval of a revised fee structure to be implemented from 1 July 2014 as set out in paragraph 15 (d) above, no changes have been made to the charging levels that have been in place since 2011. Instead officers have sought to improve the quality and timeliness of the service so that any increase in fees can be properly justified.

Considerations

21. On 11 July 2014, members of the Agents Forum were consulted on the proposed fee increases and the introduction of a one-off meeting as set out in paragraph 16 (e) and (f) above. Members and parish councils were consulted through the weekly bulletin. Responses were received from 15 agents. The key points raised can be summarised as follows:
- The service takes too long
 - No consistency in the advice given
 - Poor history in giving listed building advice
 - Remove target times for applications, thus allowing more time for pre-application advice
 - The proposed householder advice charges are too high and will deter people from using the service
 - More resources are required
 - Officers need to be better skilled
 - Members should show more trust and agree with their professional officers when advice has been given
 - The pre-application service can represent value for money
22. As part of the ongoing pre-application advice project officers have processed mapped the existing service. Concerns raised, not just by planning agents, but also by officers, have been fully evaluated and a decision was taken to improve the quality of

advice and timeliness of the service through a structured programme. The adopted approach was to:

- (a) First deal with all the on hand pre-application schemes;
- (b) Formulate and implement a set of new interim procedures;
- (c) Reconsider the proposed fee increases; and
- (d) Consider further on-going and longer-term improvements to the service.

23. **(a) The backlog of applications**

At the beginning of July 2014, there were some 300 requests for pre-application advice that remained to be closed. A target of no more than 150 was considered to be reasonable given around 75 new requests are received each month. Officers were contacted all of their customers and agreed the level of advice required and a date by which that advice would be given. By mid-October the number of outstanding requests had been halved to approximately 150. At the time of drafting this report the figure was down to approximately 130. Given the steady increase in the number of requests in 2014 compared with 2013, this has represented a considerable speeding up of service delivery.

24. **(b) New interim measures**

As well as dealing with the on hand cases, a new set of procedures were formulated for providing pre-application advice. On 24 September 2014, a workshop was held with planning officers across both the Planning and New Communities service to explain and implement these new procedures. Planning officers agreed these changes and a "soft" re-launch of the service was implemented from 1 October 2014.

25. Underlying these new procedures has been the need for a new culture and a genuine desire to improve. The key changes implemented from 1 October are:

- More defined timescales at various stages of the process
- Quicker allocation by team leaders (target 2 working days from receipt)
- Written acknowledgements of all applications setting out what the customer can expect (target 3 working days from receipt)
- Case officers making early telephone customer contact (target 8 working days from receipt)
- Case officer providing a more tailored service to what the customer actually wants
- Agreement as to when the advice will be provided and providing a project management approach particularly on the larger applications
- Encouraging the use of PPAs on major developments (particularly those over 50 dwellings and where possible all major schemes i.e. over 9 dwellings or 1000 sq.m of floorspace)
- Provision of written responses to all householder pre-application enquiries within 23 working days of receipt. (This is approximately half the statutory period for dealing with householder planning applications and reflects the fact that no formal consultation is undertaken).
- Revised response letters to provide a clear response and improve consistency and quality of advice
- Better use of the APAS planning system to assist with monitoring of the service
- Introduction of a worksheet to help with workflow and monitoring

- Feedback forms (as with planning applications) to seek comments on the service and to help further improvements where necessary
26. These changes were presented to the subsequent meeting of the Agents Forum on 20 October 2014. These changes had not been implemented long enough for agents to comment on them specifically but they hoped they would address their concerns about a generally poor level of communication from planning officers in response to telephone calls and email requests. The idea of one-off meetings was supported.
27. A further update was given to the Agents Forum on 12 January 2015 which received a more positive response. Officers highlighted the need to increase fees to meet the costs of providing the service and that their concern about the extent of any increase for giving householder advice would be addressed. (see paragraphs 40-42 below).
28. Officers are satisfied that the changes outlined in paragraph 24 above are being suitably implemented. The service is now being delivered in a more timely fashion with much improved levels of communication. Complaints have reduced and only one complaint (regarding a long-standing pre-application request) has been received since October 2014. Positive feedback is also being received since customer satisfaction forms were introduced at the start of this year.
29. The remaining concerns raised by agents last year can be answered as follows:
- (a) The poor history in giving listed building advice has been addressed with the introduction of the new Consultancy Unit. All requests for listed building advice are now logged as pre-application requests, overseen by the planning case officer. This ensures that all advice requiring both a planning and listed building input creates a balanced and timely response which addresses all of the relevant issues. Officers have not received any complaints about the quality of heritage advice since the Unit was established. Indeed at the recent Agents Forum on 20 October, a number of agents complimented the Consultancy Conservation Officers for the timely and pragmatic approaches that were now been employed.
 - (b) In the past officers have perhaps been unsure as to their priorities and it has now been made clear that the pre-application process is a fundamental part of the development management approach to the timely consideration of planning applications and delivery of development. Officers are therefore required to manage their workloads to give greater priority to pre-application advice with support from their team leaders.
 - (c) More resources have been agreed and this has recently led to the appointment of two new Principal Planning Officers in Development Control. As both appointments were the result of internal promotion, there is still a need to backfill existing posts. In order to maintain a reasonable level of resource, temporary agency staff have been employed until posts are filled on a permanent basis.
 - (d) The introduction of the new Consultancy Unit included training for planning officers on heritage matters. Coupled with this an advice manual has been produced. Planning officers have confirmed this has improved their skills and confidence in this area. Further training on other matters such as ecology and landscape is planned.
 - (e) The concerns regarding poor communication generally should be helped by the recent introduction of group pick-up and forwarding for telephone calls across the service. This reduces the need for voice mail and the black-hole syndrome that it

has sometimes been called with calls not being answered. Officers have received clear guidance on this and the feedback from the Contact Centre is confirming that they are receiving considerably fewer requests for 'call backs' from planning officers.

30. Officers have continued to monitor the new changes. It has since been agreed that team leaders will now sign off all requests for advice on major and minor applications. In addition, planning officers are encouraged to have their responses on the usually less problematical householder advice checked by a colleague. This additional measure will help improve the quality and consistency of advice.

31. **(c) Proposed fee increases**

Officers have given further consideration to the proposed fees and in response to feedback have simplified the fee structure. In addition, further consideration has been given as to whether the previously approved increase in householder fees is justified. Many listed building requests go in tandem with these sorts of requests and thus the two have been considered together.

32. The fees have generally been calculated using an hourly rate appropriate to the complexity of the application and the level of staff typically required undertaking the work. The fees do not include the extended use of Planning Performance Agreements which are to be encouraged for all pre-application advice where major applications are proposed. This is predicted to bring in an addition income of approximately, £30,000. In addition, applicants/developers are also being encouraged to use the Design and Enabling Panel where appropriate (and pay the appropriate fee).
33. Following feedback from the Agents Forum, it is proposed to introduce a new fee for a one-off pre-application meeting within the office to discuss a potential planning application. There will be an agreed note of the meeting, but no detailed formal written advice will be given.
34. We are not yet in a position to introduce a "premium" service at present. Our focus is continuing to improve and maintain the delivery of our existing service. This will be considered in due course (next 3-6 months) by the Business Excellence Manager for which we are currently recruiting.
35. As before, it is proposed that advice on the need for planning permission ("permitted development advice") will no longer be provided as formal pre-application advice. Instead, applicants can still receive such advice without a fee either through the duty officer system, or be referring to the planning portal. If a formal written opinion is required, applicants will be asked to submit an application for a Lawful Development Certificate (LDC). It will also be possible for applicants to discuss the need for planning permission as part of any formal one-off meeting with a planning officer. Many authorities don't provide this type of free advice and instead have adopted the procedure now proposed.
36. Customers recognise that Councils need to recover the costs of the services they offer and they have indicated that they are willing to pay more if the quality of the pre-application service improves. In the light of the improvements to the service already highlighted in this report, officers consider that an increase in fees is now justified. Following a further simplification of the charging structure the revised table of charges is set out in appendix 2. A list of existing charges is provided for comparison in appendix 1.

37. Officers have estimated the likely increase in fees if the above changes are implemented. This is set out in appendix 3. It excludes the fees for the growth sites which are currently recorded separately as that income is already being used to fund posts. In essence, the estimates are based on three possible scenarios depending on the number of pre-application requests received. It is possible that an increase in fees could result in some reduction in the number of requests. However, the number of requests where a fee is involved would also rise with the payment of fees for listed building requests as these are not charged at present. If it is agreed that permitted development enquiries will also cease, scenario 2 based on 550 paid-for requests per annum still represents a fair reflection of potential income.
38. The estimated income for the current financial year based on the assumptions in appendix 3 and approximately 550 paid-for applications is approximately £76,000. The total for the last financial year was £62,000 and the amount received so far for this year with just under one quarter left is £58,000. With the proposed increase in charges the estimated income for the next financial year using scenario 2 is approximately £185,000. As a result of no longer providing free permitted development advice, it is estimated that up to an additional £5000 may be received in LDC fees. This represents a total increase in income over the estimate for this financial year of about £114,000.
39. This figure also ignores additional income that might arise from the introduction of single one-off meetings. This may add a further £2,500, although conversely it may also result in other types of pre-application advice not being sought. The potential income from this is therefore put to one side.
40. While fees should normally reflect the time and seniority of an officer, concerns that the householder service may no longer be used have been reassessed. To this end, officers agree that the previously proposed charges would have deterred some applicants from using the service. The existing charges for written advice only are now £42 and those for a meeting as well are £60. The previously suggested rates were raised to £156 for written advice only and £258 where a meeting is requested. The cost of a planning application is currently £172 and given that the refusal of an application normally entitles the applicant to a free go, there is every likelihood that pre-application advice would not be sought.
41. The proposed revised proposed charges for written advice are now £96 and for written advice and meetings is £120. This means that the service provided is still effectively being subsidised given the amount of officer time involved. Householder advice currently accounts for approximately 35% of all requests for advice and based on the estimates in appendix 1, the proposed fees for householder pre-apps will produce an additional £11,550 over the next year.
42. It remains important we engage with applicants at pre-application stage so that the timeliness and quality of subsequent planning applications is maintained. Significantly, Cambridge City Council does not provide written pre-application advice on householder applications and relies on its Duty Officer system instead. South Cambs officers already provide up to 15 minutes free advice through the Duty Officer system so the written advice service provides an additional as well as a more specific and customer focussed service.
43. The ability to provide a more timely delivery of advice will also be improved following the recent appointment of two new Principal Planning Officers into the Development Control service. Some backfilling of what are now vacant Senior Planning Officer

posts is still required but once filled there will be a greater overall resource to provide advice. It should be noted that this additional resource has been provided given the increased demand for new growth in the district and an assumption that an increase in income (or other savings) will be possible.

44. The following pre-application advice will continue to be provided free of charge:

- Development for or on behalf of parish and community councils
- Development required for the needs of disabled people (in line with the planning application exemption fee).
- Permitted development proposals caught by Article 4 directions (a direction removing permitted development rights for specific development over a particular area (e.g. removing the right to erect porches on a row of terraced dwellings where a porch, which would normally not require specific planning permission, may harm the quality of the street scene).
- Permitted development proposals that require planning permission following the removal of rights by planning conditions(s) (i.e. where a condition on a planning permission has restricted development that without the condition could go ahead without needing to first obtain specific planning permission such as the conversion of an integral garage to a living area.)
- Advice on trees. Following more detailed discussions with the Council's Tree Officer it is not considered appropriate to charge for this service. Unlike development proposals where owners choose to carry out works, owners of trees often do not have that same choice. Trees are living, growing organisms susceptible to weather, disease etc. Charging for advice would, in the Tree Officer's opinion and experience, deter owners from seeking advice, often resulting in inappropriate works or no works happening when it is needed.

45. (d) **Future improvements**

Future improvements will include the following measures:

- Customer satisfaction within the scheme will continue to be measured by regular surveys of those using the service, as well as seeking feedback at the quarterly Agents Forum. Feedback forms are now being returned and any adverse comments will be addressed. Results from surveys will be included in the performance reports to the next Planning Portfolio Holder Meeting.
- Updating and improving information on the Council's website. This has already begun. The drafting of a revised application form to improve the quality of submission as well as to allow officers to give more tailored and proportionate advice is also to be done. This will be completed before any proposed changes are introduced before 1 April 2015, subject to Cabinet's decision on this matter.
- Similarly, improved guidance for both planning officers and applicants to encourage the use of PPA's.
- Future improvements to the APAS planning system (Build 78) will enable the pre-application module to be updated. This will provide a better system for performance monitoring.
- Encouraging electronic submissions either on-line or through the Planning Portal when this becomes possible. This will reduce the need for scanning/copying applications and make better use of staff resources

Options

46. The following options are suggested:

- To continue with the existing level and types of pre-application advice and schedule of charges;
- To introduce a new one-off or single meeting;
- To implement the new fee schedule as set out in appendix 2. It is suggested these increases are applied on or after 1 April 2015 to ensure the ongoing improvements to the service are maintained;
- To consult on and/or introduce a “premium” or fast-track service for pre-application advice once the ongoing changes have been made. – As above, this proposal should be brought back to the Portfolio Holder in a future report. As such it is not recommended as an option at present.

Implications

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

Financial

48. The Planning and New Communities Service Plan 2015-16 has an income/savings target of £100,000 arising from the DCIP. The proposals involve a full review of the fees schedules to reflect the cost of providing advice. It results in an estimated increase in income of approximately £114,000.
49. The second key change involves the extended use of Planning Performance Agreements which are predicted to bring in an addition income of approximately, £30,000.
50. For clarity of accountancy, both of the above estimates exclude projected fee income from the growth sites, which are currently recorded separately.

Legal

51. None

Staffing

52. Two new Principal Planning Officer posts have already been created to help deal with the increased demand for growth in the district.

Risk Management

53. Risks will be managed through the Planning and New Communities Risk Register and in particular risk associated with meeting the demands for increased numbers of planning enquiries.

Equality and Diversity

54. None

Climate Change

55. None

Consultation responses (including from the Youth Council)

56. Consultation has taken place with planning staff and the Agents Forum. The responses are identified and considered between paragraphs 18 and 24 above.

Effect on Strategic Aims

Aim 1 - Engagement: Engage with residents, parishes and businesses to ensure we deliver first class services and value for money.

57. An improved and quality pre-application advice service will help deliver a first class and value for money planning service.

Aim 2 - Partnerships: Work with partners to create opportunities for employment, enterprise, education and world-leading innovation

58. The pre-application advice service is intended to allow developers and planning officers to work together along with parish councils as appropriate to bring forward quality development. This in turn will assist in creating opportunities for employment, enterprise, education and world-leading innovation.

Aim 3 - Wellbeing: Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents

59. The delivery of high-quality development will help improve the quality of life for residents.

Background Papers

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

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

Report to Planning and Economic Development Portfolio Holder's Meeting on 11 June 2014)
<http://moderngov/ieListDocuments.aspx?CId=600&MId=6233&Ver=4>

Report Author: John Koch – Development Control Team Leader (West)
Telephone: (01954) 713268

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Charging Structure March 2012

Development Type	Written advice only (Follow up written advice will not be chargeable)	Meeting with planning officer (including written follow-up)	Follow-up meeting (including written advice)
Strategic Development - More than 250 dwellings	N/A	By agreement	By agreement
Large Scale Development - Between 100-250 dwellings or for other uses over 5,000 square metres of floorspace or 2 hectares or more in site area.	N/A	£600 plus VAT Total payable £720	By agreement
Major Development - for residential developments of 10-99 dwellings or for other uses between 1,000-4,999 square metres of floorspace or a site area of between 1-2 hectares.	£200 plus VAT Total payable £240	£600 plus VAT Total payable £720	£100 plus VAT Total payable £120
Minor Development - for residential developments of 2-9 dwellings or for other uses below 1,000 square metres of floorspace or a site area of below 1 hectare.	£100 plus VAT Total payable £120	£300 plus VAT Total payable £360	£50 plus VAT Total payable £60
Single dwellings	£60 plus VAT Total payable £72	£95 plus VAT Total payable £114	£50 plus VAT Total payable £60
Householder developments - including extensions or alterations to dwellings or outbuildings and other developments within the residential curtilage	£35 plus VAT Total payable £42	£50 plus VAT Total payable £60	£50 plus VAT Total payable £60
Advertisements	£35 plus VAT Total payable £42	£50 plus VAT Total payable £60	£50 plus VAT Total payable £60
Listed Buildings and Conservation Area Consent -	No charge	No charge	No charge

**all advice prior to submission
of these application types (not
including advice on planning
related matters)**

Trees	No charge	No charge	No charge
Discharge of Conditions	No charge	No charge	No charge
Small Businesses - Up to 5 employees	No charge	No charge	No charge
Following Outcome of a Lawful Development Certificate Application	No charge	No charge	No charge
Permitted Development - proposals where an application is required due to an Article 4 direction or as a result of planning conditions.	No charge	No charge	No charge
Disabled Persons Requirements - Development must be required for the needs of disabled persons (exemption applies where planning fee would be exempt)	No charge	No charge	No charge
Parish Councils - For development required by and for Parish Councils.	No charge	No charge	No charge
Registered Charities - For development required by and for the Charity	No charge	No charge	No charge

Appendix 2: Proposed Charging Schedule

Development Type¹	Written advice only	Single meeting with planning officer and follow-up written advice	One further written response
1 Dwellings			
1 dwelling	£165 plus VAT. Total payable = £198	£250 plus VAT Total payable = £300	£70 plus VAT Total payable = £85
2-50 dwellings	£550 plus VAT Total payable = £660	£760 plus VAT Total payable = £912	£120 plus VAT Total payable = £144
50 – 200 Dwellings	£2,235 plus VAT. Total payable = £2,682	£2,410 plus VAT. Total payable = £2,892	£160 plus VAT. Total payable = £192
201 + dwellings	£7,550 plus VAT. Total payable = £9,060	£7,725 plus VAT. Total payable = £9,280	£160 plus VAT. Total payable = £192
2 Agricultural			
466m² plus	£235 plus VAT. Total payable = £282	£320 plus VAT. Total payable = £384	£70 plus VAT. Total payable = £84
3 Other Non-Residential			
1001-5000m²	£490 plus VAT Total payable = £588	£625 plus VAT Total payable = £750	£120 plus VAT. Total payable = £144
5001 – 10000m²	£2,235 plus VAT Total payable = £2,682	£2420 plus VAT. Total payable = £2,904	£160 plus VAT. Total payable = £192
1 hectare plus	£7,550 plus VAT. Total payable = £9,060	£7,725 plus VAT. Total payable = £9,280	£160 plus VAT. Total payable = £192

¹ Note: The Council will seek to negotiate a ‘Planning Performance Agreement’ for all proposals for “major” development”. The charges for this will be set at an hourly rate appropriate for the level of officer dealing with the application, in agreement with the applicant. The costs are based on the complexity of the work required and the appropriate officer appointed (i.e. Planning/Senior Planning Officer £35.00 per hour; Principal Planning Officer £40.00 per hour).

4	Wind/Solar Farms		
	Under 1 hectare	£410 plus VAT. Total payable = £492	£530 plus VAT. Total payable = £636
	More than 1 hectare	£2,235 plus VAT Total payable = £2,682	£2,410 plus VAT. Total payable = £2,892
5	Change of Use		
	Any	£410 plus VAT. Total payable = £492	£105 plus VAT. Total payable = £126
6	Advertisement		
	Any	£130 plus VAT. Total payable = £156	£215 plus VAT. Total; payable = £258.
7	Householder		
		£80 plus VAT. Total payable = £96	£100 plus VAT. Total; payable = £120
8	Listed Buildings		
		£130 plus VAT. Total payable = £156	£215 plus VAT. Total; payable = £258
9	Discharge of Conditions		
		£130 plus VAT. Total payable = £156	£215 plus VAT. Total; payable = £258
10	Reduced Fees		
	Small businesses (up to 5 employees)	£130 plus VAT. Total payable = £156.00	£215 plus VAT. Total; payable = £258.00

11. Single one-off meetings at the Council's Offices – no formal written advice given

Meetings charged at £.45 +VAT per officer in attendance for each hour or part thereof.
Total payable = £.54 per officer in attendance for each hour or part thereof

NB: No fees are payable for the following proposals:

- **Works to trees**
- **Proposals where an application is due to an Article 4 direction or as a result of planning conditions**
- **Development specifically required for the needs of disabled persons (exemption applies where planning fee would be exempt)**
- **Development required by and for Parish Councils**
- **Development required by and for a Registered Charity**

Appendix 3: PLANNING PRE-APPLICATION INCOME ESTIMATE BASED ON PROPOSED PRE-APPLICATION FEE INCREASE(1)

	Scenario 1	Scenario 2	Scenario 3
Total Number of Pre-Apps	450	550	650
Household Development Pre-Apps Inc. Listed Buildings & Conservation Area			
Estimated % Number of Household Development	35.00%	35.00%	35.00%
Estimated Number of Household Development Pre-Apps at 35%(2)	157.5	192.5	227.5
Estimated Pre-App Charge (inc written advice only/meeting + written advice) (3)	£ 50	£ 50	£ 50
Proposed Pre-App Charge (inc written advice only/meeting + written advice) (3)	£ 110	£ 110	£ 110
Estimated Pre-App Income 2015/16 at Existing Level	-7,875	-9,625	-11,375
Estimated Pre-App Income 2015/16 at Proposed Level	-17,325	-21,175	-25,025
Increase In Housing Development Pre-App Income	-9,450	-11,550	-13,650
Minor Developments			
45% of Pre-App Income Relates to Minor Applications as Follows:			
Single Dwelling Pre- Apps			
Single Dwelling	20.00%	20.00%	20.00%
Estimated Number of Single Dwelling Pre-Apps at 20%	90	110	130
Estimated Charge Single Dwelling Pre-Apps at Existing Level (4)	£ 80	£ 80	£ 80
Estimated Charge Single Dwelling Pre-Apps at Proposed Level (4)	£ 225	£ 225	£ 225
Estimated Single Dwelling Pre-App Income 2015/16 at Existing Level	-7,200	-8,800	-10,400
Estimated Single Dwelling Pre-App Income 2015/16 at Proposed Level	-20,250	-24,750	-29,250
Estimated Increase in Single Dwelling Pre-App Income	-13,050	-15,950	-18,850
Other Minor Pre-Apps			
Other Minor	25.00%	25.00%	25.00%
Estimated Number of Other Minor Pre-Apps at 25%	112.5	137.5	162.5
Estimated Charge for Other Minor Pre-Apps at Existing Level (5)	£ 180	£ 180	£ 180
Estimated Charge Other Minor Pre-Apps at Proposed Level (5)	£ 725	£ 725	£ 725
Estimated Other Minor Pre-App Income 2015/16 at Existing Level	-20,250	-24,750	-29,250
Estimated Other Minor Pre-App Income 2015/16 at Proposed Level	-81,563	-99,688	-117,813
Estimated Increase in Other Minor Pre-App Income	-61,313	-74,938	-88,563
Major Developments			
Major Developments Account for 10% of Pre-App Income	10.00%	10.00%	10.00%
Estimated Number of Major Development Pre-Apps at 10%	45	55	65
Estimated Charge for Major Development Pre-Apps at Existing Level (6)	£ 600	£ 600	£ 600
Estimated Charge Major Development Pre-Apps at Proposed Level (6)	£ 710	£ 710	£ 710
Estimated Major Development Pre-App Income 2015/16 at Existing Level	-27,000	-33,000	-39,000
Estimated Major Development Pre-App Income 2015/16 at Proposed Level	-31,950	-39,050	-46,150
Estimated Increase in Major Development Pre-App Income	-4,950	-6,050	-7,150
Lawful Development Certificates (LDC's) Income Estimated at 10% of Pre-Apps			
Estimated Number of LDC's (7)	45	55	65
Charge per LDC	-87	-87	-87
Estimated Income from LDC's at £87.00 per LDC	-3,915	-4,785	-5,655

Summary

Estimated Pre App Income at Existing Level:

Household Development Pre-Apps	-7,875	-9,625	-11,375
Single Dwelling Pre- Apps	-7,200	-8,800	-10,400
Other Minor Pre-Apps	-20,250	-24,750	-29,250
Major Development Pre-Apps	-27,000	-33,000	-39,000

Total Estimated Pre-App Income at Current Level(1)	-62,325	-76,175	-90,025
Add Estimated LDC Income	-3,915	-4,785	-5,655
Total Estimated Pre-App & LDC Income at Current Level	-66,240	-80,960	-95,680

Estimated Pre App Income at Proposed Level:

Household Development Pre-Apps	-17,325	-21,175	-25,025
Single Dwelling Pre- Apps	-20,250	-24,750	-29,250
Other Minor Pre-Apps	-81,563	-99,688	-117,813
Major Development Pre-Apps	-31,950	-39,050	-46,150

Total Estimated Pre-App Income at Proposed Level	-151,088	-184,663	-218,238
Add Estimated LDC Income	-3,915	-4,785	-5,655
Total Estimated Pre-App & LDC Income at Proposed Level	-155,003	-189,448	-223,893
Total Estimated Increase in Pre- App Income (Excluding LDC) Income	-88,763	-108,488	-128,213

NB: The above estimates do not include income generated from the introduction of a one-off meeting (8)

-2500 -2500 -2500

Footnotes:

- (1) Estimates don't include fee projections for growth sites
- (2) Estimated number of all pre-app categories based on last 12 months
- (3) Assumption based on existing 75/25% split between written advice/meeting+ written advice requests
- (4) Assumption based on existing 75/25% split between written advice/meeting+ written advice requests
- (5) Assumption based on existing 75/25% split between written advice/meeting+ written advice requests
- (6) Assumption based on existing 25/75% split between written advice/meeting+ written advice requests
- (7) Assumption based on probability that 50% of all pd requests will result in LDC applications
- (8) Estimate based on approximately one request per week at suggested fee

Agenda Item 4



South
Cambridgeshire
District Council

Report To: Planning Portfolio Holder's Meeting 3 February 2015
Lead Officer: Director, Planning and New Communities

Neighbourhood Plans: Gamlingay Area Designation

Purpose

1. To make a decision regarding the application by Gamlingay Parish Council to designate the parish of Gamlingay as a Neighbourhood Area (see Appendix A).
2. This is not a key decision and the Planning Portfolio Holder has delegated authority to make decisions on Neighbourhood Planning matters.

Recommendations

3. It is recommended that the Planning Portfolio Holder approves the designation of the Gamlingay Neighbourhood Area.

Reasons for Recommendations

4. Gamlingay Parish Council wants to prepare a neighbourhood plan for their area and in order to do this a neighbourhood area must be designated. A public consultation must be carried out on the proposed boundary of this area by South Cambridgeshire District Council as the relevant local planning authority. After taking into account comments received during this consultation a decision must be made by the District Council on whether it is appropriate to designate the proposed neighbourhood area.

Background

5. A neighbourhood area must be designated before a parish council can prepare a neighbourhood plan. There are national regulations guiding how this designation should be carried out and in the Cabinet Report of 8 May 2014 the approach, that South Cambridgeshire District Council is to use is set out as follows:
 - (a) Parishes are asked to complete the 'application for area designation' form, which can be found at www.scambs.gov.uk/neighbourhood-planning. The form asks questions about the proposed area and the early consultation that the parish has undertaken.
 - (b) The Council, as the Local Planning Authority (LPA), must publicise and consult on the application for not less than six-weeks. The form of consultation to be guided by its normal practice for development plan documents and supplementary planning documents as set out in its adopted statement of community involvement (SCI).
 - (c) The Council takes representations into consideration and decides whether to designate the area. This decision has been delegated to the Planning Portfolio Holder.
 - (d) Following designation, the Council publicises its decision on its website, including the name of the parish council(s) nominating it, and a map showing the area.

Considerations

6. Gamlingay Parish Council has decided it would like to prepare a Neighbourhood Plan (NP) for their area. It has applied to the Council for its parish to be designated as a Neighbourhood Area supplying a map of the area to be designated, and a statement explaining why the area should be designated.
7. A six week public consultation took place from 3 October until 14 November 2014. It was extended until 16 January 2015 as a change was made to the original application form which was then resubmitted by Gamlingay Parish Council. This consultation was undertaken by the District Council as required, with support from the Parish Council.
8. Prior to the application for area designation, the Parish Council had informed the local community that there were proposals to prepare a neighbourhood plan for the parish. The details of this are included in the revised application form (Question 8) in Appendix A of this report.
9. Letters were sent out by the Parish Council to all villages and towns bordering the proposed designated area to consult with them on the proposed boundary for the neighbourhood area.
10. The application letter and associated area map from Gamlingay Parish Council, which includes a statement of why the area should be designated, was published on the District Council's website on 3 October 2014 and the revised application form on 21 November 2014. Hard copies of these documents were available during this period at the District Council offices and at the Gamlingay Parish Council office, The Eco Hub, Stocks Lane, Gamlingay, Beds, SG1 9 3J.
11. The District Council consulted with the Specific and relevant General Consultees that are used for Local Plan consultations. Also the Council wrote to all parish councils within a three mile buffer zone of the boundary with Gamlingay Parish as well as Cambridge City and Cambridgeshire County Councils.
12. With assistance from the Parish Council, the Council also contacted local groups, businesses, landowners and schools in order to meet the requirement to bring the consultation to the attention of people, who live, work or carry out business in the proposed Neighbourhood Area.
13. Representations could be submitted on the consultation in a number of ways, namely via the online consultation system, by email or post. A link to the consultation was also added to the front page of the website to make people aware of it.
14. When the consultation was extended all the consultees were informed of the revised deadline for comments which was 16 January 2015. In the letter / email sent out to them it was highlighted that if they had responded to the original consultation that they would not have to resubmit comments if they were happy for these to be considered by the Council. They were also given the opportunity if they wished to withdraw or revise these comments.
15. The District Council issued press releases regarding the consultation both at the start of the consultation in October and to make people aware of the extended deadline for comments in November. An item advertising the consultation was placed in the Planning Policy monthly update, which goes out to all parishes across the district as well as being included in the Parish e-bulletin in November 2014.

16. The Parish Council assisted the Council by placing posters across the proposed Neighbourhood Area in key locations throughout the consultation period including new posters when the consultation was extended. The Parish Council also included the consultation on their website.

Results of the consultation

17. During the consultation period 8 comments were made on the proposed neighbourhood designation. Of these 2 were objections and the remainder supported the area proposed for designation or commented on the neighbourhood plan process. (See Appendix B of this report for a summary of the representations).
18. One objection was made by an individual who questioned whether the consultation had received wide enough publicity within the village particularly to The Cinques area of the parish. A revised form was submitted by the Parish Council which clarified the local consultation undertaken to determine the boundary of the neighbourhood area. (See response to question 8 in the revised form in Appendix A of this report.) As a result of the new form the Council extended the consultation period which gave the opportunity for the Parish Council to repeat their publicity of the proposed neighbourhood area and to ensure that all parts of the parish were aware of the consultation. As the extended period included the Christmas holidays the extension deadline was taken to 16 January 2015 to ensure everyone in the local community would have the opportunity to respond.
19. The second objection was received from Hatley Parish Council who proposed that the boundary of the area be revised to exclude four fields that belong to Hatley St George. Officers consider that the most logical boundary for the neighbourhood area is to follow that of the administrative boundary of Gamlingay Parish. A neighbourhood plan would not necessarily include policies that would impact on the whole neighbourhood area but national guidance for neighbourhood planning emphasises the need to involve landowners in the plan making process. Officers do not consider the particulars of the ownership of land would justify altering the boundary for the neighbourhood area. In preparing the plan the owner of the four fields could become involved in preparing the plan especially if any proposals were to be made that impact on this part of the parish.
20. Representations commenting on the designation of the neighbourhood area and offering assistance in the future drafting of the plan were received from the Forestry Commission; The Wildlife Trust; Sport England and English Heritage.
21. Officers do not consider that as a result of the representations received that the boundary of the neighbourhood area as submitted by Gamlingay Parish Council should be amended. It is recommended that the Council confirms the designation for the area as included in the application form.
22. The Government is proposing changes to the regulations relating to neighbourhood planning and in particular to introducing a time limit for local planning authorities to work to when designating a neighbourhood area. The current South Cambridgeshire application form is to be revised to ensure that it is as simple as possible to complete and contains all the information that would be required to consult upon the designation of a neighbourhood area. This will assist in making sure the future consultations run smoothly.

Options

23. The Portfolio Holder could
- (a) Approve the area designation for Gamlingay Parish.
 - (b) Decide to amend the boundary of the area to exclude the four fields identified in the objection by Hatley Parish Council.
 - (c) Decide not to designate the neighbourhood area.

Implications

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

Financial

25. Local planning authorities are able to claim for up to 20 area designations (£100,000) in each financial year. In the 2014/15 financial year, claims can be made at the end of each quarter. For all areas, the basic level of funding per NP is £30,000, to be paid for which £5,000 can be claimed for designation of a Neighbourhood Area.

Separate support is available for communities.

<http://mycommunityrights.org.uk/neighbourhood-planning/direct-support/>

Legal

26. The Planning Portfolio Holder has delegated authority to make decisions on Neighbourhood Planning matters.

Staffing

27. Initially support for neighbourhood planning will be delivered within existing resources by the Planning Policy Team and the Sustainable Communities and Partnerships Team, drawing upon the expertise of other staff as required. Depending on demand, and other work priorities, the Council may need to revisit the level of advice and guidance available to parishes or consider additional resources in the future.

Equality and Diversity

28. Equality and diversity issues will be considered during the preparation of the NP as appropriate to its content.

Climate Change

29. Climate change issues will be considered during the preparation of the NP as appropriate to its content.

Consultation responses (including from the Youth Council)

30. A summary of the consultation responses on the proposed neighbourhood area are set out in Appendix B.

Effect on Strategic Aims

Aim 1 - Engagement: engage with residents, parishes and businesses to ensure we deliver first class services and value for money

31. Neighbourhood planning engages local people in the planning process by giving them a tool to guide the future development, regeneration and conservation of an area. Parish councils lead on the preparation of Neighbourhood Development Plans and

local residents and businesses are engaged throughout the process. The Council has a statutory duty to advise and assist parish councils in the preparation of their neighbourhood plans which supports this Strategic Aim to engage with the local community.

Appendices

Appendix A: The application from Gamlingay to designate a neighbourhood area.

Appendix B: A summary of the representations received during the consultation.

Background Papers

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

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

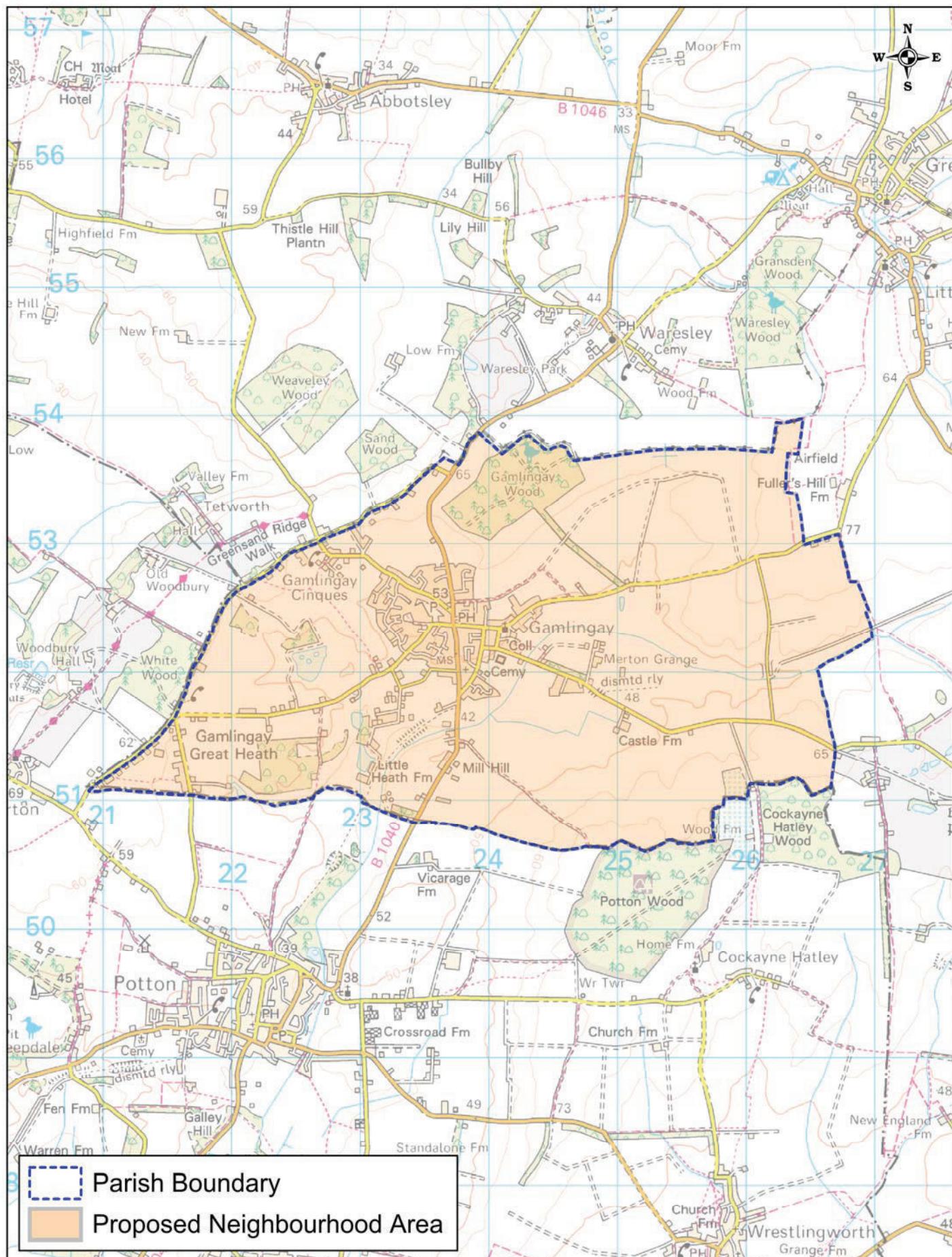
Report Author: Alison Talkington – Senior Planning Policy Officer
Telephone: (01954) 713182

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Appendix A

Application by Gamlingay Parish Council to designate a neighbourhood area

1. Neighbourhood area map
2. Original area designation form
3. Revised area designation form.



Date:	17/09/2014
Produced by:	Michael Sexton
Service:	Planning Policy
Scale:	1:40000 @ A4

Gamlingay Proposed Neighbourhood Area

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Neighbourhood Planning

Application to designate a Neighbourhood Area



Town and Country Planning Act 1990 Neighbourhood Planning (General) Regulations 2012

Within South Cambridgeshire District only parish councils and Neighbourhood Forums (*see guidance note) can apply for Neighbourhood Area designation. These will be the 'relevant body' in this District – a term used in the regulations for Neighbourhood Planning. By completing this form you confirm that you represent the parish council and give us permission to publish the form on the Local Authority's website. If you need help to complete this form please contact Sustainable Communities on 03450 450 500.

Please complete this form using information we can publish on our website if necessary

1	Name of parish (or lead parish where there is more than one)	Gamlingay
2	Address	C/O Parish Council Office The Eco Hub Stocks Lane Gamlingay SG19 3JR
3	Contact name & position	Kirstin Rayner, Parish Clerk
4	Telephone number	01767 650310
5	E-mail	clerk@gamlingay-pc.gov.uk
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each	Gamlingay Parish only
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers	Gamlingay Parish
8	Consultation Please provide information about how you have determined the area you are applying to designate and who you have consulted – e.g. residents, landowners, businesses	Letters to all neighbouring parishes, doctors surgery, first school, Gamlingay Village College, all businesses, shops, Cambridgeshire County Council, South Cambs District Council, Cambridge Water, IDB, Anglian Water, British Telecom, Energy companies, Bus Service companies, DRT service, Bus Explorer service, The Environment Agency, Balfour Beatty, Bedfordshire Pilgrims Housing Association, Cambridge Housing Society, local tenant farmers, GCC Ltd, All village Groups, The Parochial Church Council, Forward Gamlingay!, Gamlingay Environmental Action Group (GEAG), Gamlingay Residents Association, Gamlingay Community Turbine Ltd, Bakers, Hairdressers, the Post Office, The Co-Op, Camerons News Agents, Lane and Chandler Estate Agents, The Cock, The Wheatsheaf, Pinewood Structures Ltd,

KMG, Wale Group, Wrights Engineering, U Systems, Gilks fencing, Halls Transport, Finnigans Garage, Worboys Garage, The Jannah, Friends of St Marys, The Baptists, Gamlingay Allotment Gardeners Association, GamArch Archaeology Group, The WI, Rainbow and Sunshine Preschools, The Ladybirds group, The Greensand Ridge Landscape Partnership, The Wildlife Trust, The RSPB, The Gamlingay Players, Gamlingay Football Club, Gamlingay Bowls Club, Gamlingay Tennis Club, GVC Leisure Ltd (Fitness Workshop), The Walkers group, The Ramblers, Hi Sell Direct, Chelford Fabrics, The Montessori Preschool, The Homeschoolers group, The Youth Club, The Youth Café, The Almshouse Trustees, District and County Councillors, Merton College, The Wale Group, Kier Living, Kingspan (Potton) Ltd, residents through The Gamlingay Gazette, Biggleswade Chronicle, the parish website and Facebook.

9	<p>Proposed Neighbourhood Area Please state why this area should be designated. This is especially important if it is not the full extent of the parish or includes part of another parish. Please also provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area. If you need help to prepare a map please contact Sustainable Communities on 03450 450 500</p>	<p>Boundary of Gamlingay Parish The Parish Council wish to designate the entire parish as our Neighbourhood Planning Area. We have consulted with all surrounding Parish Councils in August this year and have received no negative comments in relation to this proposal to date. There are no specific reasons why the Parish can not be designated in its entirety, as it has specific local characteristics of a rural hinterland, outlying hamlets and the village centre. The parish boundary is deemed the most sensible option for this particular locality</p>
10	<p>Declaration I/we hereby apply to designate a Neighbourhood Area as described on this form and accompanying map Please ensure all parishes involved have signed this application form. Continue on another sheet if necessary</p>	<p>Name: Kirstin Rayner Signature:  Parish (lead parish where there is more than one): Gamlingay Date (12/08/14):</p>

Name:	SARAH CREAM J.M. McGREADY
Signature:	 
Parish:	
Date (dd/mm/yy):	13.8.2014

11 Supplementary information - optional

Please tell us what you hope to achieve through the development of a Neighbourhood Plan.

Note: Any information given in this section will in no way influence the decision to designate the proposed area. It will simply help officers understand your objectives as they currently stand - it is expected that your ideas will be subject to change until the formal planning process is complete. However, any information given will help us ensure that a Neighbourhood Plan is the correct vehicle for you to achieve your objectives.

None

Guidance Note

Applying for Neighbourhood Area designation

The first formal step in Neighbourhood Planning is the submission of the proposed Neighbourhood Area to the local authority for designation. South Cambridgeshire District Council has prepared this form to make it simple to apply for this designation.

Filling out the form

Contact details - the address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

Map of the area – if you need help to prepare a map showing the Neighbourhood Area please contact Sustainable Communities on 03450 450 500. Once completed, the form should be returned to:

Kathryn Hawkes, Development Officer
 Sustainable Communities
 South Cambridgeshire District Council
 South Cambridgeshire Hall
 Cambourne Business Park
 Cambourne
 Cambridgeshire
 CB23 6EA

What happens next?

The Council must publicise the area application on its website and in such other manner as they consider is likely to bring it to the attention of people who live, work or carry out business in the area to which the application relates. There will be a period of not less than 6 weeks of public consultation when the Council will invite comments on the application.

The Council will decide whether to designate the Neighbourhood Area. To do this it will consider:

- if the application is valid. A valid application will:
 - have a map showing the area
 - have a statement explaining why it is considered an appropriate Neighbourhood Area
 - be from the 'relevant body'
- all representations made during the consultation
- whether the proposed area is appropriate and does not overlap with other areas – only one Neighbourhood Plan is permitted per Neighbourhood Area.

The Council may modify the application with the parish's consent if it is considered the Neighbourhood Area is not appropriate.

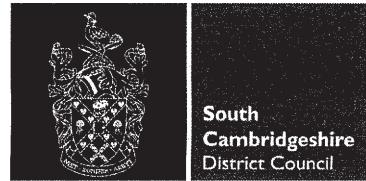
Designation of the area

The Council will notify the parish and publish decisions on its website and within the Neighbourhood Area. Reasons will be given if the application is not successful within the decision document.

****In areas where there is no parish council, parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or develop a Neighbourhood Forum with the authority to lead on their own Plan. For more information contact Sustainable Communities on 03450 450 500***

Neighbourhood Planning

Application to designate a Neighbourhood Area



Town and Country Planning Act 1990

Neighbourhood Planning (General) Regulations 2012

Within South Cambridgeshire District only parish councils and Neighbourhood Forums (*see guidance note) can apply for Neighbourhood Area designation. These will be the 'relevant body' in this District – a term used in the regulations for Neighbourhood Planning. By completing this form you confirm that you represent the parish council and give us permission to publish the form on the Local Authority's website. If you need help to complete this form please contact Sustainable Communities on 03450 450 500.

Please complete this form using information we can publish on our website if necessary

1	Name of parish (or lead parish where there is more than one)	Gamlingay Parish
2	Address	C/O The Parish Council Office, The Eco Hub, Stocks Lane, Gamlingay SG19 3JR
3	Contact name & position	Kirstin Rayner, Parish Clerk
4	Telephone number	01767 650310
5	E-mail	clerk@gamlingay-pc.gov.uk
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each	
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers	Gamlingay
8	Consultation Please provide information about how you have determined the area you are applying to designate and who you have consulted – e.g. residents, landowners, businesses	July 2013 edition of Gamlingay Gazette- Article (reach- all residents) 29 th April 2014- Annual Parish Meeting- SCDC presentation by SCDC Officer. October 2014 edition of the Gamlingay Gazette (reach- all residents) 20 th September 2014- Display and request for volunteers- stand at Gamlingay Village Show (main village annual event) Consultation on designation boundaries- letters to all villages and towns bordering the proposed designated boundary, including:- Cambridgeshire County Council, Huntingdonshire District Council, Central Bedfordshire Council, Everton Parish Council, Potton Town

Council, Hatley Parish Council, Little Gransden Parish Council, Wrestlingworth and Cockayne Hatley Parish Council, Waresley Parish Council- 12th August 2014.

General consultation letter sent to all utilities and Merton College Oxford on 9th October 2014-including Internal Drainage Board (Bedford), Anglian Water, Cambridge Water, UK Power Networks, British Telecommunications Ltd.

Main village groups consultation letter emailed 9th October 2014 to Forward Gamlingay!, The Parochial Church Council, Gamlingay First School, Gamlingay Village College, Gamlingay Environmental Action Group, Gamlingay Residents Association, Gamlingay Community Centre Ltd, Gamlingay Community Turbine Ltd.

Facebook consultation-
20th September- Village Show –Neighbourhood Planning

3rd November- details in Biggleswade Chronicle- Area designation

9

Proposed Neighbourhood Area

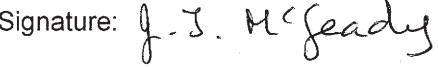
Please state why this area should be designated. This is especially important if it is not the full extent of the parish or includes part of another parish. Please also provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area.

If you need help to prepare a map please contact Sustainable Communities on 03450 450 500

Boundary of Gamlingay parish.

The Parish Council wish to designate the entire parish as our Neighbourhood Planning Area. We have consulted with all surrounding Parish Councils in August this year and have received no negative comments in relation to this proposal to date. There are no specific reasons why the Parish can not be designated in its entirety, as it has specific local characteristics of a rural hinterland, outlying hamlets and the village centre.

The parish boundary is deemed the most sensible option for this particular locality

10	Declaration	<p>Name: SARAH GROON Signature: </p> <p>Parish (lead parish where there is more than one):</p> <p>Date (dd/mm/yy): 10.11.2014</p>
		<p>Name: JACKIE MCGEADY Signature: </p> <p>Parish: GAMINGAY</p> <p>Date (dd/mm/yy): 7.11.2014</p>

11	Supplementary information - optional	<p>Please tell us what you hope to achieve through the development of a Neighbourhood Plan.</p> <p>Note: Any information given in this section will in no way influence the decision to designate the proposed area. It will simply help officers understand your objectives as they currently stand - it is expected that your ideas will be subject to change until the formal planning process is complete. However, any information given will help us ensure that a Neighbourhood Plan is the correct vehicle for you to achieve your objectives.</p> <p>None</p>
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Guidance Note

Applying for Neighbourhood Area designation

The first formal step in Neighbourhood Planning is the submission of the proposed Neighbourhood Area to the local authority for designation. South Cambridgeshire District Council has prepared this form to make it simple to apply for this designation.

Filling out the form

Contact details - the address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

Map of the area – if you need help to prepare a map showing the Neighbourhood Area please contact Sustainable Communities on 03450 450 500. Once completed, the form should be returned to:

Kathryn Hawkes, Development Officer
Sustainable Communities
South Cambridgeshire District Council
South Cambridgeshire Hall

Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

What happens next?

The Council must publicise the area application on its website and in such other manner as they consider is likely to bring it to the attention of people who live, work or carry out business in the area to which the application relates. There will be a period of not less than 6 weeks of public consultation when the Council will invite comments on the application.

The Council will decide whether to designate the Neighbourhood Area. To do this it will consider:

- if the application is valid. A valid application will:
 - have a map showing the area
 - have a statement explaining why it is considered an appropriate Neighbourhood Area
 - be from the 'relevant body'
- all representations made during the consultation
- whether the proposed area is appropriate and does not overlap with other areas – only one Neighbourhood Plan is permitted per Neighbourhood Area.

The Council may modify the application with the parish's consent if it is considered the Neighbourhood Area is not appropriate.

Designation of the area

The Council will notify the parish and publish decisions on its website and within the Neighbourhood Area. Reasons will be given if the application is not successful within the decision document.

**In areas where there is no parish council, parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or develop a Neighbourhood Forum with the authority to lead on their own Plan. For more information contact Sustainable Communities on 03450 450 500*

Appendix B – Summary of Representations
Gamlingay neighbourhood area designation

Rep ID	Details
64846	<p>(Object) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: Individual Received: 18/10/2014 via Web</p> <p>As a resident of The Cinques, we have not received any notification of this plan/area and are surprised as we have at least one business which does not appear on the list within the Area Plan. The GPC are aware we (as a community) do not regularly interact with Gamlingay and (checking the Facebook page) are surprised this area/plan extends to The Cinques, especially as we have for a long time suspected that the GPC have wished to push Gamlingay to The Cinques borders and use the Village Green for housing. Requested if true, no comment from GPC</p> <p>Full Text: (Show Full Text) As a resident of The Cinques, we have not received any notification of this plan/area and are surprised as we have at least one business which does not appear on the list within the Area Plan. The GPC are aware we (as a community) do not regularly interact with Gamlingay and (checking the Facebook page) are surprised this area/plan extends to The Cinques, especially as we have for a long time suspected that the GPC have wished to push Gamlingay to The Cinques borders and use the Village Green for housing. Requested if true, no comment from GPC</p>
64848	<p>(Comment) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: Forestry Commission England Received: 6/11/2014 via Email</p> <p>The area covered by this plan includes and is adjacent to several ancient semi natural woodlands of high environmental value, some of which are designated as SSSI's. This should be considered in the plan, ensuring that these woodlands are well buffered from any future development and all opportunities are taken to link the existing woodlands or to enlarge them.</p> <p>Full Text: (Show Full Text) The Forestry Commission received an email regarding the Gamlingay Neighbourhood Area Consultation.</p> <p>The area covered by this plan includes and is adjacent to several ancient semi natural woodlands of high environmental value, some of which are designated as SSSI's. This should be considered in the plan, ensuring that these woodlands are well buffered from any future development and all opportunities are taken to link the existing woodlands or to enlarge them.</p>
64849	<p>(Comment) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: The Wildlife Trust Received: 29/10/2014 via Email</p>

	<p>The proposed area is within the West Cambridgeshire Hundreds Living Landscape, recognised as important for nature conservation, particularly woodland linkage. It also includes several nature conservation sites: nature reserves, SSSIs and County Wildlife Sites.</p> <p>We would therefore like to stress that if this Neighbourhood Area is approved the Neighbourhood Plan must have a strong focus on biodiversity and nature conservation and consider carefully what level and type of development would be appropriate.</p>
	<p>Full Text: (Show Full Text)</p> <p>Thank you for consulting the Wildlife Trust regarding the proposed Gamlingay Neighbourhood Area.</p> <p>The proposed area is within the West Cambridgeshire Hundreds Living Landscape, recognised as important for nature conservation, particularly woodland linkage. It also includes several nature conservation sites: nature reserves, SSSIs and County Wildlife Sites.</p> <p>We would therefore like to stress that if this Neighbourhood Area is approved the Neighbourhood Plan must have a strong focus on biodiversity and nature conservation and consider carefully what level and type of development would be appropriate.</p> <p>Please keep the Wildlife Trust informed of the progress of this application.</p>
64850	<p>(Comment) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: Sport England Received: 21/10/2014 via Email</p> <p>National Planning Policy Framework identifies how planning plays important role in facilitating social interaction and creating healthy, inclusive communities. Encourages communities to become more physically active. Formal sport plays part -providing sports facilities vital. Means positive planning for sport, protection from unnecessary loss of sports facilities and planning for new sites.</p> <p>Important Neighbourhood Plan reflects national policy for sport.</p> <p>Sport England has role in protecting playing fields and presumption against their loss. Provides guidance on developing sport policy. Works with Local Authorities to ensure Local Plan policy has up to date evidence base. Neighbourhood Plan should reflect recommendations in Playing Pitch Strategy and any local investment opportunities are utilised to support delivery.</p> <p>New sports facilities should be fit for purpose and designed using our design guidance notes.</p> <p>Full Text: (Show Full Text)</p> <p>Planning Policy in the National Planning Policy Framework identifies how the planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. Encouraging communities to become more physically active through walking, cycling, informal recreation and formal sport plays an important part in this process and providing enough sports facilities of the right quality and type and in the right places is vital to achieving this aim. This means positive planning for sport, protection from unnecessary loss of sports facilities and an integrated approach to providing new housing and employment land and community facilities provision is important.</p> <p>It is important therefore that the Neighbourhood Plan reflects national policy for sport as set out in the above document with particular reference to Pars 73 and 74 to ensure proposals comply with National Planning Policy. It is also important to be aware of Sport England's role in protecting playing fields and the presumption against the loss of playing fields (see link below), as set out in our national guide, 'A Sporting Future for the Playing Fields of England - Planning Policy Statement'. http://www.sportengland.org/facilities-planning/planning-for-sport/development-management/planning-applications/playing-field-land/</p> <p>Sport England provides guidance on developing policy for sport and further information</p>

	<p>can be found following the link below: http://www.sportengland.org/facilities-planning/planning-for-sport/forward-planning/</p> <p>Sport England works with Local Authorities to ensure Local Plan policy is underpinned by robust and up to date assessments and strategies for indoor and outdoor sports delivery. If local authorities have prepared a Playing Pitch Strategy or other indoor/outdoor sports strategy it will be important that the Neighbourhood Plan reflects the recommendations set out in that document and that any local investment opportunities, such as the Community Infrastructure Levy, are utilised to support the delivery of those recommendations. http://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/</p> <p>If new sports facilities are being proposed Sport England recommend you ensure such facilities are fit for purpose and designed in accordance with our design guidance notes. http://www.sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/</p>
64852	<p>(Comment) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: The Equality and Human Rights Commission Received: 15/10/2014 via Email</p> <p>The Commission does not have resources to respond to all consultations, but will respond to consultations where it considers they raise issues of strategic importance.</p> <p>Local and other public authorities have obligations under Public Sector Equality Duty (PSED) in Equality Act 2010 to consider effect of their policies and decisions on people sharing particular protected characteristics. We provide advice for public authorities on how to apply PSED, which is on-going legal obligation and must be complied with as part of planning process. Thus, PSED is mechanism through which public authorities involved in planning process should consider potential for planning proposals to have an impact on equality for different groups of people.</p> <p>Full Text: (Show Full Text) The Commission does not have the resources to respond to all consultations, but will respond to consultations where it considers they raise issues of strategic importance.</p> <p>Local and other public authorities have obligations under the Public Sector Equality Duty (PSED) in the Equality Act 2010 to consider the effect of their policies and decisions on people sharing particular protected characteristics. We provide advice for public authorities on how to apply the PSED, which is an on-going legal obligation and must be complied with as part of the planning process. Thus, the PSED is the mechanism through which public authorities involved in the planning process should consider the potential for planning proposals to have an impact on equality for different groups of people. To assist, you will find our technical guidance here</p>
64853	<p>(Comment) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: Universal Lifting Services Received: 13/11/2014 via Email</p> <p>Planning laws etc should and must take into account the people who live in the area. Calling an existing neighbourhood a "neighbourhood area" is stupid and unnecessary</p> <p>The thought that the "community can effect planning departments or developers is a joke!</p> <p>Proposed project waste of time and money</p>

	<p>Full Text: (Show Full Text)</p> <p>A Neighbourhood plan ? is a " community led initiative giving communities power (ha ha ha) to prepare a planning document (ha ha ha) that include a shared vision (ha ha ha) for their neighbourhood". What a load of rubbish!</p> <p>The only place you planners look is in the trough and the sooner you get your heads out of the trough the sooner the people who live and work in the area will be represented properly.</p> <p>It is your job to plan for the area, so why have we a massive development at one end of Gamlingay, (Station Road) another proposed at Green End,that together will put at least another 1000 cars in the village, with nowhere for the traffic to go ? people have trouble getting in and out of Gamlingay as it is. You are heading for gridlock !</p> <p>Also planning laws etc should and must take into account the people who live in the area. Calling an existing neighbourhood a " neighbourhood area" is stupid and unnecessary. The only " formal weight " in deciding planning applications is the Gold the developers will heap into your coffers and pockets (Tons and Tons) and the ignorance displayed by local planners (equivalent to the weight of Mars, where the idea probably originated),both in local projects and in imagining " Neighbourhood area's" are new .</p> <p>The thought that the "community can effect planning departments (jobs for life) or developers (build at any cost to the neighbourhood) is a joke!</p> <p>Have a nice day.</p> <p>You cannot control the borders of our country so what makes you think the boundaries you propose will have any effect on any plans? This proposed project is a total waste of time and money.</p> <p>You have and will have no control at all over what goes on inside or outside of your proposed boundary. You will do what you are told, what is politically correct and what pays the most. You have no control.</p> <p>Have a nice day.</p>
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Rep ID	Details
64847	<p>(Object) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: Hatley Parish Council Received: 10/11/2014 via Email</p> <p>Hatley Parish Council has reviewed the proposed designated area and requests boundary is revised to ensure it does not incorporate any land belonging to Hatley St George.</p> <p>Maps enclosed to show revised boundary in red which excluded four fields we believe to be part of Hatley St George</p> <p>Hatley Parish Council has not identified any opportunities that might result in their request to join Gamlingay's Neighbourhood Area but remains grateful for the chance to review the designated area and forthcoming Neighbourhood Plan.</p>
645	<p>(Support) Gamlingay Designation of Neighbourhood Area - Gamlingay - Designation of Neighbourhood Area (September 2014)</p> <p>Respondent: English Heritage Received: 8/10/2014 via Paper</p> <p>No objections to the designation of Gamlingay Parish as a neighbourhood area and the proposed boundaries.</p> <p>Desktop study of area shown parish includes number of designated heritage assets</p>

including the Conservation Area, includes over 50 listed buildings primarily located along Church Street and Mill Street. Outside of the village are number of dispersed listed buildings. Important strategy for this area safeguards these elements which contribute to significance of these assets.

English Heritage do not consider need to be involved in development of plan but wish to be consulted on draft in due course.

References to useful guidance in plan-making.

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Agenda Item 5



South
Cambridgeshire
District Council

REPORT TO: Planning Portfolio Holder

3 February 2015

LEAD OFFICER: Director, Planning and New Communities

Response to Uttlesford Gypsy and Traveller Issues and Options Consultation

Purpose

1. To agree the response to the Uttlesford Gypsy and Traveller Local Plan Issues and Options Consultation
2. This is not a key decision it is responding to a consultation. It was first published in the January 2015 Forward Plan.

Recommendations

3. It is recommended that Portfolio Holder agrees the response in paragraphs 9 to 11 below.

Reasons for Recommendations

4. Councils have a Duty to cooperate when plan making. The proposed response reflects the situation which currently applies in South Cambridgeshire.

Background

5. The Issues and Options document forms the first stage in the production of the Uttlesford Gypsy and Traveller Local Plan. Following a proposed submission consultation, and examination, they plan to adopt the document in 2016.

Considerations

6. Currently there are 43 Gypsy and Traveller pitches on 17 private sites with permanent planning permission, 17 pitches on one county council owned site and 1 Travelling Showpeople site within Uttlesford. The Essex Gypsy and Traveller Needs Assessment 2014 concluded that a need for 26 additional pitches arises in Uttlesford over the period 2013 to 2033.
7. Uttlesford have completed a site assessment study to identify potential site allocations. Seven site options are identified with potential for allocation (at Great Canfield, Radwinter End, Bartholomew Green, Wicken Bonhunt, Takeley, and Little Hallingbury). The options would be sufficient to enable Uttlesford to meet the needs identified for their district, although the consultation also seeks views on any other potentially deliverable sites.
8. The following response to the consultation is proposed:
9. 'South Cambridgeshire District Council has no objections to the proposals in the Issues and Options Consultation. Uttlesford District Council are commended for planning to meet the needs of travellers. However, further clarification is needed as to

how wider needs identified in the Essex GTAA, such as for transit provision, will be met in Essex, if this is not in Uttlesford.

10. The South Cambridgeshire Submission Local Plan, submitted to the Secretary of State in March 2014, identifies a target of 85 Gypsy and Traveller pitches between 2011 and 2031. This reflects the Cambridge SubRegion GTANA 2011 (as amended 2012). The Council has granted planning permissions which meet this figure, such that no allocations are proposed in the Local Plan, although it indicates that opportunities will be sought to deliver sites through new communities. The Local Plan has been subject to objections which consider that the target should be higher, and this will be tested at the Examination. Several planning application appeal inspectors have also indicated that they consider there remains an outstanding need.
11. Under the Duty to Cooperate, should needs arise in the future that cannot be met appropriately in South Cambridgeshire, the Council may seek collaboration with surrounding areas, as indicated in the NPPF, Planning for Travellers and the Duty to Cooperate.'

Options

12. Alternative approaches would be not to respond, or to respond differently.

Implications

13. There are no significant implications.

Consultation responses (including from the Youth Council)

14. None.

Effect on Strategic Aims

Aim 3 - We will make sure that South Cambridgeshire continues to offer an outstanding quality of life for our residents.

15. Planning to meet the needs of Gypsies and Travellers contributes to this aim.

Background Papers

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

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

Documents related to the Uttlesford consultation can be found here:

<http://www.uttlesford.gov.uk/gypsiesandtravellers>

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

Agenda Item 6



Report To: Planning Portfolio Holder
Lead Officer: Director of Planning & New Communities

3 February 2015

Planning, Building Control, Enforcement and Appeals Performance Report – Quarter 3 2014/15

Purpose

1. To inform the Planning Portfolio Holder (PPFH) of arrangements for the monitoring of performance of planning and building control decisions.
2. This is not a key decision.

Recommendations

3. It is recommended that PPFH notes this report as a reasonable reflection of current performance of planning and building control decisions.

Reasons for Recommendations

4. Performance continues to be maintained and, in some areas, improved.

Background

5. Performance statistics have previously been reported on a quarterly basis.

Considerations

6. The number of planning decisions continues to exceed the number of new planning applications on a month by month basis, which indicates increasing effectiveness. This was at a time, during Q3 when a conscious management focus was given to new pre-application procedures, so productivity through the quarter was improved.
7. The number of on hand applications continues, however, at a high level. All outstanding cases awaiting determination by way of a Section 106 agreement are currently being scrutinised to identify the extent to which the number of on hand cases is a consequence of delays in reaching agreement. This has recently been exacerbated by the uncertainty arising from the way in which the Minister introduced changes to the thresholds of development requiring planning obligations in November 2014. The consequence upon performance is a reduced percentage figure for the processing in time of Minor applications.
8. The number of on hand enforcement cases remained high during the quarter, but should reduce, following the filling of a vacant planning enforcement post.
9. Building control performance remains at an acceptable level, taking into account the seasonal variation in general building activity.

Planning Improvement Project Phase 1 Implementation

10. The focus over the last three months has been on service and embedding new pre-application processes to provide a more tailored and responsive service. The details of this are set out in a separate report in this agenda.
11. Regular meetings are now being held with the Contact Centre to monitor and review the number and type of planning inquiries being received. The forthcoming work to improve the planning webpages on the Council's web site will help customers, as they will be able to find relevant information more easily for themselves. The contact centre team should also benefit from a reduction in the number of calls it currently receives.
12. Workshops have also been held with Housing and Health and Environmental Health Services with the aim of improving and speeding up the internal consultation process. New guidelines and templates will be in place by the end of this month.

Planning Implementation project Phase 2

13. The recommendations for this phase are now being converted into an implementation plan.
14. More proactive management has been introduced with each officer having regular case reviews with their Team Leader, who provides professional oversight and sign-off of pre-application advice for schemes (except householders) to ensure consistency and certainty for applicants. In addition, to help 'smooth out' workflows in the teams, applications and pre-application cases are generally now being allocated on a daily basis.
15. The Interim Development Control Manager has started to review the process maps for all stages of the planning application with a view to creating a practical Procedures Manual which will provide clarity and consistency to our approaches.
16. The Informal Consultation for the Planning and New Communities Support Review has been launched. This will consider the level of support and technical expertise that is needed, and how this is best organised to support the Service. To inform this review, all staff are currently completing timesheets, which will provide useful information about their range and extent of duties and activities.
17. A project plan for the next build of the APAS system including document management is currently being scoped with a view to implementation over the next 3-6 months.

Options

18. A new format for the presentation of the attached statistics is under consideration.

Implications

19. There are no significant implications.

Background Papers

Planning, Enforcement, Appeals and Building Control Statistics – Q3 2014/15

Report Author: Tony Pierce – Interim Development Control Manager
Telephone: (01954) 713165

Planning, Building Control, Enforcement and Appeals performance report

01/04/14-31/12/14

Applications valid, decisions made and on hand

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Year End	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Actual
Applications valid	158	177	167	175	141	111	132	157	152	143	157	146	1846	155	159	170	159	141	166	153	128	140	1371
Decisions	148	155	147	139	163	143	117	131	131	142	137	118	1651	157	162	147	186	188	177	181	148	157	1503
Difference	10	22	20	36	22	32	15	26	21	1	20	28	195	2	3	23	27	47	11	28	20	17	
On hand	425	436	459	488	473	433	431	458	483	494	490	558	558	547	554	585	569	536	546	519	510	469	
Target on hand	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380	380

Large & Small Majors, Minors & Other % decided in time

Q	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	YR End	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Actual	Target
Large	N/A	N/A	0	0	100	33	0	60	N/A	100	N/A	50%	100	50	33	33	100	0	86	100	67	69%	60	
Small	75	N/A	50	71	40	100	100	100	0	33	40	50	58%	0	67	75	100	100	0	50	0	55%	60	
Minor	69	70	61	75	52	66	58	66	71	56	56	64	63%	47	47	49	43	40	37.5	53	39	49	44%	65
Other	83	76	80	81	79	81	79	78	90	75	75	93	79%	84	67	66	67	71	55	68	77	74	70%	80

Looking back over 4 years

	Large Major	Small Major	Minor	Other	Applications received	Decisions
2010/11	8/9=89%	16/43=37%	133/329=40%	449/844=53%	1939	1361
2011/12	4/18=22%	26/47=53%	277/466=60%	858/1256=68%	1875	1900
2012/13	8/16=50%	14/27=52%	318/469=68%	906/1170=77%	1701	1807
2013/14	9/18=50%	24/41=58%	242/383=63%	931/1166=80%	1849	1731

Planning, Building Control, Enforcement and Appeals performance report

01/04/14-31/12/14

Appeal Decisions

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Yr End	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Allowed	0	2	0	0	3	2	8	4	2	1	6	1	29	2	1	6	0	2	1	3	0	0	15
Dismissed	0	5	2	2	0	1	10	3	4	1	3	5	36	2	0	3	1	1	4	10	2	1	24
Withdrawn	0	0	0	1	0	0	1	0	0	0	0	0	2	0	0	0	2	0	2	0	1	0	5

Enforcement

P	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Yr End	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Open	48	51	48	57	53	34	49	36	25	42	33	43	519	38	24	53	59	32	45	38	44	48
Closed	46	46	51	51	64	40	44	38	45	23	23	47	518	37	30	35	59	24	56	42	36	58
Difference	2	5	3	6	11	6	5	2	20	19	10	4	1	1	6	18	0	8	11	4	8	10
On hand	101	101	103	97	95	95	97	91	71	N/A	96	87	87	94	101	102	109	121	101	109	115	108

Building Control

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Yr End	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Received	132	96	111	112	51	87	91	93	69	100	112	117	1171	136	79	99	120	434	96	100	87	68
Decided	30	45	47	47	51	32	40	34	32	44	54	46	502	60	97	71	41	269	50	37	49	43
Checked	23	40	37	38	53	36	41	29	38	36	63	48	482	55	49	39	62	205	24	35	36	32
Projects Started	68	69	60	61	42	60	66	68	36	57	49	51	687	54	67	87	62	270	79	92	60	40
Projects Completed	55	25	48	59	43	60	70	398	566	655	233	74	2287	87	66	72	50	275	82	78	78	59
Inspections	534	578	601	639	447	533	656	910	896	1054	558	509	7915	575	489	547	568	2179	669	649	541	394

Section 106 performance – November 2014

Table 1 – Section 106 monies received by the Council

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/2014	2014/15 (to Oct 2014)
Affordable Housing (commuted sums)	£0	£260,840.00	£545,619.75	£54,000.00	£387,797.88	£243,180.28	£1,584,788.32
Community Facilities	£26,565.00	£40,000.00	£4,068.03	£26,809.35	£59,201.72	£111,407.93	£60,368.12
Public Art	£33,602.28	£31,220.93	£40,000.00	£22,003.00	£3,089.31	£16,652.31	£90,524.66
Public Open Space	£85,689.79	£249,242.16	£317,583.89	£386,673.22	£384,708.07	£577,029.09	£652,430.80
S106 monitoring	£0	£0	£4,650.00	£4,450.00	£6,807.13	£35,312.18	£17,596.75
Total to Parish	£112,254.79	£289,242.16	£321,651.92	£413,482.57	£443,909.79	£688,437.02	£712,798.92

Table 2 – Number of Parish Councils that have received s106 contributions

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/2014	2014/15
	5	19	32	31	54	61	49

Table 3 – Number of section 106 agreements signed

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/2014	2014/15
	32	70	77	85	140	147	105

Planning Portfolio Holder – Work Programme 2014-15

Date of meeting	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author	Date added to Corporate Forward Plan
10 March 2015	Affordable Housing Supplementary Planning Document – Consultation (Non key – Ian – we think that's right?) – Timing will depend on examination	Non-Key		Decision	Jo Mills / David Roberts	10 September 2014
	Flood and Water Management Supplementary Planning Document - Consultation (Non key – Ian – we think that's right?) – Timing dependent on County	Non-Key		Decision	Jo Mills / Jon Dixon	10 September 2015

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Agenda Item 7

	Payments made to Parish Councils by virtue of Section 106 of the Town and Country Planning Act 1990				Jo Mills / James Fisher	
	South Cambs Local Plan – Responding to the consultation with landowners of Local Green Space	Key		Decision – To report the representations received during the consultation with landowners of Local Green Space. To recommend any subsequent changes to local green space designations included in the draft Local Plan which will be provided to the planning inspector carrying out the examination of the Local Plan	Jo Mills / Alison Talkington	
9 June 2015	Design Review Panel – Annual Review				Jane Green / Bonnie Kwok	

8 September 2015						
10 November 2015						

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.
In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).

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