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2 February 2016

To: Councillor Robert Turner, Portfolio Holder

Henry Batchelor
Kevin Cuffley

Aidan Van de Weyer

Opposition Spokesman
Scrutiny and Overview Committee
Monitor
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING PORTFOLIO HOLDER'S MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 10 FEBRUARY 2016 at 10.00 a.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

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

AGENDA		PAGES
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DECISION ITEM		
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6.	Date of Next Meeting Monday 14 March 2016, starting at 2pm	

OUR LONG-TERM VISION

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

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Planning Portfolio Holder's Meeting held on
Tuesday, 12 January 2016 at 2.00 p.m.

Portfolio Holder: Robert Turner

Councillors in attendance:

Scrutiny and Overview Committee monitors: Kevin Cuffley

Opposition spokesmen: Henry Batchelor and Aidan Van de Weyer

Also in attendance: Anna Bradnam, Janet Lockwood and Hazel Smith

Officers:

James Fisher	S106 Officer
Jane Green	Head of New Communities
John Koch	Planning Team Leader (West)
Jo Mills	Planning and New Communities Director
Jennifer Nuttycombe	Senior Planning Policy Officer
David Roberts	Principal Planning Policy Officer
Ian Senior	Democratic Services Officer

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The Planning Portfolio Holder signed, as a correct record, the Minutes of the meeting held on 4 December 2015.

3. PRE-APPLICATION ADVICE SERVICE

The Planning Portfolio Holder considered a report on the quality and timeliness of pre-application advice currently provided, and proposals for a new fee schedule for 2016-17.

The Portfolio Holder noted progress made in the provision of pre-application advice; and the planned approach in respect of Development Delivery Agreements. He welcomed the absence of any complaints during the previous three months, and said that fees should increase in order to cover the cost of officer time. The Portfolio Holder emphasised the contribution made by the pre-application advice service to the effective processing of planning applications.

The Planning Portfolio Holder

- (a) **Noted** the progress made in the provision of pre-application advice; and the planned approach in respect of Development Delivery Agreements;
- (b) **Endorsed** the principle of a revised fee structure for pre-application advice, with staff costs and inflationary uplifts, details of which will be reported to Cabinet in February 2016, and changes to be implemented from 1 April 2016;

4. LOCAL DEVELOPMENT FRAMEWORK - ANNUAL MONITORING REPORT 2014-2015

The Planning Portfolio Holder considered a report seeking his approval to publish the Local Development Framework Annual Monitoring Report 2014-2015 (AMR) on South Cambridgeshire District Council's website.

The Senior Planning Policy Officer highlighted key elements of Appendix 1, which itself summarised the AMR as a whole. The Planning Portfolio Holder referred to paragraph 13 of the report from the Planning and New Communities Director, and commended officers engaged in the Neighbourhood Plan process.

The Planning Portfolio Holder

- (a) **approved** the contents of the Annual Monitoring Report 2014-2015 (included as Appendix 2 of the report) for publication; and
- (b) **delegated** any further minor editing changes to the Annual Monitoring Report to the Director of Planning and New Communities where they are technical matters.

5. NATIONAL PLANNING POLICY FRAMEWORK (NPPF) - RESPONSE TO CONSULTATION ON PROPOSED CHANGES

The Planning Portfolio Holder considered a report seeking his endorsement of a draft response to the Government's proposed changes to the National Planning Policy Framework (National Planning Policy Framework).

Those present discussed the change in the definition of, and implications for, Affordable Housing. Of particular note was the 20% discount afforded to starter homes. The Portfolio Holder informed those present that starter homes would be included within the percentage of Affordable Housing coming forward as part of a development. It was noted, however, that this discount would be lost upon sale after 5 years, thus removing the concept of 'in perpetuity'. The Section 106 Officer said that the Council would still seek a mix of tenure within the general definition of Affordable Housing, subject to viability.

The Planning Portfolio Holder requested that the responses to Questions 11 and 12 should stress the need for South Cambridgeshire District Council to speed up the delivery of housing. The Planning and New Communities Director added that developers should be required to deliver what they had undertaken to deliver.

After further discussion, the Planning Portfolio Holder **agreed** the consultation response set out in Appendix 1 of the report, subject to Questions 11 and 12 being amended to reflect the need to speed up the delivery of housing.

6. COMMUNITIES AND LOCAL GOVERNMENT COMMUNITY INFRASTRUCTURE LEVY (CIL) REVIEW

This item had not been included on the agenda published on 4 January 2016. However, if the Council was going to feed into the Government's working group, a response had to be agreed by 14 January, and it was not therefore possible to defer consideration until the

next scheduled Planning Portfolio Holder meeting on 10 February 2016. The Planning Portfolio Holder and Chairman of the Scrutiny and Overview Committee had agreed that this item should be admitted as a late agenda item on the grounds of its urgency.

The Planning Portfolio Holder considered a report seeking his endorsement of the proposed Council response to a Government consultation on the review of the Community Infrastructure Levy (CIL).

The Section 106 Officer highlighted paragraph 12 of the report, and the implications for Parish Councils of further delay in the adoption of a new Local Plan.

The Portfolio Holder **approved** the draft response as per Appendix B of the report and further provided delegated authority to the Director of Planning and New Communities to submit the response on behalf of the Council.

7. WORK PROGRAMME

The Planning Portfolio Holder noted the Work Programme attached to the agenda.

8. DATE OF NEXT MEETING

The next Planning Portfolio Holder meeting would be on Wednesday 10 February 2016.

The final scheduled Planning Portfolio Holder meeting in 2015-16 would be on Monday 14 March 2016 at 2.00pm.

Arrangements were being made to schedule meetings in June, September and November 2016, and in February 2017.

The Meeting ended at 3.05 p.m.

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Agenda Item 3



South
Cambridgeshire
District Council

Report To: Planning Portfolio Holder

10 February 2016

Lead Officer: Jo Mills

Implications of Creating a Great Abington Local Development Order/Neighbourhood Development Order

Purpose

1. To work with Great Abington Parish Council to explore the potential for a Local Development Order (LDO) or Neighbourhood Development Order (NDO) within the Great Abington Former Land Settlement Association Estate.
2. This is not a key decision

Recommendations

3. It is recommended that the Planning Portfolio Holder (PPH):
 - a) Agrees that officers work with the Great Abington Parish Council to explore an LDO for Great Abington LSA, prior to public consultation.
 - b) Agrees that officers explore with Great Abington Parish Council the possibility of an NDO as an alternative to an LDO for the Great Abington Former Land Settlement Association Estate (LSA).

Reasons for Recommendations

4. To provide a mechanism to manage suitable development within the LSA

Background

5. A number of planning applications for residential annexes within the Great Abington SLA area have been submitted over the last 12 months. Great Abington Parish Council is keen to investigate options for managing development within the Great Abington Former Land Settlement Association Estate, an LDO or an NDO could be a mechanism for achieving this.
6. The Parish Council previously held a meeting with local residents to discuss the potential of exploring a suitable mechanism with the Council to managed development in the LSA. In light of recent applications and subsequent communications with officers they have again expressed their to explore the potential for an LDO or NDO

Local Development Orders

7. Local Development Orders were introduced with the Planning and Compulsory Purchase Act 2004 and allow local authorities to extend permitted development rights

for certain forms of development with regard to a relevant local development document. LDOs require to be in general conformity with the Development Plan.

8. The LDO covers a defined area and involves formal consultation with residents in that area on a set of aims, suitable forms of development and likely conditions.
9. They require approval of the Council and the Secretary thereafter as part of the adoption process.

Neighbourhood Development Order

10. Neighbourhood Development Orders (NDOs) are similar to LDO's in that they must be generally consistent with the Development Plan, require public consultation and will stipulate types of development suitable and conditions for the defined area.
11. They differ from an LDO in that they are prepared by the Parish Council after formal designation of the defined area as a neighbourhood area.
12. NDOs do not take effect unless there is a majority of support in a referendum of the neighbourhood. They also have to meet a number of conditions before they can be put to a community referendum and legally come into force. These conditions are to ensure plans are legally compliant and take account of wider policy considerations (e.g. national policy).
13. Conditions are:
 - they must have regard to national planning policy
 - they must be in general conformity with strategic policies in the development plan for -the local area (i.e. such as in a core strategy)
 - they must be compatible with EU obligations and human rights requirements.
14. An independent qualified person then checks that a neighbourhood development plan or order appropriately meets the conditions before it can be voted on in a local referendum. This is to make sure that referendums only take place when proposals are workable and of a decent quality.
15. Proposed neighbourhood development plans or orders need to gain the approval of a majority of voters of the neighbourhood to come into force. If proposals pass the referendum, the local planning authority is under a legal duty to bring them into force.

Next steps

16. The next steps in this process would be to meet with the Parish Council to decide whether to pursue an LDO or NDO, clarify their aims, define the area and develop a development criteria before proceeding to public consultation.
17. We will then report back to the Planning Portfolio Holder on the next steps and any further implications of the preferred option.

Implications

18. 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

19. Should the decision be reached that an LDO is the most appropriate route there is no financial impact as the skills can be found in house to develop the Order.
20. However, should the NDO options be agreed the Parish can submit a bid to Government for a grant to help fund the work associated with the NDO. In addition as this process requires a referendum and a public examination SCDC could receive funding up to £25,000 for carryout and procuring work in association with this Order. However, it should be noted that this money has not been confirmed for 2016/17 and could reduce.

Legal

21. None.

Staffing

22. In both options additional work will be carried out by existing officers to facilitate any Order.

Risk Management

23. Risks will be managed through the Planning and New Communities Risk Register and in particular risk associated with meeting the competing demands of the service.

Equality and Diversity

24. None

Climate Change

25. None

Effect on Strategic Aims

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

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

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

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

Background Papers: Appendix 1 (Local Development Orders/Neighbourhood Development Orders (Differences))

Report Author: Julie Ayre – Development Control Team Leader (East)
Telephone: (01954) 713313

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Local Development Orders / Neighbourhood Development Orders Differences

Differences between LDO and NDO:

LDO	NDO
Prepared by SCDC with input from local community	Prepared by a Parish Council after designation of a Neighbourhood Area (note that there is no need to prepare a Neighbourhood Plan). SCDC has a duty to assist (with advice, consultation on the neighbourhood area, appointing the examiner, and the referendum). Possible assistance on technical issues from AECOM via Locality.
Funded by SCDC.	Funded by the Parish Council – but Government grants are available - £8,000 with an additional £6,000 possible for preparation of a NDO. Funding for 2016/17 seems to be confirmed. SCDC can also claim £5,000 for each neighbourhood Area designated, plus £5,000 for each Neighbourhood Plan or NDO submitted for examination, and £20,000 for each successful examination of a NP or NDO). Note that funding for District Councils for Neighbourhood Planning is not confirmed for 2016/17 and could reduce.
Must be in general consistency with the Development Plan	Must be in general consistency with the Development Plan
Subject to local consultation	Subject to local consultation
Considered by and adopted by SCDC, probably by Planning Committee)	Considered by Parish Council and subject to independent examiner check that basic conditions are met, then voted on by a local referendum.

LDO or NCO Pros and Cons:

LDO		NDO	
Pro	Con	Pro	Con
<ul style="list-style-type: none"> • Preparation by experienced planning officers from DC and Policy • No risk of referendum or examination • Should resolve longstanding planning issues in the LSA 	<ul style="list-style-type: none"> • No funding available for SCDC or Parish Council • Not locally controlled, risk of alienation • SCDC staff resources limited • May not be agreed by District Council • Small loss of planning application fee income 	<ul style="list-style-type: none"> • Government grants available for SCDC and the Parish Council • Controlled locally by Parish Council with guidance and assistance from SCDC (and potentially from consultants via Locality) • Should resolve longstanding planning issues in the LSA 	<ul style="list-style-type: none"> • Concern over local resource to take forward – fear of the unknown • Subject to examination and local referendum • Small loss of planning application fee income

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Report To: Planning Portfolio Holder
Lead Officer: Planning and New Communities Director

10 February 2016

Performance in Quarter 4 of 2015, and Progress in Service Improvements

Purpose

1. To update the Planning Portfolio Holder on performance and service improvement within the Development Management Service.
2. This is not a key decision.

Recommendations

3. It is recommended that the Portfolio Holder notes Quarter 4 2015 performance and proposed service improvement measures for the Development Management Service.

Reasons for Recommendations

4. Members need to be aware of the challenges facing the Development Management Service and the improvements that are being put in place to achieve an excellent Service.

Performance

5. The summary of performance figures for the last quarter in 2015 is included in Appendix 1, these show an improvement over this period. Performance was last reported in August 2015, this report outlines progress made in service improvement subsequently and planned improvements for the next 6 months. These improvements are essential in supporting the team in achieving required growth in performance moving forward.

Laying a solid foundation for Service Improvement

6. Looking back to the previous Planning Portfolio report (August 2015) on Performance 2014/15 and Progress In Service Improvements. Planning application volumes and complexity of cases have remained high as a combination of local demand and the 5 year land supply referenced, in paragraph 17 of the August 2015 report.
7. Conversely the measures, which have been put in place over the past year, have laid a solid foundation to support our ambition for a high performing planning service. We have now started to yield improvements in our performance. (evidenced in Appendix 1).

Technical Support Team and Validation

8. Following the Review of the Department's Support Service in 2014/5, the new Technical Support team including the Team leader Technical Support Officer post was implemented between June 2015 and September 2015. This has now enabled application validation to be undertaken by this team freeing up planning officer time to focus on assessment of applications. It will also help improve consistency in validation, to the benefit of applicants.
9. The transition of validation to the Technical Support Team has been well managed, and the team are currently engaged in a phased training plan. We have also benefitted from outsourcing elements of validation to Uttlesford District Council, which has freed up time to prepare, deliver and engage in training. We have over the last two months experienced a short term increase in time taken to process validation of applications. We have communicated this to applicants and both planners and the technical support team have made commendable progress in getting new applications determined in time. The team has agreed a target of 5 days for validating new applications by end of February 2016.

System Improvement

10. A further feature of the Support Services Review was the creation of a System Support Lead officer post, implemented in July 2015. The upgrade to a new build of the Service System APAS, in addition to delivering a hosted environment was completed by October 2015. These improvements will provide the necessary infrastructure to support further ICT improvements for the Service area and our new ways of working.
11. The system upgrades did affect performance and created a short-term backlog in processing applications for a period last year. This was difficult to avoid, as the System was down for 10 days in October 2015. However on going commitment from the team, management and effective communication helped minimise impact on customers.

Team and staffing

12. The position regarding recruitment has also changed since the August 2015 report; at this time we had a number of vacancies and a number of agency staff covering some of these posts. Recruitment subsequently has been largely successful and will provide continuity for the team moving forward. These include a Head of Development Management in November 2015, which will strengthen Service leadership and drive forward the Director's ambition for excellent service across all areas of the Planning department.
13. Also in November 2015 five project officers were appointed across the Directorate, three of which are in Development Management. The post holders were recruited within a "grow your own" staff development initiative, which was introduced to

respond to a recognised shortage in planners. Their training and development plans will include a period of experience in all of the Planning sections in the department so they have an exposure to the other aspects of planning including New Communities, the Consultancy team and Local Plans.

14. We have also recruited to two senior planner posts within the Service and are currently only holding one vacancy for a principal planner post, which we are actively working on recruiting to.

Looking to the future

15. We are encouraged by growth in performance in the last three months (see Appendix 1) and are confident that our improvement programme will continue to grow the success of our service both quantitatively and qualitatively.
16. We have been developing new processes, which with the new Build implemented, we can now adapt our ICT system to manage workflow. The application processes are being redesigned to make them efficient as possible. This will enable us to spend more time on assessment of proposals, including at pre-application stage and increasing effective engagement with partners and the community. We are aiming to have improvements in place for all types of applications and the team trained in a consistent approach by May 2016. Meanwhile we are actively identifying and managing significant and complex cases, including a forward plan for committee. As well as a review of the scheme of delegation in March 2016.

Project Management Approach

17. Drawing on best practice across our department on project managing applications, such as Planning Performance Agreements and successful pre-application engagement with parishes, our partners and the public. We have set up a project to look at how we can use our experience to develop project management frameworks to increase emphasis on delivery, taking sites from inception stage through to delivery. As part of this we are developing category management of areas with high development activity. We will be implementing changes and training staff within the next 6 months.

Performance Management

18. We are embedding a bottom up and top down approach to performance management, which continues to draw lessons learnt from complaints and compliments and well as from how officers process cases. All staff have objectives and training agreed as part of the Corporate process, these are regularly reviewed at monthly 1 to 1s. In addition a project has been set up to review departmental training, supporting officers in making qualitative assessments of applications.
19. We have met with the PAS (Planning Advisory Service), who has agreed to work with us to implement their Quality Framework which seeks to measure the quality and

effectiveness of processing decisions as well as benchmarking with relevant high performing planning authorities.

20. Finally, we have recruited a temporary resource to manage and close down out of time applications by July 2016. This will also identify any further lessons learned, which we will seek to address in order to minimise delays in processing applications in the future.

Six Month Forward Plan for improvement

21. In summary the timeframe for improvements are as follows:

Measure	Target timeframe
Validation within 5 days	End February 2016
Scheme of Delegation	March 2016
PAS quality framework and benchmarking	April 2016
New application process and System workflow and improvements	May 2016
Implementing best practice project management for significant sites including Development Delivery Agreements	June 2016
Closure of out of time applications	July 2016

Implications

22. 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

23. The costs are contained within budgeted resources for this financial year.

Legal

24. There are no specific legal implications arising from this report.

Staffing

25. All improvements to process and working arrangements are being made with involvement of staff and training will be included as an integral part of implementation.

Risk Management

26. Whilst improvement has improvement in the last quarter there is still room for further improvement, the measured outlined above to be implemented in the next 6 months are essential to enable the team to build on what have recently been achieved.

Equality and Diversity

27. The recruitment campaign and working arrangements allow for full flexibility to meet specific requirements of current staff and candidates.

Climate Change

28. No specific implications.

Effect on Strategic Aims

29. The recommendation seek to achieve the Council's three A's

Background Papers - None

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Planning Portfolio Holder – Work Programme 2016-17

1 Date of meeting	2 Reports to be signed off and sent to Democratic Services by 5.00pm on	3 Title of Report	4 Key or Non-Key?	5 Reason Key Specify no(s) listed below	6 Purpose of Report, ie For Recommendation / Decision / Monitoring	7 Lead Officer / Report Author	8 Date added to Corporate Forward Plan (contact: Victoria Wallace) *
To be scheduled		Affordable Housing Supplementary Planning Document – Consultation– Timing will depend on examination	Key	2	Decision	Jo Mills / David Roberts	10 September 2014
To be re-scheduled		Foxton Conservation Area				Trovine Monterio	
To be re-scheduled	Mon 1 February 2016	Towards a Paperless Planning Service (working title)				Julie Baird	

2016-03-14	Thur 3 March 2016	Local Plan	Key	2	Decision	Caroline Hunt	
2016-03-14	Thur 3 March 2016	Review of scheme of delegation :next steps				Jane Green	
2016-03-14	Thur 3 March 2016	Playing Field Strategy	Key	2	Decision	Gemma Barron / Alison Talkington	16 December 2015
2016-03-14	Thur 3 March 2016	Indoor Sports Facilities Strategy	Key	2	Decision	Gemma Barron / Alison Talkington	16 December 2015
2016-03-14	Thur 3 March 2016	Strategic Policies in the adopted development plan for South Cambridgeshire	Key	2	Decision	Alison Talkington	18 December 2015
June 2016		Flood and Water SPD	Key			Jenny Nuttycombe / Jon Dixon	10 September 2014

September 2016							
November 2016							
February 2017							

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards. In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).
 - Key decisions can only be made after they have been on the Corporate Forward Plan for at least 28 clear calendar days not including the day on which they first appear on the Forward Plan or the day on which the decision is to be made.

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