



REPORT TO: Cabinet

1 July 2019

LEAD Cabinet Member(s) Cllr Tumi Hawkins
Cllr Aidan Van de Weyer

LEAD OFFICER: Joint Director for Planning and Economic Development

Greater Cambridge Local Plan inception and Joint Planning & Transport Advisory Group terms of reference

Purpose

1. The purpose of this report is to agree the terms of reference for the proposed Joint Planning & Transport Advisory Group: a non-decision making joint member group intended to facilitate the development of a shared policy understanding to allow the timely preparation of the new Greater Cambridge Local Plan, coordinated with transport policy.
2. This is not a key decision. It was first published in the May 2019 Forward Plan.

Recommendations

3. That Cabinet:
 - (a) note information regarding the inception of the Local Plan; and
 - (b) agree the terms of reference for the proposed Joint Planning & Transport Advisory Group.
 - (c) agree that South Cambridgeshire representation on the Joint Planning & Transport Advisory Group should comprise two nominations from the Liberal Democrat group and one from the Conservative group.

Reasons for Recommendations

4. Cambridge City Council and South Cambridgeshire District Council are committed to producing a joint Local Plan, commencing in 2019. As agreed at 3 October 2018 Cabinet as part of agreeing the Local Development Scheme 2018, the proposed approach to governance is to use separate democratic processes to agree both plans, informed by a joint member advisory group. Agreeing the proposed terms of reference for this group will enable the advisory group to be set up.
5. This paper and draft terms of reference is being considered by Cambridge City Council Planning & Transport Scrutiny Committee on 16th July. Cambridgeshire County Council Economy & Environment Committee will consider the invitation to participate in the Advisory Group on 11th July.

Background

6. Through the City Deal with Government in June 2014, the Councils committed to develop a joint Local Plan. Policy 8a of the Cambridge Local Plan 2018 and Policy S/13 of the South Cambridgeshire Local Plan 2018 set out the shared commitment of both Cambridge City Council and South Cambridgeshire District Council to prepare a joint Local Plan for Greater Cambridge area.

Local Plan scope

7. The joint Greater Cambridge Local Plan will address all relevant planning topics, with the policies referred to above committing the plan to address the following issues in particular:
 - (a) an updated assessment of housing needs.
 - (b) progress being made towards implementation of the spatial strategy for Greater Cambridge including the new settlements at Waterbeach and Bourn Airfield.
 - (c) working with the local housing authority, consideration of the implications of an assessment required by the Housing Act 1985, as amended by the Housing and Planning Act 2016, of the needs of people residing in or resorting to their district with respect to the provision of sites on which caravans can be stationed.

Local Plan process

8. The adopted Local Plan policies set out that the new Greater Cambridge Local Plan will commence before the end of 2019, with submission to the Secretary of State for examination anticipated by the end of Summer 2022. The recently adopted Local Development Scheme 2018 (see Background Papers) states that:
 - The first formal consultation on issues and options for the plan will start before the end of 2019
 - Consultation on a draft plan will be in autumn 2020
 - Consultation on the Proposed Submission version of the plan will be in autumn 2021
 - Submission to the Secretary of State for independent examination will be in summer 2022
 - Intended date of adoption will be summer 2023

Inception of the Local Plan

9. Work is ongoing to prepare for the Issues and Options consultation and more generally the wider Local Plan process, including:

Lessons learned and best practice work

10. To support a reflective approach to the new Local Plan, an independent local planning expert has been commissioned to undertake a lessons learned and best practice review. This will involve engaging with key stakeholders to look back at the previous Cambridge and South Cambridgeshire Local Plan processes, as well as considering examples of best practice nationally, to understand in which areas, and how, improvements might be made to the approach to plan-making consistent with current national planning policy. This is intended to create certainty in terms of outcomes and support an efficient plan-making process. The findings of the review are due later in the summer to inform the Issues and Options process.

Scoping the Local Plan process

11. The Issues and Options consultation, due to start before the end of the year, will be relatively high level, supported by a limited range of the ongoing evidence base work. The consultation will explore broad questions in terms of the key themes of the plan, as well as considering levels of growth and broad strategy options.
12. The draft local plan consultation, due in autumn 2020, will be a full draft plan. This will include a preferred strategy, site allocations, and development management policies.
13. The draft plan will be supported by a full suite of evidence, some of which will be used to support the Issues and Options consultation. In particular, processing the representations on the Call for Sites submissions early this year is still to be completed. Once processed these will be published on the Councils' websites without assessment. The process of assessing these sites will take a number of months and the conclusions will inform the draft Local Plan in autumn 2020 and be published as a background document to it.

Setting up joint governance arrangements

14. A joint high-level officer group comprising representatives of both councils, Greater Cambridge Partnership, Cambridgeshire County Council and the Combined Authority has been set up and is meeting on a monthly basis to help steer the development of the forthcoming Local Plan.
15. A Joint Planning & Transport Advisory Group of Members is proposed to be set up as discussed below.

Initial stakeholder engagement

16. Ahead of formal processes and the issues and options consultation a number of workshops will be held in Cambridge and Cambourne in July, to ask key stakeholders about reflections on the adopted plans, the key themes of the new plan, and thereby to inform the shape of the Issues & Options consultation. These will include:
 - two joint all member workshops on 4th July; one each in Cambridge and Cambourne to enable maximum attendance
 - further workshops and meetings later in July for: parish councils and residents associations; businesses; Council specialist officers and partner organisations (CPCA, GCP, County Council); interest groups and charities; and statutory consultees and infrastructure providers

Joint Planning & Transport Advisory Group terms of reference

Background

17. As noted above, Cabinet, as part of agreeing the joint Local Development Scheme agreed at its 3 October 2018 meeting that the joint Local Plan would be prepared 'under section 28 of the Planning and Compulsory Purchase Act with separate democratic processes to agree both plans, informed by a joint member advisory group'. This arrangement was agreed for Cambridge City Council by the Executive Councillor for Planning Policy & Transport at the Planning & Transport Scrutiny Committee on 2 October 2018. Agreeing the appended draft terms of reference for this group will enable the establishment of an advisory group to be set up.
18. As set out in the report accompanying the Greater Cambridge Local Development Scheme 2018, the proposed governance approach to the joint Local Plan is essentially the same approach as that taken in the past for joint Area Action Plans for the Cambridge fringe sites, and for the separate but aligned new Local Plans found sound last year. It has the advantage of engaging the wider membership of the

Council in plan making, as key decisions on preparing a statutory plan lie with full Council. Whilst this approach has an inherent risk that the Councils could seek to prepare a joint plan but fail to reach agreement through separate Member processes, this has not proved to be a significant barrier to joint plan making in the past.

Purpose

19. As set out in the Outcomes section of the appended draft terms of reference, the group's focus is intended to be on the development of the new Greater Cambridge Local Plan, coordinated/integrated with transport policy, but that it will also provide a forum for discussion of other key planning policy and transport documents within the Greater Cambridge area.

Representation

20. The draft terms of reference propose that the group will consist of three Members from each of Cambridge City Council, South Cambridgeshire District Council, and one from Cambridgeshire County Council. The membership of the group will be determined by each authority.
21. The intention in including three Members from the two authorities preparing the plan is to enable cross-party debate on a joint basis ahead of formal discussion and agreement of issues within each Council's committee processes.
22. Given this intention, and whilst as an informal group there is no requirement for political balance, it is suggested that South Cambridgeshire's representation should comprise two nominations from the Liberal Democrat group and one from the Conservative group. For Cambridge City Council it is suggested that representation should comprise two nominations from the Labour group and one from the Liberal Democrat group.
23. As a key local stakeholder responsible for a range of public services and infrastructure provision, but not being directly responsible for the plan, it is suggested that the County Council should have a single representative on the Joint Planning & Transport Advisory Group.

Options

24. Cabinet may decide to:
 - agree the terms of reference for the proposed Joint Planning & Transport Advisory Group without amendments;
 - agree the terms of reference for the proposed Joint Planning & Transport Advisory Group with amendments.

Implications

25. 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

26. A budget for the preparation of the Joint Local Plan has been agreed with the Council. Assumptions made surrounding the preparation of evidence documents and the engagement around and development of the Local Plan content will be monitored regularly and kept under review – having regard to the objective of ensuring effective and inclusive engagement with the community and members on key issues, and meeting key timelines for delivery.

27. In terms of the Joint Planning & Transport Advisory Group, there will be resource implications in providing support. Secretariat support will need to be provided by Democratic Services staff. There will be minor financial implications associated with production of agenda packs for meetings and with Members' travelling allowances.

Legal

28. The legal implications of preparing the statutory Local Plan has been considered in the writing of this report.

Staffing

29. Currently anticipated to be within current budgets. This will be kept under review alongside other work priorities.

Risk Management

30. The Local Plan is a key corporate priority and will be monitored against the timetable set out in the Local Development Scheme.

Equality and Diversity

31. The Local Plan will require an Equalities Assessment to be undertaken as part of its preparation.

Climate Change

32. The plan provides an opportunity to address the aspects of climate change that can be influenced by the planning system and will need to ensure it plans for mitigation of and adaptation to climate change.

Effect on Council Priority Areas

33. The Joint Local Plan will seek to address all of the below priority areas, alongside Cambridge City Council's corporate priorities. Setting up the Joint Planning & Transport Advisory Group will enable coherent discussion of the relevant issues to achieve this.

Priority 1 - Growing local businesses and economies

Priority 2 - Housing that is truly affordable for everyone to live in

Priority 3 – Being green to our core

Priority 4 – A modern and caring Council

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.

Adopted South Cambridgeshire Local Plan 2018

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/the-adopted-development-plan/south-cambridgeshire-local-plan-2018/>

Papers relating to Cabinet meeting 3 October 2018, where it was agreed to set up a joint member group in principle

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=293&MId=7345&Ver=4>

Papers relating to Cambridge Planning & Transport Scrutiny meeting 3 October 2018, where it was agreed to set up a joint member group in principle

<https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=475&MId=3558&Ver=4>

Appendices:

Appendix A: Joint Planning and Transport Advisory Group Draft Terms of Reference

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