CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held
on **Thursday 11 September 2014 at 7.45pm**

The Public and Press are cordially invited to be present.
All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

LG Stoehr

Gail Stoehr, Clerk, 05/09/14

AGENDA

1. Apologies for absence and declarations of interest
- 1.1 To receive written apologies for absence and reasons
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations including requests carried forward from the last meeting
- 1.4 To grant any requests for dispensation as appropriate

Comments & observations from members of the public and reports from District & County Cllrs

2. To approve the minutes of the previous meeting on 10 July 2014

3. To consider applications for co-option to fill vacancies resulting from insufficient candidates at election

Lawrence Post, 95 Ermine Street and Janet Malloy, 70 Ermine Street

4. Matters arising from the last meeting
- 4.1 (5.1) Village Hall Committee and Village Hall internal refurbishment update (KH, EB)
- 4.2 (8.2) CCC request for contribution towards works to the watercourse – update (KHo)
- 4.3 (8.4) CCC Minor Highways Improvements bid update (EB)

5. Local matters and members items for info only unless stated
- 5.1 Report of vermin in Brockholt Road (KHo)
- 5.2 Footpaths and hedges (KHo)

6. Planning and tree works
- 6.1 Applications received since the last meeting
  - 6.1.1 S/1574/14/FL – Kartsport, Royston Road – Change of use of land and buildings to include use Class A1 and B2 with associated storage and B8 self-storage – to note response made between meetings
- 6.2 SCDC notifications - to note any received
- 6.3 Tree works applications – to consider any received

7. Finance, procedure & risk assessment
- 7.1 To receive the financial report and approve the payment of bills
- 7.2 To consider any quotes for urgent works required because of risk
- 7.3 To consider quotations for insurance cover
- 7.4 To consider the requirements of the Openness of Local Government Bodies Regulations 2014

8. To consider any correspondence received
- 8.1 Cambridgeshire ACRE Housing Needs Survey – to consider the report and request from SCDC for a meeting
- 8.2 Eltisley Parish Council proposal for shared purchase of mobile speed warning sign and request for financial contribution
- 8.3 CCC Flooding questionnaire
- 8.4 Cambridge City Council consultation on the future of Park Street car park
- 8.5 SCDC notes from Planning Forum meeting on 21 July

9. Closure of meeting

Clerk to the Council: Mrs Gail Stoehr, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY
Te & Email: 01954 210241 E-mail: caxtonpc@lgs-services.co.uk

CAXTON PARISH COUNCIL
Report to Caxton Parish Council meeting on Thursday 11 September 2014

Where I have background information to support an agenda item this is below.

1.2 To receive written requests for dispensations from councillors on items on the agenda
Dispensations have been granted to Keith Howard and Eddie Blair to enable them to speak and vote on matters relating to Ermine Street i.e. the road in which they live.
All applications for dispensation must be sent to the Clerk ahead of any meeting.

3. To consider application for co-option
Lawrence Post, 95 Ermine Street, application attached
Janet Malloy, 70 Ermine Street, application attached

Other to note:
(8.1) Gawn Associates response to the Parish Council's complaint
Mr Gawn's professional body thinks there may be a case to answer and the panel will meet to consider this. They will keep the Parish Council informed of the outcome.

6. Planning and tree works
6.1 Planning applications received
6.1.1 S/1574/14/FL – Kartsport, Royston Road – Change of use of land and buildings to include use Class A1 and B2 with associated storage and B8 self-storage – to note response made between meetings – the Parish Council recommended approval.

6.2 SCDC notifications
6.2.1 S/1259/14/FL – 31 Bourn Road – Two storey rear extension, re-roofing of porch and utility room and rendering of all masonry external walls, part retrospective – Permission granted by SCDC.

6.3 Tree works applications – none at the time of writing

7. Finance, procedure and risk assessment
7.1 To receive the financial report and approve the payment of bills – attached.

7.2 To consider any quotes for urgent works required because of risk – none at the time of writing.

7.3 To consider quotations for insurance cover
Three quotations will be brought to the meeting. The Council needs to consider if any other assets or additional cover is required. The Caxton fountain spout is insurred but not the wall itself. The Council should consider if this needs insuring.

7.4 To consider the requirements of the Openness of Local Government Bodies Regulations 2014
Attached. The Council's attention is drawn to the following:

- Anyone can now film, record at parish council meetings and disseminate the recordings to other persons not present by way of the internet, etc.
- Decisions and background papers to be made available to the public [Sections 8, 9 and 10]

8. To consider matters arising out of correspondence received
8.1 Cambridgeshire ACRE Housing Needs survey – to consider the report and request from SCDC for a meeting - Attached

8.2 Eltisley Parish Council proposal for shared purchase of mobile speed warning sign –
"Eltisley is considering the purchase of a mobile Speed Warning Sign to reinforce our existing speed control measures.
These units, depending upon specification, cost between £3,000.00 and £5,000.00 and in order to make the devise more affordable and to ensure that it is fully utilised, we are seeking partners to share the purchase. This would reduce the price sufficiently to appeal to even the smallest PC and enable more areas to benefit from the technology.

It is generally accepted that these units do have an effect on reducing the numbers of speeding motorists even in the presence of existing traffic calming or speed reduction measures, and we would be grateful if you would consider joining us in this venture.
If you have any queries please let me know. The type of equipment can be viewed on sites as Radar Speed Signs from OST Technology Ltd
Once I know how many Parishes express an interest I will be able to work out the approximate cost each and perhaps call a meeting."

8.3 CCC Flooding Questionnaire
The deadline for responses has been extended to the end of September. – attached.

8.4 Cambridge City Council consultation on the future of Park Street Car park – Attached.

8.5 SCDC notes from Planning Forum meeting on 21 July - Attached.

CAXTON PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall on Thursday 10 July 2014 at approximately 8.30 pm following the Annual Parish Meeting

Present: Councillors: K Howard (Chairman), E Blair and R Millard.

In attendance: District Cllr A Elcox, District Cllr D Morgan, Claude Abi-Gerges and Daniel Fry (McDonalds, Caxton Gibbet) and Mrs A Griffiths (Minutes Secretary. LGS Services)

1. Apologies for absence and declarations of interest

Apologies had been received from Cllr Human.

1.1 To receive declarations of interests from councillors on items on the agenda

Cllr Millard declared an interest in Item 8.6 as the farmer of the land

1.2 To receive written requests for dispensations for disclosable pecuniary interests

Consideration of Cllr Howard's request for a dispensation to speak and vote on any matter regarding Ermine Street, as a resident of Ermine Street, was carried forward to the next meeting, as his abstention would render the meeting inquorate for this item.

1.3 To grant any requests for dispensation as appropriate

None.

Comments & observations from members of the public and reports from District & County Councillors

Nothing further to report.

2. To approve the minutes of the previous meeting on 29 May 2014

RESOLVED that the minutes of 29 May be approved and signed by the Chairman (Prop RM, 2nd EB), after amendments to delete the words "following the Annual Parish meeting" from the heading, and under item 1.4, to delete "and Sharon Piper at" in order to read "to meet John Clark of Cambridgeshire County Council".

3. Matters arising from the last meeting

3.1 (1.5) To consider co-option to fill vacancies due to insufficient candidates at election

No applications received.

3.2 (1.6) Terms of reference for member responsibilities

RESOLVED unanimously to adopt the Terms of Reference for member responsibilities as follows: (Prop KH, 2nd RM)

Terms of Reference

The members as appointed:

- *are asked to review and monitor their area of responsibility and to report regularly to the Parish Council.*
- *should make clear recommendation for action to the Parish Council as and when appropriate*
- *inform the Clerk in advance of the meeting when a Council decision is required so that the item can be added to the agenda supplying a written report and any background or supporting papers as necessary.*
- *do not have any delegated authority to make any decisions on the Council's behalf.*
- *must have due regard for the Parish Council's Standing Orders, Financial Regulations and other Policies at all times.*
- *may seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out their role more effectively.*

3.3 (1.4) Members had met with John Clark of CCC on 6 June and had walked along St Neots Road observing the traffic, parking and the parking of heavy lorries. The Chairman outlined complaints from residents regarding lorries going down the road and turning adjacent to residents' properties. Possible strategies could be to install double yellow lines at the junction, and erect signs at the start of the residential area indicating "Private property – no heavy vehicles beyond this point" A suitable form of words is awaited.

The Chairman welcomed Claude Abi-Gerges (owner) and Daniel Fry (manager) of the McDonalds franchise at Caxton Gibbet. The County Council had suggested that employees be asked to park within the premises area rather than on the road. Mr Abi-Gerges explained that he had been in discussions with the developer regarding other solutions. Much effort had been expended on clearing the road of litter. It was acknowledged that cars parking on the road might not belong to McDonalds' employees, and that residents mainly complained about lorries parking, but there were fewer lorries now. It was hazardous to stand on the visibility splays. It was suggested that double yellow lines were installed 10-15 yards down the road.

Mr Abi-Gerges said that he had been discussing the possibility of using another plot of land for parking with the developer, and was awaiting a response. Cllr Morgan suggested that he record the registration numbers of his employees to see whether the cars parked on the road belonged to them. With regard to litter, the Chairman complimented and thanked the McDonalds representatives for the good work carried out by their litter pickers and thanked them for attending.

Cllr Elcox suggested that Demand Responsive Transport could be considered to reduce the number of car journeys made and leaflets describing the scheme were handed to Mr Abi-Gerges for his employees. A local minibus was also suggested.

The Parish Council asked the District Councillors to look into the possibility of improvements to the footpath with the safety of pedestrians, particularly youngsters, in mind.

Mr Abi-Gerges and Mr Fry were thanked for attending and they left the meeting.

4. To consider any resolutions from the Annual Parish Meeting

None.

5. Local matters and members items for info only unless stated

5.1 Village Hall Committee problems and Village Hall internal refurbishment

RESOLVED to note the problems resulting from committee member registrations and that the Council representatives were trying to arrange an annual meeting new member appointments. With regards to the internal refurbishment, it was felt that the building should first be given a chance to dry out, but if the damp remained, a proper survey of the building should be considered.

RESOLVED that the Chairman, Vice-Chairman and Clerk should meet to discuss the way forward and check whether the Village Hall was a member of ACRE. If not the Parish Council will pay for their membership to give the organisation some support.

5.2 Parking on the pavements

RESOLVED that Cllr Blair should draft an article for the newsletter and contact the Editor to check it has been received. The Chairman will keep trying to contact the Editor to ascertain the next publication date.

RESOLVED to accept the kind offer from Cllr Morgan to contact the Police to put notes on cars parked on verges and pavements. The area involved extends from the top of the hill running southwards.

RESOLVED to report to CCC that vegetation is overhanging the footpath on the right hand side of the road going northwards from the 30 mph limit up to the bypass northern roundabout, causing pedestrians to have to walk in the road to avoid it.

6. Planning and Tree Works

6.1 Applications received since the last meeting

6.1.1 S/1259/14/FL – 31 Bourn Road – Two storey rear extension, re-roofing of porch and utility room and rendering of all masonry external walls (part retrospective)
RESOLVED to recommend approval. (Prop EB, 2nd RM)

6.2 SCDC notifications - to note any received

6.2.1 S/0917/14/SD – Unit 4, Caxton Gibbet Park – Two part internally illuminated signs comprising one fascia advertisement and one totem advertisement – Permission granted by SCDC – Noted.

6.2.2 S/0914/14/DC – The Cross Keys, 77 Ermine Street – Discharge of condition 3 of planning reference S/0152/13/FL – Permission granted – Noted.

6.2.3 S/0716/14/NM – The Cross Keys, 77 Ermine Street – Non-material amendment for planning consent S/0152/13/FL – Permission granted – Noted.

6.2.4 S/0053/12/FL – Land at Caxton Gibbet – erection of wind turbine – Permission granted – Noted.

6.3 Tree works applications – to consider any received
None.

Cllr Elcox raised the possibility that the sewage smell noticed recently might be due to the discharge of sewage into the Brook. The Parish Council explained that the location of the smell was not near the Brook. A query was raised about the water in Crowdene. Cllr Morgan outlined the previous system of diverting water from storm drains into the sewage system at Cambourne. New pumps had now been installed but if the diversion was not removed as the village grew the pumps could have difficulty in coping with the extra volume.

Cllrs Elcox and Morgan were thanked for attending and left the meeting at 9.21 pm.

7. Finance and procedure

7.1 To receive the financial report and approve the payment of bills
RESOLVED to receive the financial report, and that the invoices and bank statements be checked at the end of the meeting, before the cheques are signed. The payments as listed, plus LGS Services (Admin support) £436.74, be approved for payment (Prop EB, 2nd RM).

Salaries	£240.34
Buchans (Grass cutting)	£373.20
HMRC (PAYE)	£92.60
Buchans (Grass cutting)	£384.00
Buchans (Grass cutting)	£384.00
LGS Services (Admin support)	£445.19
CCC (Street lighting)	£76.20
SCDC (Election costs)	£105.00

An adjustment of £54.00 to cheque no 680 was noted.

7.2 To consider any quotes for urgent works required because of risk
None.

7.3 Play equipment and the RoSPA report – to consider any work required
RESOLVED to receive and accept Cllr Human's written report and to accept the recommended wording for the safety warning sign and arrange for it to be erected at the goal wall; and to obtain a replacement seat for the toddler swing. (Prop EB, 2nd RM)

8. To consider matters arising out of correspondence received including

8.1 Gawn Associates response to the Parish Council's complaint

RESOLVED to submit a reply to the professional bodies. The response is to cover the points that the Parish Council, along with witnesses, were misled as to the potential cost, which it was given to understand would be £7000; had the Council known that the costs would exceed £20,000 it would not have proceeded to contract Gawn Associates; the second tender was only sent out after pursuing Mr Gawn to do so, and the Council has no knowledge of how this was followed up; the Council received no response to emails or telephone calls from Mr Gawn after that point; and commenting that the Clerk, a non-professional in this field, had succeeded in obtaining tenders returned the project within budget and had negotiated an extended guarantee with the successful supplier. (Prop KHo, 2nd EB)

8.2 CCC request for contribution towards works to the watercourse

RESOLVED in view of the email from Sass Pledger to delegate to the Chairman the ability to negotiate payment of up to half of the remaining cost of £1750 quoted. The preferred contribution breakdown would be £1000 from CCC and £750 from the Parish Council.

A suggestion was also made that the riparian owner be asked to make a contribution to the cost. Cllr Millard declared an interest as the tenant of the land in which the watercourse lies. A decision on this aspect could not be taken as Cllr Millard's abstention would make the Council inquorate for this item.

8.3 Cllr Steve Jones, Bourn Parish Council – Proposal for coalition of Parish Councils to oppose the Local Plan

RESOLVED that the Parish Council agrees to joining a coalition of parish councils to be led by Bourn Parish Council, and signs the prepared coalition statement.

RESOLVED also to delegate to Bourn Parish Council the authority to purchase a combined Traffic Impact Study for Bourn Airfield and West Cambourne and agree to provide £1000 towards the cost, using the powers provided in S101 of the Local Government Act, as long as Caxton Parish Council has access to the report in full. This report is essential to Caxton Parish Council as it will cover the transport impact within Caxton and will enable it to oppose the development on parish land. (Prop KHo, 2nd EB)

8.4 CCC Local Minor Highways Improvements – invitation to bid

A letter had been received from a parishioner requesting traffic calming. RESOLVED that the Chairman would draft a response that the Parish Council had been trying for many years to improve the traffic calming in the village.

RESOLVED that Cllr Blair should contact the Police to enlist their support with a bid for a 20 mph limit, and also whether they would support double yellow lines of approximately three car lengths/10-15 metres on Swansley Wood Road. Cllr Blair is to report the outcome of his enquiries to the Parish Council as soon as possible to enable the bid to be drafted in time for the deadline on 12 September.

8.5 CCC Transport Strategy in Cambridgeshire consultation

RESOLVED to respond that the Parish Council supports addressing the A14 improvements and addressing improvements to the A428, particularly the Caxton Gibbet to St Neots stretch, which is currently a bottleneck.

8.6 Barford & Co – application for pre-application planning advice – proposed rural exception site Firs Farm, St Peter's Street

Cllr Millard had previously declared an interest in this item.
Noted.

8.7 SCDC S106 agreement – land rear of The Cross Keys, 77 Ermine Street

RESOLVED that the S106 agreement indemnity be signed by Cllrs Blair and Millard.
(Prop KHo, 2nd EB)

9. Closure of meeting

There was no further business and the meeting closed at 9.57 pm.

Signed …….Chairman ……date.

Caxton Parish Council

30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY
E-mail: caxtonpc@lgs-services.co.uk
Tel: 01954 210241
Fax: 0870 7052759

Application for Parish Councillor

Candidate's Details

Name in Full:	Lawrence Edward Post
Address:	95 Ermine Street Caxton Cambs. CB23 3PQ
Home Telephone Number:	01954 719259
Mobile Telephone Number:	n/a
Email Address:	lawrencepost@btinternet.com

Eligibility for Office as a Parish Councillor

Please circle the answer

Are you over 18 years of age?	(Yes)	No
Are you a British, Commonwealth or Irish Citizen, or a citizen of another Member State of the European Union?	(Yes)	No
Can you confirm that you: a) will be a local government elector for the area of the authority on the day of co-option and thereafter, *or* b) have during the whole of the 12 months preceding the day of co-option occupied as owner or tenant any land or other premises in the area, *or* c) have had your principal or only place of work in the area during the whole of the 12 months preceding the day of co-option, *or* d) have resided in the parish or within 3 miles of it for the whole of the 12 months prior to co-option. Please satisfy ***one*** of the above	(Yes)	No

Do you hold any paid office or employment under this authority	Yes	No
Have you been a person adjudged bankrupt	Yes	No
Have you, within five years before the day of co-option, been convicted of any offence or had passed on you a sentence of imprisonment for a period of not less than 3 months (whether suspended or not) without option of a fine	Yes	No

Background Information

Continue on a separate sheet if required

Please detail any experience you have that may be relevant to the Parish Council:

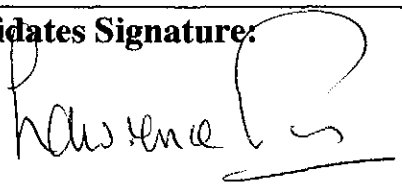
I was until 2005 a professional company secretary (including for 10 group company secretary of Virgin Group PLC.
I have therefore experience of meetings and implementation of their decisions.
In another quoted company I had responsibility for the property portfolio both acquisitions and disposals.
For the past 9 years I taught business English to foreign students.

Please state why you wish to be a Parish Councillor:

I retired from EF corporate 3 weeks ago and I feel I could now do something for the community.
I have lived in Caxton for over 30 years so I have an investment in the village.

Declaration

I declare to the best of my knowledge and belief that the information provided as part of my application for the role of Parish Councillor is accurate:

Candidates Signature:	**Date:**
	10. 8. 14

Co-option Procedure:

If required, electoral register numbers may be obtained from the Parish Clerk. On receipt of an application by the Parish Council, a formal resolution to co-opt may be tabled at the next full Council meeting. Once formally co-opted, new members will sign the Declaration of Acceptance and the Declaration of Interests, agreeing to abide by the Code of Conduct which applies to everyone serving on Parish Councils.

Please return you application form and any other correspondence to:

The Clerk
Caxton Parish Council
30 West Drive
Highfields Caldecote
Cambridgeshire
CB23 7NY

caxtonpc@lgs-services.co.uk

Caxton Parish Council

30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY
E-mail: caxtonpc@lgs-services.co.uk
Tel: 01954 210241
Fax: 0870 7052759

Application for Parish Councillor

Candidate's Details

Name in Full:	Janet Alma Molloy
Address:	70 Ermine Street Caxton Cambridge CB23 3PQ
Home Telephone Number:	01954 718677
Mobile Telephone Number:	
Email Address:	michaelgmolloy@waitrose.com

Eligibility for Office as a Parish Councillor

Please circle the answer

Are you over 18 years of age?	Yes XNo
Are you a British, Commonwealth or Irish Citizen, or a citizen of another Member State of the European Union?	Yes XNo
Can you confirm that you: a) will be a local government elector for the area of the authority on the day of co-option and thereafter, *or* b) have during the whole of the 12 months preceding the day of co-option occupied as owner or tenant any land or other premises in the area, *or* c) have had your principal or only place of work in the area during the whole of the 12 months preceding the day of co-option, *or* d) have resided in the parish or within 3 miles of it for the whole of the 12 months prior to co-option. Please satisfy ***one*** of the above	Yes XNo

Do you hold any paid office or employment under this authority	Yes	No
Have you been a person adjudged bankrupt	Yes	No
Have you, within five years before the day of co-option, been convicted of any offence or had passed on you a sentence of imprisonment for a period of not less than 3 months (whether suspended or not) without option of a fine	Yes	No

Background Information

Continue on a separate sheet if required

Please detail any experience you have that may be relevant to the Parish Council:

As a secondary school teacher for over thirty years, I have gained considerable experience of dealing with members of the public in a wide range of circumstances that included sensitive and confidential information, which required a tactful and diplomatic approach. Integral to my role was the need for good interpersonal skills coupled with an ability to communicate at all levels.

As head of department I was required to develop strategic plans and use IT skills in a wide range of situations. I also gained considerable experience of participating in committee meetings in school and across organizations including those in the wider community.

My background in economics, business studies and social science will enable me as a parish councillor to contribute to fulfilling the responsibilities of the council and work on behalf of all residents to work on issues which are important to the parish.

Being a member of the 'sandwich generation', I have day-to-day experience of issues which affect octogenarians to pre-teens, and feel these connections will also help me represent the views of all residents with the parish.

Please state why you wish to be a Parish Councillor:

Having lived in Caxton for fifteen years, I would like the opportunity to contribute to the development of the parish. Through my interest in social science I have recently become more aware of and interested in the role of local democracy and the contribution parish councillors can make in informing and shaping policy for all members of the parish.

I now have time to make a commitment to help identify issues which are important to the lives of all members of the local community and help continue to ensure the quality of life and the environment the parish offers is sustained.

The need for a strong, representative parish council continues to be very important, and particularly so when the community is continually facing economic, social and technological changes that impact the lives of all those within the parish.

Declaration

I declare to the best of my knowledge and belief that the information provided as part of my application for the role of Parish Councillor is accurate:

Candidates Signature:	**Date:**
J Molloy	31 August 2014

Co-option Procedure:

If required, electoral register numbers may be obtained from the Parish Clerk. On receipt of an application by the Parish Council, a formal resolution to co-opt may be tabled at the next full Council meeting. Once formally co-opted, new members will sign the Declaration of Acceptance and the Declaration of Interests, agreeing to abide by the Code of Conduct which applies to everyone serving on Parish Councils.

Please return you application form and any other correspondence to:

The Clerk
Caxton Parish Council
30 West Drive
Highfields Caldecote
Cambridgeshire
CB23 7NY

caxtonpc@lgs-services.co.uk

CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

	MEETING	**Sep-14**

Summary of previous month

Balance brought forward	**£52,354.57**
Adjusts/transfs/inc during period	

Expenditure approved at last/between meetings

FLP	PLAY EQUIPMENT	-26721.61
LGS SERVICES	ADMIN SUPPORT	-436.74
CAMBS ACRE	VH MEMBERSHIP	-48.00

Misc credits

SCDC	NOTICE BOARD GRANT	800.00
SCDC	S106 R/O CROSS KEYS	3640.46
CCC	VERGES GRANT	331.51

Total Adjustments	*-22434.38*
Balance revised after adjustments	£29,920.19

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	19,888.99	19,937.99	-49.00
Cambs & County Bank	10,031.20	10,031.20	
Total	29,920.19	29,969.19	-49.00

Expenditure for approval

FLP	SWING SEAT	88.80
LGS SERVICES	ADMIN SUPPORT	886.31
B STEWARD	SALARY	21.74
LG STOEHR	SALARY	109.30
LG STOEHR	SALARY	109.10
HMRC	PAYE	87.60
BUCHANS	GRASS CUTTING	384.00

Total expenditure	*1686.85*
Balance c/f	£28,233.34

Gail Stoehr
Responsible Financial Officer

Notes:
Late invoices will be reported to the meeting

STATUTORY INSTRUMENTS

2014 No. 2095

LOCAL GOVERNMENT, ENGLAND

The Openness of Local Government Bodies Regulations 2014

Made - - - - 5th August 2014

Coming into force in accordance with regulation 1

The Secretary of State makes the following Regulations in exercise of the powers conferred by sections 40 and 43(2) of the Local Audit and Accountability Act 2014(**a**).

A draft of this instrument has been laid before, and approved by a resolution of, each House of Parliament pursuant to section 43 of the Local Audit and Accountability Act 2014.

PART 1

General

Citation and commencement

1. These Regulations may be cited as the Openness of Local Government Bodies Regulations 2014 and come into force on the day after the day on which they are made.

Interpretation

2. In these Regulations—

"the 1960 Act" means the Public Bodies (Admission to Meetings) Act 1960(**b**);

"the 1972 Act" means the Local Government Act 1972(**c**);

"the 2012 Regulations" means the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012(**d**).

(**a**) 2014 c. 2.
(**b**) 1960 c. 67. Relevant amendments were made by the Local Government (Access to Information) Act 1985 (c. 43), section 3, Schedule 2 and Schedule 3 and the Broadcasting Act 1990 (c. 42), section 203(1) and Schedule 20.
(**c**) 1972 c. 70. Part 5A and Schedule 12A was inserted by the Local Government (Access to Information) Act 1985, section 1. Section 100I was amended by S.I. 2006/88.
(**d**) S.I. 2012/2089.

PART 2

Admission to and reporting of meetings of certain local government bodies

Amendment of the Public Bodies (Admission to Meetings) Act 1960

3.—(1) Section 1 of the 1960 Act (admission of public to meetings of local authorities and other bodies) is amended as follows.

(2) After subsection (3) insert—

"(3A) Where the public are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods—

(a) which can be used without that person's presence at the meeting, and

(b) which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later."

(3) In subsection (4), after paragraph (c) insert—

";

(d) in the case of a meeting of a relevant local government body, while the meeting is open to the public any person attending is to be permitted to report on the meeting. "

(4) After subsection (4) insert—

"(4A) Subsection (4)(d) does not require a relevant local government body to permit oral reporting or oral commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting."

(5) In subsection (7)—

(a) after "television broadcasting services" insert "or, in the case of a relevant local government body, for use in electronic or any other format to provide news to the public by means of the internet"; and

(b) for "but nothing in this section" substitute "but, subject to subsection (4)(d), nothing in this section".

(6) After subsection (8) insert—

"(9) In this Act—

"relevant local government body" means—

(a) the Council of the Isles of Scilly;

(b) a parish council; or

(c) a parish meeting of a parish which does not have a separate parish council;

"reporting" means—

(a) filming, photographing or making an audio recording of proceedings at a meeting;

(b) using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or

(c) reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present."

(7) After section 1 of that Act insert—

"**Publication and dissemination of reports**

1A.—(1) Any person who attends a meeting of a relevant local government body for the purpose of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities.

(2) Publication and dissemination may take place at the time of the meeting or occur after the meeting."

(8) In section 2(1) of that Act (application of section 1 to committees of bodies to which the Act applies)—

(a) for "the foregoing section" substitute "sections 1 and 1A";

(b) for "as that section applies" substitute "as they apply"; and

(c) for "of that section" substitute "of section 1".

Amendment of the Local Government Act 1972

4.—(1) Section 100A of the 1972 Act (admission to meetings of principal councils) is amended as follows.

(2) After subsection (5) insert—

"(5A) Where the public are excluded from a meeting of a principal council in England under subsection (2) or (4), the council may also prevent any person from reporting on the meeting using methods—

(a) which can be used without that person's presence at the meeting, and

(b) which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later."

(3) In subsection (6), at the beginning of paragraph (c) insert "subject to subsection (7D),".

(4) In subsection (7), at the beginning insert "Subject to subsection (7A)".

(5) After subsection (7) insert—

"(7A) While a meeting of a principal council in England is open to the public, any person attending is to be permitted to report on the meeting.

(7B) Subsection (7A) does not require a principal council in England to permit oral reporting or oral commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

(7C) A person attending a meeting of a principal council in England for the purpose of reporting on the meeting must, so far as practicable, be afforded reasonable facilities for doing so.

(7D) Subsection (7C) applies in place of subsection (6)(c) in the case of a principal council in England.

(7E) Any person who attends a meeting of a principal council in England for the purpose of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities.

(7F) Publication and dissemination may take place at the time of the meeting or occur after the meeting."

(6) After subsection (8) insert—

"(9) In this section "reporting" means—

(a) filming, photographing or making an audio recording of proceedings at a meeting,

(b) using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later, or

(c) reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present."

(7) In section 100E of that Act (application to committees and sub-committees), after subsection (1) insert—

"(1A) But in section 100A, subsections (5A), (7A) to (7F) and (9) do not apply to a committee which is appointed or established jointly by one or more principal councils in

England and one or more principal councils in Wales, or a sub-committee of such a committee."

(8) In section 100J of that Act (application of Part 5A to new authorities, Common Council etc.)—

(a) in subsection (1), after "Except in this section," insert "and subject as follows,", and

(b) after subsection (2A) insert—

"(2B) In section 100A, subsections (5A), (7A) to (7F) and (9) do not apply to—

(a) a joint waste authority;

(b) the Common Council other than in its capacity as a local authority or police authority;

(c) a joint board or a joint committee falling within subsection (2) above;

(d) the Homes and Communities Agency; or

(e) a Mayoral development corporation.".

Amendment of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

5.—(1) The 2012 Regulations are amended as follows.

(2) In regulation 4 after paragraph (5) insert—

"(5A) Where the public are excluded from a meeting under paragraph (2), a decision making body may also prevent any person from reporting proceedings using methods—

(a) which can be used without that person's presence at the meeting, and

(b) which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.

(5B) While the meeting is open to the public, any person attending is to be permitted to report the proceedings.

(5C) Paragraph (5B) does not require a decision making body to permit oral reporting or oral commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting."

(3) In that regulation, after paragraph (6) insert—

"(7) Any person who attends the meeting to report the proceedings may use any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities.

(8) Publication and dissemination may take place at the time of the meeting or occur after the meeting.

(9) For the purposes of this regulation, reporting on proceedings at a meeting means—

(a) filming, photographing or making an audio recording of the proceedings at the meeting,

(b) using any other means for enabling persons not present to see or hear proceedings at the meeting as it takes place or later, or

(c) reporting or providing commentary on proceedings at the meeting, orally or in writing, so that the report or commentary is available to persons not present, as the meeting takes place or later."

(4) In regulation 20 omit paragraph (4).

PART 3

Record of decisions and access to documents

Interpretation of this Part

6. In this Part—

"background papers" in relation to a decision which falls within regulation 7(2), means those documents other than published works, that—

(a) relate to the subject matter of the decision or, as the case may be, part of the decision; and

(b) in the opinion of the proper officer—

(i) disclose any facts or matters on which the decision or an important part of the decision is based; and

(ii) were relied on to a material extent in making the decision;

"confidential information" means—

(c) information provided to the local government body by a government department on terms (however expressed) which forbid the disclosure of the information to the public; or

(d) information the disclosure of which to the public is prohibited by or under any enactment or by order of a court,

and in either case, a reference to the obligation of confidence is to be construed accordingly;

"decision-making officer" means an officer of a relevant local government body who makes a decision which falls within regulation 7(2);

"exempt information" has the meaning given by section 100I(1) of the 1972 Act (exempt information and power to vary Schedule 12A);

"proper officer" has the same meaning as in section 270(3) of the 1972 Act (general provisions as to interpretation);

"relevant local government body" means—

(a) a district council,

(b) a county council in England,

(c) a London borough council,

(d) the Greater London Authority,

(e) the Common Council of the City of London in its capacity as a local authority or police authority,

(f) the London Fire and Emergency Planning Authority,

(g) Transport for London,

(h) a joint authority established under Part 4 of the Local Government Act 1985(**a**),

(i) an economic prosperity board,

(j) a combined authority,

(k) a fire and rescue authority in England constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004(**b**) or a scheme to which section 4 of that Act applies,

(l) a National Park Authority for a National Park in England,

(m) the Broads Authority,

(n) the Council of the Isles of Scilly,

(**a**) 1985 c. 51. Relevant amendments were made by the Police and Magistrates' Courts Act 1994 (c. 29), section 93 and Schedule 9; the Greater London Authority Act 1999 (c. 29), section 328, 423 and Schedule 34; the Civil Contingencies Act 2004 (c. 36), section 32 and Schedule 2 and the Local Transport Act 2008 (c. 26), section 77 and Schedule 4.

(**b**) 2004 c. 21.

(o) a parish council, or,

(p) a parish meeting.

Recording of decisions

7.—(1) The decision-making officer must produce a written record of any decision which falls within paragraph (2).

(2) A decision falls within this paragraph if it would otherwise have been taken by the relevant local government body, or a committee, sub-committee of that body or a joint committee in which that body participates, but it has been delegated to an officer of that body either—

(a) under a specific express authorisation; or

(b) under a general authorisation to officers to take such decisions and, the effect of the decision is to—

(i) grant a permission or licence;

(ii) affect the rights of an individual; or

(iii) award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial position.

(3) The written record must be produced as soon as reasonably practicable after the decision-making officer has made the decision and must contain the following information—

(a) the date the decision was taken;

(b) a record of the decision taken along with reasons for the decision;

(c) details of alternative options, if any, considered and rejected; and

(d) where the decision falls under paragraph (2)(a), the names of any member of the relevant local government body who has declared a conflict of interest in relation to the decision.

(4) The duty imposed by paragraph (1) is satisfied where, in respect of a decision, a written record containing the information referred to in sub-paragraphs (a) and (b) of paragraph (3) is already required to be produced in accordance with any other statutory requirement.

Decisions and background papers to be made available to the public

8.—(1) The written record, together with any background papers, must as soon as reasonably practicable after the record is made, be made available for inspection by members of the public—

(a) at all reasonable hours, at the offices of the relevant local government body;

(b) on the website of the relevant local government body, if it has one; and,

(c) by such other means that the relevant local government body considers appropriate.

(2) On request and on receipt of payment of postage, copying or other necessary charge for transmission, the relevant local government body must provide to the person who has made the request and paid the appropriate charges—

(a) a copy of the written record;

(b) a copy of any background papers.

(3) The written record must be retained by the relevant local government body and made available for inspection by the public for a period of six years beginning with the date on which the decision, to which the record relates, was made.

(4) Any background papers must be retained by the relevant local government body and made available for inspection by the public for a period of four years beginning with the date on which the decision, to which the background papers relate, was made.

(5) In this regulation "written record" means the record required to be made by regulation 7(1) or the record referred to in regulation 7(4), as the case may be.

Confidential and exempt information

9.—(1) Nothing in this Part is to be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence.

(2) Nothing in this Part—

(a) authorises or requires a relevant local government body to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information; or

(b) requires a relevant local government body to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or is likely to contain exempt information.

Offences

10.—(1) A person who has custody of a document which is required by regulation 8 to be available for inspection by members of the public commits an offence if, without reasonable excuse, that person—

(a) intentionally obstructs any person exercising a right conferred under this Part in relation to inspecting written records and background papers; or

(b) refuses any request under this Part to provide written records or background papers.

(2) A person who commits an offence under paragraph (1) is liable on summary conviction to a fine not exceeding level 1 on the standard scale.

Signed by the Secretary of State for Communities and Local Government

Eric Pickles
Secretary of State
5th August 2014 Department for Communities and Local Government

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations make provision to allow members of the public to report and commentate on public meetings of local government bodies in England. They also require written records to be kept of certain decisions taken by officers of these bodies.

Regulation 3 amends the Public Bodies (Admission to Meetings) Act 1960 to allow entry to the meetings of specified local government bodies for the purposes of reporting and to allow the results of the reporting to be publish or disseminated. "Reporting" includes filming and providing commentary on proceedings and allows for the use of a wide range of methods including social media.

Regulations 4 and 5 make similar amendments to the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Regulation 7 provides for the making of a written record of certain decisions taken by officers of relevant local government bodies; regulation 8 provides for the publication of that record; regulation 9 provides an exemption for confidential information and regulation 10 imposes a criminal sanction in relation to obstruction of persons in providing information under regulation 8, punishable on summary conviction to a fine not exceeding level 1 on the standard scale.

An impact assessment has not been prepared for this instrument as it will have no impact on the costs of business or the voluntary sector.

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Cambridgeshire ACRE

Housing Need Survey Results Report for Caxton

Survey undertaken in May 2014

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Cambridgeshire ACRE

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CONTEXT AND METHODOLOGY

Background to Affordable Rural Housing

Affordable housing is housing made available for either rent or shared ownership, based on the evidence of need, to those unable to afford market prices. One approach to delivering affordable homes in rural areas is through rural exception site policy. A rural exception site is a site used specifically for affordable housing in a small rural community that would not normally be used for housing because it is subject to policies of restraint.

Affordable housing on rural exception sites must remain as affordable housing in perpetuity and planning conditions and legal agreements are used to restrict the occupation of property to people falling within categories of need and to those who can prove a local connection through family, residence or work.

To be eligible for rental properties, applicants must complete an application form to join the local Housing Register and they would then be able to bid for properties through the choice based lettings scheme. To be eligible for low cost shared ownership properties, applicants must apply directly through the local Homebuy Agent. You can read more about choice based lettings and low cost home ownership in Appendix 1.

Context

Cambridgeshire ACRE was commissioned to carry out a Housing Needs Survey in Caxton parish in April 2014. This was the result of a planning application for a rural exception site being deferred pending a more up to date assessment of housing need. This survey was carried out on behalf of Cambridge Housing Society in partnership with South Cambridgeshire District Council.

The aim of the survey was to gauge opinion on the value of developing affordable homes for local people in the parishes and to determine existing and future levels of affordable housing need.

Methodology

Survey packs were posted to all 228 residential addresses in the parish of Caxton in April 2014. The survey packs included a covering letter from Cambridgeshire ACRE, a questionnaire, a FAQ sheet and a postage paid envelope for returned forms.

The questionnaire was divided into two sections:

- Part One of the survey form contained questions to identify those who believe they have a housing need. Respondents were also asked if they supported the idea of building a small affordable housing development in the village. All households were asked to complete this section.
- Part Two of the survey form contained questions on household circumstances and housing requirements. This part was only completed by those households who are currently, or expecting to be, in need of housing.

The closing date for the survey was 16 May 2014. In total, 63 completed forms were returned giving the survey a 28 per cent response rate. Most of our Housing Needs Surveys achieve a response rate of between 20 and 25 per cent.

Caxton Parish

Caxton is a small village with a population of under 600.[1] It lies to the south of the A428, less than a mile from the edge of Cambourne. Cambridge is about 12 miles to the east and St Neots about nine miles to the west. An old Roman road, Ermine Street, runs through the village. Once part of the A1198, a busy north/ south thoroughfare, this route by-passed the village in 2004 as part of the Cambourne development plans.

Caxton is now a quiet dormitory village with few local services. Most day to day services can be accessed in nearby Cambourne although the parish falls within the school catchment areas of Bourn primary school and Comberton secondary school. There has been very little development in Caxton in recent years. There were only ten net new dwellings completed in the parish between 2002 and 2013 with none since 2009-10.[2] There are currently about 230 dwellings in the parish.[3]

Tasker's Field, Caxton © Copyright Hugh Venables and licensed for reuse under this Creative Commons Licence

Ermine Street, Caxton © Copyright J Thomas and licensed for reuse under this Creative Commons Licence

However, there has been significant housing development in Cambourne some of which fell within Caxton parish before boundary changes. There are also plans for a West Cambourne development comprising over 1,000 dwellings which would partially fall within the existing Caxton parish boundary.

[1] *'Cambridgeshire Population and Dwelling Stock Estimates: mid 2012'*, Cambridgeshire County Council, October 2013

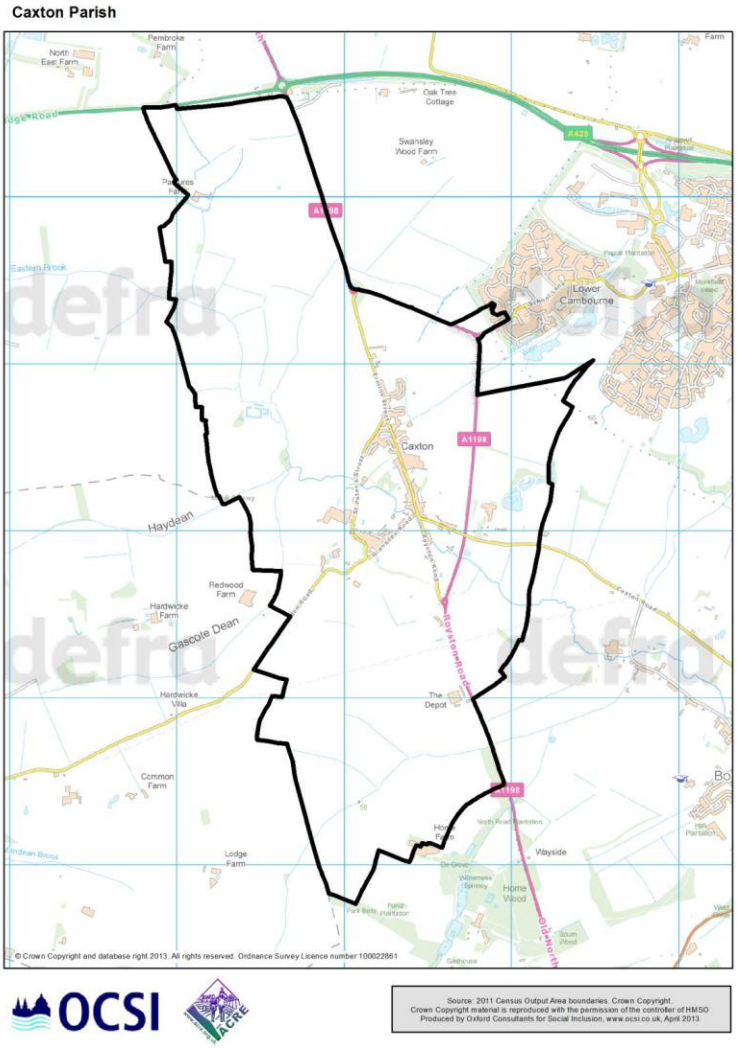
[2] *'Housing Development in Cambridgeshire 2013'*, (Tables H1.1 H2.1 and H2.2), Cambridgeshire County Council, August 2013

[3] *'Cambridgeshire Population and Dwelling Stock Estimates: mid 2012'*, Cambridgeshire County Council, October 2013

Caxton remains a relatively wealthy village with income levels above the Cambridgeshire average and benefit dependency lower.[4] Employment levels are high with residents having access to a range of local labour markets including Cambridge. This makes the village an attractive destination for commuters. High proportions of residents are qualified to higher education level and work in managerial and professional roles.

The housing profile of Caxton is pretty typical of a rural parish. Owner occupation is the norm at 74 per cent compared with a national average of 63 per cent. In contrast, both social rented (12 per cent) and private rented (11 per cent) dwellings are much less prevalent in Caxton than nationally. There are no shared ownership properties in Caxton. The majority of housing is detached (52 per cent). Terraced (26 per cent) and semi-detached (18 per cent) properties make up the majority of the remaining housing stock.

Map of Caxton parish



Not only are most houses detached, most houses are also fairly large. More than four in ten houses (42 per cent) have four bedrooms or more compared to less than two in ten (19 per

[4] '*Rural Community Profile for Caxton (Parish)',* ACRE/ OCSI/ Cambridgeshire ACRE, October 2013

cent) nationally. In contrast, there is a shortage of smaller properties. Twenty one per cent of houses have two bedrooms or less compared to 40 per cent nationally.[5]

Local Income Levels and Affordability

Buying on the Open Market

A review of properties available on the open market in Caxton identified five houses. Four were priced between £200,000 and £215,000. A fifth was priced at £450,000.[6] In order to get a more robust indication of local house prices recent sales were also reviewed.[7] Twelve properties have been sold in Caxton in the last two years. Most two and three bedroom properties were sold for between £160,000 and £300,000. Four properties sold for lower than £200,000. The only two four bedroom properties sold achieved prices of £328,000 and £370,000.

3 bed semi, Caxton on sale @ £210,000, May 2014 www.rightmove.co.uk

3 bed terraced, Caxton sold @ £186,000, Jan 2013, www.zoopla.co.uk

Therefore, the entry level price for new households in the Caxton housing market can be assumed to be in the order of £160,000 to £200,000. These assumptions are consistent with the average property prices shown in Table 1.

Table 1 shows average house prices by ward. Caxton is located in Bourn ward. A comparison of house prices with neighbouring wards suggests that prices in Bourn ward are slightly lower than in neighbouring wards and South Cambridgeshire as a whole. However, lower prices in Bourn ward are probably due to lower prices in Cambourne, the largest settlement in the ward. The prices are broadly consistent with the recent sales prices achieved in Caxton discussed earlier.

Table 1: Average Property Prices by ward, March 2014[8]

[5] Tables QS411EW, KS401EW and KS402EW, 2011 Census (Neighbourhood Statistics)
[6] Review of www.nestoria.co.uk, www.rightmove.co.uk and www.zoopla.co.uk on 19 May 2014
[7] Land Registry data sourced via www.zoopla.co.uk
[8] Source: Hometrack 2014

No. of bedrooms	Bourn	Gamlingay	Caldecote	Papworth & Elsworth	South Cambridgeshire (District)
2 bed (flat)	£163,798	Not available	Not available	£145,498	£166,889
2 bed (house)	£180,080	£150,143	£192,000	£182,298	£221,256
3 bed	£225,706	£259,672	£239,949	£215,138	£262,971
4 bed	£332,547	£429,846	£477,597	£326,636	£394,105

Table 2 uses the estimated entry level house prices discussed earlier to assess minimum income levels for would-be Caxton households. On the assumptions used it is estimated that a household would require an income of £40,000 to purchase a house at £160,000. The median household income in Caxton parish was £35,800 in 2009 with 57 per cent of households earning less than £40,000.[9] Even allowing for some inflationary uplift in earnings over the last few years it seems likely that many newly forming households would be unable to meet the prices cited in Table 2.

Table 2: Annual Income requirements for open market properties

House Price	Deposit required (assume 25% required)	Annual income required (based on mortgage lending principle of 3 x income)	Monthly salary needed for purchasers
£160,000	£40,000	£40,000	£3,333
£180,000	£45,000	£45,000	£3,750
£200,000	£50,000	£50,000	£4,167

It should be remembered that a household's ability to buy is also dependent on them having saved an appropriate deposit. The calculations presented here assume a mortgage to house value of 75 per cent. In other words, the purchaser can raise a deposit of 25 per cent. It may be possible to secure a mortgage with a lower deposit but this will require even higher income levels.

Every household has its own set of unique circumstances. Therefore, the assumptions set out above are just that; working assumptions. Nevertheless, it seems reasonable to conclude that many families in Caxton have little chance of being able to set up home in their own community without some kind of support.

[9] Source: CACI Paycheck 2009

Buying in Shared Ownership

Shared ownership gives the opportunity to 'part buy' and 'part rent' a home. This means if a household can't afford to buy a property outright they may be able to afford to buy a share in a property, typically 25 per cent, 50 per cent or 75 per cent. At a point when the household can afford to, they can choose to buy a further share of the property. Where a property has been built on a rural exception site, the maximum percentage that can be owned is 80 per cent so that the property always remains available as affordable housing and can never be sold outright on the open market.

Shared ownership housing schemes are tailored for people who cannot afford to buy a suitable home by outright purchase, and who are in housing need. When someone moves out of a shared ownership property, their property will either be offered to the housing association to find a buyer or it may be advertised in the local estate agents.

Table 3: Cost of purchasing a 25 per cent share of a shared ownership property [10]

Property Value	Deposit required (Assume 10%)	Mortgage required (Subsidy required shown below in brackets)	Mortgage cost pcm (Assume rate of 5% for 25 yrs)	Rent / equity loan interest charge pcm	Total pcm	Household income required
£120,000	£3,000	£27,000 (£90,000)	£157.21	£206.25	£363.46	£13,185
£180,000	£4,500	£40,500 (£135,000)	£235.81	£309.38	£545.19	£19,788
£240,000	£6,000	£54,000 (£180,000)	£314.42	£412.50	£726.92	£26,370
£300,000	£7,500	£67,500 (£225,000)	£393.03	£515.63	£908.66	£32,963

Shared ownership affordability can be estimated by assuming the householder will purchase a 25 per cent share of the property. To buy this 25 per cent share, the householder would need at least a 10 per cent deposit. Rent would be paid on the unsold equity at a rate of 2.75 per cent. It is likely that a small service charge would also be applicable. Table 3 estimates shared ownership affordability.

[10] Source: Figures used adapted and taken from Orbit Homebuy Agents Comparison Tables, July 2011

However, it should be noted that at the time of the 2011 Census there were no shared ownership properties in the parish.[11] Should a household not be able to afford shared ownership, then they could opt for a rental property.

Renting

Table 4 shows the typical cost for renting privately and compares this with the typical rental cost of a new Housing Association property. The Government has recently taken steps to bring social housing rents closer to private sector ones, with rents for new tenants set at up to 80 per cent of the amount you would have to pay in the private sector. The table demonstrates that the maximum affordable rent charged by a Housing Association will be lower than the typical entry level rents in the private sector.

However, recent estimates by Cambridgeshire County Council suggest that the Local Housing Allowance would not be sufficient to cover the cost of a one, two or three bed property in Bourn ward at the maximum affordable rent.[12]

It should also be noted that accessing the local housing market is about accessibility as well as affordability. Our review of property websites revealed no rental property currently on the market in Caxton.[13]

Table 4: Comparison of property rental costs in Bourn ward[14]

No. of Beds	Typical market rent per week (median rent)	Entry level rent per week (30th percentile)	Housing Association Maximum affordable rent per week (80% of median market rent)	Local Housing Allowance
1 (or bedsit)	£146-£160	£130-£145	£116-£130	£120
2	£161-£175	£161+	£131-£145	£135
3	£201-£215	£186-£200	£151-£165	£157

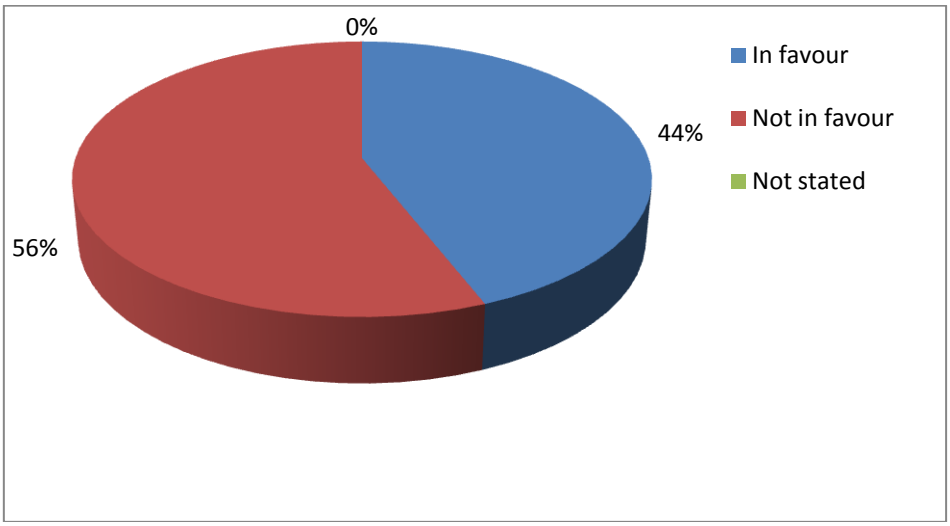
[11] Source: 2011 Census (QS405EW)
[12] Source: http://atlas.cambridgeshire.gov.uk/Housing/LHA/atlas.html
[13] See footnote 6
[14] Source: http://atlas.cambridgeshire.gov.uk/Housing/LHA/atlas.html (for electoral ward of Bourn which includes the parishes of Bourn, Croxton, Eltisley, Cambourne and Caxton).

RESULTS FROM PART ONE – VIEWS ON AFFORDABLE HOUSING DEVELOPMENT AND IDENTIFYING THOSE IN HOUSING NEED

Views on Affordable Housing Development in Caxton

All respondents to the survey were asked if they would be in favour of a small development of affordable homes for local people within the parish. Forty four per cent of respondents stated that they would support such a development whilst 56 per cent were opposed. This is illustrated in Figure 1. The level of support for affordable homes is very low compared to similar surveys in other parishes in Cambridgeshire. Support is typically in the range of 60-80 per cent. Levels of support have been lower in some recent surveys, particularly in parishes close to proposed large scale developments. Development proposals for west of Cambourne have clearly had an impact on sentiment in Caxton and is discussed below.

Figure 1: Attitude towards affordable housing development



Respondents were invited to add any comments to support their preference. These comments clearly highlight the concerns of those opposed to further affordable housing. Views were very consistent with a few key themes emerging:

- there is no need for further affordable housing in Caxton. Current development proposals in the area will address any need;
- additional development will damage Caxton's village character
- there are better places to locate affordable housing such as Cambourne; and,
- infrastructure in Caxton is inadequate to cope with further housing.

The following comments illustrate these points. They are just a selection of several similar responses:

- *Rural area why we bought here. St Peters St narrow road. Cambourne expanding west. Busy A428 adding more cars to the traffic congestion. Small doctor's practice*

- *Caxton has doubled in the last 10 years including low cost and housing association dwellings. Lower Cambourne and the proposed development of West Cambourne are actually in Caxton parish. Their associated low cost housing requirements are more than adequate to meet the needs of the area. In recent years council lettings in the village have been largely to people outside this area with no connection to the village. We have no facilities, no jobs and poor transport arrangements. Consultations, surveys and public meetings have been carried out by the Parish Council and the overwhelming results have shown that the residents of Caxton do not need, or want, this type of development. We would appreciate being allowed to retain our integrity as a Cambridgeshire village community*
- *We do not need any residential building in Caxton. If people want houses, then go to Cambourne. If you can't afford to live in Caxton, then find somewhere else that is affordable. 'Affordable homes' would be very bad for Caxton - it is a small village, and should remain so. Its village character should remain, these developments ruin the area.*
- *There is plenty of new, affordable housing within the parish of Caxton, namely in Cambourne. I am not in favour of any more in Caxton village itself.*
- *Current plans at Cambourne and other sites provide plenty of affordable housing. No infrastructure/ services in Caxton to support any more*
- *The amenities in Caxton cannot support any more housing. Infrastructure and amenities (shops, schools, etc) are already available in Cambourne making that a better choice.*
- *There is limited infrastructure in Caxton - public transport is being reduced and for people who need low-cost housing, there are no job opportunities locally*
- *There is not the infrastructure to support any more housing in this area. All local schools are full. Limited bus service, no village shop*

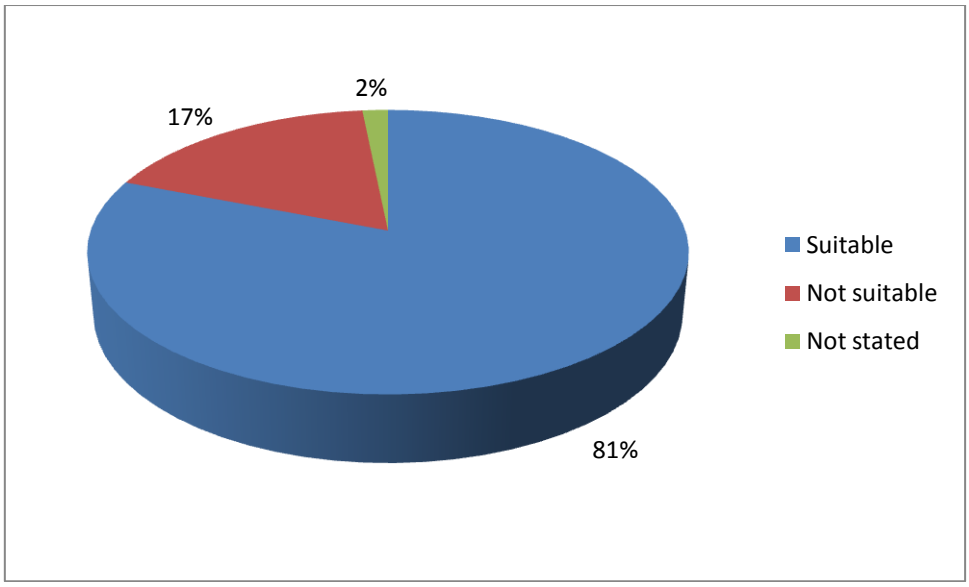
Some of the comments did highlight confusion about how affordable housing is allocated. The large scale developments referred to will not specifically address housing need in Caxton parish as any resulting affordable housing will be allocated through the Choice Based Lettings system to those in greatest need from across South Cambridgeshire district and, to some extent, the Cambridge housing market sub-region.

In contrast, a rural exception site would have a local connection policy applied to ensure priority is given to people with a connection to the parish. Local people, for example living at home with parents or in private rented accommodation, would have a much greater chance of securing a property on a rural exception site than on strategic growth site allocations in the Cambourne area.

Suitability of Current Home

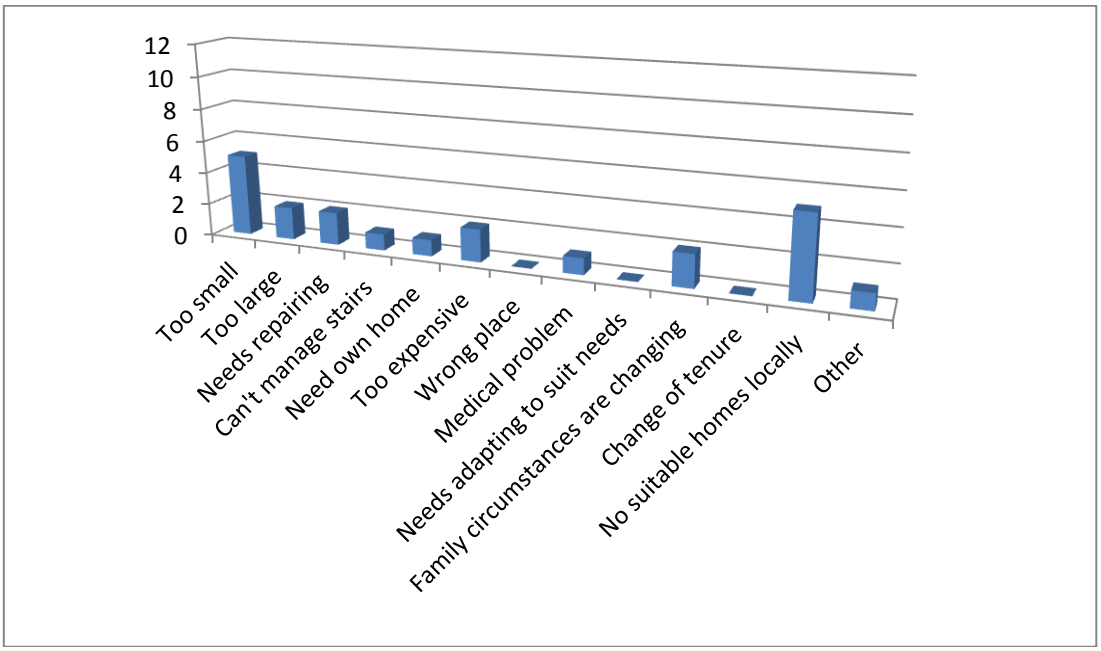
Respondents were asked to indicate whether or not their current home was suitable for their household's needs. Figure 2 shows that 81 per cent of respondents felt their current home is suitable for their household needs, with 17 per cent indicating that their current home is unsuitable for their needs. Two per cent (one respondent) did not answer this question. The 17 per cent of respondents who indicated that their current home is unsuitable for their needs equates to eleven households.

Figure 2: Suitability of current home



Those stating their current home is unsuitable were asked to indicate the reasons why. Respondents were allowed to give more than one reason for unsuitability, so all responses are recorded. Figure 3 illustrates the reasons respondents gave for their current home being unsuitable. 'No suitable homes available locally', and 'Property is too small' were the most commonly cited reasons in Caxton.

Figure 3: Reasons why current home is unsuitable



In general, the most frequently quoted reasons for the household's current home being unsuitable are:

The property is too small: If the family is getting larger through additional children, through blended families or through families merging to provide care and support, then the property may become too small for the family's needs.

The property is too large: Large homes are expensive to heat and maintain.

The property needs repair: Older properties can require significant repairs that can be prohibitively expensive.

It needs a bathroom: This is usually a question of accessibility, with the bathroom being upstairs when the person can no longer use the stairs easily.

The property requires adaptations: To make the property more suitable for the occupants' needs (which relates to people having medical problems).

The property is too expensive: As family circumstances change, people no longer require large properties and think about 'downsizing' to a more appropriate home.

It is in the wrong place: Where people indicate that their current property is in the wrong location; usually this is an accessibility problem as people can no longer get to the shops or to visit their friends and family.

Medical problems: This may mean that a previously ideal property becomes unsuitable, for example, if an occupant can no longer manage the stairs or if they need access to a ground floor bathroom and their home has no such facility. These people's needs may be better met through a bungalow, but these properties are not always available within the same village.

The need to set up their own home: Usually people wishing to move away from the family home, for example young people living with their parents who wish to leave home.

Changing family circumstances: In this survey, this was the most popular reason given for households needing to move. Situations like divorce, a new baby or an elderly relative moving in could be factors in a home becoming unsuitable. These factors may dictate moving to a smaller, cheaper property or to a larger one to accommodate new members to the family.

Change tenure: This reason is usually given when people want to move from a privately rented property to a cheaper housing association property, or they may live in tied accommodation and are considering retirement or a change of employment which will oblige them to leave their current home.

No suitable homes available locally: People wish to stay in the area due to family reasons, schools or work but are unable to find a home more suited to their needs. Larger family homes and reasonably priced bungalows are the most commonly required properties and are often in short supply.

RESULTS FROM PART TWO – IDENTIFYING CIRCUMSTANCES AND REQUIREMENTS

Part Two of the Survey was only completed by those respondents who had indicated that their current home is unsuitable for their household's needs and who are therefore potentially in housing need. Responses to Part Two were made on behalf of eleven households.

An assessment of each response has been undertaken by Cambridgeshire ACRE and a decision made regarding whether the household can be considered a potential candidate for affordable housing in Caxton based upon:

- ability and desire to gain access to and maintain suitable housing privately;
- evidence of local connection; and,
- particular medical and welfare needs.

Following this assessment, five households were excluded leaving six households who were actually considered to be in need of affordable housing. The main reason for excluding households was an intention to resolve housing issues on the open market, in some cases away from Caxton.

The remainder of this section sets out the overall findings regarding those found to be in need of affordable housing in Caxton. It should be noted that the results are based on those households completing the Housing Needs Survey. In practice, the total level of housing need (set out in the Summary and Recommendation section) is usually greater due to the addition of Housing Register data. The composition of the households from the two sources may, and often does, vary.

Local Connection to Caxton

Residence and family connections

Respondents were asked to indicate whether or not they currently lived in Caxton or whether they had family connections to the parish. Table 5 shows that five households currently live in the parish and four have lived there for at least 10 years. One household is seeking to move back to Caxton to be close to family members for personal reasons. Four households have family living in Caxton.

Table 5: Length of time living in the village

	Frequency
Less than 1 year	1
1-5 years	0
5-10 years	0
10-15 years	1
More than 15 years	2
Not stated	1
Don't live in village	1
Total	6

Household Composition

The survey sought to understand the gender, age and status of those who might potentially live in any affordable housing built as a result of this survey.

Number of people who will make up the household
Table 6 sets out the number of people making up each household. All the households would be small – three person or less.

Table 6: Number of people in the household

	Frequency	No of people
1 person	2	2
2 people	1	2
3 people	3	9
4 people	0	0
5 people	0	0
6 people	0	0
7 people	0	0
Not stated	0	0
Total	6 households	13 people

Gender and Age
Two thirds of the potential residents would be female. This is partially explained by household composition and partly by more of the associated children being female. However, there are no discernible household characteristics. Households identified include an older person looking to downsize, couples and single parents seeking a larger home as their children grow and a young person seeking to leave the parental home to gain some independence. This is reflected in the age profile illustrated in Table 7.

Table 7: Age profile of residents

	Frequency
Under 16	4
16 - 24 years	2
25 - 29 years	1
30 - 39 years	2
40 - 49 years	1
50 - 54 years	2
55 - 59 years	0
60 - 64 years	0
Over 65 years	1
Not stated	0
Total	13 people

Status
Table 8 shows the economic status of potential householders. All adults bar one are in employment.

Table 8: Status of people in the household

	Frequency
Employed	8
Unemployed	0
Economically inactive	1
Student	0
Child	4
Retired	0
Not stated	0
Total	13 people

Property Type, Size and Tenure

The survey allowed respondents to indicate the type (e.g. house, bungalow, flat, etc.), size (in terms of number of bedrooms) and tenure they would prefer. However, in concluding what type, size and tenure of properties should actually be built, this report's recommendations are based on actual need rather than respondent aspirations. This analysis has been done by reference to South Cambridgeshire District Council's Lettings Policy Document.[15] The results are presented in the next section.

SUMMARY AND RECOMMENDATION

This report has been informed by primary data (the Housing Needs Survey) and secondary data (local house price and income data, Census data, Housing Register). The report has identified a small but significant affordable housing need in Caxton.

Pre-Existing Evidence from the Housing Register

The local Housing Register and shared ownership database were searched for households in need of affordable housing who either live in Caxton or have a local connection to the parish. There are five households on the Register that meet these criteria. This data has been combined with the results of this survey in order to calculate overall need.

The properties that would need to be built and then let out through a Housing Association to accommodate those households on the Housing Register are as follows[16]:

1 bed			2 bed			3 bed			4 bed			5+ bed			Total
F	H	B	F	H	B	F	H	B	F	H	B	F	H	B	5
	3			1						1					

[15] '*Lettings Policy Document*', South Cambridgeshire District Council, 2013
[16] Codes used are F (Flat), H (House) and B (Bungalow)

In addition, one household was identified on the shared ownership register with a local connection to Caxton. This household requires a three bedroom house:

1 bed			2 bed			3 bed			4 bed			5+ bed			Total
F	H	B	F	H	B	F	H	B	F	H	B	F	H	B	
							1								1

Findings from Housing Needs Survey

The Housing Needs Survey conducted in Caxton identified six households in need of affordable housing. Two of these households were already on the Housing Register. Therefore, a further four households were considered to be additional to the Housing Register data.

Two of these households would require a rented property let out through a Housing Association. The properties that need to be built to accommodate these households are as follows:

1 bed			2 bed			3 bed			4 bed			5+ bed			Total
F	H	B	F	H	B	F	H	B	F	H	B	F	H	B	
	1			1											2

A further two households would potentially be candidates for shared ownership. The properties that need to be built to accommodate these households are as follows:

1 bed			2 bed			3 bed			4 bed			5+ bed			Total
F	H	B	F	H	B	F	H	B	F	H	B	F	H	B	
					1		1								2

Conclusion

There are ten households identified as being in need of affordable housing who either live in, or have a local connection to, Caxton:

1 bed			2 bed			3 bed			4 bed			5+ bed			Total
F	H	B	F	H	B	F	H	B	F	H	B	F	H	B	
	4			2	1		2			1					10

Recommendation

To fulfil all current and immediate housing need in Caxton, ten new affordable homes would have to be built.

This scale of need is small but significant. The scale, design and location of any scheme will need to adhere to the planning policy contained within the Local Development Framework for South Cambridgeshire District Council on rural exception sites. On-going consultation

between the Parish Council, South Cambridgeshire District Council and Cambridge Housing Society should help to inform the details of any such scheme. In particular, careful consideration should be given to the final scale and tenure mix of the scheme to ensure local occupancy is maximised.

APPENDIX 1: CHOICE BASED LETTINGS AND LOW COST HOME OWNERSHIP

Most people access affordable housing through either the Choice Based Lettings or Low Cost Home Ownership schemes. These prioritise people with the greatest level of need. Rural exception sites differ in that they prioritise local connections to a parish over level of need.

Choice Based Lettings

Home-Link is the Choice Based Lettings scheme for the Cambridge sub-region. Choice Based Lettings aims to make the application process for affordable rented housing easier and to give people more choice about where they live. Housing is allocated on a 'needs basis'. In other words, those people that have the greatest level of need and have been in need for the longest time are given priority. Everybody on the Housing Register is assessed and placed into a band of need. Band A is the greatest level of need. Band D is the lowest.

The scheme means there is just one Housing Register for the Cambridge sub region with only one form to complete. When applicants are accepted onto the Register they are told what Band they have been assigned to, what size and types of property they can apply for and which areas they can apply in. Generally people can apply for properties within the Local Authority in which they reside. If the person has a local connection to other areas (through, for example, work) they may be able to apply in these areas as well. A small proportion of properties in every Local Authority are set aside for applicants living anywhere in the Cambridge sub region.

A distinctive feature of rural exception sites is that they have a 'local connection' condition attached to all affordable dwellings in perpetuity. This means that priority will always be given to people with a local connection to the parish even when their level of need is assessed to be lesser than other potential applicants.

Low Cost Home Ownership

bpha, the government-appointed Help to Buy Agent, responsible for marketing all low cost home ownership schemes in Cambridgeshire and Peterborough, offers a Shared Ownership scheme called 'Help to Buy Shared Ownership'.

People buy a share in a property built by a housing association and pay a subsidised rent on the part that they do not own. They can buy an initial share of between 25% and 75% of the property and pay rent on the remaining share.

In some shared ownership schemes, the householder can buy additional shares until they own the property outright. This is known as 'staircasing'. However, on rural exception sites ownership is limited to 80% to ensure the dwellings remain 'affordable' in perpetuity. Again, priority is given to people with a local connection to the parish.

Countywide Surface Water Management Plan (Update) Flooding History Questionnaire

Cambridgeshire County Council (CCC) has commissioned Hyder Consulting to undertake an update of the Surface Water Management Plan (SWMP) for the county – previously issued in April 2011. The information you provide will help us update the Surface Water Management Plan (SWMP) which will then be used to collate additional historic flooding information **from 2011 onward**, and reappraise the prioritisation exercise of 'wetspot' areas across the County, to ensure that future work is targeted appropriately by CCC and partners ensuring we understand and alleviate the risk of flooding from surface water.

In order to support the SWMP update, it is necessary to provide records of previous flood events, for which **we welcome any information that you can provide** to supplement the data already held.

As a reminder, this study is primarily interested with flooding from **surface water sources**, including drainage features and sewers after 2011. Flooding from Main Rivers is well documented, and further information on river flooding is **not required** for this study.

Hyder Consulting already have copies of:

CCC Highways Log – records of highway flooding complaints across the County for 2012

CCC Customer Incident Reports / Flood Incidents / Action log – records up to and including July 2014

Historic flooding information - **up to April 2011** provided as part of the 2011 SWMP by Parish/District/City Councils, with more recent data provided for incidents in Ely, Histon & Impington, Godmanchester, St. Neots, March, Cambridge City & Milton

Weather Charts – data provided by CCC in 2010 outlining all news articles regarding flooding across the County

Flood Memories – the results from the questionnaire/consultation exercise carried out by the Cambridgeshire Flood Risk Management Partnership in 2010

This questionnaire is provided as a convenient form for returning information. However, if you wish to return additional information, such as press cuttings, photographs, or more detailed descriptions, they will also be very useful to support the study. If you return photographs or other records, please send a copy and keep the originals.

Please complete and return your questionnaire by the **end of September** to the following address – information received after the end of September cannot be included in the study:

Cambridgeshire County Council
Shire Hall
Castle Hill
Cambridge
CB3 0AP
Or email them to: floodandwater@cambridgeshire.gov.uk

THANK YOU for taking the time to complete this questionnaire. This data will be held in strict confidence and will not be sold or passed on for marketing or other commercial purposes.

Once the information provided in the completed questionnaires has been examined and the historical flooding data updated, this will feed in to the 'wetspot' prioritisation process. Additionally, the data will be provided back to CCC as one complete dataset.

Date and Duration of Flood Event		
Name(s) of Property(s) Flooded		
Depth of Flooding Observed Inside Each Property		
Name of Street Flooded		
Depth of Flooding Observed In The Street		
Location of Flooding In The Street (adjacent to house.....)		
Cause of Flooding (please tick one or more relevant boxes)	☐ Blocked drain ☐ Surface water network ☐ Flooding from a ditch/ ordinary watercourse ☐ Ponding of water in road ☐ Ponding of water behind an obstruction	Other.....
Other Infrastructure Damage (other than properties)		
Reference to Photographs or Other Information		

Additional flood events can be entered overleaf and on additional questionnaire forms – available on request.

Date and Duration of Flood Event		
Name(s) of Property(s) Flooded		
Depth of Flooding Observed Inside Each Property		
Name of Street Flooded		
Depth of Flooding Observed In The Street		
Location of Flooding In The Street (adjacent to house.....)		
Cause of Flooding (please tick one or more relevant boxes)	☐ Blocked drain ☐ Surface water network ☐ Flooding from a ditch/ ordinary watercourse ☐ Ponding of water in road ☐ Ponding of water behind an obstruction	Other.....
Other Infrastructure Damage (other than properties)		
Reference to Photographs or Other Information		

Would you be happy to be contacted at a later date if we require further information or clarification of the information you have provided?

☐ Yes (please provide contact details below)
☐ No

Respondent's Name: .....

Respondent's Organisation (if applicable): .....……

Address: .....

Tel. No.: .....Email: .....

PARK STREET CAR PARK - Public Consultation

We want to hear your views on the future of Park Street Car Park. Please fill out the survey, cut off this page and return to the FREEPOST address below by Friday, 19 September 2014, or use the online survey at **www.surveymonkey.com/s/parkstreetcpsurvey**.

PARK STREET CAR PARK Consultation
Freepost RTGU-HXRA-REBZ
Cambridge City Council
Mill Road Depot
Mill Road
CB1 2AZ

The results of this consultation will be reported to the meeting of the Council's Environment Scrutiny Committee on 14 October, 2014. The Committee will use this information when deciding the future of the car park.

Question 1: How often do you visit Park Street Car Park?

fold

- ☐ More than once a week
- ☐ Less than once a week
- ☐ Never (please skip to Question 4)

Question 2: When you visit Park Street Car Park where are you travelling from?

- ☐ Within Cambridge city
- ☐ Within Cambridgeshire
- ☐ Outside Cambridgeshire

Question 3: When you park in Park Street Car Park what is the purpose of your visit?

- ☐ Work/Study
- ☐ Shopping
- ☐ Leisure/Other

Question 4: Which option for Park Street Car Park do you prefer?

- ☐ Option 1: Repair existing car park
- ☐ Option 2: Build a new above ground car park
- ☐ Option 3: Build a new underground car park with residential/commercial development above

fold

Question 5: If a new underground car park is built, would you prefer to see this combined with residential, commercial or mixed-use development?

- ☐ i. New underground car park with residential development above
- ☐ ii. New underground car park with commercial development above
- ☐ iii. New underground car park with mixed-use development above

Any additional comments?

If you require further information please contact: **Cambridge City Council Customer Services Centre**
phone: 01223 457000, e-mail: parkstreetcpconsultation@cambridge.gov.uk

CAMBRIDGE CITY COUNCIL

PARK STREET CAR PARK - Public Consultation

18 August - 19 September 2014

Park Street Car Park is a car and cycle parking facility that is owned and run by Cambridge City Council. Due to concerns about the structural condition of this 1960s building, the Council needs to consider the future of the site.

As part of this review, we need to think about:

- how important it is as a car/cycle park
- its location in Cambridge's historic city centre
- the disruption and other effects that major change will bring
- the costs of changes now and in the future
- the current and future environmental impact.

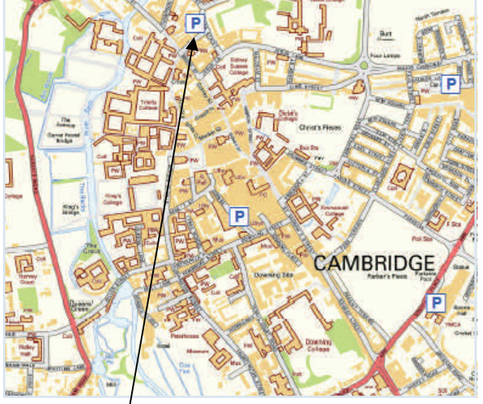
We are looking at three alternatives, all of which include cycle parking and public toilets.

Option 1: repair the existing car park

Option 2: build a new above ground multi-storey car park

Option 3: build a new underground multi-storey car park, with residential or commercial development above

The location of Park Street Car Park



These options are compared on the inside page. More information, including links to reports presented to the Council's Environment Scrutiny Committee, is on the Council's website at **www.cambridge.gov.uk/park-street-car-park-consultation**. Additionally, information boards will be on display at the Customer Services Centre, Mandela House, 4 Regent Street and the Guildhall, Market Square, until Friday, 19 September 2014, and Council officers will be holding an exhibition at Park Street Car Park on Thursday 4 September (4pm-7pm) and Saturday 6 September 2014 (10am-2pm).

PARK STREET CAR PARK CONSULTATION

	Photograph of existing car park	Artist's Impression of new above ground car park (landscaping to be added)	Artist's Impression of new underground car park with development above (landscaping to be added)
			

	Option 1: Repair Existing Car Park	Option 2: Build New Above Ground Car Park	Option 3: Build New Underground Car Park with Residential/Commercial Development Above
Lifespan and maintenance requirements of building	Estimated at 10-15 years, with significant ongoing maintenance costs throughout	Estimated 60+ years, with minimal annual maintenance costs	Estimated 60+ years, with minimal annual maintenance costs
Estimated Disruption Period*	9 months	12 months	18 months
In line with modern car park standards	No (including accessibility)	Yes	Yes
Appearance of building	No visible improvement	Limited visual improvement	Potential for significant visual improvement
Number of parking spaces	390	300 - 350 (to meet modern parking standards and site constraints)	250 - 300 (depending on building design)
Cost	Significant Council investment required (approx. £4 million** for initial repair works only)	Significant Council investment required (approx. £7 million**)	Significant initial Council investment required, largely offset by sale or lease of above ground development

* the provision of alternative parking during construction work will be investigated

** based on previous estimates

South Cambridgeshire Parish Planning Forum

21 July 2014

6.30pm – 8pm

1.	**Welcome by Cllr Robert Turner** Cllr Turner welcomed everyone to the meeting and was pleased to see a high level of attendance.	
2.	**Update on the Local Plan and 5 year housing land supply** Caroline Hunt, Interim Planning Policy Manager gave a presentation (attached) regarding the Local Plan and housing land supply. There has not been a 5 year land supply since 2008. This has been replaced by the Local Plan. A Memorandum of Understanding will be sought with the City Council. Appeal decisions won't be challenged as they are likely to fail. The lack of the 5 year housing land supply means frameworks and other housing supply policies have little weight. There is a lack of opportunity for promoters of sites not in the Local Plan. Each scheme will be considered on a case by case basis taking into account sustainability.	
3.	**Pre-application service and current consultation on proposed charges** Julie Ayre, Team Leader reported that pre-application charges have not increased since 2011. Pre-applications are being considered as part of a wider review of Planning department procedures. These will take into account the results of consultation. Pre-applications are confidential. It was clarified that pre-applications are opinions not decisions. **A request was made for statistics regarding the number of pre-applications received.** Post meeting note: Approximately 1000 pre-apps were received in the last financial year. **A request was also made for application forms to include a box asking for permission to make the application public.**	

4.	**Solar Farms** Karen Pell-Coggins, Interim Principle Planning Officer gave a presentation (attached) on solar farms. The factors included in the development of solar farms and planning considerations were described. **A question was raised regarding how long it would take to recoup the costs in comparison to a wind farm.**	
5.	**Opportunities for Community Owned Energy Projects** Further to the presentation on solar farms, Siobhan Mellon, Parish Energy Project Officer, flagged up the opportunities for communities to set up their own solar farms, wholly or partly funded by local investors. The government's new Community Energy Strategy is working on several fronts to facilitate and encourage these schemes. Parish councillors who are interested in finding out more should contact the Parish Energy Project Officer on 01954 713395 or by email: Siobhan.mellon@scambs.gov.uk	
6.	**Update from the Tree Service** Ian Lorman, Tree Officer gave a presentation (attached) on the service provided by the Tree section which includes Tree Preservation Orders and advice on planning applications. A section on FAQ's was included in the presentation which feedback was requested on. **Please provide feedback by 16 August to ian.lorman@scambs.gov.uk.**	
7.	**Parish Planning Training – proposed programme for consideration** A proposed programme was circulated and is attached for comment. The programme includes sessions on planning applications and monitoring and enforcement. Please email suggestions to jane.green@scambs.gov.uk.	

8.	**General questions (see attached list of those submitted in advance)** Responses to questions submitted prior to the meeting were circulated and are attached. **A request was made for guidance regarding consultation on Material Amendments to planning applications.** Post meeting note: Minor amendments are sent to Parish Councils for information. Comments can be made but there is no statutory period for consultation. Major amendments are sent to Parish Councils for comment within 14 days.	
9.	**Suggestions for future topics for December Parish Planning Forum** Please email suggestions to jane.green@scambs.gov.uk.	

Programme of Future Parish Liaison meetings for 2014/5:

8th October 2014 6.30pm - 8pm Parish Council and Cabinet Liaison

8th December 2014 6.30pm - 8pm Parish Planning Forum

11th March 2015 6.30pm - 8pm Parish Council and Cabinet Liaison

Contact for Parish Planning Forum : Bridget Fairley

(Email: bridget.fairley@scambs.gov.uk. Tel 01954 – 713157)

Parish Planning Forum 21st July 2014.
Questions and Responses

Gamlingay (3 questions)

My Planning Committee constantly struggle with these particular types of application, and clear guidance on what should and should not be a material planning consideration will enable us to be more consistent in our approach.

Q1 Planning applications for mobile homes- temporary or permanent, for travelling community or other groups, monitoring and renewal of temporary consents, whether community benefit contributions are payable and enforceable.

Planning applications for the travelling community requiring mobile homes/caravans are considered a little differently to "normal" planning applications for mobile homes. The Government published "Planning policy for traveller sites" in March 2012 and this forms the basis for the determination of planning applications. Planning officers have adopted a basic checklist of matters to be considered based on this policy document. This includes an acceptance that in principle mobile homes may be found in the open countryside and the need to give weight to personal considerations (e.g. education, health, old age) as well as the availability of alternative accommodation.

The same would apply to a temporary planning permission and any renewal thereof.

The Council's approach to community benefit contributions is to request these with all new applications. Planning permission is no longer issued until the necessary legal agreement is in place. As with all applications, the Council will consider issues of viability if asked to do so.

Q2 Planning Applications in the open countryside.

Planning applications in the open countryside are determined in the light of Policy DP/7. This effectively permits development for agricultural purposes and for other uses that need to be located in the open countryside. If the proposed development is no such a use, the application would normally be refused unless the applicant can demonstrate there are other material considerations (e.g. need) that outweigh the policy objective

Q3. When an application is referred to Committee for determination.

The rules guiding this is set out in a 'scheme of delegation' which forms part of The Council's Constitution.

Under the present scheme all householder schemes are dealt with under delegated powers i.e. by officers.

For larger schemes, where the parish council wishes to support the application, but an officer is of the opinion it should be refused, it will still be determined under delegated powers. However where the parish council recommends refusal and officers wish to support, then the application will automatically be considered by Planning Committee.

Please note that any objection must be on material planning grounds. If there is any doubt, the case officer will contact the parish council to discuss the matter.

In all cases, a District Councillor can request that an application is considered by the planning committee. However, any request must be made within 21 days of receipt of the application and the decision to take it to committee is still subject to agreement of the Planning Committee Chair in consultation with the Development Control Manager.

Linton (10 questions)

Q4 At the next Planning Forum meeting, the section on Parish Planning Training – what will this be? Is it regarding training for Parish Planning Committees, is it a training session, or is it training to produce Parish Plans (or neighbourhood plans).

This item is to ask Parish Councils what sort of planning training they would like, when and how they would like it delivered. Officers will be suggesting a programme on which we'd welcome comments. Informed by your comments, we will then make arrangements for the training.

If Parish Councils would like a separate session on Parish and/or Neighbourhood Plans that is something that could also be arranged too.

Q5 It would be helpful to have a list of legal objections that a Parish Council Planning Committee can make, and the criterion required to make and support the objection.

Parish Councils are able to object on any "material" planning ground. What is material is always a matter of fact and degree. These will be covered further in the forthcoming parish planning training.

A useful list of material planning considerations can be found at https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/5%20Effective%20Reps.pdf While some of this document is out of date, the sections on making valid representations and irrelevant matters are still useful.

Q6 For example, can we be expected to comment on loss of light, when the formula for such a calculation is complicated?

Loss of light is sometimes a difficult one for officers to judge. Nonetheless a judgement is usually made based on experience. It is only when the applicant has done a technical appraisal would officers need to consider this as the starting point.

Q7 Can we comment that police have identified a road as being one where motorists consistently exceed the speed limit?

Yes. But evidence to support the comment would be needed so that the context can be properly assessed. This information would be sent to the local highway authority for its comments and to assist in a recommendation on the application.

Q8 Can a planning committee comment on the design of the property and the lack of solar panels?

The planning committee can comment on design. This is a material consideration. However, it cannot simply say for example that it doesn't like part of the design for example flat roofs or that dwellings of modern design

are inappropriate. The objection needs to be substantiated with due reference to the property's surroundings.

The lack of solar panels would not usually form a reason a refusal as there is no policy requirement that they are provided.

Q9 If no objections are received from neighbours, can the Planning Committee assume the absence of objections, or does this require them to look for objections on behalf of the neighbours, which the neighbours may be unaware of?

The Planning Committee should not look for objections, simply because neighbours don't object. It should judge any scheme on its own merits and if it considers it has objections on a particular matter, it can make them. The absence of objections does not necessarily mean the local planning authority will approve an application. Again, officers will assess any potential impacts on neighbours regardless of whether they have objected.

Q10It would be helpful if the 'calling in' procedure could be clearly explained and also the process involved.

Under section 77 of the Town and Country Planning Act 1990 the Secretary of State has power to direct the local planning authority to refer an application to him for decision. This is what is meant by a 'called-in' application. The Secretary of State will, in general, only consider the use of his call-in powers if planning issues of more than local importance are involved. The procedure is best explained by reference to guidance that can be found online at http://www.planningportal.gov.uk/uploads/pins/procedural_guide_call_ins.pdf

Q11 Do we still have dedicated Planning Officers for Listed Buildings and Conservation areas?

Yes.
In the first instance, however, all listed building applications are assigned to a planning case officer. The case officer will lead on the application and consult a specialist heritage officer as necessary.

The Council replaced the former Conservation Service during May 2014 with a new unit, called the Consultancy team with the aim that it would be structured and run in a business-like fashion providing a consultancy service to a number of internal customers including Development Control, Planning Policy and New Communities.

The new team provides ecology, urban design, landscape, sustainability and built heritage (Listed Buildings and Conservation Area) advice to its internal customers to help them and applicants shape planning proposals to ensure that developments are of the highest quality possible and respect and enhance both the natural and built environment. The Consultancy Team has also been very active in providing training for the planning team to increase their knowledge in specialist areas so that they can deal with customer queries at source rather than having to defer to an expert which can cause time delays.

Q12 An explanation of how the Design and Enabling Group operates, and their terms of reference on planning matters, would be helpful.

Please see the attached sheet.

Q13 Is it possible to have details, or perhaps a flowchart showing the process the Planning Officers go through when they receive a case, i.e. what is considered first and what do they move onto next, at what stage are other Officers brought in to consider such things as Listed Buildings?

We'll cover this in more detail in the forthcoming planning training sessions but at the Forum meeting we'll outline the stages.

Meldreth (2 questions)

Q14 We have asked at two previous forums if it is possible to publish addresses of those neighbours who have been advised of planning applications nearby to them. The response was that it was possible and would be looked into but nothing has happened. Other councils do it so can SCDC add it to their website as it would be helpful to Parish Councils who probably know better than SCDC who is affected by planning proposals? In course of other activities we have found three other councils that routinely do this so it seems as there are no good reasons for SCDC not to do this. The 3 councils that we have noted do this are Cambridge City Council, Bristol City Council and Scottish Borders Region Council. We are sure there are others and would appreciate a reply.

We apologise for the time it has taken to respond to this. We have been looking into to the possibility of doing this and are pleased to confirm that we will be doing this from 1st August 2014.

1. We have recommended approval of a large solar farm at Bury Lane Farm, Meldreth and in the process were looking at the number of solar farm planning applications that have been submitted to SCDC. At the time there were 13 schemes in process - some as full applications and some applying to see if they have to do an Environmental Impact Assessment. Another four applications had already been approved. At the time we were told that SCDC had to look at each scheme on its merits. We would like to know if there has been any progress on seeing how many such schemes are appropriate in South Cambridgeshire either from the standpoint of how much arable farmland we should lose or what is our fair share of the burden on our landscape. Important given that the press have recently reported that we have more solar schemes than anywhere else in the country, with two more in Melbourn announcing public consultations on 3 July.

   This is going to be one of our main agenda items so that presentation will cover a number of the points raised here. We have prepared a map and list showing the location and sizes of all the solar farms in the district which we will present to the Forum.

   Each planning application submitted is determined upon its own merits. However, the cumulative impact of the developments upon the countryside and landscape character is considered in the planning application decision making process. This is something that we are keeping under review.

   Whilst it is acknowledged that the development would result in the loss of agricultural land, we are mindful that the loss is not permanent given that the proposals are for a temporary period of approximately 30 years and in that time the site could continue to be used for the grazing of livestock or improve biodiversity.

   There is a lack of brownfield land within the district that could accommodate the solar farms because of their scale and the agricultural land classification across the whole district is very good (grade 2) or good to moderate (grade 3) so it is difficult to ensure that the land is of poor quality.

1. Do I need permission to do tree work?

2. If I need permission how do I apply?

3. Are there times of the year when tree work is not allowed?

4. Are all oak trees protected?

5. Can I cut back my neighbour's overhanging trees?

6. Can the Council help in my dispute with my neighbour about trees?

7. Will tree roots damage my foundations?

8. Are there any rules on how tall trees are allowed to grow?

9. My neighbour's trees are dangerous; what can I do about it?

10. Why didn't the Council tell me my neighbour had applied for permission to do work to their trees?

11. Trees blocking light, solar panels, TV reception, obscuring my view; what can I do about it?

12. Trees or shrubs blocking visibility on the highway; can something be done?

Feedback by email to Ian Lorman, Trees Officer by 16th August 2014

ian.lorman@scambs.gov.uk

Please title your email "Trees FAQs" or similar

I look forward to receiving your comments

Suggested Parish Planning Training Programme.

Arrangements:

- District divided into 4 'patches' with meetings held in the District, so approx 25 parishes invited to each, up to two reps/parish

- 2 sessions for each – held before December; training to be accompanied by hand-outs and a glossary.

Content:

Session 1

1. **Role of Parish Councils, probity and links to local members.**

2. **Planning Policies**
   - **National Planning**
   - **The Local Plan**
   - **Neighbourhood plans.**

3. **Planning applications:**
   - **Different types including amendments.**
   - **The life of a planning application.**
   - **What is a material consideration?**
     (Including highway safety, drainage & design considerations)
   - **How are applications assessed?**
   - **When to use planning conditions & S106 agreements/CIL**

Session 2

4. **Monitoring and Enforcement.**

5. **Trees:**
   - **Tree preservation Orders**
   - **Application for works to trees in Conservation Areas.**

6. **Heritage.**
   - **Listed Buildings**
   - **Buildings at Risk**
   - **Conservation Areas**

Future Sessions (District wide) – Spring onwards

- **Affordable Housing**
- **Parish and/ or Neighbourhood Plans.**

SOLAR FARMS

Large scale ground mounted solar photovoltaic installations to generate electricity

NATIONAL POLICY

- National Planning Policy Framework (NPPF) – March 2012
- National Planning Practice Guidance (NPPG) – March 2014

LOCAL POLICY

- Local Development Framework Development Control Policies DPD 2007 – Policy NE/2 Renewable Energy
- Emerging Local Plan Submission March 2014 – Policy CC/2 Renewable and Low Carbon Energy Generation

DEVELOPMENT

- Arrays of Ground Mounted Solar Panels
- Transformer Buildings, Inverter Buildings
- Cable Trenches
- Access Roads
- Construction Compounds
- Security Fencing
- Pole Mounted CCTV

PLANNING CONSIDERATIONS

- Brownfield or Greenfield Land
- Agricultural Land Classification
- Landscape and Visual Impact
- Heritage Assets
- Biodiversity
- Archaeology
- Flood Risk
- Glint and Glare
- Highway Safety
- Neighbour Amenity
- Community Engagement

SOUTH CAMBRIDGESHIRE

- 4 Constructed and In Operation (22.5MW)
- 3 Planning Permissions (57MW)
- 8 Current Planning Applications (170 MW)

1MW WOULD POWER 300 HOMES

3 HECTARES OF LAND FOR 1MW OF POWER

South Cambridgeshire District Council

Ian Lorman - Trees Officer
Planning & New Communities
Parish Planning Forum 21 July 2014

Role of Trees Officer

- Tree work applications – TPOs, Con Area
- Hedgerow Removal Notices
- Making and enforcing TPOs
- Commenting on planning applications
- Giving advice
- High Hedges – Complaints go to Planning Enforcement

Tree work applications - Website

- Currently tree work apps processed internally by trees team
- Receipt, validation, acknowledgement, consultation, determination
- Parish Councils receive electronic consultation from Trees Assistant

APAS

- Target end of August 2014 for tree apps to be processed through planning application system (APAS)
- Tree apps will have a ref no. like planning apps
- They shall be visible on SCDC website like planning apps
- Plans submitted with tree work apps often very poor – no powers to require scale drawings

Tree work apps - Consultation

- **Parish Council**
- **Letters to neighbours in cases of significant impact or if applicant isn’t tree owner**
- **Site notices in exceptional cases**
- **500 – 600 applications per year**

South Cambridgeshire District Council

Copies of TPO documents

- Parish Councils get electronic copies of new TPOs at time of service
- Electronic copies of TPOs available upon request
- Intention to make online maps available showing TPOs etc
- Map data is not 100% reliable – Pop-up to recommend check by trees team

Questions answered on website

- **Trees team (two full-time staff)**
- **Current average 2000 enquiries per year from public and other organisations, many of them similar**
- **Frequently asked questions**
- **Will be made easier to find on website**
- **We want your views and suggestions on the following proposed FAQs:**

Proposed FAQs for website

1. Do I need permission to do tree work?
2. If I need permission how do I apply?
3. Are there times of the year when tree work is not allowed?
4. Are all oak trees protected?
5. Can I cut back my neighbour's overhanging trees?
6. Can the Council help in my dispute with my neighbour about trees?
7. Will tree roots damage my foundations?
8. Are there any rules on how tall trees are allowed to grow?
9. My neighbour's trees are dangerous; what can I do about it?
10. Why didn't the Council tell me my neighbour had applied for permission to do work to their trees?
11. Trees blocking light, solar panels, TV reception, obscuring my view; what can I do about it?
12. Trees or shrubs blocking visibility on the highway; can something be done?

Feedback on FAQs

- To Ian Lorman by 11 August 2014

ian.lorman@scambs.gov.uk

South Cambridgeshire District Council

5-Year Housing Land Supply

South Cambridgeshire District Council

The Issue

- Waterbeach appeals lost on two counts:
  - Do not have a 5-year housing land supply
  - Proposed Green Belt not sufficient grounds

South Cambridgeshire District Council

Background

- No 5-year supply since 2008 until new Local Plan
- New Local Plan is the solution
- Balance needed between strategic sites and village sites to provide early housing
- Objections to target and 5-year supply – 20% not 5% buffer – would need more village sites
- National bar increasingly moving higher to boost housing provision

South Cambridgeshire District Council

Way Forward – for the Local Plan

- Seek Memorandum of Understanding with City Council on phasing of housing provision and a joint housing trajectory
- Tell Local Plan Inspector intention
- Formally agree MoU and submit to examination
- Put case forward but demonstrate flexibility
- If asked to identify more sites, be ready

South Cambridgeshire District Council

Way Forward – for planning decisions

- Do not challenge appeals – much more likely than not that it would fail and high risks – credibility
- No 5-year supply means frameworks and other housing supply policies have little weight
- Proposals must still be sustainable development and Green Belt has full weight
- Pro-active steps eg. sites for City Deal 1000 exception sites; sites favoured by parish councils
- Monitor and manage business implications

South Cambridgeshire District Council

Summary

- Been at risk since 2008 but held the line
- National picture changing – aim to boost housing being given effect by planning inspectors
- Narrowing window of opportunity for promoters of sites not in the Local Plan
- Local Plan examination important to resolve
- Pro-active - Memorandum of Understanding with City and being willing to respond positively

Department
of Energy &
Climate Change

UK Solar PV Strategy Part 1: Roadmap to a Brighter Future

October 2013

Contents

Foreword by the Rt. Hon. Gregory Barker MP, Minister of State for Energy and Climate Change

This is a truly exciting time for UK solar. In the last three years, under the Coalition Government, the sector has gone through a period of profound change, challenges and staggering growth.

We have deployed almost 2.5GW of solar and installed solar PV on nearly half a million homes as well as thousands of businesses and community sites.

The DECC central forecast estimates that the UK is likely to reach 10GW by 2020. But I believe we can go faster and further.

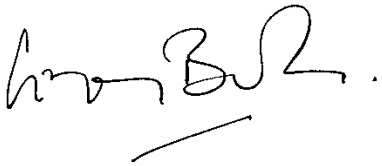
Along with many in the industry, I think that up to 20GW of deployed solar is not only desirable but also potentially achievable within a decade. But we will only meet such an ambitious level of deployment if we all work in even closer partnership and achieve grid parity sooner.

Delivering such an ambition will require even greater innovation, new skills, relentless downward pressure on costs - right through the whole supply chain and a much more dynamic grid network - all of which we will seek to examine in the full strategy which we will publish early next year.

But big ambition must also be matched by a much greater sensitivity to impacts on landscape, visual amenity and biodiversity. Local communities must be willing partners in solar expansion; not just consulted but respected and where ever possible, financial partners in local projects.

The global solar sector is going through a period of hyper-change. We must make sure we grasp solar PV's full potential, along with the British jobs and wide economic and environmental benefits that it can bring, as we compete with growing confidence in the global race.

Rt. Hon. Gregory Barker MP



Executive Summary

1. Solar PV is one of the eight key renewable energy technologies that can help to create a clean, balanced UK energy mix[1]. It has significant advantages: it is versatile and scaleable, with deployment possible in a wide range of locations including domestic and commercial buildings and where appropriate on the ground; solar projects can be developed and installed very quickly; and the fuel - solar radiation, is free.

2. The UK has seen a significant level of solar PV deployment together with significant cost reduction over recent years with installed costs estimated to have fallen around 50 per cent between 2010 and 2012[2]. The ability to deliver further reductions in the installed costs of solar PV will determine the level of sector growth and the ability for the levelised cost of solar PV to become competitive with other low-carbon electricity sources.

3. As of June 2013, the UK now has 2.4GW installed capacity generating 1.4TWh during July 2012 to June 2013[3]. The Government is committed to substantially increasing the deployment of renewable energy across the UK and recognises the potential role and contribution that solar PV can play in helping to meet the UK's target of 15 per cent renewable energy from final consumption by 2020[1], and in supporting the decarbonisation of our economy in the longer term.

4. The extensive deployment of solar PV across the UK has become increasingly visible to the public at all scales and is among the most popular renewable energy technologies. Recently solar received the highest public approval rating of all renewable energy technologies at 85 per cent[4]. We need to ensure that this level of support can be maintained – including by ensuring that solar PV is appropriately sited, and allow for greater community engagement. We do, however, expect on-going deployment of the technology to continue at all scales.

5. All these factors mean that the time is right for the Government to set out its vision of the strategic direction for solar PV in the UK – making sure that our policies support the appropriate deployment in a sustainable, cost-effective way. We need to provide certainty to investors, solar developers, and the households, communities and businesses affected by solar PV.

[1] DECC (2012) UK Renewable Energy Roadmap Update 2012
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/80246/11-02-13_UK_Renewable_Energy_Roadmap_Update_FINAL_DRAFT.pdf
[2] Provided as part of the FITs Comprehensive Review by Cambridge Economic Policy Associates (CEPA) Cambridge Economic Policy Associates Ltd and Parsons Brinckerhoff (2011) Updates to the Feed-in Tariff Model Documentation of Changes for solar PV Consultation
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/48136/2174-cepa-paper.pdf
and Parsons Brinkerhoff (PB) (in October 2011[2]) and by PB (in May 2012) Parsons Brinckerhoff (2012) Solar PV Cost Update
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/43083/5381-solar-pv-cost-update.pdf
[3] Energy Trends, September 2013, table ET 6.1 https://www.gov.uk/government/publications/renewables-section-6-energy-trends
[4] DECC (2013) Public Attitudes Tracker Wave 5
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/198722/Summary_of_Wave_5_findings_of_Public_Attitudes_Tracker.pdf

6. This Roadmap sets out four guiding principles, which form the basis of Government's strategy for solar PV. These principles are:

   I. **Support for solar PV should allow cost-effective projects to proceed and to make a cost-effective contribution to UK carbon emission objectives in the context of overall energy goals** – ensuring that solar PV has a role alongside other energy generation technologies in delivering carbon reductions, energy security and affordability for consumers.

   II. **Support for solar PV should deliver genuine carbon reductions that help meet the UK's target of 15 per cent renewable energy from final consumption by 2020** and in supporting the decarbonisation of our economy in the longer term – ensuring that all the carbon impacts of solar PV deployment are fully understood.

   III. **Support for solar PV should ensure proposals are appropriately sited, give proper weight to environmental considerations such as landscape and visual impact, heritage and local amenity, and provide opportunities for local communities to influence decisions that affect them**.

   IV. **Support for solar PV should assess and respond to the impacts of deployment on: grid systems balancing; grid connectivity; and financial incentives** – ensuring that we address the challenges of deploying high volumes of solar PV.

7. This Roadmap sets out these principles – covering what has been done to date, and where further work is needed. Further work will be completed ahead of publishing the Solar PV Strategy in spring 2014 which will assist the development of policy and the growth of the sector.

8. This further work will be framed by the Solar PV Strategy Group and input from the Task Forces. It will include analysis and feasibility of cost reduction potential; analysis of the life cycle emissions of solar PV; greater understanding as to the likely proportions of domestic, industrial and ground mounted solar PV by 2020; and further analysis to explore how to manage the grid systems balancing with significant levels of solar PV deployment.

Section 1 - Introduction

Solar PV: The Policy Context

9. Solar photovoltaic (PV) technology is a mature, proven technology and is a reliable source of renewable energy with an important role to play in the UK energy generation mix. The Government is committed to increasing the deployment of renewable energy across the UK and recognises the potential role and contribution that solar PV could make in helping to meet the UK's target of 15 per cent renewable energy from final consumption by 2020 (see Box 1).

Box 1: 2020 Renewables Target

The 2009 Renewable Energy Directive set a target for the UK to achieve 15% of its energy consumption from renewable sources by 2020. This compares to 4.1% in 2012. Very good progress has been made, but the scale of the increase over the next seven years represents a huge challenge and will require strong contributions from all three sectors of electricity, heat and transport. The mix of renewable energy generation needed to meet the 2020 target will comprise several technologies able to make a significant contribution to meeting the target. Solar PV is one of the eight key technologies set out in the Renewable Energy Roadmap Update 2012[1].

10. Solar PV can be deployed in a variety of locations and contexts including domestic roofs, commercial and industrial properties, and on the ground in brownfield and greenfield sites. It enables consumers and businesses to independently generate electricity, providing greater competition in the market; increases consumer choice; and given the relative cost and ease of installation in comparison to other renewable energy electricity technologies, makes an attractive option for homeowners, helping them save on their energy bills while contributing towards the delivery of our renewables target.

11. Solar PV is not just important because of its energy generation potential – it can also contribute to UK economic growth. The solar industry in the UK has a thriving installation sector. There is also a manufacturing capacity in the UK, albeit small, particularly in innovative and building integrated solar PV. The rapid growth in the sector means that the long-term jobs and investment potential of the sector is difficult to predict with certainty but sector estimates[5] indicate that the industry holds the potential for tens of thousands of jobs (including within the dedicated solar PV and wider construction sectors that are focussed on solar PV installation and deployment). DECC will work with the sector and the National Solar Centre (NSC) to develop more-reliable methodologies to measure jobs and investment.

12. The UK is an increasingly important player in the European market for solar PV. In May 2013, the European Photovoltaic Industry Association report indicated that the UK has a 6 per cent share of deployed capacity across Europe (in comparison to Germany with 44 per cent and Italy with 20 per cent)[6]. Although the UK has less sunshine (and

[5] Renewable Energy Association (2012) Made in Britain http://www.r-e-a.net/resources/rea-publications
[6] EPIA (2013) Global Market Outlook for Photovoltaics 2013 – 2017 Page 20
http://www.epia.org/fileadmin/user_upload/Publications/GMO_2013_-_Final_PDF.pdf

therefore lower load factors[7]) than other countries, our climate - in southern England in particular – is similar to that in Germany[8], where deployment of solar PV is considerably higher[9].

Box 2: Solar PV Cost Reduction

The UK has seen a significant level of solar PV deployment together with significant reduction in costs in recent years, with installed costs estimated to have fallen by around 50%[2]. Large-scale solar PV is already comparable with other key renewable energy technologies - cheaper than offshore wind, but more expensive than onshore wind. There is a progressive cost reduction trajectory assumed in the period out to 2016 and 2020, reflecting the advancements made in technology development and supply chains, indicating a reduction in levelised costs of around 20% by 2020.

If this rate of cost reduction continued into the 2020's, solar PV would be competitive in levelised costs terms with other large-scale generation technologies such as combined cycle gas turbines (CCGT) by 2025[10] (see Figure 6 for more information).

13. Solar PV currently accounts for 12 per cent of renewable electricity capacity in the UK and 2.9 per cent of renewable electricity generation[11]. As of the end of June 2013, 2.4GW installed capacity (with electricity generation during July 2012 to June 2013 of 1.4TWh[11]) of which 1.7GW is small-scale (mainly domestic) Feed-in Tariffs (FITs) and 0.2GW (mainly) large-scale under the Renewables Obligation (RO)[12]. As set out in the UK Renewable Energy Roadmap Update 2012, analysis indicates that there is a potential deployment range of 7-20GW (equivalent to 6-18TWh), with 20GW being the technical maximum level of solar PV deployment by 2020[1].

14. More recently, the publication of the draft Electricity Market Reform (EMR) renewable energy strike prices has shown a modelled expectation for solar PV of 1.8GW – 3.2GW coming forward under the RO and CfD to 2020. In addition to this, central assumptions for small-scale FITs indicate 7.5GW of solar during the same period, giving a modelled total of 9.3GW -10.7GW solar PV deployed out to 2020[13]. This represents a mid-range scenario based on the draft strike prices quoted across the technologies[14]. As explained in the Roadmap Update, movement towards the 20GW top limit of deployment (or above 10GW as National Grid have indicated by their modelling[15]), without generation being frequently constrained off, is likely to require significant technology cost reduction

[7] Defined as average load divided by the peak load in a specified time period.
[8] GIS data indicates[8] by calculating the annual average between the period 2004 and 2010, in Germany irradiation levels vary from 850kWh/m² in the north west to 1200kWh/m² in the south; whilst in the UK levels vary between 700 kWh/m² in the north to 1200 kWh/m² in the south. SolarGIS © 2013 GeoModel Solar s.r.o. Germany: http://solargis.info/doc/_pics/freemaps/1000px/ghi/SolarGIS-Solar-map-Germany-en.png UK: http://solargis.info/doc/_pics/freemaps/1000px/ghi/SolarGIS-Solar-map-United-Kingdom-en.png
[9] Energiewende (2013) Germany's Recent Solar Energy Record In-Depth http://theenergycollective.com/thomas-gerke/248721/sunday-solar-sunday-germany-s-july-7-solar-power-record-depth.
[10] DECC (2013) Electricity Generation Costs 2013, Table 13 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/223940/DECC_Electricity_Generation_Costs_for_publication_-_24_07_13.pdf
[11] Energy Trends (September 2013) Tables 6.1 https://www.gov.uk/government/publications/renewables-section-6-energy-trends
[12] Energy Trends (September 2013) Table 6.4 https://www.gov.uk/government/publications/renewables-section-6-energy-trends
[13] National Grid (2013) EMR Analytical Report p40 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/223655/emr_consultation_annex_e.pdf
[14] DECC (2013) EMR Consultation on the draft Delivery Plan on p.32. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/238867/Consultation_on_the_draft_Delivery_Plan__amended_.pdf
[15] National Grid (2012) Briefing Note for DECC on Solar PV Deployment https://www.gov.uk/government/publications/solar-pv-electricity-systems-and-the-national-grid-a-briefing-note-for-decc

together with developments in tools to help balance the supply and demand of electricity including demand-side response utilising smart meters, energy storage, interconnection and flexible generation[1].

15. Solar PV policy is not without its challenges. In particular, solar PV deployment requires careful consideration to ensure appropriate use of land and buildings, and ensures that the views of local communities are heard (see page 24). There are also uncertainties associated with effects of significant deployment, particularly because large volumes of solar PV is embedded generation and can create challenges for grid systems balancing (see page 29). Gaining access and connecting to the network also creates local grid issues (see page 32). Government also needs to ensure that financial incentives are working to encourage deployment and are cost-effective (see page 33).

Solar PV in the UK

16. At present, there are three main markets for solar PV in the UK - domestic, building mounted[16] and ground mounted. In addition to this, there is a small but growing market for building-integrated photovoltaics (BIPV).

17. **Domestic:** Solar PV is a reliable and well established method of generating electricity, suitable for a vast number of homes in the UK. Sunlight is free so once the installation has been paid for, electricity bills can be reduced - protecting the homeowner against the rising costs of electricity while reducing carbon emissions. It enables consumers to independently generate electricity, providing greater competition in the market and increase their level of consumer choice. A typical domestic installation can be as large as approximately 4kW capacity.

18. **Building Mounted:** There are a range of commercial and non-domestic properties in the UK that vary in size and category. These include, but are not limited to, offices, industrial property, hospitals, schools, hotels, retail, farm buildings, and warehouses. Small commercial buildings can typically accommodate PV systems between 4kW and 100kW, while larger commercial buildings allow larger arrays, the largest in the UK currently being 5MW. PV systems for commercial use have similar benefits to those of domestic systems but with the added advantage of generating larger amounts of electricity and generally being able to better match on-site generation with on-site demand.

19. **Ground Mounted:** These differ from building mounted PV systems because they generally supply power at grid distribution level. The land area required for a 1MW fixed tilt array including security fencing is approximately 6 acres (or 2.4Ha; the equivalent size of four football pitches). Output from ground mounted PV can also be optimised in terms of orientation and tilt by using mechanisms to track the Sun.

20. **Building Integrated:** Building Integrated PV (BIPV) refers to photovoltaic systems that generate electricity and function as part of the building. Products such as windows, walls, façades and roofs can be designed as BIPV (e.g. solar shingles/tiles) and architects can use these products to provide both function and style. This emerging

[16] In this context this refers to solar PV installed on commercial and industrial buildings and other building mounted installations at a larger scale than domestic systems (e.g. schools, community buildings).

market, which straddles the building industry and the solar power industry, offers a new way to develop revenue streams for both parties.

21. A framework of policies is in place to drive investment in solar PV in the UK at a wide range of sizes, and in a wide range of locations. Box 3 sets out the financial support framework which solar PV projects can access.

Box 3: Financial support for solar PV

Government's main mechanism to drive the deployment of solar PV is the financial support it provides. Without this support, solar PV would not be able to compete in the electricity market as its costs are currently higher than those of conventional generation. Over time, however, as costs of solar PV come down, this support will be reduced.

Large-scale solar PV generation (in the main above 5MW but also down to 50kW) is currently supported by the **Renewables Obligation** (RO). This places an obligation on UK electricity suppliers to source a specified proportion of the electricity they supply to customers from renewable sources. It is administered by Ofgem who issue Renewables Obligation Certificates (ROCs) to generators for every megawatt hour (MWh) of eligible renewable electricity they generate. ROCs can be sold to a supplier, which allows generators to receive a premium in addition to the price of their electricity. A comprehensive review[17] of the RO support rates was concluded in 2012 and is leading to a reduction in subsidies for the majority of technologies.

The RO will close to new generation on 31 March 2017. From 2014 onwards, the primary financial support mechanism for new large-scale renewable generation will be **Contracts for Difference** (CfDs). A CfD is a long term private law contract that pays the generator the difference between an estimate of the market price for electricity (the 'reference price') and an estimate of the long term price needed to bring forward investment in a given technology (the 'strike price'). The fixed strike price means that investors in low carbon plant are protected from wholesale price volatility and costs to the consumer will be capped. The EMR Delivery Plan consultation[18], published in July 2013, proposed strike prices for large-scale solar PV[19] .

The **Feed-in Tariffs** (FITs) scheme was introduced in April 2010 with the intention of encouraging deployment of small-scale (up to 5MW), low-carbon electricity generation. The scheme has been a success with over 450,000 installations (2.2GW capacity) registered by June 2013. Of these, around 99% are solar PV installations. FITs generators receive three financial benefits from the scheme: a generation tariff for all electricity generated by the installation; an export tariff for surplus electricity exported to the local grid; and savings on their electricity bill from generation used on site. The FITs Comprehensive Review[20], which concluded in July 2012, sought to improve value for money and reduce tariffs in light of falling costs. It introduced for solar PV a new 'degression' mechanism to enable tariffs to respond more nimbly to market developments by allowing tariffs to reduce in line with deployment.

[17] DECC (2012) Consultation outcome Renewable Obligation Banding Review https://www.gov.uk/government/consultations/renewables-obligation-banding-review
[18] DECC (2013) Consultation on the draft Electricity Market Reform Delivery https://www.gov.uk/government/consultations/consultation-on-the-draft-electricity-market-reform-delivery
[19] Both Ground mounted and Building mounted
[20] DECC (2012) Feed-in Tariff Comprehensive Review Phase 2a https://www.gov.uk/government/consultations/solar-pv-cost-controls-comprehensive-review-phase-2a

22. As at the end of December 2012, solar PV represented 1.8 per cent of total generating capacity[21]. There has been 1.4TWh of total generation by solar PV in this year to the end of June 2013, representing 0.4 per cent of the UK's total generation[22], Figure 1 shows the deployment split across the UK, showing that the majority of deployment is based in England[22]. Figure 2 shows solar PV installed capacity across the different size markets, showing the dominance of domestic installations[21]. Figure 3 shows the most recent data up to end June 2013 of solar PV deployed across the financial incentive schemes, with the small-scale FITs seeing the most up-take[23].

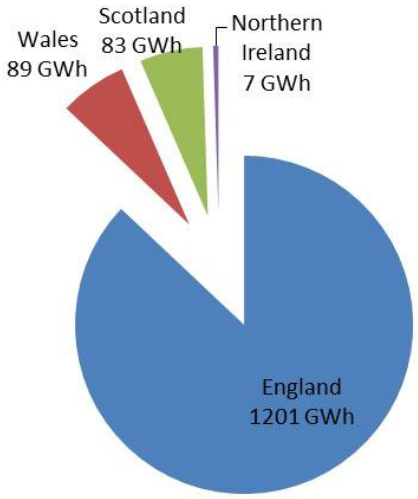


Figure 1 Solar PV generation (GWh) end Dec - end June 2013 across the UK[22]

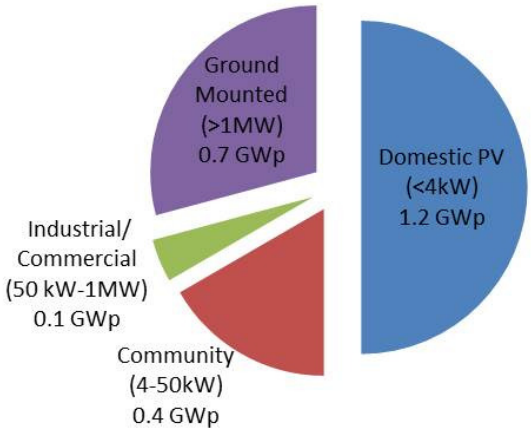


Figure 2 Solar PV installed capacity end Dec – end June 2013 (GWp) across the different size markets[21]

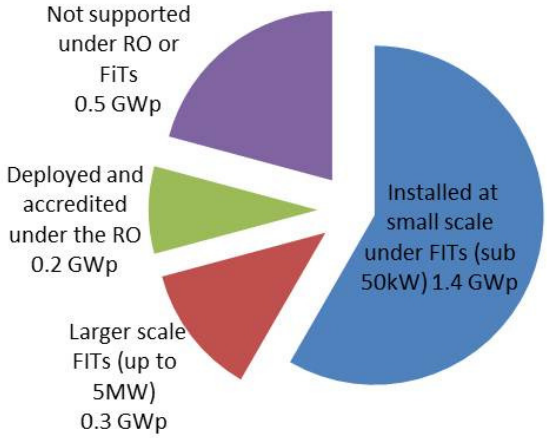


Figure 3 Solar PV installed (GWp) capacity as at end of June 2013 across financial incentive schemes[23]

[21] DUKES (2013) Table 5.13: https://www.gov.uk/government/publications/electricity-chapter-5-digest-of-united-kingdom-energy-statistics-dukes
Ground-mounted (>1MW) includes stand-alone schemes.
[22] Energy Trends (2013) Tables 5.1 and 6.1: https://www.gov.uk/government/publications/electricity-section-5-energy-trends and https://www.gov.uk/government/publications/renewables-section-6-energy-trends
[23] Energy Trends (September 2013) Table ET 6.4 https://www.gov.uk/government/publications/renewables-section-6-energy-trends
'Not supported under RO or FiTs' includes MCS registered <=50kW; ROOFIT accredited >50kW- 5MW; sites not yet accredited under FiT, RO or ROOFIT from the Renewable Energy Planning Database. Also includes any unaccredited part of capacity at RO sites.

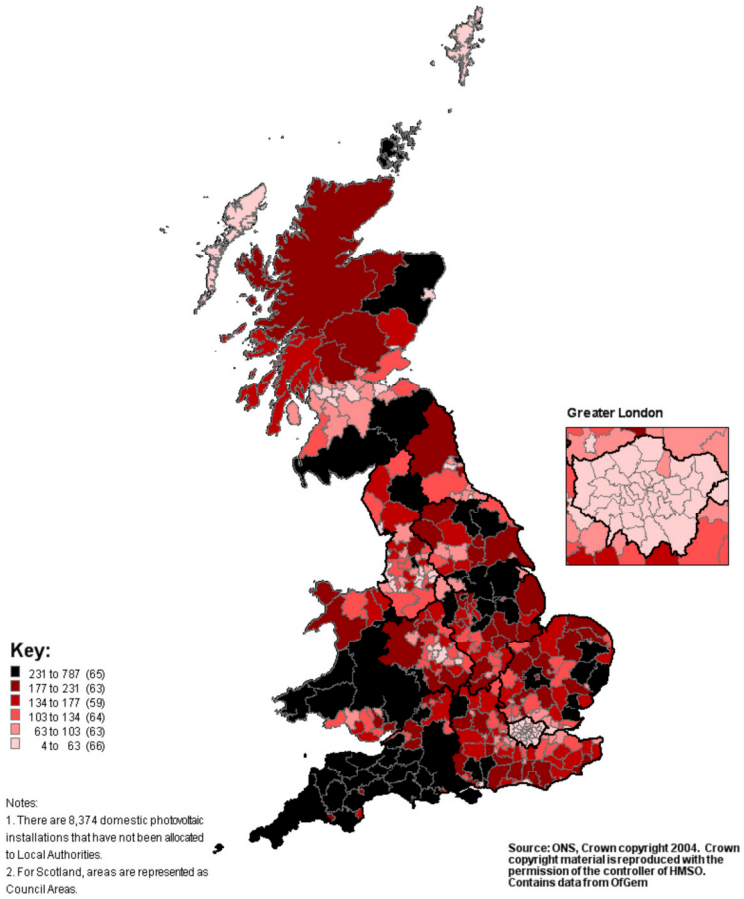


Figure 4: Feed-in Tariffs in the UK – Number of domestic PV installations per 10,000 households by Local Authority, as at end of June 2013

23. Figure 4 shows the distribution of domestic installations in the UK indicating that deployment of solar PV across the UK is highest in south west England[24]. Estimates of large-scale deployment under the RO indicate approximately 44 per cent are also located in south west England[25]. This clustering effect can create difficulties in local grid management – this is addressed on page 32. The FIT has also driven rapid growth in Scotland[26], Wales[27]and Northern Ireland, which has also experienced considerable interest in solar PV at all scales, particularly at domestic level but also increasing interest in the non-domestic sector including farm buildings[28].

[24] DECC (June 2013) Sub-regional Feed in Tariff statistics https://www.gov.uk/government/statistical-data-sets/sub-regional-feed-in-tariffs-confirmed-on-the-cfr-statistics
[25] DECC (October 2013) REPD Database https://restats.decc.gov.uk/app/reporting/decc/monthlyextract
Currently there are 284 operational solar projects within the UK. 126 of these are in the South West, representing 44.4% of the national total. Of these 126 projects, 123 or 98% of them have an installed capacity ≥50kW and 49 or 39% of them have and installed capacity ≥5MW.
[26] 25,850 installations in Scotland. DECC (June 2013) Sub-regional Feed in Tariff statistics. https://www.gov.uk/government/statistical-data-sets/sub-regional-feed-in-tariffs-confirmed-on-the-cfr-statistics
[27] 28,622 installations in Wales. DECC (June 2013) Sub-regional Feed in Tariff statistics. https://www.gov.uk/government/statistical-data-sets/sub-regional-feed-in-tariffs-confirmed-on-the-cfr-statistics
[28] Current overall deployment is approximately 6 MW from over 1000 generating stations accredited under the Northern Ireland Renewables Obligation (NIRO). Whilst small in UK terms, this represents a more than 200% increase since late 2011.

Case study 1: Solar PV - Bentley Motors – UK's Largest Rooftop Array

The Bentley Factory in Crewe built in the 1940s is ideally situated to generate solar power as the "saw tooth" factory roofs are south facing at an angle of 20 degrees. It is the UK's largest rooftop solar PV array, owned and operated by solar power generator, Lightsource Renewable Energy and installed by main contractor Solarcentury.

Over 20,000 solar PV panels have been installed generating enough electricity adequate to power over 1,200 households covering 3.45 hectares of roof space which would otherwise be un-utilised. Lightsource Renewable Energy entered into a power purchase agreement with Bentley Motors, making it possible for the electricity generated during working hours to be used directly by the factory and for the electricity generated at weekends and times of low demand, to be fed back into the National Grid. At peak generation times, the system will produce up to 40% of Bentley's energy requirements.

The installation on Bentley's factory demonstrates the potential for solar energy to be generated on commercial roof-tops in the UK and is a clear example of how businesses can gain greater pricing certainty for the future whilst reducing their carbon footprint. With the build only taking 16 weeks, it shows the speed at which installations of this size can be completed even when constructed in tandem with existing business activity.

Developing engagement with the solar industry

24. The Government has increased its strategic focus on the solar PV industry as deployment has increased. The Solar PV Strategy Working Group held its inaugural meeting in March 2013, jointly chaired by DECC and the NSC. It includes members from the main trade bodies, manufacturers, financiers, developers, installers, and others. It provides a forum for discussion of Government policy relating to solar PV deployment; and identifies solutions to barriers to the sustainable deployment of solar PV in the UK.

25. Reporting to the main Strategy Group, five Task Forces are proactively addressing issues and barriers. These address: Land Use and Sustainable Deployment; Engagement; Grid and Networks; Innovation; and Bankability and Finance.

26. The findings of this work will be presented as part of the forthcoming full Strategy document. This analysis will enable us to develop a set of actions for the future development of solar PV in the UK that will shape future policy decisions.

Section 2 – A Framework of Principles

27. The time is right for the Government to set out its vision of the strategic direction for solar PV in the UK – making sure that our policies support the appropriate deployment in a sustainable, cost-effective way. We need to provide certainty to investors, solar developers, and the households, communities and businesses affected by solar PV.

28. This section sets out four guiding principles, which form the basis of Government's strategy for solar PV. These principles are:

    I. **Support for solar PV should allow cost-effective projects to proceed and to make a cost-effective contribution to UK carbon emission objectives in the context of overall energy goals** – ensuring that solar PV has a role alongside other energy generation technologies in delivering carbon reductions, energy security and affordability for consumers.

    II. **Support for solar PV should deliver genuine carbon reductions that help meet the UK's target of 15 per cent renewable energy from final consumption by 2020** and in supporting the decarbonisation of our economy in the longer term – ensuring that all the carbon impacts of solar PV deployment are fully understood.

    III. **Support for solar PV should ensure proposals are appropriately sited, give proper weight to environmental considerations such as landscape and visual impact, heritage and local amenity, and provide opportunities for local communities to influence decisions that affect them.**

    IV. **Support for solar PV should assess and respond to the impacts of deployment on: grid systems balancing; grid connectivity; and financial incentives** – ensuring that we address the challenges of deploying high volumes of solar PV.

Principle 1 – Support for solar PV should allow cost-effective projects to proceed and to make a cost-effective contribution to UK carbon emission objectives in the context of overall energy goals.

Why is this principle important?

29. The key objectives of Government energy policy are to ensure the future security of electricity supplies; to drive the decarbonisation of our electricity generation; and to minimise costs to the consumer. Cost-effective deployment of renewable energy technology, including solar PV, is a central element of our strategy.

30. There are a number of challenges to overcome to ensure that solar PV can fulfil its deployment potential. In particular, cost reduction is central to ensuring we can deploy significantly greater levels of both small-scale and large-scale solar PV, and ensuring costs for bill-payers are minimised.

31. The key drivers to cost reduction include 'learning curve' effects; maximising opportunities in technology innovation; improving construction techniques; and exploiting supply chain competition and the overarching economies of scale.

What do we already know?

32. Driven by advances in technology and economies from an increasing global scale of production, the cost of solar PV has declined steadily over time and quite dramatically. Figure 5 shows DECC-published estimates for costs of domestic (assumed as sub-4kW) solar PV. The comparison of three separate studies of cost estimates[29] show that since the beginning of the decade, the costs of solar PV have fallen by over 50 per cent.

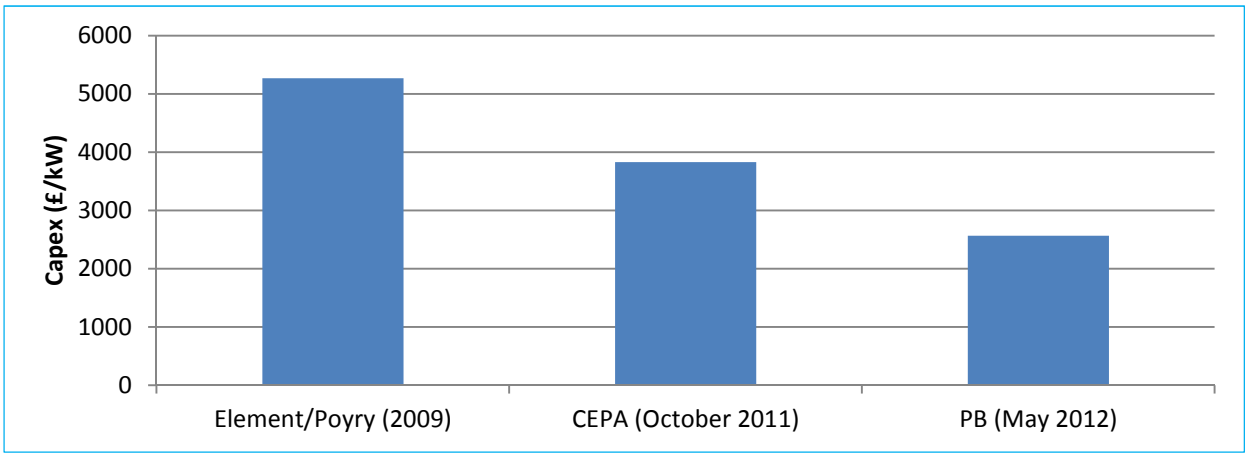


Figure 5: Estimates published by DECC of capex for domestic (<4kW) solar PV installations[29]

[29]Provided as part of the FITs Comprehensive Review by Cambridge Economic Policy Associates (CEPA) Cambridge Economic Policy Associates Ltd and Parsons Brinckerhoff (2011) Updates to the Feed-in Tariff Model Documentation of Changes for solar PV Consultation https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/48136/2174-cepa-paper.pdf
and Parsons Brinkerhoff (PB) (in October 2011[29]) and by PB (in May 2012) Parsons Brinckerhoff (2012) Solar PV Cost Update https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/43083/5381-solar-pv-cost-update.pdf

33. The costs of different kinds of energy generation are often expressed as 'levelised costs'– that is, average cost over the lifetime of the plant per MWh of electricity generated, expressed in £/MWh. Figure 6 compares the levelised costs of both small-scale (typical domestic <4kW installation) and large-scale (>5MW installation) solar PV with other generation technologies (for example, onshore and offshore wind, and gas). The levelised costs presented here are calculated using 'technology specific' discount rates[30] which reflect the relative financing costs of each technology.

34. Figure 6 shows that large-scale solar PV is already comparable with other key renewable energy technologies - cheaper than offshore wind, but more expensive than onshore wind. There is a progressive cost reduction trajectory assumed in the period out to 2016 and 2020, reflecting the advancements made in technology development and supply chains, indicating a reduction in levelised costs of around 20 per cent by 2020. If this rate of cost reduction continued into the 2020's, solar PV would be competitive in levelised costs terms with other large-scale generation technologies such as CCGT by 2025[31].

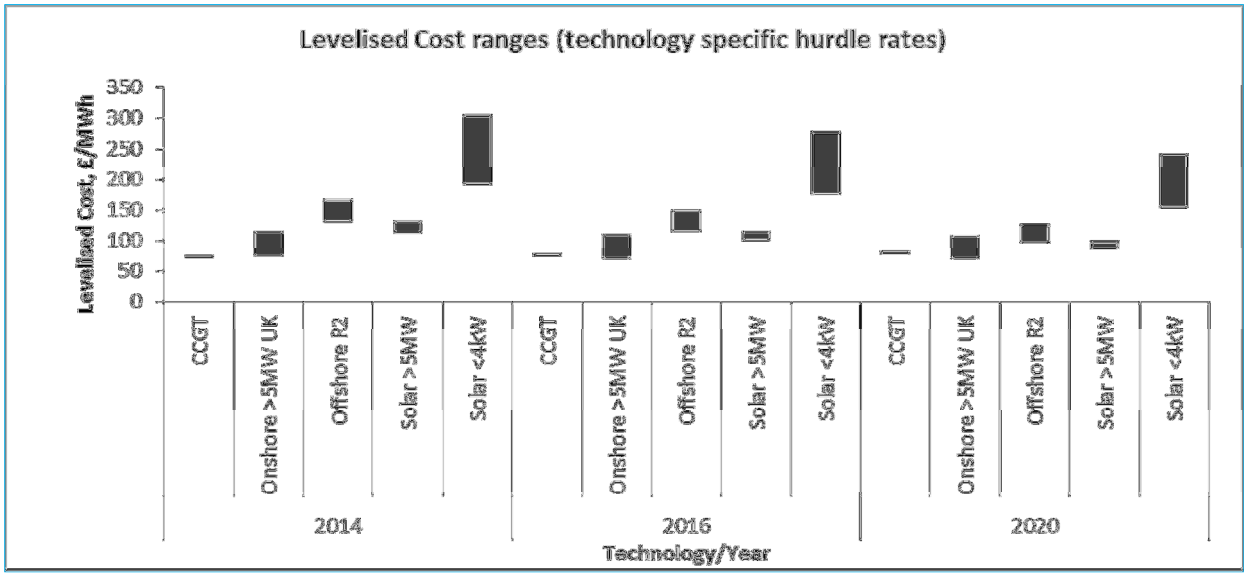


Figure 6: Estimated levelised cost comparison of electricity generation technologies[30].

35. However, this does not imply that significant small-scale solar PV deployment will only be possible at high levels of subsidy. Households' required rates of return are likely to be spread over a wider range than those of typical investors in larger scale projects, reflecting the large variations in investment preferences. Many households looking to invest in small-scale solar PV will therefore target a significantly lower rate of return than assumed in calculating hurdle rates in Figure 6 above. Furthermore, households enjoy the added benefit that solar PV can offset some of the costs of electricity consumption.

[30] DECC (2013) Electricity Generation Costs 2013 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/223940/DECC_Electricity_Generation_Costs_for_publication_-_24_07_13.pdf. The hurdle rate for small-scale solar (8% pre-tax, real) is the mid-point of the hurdle rate range for domestic investors assumed in modelling for Phase 2A of the FITs Comprehensive Review Government response (4.5-11.5%). For more details see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/43080/5391-impact-assessment-government-response-to-consulta.pdf

[31] Assessment based on Table 13, DECC (2013) Electricity Generation Costs 2013 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/223940/DECC_Electricity_Generation_Costs_for_publication_-_24_07_13.pdf

36. That said, although significant cost reductions have occurred in recent years, the costs of the basic materials are relatively high and the level of cost reduction that is feasible to achieve grid parity is still very uncertain, particularly in areas with modest solar radiation like the UK[32]. Current cost uncertainty is also as a result of European Commission anti-dumping and anti-subsidy cases (see Box 4 below).

Box 4: European Commission anti-dumping and anti-subsidy

In the short-term, solar PV module prices have been affected by the recent complaint by a group of European manufacturers which has led the EU Trade Commissioner to launch an investigation into whether the Chinese manufacturers have been benefiting from dumping or subsidies (unfair trade practices[33]). The European Commission concluded that there has been dumping and proposals have been made for a minimum import price and an import volume cap for Chinese solar products imported to Europe or, for some Chinese companies, for them to undertake to sell into the EU at no lower than an agreed minimum price. However, final decisions are yet to be made on the anti-dumping and anti-subsidy cases. In the context of setting a Strategy for solar PV deployment, the impact of these anti-dumping and anti-subsidy investigations remains uncertain but does affect the sector in the short-term. The UK Government is actively involved with the cases and will continue to work to influence the outcomes and track the impact of decisions made. We expect final decisions on the anti-dumping proposals to be taken in December 2013 and we will take account of these in the Strategy document.

Innovation and Technology Development

37. Innovation is key to improving performance and efficiency of mono- and poly- crystalline and hybrid panels in order to bring down the cost of production[1].

38. Solar PV technologies have developed significantly over time, and different technologies are at different states of maturity. Mature **first generation technologies**, such as crystalline silicon, dominate the market with their low costs and with commercially viable efficiency. They are a relatively mature PV technology with a wide range of well-established manufacturers.

39. **Second generation technologies**, which use thin films to reduce high manufacturing and materials costs, are similarly reaching maturity. Innovation for first and second generation technologies is primarily focussed on installation standardisation and system optimisation.

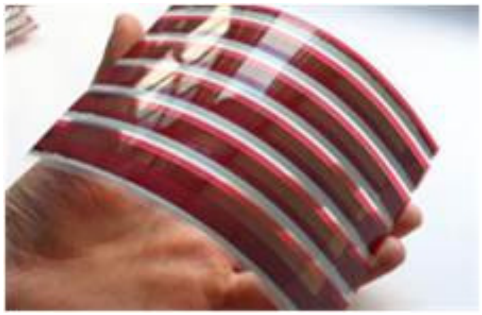
40. **Next generation photovoltaics** (e.g. excitonic PV cells[34]) – which are not yet commercial at scale (except for concentrated solar PV) – and **solar PV supply chains** require innovation to reduce costs, increase efficiencies and lifetimes, as well as ensuring they can be effectively integrated into energy systems. Innovation in these

[32] IRENA (2012) Renewable Energy Technologies: Cost Analysis Series Solar Photovoltaics, Vol 1 Issue 4/5 http://www.irena.org/DocumentDownloads/Publications/RE_Technologies_Cost_Analysis-SOLAR_PV.pdf
[33] Dumping is the practise of selling at prices in the export market lower than in the exporter's domestic market. Subsidies is the practice of governments or other public bodies providing financial benefits which confer benefits on companies.
[34] Excitonic solar cells are a new research area that use polymers, dye molecules or quantum dots to harvest the sun's energy to generate electricity e.g. Organic PV; dye sensitised solar cells; hybrid and tandem solar cells.

areas is key to long-term further cost reduction and realising the deployment potential of solar PV.

41. The UK has well-established research and development activity in place for a range of photovoltaic technologies and applications, which are predominately focussed on academic research of next generation technologies (see Box 5 below).

Box 5: Innovation in the UK



UK Government funding for solar innovation is provided via the Low Carbon Innovation Coordination Group (LCICG)[35], which brings together the major public sector-backed organisations that are supporting low carbon innovation, with a view to maximising the impact of UK public sector funding for low carbon technologies. Over the last three years, the UK Research Councils have spent around £10m annually on solar energy research, with current investments by the Engineering and Physical Sciences Research Council (EPSRC) totalling £48m. Managed solar research activity in the UK is now mostly directed through the new SUPERGEN Supersolar Hub, developed by a consortium of UK universities, which has been designed to consolidate and coordinate existing solar research groups and is focussing its research on new materials and systems performance[36]. The Technology Strategy Board works to accelerate economic growth by stimulating and supporting business-led innovation. Its strategy is therefore focussed on supporting the growth potential of next generation PV technologies. The TSB has contributed approximately half of the investment for a portfolio of solar-related projects totalling some £26m across areas including materials, manufacturing, electronic sensors and photonics, and supply chain innovation.

42. While crystalline-silicon is the most mature PV technology, there still exists significant potential for reducing manufacturing costs through technology innovation and economies of scale[32]. According to Mehta and Maycock (2010), both low and high-cost manufacturers could halve their production costs by 2015[37].

43. In addition, making cost reductions in balance of systems (BoS) (including mounting materials, racking, inverters, wiring, installation labour, financing and contractual costs, permitting) is essential to see industry deploy at significant scale in the UK. However, the opportunities for BoS cost reduction are more fragmented – due to the myriad of players within the market (developers, installers, suppliers, regulators, utilities and building owners) that need to cope with varying sites, regulatory systems and customer demands, together with a lack of knowledge-sharing that exists across the industry[38]. Developers need to consider this in their own business plans to create synergies across the sector.

[35] DECC Low Carbon Innovation Coordination Group http://www.lowcarboninnovation.co.uk/
[36] Organic Solar PV Cell module. Photo: Solar Press UK Ltd.
[37] Mehta, S. and P. Maycock (2010), The PV Supply Chain: Manufacturing, Technologies, Costs, Greentech Media Research and PV Energy Systems, 11 October
[38] Rocky Mountain Institute (2010) Achieving low-cost solar PV: Industry workshop recommendations for Near-term balance of system cost reductions. http://rmi.org/Content/Files/BOSReport.pdf

Case study 2: Innovation/Cost Reduction - Naked Energy Hybrid Panel 'Virtu ™'

Naked Energy[39] is an award winning British design and innovation business, founded in 2010, developing Virtu ® – a patented hybrid solar panel that generates both electricity and heat for commercial and residential applications. One Virtu array with 1.5m^2 of absorber area is able to generate over 1.35kW of combine heat and power. In one year this could offset approximately 340kg of CO_2 - around three times as much as a conventional PV panel with the same power rating (250Wp)[40].

Virtu is versatile, modular in design and with the combined ease of installation and reduced physical footprint and materials it makes for an attractive proposition.The key innovation is a highly efficient heat transfer mechanism that has been extensively tested and validated by Imperial College London (with approximately 90% of the radiation being captured and converted in to heat and power). On-going environmental tests are being conducted with one of the UK's largest utility companies prior to an integrated pilot with a leading supermarket group.

Naked Energy is currently working with UK manufacturing partners on a design and process for volume manufacture to develop a reliable and cost effective solution for homes and businesses that can form part of a balanced UK energy mix.

UK Manufacturing, Jobs & Investment

44. Maximising the economic benefit to the UK is an important element of our strategy for solar PV. To date, the UK solar PV sector has been largely characterised by downstream activity such as system design and installation. While there is some manufacturing capability in the UK, the larger proportion of economic activity and jobs have come from installation[41].

45. The UK solar PV manufacturing base is relatively small – as the majority of processes take place outside the UK, mostly relying on imports to provide modules to the industry. However, Sharp Solar in Wrexham, north Wales has been manufacturing solar PV since 2004 together with more specialist module manufacturing provided by Romag and GB Sol. In addition, there are numerous supply chain companies who have taken advantage in the rapid growth of PV manufacture including NSG Pilkington, Dupont, SAFC Hitech, IQE and Crystalox.

46. In addition, the UK does have significant, specific strengths in innovation which can contribute to future economic growth. Manufacturing and scale-up of new technologies often takes place at the point of invention, creating local jobs and products capable of profiting from wider global markets. The strong academic and innovation expertise in the UK means that we have the potential to create and provide world-leading

[39] Naked Energy (2013) http://www.nakedenergy.co.uk/
[40] Assuming the heat generated displaces gas as a primary source and the array receives an average of 1000 hours of solar irradiation
[41] Renewable Energy Association (2012) Made in Britain http://www.r-e-a.net/resources/rea-publications

commercial technology but also to export those skills and knowledge. Next generation PV, excitonic technologies - including both dye-sensitised cells and organic and hybrid PV - are a growing research area in the UK. Research Council (RCUK) activities were recognised as world-leading by the International Review of Energy Research[42]. In addition to primary research, the UK introduced the first assembly line for flexible excitonic cells[43]. Our research strength promises to be a platform for the UK to build on its lead in this area.

47. The rapid development of the sector has meant that it has been difficult to obtain reliable data on permanent jobs arising from growth of the industry. However, the readjustment of FITs and the RO should allow growth within the sector in the UK to normalise over the next few years, notwithstanding the effects of any anti-dumping tariffs imposed by the European Commission. Over this period a better view of the economic growth and jobs potential of the solar PV sector in the UK to 2020 and beyond will become clearer. Government will continue to monitor the growth of the sector and consider the further policy steps needed in light of this.

What are the next steps?

48. The Innovation Task Force (chaired by Loughborough University), working with EPSRC, anticipates areas for system cost reduction and new technologies. The group includes support from UK Universities and the industry, and will address a range of issues for future development of PV. This further work by the Task Force, DECC and its partners, some of which will be undertaken ahead of publication of the Strategy, will include the following:

- Within first generation technology development, further work is needed by the sector to find business synergies and opportunities to align their design strategies. The sector will need to identify what approach is optimal for the greatest impact. This work will be coordinated by the NSC and the Innovation Task Force.

- DECC will complete further analysis of the levels of cost reduction required to deliver different levels of solar PV deployment over the next decade, and assess whether these are feasible given evidence on technology learning rates and likely sources of cost reduction in the solar PV sector. This analysis will be done in light of the on-going European Commission anti-dumping case against imported panels and cells.

- DECC will continue to work, through the Solar PV Strategy Group and in collaboration with the NSC and trade associations to determine reliable methodologies to access data on jobs and investment in the UK solar PV sector. These will be an important indicator on the effectiveness of Government policies on solar PV deployment and the economic benefit which this creates for the UK economy.

[42] Research Councils UK (2010-2012) Review of Energy http://www.rcuk.ac.uk/Publications/reports/Pages/Energy2010.aspx
[43] SPECIFIC (2012) http://www.specific.eu.com/capabilities/pilot

- In partnership with UKTI, DECC will continue with on-going activity to promote UK expertise in the solar PV sector abroad. A number of trade missions led by Greg Barker, for example, to India and Central Africa and the Middle East have sought to underline the UK's ability to provide design and installation solutions and to promote innovative UK solar PV products. A further trade mission to Saudi Arabia is planned for the autumn.

- DECC will continue to concentrate our efforts through the LCICG and the Research Councils on next generation photovoltaics where the UK leads[42] and to build on our success, by collaborating with small, medium and large private sector partners. The EPSRC have also co-funded with TSB an innovation centre in Swansea working on "Buildings as Power Stations" where solar panels can be adapted to building materials and structures. This work is led by Swansea University with Tata Steel as the main industrial partner. The TSB is a partner in the Solar Eranet[44] focussing on UK business opportunities for collaborations across Europe to accelerate technology development and deployment of next generation technologies.

- Innovation and research will also continue to look at module degradation and characterisation during accelerated ageing. This will be of benefit to companies working in the UK as module characterisation over a lifetime is intrinsic to commercialisation. This research is developing into being able to perform international standardisation and accreditation testing which will aid companies working in the UK to comply with international standards. The TSB runs funding programmes for business that are developing new products and processes for next generation photovoltaic technologies and systems, the three main programmes are Smart; Knowledge Transfer Partnerships (KTP) and Innovation Vouchers[45].

[44]Solar Eranet: www.solar-era.net
[45] Technology Strategy Board Innovation Vouchers. www.innovateuk.org

Principle 2 – Support for solar PV should deliver genuine carbon reductions that help meet the UK's target of 15 per cent renewable energy from final consumption by 2020.

Why is this principle important?

49. Solar PV and other renewable energy technologies can displace more carbon intensive generation from our electricity supply. However, GHG emissions occur at various stages of the process to convert a raw material or renewable energy source into energy.

50. Consideration of life cycle emissions (LCE) for solar PV, going beyond point-of-use enables us to identify and understand the reasons for hotspots along its life cycle where emissions are significant; where these key emissions are located and how they impact on solar PV deployment in the UK (see Figure 7). This will enable Government to assess how best to support solar PV technology by enabling it to maximise the delivery of genuine carbon reductions to help meet carbon emissions objectives whilst also taking into account the complexity and extent of the supply chains that exist for the solar PV sector.

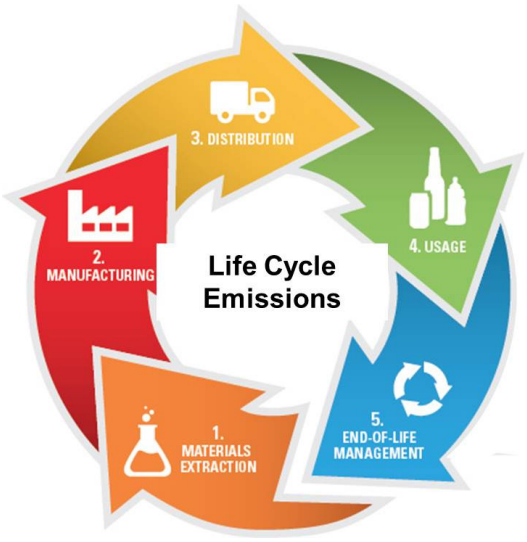


Figure 7 Key phases of Life Cycle Emissions Assessment[46]

What do we already know?

51. The lifecycle of the dominant silicon-based PV consists of several stages, with the raw material extraction and manufacturing phases being the most significant. The raw material extraction for the PV module and silicon cell manufacture is an energy intensive process and balance of system manufacture includes the production of steel, aluminium and other metals[47].These phases account for 60-80 per cent of the emissions[48,49]. The life cycle emissions of solar PV have been well researched and

[46] Image adapted from U.S. Environmental Protection Agency http://www.epa.gov/climatechange/climate-change-waste/life-cycle-diagram.html
[47] The Commission on Climate Change, Ricardo- AEA (2013) Current and Future Lifecycle Emission of key low carbon technologies and alternatives http://www.theccc.org.uk/wp-content/uploads/2013/09/Ricardo-AEA-lifecycle-emissions-low-carbon-technologies-April-2013.pdf
[48] NREL (2012) Life Cycle Greenhouse Gas Emissions from Solar Photovoltaics http://www.nrel.gov/docs/fy13osti/56487.pdf

documented and recent studies continue to show a wide variability in results. This is not only due to the type of technology assessed, but is also attributed to several key factors including solar radiation - countries where solar radiation is higher will give lower LCEs; the lifetime - the higher the lifetime the lower the LCE; the performance ratio - the higher the performance and efficiency the lower the LCE; and the type of installation (rooftop building integrated/standalone or ground-mounted) – the type of installation will affect insolation in addition to material requirements for the balance of system.

52. A study giving a detailed analysis of recent studies on lifecycle analysis (LCA) of solar PV[50] shows a range of 20 – 100gCO_2e/kWh; whilst another study[51] shows a higher variability with 13 – 130gCO2e/kWh. Despite the wide ranges, there is consensus that the type of panel, the climate conditions where the panels are installed and the local conditions of the type of electricity input during manufacture play a key part in providing differing results. In comparison with other technologies – onshore and offshore wind power have a relatively small carbon footprint range of between 3 – 28gCO_2e/kWh[51]. Onshore and offshore turbines show similar emission factors because large emissions during the construction phase can be compensated for by the higher productivity of offshore turbines[52]. The average emissions from fossil fuelled CCGT in the UK was significantly higher with a footprint range of 350 – 410gCO_2/kWh[51].

53. With a significant amount of research completed and other work already underway, it is important to consider the varying methodologies associated with life cycle assessment of emissions; the assumptions and the impact they have on the outputs; particularly with a view to the impact of the location of PV cell and module manufacturing.

What are the next steps?

54. The Innovation Task Force, DECC and its partners will undertake:

- Further work to understand the life cycle emissions that apply to solar PV deployment in the UK; particularly in relation to the current markets from which solar panels are sourced. DECC will undertake a detailed analysis of current findings to help shape solar PV policy in order for it to deliver genuine carbon reductions that help meet UK carbon reduction objectives.

[49] Alsema, E. A. and de Wild-Scholten, M. J. (2006). Environmental impacts of crystalline silicon photovoltaic module production. Paper presented at the 13th CIRP International Conference on Life Cycle Engineering, Belgium.
[50] Hsu, D.et al (2012) Life Cycle Greenhouse Gas Emissions of Crystalline Silicon Photovoltaic Electricity Generation Systematic Review and Harmonization, Journal of Industrial Ecology Volume 16, Issue Supplement s1, pages S122–S135, April 2012 http://onlinelibrary.wiley.com/doi/10.1111/j.1530-9290.2011.00439.x/pdf
[51] Turconi, R et al (2013) Life Cycle Assessment of electricity generation technologies: Overview, Comparability and limitations, Renewable and Sustainable Energy Reviews 28: 555 -565.
[52] Pehnt M. (2006) Dynamic life cycle assessment of renewable energy technologies, Renewable Energy, 31:p55-71.

Principle 3 – Support for solar PV should ensure proposals are appropriately sited, give proper weight to environmental considerations such as landscape and visual impact, heritage and local amenity, and provide opportunities for local communities to influence decisions that affect them.

Why is this goal important?

55. Bringing forward appropriately sited solar PV installations is an essential part of a responsible UK energy policy. Recently solar has achieved highest public approval rating of all renewable energy technologies at 85 per cent[53]. However, Government recognises the importance of ensuring that installations are appropriately sited, and that we exploit the potential of roofs and brownfield sites.

56. The marked increase in deployment of solar PV over the last three years has seen installation at all scales. Permitted development rights for micro-generation have facilitated the deployment of solar PV at smaller scale by removing the need for formal planning permission for many small installations. In addition, there has been a significant increase in large-scale ground-mounted solar PV – 700MW deployed in the period end of Dec 2012 up to June 2013[21]. A proportion of this deployment has been on brownfield/previously developed land (such as the 32MW Wymeswold solar farm, sited on a disused airfield) or connected to existing commercial or industrial facilities such as Thames Water's installation of 5MW of solar PV at three of their London water treatment plants. In addition, a significant proportion has been sited on greenfield sites where these have met planning policy requirements.

57. The key issue is ensuring that proposals to deploy solar PV take account of the circumstances of each project. A brownfield site may contain a Site of Special Scientific Interest or be part of an Area of Outstanding National Beauty. Likewise, even plots of the highest grade agricultural land could include areas which are in themselves lower grade and could legitimately be used for solar PV deployment. There is increasing evidence that, if well planned and managed, there can be biodiversity benefits arising from the deployment of solar PV at large scale. Furthermore, a number of developers and environmental organisations are already developing biodiversity plans in conjunction with solar PV deployments[54].

58. DECC is working with other key Departments, including the Cabinet Office[55] and the Ministry of Defence (MoD) to promote installation of solar PV on under-utilised brownfield land and roof space in the Government and Defence Estate. The UK's planning regimes include robust safeguards to ensure that developments, including solar PV installations, are properly sited and that individuals, communities and the landscape itself are protected against any unacceptable impacts. This means that

[53] DECC (2013) Public Attitudes Tracker Wave 5 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/198722/Summary_of_Wave_5_findings_of_Public_Attitudes_Tracker.pdf

[54] German Renewable Energies Agency (2010) Solar Parks – Opportunities for Biodiversity, A report on biodiversity in and around ground-mounted photovoltaic plants. http://www.solar-trade.org.uk/media/Biodiversity-in-Solarparks.pdf ; Natural England (2011) Technical Information Note TIN101, Solar Parks: maximising the environmental benefits http://publications.naturalengland.org.uk/publication/32027; Parker, G; McQueen C (2013).
Can solar parks provide significant benefits for biodiversity? Preliminary Study http://www.solar-trade.org.uk/media/Can%20solar%20parks%20provide%20significant%20benefits%20for%20biodiversity%202%202.pdf

[55] Which covers Government Procurement Service & Government Property Unit.

issues such as visual amenity, land use and other environmental impacts are an important consideration within the planning process. The planning systems in the UK[56] also provide many opportunities for local people to participate in key decisions affecting their areas. The Coalition Agreement included a commitment to supporting community energy projects, which can play an important part in raising awareness about low carbon energy and in giving communities control over their own energy supply.

What do we already know?

59. In July 2013 the Department for Communities and Local Government, in association with DECC, published revised planning guidance for renewable energy developments. This provides guidance on the implementation of the planning policy for England set out in the new National Planning Policy Framework which was published in March 2012.

60. The revised guidance on renewables provided planners with more specific guidance on the issues that they should consider in relation to large-scale solar PV planning applications. The revised guidance makes clear that the need for renewable energy does not automatically override the need for planners to properly scrutinise the effects of renewables deployment. It underlines the need for planners to ensure that the impacts of proposed renewable energy deployments are acceptable, including impact on visual amenity and effects on cultural and heritage landscapes.

61. In addition to this formal guidance, the industry is increasingly taking action to provide guidance to developers on planning and to develop and promote best practice. Earlier in the year, the NSC, a subsidiary of the Building Research Establishment, published guidance for planners and developers on large-scale solar PV[57]. It draws on the experience of Cornwall Council in considering sites for suitability for solar PV deployment. In August 2013, the Solar Trade Association published its '10 commitments"[58] for solar developers to promote best practice, including, avoiding the use of high grade agricultural land; activity engaging communities; minimising visual impacts and returning land to previous use.

62. In Scotland, online planning guidance in respect of solar PV can be found on the Scottish Government website[59]: Northern Ireland has a devolved planning regime and 'Planning Policy Statement 18: Renewable Energy'[60], aims to facilitate the siting of renewable energy generating facilities in appropriate locations within the built and natural environments. Permitted development rights have been introduced for the installation of solar panels up to 50kW on domestic properties, schools, businesses and farm buildings.

63. Recently there has been increasing coverage in the media on large-scale ground-mounted installations that have been developed; and particularly those on higher grades of agricultural land[61]. The Government is keen to see renewable energy

[56] Separate planning systems operate in Scotland, Northern Ireland, England and Wales.
[57] Building Research Establishment (2013) National Solar Centre http://www.bre.co.uk/page.jsp?id=2983
[58] Solar Trade Association (2013) Solar Farms 10 Commitments http://www.solar-trade.org.uk/media/STA%2010%20commitments%20v%2010.pdf
[59] Scottish Government, Large Photovoltaic Arrays http://www.scotland.gov.uk/Resource/Doc/212607/0113235.pdf
[60] Department of the Environment Northern Ireland (2009) Planning Policy Statement 18: Renewable Energy http://www.planningni.gov.uk/index/policy/policy_publications/planning_statements/planning_policy_statement_18_renewable_energy-2.htm
[61] Ministry of Agriculture, Fisheries and Food (1998) Agricultural Land Classification of England and Wales: Revised guidelines and criteria for grading the quality of agricultural land.

installations that are developed sustainably. The National Planning Policy Framework states that:

"*The Planning policies and decisions should encourage the effective use of land by re-using land that has been previously developed (brownfield land), provided that it is not of high environmental value. Local planning authorities may continue to consider the case for setting a locally appropriate target for the use of brownfield land. Local planning authorities should take into account the economic and other benefits of the best and most versatile agricultural land. Where significant development of agricultural land is demonstrated to be necessary, local planning authorities should seek to use areas of poorer quality land in preference to that of a higher quality.*"[62]

64. The guidance further states that:

"*Particular factors a local planning authority will need to consider include:*

- *encouraging the effective use of previously developed land, and if a proposal does involve greenfield land, that it allows for continued agricultural use and/or encourages biodiversity improvements around arrays;*

- *that solar farms are normally temporary structures and planning conditions can be used to ensure that the installations are removed when no longer in use and the land is restored to its previous use…*"[63]

What are the next steps?

65. In meeting the Coalition commitment to support community energy projects, in June 2013, the Government launched the Call for Evidence on Community Energy, ahead of a Community Energy Strategy to be published in the autumn 2013. It will identify the potential of community energy projects in the UK to bring benefits to communities while helping to tackle climate change and maintain energy security. It will consider how to help community energy projects overcome the main barriers they face. It will include all types of 'community energy' projects – not just renewable electricity projects, but also projects focused on generating heat; energy-saving initiatives; collective purchasing and switching schemes (where communities club together to get a better deal on their energy); smart grids (using improved grid technologies to help communities save money by using energy at times of lower demand); and any combination of these. Community energy could range from a small church group talking about energy or helping out with leafleting, all the way through to joint ownership of a wind farm with a commercial development.

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http://archive.defra.gov.uk/foodfarm/landmanage/land-use/documents/alc-guidelines-1988.pdf

[62] Department for Communities and Local Government (2012) National Planning Policy Framework, Paras 111-112. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

[63] Department for Communities and Local Government (2013) Planning practice guidance for renewable and low carbon energy, Para 27 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/225689/Planning_Practice_Guidance_for_Renewable_and_Low_Carbon_Energy.pdf

66. The Land Use and Sustainable Deployment Task Force, chaired by the National Farmers Union, is identifying how we can work within the planning policies, incentives and guidance, to give a mechanism to allow development of large and medium- scale arrays that will be acceptable to developers, environmental groups, local communities and planners alike. Further work will be undertaken by the Task Force, DECC and its partners, some of which will be undertaken ahead of publication of the Strategy. They will:

- Develop a code of best practise for use by large-scale developers, planners, environmental groups; and communities, encapsulating the best principles of all;
- Develop principles for the development of community schemes; and
- DECC will consider the distribution of potentially suitable deployment sites across domestic, commercial and industrial roofs and large-scale ground mounted sites.

67. The Engagement Task Force, chaired by the Solar Trade Association, will improve access to deployment opportunities by engaging with a range of sectors, including determining means of improving deployment in the business and industrial sectors. For example: to open opportunities on Government Estate; ideas on improving use of business rooftops; working with Chartered Surveyors and estate agents to improve understanding of how PV provides added value to homeowners. In particular it will:

- Actively engage with MoD and the Cabinet Office to allow access to the MoD estate for development of solar PV; and
- Work with the Bankability and Finance Task Force, chaired by the British Photovoltaics Association (BPVA), to identify legislative issues and to develop legal and financial frameworks to allow improved financing of building mounted schemes.

Case study 3: National Trust, Wales

The National Trust has recently installed six 50kW PV arrays near its mansions across Wales. These systems have been installed near some of the most designated park lands and buildings in the country. As part of its 2020 energy goal, the National Trust intends to reduce its use of fossil fuels for heat and electricity by 50% by 2020 – including 'growing its own energy'[64].

The location of these systems has necessitated the development of impact assessment tools and mitigation planning. These assess their impact on a site's 'statement of significance' – a National Trust methodology for capturing what is special about a site. The National Trust ensured that the selected sites did not impact on areas outside the estate e.g. they were sited behind hedges, trees or other natural features.

[64] National Trust (2010) Energy: Grow your own http://www.nationaltrust.org.uk/document-1355764773127/

With informed and careful planning and appropriate detailing, solar PV can be considered as appropriate in sensitive landscapes and on designated buildings.

For example, at the ancient Powis Castle near the town of Welshpool, the 50kW PV field array is located behind the hedge of the main approach drive to this 100,000 visitors per annum site. The resulting 45MWh of electricity annually is powering a 27kW ground source heat pump for the Victorian greenhouses of the commercial plant nursery and is also supplying the energy for the main garden tea room. When the sun is shining and the visitors are at National Trust properties, the solar PV is also generating, which makes for a good match for both a conservation organisation and tourism operator.

Principle 4 – Support for solar PV should assess and respond to the impacts of deployment: on grid systems balancing; grid connectivity; and financial incentives.

Why is this principle important?

68. With significant increases in solar PV deployment, it is necessary to ensure that wider impacts of solar PV deployment are assessed and monitored with regard to:

- Managing integration into the electricity system and market;
- Ensuring timely and affordable grid access; and
- Ensuring value for money through financial incentives.

Managing integration into the electricity system and market

69. With significant levels of solar PV deployment in the UK there are increasing challenges in maintaining a secure and cost effective balance of the UK electricity system. Small-scale installations such as domestic roof mounted systems are not visible generators to network operators; they act as a demand reduction over the network[65]. The network operators do not have control of these installations. At local levels, significant export of electricity can also lead to voltage rises which need to be controlled to ensure stable operation of the system.

70. The whole electricity system has certain operational requirements for stable and secure operation, which depend on the generation mix at the time, network variables and the demand for electricity. As such, there is an interaction between solar PV and wind generation technologies connected to the system and 'must-run' plant (e.g. less flexible generation such as nuclear; minimum operational requirements from coal or gas) in varying degrees, depending on deployed levels.

71. These system requirements around plant that 'must run' mean that one of the more challenging times for managing the system is when demand levels are at their lowest – known as system minima.

72. With increasing PV deployment, it is likely that the larger proportion would be small-scale installations. In this scenario, the minimum energy demand to be met in the summer, due to PV generation effectively reducing demand seen across the electricity system as a whole (and at times when overall energy demand is also lowest, for example summer Sundays and bank holidays), would reach a threshold where excess generation by solar PV would start to create significant operational and cost implications.

[65] Larger installations are also likely to be connected to distribution networks - although some could at a very large scale potentially be connected to transmission networks (subject to distribution and grid code requirements).

What do we already know?

73. National Grid published their Solar Briefing Note[66] in December 2012 in which they indicated that above 10GW of solar PV deployment would make managing the grid significantly more challenging. Since that analysis was completed, National Grid has continued to work with DECC to consider this issue. Having undertaken further analysis of the level of minimum demand, National Grid has updated their paper with an additional note[67] which confirms that 10GW of solar PV in Great Britain can be accommodated without significantly changing operational practices; but that above this level will make managing the grid significantly more challenging.

74. This note indicates that there are requirements as to the way in which the electricity system is operated, particularly in relation to less flexible generation such as nuclear and combined heat and power needed for heat, and plant which is providing technical services to the system operator. These requirements around plant that 'must run' mean that at times when demand levels are at their lowest, additional solar PV generation that cannot be controlled, raises challenges to reducing total generation output down to the required level.

75. However, system minima is dependent on the level of electricity demand. If we electrify heat and transport, the electricity demand would increase, and then the 10GW threshold could relax. Conversely, if electricity demand continues to fall the 10GW threshold is likely to be lower.

What are the next steps?

76. The Grid and Networks Task Force, chaired by National Grid, is working with the Electricity Network Association, Distribution Network Operators (DNO), technology experts and developers, to help develop improved access and integration into the electricity transmission and distribution networks. Continued work by the Task Force, DECC and its partners that will be undertaken ahead of publication of the Strategy will include:

- Work to explore measures and technological advances to manage grid systems balancing with increasing levels of solar PV.

- Continued work to develop mitigation technologies to help balance the supply and demand of electricity. This includes the following policies and programmes:

  - DECC's Smart Metering Programme[68] which aims to replace over 53 million standard gas and electricity meters with smart meters between now and 2020.

  - Ofgem's Low Carbon Network Fund to trial new technologies and innovative approaches by distribution network operators in Great Britain[69] (see Case Study 4).

[66] National Grid (2012) Solar PV Briefing Note for DECC https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/66198/National_Grid_-_solar_PV_briefing_note.pdf
[67] National Grid (2013) Solar PV Assessing the Impact of Minimum Demand http://www.nationalgrid.com/corporate/About+Us/futureofenergy/
[68] DECC (2013) Helping households cut their energy bills https://www.gov.uk/government/policies/helping-households-to-cut-their-energy-bills/supporting-pages/smart-meters

- DECC's Energy Storage Technology Demonstration Competition[70].

- EPSRC Grand Challenge Funding in energy storage and networks [71] and the Energy Technology Institute (ETI) Energy Storage and Distribution Programme[72].

- Ofgem is reviewing the existing GB electricity network system planning and delivery arrangements, including for interconnection, through its Integrated Transmission Planning and Regulation (ITPR) project[73]; and Government is developing its own evidence base on the impacts of further interconnection and we envisage publishing a policy statement around the end of 2013[74].

Case study 4: Low Carbon London Smart Metering Trials

Low Carbon London[75] is a pioneering learning programme, set up in January 2011 and led by UK Power Networks. It aims to use London as a test-bed to develop a smarter electricity network that can manage the demands of a low carbon economy, including intermittent generation such as solar and wind power. The project will conclude in December 2014 and is funded using £20.6 million from the Low-Carbon Network fund and £6.6 million from UK Power Networks and key project partners.

UK Power Networks, and Low Carbon London partner EDF Energy, have installed nearly 6000 smart meters in domestic consumers' homes throughout the London area during 2011/12. These smart meters are being used to monitor changing consumer demand patterns and the subsequent effect on London's electricity network. Those with smart meters were then offered a unique electricity tariff to test whether consumption patterns could be changed by reducing the tariff price when more electricity is expected to be generated through low marginal cost renewable sources and increasing it when renewable output is expected to be low or at times of temporary network constraint.

The tariff has been designed such that most anticipated high and low wind output scenarios will be tested during the course of 2013. Whilst designed as a wind-following tariff, the methodology could in future be replicated with some adaptation to address anticipated day-on-day variations in solar PV output. The trials are on-going. The learning from these trials will have wide UK applications. UK power networks, working with Imperial College London, plan to publish a full set of reports after the trials conclude in June 2014.

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[69] Ofgem (2013) Low Carbon Networks Fund http://www.ofgem.gov.uk/Networks/ElecDist/lcnf/Pages/lcnf.aspx
[70] DECC (2013) Closed Schemes (Still Current) Energy Storage Technology Demonstration Competition https://www.gov.uk/innovation-funding-for-low-carbon-technologies-opportunities-for-bidders#closed-schemes-still-current
[71] ESPRC (2011) Energy Storage Grand Challenge http://www.epsrc.ac.uk/funding/calls/2011/Pages/energystoragegrandchallenge.aspx
[72] ETI Energy Storage & Distribution Programme http://www.eti.co.uk/technology_programmes/energy_storage_and_distribution
[73] Ofgem (2013) Integrated Transmission Planning and Regulation (ITPR) Project: Emerging Thinking https://www.ofgem.gov.uk/ofgem-publications/52728/itpremergingthinkingconsultation.pdf
[74] DECC (2012) Electricity System Assessment of Future Challenges https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/48549/6098-electricity-system-assessment-future-chall.pdf
[75] http://lowcarbonlondon.ukpowernetworks.co.uk/

Ensure timely and affordable grid access

77. In the short term, timely and affordable grid access arrangements are vital to delivering new solar PV generation projects to help meet our low carbon emissions and renewable energy targets. The tasks required to get a solar PV system connected to the grid vary with the size of generating plant but generally, the larger the plant the more complex the connection requirements. Small-scale solar PV is not currently experiencing the same difficulties as some larger-scaled installations.

78. Under the Electricity Act, DNOs are obliged to offer a connection to any customer that wishes to connect to the network (which vary in applicability and detail across the Devolved Administrations). As a result, DNOs are overwhelmed by the volume of enquiries they receive and the number of enquiries that result in new connections is low (estimated between 10 per cent and 15 per cent). According to the Energy Network Association and developers, there are two main reasons for this: a lack of publicly available information for developers and installers to assess spare network capacity in a particular region, and the absence of fees in submitting connection applications.

What has already been done?

79. Ofgem has established the Distributed Generation (DG) Forum to identify and overcome barriers to the connection of distributed generation to the grid, and also introduced incentive mechanisms to improve DNO performance[76.] Recognising that more can be done to provide quicker connections, in March 2013 Ofgem published its Strategy to strengthen these incentives[77], including financial penalties for failing to demonstrate good customer service to DG and large connection customers. In addition, following the establishment of the DG Forum, the DNOs developed action plans on how they would work to improve their engagement with customers and these are an element of their business plans[78]. The Smart Grid Forum is looking at how smart grid technologies and associated commercial arrangements can improve the connection of distributed generation, including solar PV (see Case Study 4 for further detail).

80. The RIIO-T1 transmission price control[79] for 2013-21 began on 1st April 2013 in order to consider the costs associated with network requirements to accommodate larger volumes of renewables. Under this, Ofgem has agreed funding of up to £21.5bn for the Transmission Owners to expand, replace and maintain the GB transmission network. In areas where there is limited network capacity, the DNO may have to undertake reinforcement works at a cost to enable a new connection and to accommodate a customer's requirements. In order to address the issue of undertaking advance grid reinforcement works, where there is a wider need, Ofgem's RIIO-ED1 Price Control Review will allow DNOs to undertake speculative investment ahead of need and will be incentivised to use 'smart solutions', which can avoid or defer the need for reinforcement and therefore provide more timely and value for money connections.

[76] Ofgem The Broad Measure of Customer Satisfaction (BMCS) https://www.ofgem.gov.uk/electricity/distribution-networks/network-price-controls/customer-service and the connections Guaranteed Standards of Performance (GSOPs) http://www.ofgem.gov.uk/Networks/ElecDist/QualofServ/GuarStandds/Pages/GuarStandds.aspx.pdf.

[77] In particular, they will introduce a Time to Connect incentive for small customers and an Incentive on Connections Engagement (ICE) for major demand, unmetered and all DG customers. http://www.ofgem.gov.uk/Networks/ElecDist/PriceCntrls/riio-ed1/consultations/Documents1/RIIOED1DecOverview.pdf

[78] Ofgem, Distributed Generation http://www.ofgem.gov.uk/Networks/ElecDist/Policy/DistGen/Pages/DistributedGeneration.aspx

[79] Ofgem, RIIO-T1 Price Control https://www.ofgem.gov.uk/network-regulation-%E2%80%93-riio-model/riio-t1-price-control

81. While there are a number of similarities to the GB grid, the position in Northern Ireland is slightly different. The Northern Ireland Authority for Utility Regulation (NIAUR) regulates the single DNO, Northern Ireland Electricity (NIE). A grid connection offer can only be considered once the generator has received planning permission, where appropriate. Parts of the Northern Ireland grid network are nearing capacity due to the increasing amounts of small-scale generation connecting, particularly onshore wind. This is leading to increasing connection costs and timescales and work is underway by NIE to consider how more information on grid 'hot spots' can be made accessible to generators at an early stage and prior to submitting costly planning applications. In addition to this, NIAUR has set up the 'Renewables Industry Group' to tackle the issue, including the consideration of connection to the 11kV network for small-scale renewable generators.

What are the next steps?

82. The Grid and Networks Task Force, DECC and its partners will continue to undertake work, some of which will be undertaken ahead of publication of the Strategy, and will include the following:

- DNOs will provide network hotspot maps to show where connections can be made more quickly;

- Continued work on RIIO ED1 (DNOs have now submitted their business plans for RIIO ED1. In recognition of difficulties identified by people trying to connect to the distribution network, Ofgem has introduced two new incentives to improve DNO performance in this area. For smaller connections, a time to connect incentive has been introduced to help shorten the connection time for these customers. Following consultations, it was agreed that larger developers felt that flexibility of DNOs was more important than shortening connection times so an Incentive on Customer Engagement is being introduced which will set minimum terms of engagement which DNOs will have to fulfil or receive penalties. Ofgem is currently consulting appropriate targets for these incentives and how these incentives/penalties should be split[80]. This consultation closes on 30 October, and a further response will be subsequently issued in early 2014.); and

- The NSC will look at legal means and potential for developers to share network upgrade costs to enable deployment.

[80] Ofgem (2013) Consultation RIIO-ED1 customer service and connection incentives https://www.ofgem.gov.uk/ofgem-publications/83052/riioed1custserviceconnectionincentivesopenletter040913.pdf

Enabling Financial Predictability

83. The predictability of financial mechanisms that exist for the sector is critical to providing the industry with confidence to continue to invest. At the moment, incentives are necessary as solar PV is yet to become competitive with other energy sources in the UK. The Government has put in place a range of incentives and support mechanisms to support solar PV (which vary in applicability and detail across the Devolved Administrations). There are three main mechanisms that enable greater financial predictability: Feed-in Tariffs (up to 5MW[81]); Renewables Obligation Certificates (until April 2017 for >50KW); and the enduring regime of Contracts for Difference (available from 2014, for projects >5MW). In Northern Ireland, both small and large-scale technologies are currently incentivised through the Northern Ireland Renewables Obligation (NIRO).

What has already been done?

Feed-in Tariffs Scheme (FITs)

84. In the last year, the Feed-in Tariff (FITs) scheme for small-scale renewables has been reformed, through the FITs Comprehensive Review, which was concluded in December 2012. The Review sought to improve value for money and reduce tariffs in light of falling solar PV costs. Taken as a whole, the changes resulting from the Comprehensive Review will place the FITs Scheme on a sustainable footing; providing the transparency, longevity and confidence needed within the industry. The particular mechanism to control costs and provide greater certainty over future tariff rates to potential solar PV generators and investors is quarterly degression, which was introduced on 1 August 2012 (for a more detailed explanation of how quarterly degression will work see the Government Response to Phase 2A of the Comprehensive FITs Review[82]).

Renewables Obligation Certificates (ROCs)

85. The banding of Renewables Obligation Certificates has seen significant changes take place this year, including for solar PV >50kW. The solar PV consultation on the levels of banded support under the Renewables Obligation (RO) for the period 1 April 2013 to 31 March 2017 closed on 19 October 2012 and the Government response was published on 18 December 2012. This set out the decision to establish two separate bands for solar PV under the RO: one band for building-mounted solar PV; the other band for all other types of solar PV. These bands came into force on 1 April 2013 and are set out in Ofgem's guidance[83].

86. Similar RO banding changes were introduced in Scotland at the same time following a separate public consultation. In Northern Ireland, similar ROC bands and levels for solar PV above 250kW came into operation on 1 May 2013. However, in light of subsequent evidence brought forward by the industry, Northern Ireland is consulting on slightly different ROC levels for ground mounted stations above 250kW for the period 2014/5

[81] The Government is proposing to take powers, via an amendment to the Energy Bill, To enable the maximum capacity for support under the FITs scheme to be increased from 5MW to 10MW, for community energy projects only.
[82] DECC (2012) Feed-in Tariff Comprehensive Review Phase 2a https://www.gov.uk/government/consultations/solar-pv-cost-controls-comprehensive-review-phase-2a
[83] Ofgem (2013) Renewables Obligation: Guidance for Generators http://www.ofgem.gov.uk/Sustainability/Environment/RenewablObl/Documents1/RO%20guidance%20for%20generators.pdf

to 2016/17[84]. The Department for Enterprise, Trade and Industry is also undertaking a review of small-scale support under the NIRO[85], including solar PV, with a view to introducing any revised ROC levels in April 2015.

Contracts for Difference (CfDs)

87. To bring forward the billions of pounds of investment needed in new, low-carbon electricity generation and associated network infrastructure, the Government has published key information on CfDs[86] and consulted on draft strike prices for renewable technologies in the draft EMR Delivery Plan[87]. They will enable a technology mix that is value for money for consumers, along with the upper limits on annual spending on low-carbon generation (including CfDs, the RO and the small-scale FITs scheme) as agreed in the Levy Control Framework[88].

88. The draft strike price for solar PV was set out in the consultation on the draft Delivery Plan[87]. The draft strike prices have been informed by analysis from National Grid, who assessed the impact of different strike prices on the Government's objectives. At the time of publishing this Roadmap, DECC is analysing the responses to this consultation which will inform the final strike prices published in the Delivery Plan in December. The strike prices for key technologies come down over time showing that as technology costs come down, consumers will be paying less. These strike prices are set to be consistent with the RO levels of support[89] (though adjusted down as the CfD protects the investor against additional risks), allowing continuity and continued investment in the renewable energy industry.

What are the next steps?

89. The Finance and Bankability Task Force is working with financial and legal experts, as well as developers, to increase understanding of the solar PV sector among financiers and investors and identify means of improving access to finance. Continued work by the Task Force, DECC and its partners will be undertaken ahead of publication of the Strategy and will include the following:

- Producing a quick guide to solar PV financing for developers and installers;
- Identifying ways of reducing the risk for building owners of roof mounted PV, including working with the insurance industry;
- Working with the Engagement Task Force to develop legal and financial frameworks to allow improved financing of building mounted schemes;
- DECC will continue to operate the FITs degression mechanism during the current budgetary period;

[84] DETI NI (2013) Consultation Proposed Changes to the Northern Ireland Renewables Obligation – Ground-mounted solar PV above 250kW http://www.detini.gov.uk/here
[85] DETI NI (2013) Energy Website for forthcoming information www.energy.detini.gov.uk
[86] DECC (2013) Electricity Market Reform https://www.gov.uk/government/policies/maintaining-uk-energy-security--2/supporting-pages/electricity-market-reform
[87] DECC (2013) Consultation on the draft Electricity Market Reform Delivery https://www.gov.uk/government/consultations/consultation-on-the-draft-electricity-market-reform-delivery
[88] The mechanisms and headroom arrangements underpinning the Levy Control Framework remain unchanged.
[89] The existing support scheme for large-scale renewable generation.

- DECC will address the increasing need for a Feed-in Tariff for large-scale community projects. The Government is taking powers, via an amendment to the Energy Bill, to enable it to increase the maximum capacity for FITs support from 5MW to 10MW;

- DECC will continue to monitor deployment, through the ROO-FIT[90] and MCS[91] databases for schemes subsidised by the FIT, and through the RO database for registered schemes subsidised by the RO. It is essential that DECC continues to review the quality of the data it receives and use. We will aim to improve data collection as far as possible. We will use the REPD database[92] to improve our understanding of the pipeline for large-scale solar projects (>1MW), which will be augmented by sector intelligence. The NSC will provide a source of subject area expertise, but its formal role, if any, is yet to be defined;

- DECC will continue to put in place clear policy regarding RO Transition to ensure a smooth and straightforward transition from the RO to CfDs as the main financial support mechanism for large renewable generation. DECC is offering a transition period between the introduction of CfDs in 2014, and the closure of the RO to new entrants on 31 March 2017. During that transition period, new renewable generation will be able to choose between the two schemes. DECC's detailed proposals for the transition period and closure arrangements for the RO in England and Wales are set out in the RO Transition Consultation published on 17 July 2013.[93] That consultation closed on 25 September, and DECC is currently assessing responses, in order to inform the implementation of the final policy and process via a RO (Amendment) Order 2014 to come into force on 1 April 2014;

- Scottish Government will continue with their equivalent transition arrangements for the RO(S). The Scottish Government's consultation on equivalent transition arrangements for the RO(S) was published on 2 September 2013, and will close on 2 November 2013.[94] (Because of reforms to the Single Electricity Market in Northern Ireland, the Northern Ireland Executive does not plan to open its market to CfDs until 2016 at the earliest). The Northern Ireland Executive expects to implement similar transition arrangements to those for England, Wales and Scotland, for the period between the introduction of CfDs in NI, and the close of the NIRO on 31 March 2017; and

- The draft EMR Delivery Plan consultation closed on 25 September 2013. We expect to publish final strike prices in December 2013 (subject to State Aid and Royal Assent of the Energy Bill). The EMR programme remains on track for implementation with the first CfDs under the generic regime expected to be signed in the second half of 2014, and the first capacity auction anticipated around the end of 2014. Full details are available of the EMR package[95].

[90] ROO-FIT (Ofgem): https://www.ofgem.gov.uk/environmental-programmes/feed-tariff-fit-scheme/applying-feed-tariff/roo-fit
[91] Microgeneration Certification Scheme (MCS): http://www.microgenerationcertification.org/
[92] REPD database: https://restats.decc.gov.uk/cms/planning-database/
[93] DECC (2013) Consultation on Transition from the Renewables Obligation to Contracts for Difference https://www.gov.uk/government/consultations/transition-from-the-renewables-obligation-to-contracts-for-difference
[94] Scottish Government (2013) Consultation on Transition from the Renewables Obligation to Contracts for Difference http://www.scotland.gov.uk/Topics/Business-Industry/Energy/Obligation-12-13/ConsultationTransitionRO
[95] DECC (2013) Electricity Market Reform https://www.gov.uk/government/policies/maintaining-uk-energy-security--2/supporting-pages/electricity-market-reform

Section 3 – Setting Future Policy Direction

90. This Roadmap document forms the first element of a two part Strategy process. The second part will be a full Strategy Document which will be published in spring 2014. The Strategy Document will further explore the actions which will be needed to be taken by Government and the sector to maximise the sustainable, affordable deployment of solar PV in the UK. DECC will report on the outputs of the work as set out in this document including the following key aspects:

- DECC will complete further analysis of the levels of cost reduction required to deliver different levels of solar PV deployment over the next decade, and assess whether these are feasible given evidence on technology learning rates and likely sources of cost reduction in the solar sector. This analysis will be done in light of the on-going European Commission anti-dumping case against imported Chinese panels;

- DECC will continue to work, through the Solar PV Strategy Group and in collaboration with the NSC and trade associations to determine reliable methodologies to access data on jobs and investment in the UK solar PV sector;

- DECC will consider the distribution of potentially suitable deployment sites across domestic, commercial and industrial roofs and large-scale ground mounted sites;

- DECC will undertake a detailed analysis of current findings to help shape solar PV policy in order for it to deliver genuine carbon reductions that help meet the UK's target of 15 per cent renewable energy from final consumption by 2020; and

- DECC and partners will work to explore measures and technological advances to manage grid systems balancing with increasing levels of solar PV.

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Suggested Parish Planning Training Programme.

Arrangements:

- District divided into 4 'patches' with meetings held in the District, so approx 25 parishes invited to each, up to two reps/parish

- 2 sessions for each – held before December; training to be accompanied by hand-outs and a glossary.

Content:

Session 1

1. **Role of Parish Councils, probity and links to local members.**

2. **Planning Policies**
   - **National Planning**
   - **The Local Plan**
   - **Neighbourhood plans.**

3. **Planning applications:**
   - **Different types including amendments.**
   - **The life of a planning application.**
   - **What is a material consideration?**
     (Including highway safety, drainage & design considerations)
   - **How are applications assessed?**
   - **When to use planning conditions & S106 agreements/CIL**

Session 2

4. **Monitoring and Enforcement.**

5. **Trees:**
   - **Tree preservation Orders**
   - **Application for works to trees in Conservation Areas.**

6. **Heritage.**
   - **Listed Buildings**
   - **Buildings at Risk**
   - **Conservation Areas**

Future Sessions (District wide) – Spring onwards

- **Affordable Housing**
- **Parish and/ or Neighbourhood Plans.**