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## Cambridge City Council

### ENVIRONMENT SCRUTINY COMMITTEE

**To: Scrutiny Committee Members:** Gawthrope (Chair), Bird (Vice-Chair), Bick, Ratcliffe, Sargeant, Sheil and Tunnacliffe

**Alternates:** Councillors Abbott, Adey and Sinnott

**Executive Councillors:** Blencowe (Executive Councillor for Planning Policy and Transport) and R. Moore (Executive Councilor for Environmental Services and City Centre)

*Despatched: Thursday, 15 June 2017*

**Date:** Tuesday, 27 June 2017

**Time:** 5.30 pm

**Venue:** Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

**Contact:** Claire Tunnicliffe

**Direct Dial:** 01223 457013

### AGENDA

#### 1 Apologies

To receive any apologies for absence.

#### 2 Declarations of Interest

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Monitoring Officer **before** the meeting.

#### 3 Minutes (*Pages 7 - 20*)

To approve the minutes of the meeting held on 17 January and 25 May 2017 as a correct record.

#### 4 Public Questions

Please see information at the end of the agenda.

## **5 Decision Taken by Executive Councillor**

5a Planning Application Fees-The Government's Offer Director of Planning and Economic Development (*Pages 21 - 44*)

Record of Urgent Decision taken by the Executive Councillor for Planning Policy and Transport.

To note decision taken by the Executive Councillor for Planning Policy and Transport since the last meeting of the Environment Scrutiny Committee.

### **Items for Decision by the Executive Councillor, Without Debate**

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

### **Items for Debate by the Committee and then Decision by the Executive Councillor**

These items will require the Executive Councillor to make a decision after hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

<b>Decisions for the Executive Councillor for Environmental Services and City Centre</b>
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### **Items for Decision by the Executive Councillor, Without Debate**

6 Business Regulation Plan 2017/18 and Out-Turn Report (*Pages 45 - 88*)

### **Items for Debate by the Committee and then Decision by the Executive Councillor**

7 Annual Report on Single Shared Waste Service (SSWS) (*Pages 89 - 102*)

8 2016/17 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Environmental Services & City Centre portfolio (*Pages 103 - 110*)

## **Decisions for the Executive Councillor for Planning Policy and Transport**

### **Items for Debate by the Committee and then Decision by the Executive Councillor**

- 9**      **2016/17 Revenue and Capital Outturn, Carry Forwards and Significant Variances - Planning Policy & Transport** (*Pages 111 - 118*)
- 10**     **Provision of Civil Parking Enforcement Services for the City Council** (*Pages 119 - 122*)

### **Items for Decision by the Executive Councillor, Without Debate**

- 11**     **Cambridge Historic Core Conservation Area Appraisal** (*Pages 123 - 198*)
- 12**     **3C Building Control 2017/18 Business Plan** (*Pages 199 - 202*)

The appendix to the report contains exempt information during which the public is likely to be excluded from the meeting subject to determination by the Scrutiny Committee following consideration of a public interest test. This exclusion would be made under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

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**ENVIRONMENT SCRUTINY COMMITTEE**

17 January 2017

5.30 - 7.15 pm

**Present:** Councillors Sargeant (in the Chair), Adey, Bick, Ratcliffe and Smart

Executive Councillors: Roberts (Executive Councilor for Environmental Services and City Centre) and Blencowe (Executive Councillor for Planning Policy and Transport)

**Officers:**

Strategic Director: David Edwards

Head of Commercial Services: James Elms

Commercial Operations Manager: Sean Cleary

Fleet Manager: David Cox

Principal Accountant (Services): Chris Humphris

Committee Manager: James Goddard

**Others Present:**

Councillor Gillespie

**FOR THE INFORMATION OF THE COUNCIL**

**17/1/Env Apologies**

Apologies were received from Councillors Gehring, Gawthrope and Perry.

Councillors Adey and Smart were present as alternates.

The Committee Manager took the Chair whilst the Environment Scrutiny Committee elected a Chair for the meeting.

Councillor Ratcliffe proposed, and Councillor Smart seconded, the nomination of Councillor Sargeant as Chair.

Resolved (by 3 votes to 0) that Councillor Sargeant be Chair for the remainder of the meeting.

Councillor Sargeant assumed the Chair from the Committee Manager at this point.

### **17/2/Env Declarations of Interest**

No declarations of interest were made.

### **17/3/Env Minutes**

The minutes of the meeting held on 28 June 2016 were approved as a correct record and signed by the Chair.

There were no minutes from the 4 October 2016 meeting as this was cancelled.

### **17/4/Env Public Questions**

There were no public questions.

### **17/5/Env Decision Taken by Executive Councillor**

#### **17/5/Env Environmental and Cycling Improvements – Water Street & Fen Road**

The decision was noted.

#### **17/6/Env Planning, Policy and Transport Portfolio Revenue and Capital Budget Proposals for 2017/18 to 2021/22**

##### **Matter for Decision**

The report detailed the budget proposals relating to the Planning Policy and Transport portfolio that were included in the Budget-Setting Report (BSR) 2017/18.

##### **Decision of Executive Councillor for Planning Policy and Transport**

###### Review of Charges:

- i. Approved the proposed charges for this portfolio's services and facilities, as shown in Appendix A of the Officer's report.

###### Revenue:

- ii. Noted the revenue budget proposals as shown in Appendix B of the Officer's report.



**Capital:**

- iii. Noted the capital budget proposals as shown in Appendix C of the Officer's report.

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Principal Accountant (Services).

The Commercial Operations Manager said the following in response to Members' questions:

- i. Organisations representing retailers in the Grand Arcade and Grafton Centre had responded to the fees and charges consultation (P29 agenda pack). This could be noted in the next iteration of documents to clarify who had responded.
- ii. Consultation responses had been invited from:
  - a. Contacts on database of retailers.
  - b. The public via press adverts.
  - c. Internal communication contacts.

The Head of Commercial Services said it was a public consultation of residents and businesses.

- iii. Undertook to clarify after the meeting if city centre churches had been approached in the consultation.
- iv. The rationale to change parking fees and charges was to encourage a modal shift from private cars to walking and public transport. Fees could be raised on Sunday plus reduced on Monday and Tuesday to manage demand and even it out over the week (if changes were implemented). Retail demand varied over days of the week; peak demand was Wednesday to Friday, lowest demand levels were Monday and Tuesday. It was hoped that changes to fees/charges would encourage people to use parking more evenly over the week, not just at times of peak demand (with associated troughs).

The Principal Accountant (Services) said the budget assumption was to increase fees and charges by 2%. After that changes were based on individual judgement.

The Chair decided that the recommendations in the Officer's report should be voted on separately:

The Committee endorsed recommendation (i) by 3 votes to 2.

The Committee endorsed recommendation (ii) by 3 votes to 0.

The Committee endorsed recommendation (iii) by 3 votes to 0.

The Executive Councillor approved the recommendations.

### **Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

### **17/7/Env Grand Arcade Deck Coating and Drainage Repairs/Replacement**

#### **Matter for Decision**

The Executive Councillor was asked to approve a project to procure and award a contract, subject to budget approval, to replace the worn deck coating on the outside exposed parking decks and review and upgrade the drainage system at the Grand Arcade car park.

#### **Decision of Executive Councillor for Planning Policy and Transport**

- i. Approved carrying out the procurement and contract award for a project to review and upgrade the drainage system and replace the worn deck coating at the Grand Arcade car parks.
  - a. Drainage system improvements and new deck coating work to be funded as part of an overall capital bid of £1.6 million; to meet these and other proposed works at the multi storey car parks in 2017/18.
  - b. Subject to: If the quotation or tender sum exceeds the estimated contract value by more than 10% then the permission of the Executive Councillor and Strategic Director would be sought prior to proceeding.

#### **Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Commercial Operations Manager. Work would be undertaken in Summer 2017.

The Commercial Operations Manager updated his report by correcting a typographical error on P33. The figure should be £1.6m not “capital bid of £1.4 million”.

The Committee unanimously resolved to endorse the recommendations as amended.

The Executive Councillor approved the recommendations as amended.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

**17/8/Env Grand Arcade and Queen Anne Terrace Car Parks Sprinkler System Replacement****Matter for Decision**

The Executive Councillor was asked to approve a project to procure and award a contract, subject to budget approval, to replace the sprinkler systems located in the underground levels of the Grand Arcade annex and the basement of the Queen Anne Terrace car park.

**Decision of Executive Councillor for Planning Policy and Transport**

Approved carrying out the procurement and contract award for a project to replace the sprinkler systems in the underground parking levels at the Grand Arcade and Queen Anne Terrace car parks. Funding for these works as part of an overall capital bid of £1.4 million. So as to meet these and other proposed works at the multi storey car parks in 2017/18.

- Subject to: If the quotation or tender sum exceeds the estimated contract value by more than 10% then the permission of the Executive Councillor and Strategic Director will be sought prior to proceeding.

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Commercial Operations Manager.

The Commercial Operations Manager said the following in response to Members' questions:

- i. The sprinkler system needed to be replaced now for the car park to continue to be fully operational. If work was not undertaken the basement would have to be closed due to fire risk.
- ii. There were frequent intermittent instances when different parts of the sprinkler system were inoperative. This increased costs, so investment funding was needed to protect the Council's reputation and income stream.
- iii. Car park usage would be reviewed after 2019 for maintenance planning reasons.
- iv. The proposed replacement system would be 'dry', the old one was water based and so more affected by cold weather (freezing). A key contract requirement was to have a more freeze/thaw resistant system than the present one.

The Committee endorsed the recommendation by 3 votes to 0.

The Executive Councillor approved the recommendation.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

**17/9/Env Environmental Services and City Centre Portfolio Revenue and Capital Budget Proposals for 2017/18 to 2021/22****Matter for Decision**

The report detailed the budget proposals relating to the Environmental Services and City Centre portfolio that were included in the Budget-Setting Report (BSR) 2017/18.

**Decision of Executive Councillor for Environmental Services and City Centre**

Review of Charges:

- i. Approved the proposed charges for this portfolio's services and facilities, as shown in Appendix A of the Officer's report.

Revenue:

- ii. Noted the revenue budget proposals as shown in Appendix B of the Officer's report.

Capital:

- iii. Noted the capital budget proposals as shown in Appendix C of the Officer's report.

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Principal Accountant (Services).

Councillor Gillespie addressed the Committee as a non-voting attendee, to make the following comments in response to the report:

- i. Welcomed the bid for electric charging points.
- ii. Expressed concern regarding charges imposed on market traders for stall hire. Referred to discussions at Community Services Scrutiny Committee in 2016 and concerns raised by stall holders who did not understand the need for fee increases.
- iii. Expressed specific concerns regarding:
  - a. Fee increases were unfair.
  - b. Rubbish left over night in the market square by passers-by and impact on stall holders.
  - c. The number of empty stalls and impact on City Council income from fees.
  - d. Practicability of a night market if the day one had issues.
- iv. The 2016 fee restructure made more desirable stalls cost more.
- v. Asked the Executive Councillor to liaise with stall holders in person.

The Executive Councillor for Environmental Services and City Centre responded:

- i. The City Centre Manager - Markets & Street Trading Development had contacted 204 stall holders. Only 3 of these responded, and they raised issues as per Councillor Gillespie's.

- ii. The intention was to level out fees, so not all stallholders would be affected.
- iii. Responses to specific concerns:
  - a. The market was not a statutory council function.
  - b. 70% of £30,000 funding allocated to the market was allocated for cleaning. 30% was for re-investing on the market eg preventing grease from food stalls affecting others.
  - c. Recategorisation of market fees did not affect the majority of Monday – Saturday stall holders. The aim was to align Sunday premium stall fees with other days of the week.
  - d. The proposals equalled out fees across different markets so they were all consistent.

Opposition Councillors made the following comments in response to the report:

- i. Took issue with the need to increase fee/charges.
- ii. Queried why the universal 2% increase in council charges had not been included in the Officer's report.
- iii. Asked for consultation details to help scrutinise the report (as per requests on other reports earlier in the meeting).
- iv. Queried the number of empty stalls on the market.

The Executive Councillor for Environmental Services and City Centre responded:

- i. People were able to contact the City Centre Manager - Markets & Street Trading Development with any questions or comments.
- ii. Would note there were good practice ways to contact people such as a regular forum with stakeholders.
- iii. The market continued to be viable, footfall had increased over the last 2 years.
- iv. It was the City Centre Manager - Markets & Street Trading Development's responsibility to balance the range of stalls. There were a high number of applications and he sometimes turned away some applicants if there were too many of one type.
- v. Undertook to follow up issues raised post meeting.

The Chair decided that the recommendations in the Officer's report should be voted on and recorded separately:

The Committee endorsed recommendation (i) by 3 votes to 2.

The Committee endorsed recommendation (ii) by 3 votes to 0.

The Committee endorsed recommendation (iii) by 3 votes to 0.

The Executive Councillor approved the recommendations.

### **Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

### **17/10/Env Fleet Replacements 2017/18**

#### **Matter for Decision**

Capital projects with a value of greater than £300,000 required Executive Councillor approval before further consideration for funding as part of the Budget Setting Report (BSR).

This project related to the Fleet replacements 2017/18.

The Capital Programme Board have reviewed this project and consider it properly planned and ready for implementation, subject to Executive Councillor and funding approval.

#### **Decision of Executive Councillor for Environmental Services and City Centre**

- i. Approved the Fleet Replacements 2017/18 project, as detailed in the attached appendices, which has been properly planned and ready for implementation.
- ii. Delegated to the Director of Commercial Services to call-off and award a specific contract or specific contracts from appropriate framework agreements of The Procurement Partnership Limited (TPPL), Crown Commercial Service (CCS) or Eastern Shires Purchasing Organization (ESPO) for the purchase of vehicles as set out in the Project Control Document.

#### **Reason for the Decision**

As set out in the Officer's report.

#### **Any Alternative Options Considered and Rejected**

Not applicable.

#### **Scrutiny Considerations**

The Committee received a report from the Fleet Manager.

Councillor Bick made the following comments in response to the report:

- i. The availability, functionality and cost of vehicles would determine the choice of vehicle selected.
- ii. Agreed with the details of the report, but the vehicle selection decision was of sufficient importance to require public scrutiny. He proposed to make an amendment to the Officer's recommendation requiring this.

The Fleet Manager said the following in response to Councillor Bick's questions:

- i. It was hard to get data on electric vehicles as they were new to the market.
- ii. Changing the criteria would impact on the number of vehicles required and so affect costs.
- iii. Joint procurement by the City Council and South Cambridgeshire District Council would be undertaken between April 2017 and March 2018. The City Council were interested in a mix of electric and non-electric vehicles. SCDC were interested in non-electric vehicles.

The Executive Councillor for Environmental Services and City Centre responded:

- i. The number of electric vehicles in the fleet had increased from 0 to 9 over the last 3 years.
- ii. The City Council was on the cusp of turning a corner in comparison with other authorities as it proposed to implement charging points.
- iii. Electric vehicles would be used where appropriate, along with non-electric ones.
- iv. How many vehicles to use and where to generate savings were under consideration.
- v. Suggested that general details about vehicle selection criteria and other background information could be brought to the next committee (March proposed).
- vi. The fleet would be reviewed each year regarding carrying capacity and running costs.

Councillors requested a change to the recommendations. Councillor Bick formally proposed to add the following recommendations from the Officer's report:

- New (2): To request a report via this committee, seeking the Executive Councillor's approval of the criteria against which vehicles will either be electric or otherwise, together with a reasoned recommendation following



the application of these criteria to each of the vehicles to be replaced, such to occur prior to procurement taking place.

The additional recommendation was lost by 3 votes to 2.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 7.15 pm

**CHAIR**

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**ENVIRONMENT SCRUTINY COMMITTEE**

25 May 2017  
1.00 - 1.10 pm

**Present:** Councillors Gawthrope (Chair), Bird (Vice-Chair), Bick, Ratcliffe, Sargeant, Sheil and Tunnacliffe

Executive Councillors: R. Moore (Executive Councillor for Environmental Services and City Centre) and Blencowe (Executive Councillor for Planning Policy and Transport)

**Officers:**

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**17/11/Env Appointment of Development Plan Scrutiny Sub Committee**

Before this item was considered The Leader announced that Councillor R Moore would take over as the Executive Councillor for Environmental Services and City Centre from Councillor Roberts.

The Environment Scrutiny Committee recommended the membership of the Development Plan Scrutiny Sub-Committee:

The Executive Councillor for Environmental Services and City Centre Executive Councillor for Planning Policy and Transport agreed the membership below:

Councillors Sargeant, Baigent, Gawthrope, Smart, Avery, Bick.

Alternates: Councillors Bird & Nethsingha.

Chair: Councillor Sargeant

Vice Chair: Councillor Gawthrope

**17/12/Env Appointment to Outside Bodies**

The committee recommended appointments to the outside bodies listed below.

The Executive Councillor for Environmental Services and City Centre and Executive Councillor for Planning Policy and Transport agreed the appointments below:

	Number of allocation
<b>Joint Strategic Transport and Spatial Planning Group</b>	2 Labour 1 Liberal Democrat 2 Alternates
Councillors Bick, Blencowe, Herbert Alternates Councillors Smart and Tbc	

	Number of allocation
<b>Cambridgeshire and Peterborough Joint Strategic Planning and Transport Member Group</b>	1 Labour 1 Alternate
Councillor Herbert Alternate Councillor Blencowe	

	Number of allocation
<b>Recycling in Cambridge and Peterborough (RECAP)</b>	1 Labour
Councillor R. Moore	

	Number of allocation
<b>Total Transport Steering Group</b>	1 Labour
Councillor Blencowe	

	Number of allocation
<b>Members Cycling and Pedestrian Steering Group</b>	4 Labour + 1 Alternate 1 Lib Dem
Councillors Abbott, Blencowe, Sargeant, Smart, Adey/T. Moore. Alternate: Councillor Sheil	

The meeting ended at 1.10 pm

**CHAIR**

Record of Executive Decision

<b>PLANNING APPLICATION FEES-THE GOVERNMENT'S OFFER</b>
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**Decision of:** Councillor Blencowe, Executive Councillor for Planning Policy and Transport

**Reference:**

**Date of decision:** Friday 10 March      **Recorded on:** Friday 10 March

**Decision Type:** Non Key Decision

**Matter for Decision:** To approve the submission of a response to the Secretary of State Communities and Local Government confirming Cambridge City Council's agreement to a 20% increase in nationally set planning fees from July 2017

**Why the decision had to be made (and any alternative options):** In a letter to the City Council on 21 February 2017, the Government confirmed their proposal in the white paper to increase nationally set planning fees by 20% subject to each authority committing to invest the additional fee income solely towards the improvement of planning services. Government further required a declaration from Council S151 officers to the Secretary of State by 13<sup>th</sup> March 2017

**The Executive Councillor's decision(s):** To approve the submission of a response to the Secretary of State Communities and Local Government confirming Cambridge City Council's agreement to a 20% increase in nationally set planning fees from July 2017

**Reasons for the decision:** As set out in the briefing paper from the Joint Director of Planning and Economic Development

**Scrutiny consideration:** The Chair and Spokesperson were advised of the action taken.

**Report:** A background report from the Joint Director of Planning and Economic Development detailing the background and financial considerations is attached.

**Conflicts of interest:** None

**Comments:** Background paper: letter from Simon Gallagher, Director of Planning at DCLG 21.2.17

## **BRIEFING NOTE - URGENT DECISION – PLANNING APPLICATION FEES**

08/03/2017 Executive Councillor Planning Policy and Transport

### **DECISION**

The Executive Councillor Planning Policy and Transport is recommended to approve the submission of a response to the Secretary of State Communities and Local Government confirming Cambridge City Council's agreement to a 20% increase in nationally set planning fees from July 2017, in line with the attached response.

### **BACKGROUND**

On the 7th February 2017, the Government published a white paper; "Fixing our broken housing market." The white paper outlined a number of ways that the government was proposing to address matters impacting housing affordability, delivery and quality. Reflecting longstanding calls from the development industry, Local Government Association and professional housing and planning bodies to improve the resources available to Local Planning Authorities, the white paper contained proposals that from July 2017 the government would seek to increase nationally set planning application (and related) fees by 20%.

In a letter to the City Council on 21 February 2017, the Government confirmed their proposal in the white paper to increase nationally set planning fees by 20% subject to each authority committing to invest the additional fee income solely towards the improvement of planning services. Government further required a declaration from Council S151 officers to the Secretary of State by 13<sup>th</sup> March 2017 confirming (and evidencing) that the additional income arising will be retained within the Planning Service as additional to the existing budget.

Like most planning authorities, the City Council subsidises the delivery of planning services – topping up the national and locally set fee income from its main budget to pay for professional and technical staff and the specialist expertise to ensure that applications are processed in a way that secures the high quality outcomes expected by the Council and the community. The nationally set planning fees are insufficient to cover the costs of the service but contribute some £1,469,120[planning application income only] annually towards the total service cost of cost of £3,341,380[total cost of Policy, DM and NC services plus consultancy team and application support team]. Work carried out by the Planning Advisory Service in 2014, suggests that this requirement for a subsidy from the Council each year to cover the gap between cost of service and fee income is commonplace among LPA's cross the UK.

Cambridge City and South Cambridgeshire District are experiencing significant growth pressures, comprising a number of challenging and complex planning applications alongside more mainstream planning

proposals arising from the buoyant local economy. The two Councils have resolved to respond to the aspiration to increase housing delivery, improve affordability, support economic growth and sustain quality and environmental performance by creating a “Greater Cambridge” shared planning service. To deliver the aspirations of the service, both Council’s are expecting to have to invest in staff and in the service – including a comprehensive review of systems and processes. This will also include a comprehensive review and re-procurement of IT infrastructure, recruitment of professional staff and investment in new skills to support the existing team and replace temporary resources to enable the timely delivery of high quality planning decisions – and outcomes. These objectives are entirely consistent with the objectives behind the governments proposed ring-fenced fee increase for planning services.

The proposed increased in nationally set planning fees is estimated to result in an additional £220,370 for the remainder of the 2017/18 financial year and a whole year increase in funding for the service of £293,820 (at current costs). This additional resource will allow both improvements to the capacity and capabilities of the existing planning service, and will facilitate, with South Cambridgeshire District Council, the timely delivery of the proposed shared service without the need to divert resources from the range of transformation projects already underway across the Council.

For the above reasons, the Executive Councillor Planning Policy and Transport is recommended to agree to the Secretary of States’ proposals to increase nationally set planning fees in the Council area and via the S151 officer, to agree to the submission of the attached response to government by 13<sup>th</sup> March 2017 confirming the Councils commitment to invest and retain the increased income for the improvement of planning services (Appendix 1).

**OFFICER CONTACTS:**

Stephen Kelly Joint Director Planning and Economic Development  
Caroline Ryba Joint Head of Finance and S151 Officer

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Department for  
Communities and  
Local Government

Simon Gallagher  
Director of Planning

Department for Communities and Local  
Government

Third Floor, Fry Building  
2 Marsham Street  
London, SW1P 4DF

[www.communities.gov.uk](http://www.communities.gov.uk)

Chief Executives of Local Planning  
Authorities in England  
[Via Email]

21 February 2017

Dear Chief Executive,

### Planning application fees: the Government's offer

'*Fixing our broken housing market*' was published on 7 February 2017. It includes proposals for boosting local authority capacity and capability to deliver, improving the speed and quality with which planning cases are handled, while deterring unnecessary appeals.

As set out paragraph 2.13 of the White Paper, developers consistently tell us that the lack of capacity and capability in planning departments is restricting their ability to get on site and build. Alongside funding, local authorities also report difficulties in recruiting and retaining planners and others with specialist skills. There may also be wider capacity and skills issues for local authorities. To boost local authority capacity and capability to deliver, paragraph 2.15 explained that the Government will **increase nationally set planning fees**. Local authorities will be able to increase fees from 20% from July 2017 if they commit to invest the additional fee income in their planning department.

This letter invites you confirm your intention in relation to the fee increase. It is intended that the additional revenue should be retained by planning departments and that existing baseline and income assumptions will not be adjusted down as a result during this Parliament. This is an opportunity for all authorities to make improvements to their resourcing, leading to better services, improved performance, and greater capacity to deliver growth as set out in '*Fixing our broken housing market*'.

'*Fixing our broken housing market*' proposes a further increase of 20% for those authorities who are delivering the homes their communities need. This would also be on the understanding that the additional fee income generated will be invested exclusively in planning services. We will consult further on the detail of this proposal and the timing on it being brought forward.

For your authority to benefit from the higher planning application fees, we require your section 151 officers, under s230 of the Local Government Act 1972, to provide a commitment and submit information of the 2017/18 budget that demonstrates the additional fee income being spent on planning services. Annex A sets out details the information required.

Should your authority not wish to charge the increased fee, the existing fee structure will remain in place. Where authorities do accept, but do not comply with the assurances it has

provided, the Secretary of State will consider reducing the fee level for that authority back to the original fee level through a change in regulations.

Annex B includes a template for section 151 officers to sign and return. Replies should be sent to [planningresources2@communities.gsi.gov.uk](mailto:planningresources2@communities.gsi.gov.uk) by Monday 13<sup>th</sup> March. It is important that a response is received from all local authorities; indicating whether or not the increased fee offer is to be accepted. You are also asked to confirm the correct legal name of your authority at Annex C, and return this with the template in Annex B. This will be used in the statutory instrument bringing forward the fee increase.

**I would be grateful if you could forward a copy of this letter to s151 officers and the officer with lead responsibility for planning services within your authority.**

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'S. Gallagher', with a stylized flourish at the end.

Simon Gallagher

## **Annex A: Information section 151 officers should commit to providing**

Alongside the condition to spend the additional income generated on planning, we are asking section 151 officers to provide DCLG with certain information to demonstrate that the additional funding is being spent on development management.

We therefore ask that authorities submit the following information, on the basis that your budget has been set, and on the assumption that regulations are in place by July 2017.

- Estimate of final income from planning application fees in 2016/17.
  - Estimate of final expenditure on planning/development management in 2016/17.
  - Estimated income from planning application fees in 2017/18.
  - Estimated additional income generated from higher fees.
  - Estimated expenditure on planning/development management in 2017/18.

The letter in Annex B includes a table in which to provide this information.

**Annex B: Template letter for s151 officers to sign**

Dear Simon Gallagher,

In reply to your letter of 21<sup>st</sup> February 2017 I am writing to certify that **[Insert name of authority]** has determined to:

Accept the proposed 20% increase in planning application fees.....

Reject the proposed 20% increase in planning application fees.....

If accepting:

I confirm that the amount raised through these higher fees will be spent entirely on planning functions.

I can also confirm that the full legal name for this authority to be used in regulations is

.....

Please also confirm this legal name in the table in Annex C, and return to [planningresources2@communities.gsi.gov.uk](mailto:planningresources2@communities.gsi.gov.uk) with this letter.

I submit the following information, as requested.

	2016/17	2017/18
Estimated expenditure on development management		
Estimated income generated from planning application fees		
Estimated additional income generated from higher planning fees	N/A	

Yours sincerely

**[S151 officer]**

### **Annex C: Correct Legal Name of Authority**

Please check the table below and confirm, in writing, the legal name for your authority. Please return this with the letter in Annex B to [planningresources2@communities.gsi.gov.uk](mailto:planningresources2@communities.gsi.gov.uk).

Name	Official Name	Please confirm correct Legal Name of authority
Greater London	Greater London Authority	
City of London	City of London Corporation	
Worthing	Worthing Borough Council	
Mid Sussex	Mid Sussex District Council	
Horsham	Horsham District Council	
Crawley	Crawley Borough Council	
Chichester	Chichester District Council	
Arun	Arun District Council	
Adur	Adur District Council	
West Sussex	West Sussex County Council	
Wyre Forest	Wyre Forest District Council	
Wychavon	Wychavon District Council	
Worcester	Worcester City Council	
Redditch	Redditch Borough Council	
Malvern Hills	Malvern Hills District Council	
Bromsgrove	Bromsgrove District Council	
Worcestershire	Worcestershire County Council	
Warwick	Warwick District Council	
Stratford-on-Avon	Stratford-on-Avon District Council	
Rugby	Rugby Borough Council	
Nuneaton and Bedworth	Nuneaton and Bedworth Borough Council	
North Warwickshire	North Warwickshire Borough Council	
Warwickshire	Warwickshire County Council	

Name	Official Name	Please confirm correct Legal Name of authority
Tamworth	Tamworth Borough Council	
Staffordshire Moorlands	Staffordshire Moorlands District Council	
Stafford	Stafford Borough Council	
South Staffordshire	South Staffordshire Council	
Newcastle-under-Lyme	Newcastle-under-Lyme Borough Council	
Lichfield	Lichfield District Council	
East Staffordshire	East Staffordshire Borough Council	
Cannock Chase	Cannock Chase District Council	
Staffordshire	Staffordshire County Council	
Woking	Woking Borough Council	
Waverley	Waverley Borough Council	
Tandridge	Tandridge District Council	
Surrey Heath	Surrey Heath Borough Council	
Spelthorne	Spelthorne Borough Council	
Runnymede	Runnymede Borough Council	
Reigate and Banstead	Reigate and Banstead Borough Council	
Mole Valley	Mole Valley District Council	
Guildford	Guildford Borough Council	
Epsom and Ewell	Epsom and Ewell Borough Council	
Elmbridge	Elmbridge Borough Council	
Surrey	Surrey County Council	
West Somerset	West Somerset District Council	
Taunton Deane	Taunton Deane Borough Council	
South Somerset	South Somerset District Council	
Sedgemoor	Sedgemoor District Council	
Mendip	Mendip District Council	
Somerset	Somerset County Council	
Waveney	Waveney District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Suffolk Coastal	Suffolk Coastal District Council	
St Edmundsbury	St Edmundsbury Borough Council	
Mid Suffolk	Mid Suffolk District Council	
Ipswich	Ipswich Borough Council	
Forest Heath	Forest Heath District Council	
Babergh	Babergh District Council	
Suffolk	Suffolk County Council	
West Oxfordshire	West Oxfordshire District Council	
Vale of White Horse	Vale of White Horse District Council	
South Oxfordshire	South Oxfordshire District Council	
Oxford	Oxford City Council	
Cherwell	Cherwell District Council	
Oxfordshire	Oxfordshire County Council	
Selby	Selby District Council	
Scarborough	Scarborough Borough Council	
Ryedale	Ryedale District Council	
Richmondshire	Richmondshire District Council	
Harrogate	Harrogate Borough Council	
Hambleton	Hambleton District Council	
Craven	Craven District Council	
North Yorkshire	North Yorkshire County Council	
Rushcliffe	Rushcliffe Borough Council	
Newark and Sherwood	Newark and Sherwood District Council	
Mansfield	Mansfield District Council	
Gedling	Gedling Borough Council	
Broxtowe	Broxtowe Borough Council	
Bassetlaw	Bassetlaw District Council	
Ashfield	Ashfield District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Nottinghamshire	Nottinghamshire County Council	
Wellingborough	Wellingborough Borough Council	
South Northamptonshire	South Northamptonshire Council	
Northampton	Northampton Borough Council	
Kettering	Kettering Borough Council	
East Northamptonshire	East Northamptonshire Council	
Daventry	Daventry District Council	
Corby	Corby Borough Council	
Northamptonshire	Northamptonshire County Council	
South Norfolk	South Norfolk District Council	
Norwich	Norwich City Council	
North Norfolk	North Norfolk District Council	
Kings Lynn and West Norfolk	Borough Council of Kings Lynn and West Norfolk	
Great Yarmouth	Great Yarmouth Borough Council	
Broadland	Broadland District Council	
Breckland	Breckland District Council	
Norfolk	Norfolk County Council	
West Lindsey	West Lindsey District Council	
South Kesteven	South Kesteven District Council	
South Holland	South Holland District Council	
North Kesteven	North Kesteven District Council	
City of Lincoln	City of Lincoln Council	
East Lindsey	East Lindsey District Council	
Boston	Boston Borough Council	
Lincolnshire	Lincolnshire County Council	
Oadby and Wigston	Oadby and Wigston Borough Council	



Name	Official Name	Please confirm correct Legal Name of authority
North West Leicestershire	North West Leicestershire District Council	
Melton	Melton Borough Council	
Hinckley and Bosworth	Hinckley and Bosworth Borough Council	
Harborough	Harborough District Council	
Charnwood	Charnwood Borough Council	
Blaby	Blaby District Council	
Leicestershire	Leicestershire County Council	
Wyre	Wyre Borough Council	
West Lancashire	West Lancashire Borough Council	
South Ribble	South Ribble Borough Council	
Rossendale	Rossendale Borough Council	
Ribble Valley	Ribble Valley Borough Council	
Preston	Preston City Council	
Pendle	Pendle Borough Council	
Lancaster	Lancaster City Council	
Hyndburn	Hyndburn Borough Council	
Fylde	Fylde Borough Council	
Chorley	Chorley Borough Council	
Burnley	Burnley Borough Council	
Lancashire	Lancashire County Council	
Tunbridge Wells	Tunbridge Wells Borough Council	
Tonbridge and Malling	Tonbridge and Malling Borough Council	
Thanet	Thanet District Council	
Swale	Swale Borough Council	
Shepway	Shepway District Council	
Sevenoaks	Sevenoaks District Council	
Maidstone	Maidstone Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Gravesham	Gravesham Borough Council	
Dover	Dover District Council	
Dartford	Dartford Borough Council	
Canterbury	Canterbury City Council	
Ashford	Ashford Borough Council	
Kent	Kent County Council	
Welwyn Hatfield	Welwyn Hatfield Borough Council	
Watford	Watford Borough Council	
Three Rivers	Three Rivers District Council	
Stevenage	Stevenage Borough Council	
St Albans	St Albans City and District Council	
North Hertfordshire	North Hertfordshire District Council	
Hertsmere	Hertsmere Borough Council	
East Hertfordshire	East Hertfordshire District Council	
Dacorum	Dacorum Borough Council	
Broxbourne	Broxbourne Borough Council	
Hertfordshire	Hertfordshire County Council	
Winchester	Winchester City Council	
Test Valley	Test Valley Borough Council	
Rushmoor	Rushmoor Borough Council	
New Forest	New Forest District Council	
Havant	Havant Borough Council	
Hart	Hart District Council	
Gosport	Gosport Borough Council	
Fareham	Fareham Borough Council	
Eastleigh	Eastleigh Borough Council	
East Hampshire	East Hampshire District Council	
Basingstoke and Deane	Basingstoke and Deane Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Hampshire	Hampshire County Council	
Tewkesbury	Tewkesbury Borough Council	
Stroud	Stroud District Council	
Gloucester	Gloucester City Council	
Forest of Dean	Forest of Dean District Council	
Cotswold	Cotswold District Council	
Cheltenham	Cheltenham Borough Council	
Gloucestershire	Gloucestershire County Council	
Westminster	City of Westminster	
Wandsworth	London Borough of Wandsworth	
Waltham Forest	London Borough of Waltham Forest	
Tower Hamlets	London Borough of Tower Hamlets	
Southwark	London Borough of Southwark	
Sutton	London Borough of Sutton	
Richmond upon Thames	London Borough of Richmond upon Thames	
Redbridge	London Borough of Redbridge	
Newham	London Borough of Newham	
Merton	London Borough of Merton	
Lewisham	London Borough of Lewisham	
Lambeth	London Borough of Lambeth	
Kingston upon Thames	Royal Borough of Kingston upon Thames	
Kensington and Chelsea	Royal Borough of Kensington and Chelsea	
Islington	London Borough of Islington	
Haringey	London Borough of Haringey	
Harrow	London Borough of Harrow	
Hounslow	London Borough of Hounslow	

Name	Official Name	Please confirm correct Legal Name of authority
Hammersmith and Fulham	London Borough of Hammersmith & Fulham	
Hillingdon	London Borough of Hillingdon	
Hackney	London Borough of Hackney	
Havering	London Borough of Havering	
Greenwich	Royal Borough of Greenwich	
Enfield	London Borough of Enfield	
Ealing	London Borough of Ealing	
Croydon	London Borough of Croydon	
Camden	London Borough of Camden	
Bromley	London Borough of Bromley	
Barnet	London Borough of Barnet	
Bexley	London Borough of Bexley	
Brent	London Borough of Brent	
Barking and Dagenham	London Borough of Barking and Dagenham	
Wealden	Wealden District Council	
Rother	Rother District Council	
Lewes	Lewes District Council	
Hastings	Hastings Borough Council	
Eastbourne	Eastbourne Borough Council	
East Sussex	East Sussex County Council	
Uttlesford	Uttlesford District Council	
Tendring	Tendring District Council	
Rochford	Rochford District Council	
Maldon	Maldon District Council	
Harlow	Harlow District Council	
Epping Forest	Epping Forest District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Colchester	Colchester Borough Council	
Chelmsford	Chelmsford City Council	
Castle Point	Castle Point Borough Council	
Brentwood	Brentwood Borough Council	
Braintree	Braintree District Council	
Basildon	Basildon Borough Council	
Essex	Essex County Council	
Weymouth and Portland	Weymouth and Portland Borough Council	
West Dorset	West Dorset District Council	
Purbeck	Purbeck District Council	
North Dorset	North Dorset District Council	
East Dorset	East Dorset District Council	
Christchurch	Christchurch Borough Council	
Dorset	Dorset County Council	
West Devon	West Devon Borough Council	
Torridge	Torridge District Council	
Teignbridge	Teignbridge District Council	
South Hams	South Hams District Council	
North Devon	North Devon District Council	
Mid Devon	Mid Devon District Council	
Exeter	Exeter City Council	
East Devon	East Devon District Council	
Devon	Devon County Council	
South Derbyshire	South Derbyshire District Council	
North East Derbyshire	North East Derbyshire District Council	
High Peak	High Peak Borough Council	
Erewash	Erewash Borough Council	
Derbyshire Dales	Derbyshire Dales District Council	

Name	Official Name	Please confirm correct Legal Name of authority
Chesterfield	Chesterfield Borough Council	
Bolsover	Bolsover District Council	
Amber Valley	Amber Valley Borough Council	
Derbyshire	Derbyshire County Council	
Derby	Derby City Council	
South Lakeland	South Lakeland District Council	
Eden	Eden District Council	
Copeland	Copeland Borough Council	
Carlisle	Carlisle City Council	
Barrow-in-Furness	Barrow-in-Furness Borough Council	
Allerdale	Allerdale Borough Council	
Cumbria	Cumbria County Council	
South Cambridgeshire	South Cambridgeshire District Council	
Huntingdonshire	Huntingdonshire District Council	
Fenland	Fenland District Council	
East Cambridgeshire	East Cambridgeshire District Council	
Cambridge	Cambridge City Council	
Cambridgeshire	Cambridgeshire County Council	
Wycombe	Wycombe District Council	
South Bucks	South Bucks District Council	
Chiltern	Chiltern District Council	
Aylesbury Vale	Aylesbury Vale District Council	
Buckinghamshire	Buckinghamshire County Council	
York	City of York Council	
Warrington	Warrington Borough Council	
Wirral	Wirral Borough Council	
Wokingham	Wokingham Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Windsor and Maidenhead	Royal Borough of Windsor and Maidenhead	
Wolverhampton	City of Wolverhampton Council	
Walsall	Walsall Metropolitan Borough Council	
Wakefield	Wakefield Metropolitan District Council	
Wiltshire	Wiltshire Council	
Wigan	Wigan Metropolitan Borough Council	
West Berkshire	West Berkshire Council	
Trafford	Trafford Metropolitan Borough Council	
Torbay	Torbay Council	
Thurrock	Thurrock Council	
Telford and Wrekin	Telford & Wrekin Council	
Tameside	Tameside Metropolitan Borough Council	
Swindon	Swindon Borough Council	
South Tyneside	South Tyneside Council	
Stockton-on-Tees	Stockton-on-Tees Borough Council	
Southampton	Southampton City Council	
Stoke-on-Trent	Stoke-on-Trent City Council	
Southend-on-Sea	Southend-on-Sea Borough Council	
Solihull	Solihull Metropolitan Borough Council	
Sunderland	Sunderland City Council	
Slough	Slough Borough Council	
Salford	Salford City Council	
Stockport	Stockport Metropolitan Borough Council	
Shropshire	Shropshire Council	
St. Helens	St Helens Council	
Sheffield	Sheffield City Council	
South Gloucestershire	South Gloucestershire Council	

Name	Official Name	Please confirm correct Legal Name of authority
Sefton	Sefton Metropolitan Borough Council	
Sandwell	Sandwell Metropolitan Borough Council	
Rutland	Rutland County Council	
Rotherham	Rotherham Metropolitan Borough Council	
Reading	Reading Borough Council	
Rochdale	Rochdale Metropolitan Borough Council	
Redcar and Cleveland	Redcar and Cleveland Borough Council	
Peterborough	Peterborough City Council	
Portsmouth	Portsmouth City Council	
Poole	Borough of Poole	
Plymouth	Plymouth City Council	
Oldham	Oldham Metropolitan Borough Council	
North Tyneside	North Tyneside Council	
North Somerset	North Somerset Council	
North Lincolnshire	North Lincolnshire Council	
Nottingham	Nottingham City Council	
Newcastle upon Tyne	Newcastle City Council	
North East Lincolnshire	North East Lincolnshire Council	
Northumberland	Northumberland County Council	
Milton Keynes	Milton Keynes Council	
Medway	Medway Council	
Middlesbrough	Middlesbrough Borough Council	
Manchester	Manchester City Council	
Luton	Luton Borough Council	
Liverpool	Liverpool City Council	
Leeds	Leeds City Council	
Leicester	Leicester City Council	
Knowsley	Knowsley Metropolitan Borough Council	



Name	Official Name	Please confirm correct Legal Name of authority
Kirklees	Kirklees Council	
Kingston upon Hull	Hull City Council	
Isle of Wight	Isle of Wight Council	
Isles of Scilly	Council of the Isles of Scilly	
Hartlepool	Hartlepool Borough Council	
Herefordshire	Herefordshire Council	
Halton	Halton Borough Council	
Gateshead	Gateshead Metropolitan Borough Council	
East Riding of Yorkshire	East Riding of Yorkshire Council	
County Durham	Durham County Council	
Dudley	Dudley Metropolitan Borough Council	
Doncaster	Doncaster Metropolitan Borough Council	
Darlington	Darlington Borough Council	
Coventry	Coventry City Council	
Cornwall	Cornwall Council	
Calderdale	Calderdale Metropolitan Borough Council	
Cheshire West and Chester	Cheshire West and Chester Council	
Cheshire East	Cheshire East Council	
Central Bedfordshire	Central Bedfordshire Council	
Bury	Bury Metropolitan Borough Council	
City of Bristol	Bristol City Council	
Bradford	City of Bradford Metropolitan District Council	
Bracknell Forest	Bracknell Forest Council	
Blackpool	Blackpool Borough Council	
Bolton	Bolton Metropolitan Borough Council	
Barnsley	Barnsley Metropolitan Borough Council	

Name	Official Name	Please confirm correct Legal Name of authority
Brighton and Hove	Brighton and Hove City Council	
Bournemouth	Bournemouth Borough Council	
Birmingham	Birmingham City Council	
Bedford	Bedford Borough Council	
Blackburn with Darwen	Blackburn with Darwen Borough Council	
Bath and North East Somerset	Bath and North East Somerset Council	
The Broads	Broads Authority	
Dartmoor National Park	Dartmoor National Park Authority	
Exmoor National Park	Exmoor National Park Authority	
Lake District National Park	Lake District National Park Authority	
New Forest National Park	New Forest National Park Authority	
North York Moors National Park	North York Moors National Park Authority	
Northumberland National Park	Northumberland National Park Authority	
Peak District National Park	Peak District National Park Authority	
South Downs National Park	South Downs National Park Authority	
Yorkshire Dales National Park	Yorkshire Dales National Park Authority	
Ebbsfleet Development Corporation	Ebbsfleet Development Corporation	
London Legacy Development Corporation	London Legacy Development Corporation	

Name	Official Name	<b>Please confirm correct Legal Name of authority</b>
Old Oak and Park Royal Development Corporation	Old Oak and Park Royal Development Corporation	

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To: Executive Councillor for Environmental Services and City Centre:  
Councillor Rosy Moore

Report by: Karen O'Connor  
Team Manager (Commercial & Licensing)

Relevant scrutiny Environment 27/06/2017  
committee: Scrutiny  
Committee

Wards affected: All

### **BUSINESS REGULATION PLAN 2017-18**

#### **Not a Key Decision**

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#### **1. Executive Summary**

1.1 Cambridge City Council is responsible for enforcing food hygiene and health and safety enforcement in its area, and is required to produce an annual plan clarifying how this will be achieved. The Business Regulation Plan needs to clearly define the objectives permitting the Council to fulfil its responsibilities for the year, and confirm that it has committed sufficient resources to facilitate this work. The plan needs to be submitted to the Council for their consideration prior to its formal approval. The Plan is a large document and therefore in similarity to last year, an Executive Summary has been produced in Appendix A. The summary identifies all of the key aspects of the full report, which is available to view in full in Appendix B.

#### **2. Recommendations**

2.1 The Executive Councillor is recommended:  
To approve the Business Regulation Plan for 2017-18

#### **3. Background**

3.1 Cambridge City Council is the enforcement authority for food hygiene and health and safety within the City. As such, the authority is required to ensure that it provides adequate resources and commitment to fulfilling these responsibilities, and to show how this will be achieved in the Business Regulation Plan for 2017-18.

The plan identifies the work the Commercial Environmental Health function proposes to do, the demands imposed upon the service that will impact on its ability satisfy the plan, and the resources available to it to achieve this obligation.

- 3.2 Our obligations as the Food Authority are imposed on Cambridge City Council by Regulation EC No. 178/2002 which establishes the duty of Food Authorities, and the Food Safety Act, 1990 which clarifies the capacity and role of authorised enforcement officers within each food authority. Further guidance on how this must be achieved is detailed in the Food Standards Agencies' (FSA's) Framework Agreement.
- 3.3 Our obligation under the Health and Safety at Work, etc. Act, 1974, imposes the responsibility for the enforcement of the Act on to authorised local authority officers, but requires the local authority to provide sufficient resources to fulfil this duty. Further guidance on how this must be achieved is detailed in the Health and Safety Executive's (HSE's) National Enforcement Code.
- 3.4 Through these statutes and supplementary requirements, Cambridge City Council is directly required to appoint sufficient suitably qualified officers to undertake these duties and to provide them with the resources to achieve this. Furthermore, the Business Regulation Plan 2017-18 outlining these obligations must receive the consent of the Council, thereby ensuring that the authority has understood and agreed to its obligations, and has committed sufficient resources to achieve the objectives.
- 3.5 The Commercial Environmental Health function is responsible for enforcing health and safety in approximately 2,500 businesses and food safety in approximately 1,300 businesses in the city.
- 3.6 The nature of the work proposed to be undertaken during 2017-18 is specified in the submitted plan but summarised in the abbreviated Executive Summary as Appendix A; with the full Plan in Appendix B.
- 3.7 Unfortunately the 2016/17 targets set were not met in full. Resources were prioritised to ensure higher risk activities were completed, but a vacant manager post and 0.8 FTE Environmental Health Officer on extended leave both contributed to reduced officer resources. In addition, the roles and functions that existing Technical Officers could undertake were curtailed by previous changes to the statutory guidance. Going forward into 2017/18, a new manager was appointed, one of the two Technical Officers is now able to undertake the full range of duties, a contractor has been appointed to assist with the backlog of work, and the recruitment programme will reflect the now vacant 0.8 FTE post.

## **4. Implications**

### **(a) Financial Implications**

The financial allocations required to fully fund this service have been determined for 2017-18, and shows a reduction in comparison to the amounts allocated for the previous years for this service; these have been set out in the plan for consideration.

### **(b) Staffing Implications (if not covered in Consultations Section)**

The staffing implications for the service are expected to be reduced compared to 2016-17 by 0.5 FTE, as set out in the plan. This is due to a merger of the previous Commercial Team Manager post with the Licensing Team Manager post; creating a single full time post.

### **(c) Equality and Poverty Implications**

An Equality Impact Assessment has not been carried out as the service is not changing any practices from that which it has delivered for many years. The work of the Commercial Environmental Health function seeks to allow the Council to fulfil its legal obligations, with no bias, discrimination or any other consideration other than the requirements of the laws enforced by, and upon, the service.

### **(d) Environmental Implications**

It is not expected that the proposals contained in the Business Regulation Plan 2017-18 will have any environmental implications for the Council or for the businesses in the City who are affected by the plan.

As part of this section, assign a climate change rating to your recommendation(s) or proposals. You should rate the impact as either:

- Nil: to indicate that the proposal has no climate change impact.

### **(e) Procurement**

There are no foreseeable procurement implications associated to the adoption of the Business Regulation Plan 2017-18.

## **(f) Consultation and Communication**

The Business Regulation Plan 2017-18 is produced to set out how the Council will meet its obligations to enforce food hygiene and health and safety in the City. The plan needs to be formally adopted by the Council, and be available to the Food Standards Agency and the Health and Safety Executive should they require access to it, such as during any audit of the work to assess how the Council meets these legal obligations. The plan needs to state how the Council will meet its obligations, and does not need to go through a formal consultation process with service users.

Once approved, the Business Regulation Plan 2017-18 will be made available via the Council's Webpages, and any comments received will be taken into account in producing the 2018/19 plan.

## **(g) Community Safety**

The role of the Commercial Environmental Health function is to enhance safety in the City; the Business Regulation Plan 2017-18 defines how this will be achieved during the year.

## **5. Background Papers and Documents**

These background papers were used in the preparation of this report:

The Business Regulation Plan 2016-17  
FSA Framework Agreement 2010  
Food Law Code of Practice 2017, and Practice Guidance 2016  
HSE National Enforcement Code and supplementary guidance

## **6. Appendices**

**Appendix A – Executive Summary of the Business Regulation Plan**  
**Appendix B – Full Business Regulation Plan**

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Karen O'Connor  
Author's Phone Number: 01223 457083  
Author's Email: karen.oconnor@cambridge.gov.uk



**CAMBRIDGE CITY COUNCIL  
ENVIRONMENTAL SERVICES  
COMMERCIAL ENVIRONMENTAL HEALTH**

**BUSINESS REGULATION PLAN  
2017-18**

Drawn up in accordance with the  
Food Standards Agency's  
Framework Agreement Amendment No. 5 (April 2010)  
and the  
Health and Safety Executive's  
National Local Authorities Enforcement Code

May 2017

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## INTRODUCTION

Cambridge City Council is responsible for the enforcement of food hygiene and health and safety within the City. As such, the Food Standards Agency (FSA) and the Health and Safety Executive (HSE) require the production of an annual service plan clarifying how it proposes to meet this obligation. The plan must also state how the authority proposes to resource the objectives, and to confirm the abilities of the officers doing so. The FSA and HSE determine the degree of intervention required of local authorities, and in Cambridge, it is the task of Commercial Environmental Health to implement and deliver the most appropriate intervention regime to ensure that the Council fulfils this objective.

Whilst these statutory responsibilities are significant, they cannot be considered in isolation of the other important objectives that the team are required to undertake. With the recent merger with the Licensing team, these wider objectives now cover not only all Environmental Health but additionally Licensing activities within commercial operations. To facilitate these duties, the officers of the team strive to work in partnership with the business sector, with the aim of improving working conditions, improving the standards of our businesses and therefore helping to develop employment opportunities in the City. This alignment of statutory function with the aim of improving the business economy of the City helps to contribute to the Council's objective of tackling poverty and inequality in the City.

Linked to these objectives, Commercial Environmental Health also works in partnership with Cambridgeshire County Council and several other Cambridgeshire local authorities to promote an innovative healthier food alternative programme. Working in partnership to educate food businesses to provide healthier food, the Healthier Options programme has allowed the Council to contribute to the delivery of the Government's Responsibility Deal and Cambridgeshire's Healthy Weight Strategy, enabling more people to access healthier food, and so increase their opportunity to improve their health.

The Commercial Environmental Health Service, as with all of the Council, needs to ensure that it is capable of offering a service in the most efficient and economical manner practicable. Although the service has a statutory enforcement role, it also satisfies its obligation to improve the quality of businesses in the City by offering targeted training and partnership opportunities. Whilst the objective is to work with our business community to enable them to develop and flourish, and therefore be able to increase job opportunities, the service is able to combine this with an income potential, thereby contributing to the cost reductions to benefit the Council as a whole.

2017/18 will again be a challenging year. However, this plan continues the previous developments to balance the statutory obligations with the innovative work to promote public health and business improvement throughout the City. As such, Commercial Environmental Health intends to deliver this Business Regulation Plan via partnerships, and will continue the on-going improvements in the quality of the business community in Cambridge.

Yvonne O'Donnell

Environmental Health Manager

May 2017

**SECTION 1 : COMMERCIAL TEAM AIMS AND OBJECTIVES****1.1 Aims and Objectives**

- 1.1.1 Commercial Environmental Health is primarily an enforcement service with the responsibility to deliver the Council's obligations under) the Food Safety Act, 1990 (the Food Act), the Health and Safety at Work, etc. Act, 1974 (HASWA), and the relevant Regulations made under these Acts. Whilst it is mainly through the delivery of this statutory undertaking that the service works with the local businesses, the team also works in partnership with local businesses and organisations to enable improvements through greater co-operative working.
- 1.1.2 Cambridge City Council has a vision to forge and lead a united city under the principle of "*One Cambridge – Fair for All*". Under this over-arching objective, there is the intention to facilitate a local economy where class-leading businesses can thrive, and so continue to offer our communities the opportunity to develop and share in the economic diversity and potential prosperity that a successful city can offer. The close relationship that the team has with our business community means that the service is in the front line in delivering this vision, and all of the services on offer strive to benefit this objective.
- 1.1.3 Where practicable, the emphasis for service delivery will be to both offer the resources to the business sector to allow them to meet their legal obligations themselves, or for the team to work in partnership towards our overall objectives. It shall only be where this approach is not achievable that the service will rely on our enforcement capabilities to ensure both the safety of our communities and the improvement of our target businesses. The sector will continue to be both monitored and risk rated, as appropriate, in accordance with the intervention regimes required by the national regulators, that is the FSA or HSE. However, this will be undertaken in parallel with the provision of education and assistance to enable our commercial sector to maintain its recognised high standards of safety and legal compliance.
- 1.1.4 The team recognises the need for financial probity and by continuing to develop its trading opportunities, all of which supplement the free advisory and supportive information which is also provided, helps to offset some of the overall costs of the service. By providing formal training or mentoring to the business community, which is still aimed at improving the standards of the commercial sector, this aims to maintain the very high hygiene and safety standards already achieved by our commercial sector.
- 1.1.5 Most of the food businesses in the City are publically rated under the Food Hygiene Rating Scheme (FHRS). Those rated 3, 4 or 5 are considered to be broadly compliant with food hygiene law, whilst those rated less than this are non-compliant; it is the aim of the service to work with businesses to encourage at least 93% of them to achieve compliance.

- 1.1.6 Both the FSA and HSE impose specific objectives on Cambridge City Council about what statutory work it is required to do, and how this objective is to be met. The City has approximately 4,100<sup>1</sup> commercial operations in total, of which approximately 2,500<sup>1</sup> fall to the Council to enforce health and safety, and 1,300<sup>1</sup> are registered as food businesses. The Commercial Environmental Health Service is responsible for enforcing the appropriate legislation in all of these, and in order to meet the requirements of the FSA and HSE, during 2017/18 we will target over 1,200 enforcement focused interventions in the commercial sector in Cambridge. Of these, approximately 1,000 will be food hygiene focussed whilst the remaining will be health and safety focussed; section 3.2 breaks these figures into numbers per risk ratings. The service aims to achieve all of these interventions during the year, carrying them out in accordance with the guidance offered by the national regulators in a timely fashion, and in accordance with the Standard Operating Procedures (SOP) and Team Standards followed by the service.
- 1.1.7 In recent years, the team has followed Government guidance, and has developed a number of targeted partnerships to achieve its objectives, rather than merely using enforcement. To this effect, the service now has three Primary Authority Partnerships (PAP), with Ridgeons Ltd., Nando's Chickenland Ltd. and most recently, Check-it Ltd. These partnerships encourage the businesses to develop legally compliant working practices which are then followed throughout their branches and partner businesses, thereby extending the influence of Commercial Environmental Health to many businesses far outside the authority. This work is cost neutral to the Council, as all of the work is carried out on a cost recovery basis, thereby allowing the service to develop closer working partnerships, extend its influence and yet enable the team members a greater opportunity to extend their experiences and competencies. The team will work to further develop these partnerships, aiming to increase the compliance standards of the partner businesses where practicable.
- 1.1.8 Public health improvement is now firmly recognised as an objective of local government. To help deliver this, the team has been working with a number of internal and external partners, including the County Council Health and Wellbeing Board, Healthier Weight Strategy Group, East Cambridgeshire District Council and Fenland District Council. These partnerships have been working to extend the knowledge of the local community and businesses to enable them to develop a healthier and more hygienic food culture, so thereby help to target both the Council's anti-poverty strategy and combat the adverse health effects attributed to increasing obesity. During 2017/18, the service aims to continue to develop its Healthier Options initiative within the City and with its partner organisations, and to try to better develop its community focussed healthier food work.
- 1.1.9 During any year, Commercial Environmental Health can expect to receive a high number of demands for reactive work which fall to it to action and investigate. This work includes the need to;
- Inspect and assess new food and non-food businesses to determine their level of risk, and to then determine appropriate interventions for food safety and health and safety in accordance with the requirements directed by the FSA and HSE

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<sup>1</sup> numbers correct as of May 2017

- Carry out infectious disease investigations to try to determine the source and public health implications of the infection, and minimise the risk of spread
- Respond to complaints of a food safety or health and safety nature as they apply to the commercial sector.

Section 3.2 expands on the details of these objectives. The service aims to carry out this work in accordance with its SOP's and Team Standards.

1.1.10 In accordance with the enforcement role of Commercial Environmental Health, where all other means have failed to achieve legal compliance, enforcement action will be taken. Where such measures are ultimately necessary, the service will act in accordance with statute, the Council's Enforcement Policy and the stated aims of the Council.

## SECTION 2 : BACKGROUND

### 2.1 Authority Profile

- 2.1.1 Cambridge is a major employment centre with a pronounced emphasis on high technology, research and development, and education. The city hosts the world-famous Cambridge University that has in excess of 21,000<sup>2</sup> undergraduate and postgraduate students. The University, and city as a whole, have a wealth of buildings of historic or architectural interest, and help to attract in excess of 5.3 million tourists each year, bringing an approximate £583 million to the local economy annually and accounting for 17% of local employment<sup>3</sup>.
- 2.1.2 According to the 2011 Census, the city has a population of 123,900, an increase of approximately 15,000 people and 4,000 households since the 2001 census<sup>4</sup>. Due to the situation of the city, the Council has close working relationships with both the County Council, who are responsible for education, libraries, highways, trading standards and social services, and South Cambridgeshire District Council, whose administration covers most of the smaller communities immediately outside of the city's boundaries
- 2.1.3 Cambridge City Council is responsible for the enforcement of environmental health law in approximately 4,100<sup>1</sup> businesses in the city, with approximately 2,500<sup>1</sup> falling to Commercial Environmental Health for the enforcement of health and safety, and 1,300<sup>1</sup> for the enforcement of food hygiene. Although a high number of businesses are well-established enterprises, there is however a turnover of business with each year, approximately 200 (approximately 15%) new food businesses registering with Cambridge City Council. As there is no legal requirement for non-food businesses to register this figure is less reliable. However, if it is assumed that a similar turnover rate occurs, then an estimated 375 non-food businesses also start in the City each year.
- 2.1.4 There are also areas of extensive urban development taking place within the Council's boundary, and whilst much of this will be residential, an increase in commercial development will also take place, with many of these new businesses falling to the team to enforce. The exact increase in the number of households these developments have led to is not yet known, and will remain unclear until the next census due in 2021.

### 2.2 Organisational Structure

- 2.2.1 Commercial Environmental Health merged with Licensing in January 2017, with the appointment of a new Team Manager; Karen O'Connor, the Commercial & Licensing Team Manager. This new larger team is one of three teams in Environmental Health (EH), which forms part of Environmental Services. EH is managed by Yvonne O'Donnell, Environmental Health Manager (EHM), with Environmental Services being managed by the Head of Environmental Services (HES), Joal Carre, who reports directly to the Strategic Director.

<sup>2</sup> Cambridge University <http://www.undergraduate.study.cam.ac.uk/international-students>

<sup>3</sup> Meet Cambridge <https://www.meet-cambridge.com/sector/tourism>

<sup>4</sup> <https://www.cambridge.gov.uk/2011-census>



- 2.2.2 The delegated responsibility for food safety is passed from the Executive Councillor directly to the Director who delegates to the EHM, and this post also holds the authority to instigate legal proceedings with the Head of Legal Services. Due to the necessity to maintain practical competency, the Council's Senior Food Officer is the Commercial & Licensing Team Manager (TMCL), who as well as managing the operation of the Commercial & Licensing Team, is responsible for ensuring the competency of each authorised enforcement officer (EO) in the team. Each EO responsible for carrying out food safety intervention work will have been duly authorised after being initially and periodically assessed as being competent. Authorisation to investigate and instigate health and safety enforcement action is delegated down to competent health and safety enforcement officer directly, as stipulated by the HASWA. Other enforcement duties of the service are also carried out by Officers when assessed as being competent and duly authorised.
- 2.2.3 The TMCL also manages the day-to-day activities of team, which is responsible for the Council's enforcement role in relation to most aspects involving the City's commercial sector; the TMCL reports to the EHM who reports to the HES.
- 2.2.4 Where staff shortages or long term vacancies arise, overtime (time off in lieu) or contractors may be used to meet the objectives of the work plan; at present the service has a vacant post.
- 2.2.5 The Commercial Environmental Health service consists of:
- The Team Manager (Commercial & Licensing) for 0.5 of their time
  - Four Environmental Health Officers (EHO) (2 f/t and 2 p/t – 1 of which vacant)
  - Two Technical Officers (TO) (1 f/t and 1 p/t)
  - Two Pest Control Officers (PCO)
- 2.2.6 During 2016/17, a number of staffing changes have and (at the time of writing this report), are still taking place. The Team Manager (1 FT) left the service, and one EHO (0.8 FTE) was on extended leave. Additional posts were vacant and filled during the year, but in combination the impact for the service is that for a substantial proportion of the year, the Commercial work has been under resourced. This has had a significant impact on the service's ability to deliver all of its planned work. See section 3.1 for the summary of the work carried out by the team during 2016/17.

## **2.3 Scope of Commercial Environmental Health**

### **2.3.1 The team is primarily responsible for the following work areas:**

- The enforcement of all aspects of Food Hygiene and Safety in food businesses in the City;
- The registration and inspection of all new food businesses in the City;
- The enforcement of all aspects Health and Safety in businesses allocated to local authority enforcement;
- The assessment of new non-food businesses allocated to local authority enforcement;
- The investigation of food poisonings and infectious diseases under the guidance of Public Health England;
- The investigation and consideration of matters relating to smoking legislation;
- The delivery of public health promotion to target organisations in the City in conjunction with the local and county Health and Wellbeing Boards and other partner organisations both within and external to the Council.

### **2.3.2 The team is also responsible for these work areas:**

- Undertaking a sampling programme associated with food safety in partnership with the other authorities as part of a local, regional and national sampling programme;
- The provision of business focussed training and mentoring, aimed at improving the quality of the businesses in the City (see 2.3.3 below);
- The provision of public health focussed training and advice, aimed at targeting inequalities in health in the more socially deprived wards in the City in partnership with other services and external partner agencies;
- Providing consideration and response to consultation documents;
- Partnership working with other enforcement agencies where appropriate;
- Working with the organisers of outdoor events to ensure that each event is as safe and compliant as practicable;
- Developing and maintaining the existing PAP the service holds, responding to the needs of the partnerships as they arise.

### **2.3.3 Due to the need for the service to try to offset some of its costs, the Commercial Environmental Health Service will contribute to this during the year. The prime focus of this will continue to be by generating an income by providing additional services for which we will charge. These will include:**

- The provision of taught and online food safety training;
- The provision of targeted training developed in house;
- The provision of a mentoring service aimed at assisting both new and existing businesses to become fully compliant with either food safety, health and safety or both series of requirements as they may apply to the business;
- Working with our Primary Authority Partners to improve standards

2.3.4 In addition to the enforcement and various partner agencies already mentioned, the team works in partnership with a number of local, regional and national organisations covering a number of different functions, as highlighted in table 1, below.

Name of Organisation	Type of Service	Frequency of Use
Care Quality Commission	Consultation	Ad hoc
Comark, Norwich	Temperature probe calibration	Annually
Cambridge Fire and Rescue Services	Consultation and joint enforcement issues	Ad hoc
Public Analyst, Norwich	Analysis of food contaminants	Ad hoc
Medical Entomology Centre, Cambridge	Insect identification	Ad hoc
Novus Environmental (Vetspeed Ltd.), Herts.	Waste meat incineration	Ad hoc
Public Health Laboratory Service, Cambridge or Colindale	Microbiological food sampling Advice on infection and disease control	On-going
Ventress Technical Services Ltd., Cambridge	Food and contaminant examinations and identifications	Ad hoc

**Table 1: External Service Providers working with Commercial Environmental Health**

## 2.4 Demands on Commercial Environmental Health

- 2.4.1 The team is, as already stated, the enforcement service for food safety and health and safety for Cambridge City Council. As such, it is responsible for the enforcement of the Food Safety Act 1990 in approximately 1,300<sup>1</sup> and the HASWA in approximately 2,500<sup>1</sup> businesses. The service also works in partnership with other Council services and external organisations as specified in Table 1 above
- 2.4.2 The increasing stringent financial considerations imposed on all parts of the Council are a concern to the service, and to assist in redressing a small part of this, the team will provide the various revenue generating activities mentioned in 2.3.3, above.
- 2.4.3 As mentioned in 2.1 (above), the City is experiencing significant growth and urban development to allow it to better accommodate the demands placed upon it by a growing residential and commercial population. As such, an increase in the number of new businesses has occurred in these new developments. Whilst to date, the impact of this is not fully seen, there has been a notable increase in new operations as a direct result of such development. Additionally, over the next few years, an increasing amount of commercial and educational development will occur, and this will have an increasingly significant impact on the service, although the exact extent will not be entirely known until the development has occurred.

#### 2.4.4 Food Hygiene Safety Enforcement Profile

2.4.4.1 Cambridge City Council is responsible for the enforcement of Food Hygiene Safety in approximately 1,300<sup>1</sup> food businesses in the city and in accordance with the requirements as laid down by the FSA. The distribution of these, based on risk is as follows (see table 3 below):

Food Hygiene Safety Risk Rating	Number of Businesses <sup>1</sup>
Category A	2
Category B	37
Category C	243
Category D	634
Category E	469
Approved Premises	0

**Table 2: Distribution of Food Businesses in Cambridge based on Food Hygiene Risk Rating**

2.4.4.2 All food businesses are subject to a programmed food hygiene inspection, as defined by food law, which is supplemented by formal guidance. This also defines the inspection interval, ranging from 6 month to 3 year intervals, and the type of intervention permitted, from a full or partial inspection, an audit or alternative intervention, as defined in the guidance.

2.4.4.3 New food businesses register with this authority each year, and these too must be inspected and subsequently risk rated. Although the precise number of new businesses registering each year cannot be forecast, approximately 200 are received annually. With 203 received during 2016/17, this reflects the increasing level of new businesses registering. Whilst some will replace existing businesses, which close or change hands, they all need to be fully inspected, which imposes an additional burden on the service.

2.4.4.4 The FSA also has a number of roles that can directly influence the operation of the team. As well as developing and implementing the national guidance and codes of practice for all food authorities, they may also identify and direct reactive work. Such unplanned reactive work may also impact on the work of the team.

#### 2.4.5 Food Hygiene Rating Scheme

2.4.5.1 Cambridge City Council supports the FSA's Food Hygiene Rating Scheme (FHRS). This scheme allows for the publication and promotion of the food business rating score, from 0 (urgent improvements necessary) to 5 (very good). The scheme also identifies those qualifying food businesses that are broadly meeting their legal obligations (rated 3 to 5), and those failing to do so (rated 0 to 2); this threshold is known as Broadly Compliant. The team will use this information to target the non-compliant businesses to assist them to improve their rating, and thus aim to increase the overall percentage of broadly compliant businesses within the City.

2.4.5.2 Under the FHRS, although subject to a number of specified conditions, food businesses may request re-rating visits in the hope of raising their public FHRS rating. Although this facility helps in trying to achieve the objective identified in 2.4.8.3 (below), it does impact on the quantity of reactive work required of the Commercial Environmental Health Service.

2.4.5.3 The service objective for the target of achieving broadly compliant food businesses for the year 2016/17 was set at 93% at the time of the initial rating. As of 1 April 2017, the figure was 92.4%<sup>5</sup>. It is acknowledged that this figure is below the objective, but this is due staffing issues throughout 2016/17 which has resulting in fewer businesses being inspected and rated. Much of this shortfall should be addressed during June-August 2017 if appropriate contractors are available, and so should address this issue. However, during 2017/18 there is a currently vacant post and a planned significant period of additional staff leave so the objective for the percentage of broadly compliant businesses in the City will remain 93% at the time of the initial rating.

2.4.5.4 Whilst display of the FHRs sticker is not legally required, we do encourage businesses to display their stickers. Additionally, all FHRs scores we produce are uploaded to the help to populate the national FHRs website; which makes each qualifying business rating score available to the public.

#### 2.4.6 Health and Safety Enforcement Profile

2.4.6.1 Cambridge City Council is responsible for the enforcement of Health and Safety in approximately 2,000<sup>1</sup> businesses in the city. The risk rating distribution of these is as follows:

Health and Safety Risk Rating	Number of Businesses <sup>1</sup>
Category A	1
Category B1	36
Category B2	397
Category C	1,623

**Table 3: Distribution of Businesses in Cambridge based on Health and Safety Risk Rating**

2.4.6.2 The team is required under the HASWA to have some degree of intervention with all of the businesses that Cambridge City Council is responsible to enforce; the frequency of the intervention is based upon the risks posed by the business. Supplementary health and safety guidance followed by the service dictates the nature of the intervention, and this can range from full inspections of everything associated with the business to a confirmation that the business is still trading, and that risks identified in a previous visit remains unchanged. Section 3.2.2 specifies the health and safety intervention programme for 2017/18 to accommodate the requirements of this guidance.

2.4.6.3 The HSE has a number of roles, including defining the nature of the statutory intervention it and local authorities may undertake; this directly influences the operation of the team's health and safety intervention strategy.

<sup>5</sup> Data provided to FSA in 2016/17 Local Authority Return

## 2.4.7 Public Health Promotion

2.4.7.1 Responsibility for the local promotion of public health rests with Cambridgeshire County Council who is then able to commission local interventions through partnership working, including with local authorities to deliver the local plans. A partnership of Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council and the Commercial Environmental Health Service launched the Healthier Options initiative as a pilot programme to encourage local businesses to support changing their menus to provide healthier alternatives to their consumers. This scheme has continued and the team will commit to continue to deliver and extend the scheme during 2017-18 to encourage more local businesses to adopt the initiative and thereby provide greater access to healthier out-of-house produced food. We currently have 4 businesses within Cambridge City that have been assessed and joined the scheme, with several others having shown an interest.

## 2.4.8 Additional Services

2.4.8.1 The team is also responsible to undertake a number of additional roles aimed at protecting the public. This role combines statutory enforcement with education, and often entails partnership working with a number of other organisations. These additional services include;

- The investigation of Infectious Diseases, working with both Public Health England and the Health Protection Agency to investigate the approximately 60 food or infectious disease related notifications each year.
- The provision of food hygiene and health and safety guidance to ensure the numerous city-wide outdoor events operate as safely as practicable.
- The enforcement of the Health Act 2006, thus ensuring that the indoor smoking ban is applied throughout the City. Linked to this, the service also signposts people wishing to stop smoking to CamQuit when requested.
- In the event of a health related incident sufficiently serious, such as avian or swine flu to trigger the emergency plan, it has been recognised that Environmental Health Officers would be required, with the team likely to be involved in this work. Fortunately the need for such interventions is rare, but it is important that the service is able to support the Council in being able to deliver this role.
- In addition to any of the work identified above, if the team becomes aware of other additional significant issues, they too will be considered, and if required to be acted upon, will be implemented as necessary within the city.

## **2.5 Service Provision**

2.5.1 The Commercial Environmental Health Service is currently based at Mill Road depot whilst Mandela House is refurbished, although enforcement obligations require interventions to be carried out throughout the city. In some circumstances, this requirement may extend into the areas of other local authorities, albeit with the prior notification of the relevant local authority. In addition, due to the Primary Authority Partnerships (see section 3.2) the team have, it may be necessary for the service to either work with or occasionally challenge other local authorities where our partner businesses operate.

- 2.5.2 The team operates a normal service during office hours on Monday to Friday, and an emergency call out service during any other time. Where businesses operate outside of normal hours, inspections are carried out during these additional times to ensure that all businesses are inspected during the period when they operate and are likely to pose the greatest risks to their staff or the public.
- 2.5.3 The legislation enforced by the team permits its Officers to carry out inspections and visits without the need to give prior notification in most cases, and as such, most inspections to assess compliance are carried out in this manner. It is only where businesses operate from residential premises that prior appointments are made, unless prior notification may adversely impact on the purpose of the visit.

## **2.6 Enforcement Policy**

- 2.6.1 Cambridge City Council has adopted an Enforcement Policy which has been updated in accordance with the Regulator's Code. The Environmental Health Service as a whole, including the Commercial Environmental Health Service endorse the principles laid down in this Policy and also has regard to the Code for Crown Prosecutors' guidelines when making enforcement decisions. This policy requires all enforcement services to consider a graduated approach, ranging from merely giving advice or education to formal action including the service of enforcement notices and prosecution for non-compliance with legislation.
- 2.6.2 As part of the implementation of these policies, when considering any enforcement action, the team undertakes a specific enforcement consideration assessment to determine the most appropriate course of action; for health and safety purposes, this is by using the HSE's Enforcement Management Model, and although there is no similar recognised procedure for enforcing the other legislation, the principles are still applied. Additional relevant codes or guidance are also taken in account, such as the FSA's Code of Practice.

## **SECTION 3 : SERVICE DELIVERY**

### **3.1 Review of the Commercial Environmental Health Service Intervention Programme 2016/17**

3.1.1 During 2016/17 the service again experienced significant staffing matters, including the resignation of the Team Manager and the additional loss of one authorised enforcement officer.

3.1.2 The roles and functions that Technical Officers are able to perform were also curtailed by previous Food Standards Agency Statutory requirements. This limited the range of duties they were able to perform and resulted in them being unable to perform some aspects relating to higher risk premises and activities.

3.1.3 These staffing matters combined to impact on the availability of staff to carry out the programmed work, and range of activities different officers could undertake, as can be seen in the subsequent tables 4 and 5.

#### 3.1.4 Review of Food Safety Interventions for 2016/17

3.1.4.1 During the year 2016/17, the team has undertaken the food safety work identified in Table 5, overleaf.

3.1.4.2 To clarify further the food safety work identified in table 4 (overleaf), the team has;

- Carried out a hazard based, food safety targeted intervention programme of the registered food businesses in the City due an intervention during the year
- Registered and carried out an initial assessment of the food hazards posed by all new food businesses starting in the City during the year
- Carried out a programme of food or environmental (work surface and equipment) sampling in food businesses in the City, based upon national, regional or local initiatives
- Participated in the Healthier Options pilot initiative with Cambridgeshire County Council Health Promotion Team, East Cambridgeshire District Council, Fenland District Council and the University of Hertfordshire
- Provided taught and online food safety training to individuals and businesses both within and outside of the City
- Provided and taught our food allergen awareness training to businesses both within and outside of the City
- Developed and delivered a Business Mentoring programme aimed at improving the standards of food businesses within the City
- Maintained and developed our existing food safety focussed PAP with Nandos Chickenland Ltd., and a similar partnership with Check-it Ltd., to develop an IT based food safety management system.



Proposed Food Safety Work	2016/17 target <sup>6</sup>	Actual Work Undertaken
Programmed Food Safety Inspections/Interventions:		
Category A	1	1
Category B	24	34
Category C	164	159
Category D	316	221
Category E	124	76
Total:	629	491
New Food Business Inspections	200	138
Sampling Interventions	10	0
Food Complaint Investigations	330	373
Infectious Disease Investigations	100	60
Total number of Interventions	1269	1062
Number of Written Warnings served	Not set	355
Number of Enforcement Notices served	Not set	4
Level of Broadly Compliant food businesses	93%	92.4% <sup>7</sup> & 96% <sup>8</sup>

**Table 4: Review of Food Hygiene Performance against the Work Proposed in the 2016/17 Work Plan**

<sup>6</sup> Targets taken from the Business Regulation Plan 2016/17

<sup>7</sup> Number of broadly compliant food businesses including unrated premises

<sup>8</sup> Number of broadly compliant food businesses excluding awaiting inspection

### 3.1.5 Review of Health and Safety Enforcement Work Plan for 2016/17

3.1.5.1 During the year 2016/17, the team undertook the following health and safety work;

Proposed Health and Safety Work	2016/17 target <sup>6</sup>	Actual Work
Full Programmed Health and Safety Inspections	0	3
Alternative Health and Safety Interventions: <sup>9</sup>		
Hazard spotting during non-health and safety interventions	400	201
New Business Inspections	450	7
Total:	850	208
Health and Safety Complaint Investigations	120	69
Investigations under RIDDOR <sup>10</sup>	70	67
Total number of Interventions	1040	347
Number of Formal Letters served	Not set	9
Number of Enforcement Notices served	Not set	2

**Table 5: Review of Health and Safety Performance against the Work Proposed in the 2016/17 Work Plan**

3.1.5.2 To clarify further on the work identified in table 5 (above), the team has;

- Carried out a risk based intervention programme of the commercial businesses in the City due an intervention during the year,
- Carried out an initial assessment of the risks posed by new businesses starting in the City during the year,
- Investigated all complaints and carried out appropriate enforcement action,
- Maintained and developed our existing health and safety focussed Primary Authority Partnerships (PAP) with Ridgeons Ltd. And Nandos Chickenland Ltd.

### 3.1.6 Additional interventions undertaken during 2016/17

3.1.6.1 In addition to the previously mentioned work, the team has also carried out other work for the benefit of the community. This included;

- Working with the neighbouring county-based local authorities to ensure consistency and uniformity of enforcement for food safety and health and safety interventions
- Working to identify and further develop income generation initiatives for the service

<sup>9</sup> Includes business assessment via questionnaires or targeted partial assessments, etc

<sup>10</sup> RIDDOR is the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995 (as amended)

## **3.2 The Proposed Work of Commercial Environmental Health for 2017/18**

### **3.2.1 The Scope for the Proposed Work**

- 3.2.1.1 Both the FSA and HSE require Cambridge City Council to state what work it is committed to undertake regarding food safety and health and safety compliance, and how it intends to meet this obligations; this section will therefore clarify the year for 2017/18. However, it must be considered that the service has obligations other than those identified in this Business Regulation Plan, and as they are not required to be identified in this plan, they are not included.
- 3.2.1.2 Commercial Environmental Health is an enforcement service enforcing food safety and health and safety as applied to the commercial sector in the City of Cambridge. As such, the service will continue to deliver a programme of proactive and reactive interventions aimed at ensuring that the business community is safe and legally compliant. This programme will therefore satisfy the Council's obligations to fulfil the requirements of the FSA and HSE, to ensure that as far as reasonably practicable, our businesses are legally compliant.
- 3.2.1.3 To assist with the aim of ensuring the businesses in Cambridge are compliant, the team undertakes their enforcement role in an educative and advisory manner where practicable. This means that the service works cooperatively with the business community to provide them with the resources they may require to develop, grow and become more successful, thereby being better able to contribute to addressing the Council's anti-poverty strategy. However, where the provision of such assistance is more than incidental to an intervention, the service is able to provide tailored assistance ensuring the business has the best possible resources to help attain legal compliance. Whilst this optional service has been recognised as being a benefit to the business community, as it is an optional service, the team does charge for this, thereby recouping some of the costs for undertaking this optional service. As this assistance is aimed at improving the compliance and sustainability of our successful business community, this work helps to fulfil the objectives of the Councils Anti-poverty Strategy. Legally compliant businesses are better placed to succeed, and as such, are better placed to grow and therefore employ more people.
- 3.2.1.4 The team will continue to deliver the Healthier Options scheme during 2017/18, and it is hoped that we will increase the number of qualifying businesses willing to promote this health promotional initiative. By doing so, the service will help the Council to contribute to the Cambridgeshire Healthy Weight Strategy and the Public Health Responsibility Deal, and again support the objectives of the Council's Anti-poverty Strategy.
- 3.2.1.7 In addition to the above interventions, and due to financial constraints being imposed on the council, all departments are being required to review their services to try to identify opportunities for either savings or new income generation. The Service had already moved to being part of a wider Commercial & Licensing Team, saving 0.5 of a Team Manager post, and will contribute to this objective during 2017/18. The 0.8 FTE vacant EHO post will be reflected within the recruitment programme, and one of the two Technical Officers is now able to undertake the full range of EHO duties (and is currently acting up into the EHO role). Additionally a contractor recently started on a temporary basis to assist with outstanding work.

### 3.2.2 The Food Safety Interventions for 2017/18

3.2.2.1 The scope of the food safety intervention programme for 2017/18 has been developed in conjunction with the expectations imposed on the authority by the FSA. To this effect, the service will proactively inspect all food businesses that are due to be inspected, although the nature of the intervention will differ depending upon the hazard posed by the business.

- Businesses hazard rated A, B or C will receive a full or partial targeted inspection
- Businesses rated D or E, will receive either a full or partial targeted inspection or an alternative intervention. For the purposes of food safety, an alternative intervention may include a targeted sampling assessment to verify the adequacy of the food safety management system in the business, or an appropriate intervention by a Technical Officer (where permitted by the FSA), or other interventions as permitted by the FSA.
- The team will aim to inspect all new food businesses within 28 days of their opening or registration date if this is later. However, with increasing numbers of new businesses, and currently reduced officer levels, it may be that this deadline will not always be met. The new premises inspection will also include a health and safety assessment if appropriate.

3.2.3.2 All reactive notifications received giving the service local intelligence associated with, or about the condition of specific food businesses will be assessed, and, subject to the nature of the intelligence, will be investigated to determine the most appropriate course of action.

3.2.3.3 To allow businesses in the City to develop, the team will offer advice & assistance as part of any intervention carried out. In addition, the service will also offer targeted training and mentoring services with the intention of working with businesses to help them to develop, become fully legally compliant, and therefore successful, thus being more able to employ additional staff.

3.2.3.4 The table over the page outlines the proposed food safety interventions planned for 2017/18;

Programmed Inspections/Interventions – total	584
A rated food businesses	3
B rated food businesses	36
C rated food businesses	142
D rated food businesses	247
E rated food businesses	156
Outstanding Inspections/Interventions	214
New Business Inspections (estimated)	200
Premises Sampling Interventions (estimated)	10
Complaint Investigations (estimated)	330
Infectious Disease Investigations (estimated)	100
Development of targeted partnership schemes	
Provision of Food Safety Training – subject to demand	
Total number of Interventions	1438

**Table 6: Proposed Food Safety Interventions for 2017/18****3.2.3 Proposed FHRS objective for 2017/18**

3.2.3.1 During 2017/18, the team will encourage all food businesses to improve their ratings, and aim to achieve an overall standard of 93% broadly compliant by those qualifying food businesses inspected during the year.

3.2.3.2 Those businesses rated with an FHRS of 0 to 2 will receive a follow up visit and appropriate intervention to help them improve. Where necessary this may include formal enforcement action.

**3.2.4 The Health and Safety Interventions for 2017/18**

3.2.4.1 The scope of the health and safety intervention programme has been developed in conjunction with the expectations and limitations imposed on the authority by the HSE. To this effect, the service will only proactively inspect its highest risk businesses; the categories of businesses which are identified as a priority by the HSE and those where local intelligence dictates an intervention would be warranted.

3.2.4.2 Businesses not targeted as higher risk, will not routinely receive a proactive inspection, but may be subject to alternative assessments. This may include other face to face advisory visits.

3.2.4.3 During any visit to a business falling to the Commercial Environmental Health function to enforce for health and safety for another reason, the visiting officer will carry out a hazard spotting intervention sufficient to risk rate the business. Once rated, the business will be rescheduled for a future intervention according to the risks observed.

- 3.2.4.4 All new businesses will be assessed to determine the risks posed, after which the business will also be rated and scheduled for a future intervention regime subject to the risks observed. This will allow the team to risk rate all businesses, allowing the service to ensure that the City's business community is as safe as practicable.
- 3.2.4.5 All reactive notifications received, giving the service local intelligence about the condition of a business, will be assessed and subject to the details of the information, will be investigated to determine the most appropriate course of action.
- 3.2.4.6 Under the Reporting of Injuries Diseases and Dangerous Occurrence Regulations, 2013 (RIDDOR), it is the requirement of businesses to report qualifying injuries, near misses or recognised occurrences to the appropriate enforcement agencies. Those falling to this authority to investigate will initially be assessed, and if appropriate, will be investigated in accordance with the most appropriate health and safety legislation and guidance.
- 3.2.4.7 To allow businesses in the City to develop, the team will offer advice & assistance as part of any intervention involving the business. In addition to this, the service also offers targeted training and mentoring services intended to allow the business to develop its own strategy for compliance.
- 3.2.4.8 Businesses which are based in the enforcement areas of more than one local authority are able to enter into a partnership with one specific local authority, and as long as they agree the procedures that the business will adhere to, every other local authority has to abide with the conditions of the agreement. This is the principle of the Primary Authority Partnership (PAP) Scheme as managed by the Government's Regulatory Delivery Office. The team currently has two health and safety PAPs with Ridgeons Ltd, and Nandos Chickenland Ltd. Due to the resource implications, the service has no plans to approach any additional new businesses for such a partnership, although should any suitable businesses approach the service, a partnership will be considered.
- 3.2.4.9 The table below outlines the proposed health and safety interventions planned for 2017/18;

Programmed Inspections – High risk businesses only	0
Alternative Interventions – Non-high risk businesses	
• Hazard Spotting, as part of non-health and safety interventions (estimated)	100
• New Business Inspections (including food businesses) (estimated)	100
Complaint Investigations (estimated)	120
Investigations under RIDDOR	70
Development of targeted partnership schemes	
Provision of Health and Safety Training – subject to demand	
Total number of Interventions	390

**Table 7: Proposed Health and Safety Interventions for 2017/18**

### 3.2.5 Proposed Additional Interventions for 2017/18

3.2.5.1 As previously mentioned, the team undertakes more work than just that required by the FSA or HSE. As this work does impact upon the team and the City, this section clarifies this additional work.

3.2.5.2 The table below outlines the proposed additional interventions planned for 2017/18;

Statutory or Obligatory Undertakings	
Liaison and partnership working with other organisations	
Enforcement of smoking legislation	
Liaison and partnership working with other council services	
Discretionary Undertakings	
Primary Authority Partnership Scheme	Maintenance of existing partnerships
Introduction of work associated with the public health agenda	
Development of the Healthier Options programme	
Development of work associated with the anti-poverty strategy	
Development of targeted community liaison	
Development of the business targeted training strategy	
Development of the business mentoring scheme	
Development of an additional income revenue strategy	

**Table 8: Proposed Additional Interventions for 2017/18**

3.2.5.3 Table 8 (above) identifies the additional interventions and strategies that the team is proposing to undertake. Given that the service is not required to deliver this discretionary work, as long as the resources available to the service, it will strive to deliver this work. However, a number of additional considerations will need to be met in order to justify this discretionary work. These include;

- The likely benefit each activity may to a respective business or business sector
- The likelihood of the service to develop an additional income from the identified activities

If neither objective can be met, or if demands on other aspects of the service increase, this discretionary work may not be undertaken.

**SECTION 4 : RESOURCES****4.1 Financial Allocation**

4.1.1 The budgets for 2015-18 for Commercial Environmental Health are shown in Table 9, below. Previous work plans have focused on the food safety or health and safety work and, as a result, this section has only shown the cost of that specific work. As this work plan covers most of the work of the service, the financial resources available to the service excluding pest control, have been identified.

	<b>2016/17</b>	<b>2017/18</b>
Total Expenditure		
Set	£453,560 (inc. £136,960 recharged expenditure)	£473,270 (inc. £140,270 recharged expenditure)
Actual	£464,440	
Income:		
Via Training	£3,051	Budget yet to be set
Via Primary Authority Partnership	£1,583	
Other	£167	
Total	£4801	
<b>Total (Expenditure less Income)</b>	<b>£459,639</b>	

**Table 9: Commercial Environmental Health Service Annual Budgets 2015-18**

4.1.2 All enforcement officers have access to sufficient IT and other necessary equipment to enable them to undertake their work. Each officer is also capable of remote working and periodically takes advantage of this.



- 4.1.3 In the event of legal proceedings having to be taken, the costs of doing so will be met from within the Environmental Health Service's overall budget. Requests for funds to pay for Counsel's opinion or case presentation in court will be considered on their merits using the Service's enforcement policy and legal department for guidance.
- 4.1.4 Previously, it has been stated that during the year, the service will further attempt to develop its intention to identify and develop means to be able to generate an income for both the service and, through internal partnership working, the Council as a whole.

## **4.2 Staffing Allocation**

- 4.2.1 The majority of the work carried out by Commercial Environmental Health is done by the Officers themselves, although the Business Support Team and Customer Service Centre (CSC) do carry out tasks on behalf of the service.
- 4.2.2 All EHOs carrying out enforcement duties are registered with the Environmental Health Officers' Registration Board (EHORB). Each enforcement officer shall be duly authorised in accordance with the standards and requirements of the respective legislation and minutes of Cambridge City Council.
- 4.2.3 During 2017/18, the service will determine the standards of competency required for each officer, as stated by both the FSA and HSE. The service will ensure that the standards are maintained and will endeavour to provide sufficient resources to facilitate the maintenance of competency, once attained.
- 4.2.4 As part of previous staff turn-overs, two unqualified officers were appointed who did not have their full EHORB registration. One such officer obtained this in December 2016, and the service will endeavour to facilitate this progression for the remaining officer as soon as practicable.

## **4.3 Staff Development Plan**

- 4.3.1 All enforcement officers are appropriately qualified as proportionate to their status, whether upon appointment or through training and development whilst in their current or a previous post. All officers are subject to an annual performance review programme to ensure competency and consistency of practice is maintained. All officers will also be assessed under the Council's Performance Review Process (PRP), which, for the team, includes an assessment under the FSA competency framework. Sufficient resources will be provided to ensure these assessments are reviewed, and where additional measures need to be considered, these will be reviewed accordingly.
- 4.3.2 The TMCL will also undertake quality monitoring of each Officer to ensure the competency and consistency of the team. Previous reviews undertaken following guidance from the FSA and the Cambridgeshire Food and Occupational Safety Managers Group showed that the service is generally applying legislation consistently.
- 4.3.3 Each Officer is responsible for undertaking and maintaining their own accredited Continual Professional Development (CPD), subject to the requirements of the FSA and their own professional institute.

#### 4.3.4 Staff development for the service includes:

- The employment of competent enforcement officers capable of performing their role within the team;
- Evidence of formal qualification (sight of original qualification certificates prior to commencement of work);
- Confirmation of EHO registration with the EHORB;
- Undertaking in-house or external competency-based training consistent with the requirements of the FSA;
- The undertaking of shadowing or mentoring with a qualified or experienced Officer if identified as being necessary;
- The undertaking of shadowed monitoring by the TMCL;
- The identification of training needs during the PRP, by the Officer themselves, as a result of changing working practices or via an on-going performance-monitoring appraisal such as 1-2-1's;
- Newly qualified officers will be trained, mentored and shadowed in accordance with their own training needs to provide them the sufficient resources to become fully qualified as appropriate to their post.

## **SECTION 5 : QUALITY ASSESSMENT**

### **5.1 Quality Assessment**

- 5.1.1 In order to ensure that the quality of the work undertaken by the Commercial Environmental Health Service is maintained, Standard Operating Procedures and the Team Standards will be periodically reviewed, and where changes required, these will be made in accordance with the latest and most appropriate legislation and guidance.
- 5.1.2 The quality and consistency of each enforcement officer will also be periodically reviewed, including with the use of peer review exercises and the FSA competency framework, and where any training needs are identified, these will be considered by the service.

## SECTION 6: BUSINESS REGULATION PLAN REVIEW

### 6.1 Review against the Business Regulation Plan

- 6.1.1 The main comparison between the service plan for 2016/17 and this one is that this year we have produced the plan after the final figures for the preceding years' work have been confirmed. The work itself remains largely comparable to 2016/17.
- 6.1.2 The achievements of the team are periodically reported by the TMCL to the EHM at various times during and at the end of each year, who in turn reports this information to the head of the service on a quarterly basis through the service Operational Plan.
- 6.1.3 Two specific Local Key Performance Indicators are identified in the Environmental Health Service Plan that relate to Commercial Environmental Health work. The first is the percentage of inspections to be completed, in terms of percentage of those that are due, within different risk rating bands (detailed in Table 10 below). The second relates to the percentage of broadly compliant premises (defined in 1.1.5 above), and is set at 93% broadly compliant. It must be noted that the FSA statutory guidance state that all due inspections must be completed, and this approach has been taken to prioritise the resources available to those presenting the greatest risk.

Premises Risk Rating	Target Percentage completed
A, B and C	100%
D	75%
E	50%

Table 10: Target percentage of food hygiene inspections due for different risk ratings

### 6.2 Identification of any Variation from the Business Regulation Plan

- 6.2.1 The key performance indicators that are set annually, and based upon the proposed objectives of this plan, are reviewed monthly and then reported by the EHM to the head of the service along with any reasons for any significant variation. Where necessary, a remedial action plan is developed and implemented. The Executive Councillor for Environment and Waste Services will be kept informed of progress against the service plan through regular meetings during the year.

### 6.3 Areas for Change

- 6.3.1 Any service issues identified during the various reviews of the service or by routine performance monitoring will be considered and an appropriate plan of action to address them will be agreed with by the appropriate managerial officers, and the necessary remedial work implemented to address the issues. If the matter also involves the actions of an officer, they too will be involved in the delivery of the action plan, as may any other appropriate services of the Council.
- 6.3.2 During the latter stages of 2016/17 a new TMCL was appointed, and subsequently the previous Commercial Team merged with Licensing. During 2017/18, the Commercial Environmental Health Service will integrate more fully with the Licensing aspects of the new Team. Whilst some aspects of the service are likely to change, the overall service provided is unlikely to significantly change.

## **SECTION 7: SUMMARY**

Major staffing issues continued during much of 2016/17 which has had a significant impact on the ability of the service to meet all of its objectives. The result is that at the time of producing this plan, a number of programmed inspections from 2016/17 remain outstanding. However, additional resources have been sought to this task to ensure that these inspections will be completed in accordance with the arrangements permitted by the FSA.

The workload proposed for 2017/18 allows for all of the Council's statutory obligations to be accommodated and carried out, although the manner of each of these interventions may be subject to changes and reviews during the year as a result of Governmental impositions and resource implications.

The service is required to consider opportunities for identifying savings or potential sources for income generation. Whilst a number of initiative and developments have been identified, if the service is able to identify additional opportunities, these will be considered.

The service will continue trying to work with external partners to implement interventions aimed at trying to target the Cambridgeshire Healthy Weight Strategy and the Council's anti-poverty strategy.

The team will also work with the food business sector to try to raise the FHRS scores to ensure that as many food businesses as possible achieve a broadly compliant rating (FHRS rating of 3, 4 or 5).

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**CAMBRIDGE CITY COUNCIL**

**ENVIRONMENT HEALTH SERVICES**

**COMMERCIAL ENVIRONMENTAL HEALTH**

**BUSINESS REGULATION PLAN**  
**2017-18**  
**Executive Summary**

Drawn up in accordance with the  
Food Standards Agency's  
Framework Agreement Amendment No. 5 (April 2010)  
and the  
Health and Safety Executive's  
Guidance to Local Authorities

May 2017

## SECTION 1 : REPORT BACKGROUND

### 1.1 Summary

- 1.1.1 This summary report identifies the background within which Commercial Environmental Health operates in the City, a review of the work carried out over 2016/17, and the identification of the work the service intends to undertake during 2017/18.
- 1.1.2 The full Business Regulation Plan for 2016/17, as required to be produced by both the Food Standards Agency (FSA) and Health and Safety Executive (HSE), is available from the Commercial & Licensing Team.

### 1.2 Background

- 1.2.1 According to the 2011 Census, the city has a population of approximately 124,000, which is an increase of more than 10% over the previous census. There are approximately 4,100 businesses in the City, with Commercial Environmental Health responsible for enforcing health and safety in approximately 2,500 businesses, and food hygiene law enforcement in approximately 1,300 food businesses. Many businesses in the City are established, but there is a known turnover of food business of approximately 15% each year, with an estimated similar turn-over in the non-food businesses sector.
- 1.2.2 The business food hygiene risk rating profile is as follows:

Food Hygiene Safety Risk Rating	Number of Businesses <sup>1</sup>
Category A	2
Category B	37
Category C	243
Category D	634
Category E	469
Approved Premises	0

**Table 1: Distribution of Food Businesses in Cambridge based on Food Hygiene Risk Rating**

- 1.2.3 The Commercial Team operates the FSA Food Hygiene Rating Scheme (FHRS), which rates food businesses between 0 (urgent improvements necessary) to 5 (very good). This is a publically accessible rating scheme to allow food business customers to have a greater knowledge about the hygiene standards present in the food business at the time of the last inspection. Food businesses broadly meeting their legal obligations are rated 3 to 5, whilst those failing to do so are rated 0 to 2; this threshold is known as Broadly Compliant.

<sup>1</sup> numbers correct as of May 2017



1.2.4 The business health and safety risk rating profile is as follows:

Health and Safety Risk Rating	Number of Businesses
Category A	1
Category B1	36
Category B2	397
Category C	1,623

**Table 2: Distribution of Businesses in Cambridge based on Health and Safety Risk Rating**

**SECTION 2 : SUMMARY REPORT**

**2.1.1 Review of the Commercial Team Intervention Programme 2016/17**

2.1.1 During 2016/17 the service again experienced significant staffing matters, including the resignation of the Team Manager and the additional loss of one authorised enforcement officer. Furthermore, the roles and functions that Technical Officers can perform were previously curtailed by FSA statutory requirements. In combination, these staffing matters impacted on the availability of staff to carry out the programmed work and the range of activities different officers could undertake; as can be seen in the subsequent tables 3 and 4.

**2.1.2 Review of Food Safety Interventions for 2016/17**

2.1.2.1 During the year 2016/17, Commercial Environmental Health has undertaken the following food hygiene work;

Proposed Food Safety Work	2016/17 target <sup>2</sup>	Actual Work Undertaken
Programmed Food Safety Inspections/Interventions:		
Category A	1	1
Category B	24	34
Category C	164	159
Category D	316	221
Category E	124	76
Total:	629	491
New Food Business Inspections	200	138
Sampling Interventions	10	0
Food Complaint Investigations	330	373
Infectious Disease Investigations	100	60
Total number of Interventions	1269	1062
Number of Written Warnings served	Not set	355
Number of Enforcement Notices served	Not set	4
Level of Broadly Compliant food businesses	93%	92.4% <sup>3</sup> & 96% <sup>4</sup>

**Table 3: Review of Food Hygiene Performance against the Work Proposed in the 2016/17 Work Plan**

2.1.2.2 Table 3 (above) shows the number of interventions that Commercial Environmental Health has carried out ;

- To deliver a hazard based, food safety targeted intervention programme of the registered food businesses in the City due an intervention during the year
- To register and carry out an initial assessment of the food hazards posed by all new food businesses starting in the City during the year

<sup>2</sup> Targets taken from the Business Regulation Plan 2016/17

<sup>3</sup> Number of broadly compliant food businesses including unrated premises

<sup>4</sup> Number of broadly compliant food businesses excluding awaiting inspection

- To investigate food hygiene associated complaints received during the year
- To investigate the reported infectious disease cases associated with the City, working with both Public Health England and the Health Protection Agency.

2.1.2.3 The service also;

- Achieved a FHS broadly compliant rating of 92.4%<sup>5</sup>
- Provided taught and on-line food safety and allergen training to individuals and businesses both within and outside of the City
- Worked in partnership with the County Health and Wellbeing Board to further develop and support a healthier eating initiative; Healthy Options

### 2.1.3 Review of Health and Safety Enforcement Work Plan for 2016/17

2.1.3.1 During the year 2016/17, Commercial Environmental Health undertook the following health and safety work;

Proposed Health and Safety Work	2016/17 target <sup>2</sup>	Actual Work
Full Programmed Health and Safety Inspections	0	3
Alternative Health and Safety Interventions: <sup>6</sup>		
Hazard spotting during non-health and safety interventions	400	201
New Business Inspections	450	7
Total:	850	208
Health and Safety Complaint Investigations	120	69
Investigations under RIDDOR <sup>7</sup>	70	67
Total number of Interventions	1040	347
Number of Formal Letters served	Not set	9
Number of Enforcement Notices served	Not set	2

**Table 4: Review of Health and Safety Performance against the Work Proposed in the 2016/17 Work Plan**

2.1.3.2 To clarify further on the work identified in table 4 (above), the team has;

- Carried out a risk based intervention programme of the commercial businesses in the City due an intervention during the year,
- Carried out an initial assessment of the risks posed by new businesses starting in the City during the year,
- Investigated all complaints and carried out appropriate enforcement action,

<sup>5</sup> Data provided to FSA in 2016/17 Local Authority Return

<sup>6</sup> Includes business assessment via questionnaires or targeted partial assessments, etc

<sup>7</sup> RIDDOR is the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995 (as amended)

## 2.1.4 Additional interventions undertaken during 2016/17

2.1.4.1 In addition to the previously mentioned work, Commercial Environmental Health also carried out other work for the benefit of the community. This included;

- Maintained and developed our existing food safety and health and safety focussed Primary Authority Partnerships (PAP) with Nandos Chickenland Ltd., Ridgeons Ltd and Check-It
- Investigated approximately 145 reported infectious disease cases, working with both Public Health England and the Health Protection Agency
- Working with the neighbouring local authorities to ensure consistency and uniformity of enforcement for food and health and safety interventions

## **2.2 The Proposed Work of the Commercial Team for 2017/18**

### 2.2.1 The Scope for the Proposed Work

2.2.1.1 Both the FSA and HSE require Cambridge City Council to state how it intends to meet its obligations to carry out its enforcement duties; this section will clarify this for the year 2017/18. However, it must be considered that the service has obligations other than those identified in this Business Regulation Plan. Commercial Environmental Health is primarily an enforcement service enforcing food safety, health and safety and infectious disease control in the City of Cambridge. As such, the service will continue to deliver a programme of proactive and reactive interventions aimed at ensuring that the business community is safe and legally compliant. This will continue to be the main method by which the service will satisfy the Council's obligations to fulfil the requirements of the FSA and HSE and to ensure that our businesses are legally compliant.

2.2.1.2 The service also provides an educative and advisory role, and will attempt to work cooperatively with the business community to provide them with the resources they may require to develop, grow and hopefully be more successful, thereby being better able to contribute to addressing the Council's anti-poverty strategy. As this includes a charged service, the income generated will contribute to the off-setting of some of the costs for undertaking this work.

2.2.1.3 Cambridge City Council has adopted an Anti-poverty Strategy aimed at minimising the economic disadvantage faced by some of the residents of the city. The team has embraced this strategy and aims to work to offer resources and opportunities to reduce any disadvantage suffered by the target populations. The service supports initiatives to target the more socially deprived wards to help raise the knowledge about healthier food and more hygienic food processes. This work is in partnership with the County Council's Public Health Directorate and aims to meet the objectives of both the anti-poverty strategy and the Government's Responsibility Deal.

2.2.1.4 In addition to the above interventions, financial constraints are being imposed on the Council with all departments being required to review their services to try to identify opportunities for savings and new income generation. The loss of the previous Team Manager created an opportunity to amalgamate teams and Commercial Environmental Health merged to being part of a wider Commercial & Licensing Team; saving 0.5 FTE Team Manager. However, the need to ensure officer work is supported means the 0.8 FTE vacant EHO post will be reflected within the recruitment programme, also supported by one of the two Technical Officers now able to undertake a full range of EHO duties. Additionally a contractor recently started on a temporary basis to assist with outstanding work.

## 2.2.2 The Food Safety Interventions for 2017/18

2.2.3.1 All food businesses that are due an intervention during 2017/18 will receive the appropriate level of intervention in accordance with the requirements of the FSA

- Businesses rated A, B, C or FHS of 0, 1 or 2 will receive a full or partial targeted inspection
- Businesses rated D or E, and with a FHS score of 3 to 5, will receive either the same type of intervention as identified above, or an alternative intervention. This may include a targeted visit to assess if there have been any changes in compliance since the last inspection, or a business self-assessment using a low risk questionnaire.
- All new food businesses will be visited and fully hazard assessed, within a target of within 28 days of their opening or registration if this is later. This will allow the team to hazard rate the business, allowing the service to subsequently consider the most appropriate intervention regime. The new premises inspection will also include a health and safety assessment if appropriate.

2.2.3.2 All reactive notifications received giving the service local intelligence associated with, or about the condition of specific food businesses will be assessed, and, subject to the nature of the matter, will be investigated to determine the most appropriate course of action.

2.2.3.3 To allow businesses in the City to develop, Commercial Environmental Health will offer advice & assistance as part of any intervention carried out. In addition to this, the service will also offer targeted training and a cost-recovery mentoring service with the intention to work with the business to help it develop and become fully legally compliant.

2.2.3.5 The table below outlines the proposed food safety interventions planned for 2017/18;

Programmed Inspections/Interventions – total	584
A rated food businesses	3
B rated food businesses	36
C rated food businesses	142
D rated food businesses	247
E rated food businesses	156
Outstanding Inspections/Interventions	214
New Business Inspections (estimated)	200
Premises Sampling Interventions (estimated)	10
Complaint Investigations (estimated)	330
Infectious Disease Investigations (estimated)	100
Development of targeted partnership schemes	
Provision of Food Safety Training – subject to demand	
Total number of Interventions	1438

**Table 6: Proposed Food Safety Interventions for 2017/18**

### 2.2.3 Proposed FHRS objective for 2017/18

2.2.3.1 During 2017/18, Commercial Environmental Health will encourage all food businesses to improve their ratings, and aim to achieve an overall standard of 93% broad compliance for those qualifying food businesses inspected during the year. Alongside this objective, the service will also work with food businesses to encourage more of them to display their FHRS window stickers. It is hoped that by having more broadly compliant businesses in the city, and by encouraging consumers to actively consider this guide, the rate of display will also increase.

### 2.2.4 The Health and Safety Interventions for 2017/18

2.2.4.1 All businesses that fall under the health and safety enforcement regime for the Commercial Environmental Health will receive an inspection or intervention appropriate to the risks they pose and the guidance offered by the HSE. To this effect, the service will proactively seek to identify hazards whilst on other visits (e.g. food safety).

2.2.4.2 All new businesses will be visited to allow the risks posed by the business to be assessed. This will allow the Commercial Team to risk rate the business, which will in turn allow the service to subsequently consider the most appropriate intervention regime.

2.2.4.3 All reactive notifications received giving the service local intelligence about the condition of a business will be assessed, and, subject to the notification identifying a potential risk to the business user, will be investigated to determine the most appropriate course of action. Reactive notifications include the receipt of accident notifications or complaints about the conditions in the business.

2.2.4.4 Food businesses that are visited will also receive a health and safety hazard spotting assessment. If this assessment is sufficient to risk rate the business, the rating will be changed accordingly. If the assessment is not sufficient, the intervention will be recorded on M3 to determine the next inspection due date.

2.2.4.5 The table below outlines the proposed health and safety interventions planned for 2017/18;

Programmed Inspections – High risk businesses only	0
Alternative Interventions – Non-high risk businesses	
• Hazard Spotting, as part of non-health and safety interventions (estimated)	400
• New Business Inspections (including food businesses) (estimated)	450
Complaint Investigations (estimated)	120
Investigations under RIDDOR	70
Development of targeted partnership schemes	
Provision of Health and Safety Training – subject to demand	
Total number of Interventions	1040

**Table 5: Proposed Health and Safety Interventions for 2017/18**

### 2.2.5 Proposed Additional Interventions for 2017/18

2.2.5.1 As mentioned, Commercial Environmental Health undertakes significantly more work than just that required by the FSA or HSE. As this work impacts upon the team and the City, this section summarises this additional work.

- 2.2.5.2 To allow the businesses in the City to develop, the team will offer advice & assistance as part of any intervention involving the business. In addition, the service will also offer a targeted training and mentoring service intending to work with the business, thereby allowing it to develop its own strategy for compliance and a targeted approach to our industrial and trading estates.
- 2.2.5.3 Businesses which are based in the enforcement areas of more than one local authority are able to enter into a partnership with one specific local authority. This is the principle of the Primary Authority Partnership (PAP) Scheme as managed by Regulatory Delivery (within Department for Business, Energy & Industrial Strategy). Commercial Environmental Health currently has three existing partnerships, a food hygiene and health and safety PAP with Nandos Chickenland Ltd, a food safety PAP with Checkit Ltd, and a health and safety PAP with Ridgeons Ltd. The service will continue to work during 2017/18 to develop these Partnerships.
- 2.2.5.4 The service has adopted the need to actively contribute to both the Council's anti-poverty strategy, Cambridgeshire's Public Health Healthy Weight Strategy and the Government's Responsibility Deal. To this effect, the team will undertake the necessary work required to again support the Healthier Options scheme.
- 2.2.5.5 In addition to the above interventions, and due to financial constraints being imposed on the council, all departments are being required to review their services to try to identify opportunities for either savings or new income generation. Commercial Environmental Health will continue to consider income generation during 2017/18.
- 2.2.5.6 The table below outlines the proposed additional interventions planned for 2017/18;

<u>Statutory or Obligatory Undertakings</u>	
Statutory nuisance investigations	
Enforcement of smoking legislation	
Consultee for licensing and planning enquiries	
Liaison and partnership working with other council services	
Liaison and partnership working with other organisations	
<u>Discretionary Undertakings</u>	
Primary Authority Partnership Scheme	Maintenance of existing partnership
	Development of new partnerships
Introduction of work associated with the public health agenda	
Introduction of a healthier eating strategy	
Introduction of work associated with the anti-poverty strategy	
Development of targeted community liaison	
Implementation of a business mentoring scheme	
Development of a business targeted training strategy	
Development of an income revenue strategy	

**Table 6: Proposed Additional Interventions for 2017/18**

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## SHARED WASTE SERVICE DRAFT ANNUAL REPORT 2016/17

### 1.0 Background

The creation of the Single Shared Waste Service (SSWS) was agreed by SCDC and CCC in October 2014 with the following objectives:

- Protection of services which support the delivery of the wider policy objectives of each Council
- Creation of services that are genuinely shared between the relevant councils with those councils sharing the risks and benefits whilst having in place a robust model to control the operation and direction of the service
- Savings through reduced managements costs and economies of scale
- Increased resilience and retention of staff
- Minimise the bureaucracy involved in operating the shared service
- Opportunities to generate additional income, where appropriate
- Procurement and purchasing efficiencies
- Sharing of specialist roles which individually, are not viable in the long-term

In 2015 the combined fleet and most staff relocated to the new Waterbeach Depot, and a new senior management team was recruited, saving £140k.

The Service now includes:

	CCC	SCDC	Notes
<b>Domestic Refuse Collection</b>			
- Residual Waste	✓	✓	
- Organic Waste	✓	✓	SCDC operate a monthly winter collection service, CCC retain the alternate weekly collection service through the winter.
- Recycled Waste	✓	✓	SCDC operate a paper-out collection service. CCC operates a fully co-mingled service.
<b>Policy, change and innovation in Waste Management</b>	✓	✓	
<b>Commercial Waste</b>	✓	✓	
<b>Street Cleansing</b>	x	✓	CCC retains Streets and Open Spaces in isolation of Shared Waste Services.

## **2.0 Progress in 2016/17**

During 2016/17 the operation of these services continued in the City and District using separate vehicles but with the benefit of cross-team working where possible.

Paul Vanston joined as Head of Waste in February 2016.

The commercial waste teams joined the Shared Waste Service in May 2016 and a specialist report was commissioned to help evaluate the potential for the service to increase profitability; these options were discussed and agreed by the Waste Board in September and are being implemented.

Cambridge City Council Environment Committee discussed and agreed some policy and reporting changes in June 2016; the majority are now implemented.

In October Jane Hunt started as Interim Head of Waste following Paul Vanston's departure in September.

In November three staff consultations were initiated – on TUPE of all CCC staff to SCDC employment, on a new structure for the teams, and on the Part 3 Agreement which sets out the working agreement for crew members. This concluded in December, and after considering the feedback revised structures were agreed and in January recruitment to the new roles commenced.

Since February 1<sup>st</sup> all members of the Service report to SCDC and we serve residents across City and South Cambridgeshire.

The next major change planned was to harmonise rounds across the boundaries of SCDC and City; this was planned during 2016 and went live on February 27<sup>th</sup> 2017. A separate report on this project is available. Collections to over 80% of residents were changed to help achieve efficiencies and accommodate future growth, in addition to reducing mileage. While collection rates remained high (above 94% at all times), lessons were learnt in how we deal with flats and ensuring special collections are prioritised.

KPIs were achieved for the majority of the year (relating to bins collected and recycling rates). However, we are still verifying the calculations on recycling rates.

The 2015/16 and 2016/17 savings against baseline are now being confirmed as the finance of the service has been brought together. This and any in-year changes to 2017/18 budget will be discussed and agreed at Waste Board.

## **3.0 Priorities for 2017/18**

After a year of significant change we are now continually improving operations to achieve KPIs for domestic collections. We have further ongoing work on day changes to ensure rounds are balanced, costs and benefits are evaluated, and lessons learnt. Alongside the crews working daily on the rounds this important 'business as usual' job will occupy a major part of our work programme for the office based teams.

With a new structure with many newly defined roles we are also spending time supporting staff, providing training and changing our ways of working and processes to get the full benefits of the changes made.

The management and integration of the fleet is another key step in the shared service which we are progressing; 2017 will see the operation of the fleet under one

licence and the ownership of vehicles brought together under SCDC with a new maintenance approach.

The safe operation of the fleet and safe working by crews is critical for us and the way we plan, manage and deliver our Health and Safety actions and review our progress is the work of a new dedicated post.

Other priorities include:

- Confirming and agreeing the MoU for the operation of the Service (including financial allocations, insurance arrangements, and so on).
- Developing, agreeing and delivering further policy changes. Examples include clarifying paper in / out for SCDC, and working to operationalise the collection of side waste across the geography.
- Commissioning new vehicles according to capital investment plan.
- Reviewing some ways of working with crews and Unions.
- Delivering changes to Commercial service and growing the business. This is a major source of income for the Service and the councils and has potential to grow the current service and introduce new ones.
- Reviewing the Street Cleansing service for SCDC. This is to ensure best practice, efficient operation and customer satisfaction as well as expanding the role of communities where requested.
- Support commissioning, and embed, new software across the Service (3CICT project). This will be important to continually improve customer service, reduce ongoing revenue costs and streamline data handling and processing.
- Work with RECAP partners on contract reviews and partnership opportunities. This includes our disposal contract, and procurement contracts for vehicles.
- Review commercial waste structure and roles.

The new permanent Head of Service, Trevor Nicholl, will start in September.

Jane Hunt  
**Interim Head of Service**  
June 2017

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## **Shared Waste Service ABCD (Alternative Bin Collection Day) initial project review – planning and design to month 3 of operations.**

### **1.0 Background to project**

The Shared Waste Service for Cambridge City and South Cambridgeshire District Council has been operating since 2015. The Service has recruited senior managers, moved to a shared depot, transferred employees to SCDC, and restructured the majority of the office based teams. Another major step in the original business case to create a truly shared service was the harmonisation of domestic bin rounds across the boundaries. The new bin collection rounds were devised to ensure they are efficient (helping to achieve savings of £700k over 3 years), resilient, and improve our ability to deal with growth. The collection arrangements in SCDC and CCC are different – for example the frequency of green bin collections, the recycling collections (SCDC separating paper), and so the nature of some of the vehicles also differs. This has been built into the design of the changes. The new rounds make the boundary invisible to our refuse vehicles, and will save an estimated 20,000 refuse vehicle miles per year. These changes meant that 82% of residents had a change in day and / or sequence of bin collections, starting on 27<sup>th</sup> February 2017. While the vast majority of residents have had a continued good service through this period, there are some who have not received the service we aim for and have been frustrated by this process. We are sorry for any resident who is inconvenienced – every one of their bins is important to us and we will continue to work hard to achieve the normal standard of service and learn from this change.

### **2.0 Staffing of the project**

The vast majority of the work undertaken on the project (design to delivery) has been undertaken in-house. The Service benefits from its own data and modelling team and communications resource, and the operations managers and crews have experience of previous day change projects in City and SCDC. The project was a major part of the Service work plan for 2016/17, led by the Head of Service (Paul Vanston) to September and then Jane Hunt (interim HoS) from October. In addition after the initial planning stages the team worked with customer service and communications staff in City and SCDC, and the resources team in SCDC which provides business support to the Service. Webaspex, a specialist company which designs and optimizes rounds for other authorities, was commissioned to quality

assure the final round plans and test some assumptions, and is now undertaking some ongoing evaluation work.

### **3.0 Planning the day changes**

Design and planning work on the bin round changes started in early 2016. The combined domestic operations represent an extremely large and diverse service, with over 100 operatives typically operating 40 vehicles each day, collecting up to 30,000 domestic bins. The services offered in each Authority are different, and the patch covered includes dense urban areas of Cambridge with narrow streets and many flats, through to isolated individual rural properties, with travel across a range of roads from fen tracks to the M11. This presents a challenge for planning changes and for achieving rounds on a daily basis; our collection rates are traditionally extremely good and crews have vast experience. The design and planning process included:

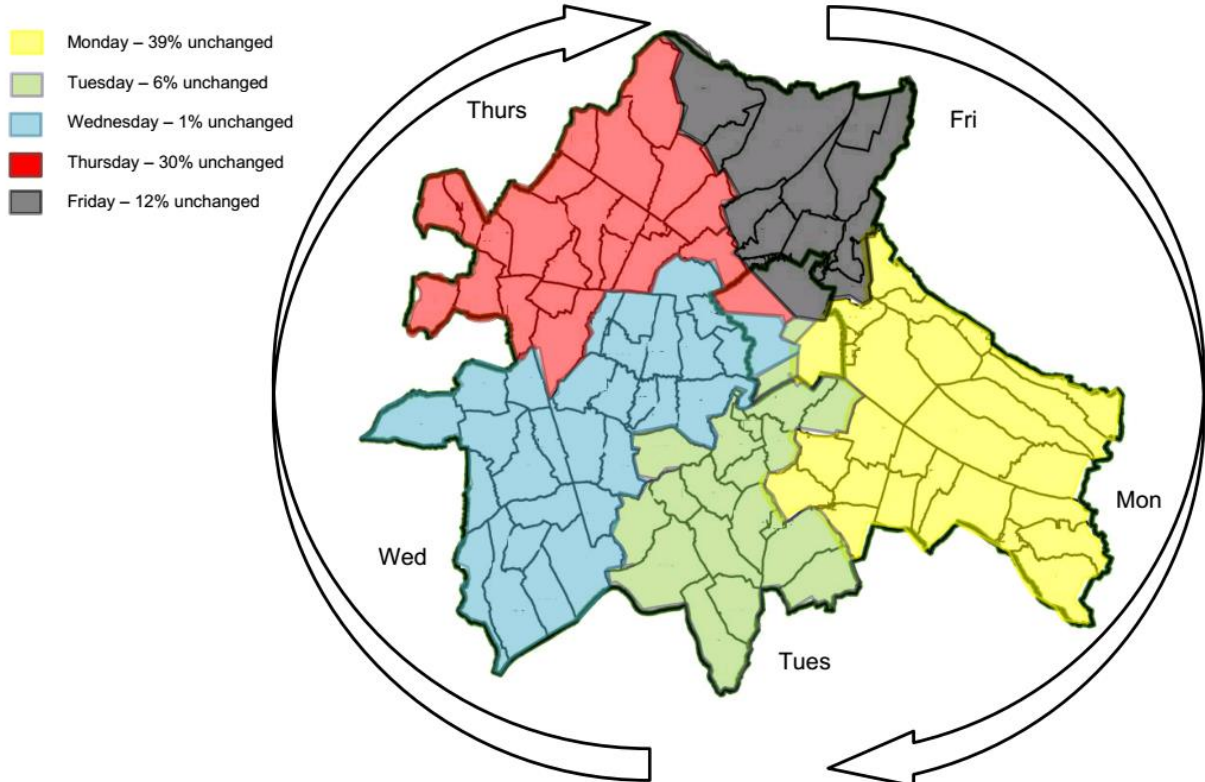
- Ensuring the quality of various datasets across 2 authorities in 2 data management systems (address data; waste quantities; vehicle capacity and journey data; crew pick rates and so on)
- Using bespoke modelling software to design rounds to optimize collections
- Selecting a go-live date which avoided known likely problems (winter frozen bins / snowfall, summer heavier bin weights and odour, holiday periods, etc).
- Consulting with crews and supervisors to check the 'draft' rounds for achievability and logic (for example to spot access details, to challenge geographical splits, to check total property numbers), and making subsequent changes.
- Resource planning for the lead-up and immediate delivery of day changes, including extra vehicles, drivers and loaders, and options to borrow supervisors from Streets and Open Spaces.
- Planning communications for residents using multiple media, including bespoke approaches to the different geographies and therefore different sets of issues. For example use of village signs and leaflets in SCDC, use of individual letters to residents of houses in City, use of corporate magazines in both.
- Consulting members of SCDC and CCC on planned changes and options for communications to residents (written briefings and face to face opportunities, December 2016).
- Briefing crew members on the lead-up to day changes and working with them on ensuring bin codes and keys for bin stores were transferred to new rounds.

The final 320 rounds are arranged in collection zones which have clearer round boundaries between collection days, and collection areas more logically grouped together. This means that crews are closer to each other and can work across rounds when necessary, and as new developments come on-line we can include

these in existing or new rounds more easily. They are also optimised for driving time, so for example on a Friday more bins are collected in the north of the City, which reduces driving time as crews are working closer to the depot and tipping site at Waterbeach. A prerequisite was that residents had one bin day, which did not change whether we operate week 1 or week 2 of the cycle.

2

### **New Combined Collection Days and % properties unchanged**



The design was also intended to lead to more balanced rounds for the collection crews, as evolution of rounds over time had led to a position where some were and some were not achievable within a normal working day. Minimising unplanned (and unwanted) requirements for overtime remains an important aim for the Service and is important for crew members' safety and wellbeing in what is a physically demanding job in a dangerous working environment.

The rounds operate on a two week cycle, with residents having domestic refuse (black bins) collected one week, and blue and green bins the next.

#### **4.0 Go-live phase**

The communications plan went live from December 2016, once the day changes had been signed off. This was dictated by lead-in times for Parish magazines, printing of leaflets, letting contracts for letter delivery and so on. Communications were delivered as originally planned, with additional opportunities to raise awareness taken where possible and feedback from councillors acted on.

The operational phase started two weeks before day changes, when extra vehicles were deployed to clear recycling points and some flat stores in advance of the changes (particularly in areas where the gap between collections was likely to lead residents to have excess waste).

In addition the keys and codes for bin stores were collected from the date of the last 'old' collection to redistribute them to the new rounds.

From February 23<sup>rd</sup> a daily 'situation reporting' phone conference was held between the Shared Waste Service teams, the customer service and communications teams, and senior staff. This ensured at one point in the day all teams shared their updates which enabled swift communication to residents of any problems in service, identified any ways of working across the teams which could be improved, and highlighted what was going well and could be fed back to teams.

From 27<sup>th</sup> February (when new rounds went live) feedback from crews (from in-cab devices and round sheets) was collated to get quick indications of numbers of houses presenting bins of the right colours on the right days. This quickly showed that residents had responded well to the communications campaign and knew which colours to present when.

Because some sequences were changed, and some crews had entirely new rounds to learn, it meant that the first 4 weeks of weight and round duration data could not be relied on or used as the basis for any significant round changes. For example as part of the planned changes, some residents would not be asked to present a bin for 3 weeks, and others presented the same colour on two consecutive weeks, as sequences changed. This affects weights of refuse and recycling collected for that round, and so the time it takes to complete. However during these first weeks we could learn from crews what they felt would and would not work, and spotted some smaller anomalies in rounds which could easily be corrected with no impact for residents.

Call volumes – customer service centres at SCDC and City handled their largest call volumes during week 2. Measured as a % increase on the baseline week (2 weeks before the changes), City took 300% more calls (1168 calls) and SCDC 200% (815 calls). These calls also included routine calls (such as extra bin requests, and calls for Streets and Open Spaces), but the day changes are assumed responsible for the increases.

Problems identified in the first few weeks included:

- Some missing 'collect and return' or 'assisted collection' addresses. The majority of these addresses were up to date in the in-cab displays used in most vehicles. However, those added since May 2106 (the data of the modelling data cut) were on manual lists and could be more easily missed. Also the hired extra vehicles which helped crews out where necessary do not have the in-cab technology, and crews did not always exchange this information. Where these were missed, their re-collection was prioritised as these residents can be the most vulnerable. Crews were reminded of those which had been missed. We created an A-Z of these addresses.



- Collections from flats:
  - Making the collection on the due date – the round dedicated to many of the City centre flats is large and had many changes. We felt this may need adjusting, and there was the option to swap some bins onto nearby domestic rounds, but that the new round should be tested. The round did not get completed on all days and in high volume stores these delays could quickly cause problems such as backed-up chutes. In week 2 we worked with City Housing team to direct extra crews to problem areas to minimise the impact on residents.
  - Communications - in addition we had not issued communications to flat residents on their collection days as experience told us the majority of residents were not aware of or particularly interested in the collection day as long as capacity was available. Because we did not always clear the flats on the due date, and as residents did not always know which day we were coming, calls to the call centre increased and complaints were made.
  - Access – over the years and with limited authority over the issue we have seen a proliferation of different bin stores use different means of securing access (keys, electronic fobs, codes). As the dedicated crews for flats have not always been the crew attending, ensuring the right means of access has not always been possible. We are working with planning colleagues and housing agents to try and ensure this problem does not continue in future. We will also look into changing locks and standardising codes where they are already in place; this would be a major project and would have cost implications for the Service and possibly for managing agents so will not be an overnight solution. However, it would make the collection operations easier and more flexible in future, with advantages for residents and the Service alike.
  - Updating changes – where we have moved flat collection onto different rounds, this data has not yet been updated onto the in-cab units so we rely on crews using rounds sheets as a prompt to collect. This problem was not anticipated; the combining of SCDC and CCC data into one updated data set has not been completed before and has been problematic. We now have the software companies work with us on a solution to go live in June, after which we will also invest in the data processing needed to get flat postcodes on the bin day search web sites that currently do not host them.
- Some of these problems for flats could have been pre-empted and while we would not undertake the initial round planning differently, we would involve more crew members in a different way looking at draft rounds (around 15% of crew members commented this time); we would involve different team members involved in new-builds and flats earlier in the process; we would have communicated directly to residents of flats, even if we could not have specified a set day from the outset.

- Differences in crew approach. Some residents fed back that bins were not left in the same places; that some food caddies were being rejected for contamination through use of liners which had previously been accepted; that recycling contamination was now being reported, and so on. The differences in crew members spotting and refusing bins (as we request) has been highlighted. We have explained to residents affected that we have not changed policy but we are now working to it. We are also revisiting to collect contaminated bins on the first occasion whenever possible. We have clarified some of the web content on caddy liners. We raise issues with crews when necessary.

## **5.0 Outcomes to date**

This is a major operational change project which has had both predictable and unexpected outcomes, many positive and some negative. Key criteria for the changes were to:

- Minimise the impact for residents
- Ensure residents who present their own bins or who have an assisted collection have one bin day (eg Tuesday week 1 and Tuesday week 2)
- Minimise any subsequent day changes
- Rectify any problems within normal service periods
- Deliver the project to time and budget

During the first fortnight there were 2 key priorities – to ensure residents knew which bins to present on which days and to collect the bins as planned. The communications were very successful - only a few hundred addresses presented the wrong bins and the various media used (at an average cost of 13p per household in SCDC and 32 p per household in City) reached a wide and diverse target audience.

Since 27<sup>th</sup> February (to 26/05/17) 98.03% of bins have been collected as planned. Each week the Service aims to collect between 155,000 bins (week 1) and 153,000 bins (week 2). The most challenging week was the second week of day changes; 94.21% were collected as planned, and all collections were badly affected on 2 days by problems on the A10 (unplanned roadworks and a fatal accident). The overall trend is encouraging; we can see more rounds being achieved in full and dips in performance are linked to unusual but unavoidable operational issues such as 3 vehicle breakdowns (week 12), and staff absence (week 14) and the knock-on impacts of these. Our KPI remains 99.95% of collections completed as planned, so we are not yet back to achieving that. 100% is rarely achieved; human error is inevitable and vehicle and traffic problems do happen. In the 6 weeks leading up to day changes, vehicle problems and resurfacing affected collections from over 80 streets (64 on one day due to failure of one vehicle).

Missed bins are categorised as either due to missed streets (a round did not complete as it was out of time / out of capacity) or individual missed bins (where the street was visited but that property was unintentionally missed). Within the statistics reported below some bins may have been counted twice (an individual bin is logged as missed by a resident before it is known that the street was entirely missed). Numbers of bins are reported as 240 litre equivalents; these are not necessarily individual households but better reflect the impact on residents as, for example, one missed block of flats is represented by 10 x 240 litre equivalents rather than one missed bin. This period includes Easter and May Bank Holiday.

<b>Week</b>	<b>% collected as planned</b>	<b>City total missed</b>	<b>City individual missed</b>	<b>SCDC total missed</b>	<b>SCDC individual missed</b>
1	98.61	1495	371	659	219
2	94.21	7021	366	1843	348
3	97.66	2997	276	641	291
4	95.85	5384	250	970	253
5	97.89	2530	183	752	289
6	96.49	2862	202	2520	341
7	97.35	2647	198	609	276
8	99.45	466	177	368	179
9	99.14	1293	219	526	335
10	99.55	484	156	203	184
11	99.77	165	165	188	188
12	98.4	2259	166	195	180
13	99.59	444	106	203	193
14	97.48	3644	138	215	182
15	98.18	2274	172	553	201

Week 15 ended 09/06/17; this is the latest available data on finalising this report.

When reported missed, the majority of missed bins were collected within a 4 day period (this was extended from the CCC normal 3 day period for a number of weeks).

Some resident reported difficulties getting through to the City customer call centre. Overall service was good, with the average voice call wait time for the period 1<sup>st</sup> March to 31<sup>st</sup> May being 1 minute 17 seconds. Other statistics for the period include:

Voice (calls):

- Maximum wait time: 11mins 44secs
- Answer rate: 83.5% (KPI 90%)
- Abandon Rate: 16.5%

Callbacks:

- Average wait time for a callback: 55 min 37secs (KPI 24 hours)

E-mails:

- Average wait time for an e-mail response: 5 hours 5 secs (KPI 4 hours).

Residents of individual properties do have consistent collection days. Residents in flats do not all have consistent collection days; changes are still being made to the flat / domestic rounds to balance them, and it may be that these are not all consistent in future.

Excluding flats, fewer than 300 addresses out of 121,000 have had a further day change, and this has often been in response to suggestions made by residents, for example in an area where bins are presented on different streets to their postal address, and where access is easier from a different route which is collected on a different day.

In addition to the early issues raised, a problem emerged with some repeatedly missed individual bins. These are not routinely flagged using either of the 2 customer reporting systems and after feedback from complaints and from customer service centre call handlers, data was extracted from SCDC systems and logged at CCC call centre to start to pick up on these very specific repeat problems. A log is held of these addresses and team managers and crews are reminded of frequently missed addresses on a daily basis for those collections due that day. We do recognise that the problem was in part caused by our use of the extra vehicles and crews to 'catch up' on missed streets and individual missed bins. The latter tend only to be repeatedly missed if there is a problem (visibility, access, etc) which the regular crew needs to be aware of and learn from. If alternative crews are visiting properties then the learning has not necessarily passed on. In these cases supervisors are meeting crews on site or using digital mapping and imagery to illustrate the issues.

In 2014 it was envisaged that the day change project would be delivered in early 2016. In October 2016 the indicative date for changes was February 2017, and that was achieved. The communications budget for the work was revised and agreed at £30k and this was underspent by £4k.

Data on other Local Authority refuse change projects is not generally widely circulated or promoted; from the past experience of the two authorities on smaller change projects these collection rates are high and the vast majority of residents have continued to review a good service throughout.

## 6.0 Ongoing activity

Operational work on improving rounds is ongoing. On a daily basis team managers track the progress of rounds and send early completing crews to assist where possible; we also aim to minimise the repeat of missed streets by asking crews to start in different locations. We are issuing drivers with detailed maps and reminders of individual repeat missed bins and keep this under review; supervision of crews on the road is also increasing.

In terms of project work:

- In the Chesterton / Kings Hedges / Arbury area we have moved streets to different rounds to make them more balanced.
- We have changed drivers on some rounds to see if different experience and approaches will make a difference. We will continue to swap drivers to test achievability of rounds.
- We ask crews for feedback and have made smaller changes to make logistics and timings easier.
- Earlier problems with completing collections at flats have largely been resolved as these rounds were altered with input from crew members; we are now reviewing the vehicles needed on an ongoing basis.
- We are analysing the results of the 'meaningful' round data (week 6 onwards, durations, number of tips and weights collected).
- As planned, some further changes to rounds will be made based on how they are operating; we will be using internal and external support to review this. Areas we are looking at include Trumpington Meadows and Clay Farm (blue and green), Paragon Estate, Chesterton (domestic), Queen Ediths / Hills Road (green and blue), Sawston (SCDC) (green and blue).
- Based on crew feedback, missed bins and resident feedback we will continue to identify any odd spots where changing the day for a few addresses will solve problems.
- We have our 3 software suppliers supporting us on data changes and getting us ready for an update to the in-cab data which crews see; this will also update latest new builds to the rounds.
- This data set will then also be used to update web sites so residents have access to the full updated data set.
- Collect and returns (or 'assisted collections') and flats remain high priority to prevent repeated missed bins.
- While we are not using spare vehicles every day, we will keep these available while we make further changes to ensure we have resources available if needed; we will continually review the need for spare vehicles and remove them as soon as possible.

- The costs of additional vehicles and crew members is being collated to ensure the overall project cost is accounted for outside ongoing operational costs and savings / cost mitigation is understood.
- We have run one of two planned lessons learnt sessions with project team members and others (within and outside the Waste Service) to capture feedback and learning. The evaluation report from both sessions will feed into the next review phase.

## **7.0 Recommendations**

That we present further analysis to the Waste Board in 3 months (costs, wider lessons learnt feedback, webaspex modelling review results, summary of complaints and commendations).

That the learning points below, which represent a selection of those logged to date, are adopted or avoided in future change projects.

### **Adopt:**

- Varied and bespoke approaches to resident communications –this worked very well.
- Standardised project management approach from the start.
- Alternative approaches to crew consultation – maps were not suitable for all. Take more crew members off rounds to support the work.
- ‘Walk through’ week 1 to pre-empt some of the logistical issues that could have been foreseen.
- Wider stakeholder group eg housing, colleges, which may have picked up flats issues and challenged our assumptions.
- Involve a 3CICT and Northgate rep from the start.
- We took on extra resources to support changes; we supported our crews and residents this way and would do it again.

### **Avoid:**

- Testing the current software integration now (not possible before go-live but not ideal afterwards).
- Doing day changes before software changes (necessary as these may not happen for another year, but not ideal).
- Missing the learning loop on missed individual bins; involve the regular crews from the start.

Jane Hunt  
**Interim Head of Service**  
 June 2017



To Executive Councillor for Environmental Services & City Centre  
Report by Chief Executive, Strategic Directors and Head of Finance  
Relevant Scrutiny Environment 27 June 2017  
Committee

### **2016/17 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Environmental Services & City Centre Portfolio**

#### **Key Decision**

#### **1. Executive summary**

1.1 This report presents, for the Environmental Services & City Centre Portfolio :

- a) A summary of actual income and expenditure compared to the final budget for 2016/17 (outturn position)
- b) Revenue and capital budget variances with explanations
- c) Specific requests to carry forward funding available from budget underspends into 2017/18.

#### **2. Recommendations**

The Executive Councillor is recommended to request that the Executive Councillor for Finance and Resources, at the Strategy and Resources Scrutiny Committee on 3 July 2017, approves the following:

- a) Carry forward requests of £394k capital resources from 2016/17 to 2017/18 to fund rephased net capital spending, as detailed in **Appendix D**.

### 3. Background

#### Revenue Outturn

- 3.1 The overall revenue budget outturn position for the Environment & Waste Portfolio is given in the table below. Detail, by service grouping, is presented in **Appendix A**.

2015/16 £'000	Environmental Services & City Centre Portfolio Revenue Summary	2016/17 £'000	% Final Budget
7,823	Original Budget	4,249	97.9
96	Adjustment – Prior Year Carry Forwards	0	-
(7)	Adjustment – Service Restructure Costs	(20)	(0.4)
0	Adjustment – Earmarked Reserves	0	-
5	Adjustment – Capital Charges	110	2.5
45	Adjustment – Central & Support reallocations	0	-
0	Other Adjustments	0	-
7,962	Final Budget	4,339	100.0
7,728	Outturn	4,511	103.9
<b>(234)</b>	<b>(Under) / Overspend for the year</b>	<b>172</b>	<b>3.9</b>
0	Carry Forward Requests	0	0
<b>(234)</b>	<b>Resulting Variance</b>	<b>172</b>	<b>3.9</b>

- 3.2 **Appendix A** shows original and final budgets for the year (with the movements summarised in the above table) and compares the final budget with the outturn position for this Portfolio for 2016/17. The original revenue budget for 2016/17 was approved by the Executive Councillor for Environmental Services & City Centre (formerly Environment & Waste) on 12 January 2016.
- 3.3 **Appendix B** provides explanations of the main variances.
- 3.4 **Appendix C** lists revenue carry forward requests for which there are none for this portfolio.



## Capital Outturn

- 3.5 The overall capital budget outturn position for the Environmental Services & City Centre Portfolio is given in the table below. **Appendix D** shows the outturn position by scheme and programme with explanations of variances.

2015/16 £'000	Environmental Services & City Centre Portfolio Capital Summary	2016/17 £'000	% Final Budget
1,566	Final Budget	1,140	100.0
1,186	Outturn	739	64.8
<b>(380)</b>	<b>Variation - (Under)/Overspend for the year</b>	<b>(401)</b>	<b>(35.2)</b>
418	Rephasing Requests	394	34.6
<b>38</b>	<b>Variance</b>	<b>(7)</b>	<b>(1.8)</b>

## 4. Implications

- 4.1 The net variance from the final budget (see above), would result in an increased use of General Fund reserves of £172k.
- 4.2 A decision not to approve a carry forward request may impact on officers' ability to deliver the service or scheme in question and this could have staffing, equality and poverty, environmental, procurement, consultation and communication and/or community safety implications.

## 5. Background papers

- Closedown Working Files 2016/17
- Directors' Variance Explanations – March 2017
- Capital Monitoring Reports – March 2017
- Budgetary Control Reports to 31 March 2017

## 6. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Authors' Names: Karen Whyatt; Jackie Collinwood  
Authors' Phone Numbers: 01223 - 458145; 01223 - 458241  
karen.whyatt@cambridge.gov.uk  
Authors' Emails: jackie.collinwood@cambridge.gov.uk

## Environmental Services &amp; City Centre Portfolio / Environment Scrutiny Committee

## Revenue Budget 2016/17 - Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Forward Requests - see Appendix £	Net Variance £
<b>Environment - Environmental Health</b>						
Control of Disease	119,750	126,010	99,114	(26,896)	0	(26,896)
Out of Hours	151,920	145,660	143,030	(2,630)	0	(2,630)
Scientific Team	421,050	421,050	417,984	(3,066)	0	(3,066)
Food and Occupational Safety	478,890	453,560	462,711	9,151	0	9,151
Enforcement	203,500	203,500	177,030	(26,470)	0	(26,470)
Residential Statutory Notice	73,150	73,150	69,707	(3,443)	0	(3,443)
Food & Occupation - Income Generation	(8,840)	0	0	0	0	0
Enforcement - Income Generation	(8,240)	0	0	0	0	0
Cambridge University Funded EHO post	0	0	8,764	8,764	0	8,764
	<b>1,431,180</b>	<b>1,422,930</b>	<b>1,378,340</b>	<b>(44,590)</b>	<b>0</b>	<b>(44,590)</b>
<b>Environment - Licensing</b>						
Liquor Licensing	(1,870)	(1,870)	(27,268)	(25,398)	0	(25,398)
Gambling Act	0	0	0	0	0	0
Miscellaneous Licensing	0	0	0	0	0	0
Private Hire Vehicles	0	0	0	0	0	0
Taxis	0	0	0	0	0	0
	<b>(1,870)</b>	<b>(1,870)</b>	<b>(27,268)</b>	<b>(25,398)</b>	<b>0</b>	<b>(25,398)</b>
<b>Environment - Streets and Open Spaces</b>						
Control of Dogs	91,110	81,110	82,652	1,542	0	1,542
	<b>91,110</b>	<b>81,110</b>	<b>82,652</b>	<b>1,542</b>	<b>0</b>	<b>1,542</b>
<b>Environment - Waste &amp; Recycling</b>						
Trade Refuse	(515,180)	0	0	0	0	0
Trade Waste Bulky Collections	15,330	0	0	0	0	0
Waste Collection	2,678,410	2,723,610	3,004,557	280,947	0	280,947
Commercial Waste	0	(445,250)	(465,124)	(19,874)	0	(19,874)
Waste Policy	218,110	241,450	123,276	(118,174)	0	(118,174)
	<b>2,396,670</b>	<b>2,519,810</b>	<b>2,662,709</b>	<b>142,899</b>	<b>0</b>	<b>142,899</b>
<b>Environment - Garage and Fleet Services</b>						
Fleet Direct	0	0	0	0	0	0
Garage External Work	(73,980)	(63,400)	115,364	178,764	0	178,764
	<b>(73,980)</b>	<b>(63,400)</b>	<b>115,364</b>	<b>178,764</b>	<b>0</b>	<b>178,764</b>
<b>Environment - Service &amp; Dept Management</b>						
Environmental Health Operational Support	430,450	401,580	370,268	(31,312)	0	(31,312)
	<b>430,450</b>	<b>401,580</b>	<b>370,268</b>	<b>(31,312)</b>	<b>0</b>	<b>(31,312)</b>
<b>Environment - Tourism and City Centre Management</b>						
Tourism	320,170	245,610	222,397	(23,213)	0	(23,213)
Package Tour Scheme	70,830	70,830	72,120	1,290	0	1,290
Mill Road Partnership		29,240	31,123	1,883	0	1,883
Chesteron Coordinator		45,320	40,664	(4,656)	0	(4,656)
Markets	(415,930)	(412,070)	(437,219)	(25,149)	0	(25,149)
	<b>(24,930)</b>	<b>(21,070)</b>	<b>(70,915)</b>	<b>(49,845)</b>	<b>0</b>	<b>(49,845)</b>
<b>Total Net Budget</b>	<b>4,248,630</b>	<b>4,339,090</b>	<b>4,511,150</b>	<b>172,060</b>	<b>0</b>	<b>172,060</b>

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted

and are detailed and approved:

- in the January committee cycle (as part of the Budget-Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium-Term Financial Strategy, MTFS)
- via technical adjustments/virements throughout the year

## Environmental Services &amp; City Centre Portfolio / Environment Scrutiny Committee

Revenue Budget 2016/17 - Major Variances  
from Final Revenue Budgets

Cost Centre	Reason for Variance	Amount £	Contact
	<b>Environment - Environmental Health</b>		
Control of Disease	Variance due to staffing shortages with a Pest Control Officer post vacant for 6 months. Post now recruited to.	(26,896)	Karen O'Connor
Enforcement	Variance due to staffing shortages and combining manager posts.	(26,470)	Karen O'Connor
	<b>Environment - Licensing</b>		
Liquor Licensing	Variance due to staff changes and shortages and combining manager posts.	(25,398)	Karen O'Connor
	<b>Environment - Waste and Recycling</b>		
Waste Collection	The waste collection and policy cost centres have a total £163k overspend for the year. This equates to 6.4% of the budget for those two cost centres. The overspend is due to the delay in implementing the second phase of the shared waste service restructure. Implementation costs of this restructure amounting to £76k are included in the overspend and it was expected that these costs would be recovered through savings achieved by the round routing and additional staff restructure. The costs and allocations of the 2016-17 figures are to be reviewed and if any adjustment is necessary then this will be adjusted in the 2017-18 accounts.	280,947	Suzanne Hemingway
Waste Policy	See Waste Policy above	(118,174)	Suzanne Hemingway
	<b>Environment - Garage and Fleet Services</b>		
Garage External Work	The garage move to Waterbeach planned for April 2016 was delayed until late September 2016. This resulted in a delay in setting up external maintenance contracts and resulted in an underachievement of income of £175k for external work.	178,764	David Cox
	<b>Environment - Service and Departmental Management</b>		
Environmental Health Operational Support	Due to increase in income from Training courses delivered by Environmental Health	(31,312)	Yvonne O'Donnell
	<b>Environment - Tourism and City Centre Management</b>		
Tourism	Budget for rent income was incorrect for 2016-17	(23,213)	Joel Carre
Markets	Reduced estate maintenance and waste collection costs, together with increased income from the new market toll pricing structure (brought in after the budget was set)	(25,149)	Dan Ritchie
<b>Other</b>		(11,039)	-
<b>Total</b>		<b>172,060</b>	

**Environmental Services & City Centre Portfolio / Environment Scrutiny Committee****Revenue Budget 2016/17 - Carry Forward Requests**

Request to Carry Forward Budgets from 2016/17 into 2017/18

Item	Reason for Carry Forward Request	Amount £	Contact
	No carry forwards are requested for this portfolio		
	<b>Total Carry Forward Requests for Environmental Services &amp; City Centre Portfolio / Environment Scrutiny Committee</b>		

## Environmental Services &amp; City Centre Portfolio / Environment Scrutiny Committee

## Capital Budget 2016/17 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2016/17 £000	Final Budget 2016/17 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC540	Electronic Market Management Software	Dan Ritchie	2	2	2	0	0	0	Project complete
SC588	NW Cambridge Development Underground Collection Vehicle	Jane Hunt	265	265	265	0	0	0	The vehicle is undergoing testing at the moment in order that collections can commence in June 2017
SC607	Fleet Maintenance & Management Service at Waterbeach	David Cox	91	91	91	0	0	0	Project Complete
SC609	Electric Pest Control Van	Y O'Donnell	22	22	15	(7)	0	(7)	Project complete
SC636	Management of Waste Compound - Vehicle	Don Blair	165	165	0	(165)	165	0	Project delayed due to H&S and re-location
<b>Total Projects</b>			<b>545</b>	<b>545</b>	<b>373</b>	<b>(172)</b>	<b>165</b>	<b>(7)</b>	
PR017	Vehicle Replacement Programme	David Cox	349	349	239	(110)	110	0	Manufacturer delays resulting in vehicle deliveries in 2017-18
PR028	Litter Bin Replacement Programme	Anthony French	91	91	91	0	0	0	Project Complete - No further spend
PR035	Waste & Recycling Bins - New Developments (S106)	Jane Hunt	155	155	36	(119)	119	0	The provision of bins is at a lower level than that which was previously predicted based on the phasing of the new developments of housing
<b>Total Programmes</b>			<b>595</b>	<b>595</b>	<b>366</b>	<b>(229)</b>	<b>229</b>	<b>0</b>	
									0

## Environmental Services &amp; City Centre Portfolio / Environment Scrutiny Committee

## Capital Budget 2016/17 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2016/17 £000	Final Budget 2016/17 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
<b>Total for Environmental and Waste Services Portfolio</b>			750	1,140	739	(401)	394	(7)	

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium-Term Financial Strategy, MTFS)
- in the January committee cycle (as part of the Budget-Setting Report, BSR)



To Executive Councillor for Planning, Policy & Transport  
Report by Chief Executive, Strategic Directors and Head of Finance  
Relevant Scrutiny Environment 27 June 2017  
Committee

### **2016/17 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Planning, Policy & Transport Portfolio**

#### **Key Decision**

#### **1. Executive summary**

1.1 This report presents, for the Planning, Policy & Transport Portfolio :

- a) A summary of actual income and expenditure compared to the final budget for 2016/17 (outturn position)
- b) Revenue and capital budget variances with explanations
- c) Specific requests to carry forward funding available from budget underspends into 2017/18.

#### **2. Recommendations**

The Executive Councillor is recommended to request that the Executive Councillor for Finance and Resources, at the Strategy and Resources Scrutiny Committee on 3 July 2017, approves the following:

- a) Carry forward request for £11,230 revenue funding from 2016/17 to 2017/18, as detailed in **Appendix C**.
- b) Carry forward requests of £3,096k capital resources from 2016/17 to 2017/18 to fund rephased net capital spending, as detailed in **Appendix D**.

### 3. Background

#### Revenue Outturn

- 3.1 The overall revenue budget outturn position for the Planning Policy & Transport Portfolio is given in the table below. Detail, by service grouping, is presented in **Appendix A**.

2015/16 £'000	Planning Policy & Transport Portfolio Revenue Summary	2016/17 £'000	% Final Budget *
(118)	Original Budget	(562)	-
82	Adjustment – Prior Year Carry Forwards	45	-
(7)	Adjustment – Service Restructure Costs	(104)	-
0	Adjustment – Earmarked Reserves	0	-
0	Adjustment – Capital Charges	0	-
14	Adjustment – Central & Support reallocations	0	-
0	Other Adjustments	0	-
(29)	Final Budget	(621)	-
(974)	Outturn	(934)	-
<b>(945)</b>	<b>(Under) / Overspend for the year</b>	<b>(313)</b>	-
45	Carry Forward Requests	11	-
<b>(900)</b>	<b>Resulting Variance</b>	<b>(301)</b>	-

\*As the net budget is small due to spend and income budgets being netted off, percentages are not a useful indicator.

- 3.2 **Appendix A** shows original and final budgets for the year (with the movements summarised in the above table) and compares the final budget with the outturn position for this Portfolio for 2016/17. The original revenue budget for 2016/17 was approved by the Executive Councillor for Planning Policy & Transport on 12 January 2016.
- 3.3 **Appendix B** provides explanations of the main variances.
- 3.4 **Appendix C** lists revenue carry forward requests.



## Capital Outturn

- 3.5 The overall capital budget outturn position for the Planning Policy & Transport Portfolio is given in the table below. **Appendix D** shows the outturn position by scheme and programme with explanations of variances.

2015/16 £'000	Planning Policy & Transport Portfolio Capital Summary	2016/17 £'000	% Final Budget
7,393	Final Budget	6,388	100.0
979	Outturn	3,151	49.3
<b>(6,414)</b>	<b>Variation - (Under)/Overspend for the year</b>	<b>(3,237)</b>	<b>(50.7)</b>
6,305	Rephasing Requests	3,096	48.5
<b>(109)</b>	<b>Variance</b>	<b>(141)</b>	<b>(2.2)</b>

## 4. Implications

- 4.1 The net variance from the final budget (see above), would result in a decreased use of General Fund reserves of £301k.
- 4.2 A decision not to approve a carry forward request may impact on officers' ability to deliver the service or scheme in question and this could have staffing, equality and poverty, environmental, procurement, consultation and communication and/or community safety implications.

## 5. Background papers

- Closedown Working Files 2016/17
- Directors' Variance Explanations – March 2017
- Capital Monitoring Reports – March 2017
- Budgetary Control Reports to 31 March 2017

## 6. Inspection of papers

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Authors' Phone Numbers: 01223 - 458141; 01223 – 458241; 01223-458145  
chris.humphris@cambridge.gov.uk  
Authors' Emails: jackie.collinwood@cambridge.gov.uk  
karen.whyatt@cambridge.gov.uk

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## Planning, Policy &amp; Transport / Environment Scrutiny Committee

## Revenue Budget 2016/17 - Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
<b>Environment - Parking Services</b>						
Car Parks	(3,354,850)	(3,354,520)	(3,718,692)	(364,172)	0	(364,172)
Shopmobility	158,280	158,280	144,127	(14,153)	0	(14,153)
	<b>(3,196,570)</b>	<b>(3,196,240)</b>	<b>(3,574,565)</b>	<b>(378,325)</b>	<b>0</b>	<b>(378,325)</b>
<b>Environment - Planning</b>						
Concessionary Fares	0	0	259	259	0	259
Building Control Fee Earning	0	0	0	0	0	0
Building Control Other	197,750	197,750	258,134	60,384	0	60,384
City Development	620,410	586,660	757,025	170,365	0	170,365
Considerate Contractors Scheme	0	0	96	96	0	96
3C Building Control	(1,610)	(1,610)	0	1,610	0	1,610
Cambridge University Contract	0	0	36,942	36,942	0	36,942
New Neighbourhoods	0	0	0	0	0	0
Planning Policy	563,540	566,340	561,052	(5,288)	0	(5,288)
Urban Design & Conservation	529,170	549,170	486,886	(62,284)	11,230	(51,054)
Public Transport Subsidy	134,620	134,620	139,051	4,431	0	4,431
Taxicard Service	118,260	118,260	71,149	(47,111)	0	(47,111)
Transport Initiatives for the Disabled	43,790	43,790	41,882	(1,908)	0	(1,908)
	<b>2,205,930</b>	<b>2,194,980</b>	<b>2,352,476</b>	<b>157,496</b>	<b>11,230</b>	<b>168,726</b>
<b>Environment - Streets and Open Spaces</b>						
Bus Shelters	13,750	0	0	0	0	0
Street Name Plates	22,170	0	0	0	0	0
Highways Schemes General	93,860	93,860	90,958	(2,902)	0	(2,902)
Walking & Cycling Strategy	13,710	0	0	0	0	0
Flood Risk Management	141,100	161,000	146,310	(14,690)	0	(14,690)
	<b>284,590</b>	<b>254,860</b>	<b>237,268</b>	<b>(17,592)</b>	<b>0</b>	<b>(17,592)</b>
<b>Environment - Director &amp; Business &amp; Information Service (BIS)</b>						
Urban Growth Project Management	143,760	125,190	51,093	(74,097)	0	(74,097)
	<b>143,760</b>	<b>125,190</b>	<b>51,093</b>	<b>(74,097)</b>	<b>0</b>	<b>(74,097)</b>
<b>Total Net Budget</b>	<b>(562,290)</b>	<b>(621,210)</b>	<b>(933,728)</b>	<b>(312,518)</b>	<b>11,230</b>	<b>(301,288)</b>

Changes between original and final budgets may be made to reflect: and are detailed and approved:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted
- in the January committee cycle (as part of the Budget-Setting Report)
- in the June/July committee cycle (outturn reporting and carry forward request)
- in September (as part of the Medium-Term Financial Strategy, MTFs)
- via technical adjustments/virements throughout the year

## Planning, Policy & Transport / Environment Scrutiny Committee

### Revenue Budget 2016/17 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
	<b>Environment - Parking Services</b>		
Car Parks	Overachievement of income against budget & underspend on expenditure.	(364,172)	Sean Cleary
	<b>Environment - Planning</b>		
Building Control Other	Overall costs of Building Control service have increased due to temporary staff being recruited to cover for vacancies together with the increased cost of an interim Head of Service	60,384	Stephen Kelly
City Development	Underachievement on fee income for Major Planning applications across both New Neighbourhoods (£188k) and City Development Management (£92k) teams. Costs of temporary staff to cover vacancies (£137k) offset by savings on staff costs arising from challenging recruitment environment (£273k).	170,365	Sarah Dyer
Cambridge University Contract	Due to income received in 2015/16 incorrectly allocated to that financial year. Contract commenced 26 February 2016 so only one month's income should have been incorporated.	36,942	Sharon Brown
Urban Design & Conservation	The most significant underspend is related to pay and associated costs due to the Urban Design & Conservation Manager post being vacant.	(62,284)	Jonathan Brookes
Taxicard Service	Underuse of current Taxicard vouchers by eligible customers	(47,111)	Sara Saunders
	<b>Environment - Director &amp; Business &amp; Information Service (BIS)</b>		
Urban Growth Project Management	Underspend relates primarily to (a) the vacant Corporate Growth Programme Manager post, and (b) the additional income from a successful claim of £54k Horizons grant for CGPM costs in 2014-15 and the draw-down of £19,000 of S106 monitoring.	(74,097)	Tim Wetherfield
<b>Other</b>		(32,545)	-
<b>Total</b>		<b>(312,518)</b>	

## Planning, Policy & Transport / Environment Scrutiny Committee

### Revenue Budget 2016/17 - Carry Forward Requests

Request to Carry Forward Budgets from 2016/17 into 2017/18

Item	Reason for Carry Forward Request	Amount £	Contact
<b>Planning</b>	To help resource the ongoing proactive conservation projects (Conservation Area Appraisal reviews / Management Plan), and to respond to a historic signage restoration request should one arise.	11,230	Christian Brady
	<b>Total Carry Forward Requests for Planning, Policy &amp; Transport / Environment Scrutiny Committee</b>	<b>11,230</b>	

Capital Budget 2016/17 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2016/17 £000	Final Budget 2016/17 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC570	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	Sean Cleary	17	17	5	(12)	12	0	3 year repair programme to maintain full operations up until redevelopment. As redevelopment has been delayed continuation of essential repairs are required, we are therefore requesting a roll over of capital funds into 17/18 in the event that further repairs are required prior to redevelopment in approx Feb 18.
SC571	Procurement of IT System to Manage Community Infrastructure Levy	Sara Saunders	20	20	0	(20)	20	0	Implementation contingent on adoption of Local Plan and subsequent adoption of Community Infrastructure Levy which process is separate from the Local Plan
SC590	Structural Holding Repairs & Lift Refurbishment - Queen Anne Terrace Car Park	Sean Cleary	299	299	51	(248)	248	0	5 year holding repair project, year 3 works ongoing. Currently planning year 4 works for summer 17. The underspend in 2017/18 will need to be rephased into the next financial year.
SC612	Car Parking Control Equipment at multi storey car parks	Sean Cleary	570	570	0	(570)	570	0	Car park equipment installation was programmed in for summer 16. Now delayed until summer 2017 due to on going negotiations with contractor. Spend on project to start in 17/18 with final retention payment due in 18/19. Rephase of the budget into 2017-18 is required.
SC622	Grafton East car park LED Lights	Sean Cleary	137	137	135	(2)	0	(2)	Project complete
SC631	Grand Arcade car Park LED Lights	Sean Cleary	194	194	192	(2)	0	(2)	Project complete
SC634	Grand Arcade and Queen Anne Terrace car parks sprinkler systems	Sean Cleary	0	0	1	1	(1)	0	Project not yet commenced. Work to take place summer 17.
SC623	Environment and cycling improvements in Water Street and Fen Road	A Wilson	50	50	0	(50)	50	0	Project substantially completed. Tree planting to complete Spring 2017. Final account to be agreed with lead authority County Council, and funds transferred.
<b>Total Projects</b>			<b>1,287</b>	<b>1,287</b>	<b>384</b>	<b>(903)</b>	<b>899</b>	<b>(4)</b>	
PV007	Cycleways	J Richards	324	324	12	(312)	312	0	Underspend in rolling programme of works due to saving made on reduced scope of improvements to Green Dragon footbridge arising from public consultation, and delay in bringing alternative schemes forward.

Capital Budget 2016/17 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2016/17 £000	Final Budget 2016/17 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PV018	Bus Shelters	J Richards	110	110	105	(5)	5	0	Final committed phase of city-wide bus shelter improvements nearing completion. Considering development of business case, for consideration by Executive Councillor, of a further phase of improvements to pick up some of the omissions and difficult locations thus far.
PV033B	Street Lighting	J Richards	81	81	76	(5)	5	0	City centre historic core and Kite area improvements' are substantially completed. Potential further utilisation of project saving under discussion with local members and Exec Cllr.
PV532	Cambridge City 20mph Zones Project	J Richards	186	186	201	15	0	15	Long term 5 year phased implementation project forecast to be completed late 2017. There is expected to be a saving on the overall project budget of £600k, with some costs accruing during 2017-18 as work is finalised and accounts agreed. Funding required for 2017-18.
PV549	City Centre Cycle Parking	J Richards	182	182	5	(177)	25	(152)	Underspend due to failure to reach agreement with Magistrates over expansion of Grand Arcade cycle park into their premises. Small scale additions to south of city centre being implemented Spring 2017.
PV594	Green Deal	Jo Dicks	2,510	2,510	1,963	(547)	547	0	Green Deal project now complete
PV595	Green Deal - Private Rental Sector	Jo Dicks	1,655	1,655	397	(1,258)	1,258	0	Green Deal project now complete
<b>Total Provisions</b>			<b>5,048</b>	<b>5,048</b>	<b>2,759</b>	<b>(2,289)</b>	<b>2,152</b>	<b>(137)</b>	
PR039	Minor Highway Improvement Programme	J Richards	53	53	8	(45)	45	0	Rolling programme of improvement works over a 4 year cycle up to 2018, with schemes identified on an annual basis via member engagement and delivery split between the City and County Councils. Final spend figures and contribution split up to 2016-17 to be agreed and appropriate recharges actioned (expecting £17k invoice from County Council imminently).
<b>Total Programmes</b>			<b>53</b>	<b>53</b>	<b>8</b>	<b>(45)</b>	<b>45</b>	<b>0</b>	
<b>Total for Planning Policy &amp; Transport Portfolio</b>			<b>6,388</b>	<b>6,388</b>	<b>3,151</b>	<b>(3,237)</b>	<b>3,096</b>	<b>(141)</b>	

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Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June/July committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium-Term Financial Strategy, MTFS)
- in the January committee cycle (as part of the Budget-Setting Report, BSR)



To: Executive Councillor for Planning, Policy & Transport (Labour Group)  
Report by: Head of Commercial Services  
Committee: Environment Scrutiny Committee **27/06/2017**  
Wards affected: All

## **AGENCY AGREEMENT BETWEEN CAMBRIDGE CITY COUNCIL AND CAMBRIDGESHIRE COUNTY COUNCIL TO ENFORCE PARKING RESTRICTIONS IN CITY COUNCIL CAR PARKS**

### **Key Decision**

#### **1. Executive summary**

The Executive Councillor is asked to

1. Authorise officers to negotiate and agree the terms and conditions of a new agency agreement between Cambridge City Council and Cambridgeshire County Council for the management of Civil Parking Enforcement in Cambridge

#### **2. Recommendations**

The Executive Councillor for Planning, Policy & Transport is recommended to:

- 2.1 Delegate authority to the Parking Services Commercial Operations Manager in consultation with the Executive Councillor, Head of Finance and the Head of Legal Practice to negotiate and agree the terms and conditions of a new agency agreement between Cambridge City Council and Cambridgeshire County Council to enforce parking restrictions in City Council car parks and parking spaces covered by the City of Cambridge (Off-Street Parking Places) Order 2017.

This delegated enforcement to include the recovery of penalty charges for a period of up to 5 years from 1 July 2017.

### 3. Background

- 3.1 The statutory powers for Cambridgeshire County Council to enforce parking restrictions are contained in The Traffic Management Act 2004 (TMA) and the regulations to bring the relevant sections into effect. The framework within which these powers are exercised is known as Civil Parking Enforcement (CPE).
- 3.4 The broader objective of CPE are to manage parking within a Civil Enforcement Area (CEA) to contribute to the Authorities traffic management objectives. Within the Cambridge CEA the objectives are to:
- Reduce congestion
  - Encourage correct, sensible and safe parking
  - Improve compliance with parking restrictions
  - Ensure designated parking spaces are used only by those they are intended for
  - Enable buses to operate more effectively
  - Improve air quality, health and the general environment for residents of and visitors to the City.
  - Reduce delays for emergency services resulting from inappropriate parking
  - Keep Cambridgeshire moving
- 3.5 The County Council has the powers to enforce restrictions in the off-street car parking that belongs to the City Council.
- 3.6 Since 2010, the County Council has enforced the City Council's parking restrictions in relation to its off-street parking as the Council's agent. It is intended to renew this arrangement and therefore to enable the County Council to operate those powers as its agent for the City under a new Agency agreement.
- 3.7 Section 19 (1) of the Local Government Act 2000 enables an a local authority, to arrange for the discharge of any functions that, under executive arrangements are the responsibility of the executive by another local authority or by the executive of another local authority. This may be done by an authority's executive, a committee or a member of the executive.



- 3.8 The Department for Transport's Operational Guidance to Local Authorities: Parking Policy and Enforcement on The Traffic Management Act 2004 emphasises the need for co-operation between district and county councils in delivering parking enforcement under CPE.

Sections 12.10 -12.14 of the guidance refers:

- 12.10** *The civil enforcement of off-street parking restrictions within CEAs reinforces the need for co-operation. The Secretary of State is aware that in most areas with two tiers of local government it is the district councils that own and operate most local authority off-street car parks. Where these districts also act as agent for their county, there should be significant efficiency gains in having a unified civil parking enforcement operation.*
- 12.11** *In some cases the county council carries out on-street parking enforcement directly and districts enforce off-street parking. This approach seems likely to be less efficient than having one enforcing authority. County councils may wish to consider allowing their districts to carry out on-street enforcement under agency agreements.*
- 12.12** *The county council would need to indicate in their application if it proposed to exclude some or all off-street car parks from the designation.order and use the RTRA 1984 for off-street enforcement. The Secretary of State will only consider allowing this in very exceptional circumstances. This is to make the new arrangements easier for the public to understand. It also helps make parking enforcement cost-effective by unifying restricted, permitted and off-street operations in the same area. The Secretary of State recommends that a CPE application is delayed if a district or borough is not prepared to include its off-street car parking within a CEA.*

- 3.9 The current Cambridge CEA includes all of the city's public off-street car parking.

## **4. Implications**

### **(a) Financial Implications**

A new agency agreement will be required to determine the costs and revenues resulting from civil parking enforcement activity within Cambridge City Council car parks. CPE is intended to be self-financing, or cost neutral, with the income from penalty charges paying for the enforcement of the parking regulations. A new agreement will need to include specific arrangements for dealing with surpluses and deficits resulting from enforcement activity, in order to minimise the financial risk to the City Council from parking enforcement activity.

### **(b) Staffing Implications**

None

### **(c) Equality and Poverty Implications**

No additional implications

### **(d) Environmental Implications**

No additional implications

### **(e) Procurement**

No additional implications

### **(f) Consultation and communication**

## **5. Background papers**

Traffic Management Act 2004 Operational Guidance to Local Authorities  
Local Government Act 2000

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Sean Cleary  
Author's Phone Number: 01223 - 458287  
Author's Email: sean.cleary@cambridge.gov.uk



To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe

Report by: Joint Director of Planning and Economic Development for Cambridge and South Cambridgeshire

Relevant scrutiny committee: ENVIRONMENT 27/06/17

Wards affected: Market, Castle, Newnham

### **Cambridge Historic Core Conservation Area Appraisal**

#### **Non-Key Decision**

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#### **1. Executive summary**

1.1 The report concerns the results of consultation on the review of the Cambridge Historic Core Conservation Area Appraisal. It sets out the consultation responses and proposes consequential amendments for the final document.

#### **2. Recommendations**

The Executive Councillor is recommended:

2.1 To approve the Cambridge Historic Core Conservation Area Appraisal review incorporating the amendments set out in the report appendices.

#### **3. Background**

3.1 The Conservation Area Appraisal covers the historic core area from Queens Road to Jesus Green and Parker's Piece. This report follows an initial report to the portfolio holder and Environment Scrutiny Committee followed by public consultation on the review of the Historic Core Conservation Area Appraisal carried out in 2016. Resident's groups, Colleges, public bodies, and other organisations were consulted over a six week period in February/March and the resultant detailed comments are set-out by respondent in appendix 1 of this report together with officer responses and proposed amendments to the appraisal.

Respondents included some fifteen individual residents, two residents associations, CPPF, Cambridge University, several colleges (often via agents), and Historic England. Respondent's comments are set out fully. Some - common to CPPF, FECRA and a particular resident have been combined in the interests of space and to avoid repetition.

- 3.2 Individual's or organisation's comments often covered multiple points and various sections of the Appraisal. They included detailed comments on the street-by-street analyses (these analyses look in detail at each street in the core area in alphabetical order). It was also noted that buildings that make a positive contribution to the conservation area - not only Listed buildings/BLIs are now shown on the street plans (as is generally the case with the City's other conservation area appraisal documents).
- 3.3 Officer amendments proposed in the appendices have made factual corrections where pointed out by respondents, and sought to clarify matters raised.
- 3.4 A notable amendment now proposed is the inclusion of a revised section on The Historical Development of Cambridge, taking into account the results of recent archaeological work in the city (see appendix 2).
- 3.5 The Appraisal is not intended to be the overarching strategy suggested by some respondents. Respondent's comments included that the Appraisal should consider strategic issues or threats; it should include a strategy to address the wider issues of growth and development facing the city and the city's environmental capacity; that it should include detailed consideration of trees, or a tree management strategy. Also, that the Appraisal should integrate with an update of the 2001 Open Space Conservation plans and that it should address eg the City Deal projects to build bus-lanes. Whilst officers acknowledge that such considerations can be flagged-up in the Appraisal, their substance must be dealt with by policy and strategies in a range of documents including the Local Plan and the a City Centre Public Realm Strategy/ Streets and Movement Strategy document proposed under draft policy 9 of the Cambridge Local Plan 2014 (Submission Plan). The Historic Core Appraisal's distinct role is to identify on the basis of the existing physical characteristics and historical background what is of 'special architectural or historic interest' within the historic core and warranting protection and enhancement.

- 3.6 It is also intended that a Conservation Area Management Plan will be brought forward to more fully discuss the impact of issues on the historic core and to formulate responses to some of the matters raised here by respondents.
- 3.7 In this context, the proposed amendments in the appendices to this report are to be incorporated within the Appraisal, and the finalised document published on the Council Website.

## **4. Implications**

### **(a) Financial Implications**

Preparation of the Appraisal and provision for public consultation was provided for within the Design & Conservation team's approved budget.

### **(b) Staffing Implications**

The Appraisal is within the existing approved Design & Conservation work programme and there are no additional staffing implications.

### **(c) Equality and Poverty Implications**

There are no direct equal opportunity implications arising from this report. The Appraisal is a descriptive report and does not make policy or change procedure or service delivery.

### **(d) Environmental Implications**

The Appraisal describes the built environment of the city centre as a benchmark for conservation. There is "nil" climate change rating intrinsic to the Appraisal document itself. Assignment of any positive or negative climate change impact would have to be related to Local Plan policy, and construction or development outcomes and these are outside the scope of this report.

### **(e) Procurement**

There are no direct procurement implications arising from this report.

(f) **Consultation and communication**

Consultation followed the established procedure for the series of Conservation Area Appraisals. A six week consultation period after which amendments were considered and the revised document reported back to Environmental Scrutiny for approval by the portfolio holder. A page covering the Historic Core Appraisal on the Council website was provided to link to the Appraisal review.

(g) **Community Safety**

There are no direct community safety implications arising from this report.

## **5. Background papers**

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

- Cambridge Historic Core Conservation Area Appraisal. Nov 2015  
<https://www.cambridge.gov.uk/historic-core-appraisal>

## **6. Appendices**

1. Table of comments and amendments.
2. Revised section "The Historical Development of Cambridge"

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name: C Brady  
Author's Phone Number: 01223 - 457160  
Author's Email: Christian.Brady@Cambridge.gov.uk

Chapters	Comments	Officer Response	Amendments
1. Introduction	<p><i>'Looking at your updated Historic Core Appraisal it is apparent that few if any of the discoveries of recent archaeological investigations have been incorporated and it almost entirely simply reiterates the earlier document. The area covered has been subject to numerous archaeological investigations undertaken in response to development under the auspices of the Cambridgeshire Historic Environment Team. The failure to take account of these means that the document is extremely outdated, flawed and misleading from an archaeological perspective'. (Resident)</i></p>	<p>New archaeological content has now been input from the County Archaeologist.</p>	<p>Replacement 2.2 "Historical Development of Cambridge".</p> <p>Outdated archaeological comment in the street sections &amp; 4.3 to be deleted.</p>
	<p><i>Trees and the environment also need to be high on the list as the present idea of 'public realm' appears to be removing large trees and green areas and replacing with small spaces of 'municipal' greenery' and putting trees into holes in pavements instead of in verges.</i></p> <p><i>Transport should also be part of the Historic Core Appraisal as it is the roads that are changing the environment as much as the huge house building and slow removal of mature trees. Wide roads do not fit into Cambridge and pressure needs to be put on the planners to stop the idea of roads before residents.(Resident)</i></p>	<p>Important trees and Tree Preservation Order blocks are noted on the Street analysis maps.</p> <p>Road widening is a not proposed in the historic core.</p>	
	<p><i>Views: Why are good and poor views no longer identified or described? Many informed observers and conservationists would argue that first-rate townscapes deserve protection as much as individual buildings.</i></p> <p><i>This is particularly important for a city such as Cambridge whose Historic Centre is mostly owned by the Cambridge Colleges all acting as individual property developers. The need to engage the Colleges and the University, the 'guardians' (or not), of this famous heritage city in discussion of what constitutes the city's best views and how to protect those views is crucial.</i></p> <p><i>In cases where assessment of street significance and importance have</i></p>	<p>Key views and poor views are actually still shown on the street analysis plans.</p> <p>The <i>Local Plan</i> policies including about: Areas Of Major Change; Responding to Context; and Tall Buildings are intended to guide developers as to where and what they can build.</p> <p>Assessment of street significance</p>	<p>Add text (as left hand column).</p>

	<p><i>changed why has there been no attempt to explain why this has occurred?</i></p> <p><i>The River: Why is there no evaluation of the River as an important cultural and national heritage asset across the whole Heritage Core Area? 4. There is no coherent consideration of the management of River and the Backs, no acknowledgement of the Backs Management Plans.</i></p> <p><i>Change since 2006 Appraisal: The Assessment needs at the very least to include an analysis of what has changed since the last Appraisal in 2006 , and an analysis of the changes, with management strategies showing how the Council working with Colleges, University and input from city residents, also key stakeholders, plans to tackle this.</i></p> <p><i>Architecture: Why are recent examples of good building and architecture not even picked up on?</i></p> <p><i>Large Plan: Why is there no plan of the whole Appraisal area to attempt to show the individual street appraisal areas coloured according to the assessment of their importance? 8. Without such a plan how can policy makers dealing with major development projects, and their settings or with the public realm possibly hope to assess the significance of the historic core as a whole as well as its individual parts?</i></p> <p><i>Strategic issues or threats: The 2016 draft fails to consider strategic issues</i></p>	<p>and importance has reflected for example, new development or additional information in the street text.</p> <p>The river is referred to in the Historical Development section and in relevant street sections such as Silver Street and Chesterton Road. However, a more general passage on its importance could be added.</p> <p>Changes are noted in various parts of the appraisal, but it is agreed that a summary of what has changed since the last Appraisal in 2006 could be added.</p> <p>Recent buildings are mentioned. Which buildings are good examples may be subjective.</p> <p>Such a plan would not be readable at the scale necessary to fit within the appraisal document. If necessary, composite plans of adjoining streets can be put together for sites that straddle two or more streets plans.</p> <p>Strategic issues and threats Short commentary to be added</p>	<p>Add text to 4.4.2 “The Backs and the River Cam”. Based on: The landscape setting and historical / cultural significance of the river corridor is a vital part of Cambridge’s character.</p> <p>New 1.6: “Change since the last Appraisal in 2006”. Based on: Completion of the Grand Arcade and Bradwell’s Court; relocation of University Departments; expansion of Old Addenbrookes; conversion of city centre buildings (eg banks) to college accommodation; changes in retail and A.3 character.</p>
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	<p><i>or threats. The 2006 Appraisal's Chapter 4 was headed "Key management issues". Failure to consider strategic issues and threats is deeply concerning for a world famous heritage city such as Cambridge which has been under such tremendous development for the last ten years or so.</i></p> <p><i>Impact on the public realm: There is no mention of the impact of development on the public realm. e.g. Parker's Piece and Victoria Avenue.</i></p> <p><i>Lack of retail diversity: There is a clone town like lack of retail diversity in the city centre, and squeezing out of the small independent shops that once gave this beautiful city such an individual character. Many stakeholders who love and enjoy Cambridge would welcome the opportunity that an appraisal like this gives to identify and evaluate such issues and to engage all stakeholders in that evaluation and discussion, including the College landowner 'guardians' of the Core Area whose commercial policies many believe have had such a detrimental effect on its retail diversity.</i></p> <p><i>What were the successes or failures of the 2006 Appraisal? How effective has that Appraisal been at preserving or enhancing the Conservation Area over the last ten years? As a minimum, the Appraisal should include an assessment of what has changed since the 2006 versions, together with an analysis of the issues driving this change and a new management plan showing how the Council intends to tackle them</i></p> <p><i>Assess the impact of environmental capacity: There is no attempt to assess the impact of environmental capacity yet most people would say that this is one of the major concerns for this city which can often seem full to bursting. The Cambridge News now reports almost daily on issues of overcrowding on shared space: on the river, too many punt touts in the centre, too many bicycles and tourists crossing Garret Hostel Bridge, pressures of too many tourists and tourist buses, everyday conflicts between road users and pedestrians over space etc. The major problems of</i></p>	<p>after summary (new 1.6) of what has changed since the last Appraisal in 2006.</p> <p>Can be considered as part of a management Plan for the conservation area.</p> <p>Consider as part of above.</p> <p>A wide range of groups have been included in the consultation and have commented on the draft appraisal.</p> <p>It is proposed to prepare a Conservation Management Plan for the conservation area in order to address such matters.</p> <p>These are issues for possible consideration within a Conservation Management Plan. The Appraisal concerns the existing physical characteristics of the area.</p>	<p>After new 1.6 add:          "Strategic issues and threats may arise from the impacts of development outside the historic core but still within the wider city; pressures from the greater Cambridge area; retail trends; housing pressure; or university or college needs. The Historic Core Appraisal is not intended to propose policy in respect of these. Rather, it is intended to that a Conservation Area Management Plan will be the opportunity to consider such issues and to propose measures to address them.</p>
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	<p><i>accommodating the traffic of a rapidly growing city are not even touched on.</i></p> <p><i>Trees: Green spaces are noted but there is no detailed consideration of trees, or a management strategy to replace over-mature or to use trees to deal with climate change and pollution. Yet most residents and city visitors love the trees and green spaces of this city. Other cities such as New York have policies in place to increase the number of city trees.</i></p> <p><i>Drainage: Green spaces and verges provide effective and attractive soakaway systems. Why no mention of this or of the excellent SUDS guidelines developed by Cambridge City Council for developers?</i></p> <p><i>The 2001 Open Space Conservation plans were developed as part of a planned and strategic approach that included the landscape Assessment, the Historic Core Appraisal and individual Conservation proposals in order to manage ‘enormous development pressure’ and ‘to guide the future of the city’. These plans need urgent review. Why is there no mention of that in this Appraisal?</i></p> <p><i>Bus Lanes: Why is there no integration of these documents with the plans for the City Deal which aims to build bus-lanes? These measures will increase the total number of buses in the city centre. Buses are a major source of exhaust emissions and atmospheric pollution. The increased numbers of buses are likely to impact on the structure of the city’s old buildings.</i></p> <p><i>Strategic Policy/Vision: Whilst we are wholly supportive of the revision of these documents, in our opinion the Historic Core Appraisal misses out on the opportunity to address the fundamental pressures that now threaten the city’s heritage. We appreciate that this may not be the main focus of the Appraisal, but in the absence of any meaningful strategic policy, it</i></p>	<p>Important trees and Tree Preservation Order blocks are noted. Beyond the remit of the appraisal there is a “Citywide Tree Strategy 2016-2026”.</p> <p>Not Appraisal matters. Local Plan policy 31 refers.</p> <p>The Appraisal does refer to the Conservation Plans.</p> <p>This is beyond the scope of the Appraisal but could be addressed within the Management Plan.</p> <p>The focus of the Appraisal is the physical surroundings. Strategic policy is provided by the Local Plan including its historic environment strategy (subject of</p>	<p>Refer to the Citywide Tree Strategy 2016-2026 in the natural environment section 4.5</p> <p>Add note to effect that the Open Space Conservation plans have not yet been reviewed.</p>
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	<p><i>should provide a clear overview of the context in which it can be assessed. Certainly a Management Plan for the Historic Core Area is needed.</i></p> <p><i>Federation of Cambridge Residents' Associations; a resident; Cambridge CPPF.</i></p>	<p>a Local Plan hearing session). As stated above, a Conservation Area Management Plan is also now intended for the historic core.</p>	
	<p><i>I too am concerned that the management issues previously part of the 2006 appraisal has not been included and updated in the new appraisal. Also that a number of the in depth conservation documents, such as for Parker's Piece (2001) have not been updated. They run the risk of becoming obscure and being ignored. I think it is important that these conservation reports should be kept updated regularly. (Resident)</i></p>	<p>Noted. The Open Space Conservation Plans were produced by the former Parks &amp; Recreation Dept. Parks Department has recently begun compiling updated management plans for Christ Pieces and Jesus Green.</p>	
	<p><i>1. 'Key Views'. We cannot find within the document a definition of 'Key views'. It is therefore not clear whether the key views are of historic significance and what that significance is. There is no reference within this section providing details of the key views set out within the associated plan. We do not consider that there should be key views within the Grand Arcade Shopping Centre given it forms part of the commercial architecture and is a modern development. To identify them as key views is misleading within the context of a historic core appraisal, especially without any explanation as to what defines them as key views, Further explanation is required if these are to be retained in the appraisal.</i></p> <p><i>2. Redevelopment Opportunities. The redevelopment opportunities should be aligned with the Local Plan. In addition, the document should not preclude opportunities to enhance these assets.</i></p> <p><i>In the same vein, references to changes of use should be aligned to development management policies within the Development Plan and cognisant of permitted development rights. This is particularly key for</i></p>	<p>Key views and poor views are actually still shown on the street analysis plans.</p> <p>Area-wide views, were not identified in the 2006 Appraisal but are now within the Local Plan.</p> <p>The Local Plan policies including about: Areas Of Major Change; Responding to Context; and Tall Buildings are intended to guide developers as to where and what they can build.</p>	

	<p><i>assets that are not listed, are positive contributors and are of low significance. There needs to be clearer distinction within the document as to which assets the text is applicable to and the rationale behind statement rather than being so general. (DeLoitte LLP)</i></p>		
	<p><i>Whilst the College supports the aim to provide greater guidance within the historic core it feels that the approach adopted places too great an emphasis on preventing change rather than managing it. The College believes that its record of stewardship of its historic estate in the City – much Listed at Grade I – speaks for itself. Those buildings have, however, evolved over centuries and remain working buildings in which the College must continue its activities of education and research and provide accommodation. This requires that they remain fit for purpose now and in future, and can evolve to meet those needs whilst remaining sensitive to their historic character. Similar considerations apply across much of the historic City Centre. If such carefully managed evolution is not achieved, the essential character of the City – which is what the Core Appraisal is seeking to protect - will change. (Beacon Planning on behalf of Trinity College)</i></p>	<p>No such emphasis on preventing change is recognised. That buildings are enabled to evolve is evidenced by the many consents granted for alterations and by the lack of college buildings falling out of use.</p>	
	<p><i>My opinion is that Midsummer Common and the view from Elizabeth Way bridge should be included in the consultation. Midsummer Common plays a central part in the life of the city and it seems irrational to exclude it from the appraisal. The city would be greatly improved if the bridge were closed to cars. This would allow the view to be put to use. There are many ways that the view could be exploited to the city's advantage. By ignoring this gem the city is missing a trick. By reducing traffic on Elizabeth Way the amenity of Midsummer Common would also be greatly improved, as would that of the Riverside area. (Resident)</i></p>	<p>This falls within the Riverside &amp; Stourbridge Common Conservation Area Appraisal area. Traffic issues may though, be addressed in related strategies.</p>	
	<p><i>Whilst the college supports the aim to provide greater guidance within the historic core, it feels that the approach adopted is largely predicated on preventing change rather than managing it (Beacon Planning on behalf of Magdalene College, Trinity, St John's, Downing College and Christ's</i></p>	<p>We recognise no such emphasis on preventing change (see response to Beacon on page 14). Assessment of change is founded on national and local</p>	

	<i>Colleges)</i>	policy.	
	<p><i>The Historic core in the 21st Century should now include "New Museums site" a show case of "20th Century buildings" of different sizes relevant to British Science &amp; the First and Second world war e.g. Mond building, Arup Building, Sir John Cockcroft lecture theatre (Nobel Prize) and many others. This Historically significant site is bordered by Bene't street and Pembroke street. This will be important for future generations</i></p> <p><i>These Historic sites are so important to Britain and its history, the council cannot just let the public decide or strange data analysis companies!. Cambridge is Unique and needs preserving everywhere.</i></p> <p><i>(Resident)</i></p>	<p>Most New Museums Site (NMS) buildings are covered in the street analyses bordering the site. The NMS SPD addresses the site as a whole.</p>	
	<p><i>The College feels that there are a number of significant issues raised by this document and a great number of mistakes and inaccuracies. It trusts that another draft of the document will be produced for consultation before it is approved.</i></p> <p><i>(Beacon Planning on behalf of Downing College)</i></p>	<p>It is intended that mistakes and inaccuracies are picked-up in the process of this single report back to the Portfolio Holder.</p>	
	<p><i>What constitutes a a key view, or a positive building or focal feature?</i></p> <p><i>Transparent Assessment – where decisions have been made to introduce a ‘designation’ to a building, space or structure, a clear justification should be articulated in the relevant section of the document , either within the supporting text for the street (in some instances this does occur, but not consistently) or within the notes section of the table of buildings. Where designations or narratives have changed between this appraisal and the 2006 Historic Core Appraisal (HCA), commentary should be provided on why the change has taken place, especially in instances where no material changes on the ground have taken place in the meantime (e.g. downgrading the significance of Fitzwilliam Street).</i></p>	<p>Key View: e.g. into or out of a street or to a feature.</p> <p>Positive Building: One that makes a positive contribution to the character or appearance of the conservation area.</p> <p>Focal Feature: A strong visual feature.</p>	<p>Add (see left) to text.</p>

	<p><b>3. The introduction of 'Positive Buildings'</b> - The introduction of the 'Positive Buildings' designation, to sit alongside Buildings of Local Interests (BLIs), is a new feature of this updated document. While its introduction could be seen as a useful tool, the criteria for designation is not defined (see point 1 above), and the statement in the introduction (section 1.3.3) groups both 'positive buildings' and BLIs together as one, effectively giving them the same status (e.g. The demolition of such buildings, or their disfiguring alteration, is unlikely to be supported). Whilst there is a formal process that leads to the designation a BLI, including consultation with the landowner, no such transparent process has been provided for the allocation of the 'positive building' designation. This gives rise to a concern that such, otherwise undesignated, buildings could be considered under policy 4/12 of the current Development Plan (draft policy 62 in the new Local Plan).</p> <p>Paragraph 127 of the NPPF states that 'When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest'. The same principles should apply here.</p> <p>On the basis of the above, the University objects to the provision of the 'positive buildings' designation being introduced into this document. If they are to be retained, we would expect a clear distinction to be established between 'positive buildings' and BLIs, to ensure that they are treated accordingly.</p> <p><b>4. Conflict with adopted SPD(s) and up to date planning decisions</b> - While the appraisal concentrates on the historic core, it will become one of a suite of documents used to inform development control decisions. Where documents have been through due process and have been adopted (for example the Old Press Mill Lane (OPML) SPD) the two documents should be consistent when read together.</p> <p>There are instances where the HCA does not use, or does not appear to have been informed by, a more detailed historic appraisal. Some documents, such as the New Museum Site Draft SPD, have not been used as a reference tool or even mentioned. There is concern that, by not being consistent with other documents, the HCA has the potential to jeopardise the comprehensive master planning of sites (see also point 5 below) and also confuse/over-complicate the decision making process.</p> <p>Where planning decisions have been made and are in the process of being implemented, up to date information should be incorporated in the appraisal. Examples within the document when the assessment is out of date, are Fen Causeway and Tennis Court Road, where structures are cited and assessed in the appraisal, and given a certain degree of weight with regard to the character of the area, but no longer exist in their current form in reality.</p>	<p>"Positive buildings make a positive contribution to the character or appearance of the conservation area, and therefore merit consideration in accordance with clause 72 of the 1990 Planning (Listed Buildings and Conservation Areas) Act. Some buildings have also been identified as Buildings of Local Interest in their own right and may be considered as undesignated heritage assets in accordance with paragraph 135 of the NPPF."</p> <p>"Positive Unlisted Buildings" or "Buildings Important to the Character" have long been identified within the Council's other Conservation Area Appraisals (e.g. West Cambridge CAA; Castle &amp; Victoria CAA etc.). Best practice supports identifying positive elements in conservation area appraisals. This helps guide formulation of development proposals.</p>	<p>Add (left) to Paragraph 1.3.3</p>
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	<p><b>5. Street Frontage Focussed</b> – <i>The majority of the assessments are street frontage focussed. This decision presents an issue when some of the interior spaces and buildings within the sites are as important to the character of the Conservation Area as the frontage. For example, the New Museums site fringes are described in the text for the adjoining streets, but there is no commentary regarding the site itself and the Masterplan/SPD. In some instances, the street narratives have failed to identify and discuss the opportunities to improve the Conservation Area due to the lack of a broader appraisal.</i></p> <p><i>(Cambridge University)</i></p>	<p>A consequence of the basis of the original appraisal.</p>	<p>Add reference to approved New Museum Site applications and development. Also, refs to emerging proposals for Mill Lane and Downing sites</p>
	<p><i>Cambridge is undergoing incredibly fast changes these last few years and this is a development to continue for another decade or more. Though growth is to be welcomed, at present growth is red-hot and soon unsustainable leaving our once fine city abandoned and areas derelict at its fringes and houses, built or half-built, discarded. Planners and bad architects destroy this jewel. The city urgently needs a Historic Environment Strategy to protect what will otherwise be destroyed by developers. It needs to re-apply for World Heritage Status, soon. (Resident)</i></p>	<p>The Local Plan includes a strategy.</p> <p>World Heritage Status is outside the scope of the appraisal.</p>	
<p><b>2. Understanding the City</b></p>	<p><i>Chapter 2 covering the city’s history and setting is sound. (Cambridge PPF)</i></p> <p><i>1. Don’t agree with the assessment as ‘the grounds of a large Country House’.</i>  <i>Suggest delete reference and add a comment about the City’s own asset-Queen’s Green.</i>  <i>The Backs are without a doubt Cambridge’s most famous landscaped area. The character is defined by wonderful trees, fine vistas and the presence of the river. The interplay of grand college buildings and verdant landscape is perhaps the most enduring image of central Cambridge. Queen’s Green, a remnant of old Common land, provides an understated contrast to the</i></p>	<p>But many of the components (e.g. bridges, park, vista) are similar.</p> <p>Agreed re adding ref to Queen’s Green.</p>	<p>Add to 2.1.4 : Queen’s Green, a remnant of old Common land, provides an understated contrast to the formal avenues.</p>

	<p><i>formal avenues. ? *****</i></p> <p><i>2. Update the river crossings.</i></p> <p><i>Alert to a risk register if there is one. Action needed in management plan.</i></p> <p><i>Footfall needs measuring. Better controls on large buses and the dreadful blunderbuss - the 'official Stage coach tourist buses.</i></p> <p><i>The river crossings are key nodes and under pressure from residential, student and visitor growth. Garret Hostel, Magdalene and Silver Street bridges are still gateways to the historic core and transition points in between the peace of the green spaces and the activity of the town. In summer the routes are popular with tourists attracted to the punt stations, cafes and bars. Garrett Hostel lane in particular suffers from overcrowding - due to the increase in footfall from the development of West Cambridge and Tourist coach parking on the Backs.</i></p> <p><i>At peak times the thoroughfares have reached full capacity for comfortable access by foot or cycling and pose a danger. Silver Street and Bridge Street are further exasperated by local and tourist buses unsuitable for the medieval street scale. Illegal Punt touts need addressing.</i></p> <p><i>(Resident)</i></p>	<p>Outside the scope of this document.</p> <p>Refers to 2.3.3</p>	<p>For consideration in a Management Plan</p>
<p><b>3. Street-by-Street Analysis</b></p>	<p><i>Annex 1:</i></p> <p><i>The Street descriptions are, with some notable exceptions, improved in relation to the historic aspects. We consider the current version gives less emphasis to the streetscape issues and enhancement than the 2006 version did and that the street descriptions are not nearly as successful. Examples of this include:</i></p> <p><i>1)Views, where identified, are not distinguished as "positive" or "negative"</i></p> <p><i>2) The maps no longer identify areas of poor floorscape or other poor features, although the text of many of the street descriptions notes under "streetscape enhancement" include areas of poor floorscape identified in 2006 which are still extant. This applies to Bene't St, Botolph Lane, Emmanuel Rd / Short St, Fitzwilliam St, Free School Lane, Garret Hostel Lane, Granta Place, Guildhall St, Laundress lane, Lensfield Rd, Little St Mary's Lane, Lower Park St, Malcolm St, Manor St, New Park St, Park</i></p>	<p>A separate Conservation Area Management Plan is now proposed.</p> <p>"Negative views" to be introduced to map key boxes.</p>	



	<p><i>Terrace, Parker St, Parkside, Pembroke St, Portugal Place, Portugal St, Regent St, Regent Terrace, Silver St, Tennis Court Rd, and Trinity Lane. Our comments on the street descriptions highlight the ever-increasing pressures on the fabric of a market town which has become a city, notably in terms of physical capacity of streets and spaces to accommodate the number of people, cycles, and vehicles. The damaging ad-hoc intrusion of bus “facilities” is a repeated issue, as is the damaging pressure on public space exemplified by the intrusive cycle parking taking over newly-created public space on Peas Hill.</i> (Cambridge PPF)</p>	<p>Accommodation of e.g. bus and cycle facilities may be addressed in the proposed Management Plan or Spaces &amp; Movement Strategy.</p>	
	<ol style="list-style-type: none"> <li>1. Paragraph 2.5.19 - Modern University Buildings - this paragraph needs revisiting. Phrases such as “dotted around the University’s sites” and “often designed by known architects” (renowned?) appear too loosely worded for a formal document.</li> <li>2. The document states that the University Centre could be considered uncompromising, whereas comments within the listing (which has occurred between appraisals) mention that it ‘combines a thoughtful, compact plan with a sophisticated exterior treatment and design’. The HCA should acknowledge this.</li> <li>3. Para 2.5.20- University Laboratories - the comment that these types of buildings are marred by ad-hoc additions (air conditioning ducts, safety access features, etc.) should really be qualified by the fact that these additions are reflective of a working University and are needed to enable the use to fully function and the Departments to operate.</li> </ol> <p>(Cambridge University)</p>	<p>Agreed (though refers to 2006 version text not to new text).</p> <p>As the UC is now Listed, some acknowledgement is appropriate.</p> <p>Again, this refers to 2006 version text not to new text.</p>	<p>Amend 2.5.19: “ ...are also found on the University’s sites and are often by renowned architects.”</p> <p>Amend to The University Centre, which is the catering and social centre for graduate members of the University, has been listed for its particular qualities.”</p> <p>Amend 2.5.20 to:”... and are often marred by the ad-hoc additions (air conditioning ducts, safety/access features, etc.) required for the functioning of the developing Departments concerned.”.</p>

	<p><i>Add Bridges as new criteria. Define their look, date character. Major part of Approach to core area. Develop the connection to the main arterial roads. Reassess Hierarchy of the Approach roads and Ring Road.</i></p> <p><i>Guidance documents now refer to: 'All thoroughfares within urban settings and rural boundaries should normally be treated as streets. Reference should no longer be made to road hierarchies on terminology such as local distributor/local access roads.'</i></p> <p><i>The Ring Road. Should that still be considered the Boundary of the Historic Core? The appraisal does cover roads (Northampton street for example) but how does it connect to the defining character of all the approach roads and the setting of the City. (Suburbs and approach roads studies). With the threat of City Deal and disregard to the suburbs treating them as transport corridors- can they get better protection from the threat of empty bus lanes, trams or worse? Who is writing the Cambridge Access study? Is this historical relationship understood?</i></p> <p><i>The Bridge Street bollards and cycle lanes- are grim and no longer fit for purpose. Bikes with baskets and trailers etc.</i></p> <p><i>Add Peas Hill and could refer somewhere to the impact of new cycling racking. Risk of poor design and taking up pavements space.</i></p> <p><i>[Peas Hill- in my view looks poorly treated, ugly block of cycle racks, and a bench with bin dumped together]</i></p> <p><i>2.6.6 - Update with better critical analysis. Pros &amp; Cons.</i></p> <p><i>St Andrew's Street and Sidney Street are also reasonably wide in places. The former is wider in some places due to a mercifully never-realised road-widening scheme. Other areas of 'space' in the city include Quayside and Fisher Square – the latter which was successfully improved in 2007, from being a forlorn space into paved area enhanced with a sculpture by Peter Randall-Page. Between the lines. 2007.</i></p> <p><i>[Sculpture underappreciated. - Note case history of another dept. in Council making it a no smoking area and painting yellow lines around it!]</i></p>	<p>Bridges referred to within street analyses. A reassessment of road hierarchy is not within the scope of the Appraisal.</p> <p>Noted. local distributor/local access roads is not terminology used.</p> <p>The boundary of the Historic Core is appropriate in terms of encompassing the most important area of historic interest. Relationship with City Deal and Access Study is for the Spaces &amp; Movement Strategy.</p> <p>2.6.6 – Update.</p>	<p>2.6.6- Amend to: "St Andrew's Street and Sidney Street are also reasonably wide in places. The former is wider in some places due to a mercifully never-realised road-widening scheme. Other areas of 'space' in the city include Quayside and Fisher Square – the latter which was successfully improved in 2007, from being a forlorn space into paved area</p>
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	<p><i>The construction of the Grand Arcade [date] creates a large area of covered Mall-style shops that have created a new urban ‘covered’ streetscape. Although popular with leisure shoppers – some residents find the marbled interior shopping block, out of character to central Cambridge texture, street grain and scale.</i> (Resident)</p>		<p>enhanced with a sculpture by Peter Randall-Page, “Between the lines” 2007. The construction of the Grand Arcade c. 2007 created a large retail mall - with a new, urban, ‘covered’ streetscape. Popular with leisure shoppers – some residents find the marbled interior shopping block, out of character to central Cambridge texture, street grain and scale.”</p>
	<p><i>Whilst some of the Street-by-Street descriptions are an improvement on the 2006 Historic Core Assessment and this is to be applauded, there is no attempt to assess the positive or negative aspects of the changes, there is nothing on achievements and failures. There are factual and typographical inaccuracies and surprising omissions.</i></p> <p><i>Downgrades/Upgrades: again the reasoning is not explained. For example Fitzwilliam Street is downgraded from High to Significant, and the same with Park Parade.</i> (Resident &amp; FeCra)</p>	<p>See Fitzwilliam St below.</p>	
<ul style="list-style-type: none"> <li>All Saints Passage</li> </ul>	<p><i>“It is Y-plan with one arm focusses on St John’s College gate and the other on Trinity College Chapel.” Should be “focussed” not “focusses”. I think the craft fair use of the garden is more than occasional these days. The archaeological section omits mention of the burial ground found during the Divinity School development. I’m slightly surprised to see no mention of the Doctors’ surgery (used by me and my family), formerly occupied by U3A that I presume must be number 2, a prominent corner building with large windows facing onto the passage.</i> (Resident)</p>	<p>The Doctors’ surgery (No.2) is referred to in the table.</p>	<p>Change “focusses” to “focussed”. Address archaeology.</p>

<ul style="list-style-type: none"> <li>Benet Street (open space)</li> </ul>	<p><i>The Arts School was the "Scientific Periodical library" for over 200 years in close proximity to the historic Cavendish Laboratory. We do not know who changed the name of a grade 2 listed building 18 months ago? This is a Historic area.</i></p> <p><i>This is in close proximity approx. 25m to the 1000 year old church (Bene't street)/Corpus Christie. The council should not encourage a large flow and concentration of people &amp; bikes/sheds next to a large group of Grade 1 listed buildings in an area of high significance. This is not the correct place for a student service centre.</i></p> <p><i>I object to "Historic Buildings" name changes by the University or Council as the building will lose its Historic significance e.g. change of name of Historic Bene't street Science library to Arts Library "Near Bene't street open space". Changing names can have political or religious significance distorting the fact of British history.</i></p> <p><i>(Resident)</i></p>	<p>Noted.</p> <p>Relates to New Museums Site SPD.</p>	<p>Add to table: The Arts School formerly housed the "Scientific Periodical library".</p>
	<p><i>Arts School courtyard text under 'Open Space' heading – narrative includes no reference to the emerging NMS SPD, with its aspirations to create a new public site entrance through this space with upgraded open space. Also no reference to the consented planning and listed building applications which provided detailed designs to develop the NMS SPD aspiration.</i></p> <p><i>(Cambridge University)</i></p>	<p>Reference to the consented applications can be made but detail of the site is for the NMS SPD.</p>	<p>Add: Recent consents granted for the NMS entail an improved setting for the Arts School building."</p>
<ul style="list-style-type: none"> <li>Benet Street</li> </ul>	<p><i>There is a red arrow annotated on map facing into Bene't Yard, but no reference in the map key (true of all keys within this document). It is assumed that this should be labelled 'Negative View' or similar ('a negative view' is used in the New Museums Site SPD).</i></p> <p><i>The table notes regarding the Arts School should include commentary regarding the current planning status (approved refs. 15/0777/FUL &amp; 15/0779/LBC)</i></p>	<p>"Negative view" to be added to map keys.</p>	<p>Incorporate approved application reference numbers in the table.</p>

	<i>(Cambridge University)</i>		
• Botolph Lane	<i>The lane description as “an informal terrace white painted houses and cottages, which now provide a mixture of domestic accommodation and small shops and cafes” is now a bit misleading. There are just the two shops now, one of which houses a café, with the housing wholly institutionalised, mostly by the owning colleges. (Resident)</i>	Agreed. Change text.	Amend to: “formerly providing a mixture ....now reduced to a single shop and a café and college rooms.”
	<i>It is noted that the Corpus Christi Master’s Garden is now identified as positive green space, despite not having been identified in 2006 and with no obvious visual relationship with the street. Similarly, an area of the Corpus Christi site is now noted as an area of historic paving, despite no narrative in the document to explain why. (Cambridge University)</i>	The text does refer to the trees and “roof of greenery” in the open space. No historic paving is shown.	No action taken
• Bridge Street	<i>(South of the junction with St John’s St) This area gets very high levels of foot traffic, with many tourists using it as a route from the river to the market square area. The footpaths on this particular stretch are simply not up to the level of use which is asked of it. I would suggest extending the pedestrian-only feel of Sidney Street all the way to the Round Church, and routing buses along Park Street and Round Church Street. (Resident)</i>	That the street here is busy for pedestrians, cycles and buses is acknowledged in the text. The suggestion for re-routing buses may be a matter for associated strategies.	No action taken
	<i>The gap between nos. 33 – 34 Bridge Street is identified as a ‘key view’. This glimpse down an alleyway is often blocked by parked vehicles and the view is closed by a building not identified as positive. How can this possibly be a key view? Similarly the even narrower passing glimpse down the alley between nos. 36 – 37 is not a view fundamental to the character and appearance of the Conservation Area. The same applies to the gated gap between Nos.67 &amp; 68 Bridge Street. The pavement on both sides of Bridge Street has been identified as ‘historic</i>	These glimpsed views represent the intermittent gaps created by entry-points as noted in the text and are an important element in the street.  This is intended to indicate good	No action taken  Map key has been changed

	<p><i>paving'. This was laid in the early 2000s and, although attractive, is of no historic interest.</i></p> <p><i>The green spaces fronting Bridge Street and to the east of the Master's Lodge have been identified as 'positive green spaces', however these are small areas which are not considered to be significant because of their scale, particularly those around the Forecourt parking area, which is essentially landscaping around the parking area. A focal feature has been identified on the eastern elevation of the south wing of the North Court along Bridge Street. It is not clear what this focal feature relates to, but it is assumed this is intended to mark the stone engraving on the side of the building which is not considered to be a focal point just a detail of the building.</i></p> <p><i>The trees to the east of the forecourt along Bridge Street have been identified as 'important trees', however there is no justification for this as they are immature and unremarkable trees. (Beacon Planning on behalf of Trinity College)</i></p>	<p>quality pavement (not necessarily historic).</p> <p>Though small, these green spaces are notable elements in a streetscene where most elements are of modest size.</p> <p>The trees add soft landscaping to a built up area</p>	<p>to 'Quality Paving' rather than 'Historic Paving'</p> <p>No action taken</p> <p>No action taken</p>
	<p><i>"C18 town houses in brick C19 commercial buildings are interspersed with the older buildings". That doesn't make sense. Should it be "and instead of "in"? The reference to "University Union" on page 4 should correctly be a reference to the "Cambridge Union Society" (of which I am a member). Strictly speaking it is independent of the University. (Resident)</i></p>	<p>Agreed. Amend</p>	<p>Amend to: "C18 town houses and brick C19 commercial buildings..." Amend "University Union" to "Cambridge Union Society"</p>
<ul style="list-style-type: none"> <li>• Chestert on Lane</li> </ul>	<p><i>On Chesterton Lane, again there is no explanation as to what is important about the view eastwards or the view which passes over the roof of the Master's Lodge) What is historic about the paving on the corner of Chesterton Lane / Magdalene Street (shown only on the Chesterton Lane plan)? (Beacon Planning on behalf of Magdalene College)</i></p>	<p>The explanation is in the "Townscape Elements" text.</p> <p>The map key has been changed to reflect quality paving rather than just historic</p>	<p>No action taken</p> <p>Map key has been changed to 'Quality Paving' rather than 'Historic Paving'</p>
<ul style="list-style-type: none"> <li>• Chestert on Road</li> </ul>	<p><i>In the absence of any criteria being produced, the College object to the inclusion of Benson Hall (Magdalene Street) and The Cripps Court Buildings as 'positive buildings'. Note also that the latter are not coloured on the map. (Beacon Planning on behalf of Magdalene College)</i></p>	<p>The frontage building at Cripps Court is coloured on the map. For Benson Hall see Magdalene St.</p>	<p>No action taken</p>

	<i>On Chesterton Road, the College object to the suggestion that all the properties at the western end of Chesterton Road are positive buildings. Whilst the identification of the homogenous blocks such as that including the Arundel House Hotel is more understandable (though made more difficult by the lack of any criteria for judging them) the lower numbers at the western end are much more varied and a number unremarkable. (Beacon Planning on behalf of Trinity College)</i>	These buildings are considered to contribute positively to the streetscene even if they are not remarkable as individual buildings.	No action taken
• Christ's Lane	<i>The newly reopened Christ's Lane is not described. (Cambridge PPF)</i>		To be added
• Christ's Pieces	<i>I take some exception to the emphasis on the CPs area as a 'walk-through' and do not believe that the recreational use of the park has declined. " ... the space was laid out as a park for local people with appropriate recreational facilities. These uses, although still important, have somewhat declined in recent years and today it is better known as an important pedestrian thoroughfare, linking the city centre with the Grafton Shopping Centre. ... Christ's Pieces is an important route for pedestrians heading between the Grafton Shopping Centre and the city centre,.. (Resident)</i>	See responses to the Christ's Pieces Residents Association below	See responses to the Christ's Pieces Residents Association below
	<i>The Christ's Pieces description references to the Christ's Pieces Conservation Plan, but this is not available on the web. There is also no reference to the recurring very contentious threats to encroach on the space to improve the bus station.</i>	It is confirmed that this document is not available online.  The document deals with the conservation area as it currently is. Any proposals for development will take into account the character and appearance of the area as described within the appraisal.	Consider putting the document online  No action taken
	<i>This paragraph wrongly refers to Willow Walk: "The area of Willow Walk, on the northern edge of the park is marred by the untidy storage areas and wheelie bins of restaurants and the Champion of the Thames public house. Use of the triangular space behind the Champion of the Thames for car parking has a negative impact on the</i>	The Willow Walk reference is not correct as it appears that the footpath to the north of Christ's Pieces does not have a name.	The path is referred to as the 'footpath on the northern edge of the park' rather than Willow Walk in the revised document.

	<p><i>character of the northern end of Milton Walk as an entrance to the park". I think the path along the rear of that part of King Street is in fact Milton's Walk and the pub references are meant to include the King Street Run. I just don't understand what the second sentence is about. There is no space used for car parking behind either pub. I agree that the whole area is marred by bins, however.(Resident)</i></p>	<p>There is occasional vehicle parking, but this is by the city council maintenance shed. The references to the pub parking will be removed.</p>	<p>The reference to the use of the triangular space for parking behind the Champion of the Thames has been removed.</p>
	<p><i>Could we ask your committee to include the following in the introductory paragraph: 'Christ's Pieces has always been a recreational area since it was given to the town 150 years ago, and that now it is also important as a pedestrian route between the city and the Grafton Centre'.</i></p> <p><i>Townscape Elements: Create an additional entrance to Christ's Pieces by the Bowling Green. This is a very busy part of Emmanuel Rd; with the Guided Bus, park and ride buses, long distance buses, ordinary town buses, a plethora of taxis, emergency traffic, and the Ballet School. We assume if you make another opening it would entail another pedestrian crossing. There would not be enough space between the two crossings to allow the traffic to move safely. The area around the Bowling Green is a well-designed section of the park with 2 park benches positioned in such a way as to catch the morning sun, and overlooking the flowerbeds. Any new path would spoil the design, and the benches would have to be rearranged to allow space for the path. It would be quite costly, and as we already have an opening at Drummer St and another at the traffic lights on Emmanuel Rd, it would seem quite unnecessary.</i></p>	<p>This has been added to the introduction.</p> <p>This comment is in the analysis of Emmanuel Road/Short Street.</p>	<p>The introduction has been altered to read: Christ's Pieces has always been a recreational area since it was given to the town 150 years ago, and now it is also important as a pedestrian route between the city and the Grafton Centre</p> <p>Please see Emmanuel Road/Short Street</p>



	<i>(Christ's Pieces RA)</i>		
	<i>Page 3 (under opportunities)..... possible redevelopment of the bus station should contribute positively to the character of the space. Our Committee isn't aware of any plans for the redevelopment of the bus station, and feel this must refer to an earlier appraisal, we would suggest the sentence be removed from the revised plan. (Christ's Pieces RA)</i>	This comment has been brought through from the 2006 appraisal which also discussed the redevelopment of Bradwell's Court which has since gone. The reference to the possible redevelopment of the bus station will be removed as it is not a current proposal.	Under Opportunities, 'and possible redevelopment of the bus station should contribute positively to the character of the space' has been removed
• Coe Fen/Sheep's Green	<i>The Coe Fen and Sheep's Green description completely omits very significant views into the historic core from Coe Fen and the riverside path. Kings College Chapel, the Pitt Building and the Emmanuel Church Tower are also not mentioned as skyline landmarks, nor is the white-painted riverside former warehouse noted as a focal point. The consideration of veteran trees has also been omitted. (Cambridge PPF)</i>	The map indicates key views across the space both into Coe Fen/Sheep's Green and from here towards the city centre. However more long range views will be added.  The former warehouse is a Building of Local Interest and is depicted as such on the map.  The text does discuss the trees in the area and their management under Landscape Enhancement	Key views to be added to the map  No action taken  No action taken
	<i>Key views from the riverside path are not mentioned, of King's College Chapel, the Pitt Building and Emmanuel Church as important skyline to be retained.(Resident &amp; FeCra)</i>	The map indicates key views across the space both into Coe Fen/Sheep's Green and from here towards the city centre. However more long range key views have been added to the map	Key views to be added

	<p>1. <i>The non-paved paths across the Fen, created from people following their desire lines when walking across the Fen are becoming increasingly worn. In the past they would recover in the summer after being worn down in the winter. However with the increase of pedestrian traffic across the Fen, they are not recovering during the summers. I'm not sure what should be done about this but I believe it should be noted in the appraisal.</i></p> <p>2. <i>The new Whittle Building at Peterhouse College detracts significantly from the historic long boundary wall of Peterhouse College. In particular the various utility pipework and air conditioning ductwork, that are below the first floor of the building but visible from the Fen through the arches on the Fen side of the building, are lit up by fluorescent lighting at night and are a visual horror. (Resident)</i></p>	<p>1. This may be considered in a management plan.</p> <p>2. This building was subject to planning legislation and approval during the planning process.</p>	<p>No action taken in this document</p> <p>No action taken</p>
	<p><i>Consideration might be given to identifying the Garden House Hotel as a poor quality feature in the conservation area. (Historic England)</i></p>	<p>This building had planning approval. The document does not highlight negative buildings.</p>	<p>No action taken</p>
<ul style="list-style-type: none"> <li>• Corn Exchange Street</li> </ul>	<p><i>The report does not highlight the unsightly bins to the side of Lola Los nightclub which could also be discretely housed to the benefit of the area. (Cambridge Live)</i></p>	<p>Comment added to the reference to the rear of nos. 6-7 Corn Exchange Street</p>	<p>Text added to Gap Site paragraph: 'due to the large capacity bins being stored in this location.'</p>
	<p><i>We question whether Fisher Square (under Corn Exchange St) can be described as an area of historic paving. (Cambridge PPF)</i></p>	<p>The key for all of the maps has been changed to 'Quality Paving'.</p>	<p>Key changed for all maps</p>
	<p><i>"The corner of the street with Wheeler Street is formed by the ornate frontages of the Red Cow Public House, a late C19 public house built with elaborate detailing, including an eye-catching corner turret." The pub became the "Cow" some years ago and is no longer a pub but only a restaurant. Perhaps it would be best to call it "the former Red Cow Public House"? This applies to the parts referring to Guildhall Street too. The hotel is no longer called the Crowne Plaza either, but the Cambridge City Hotel (also applies to Downing Street) and the Arup Building has also changed its name, I think to the Attenborough Building. The photograph captioned "Street views of the Grand Arcade" is in fact</i></p>	<p>The reference to the Red Cow is now the former Red Cow. The name of the hotel has been changed to the Hilton. The Arup building references have been changed to the David Attenborough Building.</p> <p>The caption for this photograph</p>	<p>References to the Red Cow Public House have been changed to 'the former Red Cow Public House'. The references to the Arup Building have been changed to 'the David Attenborough Building (formerly the Arup Building)'.</p> <p>When the photographs and</p>

	<p><i>almost entirely a view of the side of the hotel and not of Grand Arcade. (Resident)</i></p>	<p>will be changed</p>	<p>final document are compiled, the caption will be changed to the Hilton Hotel</p>
	<p>1. <i>There is no reference to NMS SPD.</i></p> <p>2. <i>Reference to the Arup Building are out of date – should be updated to refer to the David Attenborough Building (DAB)</i></p> <p>3. <i>Unclear whether references to the assessment of the impact of the DAB are based on its current or previous form. For example, use of materials and edge treatment has changed the street interface.</i></p>	<p>When this document was reviewed, the New Museums Site SPD had not been drafted. The document looks at the buildings and landscape on the street frontages and how they add to the character and appearance of the city centre. The SPD is a set of objectives whereas the appraisal is what is there now.</p> <p>The name will be changed</p> <p>The refurbishment of the David Attenborough Building has now been completed and the alterations have ‘lifted’ the character of the street. The reference to the ‘drab and incongruous dark red brick’ are no longer as relevant.</p>	<p>No action taken</p> <p>References to the Arup Building have been changed to ‘the David Attenborough Building (formerly the Arup Building)’.</p> <p>The paragraph under Townscape Elements starting ‘Negative features’ etc. has been changed to ‘the confined, urban character of the highways environment and modern street surface is a negative feature. The single tree and lack of greenery in the street scene is relatively unusual in central Cambridge’.</p>

	<p>4. <i>The map identifies the DAB as a positive building/structure, yet this change of status (not previously identified in 2006) is not explained explicitly – is this a product of the refurbishment? If so, what about it has driven the improvement? This appears at odds with the current text, which identifies negative elements under the ‘Townscape Elements’ section.</i></p> <p>5. <i>Dates in the table reference to the DAB should be updated – improvements continued 2013-2016. Official reopening 2016.</i></p>	<p>See comment above</p> <p>Dates in the table reflected the situation when the document was drafted. The refurbishment date will be updated.</p>	<p>See comment above</p> <p>Date of refurbishment works has been changed from 2013 to 2013-2016</p>
•	<p><i>Consideration might be given to identifying the Hilton Hotel on Downing Street as a poor quality feature in the conservation area. (Historic England)</i></p>	<p>This building had planning approval. The document does not highlight negative buildings.</p>	<p>No action taken</p>
• Drummer Street & Christ's Lane	<p><i>(Comment moved to Christ's Pieces)</i></p>		
	<p><i>Drummer Street is omitted from the 2016 draft and it is unclear why considering the 2006 Appraisal had significant comments about the bus station. (Cambridge PPF)</i></p>	<p>Drummer Street has not been omitted. It is Drummer Street and Christ's Pieces</p>	<p>No action taken</p>
	<p><i>Again, a reference in the third General Overview paragraph to St Andrew's Road should be to St Andrew's Street. The comment about the coach stops is a bit of a pointless bleat unless a practical alternative location is suggested. (Resident)</i></p>	<p>The reference should be to St Andrews Street</p>	<p>Reference to St Andrew's Road has been changed to St Andrew's Street</p>

<ul style="list-style-type: none"> <li>Downing Place</li> </ul>	<p><i>The photo caption has Sedgwick misspelled. The building at the rear of Hobson House has the grander title of former Chief Constables House. Until 1964 the city had its own separate constabulary and Chief Constable. I don't think it's at number 7 either but next to the south of the entrance to the former police station yard and referred to as "Townhouse" in the document.</i></p> <p><i>"On the west side of the street the redundant lamppost standing adjacent to its replacement should be removed." Should this say "east side"?</i></p> <p><i>Without checking on site I can't be sure if this is still so but Google Street View confirms my recollection that there never were lampposts on the west side of Downing Place. (Resident)</i></p>	<p>The spelling mistake will be changed and the text updated to include the former Chief Constables house. According to our maps it is at No 7.</p> <p>This is a mistake and west will be changed to east.</p>	<p>Text amended to include former Chief Constable's house.</p> <p>Text amended.</p>
	<ol style="list-style-type: none"> <li>The Tiley Lecture Theatre building and Physiology Building (Downing site) have now been identified as positive buildings/structures, despite no meaningful change to form in the intervening period since 2006. There is no narrative in the text to explain/justify this increase in status.</li> <li>The boundary to the western side of Downing Place was identified as a poor boundary in the 2006 appraisal, but is now identified as a positive structure and a positive green space. There is no narrative in the text to explain/justify the increase/changed status. This is largely a uniform painted metal railing, which has historic value.</li> <li>For both points it should be noted that this area of the site largely serves as an area of play for children, with air handling units, ducts and risers attached to the façade of the building, offering a significant contribution to the street scene.</li> </ol> <p>(Cambridge University)</p>	<p>In the 2006 appraisal, Positive Buildings were not identified. The Conservation expert who reviewed the appraisal identified the Tiley Lecture Theatre Building and Physiology Building as positive buildings.</p> <p>The metal railing provides a positive boundary to this space. However the depiction of green space is not correct as only the tree now sits in a small bed.</p>	<p>No action taken</p> <p>Reference to positive green space removed from map</p>
<ul style="list-style-type: none"> <li>Downing Street</li> </ul>	<p><i>'The picture captioned 'The Sedgwick Museum' is the Museum of Archaeology and Anthropology; the photo captioned 'C20 McDonald Institute' is in fact the Department of Plant Sciences (formerly Botany). The Law School has not been located here for many decades. The 'main entrance' to the Sedgwick Museum is not from Downing Street but from the Downing site courtyard. The map has these details correctly named. The "imposing Neo-classical frontage" of the Crowne Plaza Hotel, (now City</i></p>	<p>These errors will be corrected. Reference to the "main entrance" will be changed to arched entrance.</p>	<p>Text amended to account for these changes.</p>

	<p><i>Hotel) is a disgraceful confection of plastic columns stuck onto a brick frontage.’ (Resident)</i>  <i>The Sidgwick Site area would have been better for Bicycles and Sheds. It is better for people to walk around shops than go on bikes, can people walk into the town centre?. (Resident)</i></p>		<p>No action taken</p>
	<p><i>The Downing Street description includes a photo and description of the Arup Building, which is not within the street. The McDonald Institute caption may also be wrong.(Cambridge PPF)</i></p>	<p>The view of the David Attenborough Building is taken from Downing Street</p>	<p>Caption amended  Caption for McDonald Institute amended.</p>
	<p><i>The Crowne Plaza Hotel has been renamed as noted above. I believe it was actually built in the 1990s and opened as the Holiday Inn. The hotel name is correct in the Lion Yard &amp; Grand Arcade section. The John Lewis store is on the corner with St Andrew’s Street, not St Andrew’s Road. My comments on the name of the Arup Building above also apply. I wonder what a “Highly vaired roofscape” might be? A “Highly varied roofscape” perhaps?(Resident)</i></p>	<p>The name change is noted  This has been amended in the text.  Vaired has been corrected to varied.</p>	<p>Text amended.  Name changed  Text amended</p>
	<p>1. General overview appears confused – it starts by describing the start as being at the bell Road, but almost immediately cites the ‘Humphrey Museum Building’ on the corner of Ct (Please note, that, to the best of our knowledge, the HMB is not a designation ever ascri this is part of the Department of Zoology, built originally for the Cambridge Medical Scho Schroeder Prior).</p> <p>2. The second paragraph describes access to the courtyard to the rear via a low tunnel. On referring to the archway between the Zoology Building and 1907 Building, but this is less suggest that terminology is updated for consistency with other LPA documents, including Site SPD. Typically this feature is described as an archway elsewhere.</p> <p>3. The references to the interior courtyard on the NMS do not appear to observe any of the recent alterations to the DAB, nor do they approach discussing/referencing the NMS SPD. Whilst we do not disagree that this area of open space is important, this needs to be defined in the context of</p>	<p>This has been noted and the text changed.  Lack of clarity noted. Reference to the access and courtyard will be removed as the courtyard does not form part of the street scene. When this document was reviewed, the New Museums Site SPD had not been drafted. The document looks at the</p>	<p>Text amended.        Text amended.</p>

	<p><i>the modified building, which dramatically alters the form &amp; nature of this space.</i></p> <p><i>4. The grassed areas of the fringes of the Downing Site, on the southern side of Downing Street are noted as positive green space. Other than the limited visual amenity value, these areas are of a generally poor quality, difficult to maintain and offer no recreational value. The designation is not obviously justified in the document and should be reviewed. The exception to this is the large grassed area located within the main courtyard which does not have a functional recreational and amenity value, given its scale and overall relationship with adjoining buildings.</i></p> <p><i>5. The West Building and the laboratory block that forms the southern perimeter of the primary courtyard (Botany and Mineralogy), as the site is first experienced upon entering the Downing Site from Downing Street, has been identified as a positive building structure, despite not having been identified as such in the 2006 Appraisal. No narrative has been offered to justify this increase in status, nor have the buildings been subject to significant change in the intervening period such that would justify an enhanced designation.</i></p> <p><i>(Cambridge University)</i></p> <p><i>Consideration might be given to identifying the Hilton hotel on Downing Street as a poor quality feature in the conservation area.</i></p> <p><i>(Historic England)</i></p>	<p>buildings and landscape on the street frontages and how they add to the character and appearance of the city centre. The SPD is a set of objectives whereas the appraisal is what is there now.</p> <p>The text states that “the buildings on the South side are set back behind low walls with a narrow lawn in front, making the buildings more remote but complementing the grandeur of the Jacobean Revival architecture.” This point justifies the use of positive green space in the map.</p> <p>In the 2006 appraisal, Positive Buildings were not identified. The Conservation expert who reviewed the appraisal identified these as positive buildings.</p> <p>This building had planning approval. The document does not highlight negative buildings.</p>	<p>No action taken</p>
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<ul style="list-style-type: none"> <li>Emmanuel Road</li> </ul>	<p><i>We would like to invite you to amend the description of Nos 4 and 14 Emmanuel Road. They were built at the same time as Charles Humphreys Clarendon House, the adjacent Mews, and Nos 5 and 13 Emmanuel Road, so around 1825. They are shown on the attached map of 1836, well before the other Victorian buildings in the area. Nos. 5 and 13 are at the two ends of the Mews block.</i></p> <p><i>Nos. 4 and 14 Emmanuel Road are shown on the 1836 map, not set back (like Nos. 5 and 13) but abutting "Miller's Lane" (later Emmanuel Road). There is a description of "the original octagonal pilasters" which flank carriage entrances to the Humphrey's estate, one of which is attached to No. 14 Emmanuel Road. A later wall has halved the width of the original carriage entrance. We think the date of these houses should be given as 1826-8.</i></p> <p><i>Further evidence of their belonging to the Humphreys estate is the fact that they are side-on to Emmanuel Road and, like the cottages in Orchard Street, both originally had their windows looking away from the estate. The bricked in windows can still be seen on their other side, and were replaced, evidently after the demise of Clarendon House, by windows on the present side, which look towards the mid-Victorian buildings between Earl and Victoria Streets. (Mr &amp; Mrs Tait, residents)</i></p> <p><i>Townscape Elements:</i></p> <p><i>Create an additional entrance to Christ's Pieces by the Bowling Green. This is a very busy part of Emmanuel Rd; with the Guided Bus, park and ride buses, long distance buses, ordinary town buses, a plethora of taxis, emergency traffic, and the Ballet School. We assume if you make another opening it would entail another pedestrian crossing. There would not be enough space between the two crossings to allow the traffic to move safely.</i></p> <p><i>The area around the Bowling Green is a well-designed section of the park with 2 park benches positioned in such a way as to catch the morning sun, and overlooking the flowerbeds. Any new path would spoil the design, and</i></p>	<p>The reference to these buildings is within the table.</p> <p>This comment is not part of current proposals and will be removed.</p>	<p>Dates for nos. 4 and 14 Emmanuel Road have been changed to 1826-28 to tally with others of the Charles Humfrey estate</p> <p>Reference to the opening up of the railings on the southern end of the street will be removed.</p>
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	<p><i>the benches would have to be rearranged to allow space for the path. It would be quite costly, and as we already have an opening at Drummer St and another at the traffic lights on Emmanuel Rd, it would seem quite unnecessary.</i>  <i>(Christ's Pieces RA)</i></p>		
<ul style="list-style-type: none"> <li>Fen Causeway</li> </ul>	<p><i>With regard to the Department of Engineering Building the University objects to the extent of the BLI status within the HCA.</i>  <i>(Cambridge University)</i></p>	<p>This building was designated as a BLI prior to the review of the appraisal. This building has an interesting roof form, including a tall brick chimney, which are important to the character of the BLI. The area covered by the BLI polygon includes the saw tooth roof and the chimney and the other parts of the Engineering Works building</p>	<p>No action taken</p>
	<p><i>Consideration might be given to identifying the petrol station canopy as a poor quality feature in the conservation area.</i>  <i>(Historic England)</i></p>	<p>The document does not highlight negative buildings/structures</p>	<p>No action taken</p>
<ul style="list-style-type: none"> <li>Fitzwilliam Street</li> </ul>	<p><i>The General Overview refers to "Tennis Court Lane" when "Tennis Court Road" is meant. Bridget's Hostel has been demolished. "The hostel closed in 2003 in consequence of moves towards the integrated housing of all students in College or University accommodation in the wake of Disability Discrimination Act and ongoing financial difficulties" (Resident)</i></p>	<p>The comments have been noted and actioned</p>	<p>Lane changed to Road and the reference to Bridget's hostel has been removed</p>

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	<p>1. The street has been 'downgraded' from 'high significance' in 2006 to 'significant' in 2016, no analysis of this change is offered, this despite 13a (The Henry William Building) which is listed as a potential site for redevelopment in the 2006 HCA having been redeveloped in the intervening period 'in harmony with the street's earlier buildings.' (Cambridge University)</p>	<p>Will be changed back to High Significance as it meets the criteria due to the high number of historic buildings from the 19<sup>th</sup> century.</p>	<p>The significance of the street has been changed back to High</p>
<ul style="list-style-type: none"> <li>Free School Lane</li> </ul>	<p>The surface of Free School Lane changes it is historic near the church and tarmac further down. The historic patina and paving should be repaired and not repaved. Barbed wire is a cheap effective way to protect corpus Christie. I cannot recall a master lodge on the lane? In general all surfaces to remain original cobbles and paving not to lose historic ambiance of Historic Centre. Repair to historic paving by experts rather than breaking up historic flag stones. I Object to breaking up of Cobbles or ancient flag stones only the careful repair or small drainage holes for surface water in all streets. (Resident)</p>	<p>Comments noted. The barbed wire is unsightly and its removal would be an enhancement of the character of the street.  Corpus Christi's Master's Lodge is behind the high wall. This is shown on the plan.  The preference is for the use of quality materials for street surfaces and their repair.</p>	<p>No action taken</p>
	<p>1. The Heycock lecture theatre on south-east corner of street has been allocated positive was not identified in the 2006 Appraisal and does not appear to be discussed in the text. This designation should be justified or deleted.  2. No references are made to the New Museums Site SPD aspirations/links, in terms of enhancements etc. This should be corrected.  3. The Mond building annexe is noted as a BLI, despite having been granted planning permission. The status allocation appears erroneous in that regard, given the assessment through which it resulted in the permission. We are also aware that the Council has received independent advice with this view.  (Cambridge University)</p>	<p>1. In the 2006 appraisal, Positive Buildings were not identified. The Conservation expert who reviewed the appraisal identified the Heycock Lecture Theatre as a positive building as it was incorrectly not shown as a BLI in the 2006 document.  2. When this document was reviewed, the New Museums Site SPD had not been drafted. The document looks at the buildings and landscape on the street frontages and how they add to the character and appearance of the city centre. The SPD is a set of objectives</p>	<p>1. Map changed to show Heycock Lecture Theatre as a BLI as shown on the Pembroke Street map.  2. No action taken</p>

		<p>whereas the appraisal is what is there now.</p> <p>3. When the appraisal was being reviewed, the Mond Annexe was still in place. Now that it has been demolished, it will be removed from our maps and the list of BLIs.</p>	<p>3. The Mond Annexe BLI polygon will be removed from the map</p>
<ul style="list-style-type: none"> <li>Garret Hostel Lane</li> </ul>	<p><i>The Garret Hostel Lane description should include the Jerwood Library, Trinity Hall as a “positive building”. The conflicts on the bridge between tourists and increasing cycle traffic should be noted as well as the issue of the punting challenges.(Cambridge PPF)</i></p>	<p>The Jerwood Library is already shown as a Positive Building and a Focal Feature on the map. Text added under Townscape Elements stating that it is a positive building in the streetscape.</p> <p>The issue with tourists and cycle traffic is seasonal. It is not considered necessary to add a comment to the document which is assessing the street’s overall character</p>	<p>The Jerwood Library building has been described as ‘a positive building in the streetscape’ under Townscape Elements</p> <p>No action taken</p>
<ul style="list-style-type: none"> <li>Granta Place</li> </ul>	<p><i>The Ward Library is identified as a positive building on the plan, but with no status in the list. This building should not be considered as positive. (Note. This building is covered elsewhere in the Little St Mary’s Lane section also) (Cambridge University)</i></p>	<p>The Ward Library is in the table as ‘Peterhouse Library (part of)’. This will be changed to Ward Library. It is considered to be a positive building due to its materiality, its industrial character (which is part of the</p>	<p>The name of the library has been changed in the table.</p>

		character of the city in this location) and its connection to the listed part of the building	
<ul style="list-style-type: none"> <li>Green Street</li> </ul>	<p><i>The Green Street description makes no mention of the white-painted window reveals, which make a very significant contribution to the rhythm and modelling of the facades. The "streetscape enhancement" section's reference to parked cars at the western end are baffling. (Cambridge PPF)</i></p>	<p>Not all of the windows have white painted reveals and therefore this detail is not a dominant feature of the character of the street.</p> <p>Although mainly a retail street, there is some residential, mainly students, and this does lead to on street parking/loading. The wording has been changed to reflect the occasional rather than dominant nature of the parking.</p>	<p>No action taken</p> <p>Under General Overview, the last sentence has been changed to read 'There is occasional on street parking which detracts from the attractive quality of the street'. Under Streetscape Enhancement, the first sentence has been altered to read 'On street parking at the western end of the street can mar views and negatively affects the use of the street as a commercial area'.</p>
<ul style="list-style-type: none"> <li>Guildhall Street</li> </ul>	<p><i>Despite the heading there is an erroneous reference to "Guildhall Passage" and also one to "Lions Yard". The Red Cow is referred to correctly as "former" here but only once. The architect of the Lion Yard is described as "Arup Associates". They were consultant architects but as I recall the bulk of the work was done by commercial architects (Fielden?). I served on the City Council's Central Developments Action Panel during the latter part of the building of Lion Yard and I remember there were some issues between the two sets of architects. Philip Dowson was involved on behalf of Arup's. I recall a principal contribution as being the slate roof. (Resident)</i></p>	<p>The reference to Guildhall Passage has been changed to Guildhall Place. Lions has been corrected to Lion.</p> <p>As Arup Associates were one of the architectural teams for the scheme, they will remain in the table. Should the name of the other company be found, they too will be added.</p>	<p>The text has been changed as per the comments made</p> <p>No action taken</p>
	<p><i>Strictly speaking the paving to Fisher Square is not Historic, though I would</i></p>	<p>The key for all of the maps has been changed to 'Quality</p>	<p>Key changed</p>

	<i>agree it is positive. (Historic England)</i>	Paving’.	
• Hobson Street	<i>In the absence of any criteria being produced, the College object to the inclusion of the building north of First Court lining Hobson Street as a ‘positive’ building. This is identified differently in the list of buildings – and the College would not necessarily agree that it is curtilage listed. (Beacon Planning on behalf of Christ’s College)</i>	This building is shown on historic maps prior to 1947 and is therefore considered to be curtilage listed to the college buildings. The materials, style and location of the outbuilding make it a positive contribution to the streetscene.	No action taken
	<i>The Hobson Street description has too many collegiate photos, whilst the mathematical tiles (best example in Cambridge) should be illustrated. “Pitching eye” needs further explanation. (Cambridge PPF)</i>	The photographs used give a flavour of the mixture of properties in the street, many of which are college buildings. It is felt that they give a good representation of what is in the street.  The term ‘pitching eye’ has been replaced with ‘hayloft door’ which is more self-explanatory.	No action taken  Text has been changed to read ‘and a hayloft door’ rather than ‘pitching eye’.
	<i>The introductory paragraph and General Overview refer to “King’s Street” an irksome and all too common error. There is also a reference to Hobson’s Street on page 4. Can authors of reports like this please be banned from using apostrophes without supervisory permission? Another one has crept into “Beaufort’s” in the St Andrew’s Street section. I’m not sure the phrase “Hobson’s Choice” was actually coined by Thomas Hobson. It would have been more likely coined by his customers, I would have thought. The Lloyd’s Bank building is actually an extended building as the table recognises. That might explain the contrasting building styles. (Resident)</i>	References to King’s Street are incorrect and have been altered to King Street. Comment regarding apostrophes has been noted. The sentence regarding Hobson’s Choice has been re-worded.	Text changed as per comments made  ‘Named after the Cambridge carrier Thomas Hobson, who coined the phrase ‘Hobson’s Choice’ has been changed to read ‘who inspired the phrase’.

Appendix 1: Cambridge Historic Core Conservation Area Appraisal Consultation - Summary of representations

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<ul style="list-style-type: none"> <li>Jesus Green</li> </ul>	<p><i>The Jesus Green description makes no mention of development issues. The view of the west side of the Green should include the Thompson's Lane Hotel as well as St John's College Chapel. (Cambridge PPF)</i></p>	<p>It is agreed that references should be made to some of the less celebrated buildings that can be seen from this important open space.</p>	<p>Text added regarding the Varsity Hotel in Thompson's Lane and Henry Giles House in Chesterton Road</p>
<ul style="list-style-type: none"> <li>Jesus Lane</li> </ul>	<p><i>The traffic lights at the junctions with Park Street and Malcolm Street seem entirely redundant, throw-backs to traffic use that is no longer the norm. Removing them would make this area where Jesus Lane becomes narrower much less cluttered, and even potentially safer.(Resident)</i></p>	<p>Traffic control is dealt with by the County Council Highways and is not within the remit of this document.</p>	<p>No action in this document. The comment will be forwarded to the County Highways Team</p>
	<p><i>The draft report states: "Nos. 18-22 now form part of The Forum, a shopping arcade". This is out of date. The shopping arcade closed some years ago. Number 18 is now the Cambridge Science Centre. Also, the former Wesley House Rank Building is currently undergoing alterations following incorporation of it and 19-22 into Jesus College. So the Rank Building picture in the report is now history.</i></p> <p><i>I would have thought the south side street listing should note that the gap between 48 and 49 Jesus Lane is the original course of Manor Street. It is of more historic significance than the listed gate to a private yard between numbers 49 and 50. Traces of the street nameplate can still be made out on the side wall of number 48.</i></p> <p><i>The paving at the Four Lamps corner isn't recorded as historic although the area is so recorded in the King Street document.(Resident)</i></p>	<p>This note has been carried through from the 2006 appraisal and will be removed.</p> <p>The Rank Building will be refaced but will remain therefore the photograph is still appropriate.</p> <p>Historic maps show that this is the case and text regarding Manor Street will be added.</p> <p>The historic paving does not start where the features on the map for this street do. Therefore</p>	<p>Text removed from the Notes of the table</p> <p>No action taken</p> <p>Under 47 &amp; 48, and 49, the following text has been added ' The former route of Manor Street was between these two buildings and traces of the name plate can still be seen on the side of no. 48'.</p> <p>No action taken</p>

		the map is correct.	
<ul style="list-style-type: none"> <li>King Street</li> </ul>	<p><i>The College also objects to the inclusion of Nos.6-10 and No.18 King Street as being 'positive'. The assessment ignores the fact that Nos. 6-10 are little more than facades (at first and second floor) altered in the second half of the C20 and the very negative visual impact which they have on the College buildings beyond. No. 18 is an unremarkable building which does not form part of a terrace and appears isolated in relation to its neighbours. There is no logic to the position of many of the 'key view' arrows along Hobson Street.</i></p> <p><i>It is not clear what about the Old County Hall building (now the Todd Building) makes it a 'focal point'.(Beacon Planning on behalf of Christ's College)</i></p>	<p>These buildings provide continuity in domestic scale between the older and newer elements along King Street.</p> <p>There are many views of historic buildings in Hobson Street which are worthy of note. These have been depicted by the use of 'key view' arrows. The former County Hall (Todd Building) is of classical design and proportions which means that stands out from other buildings in the street, making it a 'focal point'.</p>	<p>No action taken</p> <p>No action taken</p>
	<p><i>The King Street description needs to note the de-listing of nos. 70-84 (erroneously noted in the Gazetteer as Listed Buildings 62-86 (even)), and the reasons for this. The "streetscape enhancement" section needs to note the role of landlords in facilitating both occupation by specialist shops and appropriate refurbishment of the buildings. (Cambridge PPF)</i></p>	<p>The date of the de-listing should be added to the notes in the table for clarity. (The reference to the Gazetteer cannot be found.)</p> <p>A note regarding the need to work with the landlords will be added.</p>	<p>Text added to the table, 'De-listed in June 2007'.</p> <p>Text under Streetscape Enhancements includes 'working with the landlords would help to improve the streetscape' at the end of the second to last paragraph.</p>

	<p><i>98 King Street - I find it extraordinary that a house dating from 1820 should have been quite so neglected by the City Council for so many years. In the 1971 "Cambridge Townscape" report it is inexplicably classified, along with many buildings at the eastern end of the street, as "Redevelopment Acceptable". This draft appraisal now at least classifies the same buildings as "Positive Building/Structure" but reflects little on the history of some of the earliest domestic buildings of the area not in college ownership, especially those dating from the Georgian period. I find it remarkable that the Knight and Mortlock (note correct spelling) Almshouses at least are not even Buildings of Local Interest.</i></p> <p><i>The report seems to overlook Pike's Walk and Milton House, Christ's Pieces, traditionally included with King Street. As scandalously as the other buildings mentioned about, 1 &amp; 2 Pike's Walk were classified as "Redevelopment Acceptable". Milton House as a group value building category 1. None deserve to be ignored.</i></p> <p><i>The text is incorrect to refer to Cromwell Court as 1970s. I can't remember if it was built in the 1980s or 1990s but the planning reference of C/80/0886 with decision notice issued Wed 26 Nov 1980 suggests the 1980s. For the record, Malcolm Place dates from 1970 and Manor Place from 1975.</i></p> <p><i>I find the description of the 1990s building of numbers 32-42 a bit misleading. The façade there was provided by the typically iconoclastic Lasdun Christ's College New Court (of which only phase 1 was ever built). Strongly criticised by many City residents as typical of the university in showing its ugly rear end to the city, Christ's eventually accepted the criticism and built numbers 32-42 to hide their embarrassment and Lasdun's structure.</i></p> <p><i>The plan shows an area of paving at the Four Lamps end of the street in</i></p>	<p>Spelling of Mortlock to be corrected. These almshouses are considered worthy of consideration as BLIs and will be added to our list to follow up. They are highlighted as Positive Buildings on the map.</p> <p>Pike's' Walk and Milton's Walk have been addressed on the Christ's Pieces appraisal. Milton House is depicted as Positive on that map.</p> <p>Correct dates noted</p> <p>Additional text regarding the 1990s building which screens the rear of the Lasdun building</p> <p>The maps will be updated to</p>	<p>References to 'Morlock' have been changed to 'Mortlock'.</p> <p>No action taken</p> <p>Date for 91-101 King Street changed from 1970s to 1980s on the table</p> <p>After 'This building was constructed in the 1990s' has been added 'to screen the back of Denis Lasdun's college building behind ...' The date for the frontage building has been changed to 1990s in the table.</p> <p>Alterations made to the</p>
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	<p><i>front of the north end of Wesley Church and around the corners of Jesus Lane and Short Street as “Area of Historic Paving”. I’m not sure how that term is defined. The area of paving in front of the church has been re-laid and extended in modern times while the York Stone paving outside 96 &amp; 98 King St, which I would have thought dated back long enough to be historic, is ignored. The paving outside Epworth Court was re-laid with new York Stone slabs when that development was carried out, presumably because that paving was thought to be historic too. The report ought to reflect that larger area as historic paving, all the more so considering the extent shown as such in Short Street and Emmanuel Road.</i></p> <p><i>In addition, I suggest the paving on the corner with Belmont Place is truly historic. Not only do a few of the large in situ cast concrete slabs from early in the last century survive but one has the street name (“Belmont Place”) inlaid in brass lettering. Although it was common to inlay the laying dates in similar slabs all over the city centre, this is the only example of which I am aware of the street name being inlaid. More’s the pity that thoughtless cable television installers slightly damaged one edge of the lettering some years ago. (Resident)</i></p>	<p>show the areas of good quality paving as well as the historic.</p>	<p>map</p>
<ul style="list-style-type: none"> <li>King’s Lane</li> </ul>	<p><i>King’s Lane is omitted completely (as with the previous Appraisal), and so its poor quality and the need for enhancement go unrecorded.(Cambridge PPF)</i></p>	<p>King’s Lane does not have its own appraisal, but it is mentioned in the Queens Lane text</p>	<p>The name for Queens’ Lane will be changed to Queens Lane and Kings Lane</p>
<ul style="list-style-type: none"> <li>King’s Parade/ Senate House Hill</li> </ul>	<p><i>King’s Parade and Senate House Hill have an improved statement of value, but the east side buildings are wrongly captioned “west”. The height ranges from 3 to 5 storeys and attics. The need for long term replacement of the horse chestnut tree remains an issue, not least because it sits on the border of King’s College and University ownership (distinguished by differences in the mowing of the lawn). (Cambridge PPF)</i></p>	<p>Wrongly captioned photograph and incorrect text in document altered.</p> <p>Comment regarding the horse chestnut is noted.</p>	<p>Under General Overview ‘The west side’ has been changed to ‘The east side’. ‘The scale varies between three and five storeys’ to the scale varies between three to five storeys and attics...’ When the document is re-compiled, the correct</p>

			caption will be added to the photograph
	<i>Consideration might be given to including the views out over the city from the top of the tower at Great St Mary's Church. (Historic England)</i>	Key views are shown on the map which go to and from Great St Mary's Church.	No action taken
<ul style="list-style-type: none"> <li>Laundress Lane</li> </ul>	<p>1. <i>There is conflict between what is identified as a BLI and/or Positive building within this document and the adopted OPML SPD. Some of these conflicts may prejudice the successful implementation of comprehensive planning of the area.</i></p> <p>2. <i>The library (south of the Anchor PH) is listed within the document as a BLI, yet it was recognised within the OPML SPD that this building has potential for demolition or substantial alteration, and potentially a space for public space adjacent to the river. While identified as a BLI, Plan 10 within the OPML SPD clearly sets out that the extension to the Anchor is only of moderate significance. Comments apply also in Coe Fen/Sheep's Green section.</i></p> <p>3. <i>No 15 Bike Workshop – This has been listed as a positive building, yet it was recognised within the OPML SPD that this building has potential for demolition or substantial alteration.</i></p> <p>4. <i>University Sports and Social Club – This is listed within the table as no status, yet is shown on the plan as a 'positive building.' It was recognised within the OPML SPD that this building has potential for demolition or substantial alteration. This should not be a positive building (as shown correctly in the Mill Lane section.) –</i></p>	The buildings still remain and the SPD is a set of objectives whereas the appraisal is what is there now.	No action taken

	<i>(Cambridge University)</i>		
<ul style="list-style-type: none"> <li>Lensfield Road</li> </ul>	<p><i>The small front gardens of the properties along Lensfield Road have been identified as ‘positive green spaces’, as well as the low wall and railings being shown as ‘positive structures’. This is considered to be wholly disproportionate to the actual contribution these make to this busy road. The ‘key view’ from Lensfield Road which offers a glimpse into the grounds is simply a gap between two houses and not considered to be ‘key’. (Beacon Planning on behalf of Downing College)</i></p>	<p>The green spaces and the walls and railings in front of these properties are positive contributions to the character and appearance of the conservation area. They give a sense of unity and spaciousness to the buildings. The key view through the gap between the houses gives glimpse views of mature trees in the grounds of Downing College which add to the character of the street.</p>	<p>No action taken</p>
	<p><i>1. The introduction cites Lensfield Road as a ‘leafy suburban area’ which appears at odds with following acknowledgement that it forms part of the city ring road and is heavily trafficked.</i></p>	<p>Lensfield Road is on the edge of the historic centre and could therefore be considered suburban. The fact that there is a lot of traffic does not diminish this character.</p>	<p>No action taken</p>
	<p><i>2. We would query whether the positive green space allocations add anything of significance to the HCA, given their use and combination with designated landscape features (e.g. TOP trees). (Cambridge University)</i></p>	<p>The positive green spaces give a sense of unity and spaciousness to the street.</p>	<p>No action taken</p>
<ul style="list-style-type: none"> <li>Little St Mary’s Lane</li> </ul>	<p><i>Little St Mary’s Lane needs proof-reading for typos and omissions. (Cambridge PPF)</i></p>	<p>Noted</p>	<p>Text edited to amend typos and omissions.</p>
	<p><i>1. We would question why the Bailey Grundy Barratt (BGB) Building has been ‘upgraded’ to a positive building. The building’s significance or merit is not referred to in either the previous HCA or the OPML SPD (where it is considerate moderate). The listing of the building within the table identifies its status as ‘none.’</i></p>	<p>1. In the 2006 appraisal, Positive Buildings were not identified. The table has been corrected to show that it is recognised as a Positive Building due to its character and detailing.</p>	<p>Table text has been changed to class the building as positive.</p>

	<p>2. <i>The Ward Library is identified as a positive building on the plan, but not included on the list. This building should not be considered positive. (Cambridge University)</i></p>	<p>The Ward Library is in the table as the Museum of Classical Archaeology which is what the building was used as until 1984. The table has now been changed. It is considered to be a positive building due to its materiality, its industrial character (which is part of the character of the city in this location) and its connection to the listed part of the building</p>	<p>The table has been altered to read 'Former Museum of Classical Archaeology – now the Ward Library'.</p>
<ul style="list-style-type: none"> <li>Lion Yard and The Grand Arcade</li> </ul>	<p><i>Consideration might be given to identify the new John Lewis building as a positive building in the conservation area, while as noted above, the Hilton Hotel might be considered to be a poor quality feature. (Historic England)</i></p>	<p>The Downing Street and St Andrews Street frontages will be highlighted as positive.</p> <p>This building had planning approval. The document does not highlight negative buildings.</p>	<p>The map will be changed to show the frontages of the John Lewis building as positive.</p> <p>No action taken</p>
<ul style="list-style-type: none"> <li>Lower Park Street</li> </ul>	<p><i>The sentence "Doors are alternately painted green or white and are panelled timber doors with very little detail to the openings" is a little misleading and now out of date. The white doors were the ones shut up out of use due to most of the houses being combined in pairs to single houses in shared student occupation. All the doors are now painted green whether in use as such or not. Those not in use lack front paths. The positive description of this street and its listing contrast particularly strongly with the 1971 Townscape report where the terrace was described as "Subject to Redevelopment Proposals". The Inner Relief Road which would have caused their demolition wasn't formally abandoned until 1973. My knowledge of this street stems from 30 years as a manager and governor of Park Street School, from before I met my wife to a year after my younger daughter ceased to be a pupil. I still know it well as my granddaughter is now a pupil there.(Resident)</i></p>	<p>Door colour noted</p>	<p>Reference to door colour changed to all being green.</p>

<ul style="list-style-type: none"> <li>Malcolm Street.</li> </ul>	<p><i>The reference to “Stevenson Building at Christ’s Church (North East Range, Third Court)” should be to Christ’s College, surely? (Resident)</i></p>	<p>Noted</p>	<p>Text changed</p>
<ul style="list-style-type: none"> <li>Market Hill</li> </ul>	<p><i>The physical description of Market Hill makes no reference to the vitality of the market or the significance of the continuing sale of local produce connecting the city to its hinterland. No 5 Market Hill has hung, not mathematical tiles. No 4 Market Hill has painted mathematical tiles. (Cambridge PPF)</i></p>	<p>The text states that “The square has remained the vibrant heart of the city and is popular with residents and visitors alike.”</p> <p>The reference to mathematical tiling at No 5 has been taken from the statutory list description.</p>	<p>No action taken</p> <p>No action taken</p>
	<p><i>Please consider refurbishing of the market square and install removable market stalls so that they can easily be moved for special events and evening activities (e.g. the Christmas Lights turn-on event). (‘Jacks on Trinity’)</i></p>	<p>This issue does not form part of the appraisal document and is being looked at by another Council department</p>	<p>No action taken</p>
	<p><i>Under the “General Overview” heading this starts “Lying between the two principle routes through the city centre”. It should of course be “principal”. “Braun’s map of 1575 records a market cross that stood on the eastern edge of the market place near the entrance to St Mary’s Passage”. Surely it was the western edge? St Mary’s Passage and GSM are to the west of the market. “A shire hall was added in front in 1749, which is thought to have been a raised structure with an arcaded covered market beneath.” That should be “thought” not “though”, surely? “The building was designed by Charles Cowes Voysey and includes a large balcony at the front from which, once again, important proclamations (such as the announcement of peace in 1945, could be made).” The closing bracket should come after “1945”. (Resident)</i></p>	<p>All errors have been noted.</p>	<p>Text changed to amend the errors</p>

	<p><i>Market Hill. Streetscape enhancement PH Comment. The Streetscape and Guildhall building in particular is marred by clumsy placing of bins on the front façade close to the sculpture. Action – encourage bin staff to review and check for better locations- put the bins around the side? There is no townscape manager who checks the appearance of the City? Public Art committee- walk about and ‘look’/review should be in their ToR? The Fountain- restore- makes a priority? (Resident)</i></p>	<p>This issue has been noted.  There is no Townscape Manager within the Council.  These detailed matters are not for within this appraisal. They may be considered in a detailed Management plan or a Spaces and Movement Strategy.</p>	<p>These issues have been added to the street enhancement section.  No action taken</p>
<ul style="list-style-type: none"> <li>Magdalene Street/ Northampton Street</li> </ul>	<p><i>Whilst there is no objection to the identification of key views along the river (subject to criteria being produced), it is not clear why the view of the new kitchen buildings from Magdalene Bridge is ‘key’. There is no logic at all to the other ‘key views’ on Magdalene Street and Northampton Street. Many are into backland or aimed at specific domestic-scaled buildings. What are meant to be the ‘focal features’ on Benson Hall (Magdalene Street), Nos.4-10 Chesterton Road and the College buildings on the north bank (shown on the Quayside sheet but not on the Magdalene Street one)? Why is River Court considered to be a positive green space? This is shown only on the Quayside Plan and not the Magdalene Street one. Why is the part of the Master’s Garden on the Chesterton Lane / Magdalene Street corner considered positive? The high wall actually prevents any views of this. (Beacon Planning on behalf of Magdalene College)</i></p>	<p>Views within the conservation area are not always focussed on a single feature or building but are long views highlighting the diversity and variety within the area.  Focal features with the appraisal are used both for their legibility in the street scene and their historic interest. Benson Hall has a fine Venetian window on the side elevation which draws the eye when walking down Magdalene Street. Similarly the long view over the wall from the corner of Castle Street is important. From here can be glimpsed the tranquil garden and historic college buildings including the Pepys library.</p>	<p>Map revised to show River Court as a positive green space.</p>

	<p><i>The College object to the inclusion of the Art Room to the north east of the School of Pythagoras as a 'positive building' on the Magdalene Street / Northampton Street plan. This is a modest brick and timber building of no particular historic or architectural interest and is not readily visible from the public realm.</i></p> <p><i>A key view has been identified from the south of no. 21 Northampton Street looking south towards the Cripps Building. This view is across the College car park and servicing area towards the Cripps Building which is not considered to be an important aspect of its setting. This is not a prominent location within the conservation area as the view is from private land.</i></p> <p><i>Why is the corner of the St John's Chop House a focal feature? Whilst the gable end does pinch the view when looking west, the 'positive' view towards it is identified looking east.</i></p> <p><i>The pavement on the southern side of Northampton Street between no. 22 – 38 has been identified as historic paving, however it is not clear whether this relates to the whole pavement or just the cobbles along the road and the part of the pavement between nos. 22 – 26 is of no historic interest at all. (Beacon Planning on behalf of Trinity College)</i></p>	<p>As stated in the appraisal text the Art Room forms part of a group of buildings including the School of Pythagoras and Merton Hall set around a yard which resemble an historic Fenland farm. The significance of a part of the conservation area does not lessen because it can only be glimpsed in views from the public realm.</p> <p>The view looking towards the Cripps building is a good example of the juxtaposition of the Cripps building with historic buildings and highlights the variety of built form within the conservation area.</p> <p>Focal features with the appraisal are used both for their legibility in the street scene and their historic interest. St John's Chop House adds legibility to the street scene and is revealed in views as you walk down Northampton Street.</p> <p>The areas of historic paving have been clarified on the map.</p>	<p>No action taken</p> <p>No action taken</p> <p>No action taken</p> <p>Revisions to the map.</p>
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	<i>The streets of the historic core have a finite capacity for people and buses but the appraisal appears to have nothing to say about this. For example, it seems astonishing that so many bus routes are permitted to pass through the narrow streets in the historic core. Watch the numerous buses trying to negotiate Magdalene Street, Magdalene Bridge and the sharp corner from Jesus Lane into Bridge Street, and you wonder why these streets cannot be freed from buses and most other traffic, at least during the working day, as is successfully done in many similar cities on the continent. (Resident)</i>	The comment has been noted. The appraisal does state that the use of the road for private vehicles is restricted although it is still busy. However the enhancement scheme to improve the pavement surfaces and reduction in traffic has been successful in raising the quality of the environment.	No action taken
• Mill Lane	<i>The Mill Lane description as a “significant opportunity for redevelopment” even though almost all the buildings are identified as Buildings of Local Interest or positive buildings. We noted this in the Cambridge PPF assessment of the area during the preparation of the Mill Lane SPD; the SPD should be referenced here. (Cambridge PPF)</i>	The appraisal document looks at the buildings and landscape within the conservation area and how they add to the character and appearance of the city centre. The SPD is a set of objectives whereas the appraisal is what is there now.	No action taken
	<i>Mill Lane is recognised presumably in positive terms as ‘quiet’ and then the university buildings are referred to as ‘inactive’ – which is perhaps meant negatively. There is lack of clarity. Apart from the fact that students prefer peace and quiet to study, the epithet ‘inactive’ is inaccurate. There is plenty of university related activity as student burst out the Mill Lane lecture rooms periodically and academic staff go about their day-to-day business. I am particularly concerned at the lack of attention given to Millers Yard, which though a BLI may be subject to demolition by Pembroke College. This needs to be stopped and the building upgraded to proper listing. It provides an ideal setting for a college court, in an enclosed space. Darwin College was to take a lease on this. (Resident &amp; FeCRA)</i>	Noted  As a BLI, Millers Yard will be given any due attention in any future development and Council policies will apply.	Term inactive removed.  No action taken
	<i>Several key differences between the adopted OPML SPD and the new HCA which may prejudice the comprehensive planning of the site. (Cambridge University)</i>	The appraisal document looks at the buildings and landscape within the conservation area and how they add to the character and appearance of the city	No action taken



		centre. The SPD is a set of objectives whereas the appraisal is what is there now.	
<ul style="list-style-type: none"> <li>Northampton Street</li> </ul>	<p>4.5 Castle Street are listed as BLI. In the 2006 Appraisal, this building was erroneously marked as a listed building. The status of the building, attached to Kettle's Yard, and having been largely neglected following a fire in the former post office is questionable. The designation also does not appear to pay any heed to the planning permission alterations to Kettle's Yard Museum, which includes the redevelopment of this structure. That project is presently underway on site, targeted for completion in 2017. This should be acknowledged and referenced in the narrative in the table item. (Cambridge University)</p>	Noted	The following has been added to the text: "redevelopment of Kettle's Yard has been approved and is underway"
<ul style="list-style-type: none"> <li>Parkside</li> </ul>	<p>The appraisal seems to approve of the new building on the corner of East Rd and Parkside which is at least one story too high (the architecture of greed). Residents become rather tired of "architectural statements "which are no more than an excuse for cramming more revenue-generating rooms onto a site. This would seem to pave the way for similarly oversized (relative to the Georgian buildings to the west) to be put onto the Police Station site.(Resident)</p>	There are no such current proposals. The scale of the fire station may not be regarded as a precedent for any future development. The existing building received planning approval.	No action taken
	<p>I am also concerned that some of the area appraisals are lacking. For instance the Parkside Appraisal states "Redevelopment of the fire station has sustained the use of the site and associated activity whilst enhancing the architectural quality of the street." This is hardly credible. The planning department refused permission for the tower originally, the developer won on appeal. I would think most people would see the tower as a monstrosity that intrudes on the skyline viewed from various locations. It does not enhance the architectural quality of the street which is predominantly 19th century. No comment is made of the de-facto long distance coach/bus station now present on the street. (Resident)</p>	Noted	That sentence has been removed from the text.  Have added a comment within the text on the bus stops.

	<p><i>The south side of Parkside is no longer open to Parker's Piece. The use as a bus station (and an inadequate one, with no facilities) severely compromises what should be a pleasant green character. This should be specifically addressed in the map and the "enhancement and redevelopment" text.(Cambridge PPF)</i></p> <p>Please add that the temporary bus stops and parked busses on Parkside ruin the vista from Parker's Piece and should be relocated. (Resident)</p>	Noted	Have added a comment within the text: The use of the southern side of Park Street as a bus station has led to the incremental installation of clutter including signs, bus shelters and a ticket office. This gradual change has eroded the open character of the street.
<ul style="list-style-type: none"> <li>• Park Parade</li> </ul>	<p><i>On Park Parade, the College objects to the inclusion of the front boundary walls as 'positive structures'. These walls are only five courses of brick high, many have been rebuilt, some removed and a number have lost their copings (as the photos in the document show). There is no logic as to why these insignificant walls have been picked out for special attention when the boundary walls to other domestic properties in neighbouring streets have not.(Beacon Planning on behalf of Trinity College)</i></p>	These low walls continue to give a sense of enclosure to the front gardens along Park Parade. The retention of them can enable railings to be put back at a future date.	No action taken
	<p><i>Park Parade wrongly includes a view up Portugal Street to St John's Chapel. (Cambridge PPF)</i></p>	Noted	Photo removed
<ul style="list-style-type: none"> <li>• Parker's Piece</li> </ul>	<p><i>My comment would be that it should be better controlled. The Town and Country fair is an example of good use of the space, as is its continuing use for cricket matches. But the most recent ice rink was dire. Including a loud and vulgar funfair in a site so close to the town centre was regrettable. There are already plenty of those on Midsummer common. (Resident)</i></p>	Noted	No action taken
	<p><i>Donkey Common and Petersfield. These two important open spaces do not appear to be in the Central Area nor the Mill Road Conservation Area. If they are not included is there a reason? They frame the entrance to Mill Road and the approach to Parker's Piece. (Resident)</i></p>	Donkey Common is within the New Town and Glisson Road Conservation Area and Petersfield is within the Kite Conservation Area	No action taken

	<p><i>We question whether the use of Parker’s Piece for ice skating for 1 month, followed by weeks of damage repair, can be correctly described as an “event”. The north side trees play a vital role, not least in masking the intrusion of buses and bus paraphernalia along Parkside. The Conservation Plan needs to be updated to guide proposed enhancements, and tree management. Reality Checkpoint has been redecorated. What about the inclusion of the football statue that is to be erected? (Cambridge PPF)</i></p>	Noted	Text altered regarding the redecorating of Reality Checkpoint. Reference to the bus stops is within the text for Parkside.
<ul style="list-style-type: none"> <li>• Park Street</li> </ul>	<p><i>On the Park Street plan (which differs in some cases from the Round Church Street one), we agree that the view to the rear of the CUS is negative (if that is what the red arrow is meant to show – it is not noted on the key here or on any streets). It is difficult, however, to understand why the junction and paving with Jesus Lane is thought to be poor, but not that to the rear of the CUS or along Round Church Street, or the gable end of No.5 Round Church Street. (Beacon Planning on behalf of Trinity College)</i></p>	<p>Noted</p> <p>This is a prominent corner and it is considered to be generally poor streetscape with the clutter of bins and cycle parking.</p>	<p>Alterations have been made to the map key for all streets</p> <p>No action taken</p>
	<p><i>The widening of this street and consequent building demolition took place more in the mid than late 20th century, in the 1960s I believe. That and the car park are the only completed elements of the thankfully scrapped Inner Relief Road scheme.</i></p> <p><i>I am a bit surprised that the gap left by the site of numbers 17 and 18, used for many years for car parking and a bit of a blot on that part of the street, is indicated as “Positive Green Space” when it is nothing of the kind. It is a matter of considerable personal regret to me that my attempts to persuade Jesus College to bring forward plans to replace the houses demolished there in the 1960s met with failure.</i></p> <p><i>(Resident)</i></p>	<p>Noted</p> <p>Noted</p>	<p>No action taken</p> <p>Changed the colouring on the plan so that the reference to positive green space in this location has been removed.</p>

	<p>1. The ADC Theatre is marked as having redevelopment potential in the 2006 Appraisal, yet is marked as a positive building in the draft Appraisal. No narrative in the document to offer an explanation of the changes in status. The change in status is queried in any case, given the form of the building and that it has not been altered materially since the 2006 Appraisal. (Cambridge University)</p>	<p>This building was reassessed when improvements were made in 2008 and it was found to be older than realised.</p>	<p>No action taken</p>
<ul style="list-style-type: none"> <li>• Park Terrace</li> </ul>	<p>Park Terrace needs to be updated to include redevelopment of the University Arms. (Cambridge PPF)</p>	<p>Noted</p>	<p>Text has been updated.</p>
	<p>Surely Park Terrace was developed by Jesus, not Emmanuel College? Jesus owned it until some 34 years ago when they sold it to Emmanuel. Planning permission to convert it to student housing was granted in 1982. (Resident)</p>	<p>Noted</p>	<p>Reference removed</p>
<ul style="list-style-type: none"> <li>• Peas Hill</li> </ul>	<p>The Peas Hill description plan notes neither the successful repaving, nor the subsequent intrusion of cycle racks. (Cambridge PPF)</p>	<p>The text refers to the recent extension of the paving which accommodates large numbers of cycle parking. It also states that the entrance to the street from the north is dominated by cycle parking.</p>	<p>No action taken</p>
	<p>Review of Cycle park structure recommended.</p> <ul style="list-style-type: none"> <li>• The cycle parking is an overbearing block and does not enhance the streetscape.</li> <li>• Cycle racks could be positioned at an angle to give more room for pedestrians.</li> <li>• Use the opportunity for greening with planters to break up the monotonous block of metal racks.</li> <li>• The benches are crudely placed facing the cycle rack, and blocks the flow of the street.</li> <li>• The rubbish bins are sited directly next to the benches.</li> </ul>	<p>Noted. See responses to this respondent elsewhere.</p>	<p>No action taken</p>

	<i>(Resident)</i>		
<ul style="list-style-type: none"> <li>Pembroke Street</li> </ul>	<ol style="list-style-type: none"> <li>The New Museums Site SPD is not referenced anywhere and should be, as it includes a number of that affect Pembroke Street.</li> <li>The Heycock Lecture Theatre has been upgraded to a BLI since the 2006 Appraisal, yet no narrative in the document to explain this status change.</li> <li>The Goldsmiths Laboratory has been downgraded from BLI status since the 2006 Appraisal, yet no offered in the document to explain this status change. This is also contrary to the status identified in Museums Site SPD.</li> <li>The Shell building is shown as a BLI, contrary to the New Museums Site SPD. This is a C20 building quality, and is identified as being removed to facilitate new public open space in the NMS SPD. This inconsistency should be corrected.</li> <li>The NMS SPD identifies the NMS frontage on Pembroke Street as an area for public realm enhancement opportunity, yet the Appraisal on page 3 makes no reference to this. Furthermore, the document also states that there are no redevelopment opportunities. This is incorrect given the aspiration in the SPD to redevelop NMS to improve both the buildings and public access to the site, with particular opportunities to enhance access from Pembroke Street.</li> </ol>	<ol style="list-style-type: none"> <li>Refer to Introduction regarding the NMS SPD</li> <li>This is a mapping error and should be shown as a BLI</li> <li>This building is a BLI.</li> <li>The appraisal document looks at the buildings and landscape within the conservation area and how they add to the character and appearance of the city centre. The SPD is a set of objectives whereas the appraisal is what is there now.</li> <li>Not within the remit of this document</li> </ol>	<p>No action required under this street</p> <p>Map changed</p> <p>Map changed</p> <p>No action taken</p> <p>No action taken</p>
	<i>(Cambridge University)</i>		

<ul style="list-style-type: none"> <li>• Petty Cury</li> </ul>	<p><i>The Petty Cury description makes no mention of under-use of upper floors on the north side, or the lack of maintenance which led to fallen masonry in the recent past.(Cambridge PPF)</i></p>	<p>Under the Building Enhancement section the appraisal states that the upper storeys of the some of the buildings appear little used and there may be some potential for them to be converted in to residential or other uses.</p>	<p>No action taken</p>
	<p><i>We question the need for the inclusion of an analysis of the covered environment within Lion Yard and Grand Arcade as part of the Appraisal. The shopping centres are late 20<sup>th</sup> century and early 21<sup>st</sup> Century redevelopment, described as additions to the ‘commercial architecture of the city. We therefore seek clarification as to why the covered shopping environments should feature within this document given the nature of the redevelopments, their offer and their environment alongside the purpose of this document.</i></p> <p><i>We would consider that the wider Appraisal which addresses the external elevations of the shopping centre in the relevant sections is a sufficient assessment of these assets. The additional details on the external frontage of St Andrews’s Street for example, within this section could form part of another section. The covered environment should not be the focus of this Appraisal and is, unsurprisingly, referenced to be of ‘low significance’ given the extensive redevelopments. ( DeLoitte LLP)</i></p>	<p>The text refers to the Lion Yard colonnade as it is a feature of the street frontage in Petty Cury and the appraisal is an assessment of the street environment.</p> <p>Noted</p>	<p>No action taken</p> <p>No action taken</p>
<ul style="list-style-type: none"> <li>• Post Office Terrace</li> </ul>	<p><i>We do not agree that there should be key views along the Post Office Terrace to the rear of No.4 or towards the substation (private property). Again, there is no explanation as to why this is a key view. We also seek further information on the focal point of Post Office Terrace (DeLoitte LLP)</i></p>	<p>This is highlighted as a negative view but there is no key to explain the arrows.</p>	<p>Map key amended to include negative views</p>
<ul style="list-style-type: none"> <li>• Queen’s Lane</li> </ul>	<p><i>We are surprised to see no mention of the historic Milne Street in the Queen’s Lane description. (Cambridge PPF)</i></p>	<p>Milne Street is mentioned on page 2.</p>	<p>No action taken</p>

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<ul style="list-style-type: none"> <li>Queen's Road</li> </ul>	<p><i>Queen's Road has no cross-reference to the Backs Management Plan, no consideration of tree management, planting and renewal, and no mention of the new cycle route across Queen's Green.(Cambridge PPF)</i></p>	<p>The Backs Management Plan is a separate document and not relevant to the appraisal of Queens Road.</p>	<p>No action taken</p>
<ul style="list-style-type: none"> <li>Quayside</li> </ul>	<p><i>The 'positive' trees identified lining the river by Bright's Building are all young specimens and not of great townscape value. These are only shown on the Quayside plan not on the Magdalene Street one. How can the paving laid on Quayside in the early 1990s be considered to be historic? (Beacon Planning on behalf of Magdalene College)</i></p>	<p>This line of trees will continue to grow and their presence now and in the future is of townscape interest. They should be included on the map for Magdalene Street.</p> <p>The key has been altered to refer to quality paving rather than historic.</p>	<p>Map altered</p> <p>Map key changed to refer to 'Quality Paving' rather than 'Historic Paving'.</p>
<ul style="list-style-type: none"> <li>Regent Street</li> </ul>	<p><i>The pedestrian crossing at the junction with Gonville Place and Lensfield Road have recently been upgraded and in the process have become difficult to use. There are no longer pedestrian signals (i.e. red/green man) on the opposite side of the road that you are trying to cross, and so you can no longer stand facing the way you want to walk, but must keep looking to your left or right (or behind you) to see if it is safe to cross. This is a nuisance when foot traffic is light, but when there are many people you have no choice but to stand frustrated hoping that someone else is keeping an eye on it. The worst is walking west bound on the south side of Gonville Place trying to cross towards the Catholic Church - here the only pedestrian signal is beside the button which is against the wall not on the kerb, and so if you are standing at the kerb waiting to cross there is no way of knowing when it is safe to do so.(Resident)</i></p>	<p>Noted</p>	<p>No action taken</p>
	<p><i>Regent Street needs updating to include redevelopment of the University Arms Hotel. Downing College SCR should be noted as a positive building, and possibly put forward for listing. (Cambridge PPF)</i></p>	<p>Noted</p> <p>Noted</p>	<p>Comment Added</p>
	<p><i>1. The University Arms Hotel – reference to this should be updated to reflect the current position. (Cambridge University)</i></p>	<p>Noted</p>	<p>Comment added</p>

	<p><i>The Kenny A and B and Howard Lodge buildings have been identified as positive buildings in the Tennis Court Road plan, but not on the Regent Street plan. The College object to these relatively modern buildings and the Library being identified as positive buildings.</i></p> <p><i>The view from Regent Street at the junction with Park Terrace looking south east towards the Roman Catholic Church is identified as a 'key view'. This is a very wide and long-ranging view and no assessment is made of whether any buildings or features, other than the Church, are considered to be important.</i></p> <p><i>Several views into the College from Regent Street and Tennis Court Road have also been identified as 'key views', however these only offer glimpses into the site. In particular, the view from Tennis Court Road looking east through the northern gate is towards the College's car parking areas which is not considered to be positive and certainly not 'key'. Moreover, several views have been identified within the College which are only gained from private land and not from the public realm, in particular the views from The Quadrangle looking south towards The Paddock. As noted in the appraisal, the College was designed around a formal grid and courtyard and it was originally intended to have a southern range to enclose The Quadrangle. Therefore the sense of 'wide-openness' and the 'attractive vistas' that the appraisal identifies do not contribute to the original formal design of the College which intended to focus attention on the buildings that enclose the northern part of the site. The key views – if they are considered justified at all – should be towards the buildings themselves.</i></p> <p><i>Almost all of the site has been identified as positive green space, however no assessment is made of the character of these spaces to justify why they make a positive contribution. This includes the small areas of grass between buildings, such as around the library and 'N' staircase. It also includes the area of tarmac used for parking just beyond the main entrance from Regent Street and the hard-surface tennis courts in the south east corner of the site, which are not considered to be particularly positive. The supporting text notes that the open space within the site is split into</i></p>	<p>Noted</p> <p>Views within the conservation area are not always focussed on a single feature or building but are long views highlighting the diversity and variety within the area. However the point of views highlighted on private land is noted and these have been removed.</p> <p>Noted. The internal site should be greyed out on the map as the appraisal is focussed on the street front.</p> <p>Noted</p> <p>Noted</p>	<p>Map altered to show buildings as positive</p> <p>Map changed to remove key views on private land</p> <p>Map changed to remove emphasis on college site</p> <p>See comment above</p> <p>See comment above</p>
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	<p><i>the more formal northern part – known as ‘The Quadrangle’ – and the southern part which is less formal. It goes on to say of the southern part that ‘the space continues into the less formally landscaped grounds to the south, creating a sense of wide openness and attractive vistas...’. It should be noted that the southern part – known as ‘The Paddock’ – is laid out as sports pitches which are used by students on a regular basis. It is therefore not considered to be ‘more naturalistic in character’ as described in the appraisal, apart from the belt of trees along the southern boundary. Trees to the west of Kenny A have been identified on the Tennis Court Road plan as ‘important trees’, which is not shown on the Regent Street plan. The College objects to the identification of several of the buildings along Regent Street as ‘positive buildings’ and/or with historical shop frontages. These are a varied collection of buildings and many have modern shop frontages inserted which are not considered to have any positive impact. (Beacon Planning on behalf of Downing College)</i></p> <p><i>Considerations should be given to identify the Senior Common Room at Downing College (designed by Howard, Killick, Partridge and Amis 1969) as either a Building of Local Interest or a positive building in the conservation area. Personally I find this building of greater architectural interest than the Downing College Library (Erith and Terry 1991). The photograph of the University Arms is out of date as this element has been demolished and again where this is identified as a poor quality feature on the map with negative views may need to be reviewed. (Historic England)</i></p>	<p>Wording changed to ‘creating a wide open vista’</p> <p>Noted</p> <p>There are a number of historic shop fronts along Regent Street and the positive nature of these buildings also arises from their upper floors many of which are early 19<sup>th</sup> century.</p> <p>This building will be added to the list of potential BLI’s for future assessment.</p> <p>Noted. A new photograph will be inserted and a section of amended text reflecting the new building.</p>	<p>No action taken</p> <p>Map altered to add important trees</p> <p>No action taken</p> <p>No action taken</p> <p>Photo and text amended.</p>
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<ul style="list-style-type: none"> <li>Regent Terrace</li> </ul>	<p><i>The Regent Terrace description should note that the former factory was built for Avery Scales Ltd, a significant name in Cambridge industrial history. The recent change of name is highly regrettable. (Cambridge PPF)</i></p>	<p>Changing the name of a public house does not require consent. The text will be altered to remove the words 'retains its name'.</p>	<p>Text changed from 'but retains its name and early C20 industrial character' to 'but has now lost its name but retains some early C20 industrial character'.</p> <p>In the table 'Avery' changed to 'Grain Store'.</p>
<ul style="list-style-type: none"> <li>Round Church Street</li> </ul>	<p><i>Trinity College has taken a significant long term lease from the Cambridge Union Society on land at the corner of Round Church Street and Park Street. The College and CUS object to the identification of Nos.3-5 Round Church Street as positive buildings. These buildings are an unremarkable survival of a longer terrace. In particular, there is nothing positive about the eastern gable end – the scar left from when No.6 was demolished in the 1960s. The 'historic shopfront' identified has not been a shopfront for many years and is simply a large plate glass window in a stone surround.</i></p> <p><i>Moreover, why is No.5 considered to be a focal point?</i></p> <p><i>The 'key views' identified are difficult to understand. The true key views along Round Church Street are a long view looking west which focusses on the St John's College Chapel tower and arguably the way the street is enclosed by the Park Street terraces looking east with the significant trees behind.</i></p> <p><i>It is difficult to understand why the draft Appraisal does not consider the squash courts as a negative feature. Why is there a key view looking at them and No.3 Round Church Street?</i></p>	<p>These buildings are considered to add to the character of the street.</p> <p>The former shopfront is still visible, despite it not being used as such for a number of years. The form of the opening is part of the character of the street.</p> <p>No. 5 is a focal point due to the increased height of the building which is at the end of the small terrace</p> <p>There are short and long views to the varied buildings along and at the end of the street.</p> <p>The appraisal does not highlight negative buildings.</p>	<p>No action taken</p> <p>No action taken</p> <p>No action taken</p> <p>No action taken</p>

	<p><i>The 'positive trees' identified to the north of the church prevent views of an important part of the CUS building and views into the green space, which the text suggests is a positive attribute of the street.</i></p> <p><i>The 1930s alterations to the CUS have never been a 'sculpture studio'!</i></p> <p><i>The CUS was built in 1866 with extensions in 1886 and 1933. The latter were by H. Tomlinson.</i></p> <p><i>It is surprising that not only is Park Street car park not identified as being a negative feature on Round Church Street (it is on the Park Street plan!), but the text actually suggests that the materials and detailing make it noteworthy. It is hard to imagine that this view is shared by many people in the city or that were an application made to build now with similar materials and detailing that this would be given consent. (Beacon Planning on behalf of Trinity College)</i></p>	<p>The trees add a softness to the character of the street and do not detract from the buildings.</p> <p>Words 'sculpture studio' will be deleted.</p> <p>The table will be changed to include mention of H.Tomlinson.</p> <p>The map will be changed to show the car park as a poor quality feature as it is on the Park Street map. The materials of the car park are varied, for example the stone panels by the public lavatories. The future of the Park Street car park is currently under consideration.</p>	<p>No action taken</p> <p>'Sculpture studio' removed from text.</p> <p>Text in table changed to add H. Tomlinson.</p> <p>Map will be changed to show the car park as a poor quality feature</p>
<ul style="list-style-type: none"> <li>St Andrew's Street</li> </ul>	<p><i>The northbound foot traffic on the west side of the road approaching the junction with Downing Street is very heavy and just where pedestrians have to bunch up to cross Downing Street, the footpath becomes very narrow. There is a strange sort of portico at the corner which seems to be part of the bank and yet is widely used by pedestrians, this seems unsatisfactory both from the bank's point of view and for pedestrians. I would suggest making this section of St Andrew's Street (between Downing Street and say no. 36) single lane for cars/buses with the use of traffic lights to manage the flow. The large dead area controlled by the lights would be inefficient from a road traffic point of view but would allow a much wider and safer</i></p>	<p>Highway management is a matter for the County Highways Department.</p>	<p>No action taken.</p>

	<i>pavement.(Resident)</i>		
	<i>On St Andrew's Street, how can the paving running south from Christ's Lane which was paved when Bradwell's Court was rebuilt in 2008 be considered historic?(Beacon Planning on behalf of Christ's College)</i>	The key to the maps has been altered to reflect 'Quality Paving' rather than 'Historic Paving'.	Key to all maps has been changed to show 'Quality Paving'
	<i>Lion Yard and the Grand Arcade: the superstructure (photo page 4) above the refurbished listed buildings needs to be mentioned, as does the view of the rear of the listed buildings from the first floor bridge within John Lewis. We suggest that the following needs to be added to the last line of the description, "However, this is only possible because the bulk of the new building that now intrudes into views from these spaces." (Cambridge PPF)</i>	This cannot be seen from St. Andrew's Street; reference has been made in Emmanuel Street pages. Views internal to the shopping arcade are not relevant to this street.	No action taken.
	<i>The St Andrew's Road error occurs at the bottom of page 1. It should be St Andrew's Street of course. The reference to the 1950s Loggie Plan should be the Logie Plan. It is a pity that no reference is made to the enclosed yard behind St Andrew's Street accessed via Post Office Terrace which is very poor development. It is dominated by the remaining parts of the central telephone exchange not redeveloped for Grand Arcade. This is behind Barclay's Bank which is not the courts as described in the table. They are part of the Grand Arcade development behind the former Robert Sayle façade. (Resident)</i>	No reference found.  Post Office Terrace is private access and largely invisible from St. Andrew's Street.	No action taken  No action taken
	<i>Apart from the stray apostrophe in "Beaufort's" the table gets confused at numbers 9-11. All the former Post Office building frontage, however numbered, is now Barclay's Bank. (Resident)</i>	The apostrophe will be removed.	The table will be changed to correct numbering
	<i>The overbearing nature of the Grand Arcade buildings rising inharmoniously behind the newly restored listed shop fronts. <b>Negative</b></i>	This cannot be seen from St. Andrew's Street; reference has	No action taken

	<b>impact.</b> (Resident & FeCRA)	been made in Emmanuel Street pages. Views internal to the shopping arcade are not relevant to this street.	
<ul style="list-style-type: none"> <li>St. Edward's Passage</li> </ul>	<p>The description in the 2016 Appraisal recognises it as a quiet haven and the 'tightly spaced vernacular cottages, preserving a sense of the cheek-by-jowl nature of the early town'. It appreciates that the attractive character is given by the very sense of enclosure (presumably applied in the positive sense here-later 'narrowness' is used which breaks happily with the planner speak). Incomprehensible that it does not refer to David's Bookshop by name. Nor is the successful timber access to the upper floors of the King's College building overlooking King's Parade, reminiscent of a mediaeval building. <b>Enhancement overlooked.</b></p> <p>(Resident &amp; FeCRA)</p>	Noted. References changed to reflect comments made.	G. David's shop name inserted. Mention made of timber-framed access gate. Text altered as street lighting has been enhanced since first draft.
<ul style="list-style-type: none"> <li>Senate House Passage</li> </ul>	<p>It is very surprising that the Senate House Passage description does not note the view to the C14 Old Schools behind the c18 façade. Equally surprising that the architect Cockerell is misnamed Cockcroft.</p> <p>(Cambridge PPF)</p>	Noted. References changed to reflect comments made.	Spelling corrected. Extra line about the re-fronting of buildings inserted.
	<p>Review management. Streetscape enhancements. The cobble path was dug up by utilities [date? Last 6 years]. Floorscape replaced with inappropriate large cobbles. Patches now lifted. Low level of workmanship. The character of the street is adversely affected &amp; a trip hazard. Needs repair. Recommendations. (Management section). Street repairs in Historic Core floorscapes need better supervision and checks before signing off. (Resident)</p>	Issues such as supervision of street works is not within the scope of the document.	Comment on poor paving workmanship inserted.

<ul style="list-style-type: none"> <li>• Sidney Street</li> </ul>	<p><i>The “tired” surfaces of Sidney Street have been replaced. The refurbished War Memorial should be noted as a positive building. (Cambridge PPF)</i></p>	<p>The surfacing in the street remains very poor [major potholes, cracked footways, etc.].</p>	<p>War Memorial Shelter inserted into table as positive. No alteration on paving.</p>
<ul style="list-style-type: none"> <li>• Silver Street</li> </ul>	<p><i>1. 16 &amp; 17 Mill Lane (buildings to the south of the Pitt Building fronting Silver Street). The block outlined in the HCA is too generic and the buildings should be separated and assessed individually (see OPML SPD). This has been listed as a positive building, yet it was recognised within the OPML SPD that some elements of these buildings have potential for demolition or substantial alteration.</i></p> <p><i>2. 16 Silver Street – identified as a positive building in the table but not coloured as such on the plan. This building should be considered positive.</i></p> <p><i>3. 1 (Ede &amp; Ravenscroft) – identified as a positive building in the table but not coloured as such on the plan. This building should be considered positive.</i></p> <p><i>(Cambridge University)</i></p>	<p>The document is a record of the CA as it exists, not as it might be.</p> <p>The map will be changed</p> <p>The map will be changed</p>	<p>No action taken</p> <p>The map will be changed to reflect the positive buildings.</p>
	<p><i>The concept of making it more ‘permeable’ seems out of keeping with what should be University aspirations, namely to provide a quiet haven for study. The through-flow of tourists and visiting school children among university buildings would be very disturbing for those who work and live there. To build another riverside plaza like the Quayside, when the latter has been downgraded (for reasons not given) is incomprehensible and would be <b>severely detrimental to the river front view</b>. There is an opportunity to carry out some first rate, sensitive infill buildings, similar in nature to the Jerwood Library, whilst obviously keeping those which are listed. But the old warehouse on the river next to Silver Street Bridge should be <b>retained</b>.</i></p>	<p>The document is a record of the CA as it exists, not as it might be.</p>	<p>No action taken</p>

	<i>(Resident &amp; FeCRA)</i>		
	<p><i>1.Add. RESIDENTS to narrative. Street scape enhancement. Given its high value as a pedestrian route for City residents and tourist entering the City Centre, upgrading the narrow and uneven surfaces to reflect the historic character of the street (,,) could further enhance residents and visitors' experiences ).</i></p> <p><i>2. Silver Street Bridge as listed Grade 2 bridge designed by Edward Lutyens, should not solely be treated as a coach park waiting zone and toilet service area. Residents should be able to enjoy the fine views without looking at advertising signage or being pestered by punting touts. The broader area of pavement on the bridge where tourists tend to congregate – is impoverished by random municipal bins, benches, a hot dog kiosk, tourist nik-nak kiosk, punt operators signage and cycle stands with abandoned bikes. The area could be improved by rationalising the bins and benches. Needs a dose of civic pride. Recommend there are stricter controls on size and scale of signage and removal at night of any temporary signage. Here and elsewhere – press for Removal of 'A' Boards...</i></p> <p><i>3. The toilets on Silver Street. Appraise? They are tired but well designed and thoughtfully integrated into a difficult location. The bold 1970's iron work railings and the iron work door at the bottom of the steps are fine workmanship. The toilet block area is neglected and the City should restore and repair. Risk. [There is an options paper on the toilets 2016. One suggestion is to move toilets and put student housing there. [!] Another was to put toilets on Queens Green].</i></p> <p><i>In theory - historic core appraisal would prevent this at early stage of</i></p>	<p>The text will be added.</p> <p>This may be addressed within the spaces and movement strategy.</p> <p>This may be addressed within the spaces and movement strategy.</p> <p>The toilets are currently under consideration for upgrading.</p>	<p>The word 'residents' has been added.</p> <p>No action taken</p> <p>No action taken</p> <p>No action taken</p>

	<p><i>consultation. Or BEFORE it went to consultation?</i>  <i>Significant View of the river.</i>  <i>Appraise?</i>  <i>Door in the wall by river bank.</i>  <i>Record characterful public access to the river and view of the river beside the toilet block.</i>  <i>(Resident)</i></p>	<p>Noted.</p> <p>Views from the bridge are shown on the map.</p>	<p>The views are depicted on the map.</p> <p>No action taken.</p>
<ul style="list-style-type: none"> <li>St John's Street</li> </ul>	<p><i>On St John's Street, the grass area east of First Court is not part of the Historic Park and Garden. It is also difficult to understand what is 'historic' about the carriageway along St John's Street. (Beacon Planning on behalf of Trinity College)</i></p>	<p>This area is shown as Registered on both official paper &amp; electronic maps. References to historic paving in the key have been changed to quality paving.</p>	<p>No action taken.</p> <p>Key changed on all maps to 'Quality Paving'.</p>
	<p><i>All Saints Square - Please consider installing a power point to this area so that more events could be held. A Christmas tree for example would be lovely and lights for the market traders when they are there in the winter months. ('Jacks of Trinity')</i></p>	<p>Noted</p>	<p>No action taken.</p>
<ul style="list-style-type: none"> <li>Tennis Court Road</li> </ul>	<p><i>The status of the boundary wall along Tennis Court Road is not clear whether it is considered to be listed or a positive building, as there are discrepancies between the plan and the gazetteer. Also, the Kitchen Yard Gates are described on the list as a 'timber vehicular access gates' which is totally inaccurate as they are wrought iron in common with the Kenny and Fitzwilliam Gates. (Beacon Planning on behalf of Downing College)</i></p>	<p>Noted. Alterations made to the map to reflect the comments made.</p>	<p>The map will be changed to show the Listed wall extending for the entire length of TCR. The description of the gates has been changed.</p>
	<p><i>1. Page 3 describes the east side of TCR, most notably describing the relationship between the Judge Business School and the street. It should be noted that this is the west side, not the east. Furthermore, this description includes references to the former nurses' hostels which were demolished in the latter part of 2015 to make way for the consented extension to CJBS to provide an executive education facility. No reference to the current positive</i></p>	<p>The comments have been noted and the text will be altered.</p>	<p>The "east" has been changed for "west". Reference to the further extension of the Judge B S has been made.</p>



	<p><i>or the changing dialogue with the street is mentioned, which leaves the assessment factually inaccurate. This should be updated to account for the consented scheme and lack of the former hostels.</i></p> <p><i>2. The aforementioned former hostels are marked on the plan as being positive buildings. This needs to be corrected given that they no longer exist.</i></p> <p><i>3. Streetscape enhancements. This needs to reflect the changes to the street approved adjacent to the new CJBS extension, which provides for an enlarged footway in the region near the former hostels.</i></p> <p><i>4. Table to be updated, as per the above comments (Bridget's Hostel).</i></p> <p><i>5. The buildings on the Downing site which front TCR are all listed as positive buildings without an explanation as to why. (Cambridge University)</i></p>	<p>The polygons for the positive buildings will be removed</p> <p>These buildings &amp; their qualities are mentioned clearly in the 'Overview'.</p> <p>Table to be altered</p> <p>The appraisal has depicted positive buildings in all of its streets where they are considered to be important to the character</p>	<p>Map changed to show demolitions.</p> <p>No action taken</p> <p>References to Bridget's Hostel removed</p> <p>No action taken</p>
<ul style="list-style-type: none"> <li>Trinity Lane</li> </ul>	<p><i>1. Area of Historic paving. An area of historic paving has been introduced where the 2006 HCA identified poor floorscape. No analysis of this change is provided, especially given no change has happened on the ground. (Cambridge University)</i></p>	<p>Noted. 'Quality' and 'poor' are not mutually exclusive.</p>	<p>Key changed to quality paving.</p>
<ul style="list-style-type: none"> <li>Trinity Street</li> </ul>	<p><i>On the section covering Trinity Street, the photo entitled 'Gonville and Caius College's Tree Court' is in fact Trinity College's Whewell Court. Similarly on Garrett Hostel Lane, the 'view to St John's College New Court' is in fact Trinity College New Court. (Beacon Planning on behalf of Trinity College)</i></p>	<p>The photo captions will be corrected.</p>	<p>Corrections made when final document is compiled.</p>
	<p><i>No mention of the successful streetscape enhancement. (Cambridge PPF)</i></p>	<p>It is mentioned in the 'Townscape Elements' section.</p>	<p>No action taken</p>
	<p><i>City Core scheme road floorscapes in Trinity Street have held up well. Sensitive treatment. Use of good materials &amp; lack of yellow lines a success. Make the economic argument of money well spent long term. (Resident)</i></p>	<p>Noted</p>	<p>More detailed description of highway materials added.</p>

<ul style="list-style-type: none"> <li>Thompson's Lane</li> </ul>	<p><i>The St Clements Gardens terrace is shown as a row of positive buildings. These have been demolished, with consent granted two years ago! A hostel for Trinity Hall is replacing them. (Beacon Planning on behalf of Magdalene College)</i></p>	<p>The map will be changed to indicate the new building, called Wyng Gardens.</p>	<p>Text changed to reflect demolition and new building.</p>
	<p><i>Thompson's Lane: it is not just the roof terrace of the hotel which detracts from the skyline. (Cambridge PPF)</i></p>	<p>This building had planning approval. The document does not highlight negative buildings</p>	<p>No action taken</p>
	<p><i>One believes, perhaps naively, that the designation 'historic core' will afford some protection against inappropriate development. However, it is widely agreed that, for example, the building in Thompsons lane, now a hotel, originally planned as flats, disfigures the skyline as viewed from places like Jesus Green. It towers inappropriately over the listed buildings nearby, notably those of Magdalene College. There must surely be something amiss with a planning system that allows a development of this sort in such a sensitive location? But the appraisal appears to have nothing to say that might reassure us that the historic core will in future be protected from such intrusions. (Resident)</i></p>	<p>This building had planning approval. The document does not highlight negative buildings</p> <p>Developments in the Historic Core are subject to the policies contained within the Local Plan.</p>	<p>No action taken</p> <p>No action taken</p>
<ul style="list-style-type: none"> <li>Trumpington Street</li> </ul>	<p><i>It is incredible that the Trumpington Street description includes no issues or enhancement opportunities- compared with the 2006 Appraisal that mentioned the following been:</i></p> <p><i>Streetscape Enhancement...</i></p> <ul style="list-style-type: none"> <li><i>The ugly crossover between nos. 55-59 and Corpus Christi could be improved upon.</i></li> <li><i>The two disused road sign support posts opposite nos. 11 and 12 could be removed.</i></li> <li><i>The pink dimpled concrete slabs at this point are rather obtrusive.</i></li> <li><i>Although, the street is one of the very few in the city, to have a complete run of York stone paving from end to end, there are some unsympathetic PCC slabs in front of the Royal Cambridge Hotel and</i></li> </ul>	<p>Acknowledged. See amendment.</p>	<p>The 'Streetscape Enhancement' section has now included these comments.</p>

	<p><i>running along the School of Architecture and History of Art. There is also some tarmac in front of no 39. These areas should be replaced to be more in keeping with the majority of the street.</i></p> <ul style="list-style-type: none"> <li><i>The Pitt Building would benefit from a more sympathetic lighting scheme.</i></li> <li><i>The removal of the rather unattractive (temporary) Institute of Visual Culture building will significantly improve the northern side of the Fitzwilliam Museum.</i></li> <li><i>The hard space in front of no 74 is wasted and could be enhanced to create a better entrance to the building.</i></li> </ul> <p><i>(Cambridge PPF)</i></p>	<p>Not within the scope of the document.</p> <p>The temporary building has now gone.</p> <p>Not within the scope of the document.</p>	<p>No action taken</p> <p>No action taken</p> <p>No action taken</p>
	<p><i>1. General – The plan does not have a key- same colour assumed as rest of document.</i></p> <p><i>2. Fitzwilliam Museum – More detailed analysis/study is needed from the Council in relation to the museum site. The diagram highlights that the later extension of the Fitzwilliam is not listed; there is no breakdown of this within the list referring only to the main part (Grade 1) listed.</i></p> <p><i>The listing description for the Fitzwilliam Museum concentrates on the Founders Building in the listing description and does not mention any of the later extensions. Similarly, for Grove Lodge, the description only deals with the 18<sup>th</sup> century part of the building and doesn't mention the 19<sup>th</sup> century additions which would provide greater clarity over the parts of the building that are less significant.</i></p> <p><i>(Cambridge University)</i></p>	<p>A key will be included with the map</p> <p>The list description for the museum has recently been enhanced and includes references to the later additions.</p>	<p>Key added to the map.</p> <p>The map will be altered to reflect the extent of the Listing.</p>

<ul style="list-style-type: none"> <li>Wheeler Street/Parson's Court</li> </ul>	<p><i>In the section marked 'Streetscape Enhancement' in the former the document states that: 'Restriction of the vehicles using Wheeler Street to delivery vehicles would create a more pleasant pedestrian environment and make access to the public buildings and venues more agreeable'. If we have understood that correctly then you are potentially suggesting re-routing cars exiting Grand Arcade car park so that they do not have to come down Wheeler Street. We feel this is fine and would actually create a safer environment for patrons leaving our venue after shows. We do obviously need delivery vehicles to have the usual access as this is business critical. Re. the following comment: 'Parson's Court could be made more attractive by providing more discrete housing for refuse bins.' We agree with this and were planning to discuss the same idea with the City Council. The bins are somewhat of an eyesore and discrete housing of them is definitely required. (Cambridge Live)</i></p>	<p>Noted</p> <p>LPA will await contact via the pre-application process.</p>	<p>No action taken</p> <p>No action taken</p>
	<p>1. <i>No reference is made to the NMS SPD, or the consented scheme which sees alterations to Parson's Court and the negative view marked on the plan.</i></p> <p>2. <i>The red arrow has no legend in the map key. (Cambridge University)</i></p>	<p>The document relates to an appraisal of what exists, not of what may be.</p> <p>The key for all maps has been changed to include the red arrow as a negative view.</p>	<p>No action taken</p> <p>The key to all maps will be changed.</p>
<p><b>4. Good Practice/Management</b></p>	<p><i>The Issues and Management analysis in Chapter 4 also neglects to reconcile the issues between heritage protection and development. For example, the Appraisal simply states that an area has opportunity for re-development when it is well known the University has plans for the Mill Lane site, which includes a number of Listed Buildings and BLIs that will be potentially threatened. But we realise that there is a question of where you draw the line in relation to including information about upcoming developments. 2.5 There is also a lack of integration of these documents with the plans for</i></p>		<p>Add reference to approved New Museum Site applications and development. Also, refs to emerging proposals for Mill Lane and Downing sites (see same at page 9 above).</p>

	<p><i>the City Deal, which seeks to improve bus-lanes. As this will potentially increase the number of buses in the city centre the impact of this on the heritage is not adequately covered in Chapter 4 either in relation to Traffic Management other than the siting of interventions to reduce traffic. Buses are the principal source of exhaust emissions, and the damage to the structure of the city's old buildings caused by the high levels of atmospheric pollution, which often breach the legal limit, is not mentioned.</i></p> <p><i>Although we feel the Appraisal needs more work, Cambridge PPF is still encouraged that the City Council is undertaking this work, and Cambridge PPF are willing to work with the Council as previously discussed. We do urge the Council to give greater consideration to Cambridge's irreplaceable heritage.</i>  <i>(Cambridge PPF)</i></p>	<p>City Deal plans to be addressed via Spaces and Movement strategy – which reference to will be added to the Appraisal.</p> <p>Noted.</p>	<p>Add reference to Spaces and Movement strategy / City Deal.</p>
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	<p><i>All good material but reads as a preamble. Would like to see stronger writing with direct references to key policies embedded in the narrative rather than referring to the Local plan. Plays a bit safe. It could be more authoritative and demanding of standards. Needs dates and goals. The Lay out – I found the 2006 table format easier to find information on policies and see issues and impacts. The 2016 narrative sections look lightweight in comparison.</i></p> <p><i>Contacts - Would be useful to have list of department headings and a contact name for who is responsible for cleaning graffiti-, managing bins, benches – referenced against criteria. (See Westminster adopted Public realm strategy for Harmonising with Partners code).</i></p> <p><b>4.1.2. Lighting</b></p> <p><i>Be more honest of the problems from the Balfour Beatty Contract. Lesson learnt. As well as success of retaining Richardson candles. Make this a case history of how the consultation was done late and the problems it created. Date when the County Council contract was done.</i></p> <p><b>4.1.3 Sector signage? REMOVE. No longer relevant?</b></p> <p><i>Signage removed. Measure it as a success. Conservation bodies to get rid of the bogus signs nobody liked or used.</i></p> <p><b>4.1.4. Street Clutter</b></p> <p><i>Could be tougher on policy and intent. State the project plan. Dates, Audit. Measuring successful outcomes. What is the method? 20 mph implementation.</i></p> <p><i>Ref to latest thinking. Place before movement. (Scottish).*** Historic England. ‘Save our streets’, ‘Less is more’.</i></p> <p><i>Add robust review of cycling infrastructure. Colour of roads, signage, and bollard controls. Make it ‘belong ‘as part of place making. More beautiful. County engineers or Campaign groups cannot dictate specifications without collaboration &amp; consulting City Conservation &amp; design departments and residents.</i></p> <p><b>4.1.5 Public Realm strategy.</b></p> <p><i>Refer to key literature. Dates. Targets. All a bit vague.</i></p>	<p>The Planning system does not intend CA appraisals to be planning policy documents (nor are appraisals part of the Development Plan). Appraisals are an assessment of the conservation area – a snapshot. Dates and goals may be appropriate for a Management Plan not for this appraisal.</p> <p>A list of contacts would very quickly become out of date – especially given the Shared Service agenda.</p> <p>4.1.2 is considered sufficient for the Appraisal.</p> <p>4.1.3 agreed no longer relevant.</p> <p>Not appropriate in an appraisal.</p> <p>Consider for Spaces &amp; Movement Strategy. CA Management Plan/ Spaces &amp; Movement Strategy matters.</p> <p>4.1.5 Needs update with ref to SPD &amp; City Deal consideration.</p>	<p>Delete 4.1.3 Sector Signage paragraph &amp; re-number.</p> <p>Amend 4.1.5 to refer to proposed CA Management</p>
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	<p><i>Needs to mention threat of City Deal. Residents want to feel confident that the City Conservation department have the authority to oversee City Deal proposals to the highest sensitive environmental design standards.</i></p> <p><i>4.1.6 Core Traffic.</i>  <i>Set out the ambition. Vision. Future Smart Traffic management implications. Removal of rising bollards. Threat of more cameras?</i></p> <p><i>4.1.7 Cycle parking</i>  <i>Needs design guides. Aiming for best practice. Review what has been put down recently. (Peas Hill - functional but not enhancing. Bins and benches an afterthought –‘could do better’. Put cycle racks at angles to give more pavement area).</i></p> <p><i>4.1.9.</i>  <i>Control of reinstatement works.</i>  <i>Can there be tougher scrutiny and retrospective repairs to poor quality work. A 2 year period? What is training for operators and seminars for staff and public? Get Conservation of the City – out in the public debating realm.</i>  <i>People are concerned and interested.</i>  <i>(Resident)</i></p>	<p>These are beyond scope of a CA Appraisal and are matters for possible inclusion in a CA Management Plan/ Spaces &amp; Movement Strategy.</p>	<p>Plan and Spaces &amp; Movement Strategy.</p>
<p>General</p>	<p><i>The overall street by street structure is a logical method for addressing such a large and historic area. The only drawback in this approach is that some areas of potential major change (e.g. the New Museums Site) are considered in a fragmented manner in a number of different locations. I was also uncertain as to whether the whole of the University Downing Street site is considered? Given the depth of this site, have only the frontage buildings been considered?</i></p> <p><i>The maps are clear and helpful and it is good to see that they record historic paving. Areas of good contemporary paving might also be recorded (should they exist). Had it been possible to reproduce the maps at a slightly larger scale, it might then have been possible to identify positive items of street furniture (e.g. K6 phone boxes, or Richardson Candles) as well as</i></p>	<p>This is a consequence of the “inherited” layout. However, the bulk of these sites are covered.</p> <p>The approach taken to paving is now to record both historic and good quality contemporary paving.  Map scale is a constraint.  Consideration of views is set out</p>	

	<p><i>negative elements of street clutter (pedestrian barriers, intrusive signage etc.). The maps include the identification of views within the historic core, but one of the overall maps might have been used to record important views into or out of the historic core.</i></p> <p><i>Paragraph 1.3.3 Considers Positive Buildings and Buildings of Local Interest, but does not attempt to differentiate between them by identifying which are considered to be more significant. Does the Council consider them to be of equal significance? When considering applications for the demolition of such buildings, it would be helpful to have a clear understanding of the weight that should be given in determining such applications.</i></p> <p><i>Positive buildings might be considered to make a positive contribution to the character or appearance of the conservation area, and therefore merit consideration in accordance with clause 72 of the 1990 Planning (Listed Buildings and Conservation Areas) Act, whereas Buildings of Local Interest may be considered as undesignated heritage assets in their own right demanding consideration in accordance with paragraph 135 of the NPPF. Most, but perhaps not all, Buildings of Local Interest are also likely to be Positive Buildings in the conservation area. A clearer steer in this document would help in development management.</i></p> <p><i>(Historic England)</i></p>	<p>at Appendix F of the Local Plan 2014 (proposed Submission version).</p> <p>Most, but perhaps not all, BLIs are also likely to be Positive Buildings in the conservation area. In a conservation area, the key consideration is the contribution to that area. BLIs have been identified according to a different (often complimentary) set of criteria – and importantly, not from a systematic survey of the CA.</p>	<p>Add to <i>Paragraph 1.3.3:</i></p> <p>“Positive buildings make a positive contribution to the character or appearance of the conservation area, and therefore merit consideration in accordance with clause 72 of the 1990 Planning (Listed Buildings and Conservation Areas) Act. Some buildings have also been identified as Buildings of Local Interest in their own right and may be considered as undesignated heritage assets in accordance with paragraph 135 of the NPPF.”</p>
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## 2.2 The Historical Development of Cambridge

The City of Cambridge is located on the River Cam, where a ridge of higher ground (Huntingdon Road) finally meets the valley of the River Cam. It also lies at the lowest possible crossing point of the Cam before it outflows to the Fen basin.

The river terraces of the River Cam formed slightly higher and better drained areas of flat or gently sloping land high enough above the river level to be far less prone to flooding. These geographic factors had a considerable influence on the town's early growth and layout.

There is evidence of human settlement in the Cambridge area since at least the Bronze Age. These settlements mainly comprised scattered houses and farmsteads, and it was the Romans who first had an impact on the morphology of the town.

The earliest Roman activity was the construction of a small military camp on Castle Hill, overlooking the crossing point across the River Cam. This was in response to the revolts of the Iceni before 62AD, and it was abandoned 20 years later. By 120AD, a small settlement had grown up in its place, at the cross roads of the Via Devana and Mere Way/Akeman Street.

Apart from the hill top town, Roman settlement stretched beyond into the area of the historic core, especially along the Cam waterfront and Jesus Lane, and especially south of the core towards Addenbrookes. The full extent and nature of settlement on the east bank of the Cam is undefined and poorly understood but is probably more extensive than previously assumed.

During this time, the River Cam was navigable as far as Cambridge and was the northernmost point where transport from East Anglia to the Midlands was practicable. A river crossing has been in existence on, or very near to, the site of Great (Magdalene) Bridge since Roman Times. All routes, both local and long-distance, had to converge on this crossing point, giving it strategic importance. The convergence of both land and river routes at that crossing was the single most important factor in the growth of early Cambridge. The town's value as an inland port giving access to the North Sea and the Continent via the Cam, Ouse and Wash, gave it valuable commercial and strategic potential.

The Roman town and accompanying settlement appears to have been abandoned, like so many others, after the removal of Roman authority and rule c.410 AD. By the 7th century the settlement's condition was evidenced by Bede, a monk who called it a "little ruined city" where monks from Ely rowed to in order to find a suitable sarcophagus for their venerated Abbess, Aethelthryth.

Early Anglo-Saxon activity (450-650AD) is known from the city but again not from the core. Excavations have shown that settlements and cemeteries arose on the gravel terraces overlooking the Cam floodplain along West Road and the Backs, suggesting a riverside settlement focused on the main means of communication with the surrounding area – the river. Such activity may survive on the opposite bank within, the core but has not been revealed.

Saxon activity did move from the terraces back across the river by 850AD when there is evidence of burials and other remains. Excavations at the Grand Arcade however have shown that certainly this area of the core remained fields until at least the late 11th century. However it is known that the 'Great Army' of Viking invaders stayed over winter here in 875AD, presumably taking advantage of the river access and wide open areas along the banks.

The full extent of settlement pre-1000 is again uncertain. The hypothesis is that settlement stretched from the Castle Hill top area to the river, then across and along the river banks on the eastern side. The Vikings may well have dug a defensive ditch around their winter camp, but again topography suggests this is more likely to be on the east side, in the area of the core.

Whatever disruption was caused by the Vikings was not long-lived, and after 917 Cambridge and its surrounding area was back under Saxon control. Cambridge itself began to evolve into the roots of the mediaeval town. Possibly six or so churches were established, of which St Bene'ts is a notable survivor, and although others retain fabric of that date, such as St Peter's, and Little St Mary. Cambridge possessed a mint, something that could only occur in a fortified centre, and also a 'Guild of Thegns', or a fraternity of local lords.

Whilst activity in this period (950-1100) is still centred along Castle Hill, increasingly the eastern area, or the current historic core, is gaining importance, with a line of churches stretching from the river crossing then along Bridge Street, Trinity Street, Kings Parade and to the northern end of Trumpington Street. With the continued importance of waterborne trade to the county and East Anglia, Cambridge was an importance centre of commerce that was starting to evolve into the mediaeval town visible today. The earliest castle dates from 1066/7, one of three 'Royal' castles built in the county; some 30 houses were demolished to make way for it.

By the end of eleventh century, the core of the town was visible in its current shape with a bridge at the loop in the river linking the old Roman-founded centre with the emerging main town. A key feature of the mediaeval town was the boundary feature known as the King's Ditch. This was created to mark the emerging urban boundary and assist with the protection of the town by creating a significant feature to complement the barrier provided by the river.

The Kings Ditch is so named because it has been associated with either Kings John or Henry III, both of whom are recorded as having paid for defences at Cambridge during their reigns. However recent excavations at Grand Arcade, where the ditch was identified have provided dating evidence to the late 11th or early 12th century, but even this could have been a reworked Saxon burgh earthwork from the 10th century – as the home of a mint, Cambridge must have possessed burghal status. The route of the King's Ditch can still be traced, albeit hypothetically in some cases, along the line of Mill Lane, Pembroke Street and St Tibbs Row, then along Sidney Street and down to the river opposite Magdalen College.

During the medieval period Cambridge continued to develop as a leading inland port in the region. Many churches and other religious houses were founded, and Edward I rebuilt the castle using the latest in military design.

The Round Church is probably the most famous survival from this time, but other religious houses formed the bases of later colleges: Jesus College was founded on the Nunnery of St Radegund and St John's founded on the hospital of the same name.

The excavation at the Grand Arcade also identified that immediately inside the Kings Ditch there had been little activity prior to the digging of the ditch itself. However, the late 11th century not only saw the construction of the ditch but also the 'formalisation' of the landscape with ditches and gullies being dug to create property subdivisions. Given the probable existence of a north-south axis following the churches along Bridge Street and Kings Parade, this likely represents the point at which 'planning' can be seen in the development of the mediaeval town core, creating today's street-pattern, with the main north-south routes converging near the Round Church. The first town charter was granted by Henry I to Cambridge between 1120 and 1131.

By the thirteenth century, Cambridge was developing rapidly. The town was tightly encircled by the river, waterlogged areas and open fields, yet was not overcrowded. The Grand Arcade excavations showed that the landscape just inside the Kings Ditch had elements of urban and rural settlement, suggesting a more open landscape than may be thought. Also, the religious houses inside the area defined by the ditch were able to acquire open land to enclose, provided they kept access to the ditch. This does not suggest huge pressure of land, at least in the earlier period.

The Market Place and St Mary's Church formed the core commercial hub, and a guildhall, gaol and 'rows' named after the crafts carried out there sprang up adjacent to the market. The number of religious orders continued to increase. Royal Charters of 1201 and 1207 established the town as a corporation whilst the first migration of scholars from Oxford marked the origins of Cambridge University which was founded in 1209, with the oldest college, Peterhouse being founded in 1284.

As a result of the harsh effects of the Black Death on Cambridge during the fourteenth century, the traders' economy became unbalanced and the University and Colleges seized the opportunity to step in and acquire property. Subsequently, the fourteenth and fifteenth centuries saw the growth of the University, often over the hythes and lanes of the townspeople which had spread upstream of Great (Magdalene) Bridge to the Mill Pool on the river's east bank. The river's course was originally further west than its present position. It has been suggested that it was canalised in the fourteenth/fifteenth centuries in order to aid the river trade (and enable the construction of the hythes and wharves) and possibly to maintain a powerful water supply to the mills.

The construction of the Royal Colleges (Trinity, King's & St John's) in particular, gradually erased most of this commercial area and this fuelled the 'town and gown' disputes which were to rage for many centuries. The street layout of the town was significantly altered with the construction of Henry VI's King's Chapel over Milne Street an important north-south route initially a significant focus of domestic settlement but now largely obliterated (only surviving in part as Trinity Lane).

The early colleges, which were outside medieval Cambridge, were surpassed in architectural quality by the burgeoning religious foundations. This was to end abruptly with the Reformation and the colleges often took over the religious buildings throughout the sixteenth century. The wealthy town attracted rural migrants and increased pressure on land can be seen as, with the exception of some development along St Andrew's Street and Trumpington Street, the town boundaries were much as they had been in medieval times.

Concern at the state of the town, which had buildings split into tenements or built close to or even within graveyards, and outbreaks of plague saw controls over the type of development allowed. Thatched buildings were outlawed in 1619 because of the potential fire risk, the market was paved and the Hobson's fountainhead erected to bring water into the market place. The last thatched property in Cambridge was demolished for the construction of the Park Street car park. Also in the seventeenth century, Trinity College exchanged Parker's Piece for some land to the rear of the College and this together with land acquired by St John's was the origin of 'The Backs'.

By the 17th century the Kings Ditch appears to have been allowed to fall into disrepair and was finally backfilled piecemeal, sometimes deliberately, ranging from 1574 on Mill Lane to 1795 along Corn Exchange Street, and sometimes as a consequence of rubbish deposition. However throughout the post-mediaeval period the core of Cambridge expands and infills, becoming more densely built over and probably crowded.

The Town had been the headquarters of the Eastern Association of Parliament during the Civil War, with the Castle site being modified into an artillery fortress, earthen redoubts replacing the stone walls. A line of defences for the town was constructed that roughly follows Victoria Avenue, Emmanuel Road, Parkside to Parkers Piece, then diagonally across the Piece to Lensfield Road and down to the river. This is an area far larger than that enclosed by the Kings Ditch and may indicate the size and importance of the town in the mid-17th century.

Cambridge's anti-Royalist stance meant that the municipality began to lose power after the monarchy was restored. Although some grand timber-framed and brick houses continued to be built, there was a marked contrast between the college's towering gatehouses and the dingy courts with mean houses behind.

The eighteenth century saw a greater spirit of cooperation between the townsfolk and the University. Although Hawksmoor's plans for the area around King's College were never realised, the improvements around the Old Schools and Senate House saw the demolition of hovels, and King's Parade and Trumpington Street were widened as King's and St Catharine's Colleges bought up property. A botanic garden was laid to the south of the market and major public buildings such as Addenbrooke's Hospital, a sessions house, town hall, great bridge and workhouses were erected. All this was largely within the confines of the medieval town, which continued to be surrounded by commons, open fields and marshes. Most of this land was in the ownership of religious institutions and the university/colleges or cultivated as part of the open field system and this meant that building was constrained.

This was to change, however, in the nineteenth century when the huge eastern and western fields were enclosed and subsequently built upon. When developed, the character of the two 'fields' would be completely different. The east was built with high density terraced housing as the town's population grew, whilst the west comprised large houses and college sports grounds. Because of the density of the core (as well as 'social' reasons), the new women's and theological colleges had to be built on the edge of town. The university's expansion caused the relocation of the Botanic Garden further south to allow for the development of a new science campus.

Due to the power of the University, when the railway came in 1845, the station was a mile from the city centre so as not to tempt students to the fleshpots of London. The coming of the railway also finally signalled the end of the River Cam as the economic artery of the town, although the railway's location means that few industrial uses from this period are evident in the core area as they tended to be located near the railway (e.g. Foster's Mill).

Cambridge was granted its city charter in 1951 in recognition of its history, administrative and economic importance. Although many twentieth century developments were in the suburbs, there were some major impacts on the centre. These often involved the expansion of the colleges; perhaps the most significant and earliest being in the Bridge Street area to allow Magdalene and St John's Colleges to grow. The lack of space in the centre meant many colleges sought ingenious ways of housing students. Sidney Sussex developed Sussex Street with ground floor shops and students above in the 1930s and more recently Trinity College has concealed the blocks of Blue Boar Court behind and above retained historic buildings. The city gained its second University in 1992 when Anglia Polytechnic became Anglia Polytechnic University renamed Anglia Ruskin University in 2005. Commercial development included the Grafton Centre in the edge of town Kite area, and the redevelopment of the area around Petty Cury as Lion Yard and later the Grand Arcade. These developments had a major impact on street patterns.

The motorcar, as in other towns, made its mark on the character of the core in the twentieth century. Obsolete building lines are evidence of never-materialised road plans of the 1960s whilst Queen Anne Terrace and Park Street car parks were more tangible evidence of the impact of the car. Latterly, the trend has been to discourage cars from entering the historic core.

### **Statement of Archaeological Potential**

Although the historic core of Cambridge contains much rebuilding and expansion up to recent years, excavations have shown that because of the build-up of ground associated with urban development, the extent of archaeological survival can be surprising, even in places that experienced basements or cellars in the 19<sup>th</sup> and 20<sup>th</sup> centuries.

Of particular relevance to this are the excavations at the Grand Arcade, which provided the largest piece of fieldwork into the mediaeval and later town, beneath construction dating from the 18<sup>th</sup> to the 20<sup>th</sup> centuries. Excavations following the demolition of the early 20<sup>th</sup> century Old Exams Halls on the New Museums site exposed remains of the Augustinian Friary.

Additionally, Roman remains have been found beneath the lower ground floors of properties along Jesus Lane. In many cases, the proximity of the water table and river has resulted in exceptional states of preservation.

It must be assumed that ANY location with the historic core and area immediately around the core is of high archaeological potential and therefore the possibility of causing harm to the historic environment is significant. Any development proposal must therefore have the input of archaeological advice at the earliest stage, including consulting the Historic Environment Record and entering into discussions with the Council's archaeological advisers.

Cambridge is one of the most historic urban centres in England, and failure to make such provision for the historic environment could not only result in significant harm to the historic environment, but also compromise and/or delay development proposals.

*(note: Change script. Number paras. Insert maps from consultation version. Insert new title "Statement of Archaeological Potential" (see end here) into Contents page.)*



To: Executive Councillor for Planning Policy and Transport

Report by: Stephen Kelly – Joint Director of Planning and Economic Development

Relevant scrutiny committee: Environment 27/06/2017 Scrutiny Committee

Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge East Chesterton King's Hedges Market Newnham Petersfield Queen Edith's Romsey Trumpington West Chesterton

## **SHARED SERVICES - BUILDING CONTROL BUSINESS PLAN**

### **Non – Key Decision**

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#### **1. Executive summary**

Approval is sought for the business plan for the shared Building Control service. The principles of which were approved by this Council on the 13<sup>th</sup> July 2015 at Strategy and Resources Committee.

#### **2. Recommendations**

The Executive Councillor is recommended the:

- 1) Business plan for shared Building Control attached at Appendix 1 is approved

#### **3. Background**

3.1. In July 2015, Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council each approved a lead authority model for a shared Building Control service, where an agreed lead council would be responsible for the operational delivery of a service. It was also proposed that impacted staff would be employed by the lead council via a Transfer of Undertakings (Protection of Employment Regulations) or TUPE Transfer as it is more commonly known.

3.2. The business cases to allow a Building Control shared services to move forward were approved at the same time and as a result, the shared services formally consulted with impacted staff and their representatives over the summer. Subsequently, preparations were made for the implementation phase, with a go-live date of 1st October 2015 (the date from which the nominated lead councils would become the Employing Authority and staff would transfer).

3.3. At the same meeting, approval was given for the establishment of a Joint Committee without delegated powers the purpose of which is to oversee and provide advice on the delivery of the shared services, with the Leader of each Council being the nominated representative. The terms of reference of this Joint Committee is seeking approval at Strategy and Resources Committee on 19 March 2016.

3.4. A Sovereignty Guarantee was also endorsed by each council, detailing how they would still safeguard local autonomy in respect of continuing to elect local councillors; making its own decisions on council tax; publishing its own budget and accounts and setting its own spending priorities, whilst operating within a shared service partnership arrangement.

3.5. It was recommended that in order to enable effective management of the shared service programme, that a phased approach be taken. Building Control would form part of Phase 1.

3.6. A number of further services were identified as having potential for future collaboration and Members were informed that these were being

#### **4. Phase 1 Implementation**

4.1 On 1st October 2015, Cambridge City became the Employing Authority for Building Control. All impacted staff from each service successfully transferred under TUPE to their new employer, where they were not already employed by the lead council.

4.2 The three councils had previously agreed that the achievement of the following outcomes is primary objective of the sharing services:

- Protection of services which support the delivery of the wider policy objectives of each Council
- Creation of services that are genuinely shared between the relevant councils with those councils sharing the risks and benefits whilst having in place a robust model to control the operation and direction of the service
- Savings through reduced managements costs and economies of scale
- Increased resilience and retention of staff
- Minimise the bureaucracy involved in operating the shared service



- Opportunities to generate additional income, where appropriate
- Procurement and purchasing efficiencies, and
- Sharing of specialist roles which individually, are not viable in the long-term

4.3 Since the go-live date of 1 October 2015, each shared service has been working to review staffing structures, working practices and overall service provision in order to deliver the desired outcomes of the shared service partnership, as outlined above.

4.4 A key part of the service reviews has been the development of a set of forward-looking business plans that set out the key priorities, objectives, activities and measures of success for each service.

4.5 Since its formation in October 2015, the Building Control service has operated without a permanent manager. This has impacted upon the services ability to transform, and to secure new business. This in turn has impacted upon the services' costs whilst increased competition in the local market place and has impacted upon income growth. From 12 June, a permanent manager for the service has been appointed and for that reason, the business plan prepared and attached as appendix 1 is proposed to be an interim plan, pending the review by the newly appointed manager. The business plan which is an exempt document containing commercially sensitive information seeks to focus upon a response to the increased competition faced by the service and to continue ongoing programmes of work to align and integrate systems and working practices between the two offices.

4.6 It is recommended that the interim business plan is endorsed to enable the shared service to work to an agreed set of priorities and activities and to deliver against an agreed set of objectives.

## **5. Implications**

### **(a) Financial Implications**

Shared Building Control has a minimum saving target of 15% of net revenue budget after income has been applied. The Business Plan seeks to identify areas for income growth as well as explain how costs will be managed in the year ahead. Given the new Manager joining the service in June, it is proposed that the Business Plan financial objectives be reviewed in the autumn with the benefit of the new manager's insight.

(b) **Staffing Implications**

None

(c) **Equality and Poverty Implications**

An EqIA has been carried out for this project and submitted in July report to Strategy and Resources Committee. The Business Plan proposes no changes.

(d) **Environmental Implications**

Low Positive Impact.

Reduction in accommodation and energy use associated will have a positive impact. Potential negative impact from increased travel will be mitigated by increased mobile and remote working.

(e) **Procurement**

None

(f) **Consultation and communication**

This will be conducted in accordance with the Councils agreed policy.

(g) **Community Safety**

This will be conducted in accordance with the Councils agreed policy.

## **6. Background papers**

These background papers were used in the preparation of this report:  
Shared services report – Strategy and Resources – 13 July 2015

## **7. Appendices**

1. Shared Building Control Business Plan (Exempt document)

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Stephen Kelly – Joint Director of Planning and Economic Development  
Author's Phone Number: 01954 – 713350  
Author's Email: [stephen.kelly@cambridge.gov.uk](mailto:stephen.kelly@cambridge.gov.uk)