



Cambridge City Council
Planning and Transport Scrutiny Committee

Date: Tuesday, 26 June 2018

Time: 5.30 pm

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

Contact: democratic.services@cambridge.gov.uk, tel:01223 457013

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 10)
For Members information: the Scrutiny Committee has been replaced by the Planning and Transport Scrutiny Committee, as agreed by Council on 19 April 2018. The minutes of the previous scrutiny and scrutiny sub-committees are submitted to the successor scrutiny committees for approval.
- 4 Public Questions
- 5 2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances - PP&T (Pages 11 - 26)
- 6 Draft response to Cambridgeshire and Peterborough Minerals and Waste Local Plan: Preliminary Draft Consultation (Pages 27 - 34)
- 7 Review of Statement of Community Involvement following publication of new Neighbourhood Planning legislation (Pages 35 - 54)
- 8 3Cs Shared Service Annual Reports 2017/18 - Building Control and Planning Shared Service (Pages 55 - 66)

Planning and Transport Scrutiny Committee Members: Sargeant (Chair), Smart (Vice-Chair), Baigent, Bick, Hipkin, McQueen, Payne and Thornburrow

Alternates: Massey, Dalzell, Gillespie and Sinnott

Executive Councillors: Blencowe (Executive Councillor for Planning Policy and Transport)

Information for the public

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- Email: democratic.services@cambridge.gov.uk
- Phone: 01223 457013

ENVIRONMENT SCRUTINY COMMITTEE

13 March 2018

5.30 - 7.45 pm

Present: Councillors Gawthrope (Chair), Bird (Vice-Chair), Abbott Bick, Sinnott and Sheil

Executive Councillor for Planning Policy and Transport: Kevin Blencowe
Executive Councillor for Environmental Services and City Centre: Rosy Moore

Officers:

Director for Planning and Economic Development: Stephen Kelly

Principal Scientific Officer: Jo Dicks

Scientific Officer: Anita Lewis

Committee Manager: Claire Tunncliffe

Others Present:

Head of Shared Waste: Trevor Nicoll

FOR THE INFORMATION OF THE COUNCIL

18/13/Env Apologies

Apologies were received from Councillors Tunncliffe, Ratcliffe and Sergeant.

Councillors Sinnott and Abbott attended the meeting as the Labour alternates.

18/14/Env Declarations of Interest

No declarations of interest were made.

18/15/Env Minutes

The minutes of the meeting held on 16 January 2018 were approved as a correct record and signed by the Chair.

18/16/Env Public Questions

There were no public questions.

18/17/Env Air Quality Action Plan**Matter for Decision**

The report detailed the actions for improving areas of poor air quality in the city and maintaining a good overall level of air quality as outlined in the Cambridge Air Quality Action Plan (AQAP), 2018-2023.

Decision of Executive Councillor for Environmental Services and City Centre.

- i. Approved the Cambridge Air Quality Action Plan 2018 – 23, as attached in Appendix A 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 Scientific Officer.

The report highlighted the work of Cambridge City Council; Public Health England; Greater Cambridge Partnership and Cambridgeshire County Council which identified a range of actions from the Air Quality Action Plan (AQAP) and responsibility for ensuring they were progressed.

The identified actions fell in to three main categories;

- Reducing local traffic emissions as quickly as possible to meet national objectives;
- Maintaining air pollutant levels below national objectives;
- Improving public health by reducing population exposure to air pollutants.

The AQAP had been prepared by the Cambridge City Council Environmental Health team under the direction, support and agreement of the AQAP Steering Group. The Steering Group would oversee the delivery of the plan when adopted.

In response to Members' questions the Principal Scientific Officer; the Scientific Officer (Environmental Services) and the Executive Councillor for Environmental Services and City Centre said the following:

- i. The report had been compiled in partnership with Cambridgeshire County Council, Greater Cambridge Partnership and Public Health England, all of whom had a part to play to improve air quality in the City
- ii. It was not within Cambridge City Council's gift to improve public transport as they were not the responsible authority.
- iii. Cambridgeshire County Council and / or the Greater Cambridge Partnership had the power and duty to assess the state of air quality then action those proposed measures which included the improvement of public transport.
- iv. The publication of the AQAP 2008 had led to substantial investment of public transport in the city. This had been based on the Euro Emissions Standards for Engines; upgrading buses from Euro 2 standard to a Euro 4 or 5. Regrettably, there had been a failure in the reduction of emissions between what had been set out on paper and what had occurred in real conditions. The upgrade should have led to a 50% reduction of engine emissions at the tail pipe leading to 25% decrease of nitro dioxide at the side of the road. However only a maximum of a 10% reduction had occurred.
- v. Measurements of air pollutants were taken on Chesterton Road and Chesterton High Street on a monthly basis and sent for analysis. This included various locations in and across the city, such as Station Road and Addenbrooks.
- vi. Non-traffic sources of air pollutants from domestic and commercial heating were a minority but a significant contribution to poor air quality in Cambridge.
- vii. There were issues with the large medical research facilities being built in Cambridge as the preferred choice was to be energy independent. These sites were closely monitored with each planning application and further policies had been added to the AQAP to ensure an improvement in air quality.
- viii. Public consultation would take place for each action of the plan; extensive consultation had already taken place with various representatives from the taxi trade regarding the introduction of electric taxis. Part of the consultation process also included education and raising awareness to the public.
- ix. Noted the comments sent in by Councillor Gillespie regarding electric car clubs which had significant benefits; the City Council and outside partners needed to encourage individuals to cycle in the city and ensure that those individuals felt safe when cycling.
- x. Consultants had been appointed to undertake a study for a 'clean air zone' in the city which should be reported back to Committee in September.

The Committee (**unanimously**) endorsed 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

6c 3C Building Control 2018/19 Business Plan

Matter for Decision

The report detailed the 3C Building Control 2018/19 Business Plan.

Decision of Executive Councillor for Planning Policy and Transport

- i. Approved the 3C Building Control 2018/19 Business Plan
- ii. Delegated authority to the Shared Service Management
- iii. Board to agree final amendments to the Building Control Business Plan in line with comments received from all partner individual Councils.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Scrutiny Committee resolved to exclude members of the public and the press from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972

The Committee (**unanimously**) endorsed 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

6a Shared Waste 2018/19 Business Plan

Matter for Decision

The report detailed the 2018/19 Shared Waste business plan for approval.

Decision of Executive Councillor for Waste Services and City Centre.

- i. Approved the 2018/19 Shared Waste business Plan.
- ii. Delegated authority to the Shared Service Management Board to agree final amendments to the business plans in line with comments received from all partner individual Councils

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 Head of Shared Waste Services.

The report highlighted the progress that had been made over the last year which had established and stabilised operational structures, controlled costs, and delivered on the objectives of the original business plans.

In response to Members' questions the Head of Shared Waste Services said the following:

- i. There had been approximately four or five long term absences at one time over a period of thirty days; some had since left the company or their health had improved.
- ii. The collection crews consisted of a number of staff who were older and more experienced; the job was physically demanding and this did have an impact on those individuals over a prolonged period of time.
- iii. Information was placed in the Council's community magazine with the Customer Contact Centre phone number to report when the bins had not been collected. Resident Groups were also advised of the contact centre number which could be shared with residents.
- iv. Collection times were regularly reviewed; it could be beneficial to bring the collection start time in line with South Cambridgeshire District Council at 6.00am, missing the rush hour traffic and bins returned before residents left for work.
- v. Collection times to start later in the day would put pressure on the crews to empty their refuse trucks before the tip closed.

- vi. Thanked the refuse crews and staff for their hard work over the winter months.

The Committee endorsed the recommendations by **5 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.

6b Greater Cambridge Planning Service - 2018/19 Business Plan Matter for Decision

To consider the 2018/19 Greater Cambridge Planning Service Business Plan.

Decision of Executive Councillor for Planning Policy & Transport

- i. Approved the 2018/19 Greater Cambridge Planning Service Business Plan
- ii. Delegated authority to the Shared Service Management Board to agree final amendments to the Greater Cambridge Planning Service Business Plan in line with comments received from all partner individual Councils.

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 Joint Director of Planning and Economic Development which referred to the strong working relationships between the partner organisations with the shared services increasingly supporting new ways of working, and the potential for greater efficiencies within the organisations particularly around the use of technology and modernisation

The Joint Director of Planning and Economic Development said the following in response to Members' questions:

- i. There more staff in planning services at South Cambridgeshire District Council who dealt with a higher volume of planning applications per year; the types of applications were also different.
- ii. The planning service costs of both the City Council and South Cambridgeshire District Council shown in the report were made up of net costs; fees were set by Central Government and a series of charged services such as pre application advice. There was a difference in charges between the two authorities and service costs with direct service costs higher for Cambridge City Council.
- iii. Ways of increasing income were being planned to reduce the net costs.
- iv. Agreed that it was important that residents and businesses in the city did not feel that they were subsidising SCDC. This would be constantly reviewed but initially there would be an agreement of fixed costs for some services.
- v. The City Council had a programme of conservation area appraisals and would look to produce a management plan in conjunction with SCDC.

The Committee **(unanimously)** endorsed the recommendations..

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

The meeting ended at 7.45 pm

CHAIR

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Item

Planning and Transport Scrutiny Committee

2017/18 Revenue and Capital Outturn, Carry Forwards and Significant Variances – Planning Policy and Transport Portfolio

To:

Councillor Blencowe, Executive Councillor for Planning Policy and Transport

Date:

26 June 2018

Report by:

Chief Executive, Strategic Directors, Head of Finance

Wards affected:

(All) Abbey, Arbury, Castle, Cherry Hinton, Coleridge, East Chesterton, King's Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, West Chesterton

Key Decision

1. Executive Summary

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

- a) A summary of actual income and expenditure compared to the final budget for 2017/18 (outturn position)
- b) Revenue and capital budget variances with explanations
- c) Specific requests to carry forward funding available from budget underspends into 2018/19.

2. Recommendations

Members of the Scrutiny Committee are asked to consider and make known their views on the following proposals for consideration by the Executive Councillor for Finance and Resources at the Strategy and Resources Scrutiny Committee on 2 July 2018:

- a) Carry forward requests totalling £10,250 revenue funding from 2017/18 to 2018/19, as detailed in **Appendix C**.
- b) Carry forward requests of £1,410k capital resources from 2017/18 to 2018/19 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 and Transport Portfolio is given in the table below. Detail, by service grouping, is presented in **Appendix A**.

2016/17 £'000	Planning Policy and Transport Portfolio Revenue Summary	2017/18 £'000	% Final Budget
(562)	Original Budget	(1,226)	-
45	Adjustment – Prior Year Carry Forwards	11	-
(104)	Adjustment – Service Restructure Costs	-	-
0	Adjustment – Earmarked Reserves	-	-
0	Adjustment – Capital Charges	63	-
0	Adjustment – Central & Support reallocations	-	-
0	Other Adjustments	(43)	-
(621)	Final Budget	(1,195)	-
(934)	Outturn	(1,202)	-
(313)	(Under) / Overspend for the year	(7)	-
11	Carry Forward Requests	10	-
(301)	Resulting Variance	3	-

*Note that the net budget is relatively small (compared to the actual gross spend and income which are much larger) due to spend and income budgets being netted off so percentages are omitted as they are not a useful indicator for these services.

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 2017/18. The original revenue budget for 2017/18 was approved by the Executive Councillor for Planning Policy and Transport on 17 January 2017.

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 and Transport Portfolio is given in the table below. **Appendix D** shows the outturn position by scheme and programme with explanations of variances.

2016/17 £'000	Planning Policy and Transport Portfolio Capital Summary	2017/18 £'000	% Final Budget
6,388	Final Budget	5,136	100.0
3,151	Outturn	1,952	38.0
(3,237)	Variation - (Under)/Overspend for the year	(3,184)	62.0
3,096	Rephasing Requests	1,410	27.5
(141)	Variance	(1,774)	34.5

3.6 The majority of the rephasing is for the transfer of budgets for the cycleways programme where the plan to spend is currently being developed and the car parks sprinkler system which is due to be completed in June 2018.

4. Implications

(a) Financial Implications

- 4.1 The net variance from the final budget (see above), would result in a small increased use of General Fund reserves of £3k, after carry forwards.
- 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.

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(b) Staffing Implications

Any staffing implications are included in the Appendices.

(c) Equality and Poverty Implications

Any equality or poverty implications are included in the Appendices.

(d) Environmental Implications

Any environmental implications are included in the Appendices.

(e) Procurement Implications

Any procurement implications are included in the Appendices.

(g) Community Safety Implications

Any community safety implications are included in the Appendices.

5. Consultation and communication considerations

Public consultations are undertaken throughout the year and can be seen at:

[cambridge.gov.uk/current-consultations](https://www.cambridge.gov.uk/current-consultations)

6. Background papers

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

- Closedown Working Files 2017/18
- Directors' Variance Explanations – March 2018
- Budgetary Control Reports to 31 March 2018
- Capital Monitoring Reports – March 2018

7. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Revenue Summary for this portfolio	✓
B	Revenue Major Variances for this portfolio	✓
C	Carry Forward Requests for this portfolio	✓
D	Capital Summary for this portfolio	✓

8. Inspection of papers

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

Authors' Names: Karen Whyatt, Chris Humphris
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chris.humphris@cambridge.gov.uk

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Planning Policy & Transport / Planning and Transport Scrutiny Committee

Revenue Budget 2017/18 - Outturn

Service Grouping	Original Budget	Final Budget	Outturn	Variation Increase / (Decrease)	Carry Forward Requests - see Appendix C	Net Variance
	£	£		£	£	£
Environment - Parking Services						
Car Parks	(4,023,220)	(3,987,920)	(4,066,752)	(78,832)	0	(78,832)
Shopmobility	139,100	165,100	142,440	(22,660)	0	(22,660)
	(3,884,120)	(3,822,820)	(3,924,312)	(101,492)	0	(101,492)
Environment - Planning						
Concessionary Fares	0	0	0	0	0	0
Building Control Fee Earning	0	0	0	0	0	0
Building Control Other	202,140	202,140	215,084	12,944	0	12,944
City Development	613,990	613,990	1,086,547	472,557	0	472,557
Considerate Contractors Scheme	0	0	0	0	0	0
3C Building Control	(490)	(490)	0	490	0	490
Cambridge University Contract	0	0	(168,041)	(168,041)	0	(168,041)
New Neighbourhoods	0	0	0	0	0	0
Right to Bid/Assets of Community Value	0	0	(10,247)	(10,247)	10,247	0
Planning Policy	577,450	535,460	546,260	10,800	0	10,800
Urban Design & Conservation	543,430	554,660	462,115	(92,545)	0	(92,545)
Public Transport Subsidy	137,240	137,240	121,190	(16,050)	0	(16,050)
Taxicard Service	120,540	120,540	63,778	(56,762)	0	(56,762)
Transport Initiatives for the Disabled	44,690	44,690	43,263	(1,427)	0	(1,427)
Shared Director of Planning & Economic Development	0	0	0	0	0	0
	2,238,990	2,208,230	2,359,949	151,719	10,247	161,966
Environment - Streets and Open Spaces						
Bus Shelters	0	0	0	0	0	0
Street Name Plates	0	0	0	0	0	0
Highways Schemes General	95,740	95,740	92,778	(2,962)	0	(2,962)
Walking & Cycling Strategy	0	0	3,685	3,685	0	3,685
Flood Risk Management	143,940	143,940	143,444	(496)	0	(496)
Green Deal	0	0	407	407	0	407
	239,680	239,680	240,314	634	0	634
Environment - Director & Business & Information Service (BIS)						
Urban Growth Project Management	179,530	179,530	122,197	(57,333)	0	(57,333)
	179,530	179,530	122,197	(57,333)	0	(57,333)
Total Net Budget	(1,225,920)	(1,195,380)	(1,201,852)	(6,472)	10,247	3,775

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 / Planning and Transport Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Environment - Parking Services	Car Parks - This represents the total over achievement of all car parks and is mainly due to increased tourism parking and sales of season tickets	(78,832)	Sean Cleary
	Shopmobility - small underspends within both cost centres	(22,660)	Sean Cleary
Environment - Planning	City Development - There has been a reduction in major fee income compared to projections. However, this is largely due to large scale major schemes being delayed and slower to come forward than originally programmed for. Darwin Green has been subject to delays as a result of Brexit and a reorganisation at Barratts but is now moving forward. Delays with the West Cambridge outline application which has been impacted by strategic transport issues has meant that reserved matters have not been submitted. Projects on Cambridge Biomedical Campus have also been delayed. Some PPA income is still being recovered against work streams from 2017-18. This has been due to the fact that these work streams ran very close to year end and some of the external partners require board approval for signing off the PPA expenditure. These outstanding payments will be made by the end of June and are in the region of £100,000 in total. This together with the delayed major application fee income would match the original income forecast.	472,557	Stephen Kelly
	Cambridge University Contract - This money funded other spend in other areas including £62,257 for the EHO post within the Environmental Services and City Centre portfolio. The contract has now expired and the outstanding funding up to the date of termination of the contract has been paid by Cambridge University.	(168,041)	Sharon Brown
	Urban Design & Conservation - The variance against the cost centre is mainly due to an underspend in the salary budget. The Urban Design & Conservation Manager post is vacant (post holder left in October 2016) and not being recruited into given the Shared Service processes. The Urban Designer Post was vacant from February 2017 until July 2017.	(92,545)	Jonathan Brookes
	Taxicard Service - Underuse of current Taxicard vouchers by eligible customers	(56,762)	Sara Saunders
Environment - Director & Business & Information Service (BIS)	Urban Growth Project Management - In 2017/18, the cost centre has included the budget for the Corporate Growth Programme Manager post, which has been vacant since 2015/16. The predicted underspend has been highlighted in monitoring returns throughout 2017/18. The post has been deleted and the funding reassigned to the new Senior Data Scientist post within the Corporate Policy cost centre.	(57,333)	Tim Wetherfield
Other	Miscellaneous	(2,856)	-
Total		(6,472)	

Planning Policy & Transport / Planning and Transport Scrutiny Committee**Revenue Budget 2017/18 - Carry Forward Requests**

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
1	Right to Bid/Assets of Community Value - Held on behalf of Council Tax Payers wishing to seek professional advice	10,250	Stephen Kelly
	Total Carry Forward Requests for Planning Policy & Transport Portfolio	10,250	

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR039 - 100050	Minor Highway Improvement Programme	J Richards	75	75	20	(55)	55	0	Match funding to support County Council of Local Highways Improvements for Cambridge. Contribution recharges to progress for close 2017-18 financial year, with new schemes now selected for year 2018-19. Plan under development for utilisation of further uncommitted funds.
Total Programmes			75	75	20	(55)	55	0	
SC570 - 100024 (38206)	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	S Cleary	12	12	12	0	0	0	Funds were used for holding repairs to maintain the car park for a further year whilst awaiting decision on development.
SC571 - 100025 (38227)	Procurement of IT System to Manage Community Infrastructure Levy	S 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 - 100032 (38250)	Structural Holding Repairs & Lift Refurbishment - Queen Anne Terrace Car Park	S Cleary	248	248	75	(173)	173	0	2017/18 was year 4 of 5 year holding repair programme. Remaining budget to roll over into 18/19 for final year of repair project.
SC611 - 100074 (38318)	Grafton East car park essential roof repair	S Cleary	200	200	163	(37)	37	0	Work completed. Invoice for final retention due Sept 18. Require remaining budget to roll over into 18/19
SC612 - 100075 (38319)	Car Parking Control Equipment at multi storey car parks	S Cleary	570	715	727	12	0	12	Installation of new parking equipment. Due to be complete May 18. Retention due to be paid by the end of 2018. Purchase order raised for purchase of equipment. Invoices will not be paid until final install certificate has been approved and issued. Require balance to be rolled over into 18/19.
SC623 - 100120 (38366)	Environment and cycling improvements in Water Street and Fen Road	A Wilson	50	35	0	(35)	35	0	Project completed, with need for funding draw-down under review with County Council.
SC634 - 100150 (38396)	Grand Arcade and Queen Anne Terrace car parks sprinkler systems	S Cleary	399	399	18	(381)	381	0	Works started March 2018 and due to be completed in June 18. Require remaining budget to be rolled into 18/19 to make staged payments up until project completion. 12 month Retention period, fee will be due June 19
SC635 - 100151 (38397)	Grand Arcade car park deck coating and drainage	S Cleary	1,000	1,000	883	(117)	117	0	Work completed. Invoice for final retention due Sept 18. Require remaining budget to roll over into 18/19

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC645 - 100112 (38357)	Electric vehicle charging points	J Dicks	230	230	24	(206)	206	0	The project is underway with the first phase of charge points being installed. There is a commitment £179,556 of work with APT Controls Ltd. for this first phase which requires carry forward to this financial year. The capital accountant has been provided with details of the commitment. there is also a further £16000 to pay out for project management consultancy (stripe consulting .LTD.)on this project in the year 18/19 committed in 17 /18
Total Projects			2,729	2,859	1,902	(957)	969	12	
PV007 - 100156 (39023)	Cycleways	J Richards	362	362	4	(358)	358	0	Detailed plan under development for utilisation of thus far financially un-committed funds. Progress on some minor cycleway spend elements during Spring/ early Summer 2018.
PV018 - 100158 (39070)	Bus Shelters	J Richards	5	5	0	(5)	5	0	Works substantially completed with handover and close of final account in progress.
PV033b 100000 (35517)	Street Lighting	J Richards	5	5	0	(5)	0	(5)	Project completed. Exec Cllr support for returning saving to Reserves.
PV549 - 100019 (38180)	City Centre Cycle Parking	J Richards	25	25	2	(23)	23	0	Procurement completed with detailed plans being made for implementation at five locations during May and June 2018.
PV594 - 100044 (38278)	Green Deal	J Dicks	547	547	24	(523)	0	(523)	Budget carried forward from 2016/17 in error. Project complete and settlement paid to central Government 15/03/17. Provision no longer required within the Council budget.
PV595 - 100045 (38279)	Green Deal - Private Rental Sector	J Dicks	1,258	1,258	0	(1,258)	0	(1,258)	Budget carried forward from 2016/17 in error. Project complete and settlement paid to central Government 15/03/17. Provision no longer required within the Council budget.
Total Provisions			2,202	2,202	30	(2,172)	386	(1,786)	

Total for Planning Policy & Transport Portfolio	5,006	5,136	1,952	(3,184)	1,410	(1,774)
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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, MTF5)
- in the January committee cycle (as part of the Budget-Setting Report, BSR)

Planning Policy & Transport / Planning and Transport Scrutiny Committee

Revenue Budget 2017/18 - Outturn

Service Grouping	Original Budget	Final Budget	Outturn	Variation Increase / (Decrease)	Carry Forward Requests - see Appendix C	Net Variance
	£	£		£	£	£
Environment - Parking Services						
Car Parks	(4,023,220)	(3,987,920)	(4,066,752)	(78,832)	0	(78,832)
Shopmobility	139,100	165,100	142,440	(22,660)	0	(22,660)
	(3,884,120)	(3,822,820)	(3,924,312)	(101,492)	0	(101,492)
Environment - Planning						
Concessionary Fares	0	0	0	0	0	0
Building Control Fee Earning	0	0	0	0	0	0
Building Control Other	202,140	202,140	215,084	12,944	0	12,944
City Development	613,990	613,990	1,086,547	472,557	0	472,557
Considerate Contractors Scheme	0	0	0	0	0	0
3C Building Control	(490)	(490)	0	490	0	490
Cambridge University Contract	0	0	(168,041)	(168,041)	0	(168,041)
New Neighbourhoods	0	0	0	0	0	0
Right to Bid/Assets of Community Value	0	0	(10,247)	(10,247)	10,247	0
Planning Policy	577,450	535,460	546,260	10,800	0	10,800
Urban Design & Conservation	543,430	554,660	462,115	(92,545)	0	(92,545)
Public Transport Subsidy	137,240	137,240	121,190	(16,050)	0	(16,050)
Taxicard Service	120,540	120,540	63,778	(56,762)	0	(56,762)
Transport Initiatives for the Disabled	44,690	44,690	43,263	(1,427)	0	(1,427)
Shared Director of Planning & Economic Development	0	0	0	0	0	0
	2,238,990	2,208,230	2,359,949	151,719	10,247	161,966
Environment - Streets and Open Spaces						
Bus Shelters	0	0	0	0	0	0
Street Name Plates	0	0	0	0	0	0
Highways Schemes General	95,740	95,740	92,778	(2,962)	0	(2,962)
Walking & Cycling Strategy	0	0	3,685	3,685	0	3,685
Flood Risk Management	143,940	143,940	143,444	(496)	0	(496)
Green Deal	0	0	407	407	0	407
	239,680	239,680	240,314	634	0	634
Environment - Director & Business & Information Service (BIS)						
Urban Growth Project Management	179,530	179,530	122,197	(57,333)	0	(57,333)
	179,530	179,530	122,197	(57,333)	0	(57,333)
Total Net Budget	(1,225,920)	(1,195,380)	(1,201,852)	(6,472)	10,247	3,775

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 / Planning and Transport Scrutiny Committee

Revenue Budget 2017/18 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Environment - Parking Services	Car Parks - This represents the total over achievement of all car parks and is mainly due to increased tourism parking and sales of season tickets	(78,832)	Sean Cleary
	Shopmobility - small underspends within both cost centres	(22,660)	Sean Cleary
Environment - Planning	City Development - There has been a reduction in major fee income compared to projections. However, this is largely due to large scale major schemes being delayed and slower to come forward than originally programmed for. Darwin Green has been subject to delays as a result of Brexit and a reorganisation at Barratts but is now moving forward. Delays with the West Cambridge outline application which has been impacted by strategic transport issues has meant that reserved matters have not been submitted. Projects on Cambridge Biomedical Campus have also been delayed. Some PPA income is still being recovered against work streams from 2017-18. This has been due to the fact that these work streams ran very close to year end and some of the external partners require board approval for signing off the PPA expenditure. These outstanding payments will be made by the end of June and are in the region of £100,000 in total. This together with the delayed major application fee income would match the original income forecast.	472,557	Stephen Kelly
	Cambridge University Contract - This money funded other spend in other areas including £62,257 for the EHO post within the Environmental Services and City Centre portfolio. The contract has now expired and the outstanding funding up to the date of termination of the contract has been paid by Cambridge University.	(168,041)	Sharon Brown
	Urban Design & Conservation - The variance against the cost centre is mainly due to an underspend in the salary budget. The Urban Design & Conservation Manager post is vacant (post holder left in October 2016) and not being recruited into given the Shared Service processes. The Urban Designer Post was vacant from February 2017 until July 2017.	(92,545)	Jonathan Brookes
	Taxicard Service - Underuse of current Taxicard vouchers by eligible customers	(56,762)	Sara Saunders
Environment - Director & Business & Information Service (BIS)	Urban Growth Project Management - In 2017/18, the cost centre has included the budget for the Corporate Growth Programme Manager post, which has been vacant since 2015/16. The predicted underspend has been highlighted in monitoring returns throughout 2017/18. The post has been deleted and the funding reassigned to the new Senior Data Scientist post within the Corporate Policy cost centre.	(57,333)	Tim Wetherfield
Other	Miscellaneous	(2,856)	-
Total		(6,472)	

Planning Policy & Transport / Planning and Transport Scrutiny Committee**Revenue Budget 2017/18 - Carry Forward Requests**

Request to Carry Forward Budgets from 2017/18 into 2018/19

Item	Reason for Carry Forward Request	Amount £	Contact
1	Right to Bid/Assets of Community Value - Held on behalf of Council Tax Payers wishing to seek professional advice	10,250	Stephen Kelly
	Total Carry Forward Requests for Planning Policy & Transport Portfolio	10,250	

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
PR039 - 100050	Minor Highway Improvement Programme	J Richards	75	75	20	(55)	55	0	Match funding to support County Council of Local Highways Improvements for Cambridge. Contribution recharges to progress for close 2017-18 financial year, with new schemes now selected for year 2018-19. Plan under development for utilisation of further uncommitted funds.
Total Programmes			75	75	20	(55)	55	0	
SC570 - 100024 (38206)	Essential Structural/Holding Repairs - Park Street Multi-Storey car park	S Cleary	12	12	12	0	0	0	Funds were used for holding repairs to maintain the car park for a further year whilst awaiting decision on development.
SC571 - 100025 (38227)	Procurement of IT System to Manage Community Infrastructure Levy	S 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 - 100032 (38250)	Structural Holding Repairs & Lift Refurbishment - Queen Anne Terrace Car Park	S Cleary	248	248	75	(173)	173	0	2017/18 was year 4 of 5 year holding repair programme. Remaining budget to roll over into 18/19 for final year of repair project.
SC611 - 100074 (38318)	Grafton East car park essential roof repair	S Cleary	200	200	163	(37)	37	0	Work completed. Invoice for final retention due Sept 18. Require remaining budget to roll over into 18/19
SC612 - 100075 (38319)	Car Parking Control Equipment at multi storey car parks	S Cleary	570	715	727	12	0	12	Installation of new parking equipment. Due to be complete May 18. Retention due to be paid by the end of 2018. Purchase order raised for purchase of equipment. Invoices will not be paid until final install certificate has been approved and issued. Require balance to be rolled over into 18/19.
SC623 - 100120 (38366)	Environment and cycling improvements in Water Street and Fen Road	A Wilson	50	35	0	(35)	35	0	Project completed, with need for funding draw-down under review with County Council.
SC634 - 100150 (38396)	Grand Arcade and Queen Anne Terrace car parks sprinkler systems	S Cleary	399	399	18	(381)	381	0	Works started March 2018 and due to be completed in June 18. Require remaining budget to be rolled into 18/19 to make staged payments up until project completion. 12 month Retention period, fee will be due June 19
SC635 - 100151 (38397)	Grand Arcade car park deck coating and drainage	S Cleary	1,000	1,000	883	(117)	117	0	Work completed. Invoice for final retention due Sept 18. Require remaining budget to roll over into 18/19

Capital Budget 2017/18 - Outturn

Capital Ref	Description	Lead Officer	Original Budget 2017/18 £000	Final Budget 2017/18 £000	Outturn £000	Variance - Outturn compared to Final Budget £000	Rephase Spend £000	Over / (Under) Spend £000	Variance Explanation / Comments
SC645 - 100112 (38357)	Electric vehicle charging points	J Dicks	230	230	24	(206)	206	0	The project is underway with the first phase of charge points being installed. There is a commitment £179,556 of work with APT Controls Ltd. for this first phase which requires carry forward to this financial year. The capital accountant has been provided with details of the commitment. there is also a further £16000 to pay out for project management consultancy (stripe consulting .LTD.)on this project in the year 18/19 committed in 17 /18
Total Projects			2,729	2,859	1,902	(957)	969	12	
PV007 - 100156 (39023)	Cycleways	J Richards	362	362	4	(358)	358	0	Detailed plan under development for utilisation of thus far financially un-committed funds. Progress on some minor cycleway spend elements during Spring/ early Summer 2018.
PV018 - 100158 (39070)	Bus Shelters	J Richards	5	5	0	(5)	5	0	Works substantially completed with handover and close of final account in progress.
PV033b 100000 (35517)	Street Lighting	J Richards	5	5	0	(5)	0	(5)	Project completed. Exec Cllr support for returning saving to Reserves.
PV549 - 100019 (38180)	City Centre Cycle Parking	J Richards	25	25	2	(23)	23	0	Procurement completed with detailed plans being made for implementation at five locations during May and June 2018.
PV594 - 100044 (38278)	Green Deal	J Dicks	547	547	24	(523)	0	(523)	Budget carried forward from 2016/17 in error. Project complete and settlement paid to central Government 15/03/17. Provision no longer required within the Council budget.
PV595 - 100045 (38279)	Green Deal - Private Rental Sector	J Dicks	1,258	1,258	0	(1,258)	0	(1,258)	Budget carried forward from 2016/17 in error. Project complete and settlement paid to central Government 15/03/17. Provision no longer required within the Council budget.
Total Provisions			2,202	2,202	30	(2,172)	386	(1,786)	

Total for Planning Policy & Transport Portfolio	5,006	5,136	1,952	(3,184)	1,410	(1,774)
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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, MTF5)
- in the January committee cycle (as part of the Budget-Setting Report, BSR)

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Item

CAMBRIDGESHIRE AND PETERBOROUGH AND WASTE LOCAL PLAN - PRELIMINARY CONSULTATION RESPONSE

To:

Councillor Kevin Blencowe, Executive Councillor for Planning Policy and Transport

Planning & Transport Scrutiny Committee 26/06/2018

Report by:

Stephen Kelly, Joint Director of Planning and Economic Development for Cambridge and South Cambridgeshire

Tel: 01223 - 457009 Email: stephen.kelly@cambridge.gov.uk

Wards affected:

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

Not a Key Decision

1. Executive Summary

- 1.1 The Minerals and Waste Local Plan: *Preliminary Draft* is subject to consultation until 26 June 2018. The consultation document and its supporting papers set out the broad approach that Cambridgeshire County Council and Peterborough City Council wish to take in preparing the new Plan. This is the first of three stages of consultation.
- 1.2 Responses are proposed to specific policy areas, raising initial queries about the approach to adopting an appropriate strategy in the emerging Plan. It is clear that continued partnership working is necessary, and Cambridge and South Cambridgeshire Councils will seek to understand the mechanisms available for this partnership approach in more detail.
- 1.3 Key areas for response at this stage include continuing to work with the Minerals and Waste Authority to understand any submissions made via the Call for Sites for Minerals or Waste uses, and how any such submissions may influence the choice of strategy. In respect of waste uses, to be clear on the approach to provision of

Household Recycling Centres and how the potential for new or extended Water Recycling Centres will be approached in adopted policy.

2. Recommendations

The Executive Councillor is recommended to:

Agree the response to the Cambridgeshire & Peterborough Minerals and Waste Local Plan: *Preliminary Draft Consultation* that is consistent with the views set out in this report, and further agree that officers may submit the final response online via the County Council's website.

3. Background

- 3.1. Cambridgeshire County and Peterborough City Councils (“the County”) have prepared the Minerals and Waste Local Plan: *Preliminary Draft* (MWLP), and this is now subject to public consultation running from 16 May to 26 June 2018. This is the first of three rounds of consultation and puts forward various issues and options for mineral and waste development management up to 2036. The MWLP is prepared for the geographic area covered by the Cambridgeshire & Peterborough Combined Authority.
- 3.2. This proposed response is prepared by the Greater Cambridge Shared Planning Service as a joint response on behalf of both Cambridge City Council and South Cambridgeshire District Council (“the Councils”). Comments are provided on the basis that the preparation of the MWLP is in the early stages, and there is insufficient information available to provide more detailed comments. Comments are therefore restricted to matters of principle, and to highlight where further discussions will be required.
- 3.3. The County proposes the MWLP will be prepared in accordance with the following timescale:

Plan stages		Date
1	Consultation on Sustainability Appraisal Scoping Report	Dec 2017
2	Issues & Options Consultation (Reg 18)	May/June 2018
3	Preferred Options Consultation (Reg 18)	Mar/Apr 2019
4	Proposed Submission (Reg 19)	Nov/Dec 2019
5	Plan submitted (Reg 22)	Mar 2020
6	Independent Examination (hearings)	Jun 2020
7	Inspector’s Report	Aug 2020
8	Adoption of Plan	Nov 2020

- 3.4. All consultation and background papers are available on the County Council website as follows: www.cambridgeshire.gov.uk/mwlp

Overall Approach

- 3.5. The Councils will seek to work closely with the County to ensure the adopted Plan meets the overall needs and aspirations of the area. The Councils wish to fully understand the approach to meeting the requirements of the Duty to Cooperate, and would encourage a constructive mechanism for ongoing and positive dialogue is formally established. The Councils are keen to fully engage in the further preparation of the MWLP.
- 3.6. Draft Policy 1 sets out a clear approach to achieve sustainable development in meeting objectives around minerals and waste provision. This is combined with detailed policy requirements on minimising greenhouse gases, requiring planning applications to demonstrate how schemes will achieve this. This policy approach to

addressing the implications of climate change is largely bought forward from the adopted MWLP.

- 3.7. The MWLP proposes a set of objectives, including supporting sustainable economic growth and the delivery of employment opportunities. This is to be welcomed.

Spatial Strategy for Minerals

- 3.8. A key driver for the choice of strategy is the future of the Block Fen/Langwood Fen area in East Cambridgeshire/Fenland District Council areas. This allocation, subsequently supported by a Supplementary Planning Document, is due to provide significant sand and gravel resources for the period to 2050. This has not come forward at the rate anticipated (see paras 6.3-6.6 of the MWLP) although a number of areas have received consent and are actively being worked. If it is found this area cannot deliver resources to the full scale originally envisaged, there may be a need to identify extensions to existing sites or entirely new sites for other sand and gravel extraction across the Plan area. A Call for Sites has also been launched as part of the current consultation, and it is not yet known whether additional sites will be promoted and whether any such sites may be within the Greater Cambridge area. The Councils will need to work closely with the County to ensure the potential impacts of any sand and gravel extraction that may emerge in the area are considered carefully.
- 3.9. Views are invited on the most appropriate strategy approach, with a view to balancing certainty for land owners and communities whilst incorporating flexibility to ensure continued supply of minerals. The MWLP proposes that an “area of search” approach would provide the most flexibility, but recognises this may also cause significant uncertainty for communities. The MWLP asks whether any strategy approach should take into account the presence of existing infrastructure capacity. The Councils welcome this approach in principle, however this must be balanced against the sites that are promoted, any competing or conflicting land uses, and how any such proposals may align with wider planning considerations. Draft Policy 2 of the MWLP does not propose an approach at this stage, and the proposed strategy will be contained in further iterations of the MWLP. The Councils may wish to provide further comment on this matter in light of any submissions made during the aligned Call for Sites process that is currently open. Officers will continue to seek a positive working relationship with the County as part of the duty to cooperate on the overall approach that would be most appropriate.
- 3.10. Extraction of other mineral resources are of less direct relevance to the Councils. Supplies of limestone in the area are more limited, and are found in a small geographical area to the north west of Peterborough. Brickclay deposits are extensive but located close to Whittlesey. Small deposits of for example, high quality chalk, exist throughout the Plan area but these are small in nature and any application to work these deposits is considered on an ad hoc basis.

Spatial Strategy for Waste

- 3.11. The MWLP presents an option for the waste strategy in future which makes allocations for strategic waste management sites, and a criteria-based approach for any other proposal which may come forward. This is in light of only 10 of 34 allocations having been granted planning permission, and a number of consents being granted on non-allocated sites. A full review of the existing allocations and permissions is necessary to understand the reasons for non-delivery, and the Councils would expect the County to prepare this information at an early stage. The Councils are broadly supportive of an approach to investigate the provision of permanent waste management facilities within new settlements or growth sites in principle, subject to achieving a suitable balance between competing land uses. The impact of waste uses on the delivery of those sites, and the suitability of the use taking account of how the sites are being planned, must be explored to understand their suitability on a case by case basis.
- 3.12. New policies must put in place appropriate mechanisms to ensure any waste management facilities are not brought into conflict with neighbouring land uses. The MWLP seeks views on the strategy that should be adopted for the delivery of waste management sites and particularly whether allocations should be made, or a criteria-based approach pursued. It is difficult to express a clear view on this at present, as it is not yet understood why the currently adopted set of allocations have not been delivered. The Councils will seek to work with the County in further exploring this matter prior to the publication of the Further Draft Plan in Spring 2019.
- 3.13. The MWLP raises the potential use of existing employment areas for the provision of waste management operations, arguing that these facilities are often under cover and indistinguishable from other employment uses. Further information is required on the specific types of use this may entail before a full view could be provided. It will be important to consider this proposal in a wider context that includes the Councils' support for continued economic growth and having regard to the aspirations expressed by the Mayor in achieving a significant uplift in GVA across the Combined Authority area, and the important role of Greater Cambridge in that objective. If employment land is given over to waste management facilities this will need to be balanced against the economic growth impetus desired, recognising that such facilities would not provide a high job density.
- 3.14. Policy 4: The Spatial Strategy for Waste is to be developed for the next iteration of the emerging Plan, and as such there is no draft to comment on. However, comments on the approach as set out above will help shape the draft Policy.
- 3.15. Policy 5: Providing for Waste Management identifies the existing and forecast capacity across a range of waste management methods. There is a small surplus in capacity for all types of waste management with the exception of "Treatment and energy recovery processes", where there will be a deficit from 2026. It is understood this is the position at present, but if the proposed energy from waste facility in Waterbeach is granted planning permission (by the County Council as Waste Management Authority) the shortfall will be removed. It should be noted that

that when consulted on the application South Cambridgeshire District Council raised a number of concerns on the grounds that the proposal would have a significant and adverse visual impact on local character and the surrounding countryside, and the heritage assets at Denny Abbey.

- 3.16. There will be an overall challenge to the provision of waste management facilities, and particularly within the strategic sites where land is constrained and competing land uses will further increase land values. The policy approach will need to be clear in achieving a balance in such instances.
- 3.17. The approach to Water Recycling Allocation Areas and Water Recycling Consultation Areas is contained within draft Policy 12, and includes criteria that would be used to assess proposals to extend existing works or provide new works, along with a range of criteria based policies elsewhere in the plan in which address issues including design, amenity, biodiversity and heritage. The supporting text for draft Policy 12 references the aspiration to relocate the Cambridge Water Recycling Centre (WRC), in relation to the opportunities for regeneration of Cambridge Northern Fringe East, and that the adopted Cambridgeshire and Peterborough Minerals and Waste Development Plan provides the statutory local waste policy framework under which any proposals would be considered. It will be important that this policy continues to be supportive where new or replacement facilities are needed to support growth, but provide the right criteria to ensure sites for those facilities are appropriate to their location. The Draft MWLP does not allocate a potential site for a new WRC facility.
- 3.18. An overall approach of continued partnership working will be required in accordance with the Duty to Cooperate between the minerals and waste authorities, the local planning authorities and those involved in the wider growth agenda across Greater Cambridge, to enable future plan making.

Waste Needs Assessment

- 3.19. The Waste Needs Assessment identifies there are “no specific significant planned regeneration or major infrastructure projects identified within the plan area as per the National Infrastructure Delivery Plan 2016-2021 that would result in a significant increase in waste generation not accounted for through dwelling stock forecasts.” Whilst true, it is not clear that this fully takes account of the current proposed growth figures across the Greater Cambridge area (i.e. 33,500 new homes and 44,000 new jobs by 2031) or the significant transport schemes proposed by the Mayor/Combined Authority. Both would give rise to additional demand for household and other waste facilities, and cause further increases in construction waste. It is unclear to what extent the overall growth agenda has shaped the options now presented, and the forecasts of capacity and deficits.

Site Assessment Methodology

- 3.20. All sites submitted via the Call for Sites process will be assessed using the Site Assessment Methodology now proposed. The methodology is variable depending

upon the potential use proposed, and the two Councils will continue to discuss the application of this methodology with the County.

- 3.21. There are several points to raise at this stage. The assessment criteria on Table 1 (pg 4-5) and Table 2 (pg 7-10) and Table 5 (pg 13) refer to deliverability, but does not appear to include the issues in the Greater Cambridge area that have caused challenges in delivery of facilities i.e. high land values, congestion, lack of sites and competing land requirements. It is suggested that site assessments should consider this issue in more detail, recognising that some of these matters will be dealt with in detail at any planning application stage.
- 3.22. It is not clear if the zones for potentially significant dust effects in Table A2.9 on page 26 just relate to mineral extraction sites or to mineral and waste processing facilities as well, but would be a further site challenge in urban areas.

Next steps

- 3.23. Officers will collate a response on the basis of the discussion within this report to enable an online response to the consultation. This will specifically reflect the points made in respect of draft policies 1, 2, 4, 5 and 12.
- 3.24. Further discussions in connection with the County's fulfillment of the Duty to Cooperate will be necessary.

4. Implications

(a) Financial Implications

There are no direct financial implications arising from this early consultation

(b) Staffing Implications

There is an ongoing role for the Planning Policy team to ensure meaningful dialogue on the emerging MWLP in accordance with the Duty to Cooperate.

(c) Equality and Poverty Implications

There are no direct equality and poverty implications arising from the consultation. An Equality Impact Assessment process will be incorporated into the preparation of the Cambridge Northern Fringe East Area Action Plan.

(d) Environmental Implications

None at this stage. The Greater Cambridge Shared Planning Service will continue to be mindful of any climate change implications arising from the further preparation of the MWLP.

(e) Procurement Implications

None

(f) Community Safety Implications

None

5. Consultation and communication considerations

This report sets out the proposed response to a consultation.

6. Background papers

- (a) Cambridgeshire and Peterborough Minerals and Waste Local Plan: *Preliminary Draft Consultation* (May 2018)
- (b) Sustainability Appraisal Scoping Report (May 2018)
- (c) Waste Needs Assessment (May 2018)
- (d) Mineral Safeguarding Areas Methodology (May 2018)
- (e) Site Assessment Methodology (May 2018)
- (f) Flood Risk Assessment Methodology (May 2018)

All papers above are available from www.Cambridgeshire.gov.uk/mwlp

7. Appendices

None

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Amanda Thorn, Principal Planning Policy Officer, tel: 01223 - 457183, email: amanda.thorn@cambridge.gov.uk.



Item

REVIEW OF STATEMENT OF COMMUNITY INVOLVEMENT FOLLOWING PUBLICATION OF THE NEW NEIGHBOURHOOD PLANNING LEGISLATION

To:

Councillor Kevin Blencowe, Executive Councillor for Planning Policy and Transport
Planning & Transport Scrutiny Committee 26/06/2018

Report by:

Stephen Kelly, Joint Director of Planning and Economic Development for Cambridge and South Cambridgeshire
Tel: 01223 - 457009 Email: stephen.kelly@cambridge.gov.uk

Wards affected:

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

Key Decision

1. Executive Summary

- 1.1 Each Local Planning Authority has a duty to prepare and maintain a Statement of Community Involvement (SCI) setting out how they will involve and consult with the public and wider stakeholders in respect of both planning applications and planning policy matters.
- 1.2 The Neighbourhood Planning Act (2017) brings into effect a requirement to review and update any SCI that is more than 5 years old, and with a particular requirement to include specific information around the support that is available for Neighbourhood Plan preparation. This comes into force on 31 July 2018. The SCDC SCI was adopted in 2010 and the Cambridge SCI in 2013, and neither make substantive reference to neighbourhood planning support. This partial update of the SCI sets out the support available for Neighbourhood Plan preparation.
- 1.3 As part of the harmonisation of relevant planning procedures across the Greater Cambridge Shared Planning Service and in preparation for future work on a new

Joint Local Plan for Greater Cambridge, a joint SCI will be prepared for agreement by both Councils later this year.

- 1.4 Appendix 1 sets out the proposed addendum to the adopted SCI. Appendix 2 contains the proposed Neighbourhood Planning support offer which will be published on the Cambridge City Council website.

2. Recommendations

The Executive Councillor is recommended to:

- (1) Agree the addendum to the Statement of Community Involvement 2013 attached as Appendix 1 to this report.
- (2) Agree the Neighbourhood Planning support offer contained within Appendix 2 if this report.

3. Background

- 3.1 Local planning authorities are required to produce a Statement of Community Involvement (SCI) which sets out how they will involve and consult with the public and wider stakeholders in respect of both planning applications and planning policy matters. The duty to prepare an SCI is set out in the Planning and Compulsory Purchase Act 2004. <http://www.legislation.gov.uk/ukpga/2004/5/section/18>

- 3.2 A number of changes have been introduced to planning through the Neighbourhood Planning Act 2017, and some of these relate to the review and content of a Statement of Community Involvement.

- 3.3 Requirement for a Five Year Review: The first of these changes came into force on 6 April 2018 and amends The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017. This regulation relates to the review of local development documents and sets out the following:

“Review of local development documents

10A.—(1) A local planning authority must review a local development document within the following time periods—

(a) in respect of a local plan, the review must be completed every five years, starting from the date of adoption of the local plan, in accordance with section 23 of the Act (adoption of local development documents);

(b) in respect of a statement of community involvement, the review must be completed every five years, starting from the date of adoption of the statement of community involvement, in accordance with section 23 of the Act.”

<https://www.legislation.gov.uk/uksi/2017/1244/made?view=plain>

- 3.4 This new regulation has implications for both the SCIs for Cambridge and South Cambridgeshire Councils. As SCDC’s SCI was adopted in 2010 there is now a requirement to review this as it is over five years old. Cambridge’s SCI is just within the time frame but should also be reviewed imminently to meet the requirement of

the new regulations. It is the intention of the Greater Cambridge Shared Planning Service to prepare a joint SCI and therefore it is timely that regulations have highlighted the need for regular reviews of SCIs.

- 3.5 A report will be brought for agreement by both Councils in late 2018/early 2019 with a revised SCI to cover the Greater Cambridge area as part of taking forward work relating to the preparation of the Joint Local Plan.
- 3.6 Requirement for the SCI to mention neighbourhood planning: This comes into force on 31 July 2018 from the Neighbourhood Planning Act 2017 and requires a local planning authority to “set out their policy for discharging the duty to give advice or assistance to qualifying bodies to facilitate proposals for neighbourhood development plans (including proposals for the modification of neighbourhood development plans) or orders.”¹
- 3.7 A partial update of the both SCDC and Cambridge SCIs is required by 31 July 2018 in order to meet this stipulation, as the proposed new joint SCI will not be prepared before this deadline in July.
- 3.8 Appendix 1 contains a short addendum to the SCI, which will direct readers to the Cambridge website to view the support offer available to the preparation of Neighbourhood Plans in Cambridge.
- 3.9 The proposed Support Offer for Cambridge is included as Appendix 2 to this report. This offer also outlines the recent additional support that is made available to those preparing Neighbourhood Plans by Locality.

4. Implications

(a) Financial Implications

Page: 3

Support for Neighbourhood Planning is contained within the existing financial resource of the Greater Cambridge Shared Service Planning Policy team.

(b) Staffing Implications

Support for Neighbourhood Planning is contained within the existing staffing resource of the Greater Cambridge Shared Service Planning Policy team.

(c) Equality and Poverty Implications

None

(d) Environmental Implications

None

¹ **Neighbourhood Planning Act 2017 (Commencement No 3) – Regulations 2018**

http://www.legislation.gov.uk/ukxi/2018/38/pdfs/ukxi_20180038_en.pdf - Regulation 4(a) brings into force section 6 of the Act. Section 6 amends section 18 of the 2004 Act.

(e) Procurement Implications

None

(f) Community Safety Implications

None

5. Consultation and communication considerations

None

6. Background papers

Neighbourhood Planning Act 2017 -

<http://www.legislation.gov.uk/ukpga/2017/20/contents/enacted>

7. Appendices

Appendix 1: Proposed addendum to Cambridge Statement of Community Involvement

Appendix 2: Draft Support Offer for Cambridge City Council.

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact Amanda Thorn, Principal Planning Policy Officer, tel: 01223 - 457183, email: amanda.thorn@cambridge.gov.uk.

Appendix 1

Proposed Addendum to the Statement of Community Involvement

ADDENDUM (June 2018)

Review of Statement of Community Involvement following publication of new Neighbourhood Planning regulations.

On 6 April 2018 the Neighbourhood Planning Act (2017) brought into effect a requirement to review and update any SCI that is more than 5 years old,

Cambridge City Council's SCI was adopted in November 2013. It is proposed that the SCIs of both Cambridge and South Cambridgeshire Councils are fully reviewed and a single document prepared to mark the start of the preparation of the Greater Cambridge Joint Local Plan later in 2018/early 2019.

On 31 July 2018 an additional requirement from the Neighbourhood Planning Act (2017) will be brought into effect that requires specific information around the support that is available for Neighbourhood Plan preparation.

To meet this requirement in the interim, Cambridge City Council has prepared an Appendix setting out the support offer that is available to Neighbourhood Forums.
<https://www.cambridge.gov.uk/neighbourhood-planning>

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Neighbourhood Planning: Support Offer to Local Communities preparing Neighbourhood Plans in Cambridge

Cambridge City Council

Draft June 2018

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: <https://www.cambridge.gov.uk/neighbourhood-planning> Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

This support offer has been adapted from that produced by South Cambridgeshire District Council for their local communities preparing neighbourhood plans.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via policysurveys@cambridge.gov.uk or **01223 457200**

Introduction

As the local planning authority, Cambridge City Council has a duty to give advice and assistance when it considers appropriate, to local communities who wish to prepare a neighbourhood plan.

Where a community wants to take up the opportunities offered by neighbourhood planning, the legislation enables three types of organisations known as qualifying bodies to lead it. These are either a parish or town council; a neighbourhood forum; or a community organisation. For Cambridge this will be Neighbourhood Forums.

CCC wishes to support its local communities in developing their neighbourhood plans, and this offer document sets out the support that CCC will provide to all neighbourhood forums. This is CCC's current offer and it will be kept under review.

Any neighbourhood forum that would like support, advice or assistance that goes beyond that set out in this offer should contact CCC via policysurveys@cambridge.gov.uk or 01223 457200 to discuss their requirements.

This support offer is aligned with that produced by South Cambridgeshire District Council (SCDC) for their local communities preparing neighbourhood plans.

On the SCDC website there are pages dedicated to neighbourhood planning which include a Planning Toolkit. This toolkit consists of a set of guidance notes to help parish councils in South Cambridgeshire District to prepare their plans. As Cambridge City Council and South Cambridgeshire District Council move towards a shared planning service these guidance notes will be adapted to be applicable for local communities in Cambridge. There are links in this support offer to these guidance notes to provide an indication of the guidance which will be available.

Step One: Getting Started

How will CCC support local communities in getting started?

- a) CCC will **provide advice on its website** as first port of call for enquiries about neighbourhood planning. There is also advice available on the SCDC website;
- b) CCC will **meet with any local community** considering preparing a neighbourhood plan to discuss:
 - the requirements of forming a neighbourhood forum and identifying the area within which their plan would apply – the neighbourhood area,
 - the requirements of preparing a plan,
 - any other options that might also be available to meet local objectives, and
 - if the community has the necessary information to decide what approach would be best for them.
- c) CCC with SCDC will also provide **a lending library of resources** that local communities may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of Neighbourhood Plans.

Guidance and Regulations

Neighbourhood Planning Regulations

- Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)
- Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)
- Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

These regulations may occasionally change or new regulations introduced

National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)

Other Resources

[CCC Neighbourhood Planning webpages](#)

[SCDC Neighbourhood Planning Toolkit](#)

Is a Neighbourhood Plan the Right Tool for your Parish
Getting Started

Herefordshire Council: [Which is the right approach for your parish?](#)

Department of Communities and Local Government (DCLG) – [Notes on Neighbourhood Planning](#)

Locality - They have a website dedicated to neighbourhood planning <https://neighbourhoodplanning.org/> and a [Neighbourhood Plan Roadmap Guide](#) which provides a good introduction to neighbourhood planning.

Planning Aid [their website is called [Forum for Neighbourhood Planning](#)] – they have published a suite of documents and resources to assist those developing a neighbourhood

plan.

Planning Advisory Service ([PAS](#)) – they have published a number of guides, tools and templates for neighbourhood planning.

Step Two: Getting started

Work on a neighbourhood plan can only commence formally when a neighbourhood area has been designated by the local planning authority. Where there is no parish council as is the case in Cambridge a prospective neighbourhood forum of at least 21 people must be formed to lead and co-ordinate the plan-making process. Prospective neighbourhood forums will need to be designated by the local planning authority.

It is common to apply for the neighbourhood area first, and then the neighbourhood forum but there is no legal reason why this cannot be applied for at the same time. However if there changes made to the proposed neighbourhood area as a result of the public consultation it may be necessary to review the membership of the forum.

Designating a Neighbourhood Area

How will CCC support local communities in designating a neighbourhood area?

- a) CCC will provide **maps of the area** being considered by the local community as a starting point to help in the consideration of a boundary for the neighbourhood area.
- b) CCC will discuss with communities wishing to prepare a neighbourhood plan the area within which their plan will apply. CCC will offer advice on **how to define the neighbourhood area**.
- c) CCC has an **application form** that should be completed and submitted for a Neighbourhood Area designation to be considered. When a local community is completing this application CCC can help by preparing a map to show the proposed area.

National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)
- [Designating a neighbourhood area](#)

Once a Neighbourhood Area application is submitted, CCC will:

- a) consider the application, including whether **it is valid**, as set out in the Regulations;
- b) carry out **public consultation** on the application usually for a six week period .

Other Resources

CCC Neighbourhood Area Application Form – this application form is available from the Policy Team at CCC. It should be completed and submitted to CCC for any Neighbourhood Area to be designated.

[SCDC Neighbourhood Planning Toolkit:](#)

Getting a Neighbourhood Area Designated

Timescales

Public consultation and decision made by CCC within the timescales set out in Regulations.

Designating a Neighbourhood Forum

A designated neighbourhood forum is the group empowered to lead the neighbourhood planning process in a neighbourhood area where there is no town or parish council.

How will CCC support local communities in designating a neighbourhood forum?

- a) CCC will discuss with local communities considering preparing a neighbourhood plan the process for setting up of the neighbourhood forum.
 - o Ensuring the **membership of the forum** reflects the character and diversity of the local population with people from different places in the area and different sections of the community
 - o Advise on **legal status** of the neighbourhood forum

- b) CCC has an **application form** that should be completed and submitted for a Neighbourhood Forum designation to be considered.

National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)
[Who leads neighbourhood planning in an area](#)

Once a Neighbourhood Forum application is submitted, CCC will:

- a) consider the application, including whether it is **valid**, as set out in the Regulations;

- b) carry out **public consultation** on the application usually for a 6 week period or as set out in the regulations.

Other Resources

CCC Neighbourhood Forum Application Form – this application form is available from the Policy Team at CCC. It should be completed and submitted to CCC for any Neighbourhood Forum to be designated.

Locality :

[How to establish a neighbourhood planning forum](#)

Timescales

Public consultation and decision made by CCC within the timescales set out in Regulations

Step Three: Early Stage of Plan Development

How will CCC support local communities in the early stage of plan development?

- a) Once the Neighbourhood Area is designated, CCC will offer to meet with the Neighbourhood Forum to:
- explain this **support offer** which is available to all Neighbourhood Plan groups;
 - inform the neighbourhood forum about the range of **online guidance available and future workshops**;
 - make the neighbourhood forum aware of the grants and technical support packages available from **Locality** which could assist them in their plan making;
 - Recommend **the neighbourhood forum appoints a planning consultant** who specialises in neighbourhood planning to help them in the technical process of preparing a neighbourhood plan, which in most cases go beyond the level of support that CCC can provide.

Other Resources

Locality:

[Applying for grants and technical support](#)

- b) CCC will not provide direct financial grants to local communities to prepare their neighbourhood plan.

Other Resources

[SCDC Neighbourhood Planning Toolkit:](#)

Getting Started

Herefordshire Council: [Getting started](#)

Locality:

- [Support and Grants](#)
- [Project Planner](#)

Planning Aid:

- [How to Resource Your Neighbourhood plan](#)
- [How to Project Plan](#)

- c) CCC will **attend meetings** with the neighbourhood forum or the neighbourhood plan working group.

CCC will aim to respond positively to all requests. However, please be aware that this will be subject to resources and may need to be managed if requests coincide with peaks of neighbourhood plan activity or other work of the Planning Policy Team, and potentially support may be provided via a third party. In these instances, attendance at meetings will be subject to discussion and agreement with the neighbourhood forum. Resources to support

neighbourhood planning will be kept under review.

- d) CCC will also **provide advice and guidance on how to meet the basic conditions** as set out in the Regulations, including:
- highlighting the strategic policies in the adopted Cambridge Local Plan that the neighbourhood plan must be in general conformity with;
 - highlighting the main national policies and advice that will need to be considered;
 - considering how the neighbourhood plan contributes to the achievement of sustainable development;
 - providing advice on undertaking a Strategic Environmental Assessment (SEA) to ensure compatibility with EU obligations, including identifying who needs to be consulted. If a full SEA is triggered this could require a substantial amount of work in order to address any issues.

Guidance and Regulations

Information on the basic conditions is set out in:

[National Planning Practice Guidance](#)

These regulations may occasionally change or new regulations introduced

Other Resources:

[SCDC Neighbourhood Planning Toolkit:](#)

What are the Basic Conditions and How to Meet Them

- e) CCC with SCDC will **provide a range of online guidance** on how to do different tasks in neighbourhood planning such as:
- methods of community engagement; and
 - how to achieve effective public consultations.
- f) CCC with SCDC will provide a **lending library of resources** that local communities may find useful to help decide on whether to prepare a neighbourhood plan e.g. examples of neighbourhood plans.
- g) CCC will provide advice on the **legal requirements** for neighbourhood planning as set out in the Town and Country Planning Act 1990 (as amended by Localism Act 2011).

Timescales

Please keep in touch with CCC so that we know when you may need help and when you are reaching stages where CCC has a formal role, so we can respond to requests for help in a timely way.

CCC has a duty to support a neighbourhood forum and can help keep up the momentum of your plan making.

Step Four: Building the Evidence Base

How will CCC support local communities build the evidence base?

- a) CCC will provide information about where a neighbourhood forum can find data for the **evidence base they will need to support their neighbourhood plan**, including signposting to the evidence base and supporting studies underpinning the emerging Local Plan. Evidence should be focused on that needed to support the neighbourhood plan objectives.

Other Resources

[SCDC Neighbourhood Planning Toolkit:](#)

Sources of Evidence and Information

[Locality technical support package](#)

- **Evidence Base and Policy Development (EBPD)**

- b) CCC along with SCDC will provide a range of guidance on how to do different tasks in neighbourhood planning, such as:

- **methods of community engagement;**

This guidance will be provided as a flexible ‘live’ resource on [SCDC’s website](#), and eventually on the Cambridge website but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and future guidance provided will be informed by feedback from local communities.

Other Resources:

Locality:

[Resources](#) – provides a suite of documents that cover different aspects of neighbourhood planning.

Planning Aid:

[Resources](#) – a suite of documents and resources to assist those developing a neighbourhood plan.

Other Council’s Guidance Notes

Herefordshire Council: [Guidance Notes](#)

- c) CCC will share information on **contacts** for key consultees.
- d) CCC will provide up to date information on the emerging Cambridge **Local Plan**.

Other Resources:

[CCC Local Plan Examination webpages](#)

SCDC [Planning Policy Monthly Update](#) – this provides the latest news on the progress of the South Cambridgeshire Local Plan.

- e) CCC will **highlight the key allocations and designations** included on the Local Plan **Policies Map** which a neighbourhood forum will need to be aware of.

Step Five: Writing the Plan

How will CCC support local communities in writing the plan?

- a) CCC will provide **constructive comments** on emerging draft policies in the neighbourhood plan against the basic conditions.

Timescales

CCC will need 3 weeks notice of when documents or policies will be submitted to us for comment. If you have kept us informed of your progress (by keeping the timeline up to date) we will know when you will be asking for help and can plan our resources accordingly.

CCC will seek endeavour to respond within 3 weeks and often sooner, subject to resources and taking account of local timescales as far as possible, or as agreed with the neighbourhood forum. We want to ensure that we provide constructive comments which will help your plan-making and need sufficient time in order to do so.

- b) CCC with SCDC will provide a range of **guidance** and **specialist advice**, subject to capacity, on planning issues that may be included in a neighbourhood plan, such as local housing need and affordable housing,

This guidance will be provided as a flexible 'live' resource on [SCDC's website](#), and eventually on the Cambridge website but provided in a format that is capable of downloading and printing as a single document at any point in time. Not all the guidance will be available from the start and will be informed by feedback from local communities.

- c) CCC will make the neighbourhood forum aware of the requirement to carry out a **Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment Screening (HRA)** of their neighbourhood plan to ensure that it meets the statutory environmental standards.

It should be noted that if a full SEA or HRA is required **Locality is offering technical support packages** to carry out full Habitat Regulation Assessments and Strategic Environmental Assessments where they are required.

Other Resources

[SCDC Neighbourhood Planning Toolkit:](#)
Strategic Environment Assessments (SEA)

[Locality technical support packages –](#)

- Strategic Environmental Assessment
- Habitat Regulation Assessment

Guidance and Regulations

National Planning Practice Guidance – [Strategic Environmental Assessment requirements for Neighbourhood Plans](#)

These regulations may occasionally change or new regulations introduced

Timescale

Need to consult with statutory bodies, therefore need to allow time for them to respond. The whole process is likely to take 2-3 months.

d) CCC will provide **technical mapping support** as set out in 'Maps for Neighbourhood Plans'. CCC will also offer the following services (anything additional to the below will require further cost):

- **Neighbourhood area designation**
- **Policies map** – 8 hours of mapping time
 - create map
 - provide 3 electronic copies at A3 or smaller
 - additional layer sharing of neighbourhood plan policies and proposals
 - anything beyond 8 hours will require additional costs.

Other Resources

[SCDC Neighbourhood Planning Toolkit:](#)

Maps for Neighbourhood Plans

Step Six: Pre-submission Consultation and Preparing the Plan for Submission to CCC

How will CCC support local communities in the pre-submission consultation and preparing the plan for submission to CCC?

- a) CCC will advise the neighbourhood forum of the value of having a pre-submission **health check** of the draft neighbourhood plan before they submit their neighbourhood plan and supporting documents to CCC

Locality is offering a technical support package that carries out a health check of a neighbourhood plan if it meets eligibility tests. The eligibility test for this support is if your plan meets any of the following criteria:

- Is allocating sites for housing
- Includes design codes which provide detailed design guidance for a site or area in your plan
- Planning to use a neighbourhood development order

[SCDC Neighbourhood Planning Toolkit](#)

Strategic Environment Assessment (SEA)

What are the Basic Conditions and How to Meet Them

Strategic Policies

- b) CCC with SCDC will provide a **lending library of resources** that local communities may find useful to help prepare their neighbourhood plan e.g. exhibition boards, banners, examples of neighbourhood plans.

Step Seven: Submission of the Plan to CCC

How will CCC support local communities in the submission of the plan to CCC?

The final stages of preparing the neighbourhood plan are undertaken with CCC as the lead rather than the neighbourhood forum.

- a) CCC will keep the neighbourhood forums **informed of progress** and liaise with them to resolve any issues as the plan goes through the examination and referendum stages towards its completion, including:
- liaise with the neighbourhood forums regarding **appointment of an examiner**;
 - liaise with the neighbourhood forum over **changes proposed in the examiner's report** to ensure the plan meets the basic condition tests;
 - liaise with neighbourhood forum over any **changes to the Neighbourhood Plan**;
 - liaise with neighbourhood forums over Council decision to **proceed to referendum** and the timing of the referendum.

Other resources

[NPIERS Guidance to service users and examiners – March 2018](#)

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Item



3Cs BUILDING CONTROL SHARED SERVICE AND GREATER CAMBRIDGE PLANNING SHARED SERVICE – 2017/18 ANNUAL REPORTS

To: Executive Councillor for Planning and Transport

Report by: Fiona Bryant, Strategic Director
fiona.bryant@cambridge.gov.uk 01223457325

Relevant scrutiny committee: Planning and Transport Scrutiny Committee 26/06/2018

Wards affected: All

Non – Key Decision

3Cs BUILDING CONTROL SHARED SERVICE AND GREATER CAMBRIDGE PLANNING SHARED SERVICE – 2017/18 ANNUAL REPORTS

1. Executive summary

- 1.1. This report provides summarises the performance for the 3Cs Building Control Shared Services, and the Greater Cambridge Shared Planning Service during 2017/18.
- 1.2. The principle of producing a single annual report for both the 3Cs and greater Cambridge (2Cs) shared services was agreed at committee in July 2015.
- 1.3. The overarching annual report for the 3Cs Shared Services, submitted to South Cambs and Huntingdon District Council Committees for scrutiny, includes ICT, Legal and Building Control Shared Services. At the City Council, only the Building Control service falls under the remit of this Committee, and therefore the annual report is extracted from the overarching report and enclosed below.

- 1.4 Greater Cambridge Shared Services Annual Report covers the Waste, Planning and Internal Audit services, and is submitted to South Cambs District Council Committee for scrutiny but at the City Council, only the Planning Shared Service falls under this Committee's remit and therefore the service report has been extracted and is included below.

2. Recommendations

2.1 The Executive Councillor is recommended to:

- Note the content of this report.

3. Background

3.1 In July 2015, Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council each approved a model for sharing Legal, Building Control and ICT services. The three services went live within 3C Shared Services in October 2015 with a commitment to provide an Annual report.

3.2 The Shared Planning Service forms part of the Greater Cambridge Shared Services (2Cs). The business case for a Shared Planning Service (SIAS) between Cambridge City Council and South Cambridgeshire District Council was approved by both Councils in 2017. The service went live in December 2017.

3.3 The overarching Shared Service performance is monitored through the Greater Cambridge Shared Services Management Board (containing the lead directors from each authority), Greater Cambridge Chief Executives Board and 2C Joint Advisory Group (comprising of the leaders of Executive Councillors from each of the Councils). The Shared Planning Service also has a member led steering group.

3.4 The service business plans for the Shared Building Control and Planning services were approved by the City Council, Huntingdon District Council and South Cambs District Council committees in March 2018.

The business plans provide information on the priorities, key performance indicators and budgetary profiles for 2018/19.

4.0 3C Building Control Annual Report 2017/18

4.1 Introduction

4.1.1 3C Building Control was set up in October 2015 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.

4.1.2 The creation of a shared service was envisaged to further improve capacity in certain areas (for all three Councils) by expanding the skilled team with management arrangements that enable resources to be deployed effectively and efficiently and the adoption of best practices and processes. Another advantage of the service was to address the issue of recruitment and retention in local authority building control services by creating an organisation that offers greater opportunities for career progression. This includes new posts to enable the recruitment of apprentices and graduates, as well as adopting a career grade for building control surveyors. The configuration of the new service also provides flexibility in the delivery of additional services such as street naming & numbering, considerate contractor scheme, construction monitoring and other potential fee earning opportunities.

4.1.3 The combined net budget of the non-fee-earning account of the building control services for the three partner authorities before setting up the shared service was £338,520 and a savings target of 15% equating to £51,000 was set. Fee earning figures could not be included in the calculation as this is ring fenced monies.

4.1.4 Given the commercial nature of the service only limited information has been included in this public Annual report. A detailed Business Plan for 2018/19 which contained more of the service detail was approved at partner committees in March 2018.

4.2 General Progress to Date

4.2.1 The Building Control service has made considerable progress during 2017/18 with the following delivered:

- A. Recruitment of permanent Head of 3C Building Control
- B. Marketing Strategy implemented
- C. Implement the ISO 9001: 2015 quality management system across the service

With all these now delivered the service is working flexibly across the whole area with office locations at the Guildhall in Cambridge and Pathfinder House in Huntingdon.

4.2.2 Recruitment to the service has been positive during 2017/18; there was a planned issue with resource and consequently service provision due to termination of agency contractors and the lag between recruitment and appointment of permanent members for the team.

The ability to recruit and retain qualified and experienced staff has been an on-going issue for the service in terms of delivery and financial benefits. It is important that the service retains the existing staff members; leadership and motivational techniques will become embedded within In addition it is important to ensure sufficient succession planning is in place. In order to achieve this a full service review will be undertaken during the new financial year.

4.2.3 3C Building Control has added value to a variety of key projects for all partners during 2017/18, notably:

- The team are working on a number of schools within the 3C area including new buildings and extensions. The service has also provided consultation on school projects outside the area which will result in further applications under the Partner Authority scheme.
- The service continues to oversee many of the new homes on the Southern fringe developments at Clay Farm and Trumpington Meadows sites.
- The team continues to provide expert advice and support to several important developments on the Cambridge Biomedical Campus at Addenbrookes.
- The team are collaborating on the extensive £300M+ first phase development at North West Cambridge for the University of Cambridge, this includes the University Primary School, student accommodation, large supermarket and other retail units and 500+ residential units, nursery school and community facilities.
- The team has successfully tendered for the next phase of the New Museums Site in the centre of Cambridge.
- The service has entered a training contract with the CIOB (Chartered Institute of Building) to enable the professional membership of the team and to facilitate the provision of CPD (continuous professional development) opportunities for local agents and contractors to attend.

4.3 Finance

4.3.1 Income has remained stable over the last nine months and although less than the budgeted forecast the service has rationalised costs as much as possible to compensate.

Financial Year 2017/18 ends with a loss of **£25,696** to the fee earning account.

Building Control	Budget £	Actual £
Expenditure	-1,778,910	-1,534,111*
Income	1,779,400	1,534,113
VARIANCE		2

**includes contribution from reserves as detailed below.*

The reserves at the beginning of 2017/18 were £310,233. The loss to the fee earning account of £25,696 has been deducted from these reserves. The starting position for the reserves for 2018/2019 is £284,537. The reserves are monies to be retained for works in progress from one financial year to another.

3C Building Control	2017/18	Overspend 2017/2018	2018/19
Reserves	310,233	-25,696	284,537

The service will also undertake a review of the fees during the first quarter on the new financial year.

It is a requirement that each Council contributes to the non-fee earning account for all statutory works the service is unable to charge for. This currently equates to 30% of the work undertaken by the service. The budgeted contribution from each Council is detailed below, as the service rationalised expenditure this had a positive impact on the actual contribution from each council resulting in a total variance of £52,046.

Contribution from Councils	Budget £	Actual £	Variance £
Cambridge City C	202,140	179,462	22,678
Huntingdon DC	147,670	131,106	16,564
South Cambridgeshire DC	114,130	101,326	12,804
TOTAL	463,940	411,894	52,046

This is a much better position than the previous financial year (2016/2017) when the overspend to the reserves was in the region of £95,000.

The outturn position for 2017/18 is recorded in the table below.

	Budget	Actual	Variance/Outturn
3C Shared Services Building Control	201,650	215,084	13,434*

*Cost for Apprentice of £35,622 is included as an expenditure against the 3C Building Control budget however this should have been accounted in the corporate budget where the budget for Apprentices is currently underspent.

- 4.3.2 During 2017/18 the market share for 3C Building Control was 53% with the Private Sector taking around 47%. Considering the pressures on resources during the early part of the year a planned business decision was made not to procure work that could not be fulfilled to the service standard.

4.4 Customer Feedback

4.4.1 The service has a variety of customers. Initial customer feedback was obtained from Agents in November 2017. This was a one off survey which will be repeated again during the new financial year. Response rate was 10%, considered satisfactory.

4.4.2 A series of questions were asked and the responses collated. This has informed the strategy for the service and fed into the business plan and marketing strategy.

Does our service meet your needs	●	75% confirmed yes
How would you rate our communications	●	50% found them unsatisfactory
Would you use 3C again	●	16% answered no
Would you recommend our service	●	67% answered yes

4.4.3 Customer feedback was also obtained from householders; this is forwarded at the completion stage of every project via an online survey. These are collated periodically and the responses informed the strategy for the service and fed into the business plan and marketing strategy.

How easy was it to understand the application process	●	100% confirmed yes
How successful was your project	●	87.5% confirmed yes
How easy was it to get hold of building control	●	12.5% answered not at all
How helpful was your surveyor on site	●	100% confirmed yes
Would you use 3C again	●	75% confirmed yes
Would you recommend our service	●	12.5% answered no

4.4.4 With the new team members embedded into the service, focus will move towards increasing discretionary services in the new financial year.

The marketing of the service has been identified by the new Head of Service as a key area for its on-going success. A marketing strategy has been produced and is being implemented. Some of the activities underway are:

- Local Continuing Professional Development events have been held in the operational area for customers and citizens.
- Team members are participating in the planning roadshows hosted by South Cambridgeshire District Council.
- Team members also participated in a community event with Kiers at Northstowe.
- The service has 15 finalists in the 2018 LABC National Building Excellence Awards East Anglia region.
- Team members have presented for Anglia Ruskin University to students and to the University of Cambridge Architecture students.
- Social media activity is increasing with LinkedIn the next area to target.

5.0 Shared Planning

5.1 Background

5.1.1 The Greater Cambridge Shared Planning Service went live in April 2018 with the following objectives:

- To create and deliver an effective programme for the creation of a single, unified "Greater Cambridge" planning capability serving the Planning Committees of each of the participating Councils.
- To build a shared capacity and capability within the combined teams (and provide opportunities to support others) in a way that seizes opportunities for efficiency and quality improvements by providing services and products (including additional charged services) that meet the needs of users and the community at the lowest net cost.
- To deliver a service that can be flexible - in deployment and delivery.
- To build/retain a reputation for professionalism, staff development, the delivery of high quality outcomes and competent "business management" amongst peers and partners.

5.1.2 Although there were differences in how each of the two Council's planning teams operated, they were facing similar challenges - namely, how to manage with fewer resources, yet provide the high quality and often specialised planning advice that Councils rely upon. Each Council also recognised the need for a change of culture in the commissioning and delivery of planning services.

5.1.3 At the time each council struggled to recruit and retain planning staff, and was increasingly reliant upon external providers to meet its needs, especially on major projects. Nationally, standalone planning services teams were facing challenges to maintain a staffing level that provides the specialists they need across a wide range of planning disciplines. A shared service solution to join forces and create a critical mass of capability, target efficiencies, and actively seek to take advantage of income generating opportunities was approved.

5.2 General Progress to Date

5.2.1 Following agreement in principle reached in 2015, in July 2017 the decision was made for the Planning Services at SCDC and CCC to join together into a new shared service to provide all of the functions of the District Councils operating as the Statutory Local Planning Authority for the "Greater Cambridge" area.

5.2.2 A number of activities have been completed during 2017/18 or are already underway to assist in the delivery of this project.

- A project board was put in place consisting of Stephen Kelly, Senior Management and Project Manager, the board meet on a 3 weekly basis to review the project progress and project work streams.

- An experienced project manager (Mike Holmes) with change and planning experience was recruited to assist with the delivery of the project.
- PRINCE2 methodology is in use for the project management with detailed working documents in place i.e. communications plan, stakeholder's analysis and risk/issue logs.
- Project Initiation Documents were approved by the SCDC/CCC Joint Advisory Group.
- The proposed Business Case for the formation of the Greater Cambridge Planning Service was approved by SCDC and CCC Members in July 2017.
- A Communication and Stakeholder plan was set and agreed.
- A monthly staff newsletter has provided updates for staff in SCDC and CCC on progress of the projects with a Q&A section to address concerns and questions. Regular staff briefings have been held.
- A Member steering group was set up and meets regularly to review the project progress and give advice when needed.
- Regular highlight reports have been provided to the Steering Group and Executive Members in SCDC and CCC.

5.2.3 An initial consultation on the proposals for the new Greater Cambridge Planning Service, which included the proposed New Management Structure and the TUPE transfer of staff from CCC to SCDC, took place between August and September 2017. The outcome report was published on 23 November 2017. This was followed by a second consultation, started on 4th Dec 2017, which proposed a revised management structure. The consultation ended at the end of January 2018 and the outcomes report was published in February 2018.

As a result of the consultation the management team is now in place with the two Assistant Director roles currently going through the recruitment process in May/June 2018.

5.2.4 ICT requirements have been assessed and soft marketing has been carried. A preferred supplier has been procured and a project manager engaged to deliver the system during 2018/19.

5.2.5 With the anticipated increased use of the Greater Cambridge brand throughout the year a number of areas will be addressed to assist in this being a success i.e. review of internal and external facing websites, redesigned templates, stakeholder communications and workshops, use of local and national media.

A logo for the Greater Cambridge planning Service has been approved by a Joint Advisory Group and a workstream is underway to carry out branding in a controlled manner over the coming months.

5.2.6 Once the senior management structure is in place and posts are appointed to, the senior management team will focus on the development of the complete structure and further define the future operating arrangements. This will involve analysis of workloads, demand on the service and processes with a view to adopting best practices and maximising efficiencies. This stage will

include a review of the activities which are undertaken outside the current services (having regard also to TUPE), for example trees and landscaping, and an assessment of the impact of the new planning service on wider council's service areas that are not in scope, for example the existing customer contact arrangements. The development of the specialist services capability will also be covered during this phase.

Once this structure is developed a further formal consultation process will be carried out with staff and unions in accordance to the agreed policies at both partner authorities. Implementation will then be delivered on a phased work programme.

5.2.7 The service will continue to maintain a presence at both Cambridge and Cambourne. Nevertheless, one of the aims of the service is to work in a flexible and agile way aligned to both partners' individual office accommodation and future investment and delivery strategies. There will be no immediate changes in the locations of individual teams until the future structure is known – although collaboration between officers in different offices engaged on specific tasks is expected to increase.

5.2.8 Once the office accommodation is reviewed it is expected that a phased implementation of any accommodation changes, to meet wider corporate programme timelines will be required, learning the lessons from previous shared services projects.

5.3 Finance

5.3.1 The net costs for the 2017/18 (service still separate) is recorded in the table below.

	Income	Expenditure	Net cost
CCC	2,042,780	3,755,650	1,712,870
SCDC	2,266,050	7,186,287	4,920,237

5.3.2 Financial savings have been profiled over the coming years but the emphasis is currently on consolidation of the new shared service and on business delivery.

5.4 Customer Feedback

5.4.1 As the service only launched on April 1st 2018, the 2017/18 year was largely focussed on staff consultation and feedback in the setting up of the service. Throughout the next stages of the service establishment and transformation, focus on staff and stakeholders will continue. A stakeholder plan is incorporated into the communications plan and identifies stakeholders and the appropriate channel and level of communication required.

5.4.2 The member steering group, comprising portfolio holders, and key officers from both Local Authorities, continues to act as a focus for core feedback from partners.

5.4.3 In terms of the wider customer base the service already operates a feedback process for SCDC decisions and is expecting to review and extend that process through implementation of the new ICT solution. In spring 2018, the service proposes to carry out multi-site “road shows” targeted at residents to raise awareness and improve openness about the service and its objectives amongst users. Both Services hold bi-annual “agents” forums and SCDC has a quarterly Parish Forum of which 2 each year are focused primarily on planning matters.

5.4.4 Through 2018, the service will continue to reach out to the development community via Local Bodies (Cambridge Ahead, Cambridge Construction Awards) and targeted partnership working with public (County, GCP and CA). Once the full managed team are in place, capacity to extend the dialogue with key landowners/promoter’s developers building upon existing lines of communication will grow. The service is already fully embedded in the area forums at the City and networked with local community bodies such as FeCRA, University, and Cambridge PPF etc.

6.0 Conclusion

6.1 The Annual Report is for information.

6.2 The Planning Service has only gone live in 2018/19 but with an established Head of Service in place for the Building Control Service, and approved business plans for 2018/19, the services are in a positive place to deliver the benefits set out in the original business plans.

7. Implications

a) Financial Implications - The financial implications have already been accounted for in the medium term financial planning for each of the authorities.

b) Staffing Implications (if not covered in Consultations Section) - There are no additional staffing implications.

c) Equality and Poverty Implications - Not required for this report

d) Environmental Implications - None for this report

(e) Procurement - None specific related to this report
Any procurement relating to the service provision is carried out in line with Councils’ policy

(f) Consultation and communication - As reported

(g) Community Safety - None.

8. Background papers

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

- Shared Service Quarterly reports

9. Appendices

None

10. Inspection of papers

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

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