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Cambridge City Council

ENVIRONMENT SCRUTINY COMMITTEE

To: Councillors Kightley (Chair), Saunders, Tucker, Tunnacliffe, Znajek, Owers, Marchant-Daisley, Wright and Herbert

Executive Councillor for Planning and Sustainable Transport: Councillor Ward

Executive Councillor for Environmental and Waste Services: Councillor Swanson

Alts Kerr, Ashton and Pogonowski

Despatched: Monday, 13 June 2011

Date: Tuesday, 21 June 2011

Time: 9.30 am

Venue: Committee Room 1 & 2 - Guildhall

Contact: James Goddard **Direct Dial:** 01223 457015

AGENDA

1 APOLOGIES

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

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

3 MINUTES *(Pages 1 - 32)*

To approve as correct records the minutes of the meetings of the 15th March 2011 and the special meeting of the 26th May 2011. *(Pages 1 - 32)*

4 PUBLIC QUESTIONS (SEE INFORMATION AT THE END OF THE AGENDA)

Items for decision by the Executive Councillor, without debate

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

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

Items for debate by the Committee and then decision by the Executive Councillor

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

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

5 DISCUSSION ABOUT POSSIBLE TIMING CHANGES FOR FUTURE MEETINGS

DECISIONS FOR THE EXECUTIVE COUNCILLOR FOR ENVIRONMENTAL AND WASTE SERVICES

Items for debate by the Committee and then decision by the Executive Councillor

6 2010/11 REVENUE & CAPITAL OUTTURN (*Pages 33 - 40*)

7 GRITTING REVIEW OF 2010/11 AND PLAN FOR 2011/11 (*Pages 41 - 44*)

DECISIONS FOR THE EXECUTIVE COUNCILLOR FOR PLANNING AND SUSTAINABLE TRANSPORT

Items for decision by the Executive Councillor, without debate

- 8 MILL ROAD CONSERVATION AREA REVIEW** (*Pages 45 - 112*)
- 9 INTRODUCTION OF PRE-APPLICATION CHARGING** (*Pages 113 - 128*)
- 10 SCHEME OF CHARGES FOR STREET NAMING** (*Pages 129 - 154*)
Items for debate by the Committee and then decision by the Executive Councillor

- 11 2010/11 REVENUE & CAPITAL OUTTURN** (*Pages 155 - 166*)

12 APPOINTMENT TO CAM CONSERVATORS

Under the Act of Parliament governing appointments to the Conservators, the City Council could only make appointments for three-year terms but could change those appointments at any time during the three years. The following representatives were appointed on 6th October 2009:

Councillors Walker and Nimmo-Smith (Councillor interests)

Councillor Ward (riparian interests)

Mr Rod Ingersent (commercial operator interests)

Mr Roy Hardingham (boating interests)

Mr Luther Philipps (houseboat residents)

Mr Clive Brown (resident living close to the river)

Terms of office to run until 31 December 2012

Following the resignations of former Councillor Walker, the Executive Councillor is asked to make to recommend of an alternative representative to Council for approval. The term of office will run until 31 December 2012.

- 13 SURFACE WATER MANAGEMENT PLAN FOR CAMBRIDGE AND MILTON** (*Pages 167 - 176*)

14 DECISIONS BY EXECUTIVE COUNCILLORS

- 14a** Delegation to South Cambridgeshire District Council pursuant to the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 (*Pages 177 - 180*)

Information for the public

Public attendance

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Public Speaking

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

Fire Alarm

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.

ENVIRONMENT SCRUTINY COMMITTEE

15 March 2011

9.30 - 11.35 am

Present: Councillors Ward (Chair), Kerr, Newbold, Pogonowski, Saunders, Tunnacliffe and Znajek

Executive Councillors:

Executive Councillor for Climate Change and Growth, Councillor Blair

Executive Councillor for Environmental and Waste Services, Councillor Pitt

Officers present:

Director of Environment, Simon Payne

Historic Environment Manager, John Preston

Accountant (Services) Richard Wesbroom

Accountant (Services) Karen Whyatt

Head of Planning, Patsy Dell

Head of Corporate Strategy, Andrew Limb

Senior Planning Policy Officer, Nancy Kimberley

Waste Strategy Manager, Jen Robertson

Head of Street and Open Spaces, Toni Ainley

Head of Refuse and Environment, Jas Lally

Planning Policy Manager, Sara Saunder

FOR THE INFORMATION OF THE COUNCIL**11/13/env Apologies**

The committee received apologies from Councillors Herbert and Kightley.

11/14/env Minutes

The minutes of the meeting held on 11th January 2011 were approved as a true and accurate record.

11/15/env Declarations of Interest

Councillor Saunders:

- Items 13, 14, 15, and 16 – Personal – Member of Cambridge Past, Present and Future

Councillor Pitt

- Item 14 - Personal – Member of Churchill College

Councillor Ward

- Item 14 - Personal – Member of Churchill College and wife is a fellow of St Edmund's College.

Councillor Shah

- Item 15 – Personal –Trustee of the Indian Community and Culture Association that manages the Bharat Bhavan (old Mill Road Library).

Councillor Pogonowski

- Item 14 – Personal – Member of Fitzwilliam College

11/16/env Public Questions (See information at the end of the agenda)

Sally Fletcher on Behalf of NHS Cambridgeshire made the following statement.

- The characteristics of the Romsey area do not apply to the Brookfields Hospital site which is surrounded by areas of potential redevelopment such as Seymour Court, the Robert Sayle warehouse and the former garage site.
- The character of this part of Mill Road will be changed by these developments and there would be little benefit from Conservation Area Status.
- A 1990's study by English Heritage found nothing of significant interest about the site.
- The buildings within the site are not fit for their current purpose and when existing users vacate they will be hard to let.
- Access to the rear of the site is poor with no pedestrian footpaths.
- Redeveloping the site would bring benefits to the area.
- The large trees to the front of the site are already protected.
- The Mill House building could be listed as a building of local interest allowing the rest of the site to be developed.

Response from the Executive Councillor for Climate Change and Growth, Councillor Blair.

The area has potential for redevelopment and Conservation Status will not prevent this. However, this would protect the character of the area and allow

development to be managed. Further consultations would allow interested parties to feed into the process. This matter would be discussed at a future meeting of this committee.

Ms Fletcher explained that:

NHS Cambridgeshire would welcome a visit from Councillors to view the site to gain a better understanding of its relationship with the surrounding area.

Allan Bringham, East Mill Road Action Group made the following statement:

- East Mill Road Action Group has worked with the Council to enhance Romsey, surveying residents about improvements to Romsey Rec and about the development of the Robert Sayle Warehouse site.
- In the last two years we have held two very successful local meetings looking at the pros and cons of including Romsey in the Mill Road Conservation Area. This culminated in another packed meeting arranged by the City Council in November when the present consultation was launched.
- We support the inclusion of Romsey in an enlarged Conservation Area and this includes Brookfields Hospital and Burnside, both integral parts of the area.
- Brookfields Hospital and Ditchburn Place are both important Victorian institutional elements in the story of Mill Road.
- Brookfields acts as a Romsey counterpart to Ditchburn Place on the other side of the bridge, and as the Isolation Hospital it is a 'destination' in the story of Victorian Cambridge.
- These distinctive buildings played a significant part in the lives of very many local people.
- While the spaces around them, and the trees which front the buildings, are equally significant in relieving the otherwise urban nature of Mill Road, just as the gardens of Ditchburn Place do in Petersfield.
- The nearby Burnside is still a refreshingly rural destination in an area of very high housing density just as it was in the 19th century.
- The late Victorian cottages are the same style as all the others in Romsey and were historically an integral part of the area, while the

outlook of trees and greenery are features that make the very high density housing of this part Cambridge an attractive area to live in. A gateway to the countryside for Victorian residents and for today's.

- Together with Parkers Piece it successfully 'bookends' Mill Road, just as Ditchburn Place and Brookfields Hospital mirror each other on either side of the bridge and create a successful balance to the townscape.
- We hope you will accept the recommendations before you today.

Handouts circulated. These included maps showing the 19th century development of Mill Road. These also show Brookfields Hospital and Burnside as integral parts of Romsey.

Response from the Executive Councillor for Climate Change and Growth: Councillor Blair.

Councillor Blair thanked Mr Brigham for his informative comments and for the work local groups contributed to the debate.

Richard Taylor

Have members considered the impact and additional costs to local residents who would find them-selves living in a conservation area? Had the additional officer time that would be required been accounted for?

Response from the Executive Councillor for Climate Change and Growth, Councillor Blair

Conservation status would introduce an additional layer of permissions for any development. The trick would be to get the balance correct. Conservation status would be of huge benefit to those who are working to retain the character of the area and features of the City. The additional protection for trees will impact on the community in a positive way. In balance the decision is appropriate.

No costing of officer time has been carried out.

Change to Published Agenda Order

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used his discretion to alter the order of business. However, for ease of the reader, these minutes will follow the order of the agenda.

11/17/env Annual Portfolio Plans for 2011/12 (Environmental and Waste Services)**Matter for Decision:**

Approval of the Environmental and Waste Services Portfolio Plan setting out strategic objectives and performance measures for 2011/12.

Decision of Executive Councillor for Environmental and Waste Services:

Approved the Portfolio Plan.

Reason for the Decision:

Portfolio Plans allow Executive Councillors to set out, in agreement with lead officers, their key priorities for delivery in the year ahead.

Any alternative options considered and rejected:

N/A.

Scrutiny Considerations:

The Executive Councillor introduced the Annual Portfolio Plans 2011/12 and highlighted the need to maintain standards while achieving value for money in difficult times.

Councillor Pogonowski proposed an amendment to the plan.

EW 1.2 to read as follow (changes underlined):

Carried out litter picks and clean-up campaigns within every area committee assisted by the Probation Service who operates a community payback scheme.

The committee agreed the amendment.

The Committee resolved unanimously to approved the plan.

The Executive Councillor approved the plan.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

Not applicable.

11/18/env Revenue and Capital Project Appraisals and Requests to Carry Forward Funding from 2010/11 to 2011/12**Matter for Decision:**

The report presented details of any anticipated variances from revenue budgets where resources were requested to be carried forward into the 2011/12 financial year in order to undertake or complete activities previously approved to take place in 2010/11.

Decision of Executive Councillor for Environmental and Waste Services:
Agreed the provisional revenue carry forward requests, totaling £23,860 as detailed in Appendix A of the report, to be recommended to Council for approval, subject to the final outturn position.

Reason for the Decision:

The financial implications of approving the provisional carry forward of budget from the current year into 2011/12, would result in a reduced requirement in the use of reserves for the current financial year, with a corresponding increase in the use of reserves in 2011/12.

Any alternative options considered and rejected:

A decision not to approve a carry forward request would impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and / or community safety implications.

Scrutiny Considerations:

The committee received a report from the Service Accountant regarding the carry forward requests.

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor agreed the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/19/env Kerbside Battery Recycling Collection

Matter for Decision:

The introduction of a kerbside recycling collection of batteries to houses in the city.

The proposed kerbside collection would be carried out in conjunction with a battery compliance scheme acting on behalf of battery producers to fulfil their obligations. There would be no cost to the council and a small income would be generated. The proposal is for residents to be issued with small bags to put their spent batteries in, which they would then stick onto their green bins for collection.

Decision of Executive Councillor for Environmental and Waste Services:
Approved the introduction of a kerbside recycling collection of batteries to houses in the city.

Reason for the Decision:

As part of the Medium Term Programme and under the vision statement 'Towards a city in the forefront of low carbon living and minimising its impact on the environment from waste and pollution', the council is proposing a kerbside collection of portable household batteries. The Waste Batteries and Accumulators Regulations 2009 requires producers to arrange for collection of batteries and sets UK targets for recycling of 25% by 2010 and 45% by 2016.

Any alternative options considered and rejected:
N/A

Scrutiny Considerations:

The committee received a report from the Head of Refuse and Environment regarding the introduction of a kerbside recycling collection of batteries to houses in the city.

Members were concerned that other areas had experienced problems with youths using the bags and their contents as 'sling shots'. The officer responded by saying that Cambridge residents were very conscientious about recycling and that the wider community, along with Recycling Champions, would be fully involved. The situation would be closely monitored and should problems arise, appropriate action would be taken. Councillor Pogonowski asked if there would be any question of liability if the bags were misused. The officer agreed to investigate this issue.

Members raised the following issues:

- I. The initial instructions need to be very clear of how the bags are adhered to the bins.
- II. Non reusable plastic bags are the cheapest solution but are not the greenest approach.
- III. Could the scheme be rolled out to include collections from shops?

The Scrutiny Committee considered and endorsed the recommendations in the report by unanimously.

The Executive Councillor for Environmental and Waste Services agreed the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/20/env Implementation of Route Optimisation outcomes for change in April 2012.

Matter for Decision:

The procurement of a route optimisation software capability, in conjunction with the other districts from the RECAP (Recycling for Cambridgeshire and Peterborough) Partnership, is in its final stages, with a fully operational system anticipated to be in place by 1st June 2011.

The Executive Councillor was asked to approve the next stages of the project.

Decision of Executive Councillor for Environmental and Waste Services:

- I. Approved the decision with the Head of Refuse and Environment and in consultation with the Chair and Spokes, to implement changes to refuse and recycling collections service as a result of the route optimisation project.
- II. Agreed to provide a briefing at a later date to committee Members and other interested Councillors about the changes to be implemented.

Reason for the Decision:

- I. Routing of collection rounds had not been undertaken since the introduction of alternate weekly collections in October 2005; and the City has changed, evolved and developed significantly since this time. The use of software for route optimisation is now considered best practice. It is anticipated that fuel and carbon savings can be achieved by undertaking this project as well as a potential for a rationalisation of the collection vehicle fleet.
- II. As a result of the route optimisation project we would undertake comprehensive communication with residents and stakeholders hence

the advanced timeline for this project. The planning and Union negotiations that may be required will mean that the time frame for the project will not fit with the scheduled Environment Scrutiny Committees.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Head of Refuse and Environment introduced the report. Two additional documents were tabled to add clarity to the decision.

In response to member's questions he explained that the four-day week would achieve savings in a number of ways: working Tuesday to Friday avoided additional payments for Bank Holidays, allowed time for vehicle maintenance and had resulted in higher productivity in area where it was in operation. Working four longer days was also thought to be more attractive to employees.

Councillor Pogonowski requested a breakdown as to how the savings targets would be achieved. The officer responded that this information would become clearer when the modelling work had been completed. There had been no comprehensive review of routes for some years and the growth of the City, both past and future would impact on the savings achieved. Cross authority working could also produce savings in the future. The improved data collection would be used to identify the unique characteristics of the City and would improve efficiency.

Councillor Pogonowski asked what would happen and if job losses could be expected if the savings targets were not achieved. The Executive Councillor rejected the question as not relevant as the project would achieve the savings targets.

Recommendation one was amended to read:

To approve the decision with the Head of Refuse and Environment and in consultation with the Chair and Spokes, to implement changes to refuse and recycling collections service as a result of the route optimisation project.

The Scrutiny Committee considered and endorsed the recommendations in the report by 7 votes to 1.

The Executive Councillor agreed the amended recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/21/env Amendments to Waste and Recycling Policy**Matter for Decision:**

To agree amendments to the Household Waste and Recycling Policy.

Decision of Executive Councillor for Environmental and Waste Services:

Approved amendments to the Household Waste and Recycling Policy to cover waste policy for new housing developments, the proposed kerbside battery collection and other minor additions/changes as per the report.

Reason for the Decision:

The Household Waste and Recycling Policy was last amended in 2009 when the council changed to the commingled blue bin collection. There is a need to amend it again in order to include:

- I. Policy information relating to new housing developments throughout the city
- II. The proposed kerbside battery collection service
- III. Additional information explaining policy to make the document more user friendly because it is intended to make it available on our website
- IV. Minor improvements in wording with no change to policy

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Refuse and Environment regarding the amendments to the Waste and Recycling Policy.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor for Climate Change and Growth agreed the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/22/env Apprenticeships in Environmental Cleansing

Matter for Decision:

An opportunity has been presented to us to work with Nordic Pioneer, a well established company in the training and environmental cleansing field, to offer opportunities for twelve unemployed young people (ideally 16 – 18 year olds) for a six month apprenticeship in order for them to attain a NVQ level 2 qualification in Cleaning and Support Services.

Decision of Exec Cllr for Climate Change and Growth:

- I. Approved the proposed apprenticeship scheme with Nordic Pioneer.
- II. Approved the use of income from Fixed Penalty Notices issued for environmental crime to offset £10,000 of costs.

Reason for the Decision:

- I. An opportunity exists to work in partnership with Nordic Pioneer, a leading and cutting edge training company in the field of environmental cleansing, on an innovative apprenticeship scheme.
- II. The scheme would deliver opportunities to twelve young people (16-18 year olds) to be employed by Nordic Pioneer and undertake a six-month apprenticeship gaining a NVQ level 2 in Cleaning and Support Services.
- III. The apprentices would be working on projects to clean up areas such as nature reserves, commons and cemeteries as well as undertaking the removal of fly tipping, graffiti and fly posting.
- IV. The Council would be committed to producing a programme of work that meets the criteria of the NVQ.
- V. Funding would come from the receipts from Fixed Penalty Notices issued for environmental crime and existing agency budgets.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Head of Streets and Open Spaces regarding Apprenticeships in Environmental Cleansing.

In response to member questions it was clarified that this was a six month pilot project and that the hope was that it would become an on-going scheme.

Councillor Pogonowski was concerned that the suggested wage of £95 per week would not meet the minimum wage. The officer responded that the apprentices would be paid at least minimum wage for the hours they worked. However, it was not yet clear how many hours a week they would be working and how many hours would be unpaid training hours.

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor agreed the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/23/env Revenue and Capital Project Appraisals and Requests to Carry Forward Funding from 2010/11 to 2011/12

Matter for Decision:

The report presented details of any anticipated variances from revenue budgets where resources were requested to be carried forward into the 2011/12 financial year in order to undertake or complete activities previously approved to take place in 2010/11.

Decision of Exec Cllr for Climate Change and Growth:

Agreed the provisional revenue carry forward requests, totaling £45,700 as detailed in Appendix A of the report, to be recommended to Council for approval, subject to the final outturn position.

Reason for the Decision:

The financial implications of approving the provisional carry forward of budget from the current year into 2011/12, would result in a reduced requirement in the use of reserves for the current financial year, with a corresponding increase in the use of reserves in 2011/12.

Any alternative options considered and rejected:

A decision not to approve a carry forward request would impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and / or community safety implications.

Scrutiny Considerations:

The committee received a report from the service Accountant detailing the carry forward requests.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor for Climate Change and Growth agreed the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/24/env Annual Portfolio Plans for 2011/12**Matter for Decision:**

Approval of the Climate Change and Growth Portfolio Plan setting out strategic objectives and performance measures for 2011/12.

Decision of Executive Councillor for Climate Change and Growth:

Agreed the Portfolio Plan.

Reason for the Decision:

Portfolio Plans allow Executive Councillors to set out, in agreement with lead officers, their key priorities for delivery in the year ahead.

Any alternative options considered and rejected:

Not applicable.

Scrutiny Considerations:

The committee received a report from the Director of Environment and the Head of Planning Services.

The Executive Councillor introduced the plan that responds to significant changes in planning and the impact of changes to the county Council and transport planning.

The committee noted the executive councillors plan and did not suggest any amendments.

The Executive Councillor approved the plan.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/25/env Informal Planning Policy Guidance on Foodstore Provision in North West Cambridge

Matter for Decision:

Cambridge City Council and South Cambridgeshire District Council (SCDC) had been working jointly to produce Informal Planning Policy Guidance (IPPG) on Foodstore Provision in North West Cambridge. This was in relation to three major development sites; the University site, NIAB sites and Orchard Park.

The guidance was intended to provide an up to date supplement to retail policies in existing plans and help to guide the future planning of the sites in North West Cambridge.

Decision of Exec Cllr for Climate Change and Growth:

- I. Agreed the responses to the representations received to the Options Report on Foodstore Provision in North West Cambridge provided in Appendix A of the report.
- II. Noted that the 'Informal Planning Policy Guidance on Foodstore Provision in North West Cambridge' had been adopted without change at SCDC's Portfolio Holder's Meeting on 8th March 2011.
- III. Agreed to adopt the 'Informal Planning Policy Guidance on Foodstore Provision in North West Cambridge', provided in Appendix B of the report, as a material consideration in the determination of planning applications.

Reason for the Decision:

The Councils decided that the guidance was necessary because the amount of housing now proposed in this area is nearly 2,000 units greater than was originally envisaged when the Councils were preparing their formal planning policy documents. In addition proposals for foodstore provision have emerged

from discussions with the developers of the three sites. The purpose of the IPPG is to ensure that both new and existing residents of North West (NW) Cambridge have adequate and easily accessible food retailing facilities available and that there is a consistent and coordinated approach across the sites. The County Council had provided input with regards to transport matters.

Any alternative options considered and rejected:

An Options Report was produced from an analysis of the evidence base, and presented to the City Council's Development Plan Steering Group Committee on 13th July 2010, and South Cambridgeshire's Portfolio Holder's Committee Meeting also on 13th July. This set out four possible options for foodstore development in North West Cambridge:

- Option A - Planned Development Only i.e. local foodstores in each of the three Local Centres (this is the policy baseline situation, with the committed and pipeline floorspace and no further foodstore provision)
- Option B – Two supermarkets of 2,000 sq m net floorspace (1,500 sq m net convenience), one at the University site and one at NIAB and the committed floorspace at Orchard Park.
- Option C – One superstore of 3,500 sq m net floorspace (2,500 sq m net convenience), at the University site and the committed / pipeline floorspace at NIAB and Orchard Park
- Option D – One superstore of 3,500 sq m net floorspace (2,500 sq m net convenience), at the NIAB site and the committed / pipeline floorspace at the University Site and Orchard Park.

Scrutiny Considerations:

The committee received a report from the Senior Planning Policy Officer regarding the Informal Planning Policy Guidance on Foodstore Provision in North West Cambridge.

Members were satisfied with the report, having discussed it, in detail during its development. However, Councillor Pogonowski did not feel able to support the proposal as it did not promote local provision of smaller outlets.

The Scrutiny Committee considered and endorsed the recommendations in the report by 7 votes to 1.

The Executive Councillor for Climate Change and Growth agreed the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/26/env West Cambridge Conservation Area Appraisal**Matter for Decision:**

Approval of Conservation Area Appraisal for West Cambridge, including designation of extensions to the Conservation Area as detailed in the report.

Decision of Exec Cllr for Climate Change and Growth:

- I. Approved the new Conservation Area boundary and the content of the draft Appraisal.
- II. Agreed that the decision on whether to designate an additional area north of Barton Road, and including Barton Close and Wolfson College, will be taken by the Executive Councillor in consultation with the Chair and Spokes, after the end of the further consultation period on 24th March.

Reason for the Decision:

The City Council has an obligation under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to periodically review its Conservation Area designations, boundaries, and consider any new areas, and under Section 71 of the Act to formulate and publish proposals for the preservation and enhancement of these areas.

Consultants drafted the Appraisal and propose to extend the boundary, in addition to aligning it with Queen's Road taking in an area currently in the Central Conservation Area. West Cambridge Conservation Area was designated on 3rd March 1972 and extended on the 17th December 1984. There has never been an appraisal of the Conservation Area, although the area was looked at for the Newnham and West Cambridge District Plan of 1981, revised in 1984. This draft Appraisal provides evidence to illustrate that the area meets current national criteria, in terms of the special architectural and historic interest for Conservation Area designation and in addition that sections outside the existing boundary are also worthy of inclusion.

A period of public consultation had been held and the majority of the responses had been in favour.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The committee received a report from the Senior Conservation and Design Officer regarding the Conservation Area Appraisal for West Cambridge. An amendment sheet with an additional recommendation was tabled.

The officer outlined the responses to the consultation.

Councillor Blair suggested the following amendment to section 5.4 of the Draft Cambridge Conservation Area-Character Appraisal. The following sentence to be deleted as it is redundant and this protection is given elsewhere:

This implies therefore that all buildings marked as 'positive' on the Townscape Analysis Map will be retained in the future unless a special case can be made.

The Scrutiny Committee considered and endorsed the amended recommendations in the report unanimously.

The Executive Councillor for Climate Change and Growth agreed the amended recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/27/env Draft Conservation Area Boundary Review for Mill Road and St Matthews, to include Romsey**Matter for Decision:**

Approval of the designation of Conservation Area extensions to include Romsey, Burnside, and Stone Street.

Decision of Exec Cllr for Climate Change and Growth:

The Committee determined the conservation area boundary in accordance with the recommendation and were minded to include an additional area adjoining Argyle Street as suggested by Cambridge Past Present and Future.

(Subsequent to the meeting it has been established that this proposed addition requested by the Committee needs to be subject to consultation with the affected properties. The Executive Councillor has decided that pending this further consultation, and further consideration of the Brookfields Hospital

buildings in the light of the public speaker's comments, the formal decision to designate the Conservation Area extensions should be deferred to the next meeting and following appropriate consultation.)

Reason for the Decision:

A review of the 1999 Mill Road and St Matthews Conservation Area Appraisal, and an Appraisal for a potential Conservation Area in Romsey were agreed as part of the 2009-10 Pro-active Conservation programme. It was agreed that separate appraisals should be carried out, with concurrent consultations.

A period of public consultation had been held. The overwhelming majority of the very large number of responses received from Romsey were in favour both of giving Romsey Conservation Area status, and including it in a combined Conservation Area with Mill Road and St Matthews. Suggestions were made that an additional area including Burnside and Brookside be included. Responses to this were in favour.

Any alternative options considered and rejected:

Given the support for a combined Conservation Area, the separate draft Appraisals are not being recommended for approval at this time. They will be combined, and the draft revised Appraisal will be the subject of a separate public consultation.

Scrutiny Considerations:

The committee received a report from the Historic Environment Manager regarding the designation of Conservation Area extensions. The officer gave an overview of the existing conservation area. The officer noted that the historic Brookfields Hospital buildings were already identified as Buildings of Local Interest.

An amendment sheet was tabled detailing additional responses to the consultation.

Members asked for clarity on the management plan mentioned in the consultation report. The officer confirmed that this was mentioned in the response by Cambridge Past, Present and Future. Both draft Appraisals had included management plans. However, these would not be needed as the Historic Environment SPD would achieve the desired results and would cover all Conservation Areas.

Cambridge Past, Present and Future had suggested a small boundary change to include the area abutting the Southern side of Mill Road Bridge.

Members made the following comments:

- I. The inclusion of Burnside would give a sense of continuity from Parkers Piece to the open space at the end of Burnside.
- II. The inclusion of Argyle Street was welcomed.
- III. Work on this area links well with the planned spending for Cherry Hinton Hall.

The Chair clarified the recommendations for members by reminding them that they were being asked to vote on the proposed extension of the Conservation Area. The appraisal would be brought back to this committee at a later date following further public consultations.

The Committee determined the conservation area boundary in accordance with the recommendation and were minded to include an additional area adjoining Argyle Street as suggested by Cambridge Past Present and Future.

The Executive Councillor for Climate Change and Growth agreed the amended recommendations.

(Subsequent to the meeting it has been established that this proposed addition requested by the Committee needs to be subject to consultation with the affected properties. The Executive Councillor has decided that pending this further consultation, and further consideration of the Brookfields Hospital buildings in the light of the public speaker's comments, the formal decision to designate the Conservation Area extensions should be deferred to the next meeting and following appropriate consultation.)

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/28/env Pro-Active Conservation

Matter for Decision:

The report reviewed 2010-11 work on the Pro-active Conservation programme which started in 2008-9, together with related unprogrammed projects. The Executive Councillor was asked to agree the future strategy and to approve the carry forward of unspent funds from 2010-11 into the 2011-12 financial year.

The recommendations use the available resources to ensure that Cambridge is as well provided as possible, in terms of historic environment strategy, policies, and guidance. They focus on completion of the Historic Environment Strategy, providing full coverage of up-to-date Conservation Area Appraisals, and extending the Suburbs and Approaches studies programme through using volunteer help.

Decision of Exec Cllr for Climate Change and Growth:

Agreed

- I. The programme of consultations on completed drafts
- II. The focussing of new work on the Historic Environment Strategy SPD, and on exploring the potential for partnership projects, pending the bringing forward of a detailed programme for 2011-12 to the Committee for approval in July 2011;
- III. Any new project work prior to July 2011 to be subject to the approval of the Executive Councillor in consultation with the Chair, Historic Environment Champion, and Spokes.

Reason for the Decision:

The programme had provided an exceptional opportunity to tackle both policy needs and practical issues. The work to date had focused on Conservation Area Appraisals and designation, on Suburbs and Approaches studies, plus some work on buildings at risk. The funds had been used to pay for consultants' work on the assessment and drafting of area appraisals and studies, and for architects' survey and specification work on two war memorials. Completion of the Conservation Area Appraisals would for the first time, ensure that all Conservation Areas have an Appraisal. The Appraisals and Studies together would provide a sound evidence base for the Historic Environment Strategy SPD and Local Plan documents.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

N/A

Conflicts of interest declared by the Executive Councillor (and any dispensations granted)

N/A

11/29/env Decision By Executive Councillors

The Scrutiny Committee noted the decisions.

17a Upgrade to Card Processing Facilities within Car Parks

17b Project for the Route Optimisation of Refuse and Recycling Collection Services

The meeting ended at 11.35 am

CHAIR

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ENVIRONMENT SCRUTINY COMMITTEE

26 May 2011
2:06p - 2:09pm

Present: Councillors Kightley (Chair), Saunders (Vice-Chair), Herbert, Marchant-Daisley, Owers, Tunnacliffe, Tucker, Wright and Znajek

Executive Councillors:

Executive Councillor for Environmental and Waste Services:
Councillor Swanson

Executive Councillor for Planning and Sustainable Transport: Councillor Ward

FOR THE INFORMATION OF THE COUNCIL

11/30/ESC Appointment of Development Plan Scrutiny Sub-Committee

Resolved to appoint:

Cllrs: Herbert, Nimmo-Smith, Marchant-Daisley, Saunders, Stuart and Znajek

Alternates: Tunnacliffe and Blencowe

Chair: Cllr Nimmo-Smith

Vice Chair: Cllr Saunders

11/31/ESC Appointments to outside bodies

The Executive Councillor for Planning and Sustainable Transport and the Executive Councillor for Environmental and Waste Services approved the following appointments.

Cambridge University Hospitals Joint Council's Forum (3)

Cllrs: Dryden, Pippas and Ward

Joint Transport Forum (3 + 2 Alternates)

Cllrs: Brown, Marchant-Daisley and Ward

Alternates: Herbert + Brown

Car Club Steering Group (3)

Cllrs: Blencowe, Smart and Ward

City Ranger Steering Group (2)

Cllrs: Dryden and Saunders

Members Cycling and Pedestrian Steering Group (5 + 2 Alternates)

Cllrs: Boyce, Rosenstiel, Taylor, Executive Councillor for Planning and Sustainable Transport and the Cycling Champion)

Alternates: O'Reilly + 1 TBC

Recycling in Cambridge and Peterborough (RECAP) (1)

Cllr: Executive Councillor for Environmental and Waste Services (Opposition Spokes: Herbert)

Gypsy and Travellers Working Group (5)

Cllrs: Bird, Marchant-Daisley, Reid, Smart and Znajek

Cambridgeshire Councils Association Waste Forum (1)

Cllr: Executive Councillor for Environmental and Waste Services

Cambridgeshire Regional Spatial Strategy Review Panel (3 + 2 Alternates)

Cllrs: Blencowe Stuart and Ward

Alternates: Herbert + 1 TBC

Public and Community Transport Steering Group (6)

Cllrs: Bird, Brown, Hart, Rosenstiel, Tunnacliffe and Ward

Joint Transport and Planning Lead Member Group (1)

Cllr: Executive Councillor for Planning and Sustainable Transport.

Cycling Champion

Cllr: Al Bander

Design Champion

Cllr: Stuart

Historic Environment Champion

Cllr: Tunnacliffe

11/32/ESC Executive Councillors Delegations to Officers

Approved the following:

Service Area Delegations: Executive Functions

Powers delegated by Executive Councillor for Planning and Sustainable Transport in respect of executive functions and by the Planning Committee in respect of regulatory functions to the Director of Environment:

- Management of Off Street Car Parks and Park and Ride Services
- Highway maintenance, Footway maintenance, Cycleways, Street Lighting,
- Bus shelters, street name plates, cycle racks and street furniture
- Taxicard, ShopMobility and other current facilities or schemes to improve transport facilities for people with disabilities.
- Concessionary Bus Fares
- Traffic Management and matters relating to the use, control and regulation of public highways.

- Drainage of land and property, ditches, watercourses and sewerage
- Dangerous Buildings, structures and excavations
- Street Naming
- Regulatory functions under the Buildings Act and other legislation concerned with safety, sanitation, health and structural condition of buildings.

Powers delegated by Executive Councillor for Environmental and Waste Services to the Director of Environment:

- Abandoned Vehicles
- Street Cleaning and Public Conveniences
- Control of dogs and other animals and all matters concerned with animal welfare and control

Service Area Delegations: Executive and Regulatory Functions

Powers delegated by Executive Councillor for Environmental and Waste Services to the Head of Refuse and Environment:

- Waste Recycling, Industrial, Commercial, Domestic Waste and Refuse Collection (inc fly tipping under Anti Social Behaviour Act 2003)
- Monitoring and Control of Air Pollution
- Contaminated Land
- Radioactive Substances

Service Area Delegations: Executive and Regulatory Functions

Powers delegated by the Executive and by the Licensing Committee to the Head of Refuse and Environment:

- Food hygiene and safety
- Health and Safety (including home safety)
- Prevention, control and remedy of statutory nuisances
- Water pollution
- Sale of Game
- Control, and destruction where necessary, of Pests, nuisances and infectious diseases
- Monitoring and control of noise, including management of the Noise Call Out Service and powers under Anti Social Behaviour Act 2003 (NB the delegation to close premises causing a noise problem under the 2003 Act

is to the Chief Executive, who in turn authorized the HEHWS to undertake this function (29.4.04)

- Other Public Health regulatory functions not otherwise specified within these delegations
- Acupuncture, tattooing, ear piercing and electrolysis
- Control of caravan sites
- Control and removal of unauthorised encampments
- Hackney carriages, private hire vehicles and trishaws except: the suspension of a driver's or a vehicle licence, unless the driver or proprietor of the vehicle, as appropriate, is informed of the right to appeal to the Taxi Regulation Sub-Committee within 14 days. (In the event of such an appeal, it shall be heard within 7 days of receipt of the appeal.)
- Street collections, house to house collections and the issuing of permits to special interest pressure groups except for the refusal of house to house collection permits.
- Control, regulation and enforcement powers in relation to shops and trading.
- The registration and monitoring of pool betting promoters
- The licensing of scrap metal dealers & businesses which sell/recycle second hand car parts
- To appoint an official veterinary surgeon to carry out duties required at premises licensed under the Food Hygiene (England) Regulations 2006/14
- The power to implement and enforce the provisions of Chapter 1 of Part 1 of the Health Act 2006 and Regulations made under that Act in relation to smoke free premises, places and vehicles.
- The power to authorise in writing any person (whether or not an officer of the City Council), either generally or specifically, to act in matters arising under Chapter 1 of Part 1 of the Health Act 2006 and Regulations made under that Act in relation to smoke free premises, places and vehicles.

Specific Delegations: Executive and Regulatory Functions

Powers delegated by Executive Councillor for Planning and Sustainable Transport in respect of executive functions and by the Planning Committee in respect of regulatory functions to the Director of Environment:

- To act on behalf of the Council under those sections of the Highways Act 1980 and other relevant legislation, delegated to the City Council by the Highways Authority under the Agency Agreement.
- In consultation with the police, where appropriate, to discuss and resolve with passenger transport undertakings matters relating to routes and

stopping places, referring to the Executive Councillor for Climate Change and Growth any for which formal representations or objections are considered to be appropriate.

- To submit objections to goods vehicle operators licences, in consultation with Ward Councillors, the Executive Councillor for Climate Change and Growth and Spokesperson(s) of the Scrutiny Committee
- To act under all the powers available to the Council to secure the construction and adoption of new roads, paths and verges to a satisfactory standard.
- To carry out the decisions of the Cambridge Environment and Transport Area Joint Committee, subject to consultation with the Executive Councillor for Climate Change and Growth and the Spokesperson(s) of the Scrutiny Committee on matters requiring the allocation of City Council budgets, and not contrary to the policies or budgets of the Council.
- To approve grants from the Historic Buildings Fund and to approve AccessGrants up to the value of £5,000
- To operate and negotiate building control fees as necessary (recording the fees agreed) in response to the dictates of the market and other relevant circumstances in adjusting fee levels on major developments that are likely to be subject to particular competition from private Approved Inspectors as long as overall budget targets are met.

Powers delegated by Planning Committee and Executive Councillor for Climate Change and Growth to the Director of Environment in respect of planning and development control:

A1. To determine, and to make decisions in connection with the determination of, all forms of planning and other applications, and all forms of consent and other notifications (as set out in the attached schedule) submitted under the Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004 and the Planning Act 2008) and the Planning (Listed Buildings and Conservation areas) Act 1990 except in any of the following circumstances:

a) The application is for 'Major'¹ development (see note for definition of 'Major' at end of A1) where:

- There are third party representations on planning grounds that are contrary to the officer recommendation for approval or refusal.

- b) The application is advertised as a formal departure from the Development Plan policy and where the officer recommendation is for approval.
- c) The application is for development of between 1-9 dwellings, where there are third party representations on planning grounds that are contrary to the officer recommendation and that cannot be resolved by planning condition.
- d) The application is for development involving a change of use where there are third party representations on planning grounds that are contrary to the officer recommendation and that cannot be resolved by planning condition.
- e) The application involves the City Council as applicant or landowner and the development is not of a minor nature.
- f) The application is for the demolition of a listed building or a Building of Local Interest.
- g) The application is submitted by a Member or officer of the City Council.
- h) The application is for a 'non-material' change/amendment in relation to a development that was previously approved by Planning Committee or an Area Committee, and the Chair, Vice-Chair and Spokesperson of that Committee object to the exercise of the delegated power within 14 days of notification.
- i) The application is one where, within 21 days of the date of publication of the weekly list, or within 14 days of receipt of any subsequent significant amendment to the still current proposal, any Member (including County Council Members representing City Wards) requests in writing (including email sent in accordance with the Council's guidelines), that the application should be determined by Committee, stating the planning grounds on which the request is based.
- j) The application requires a Planning Obligation (or any subsequent amendment thereof) containing terms that are not in accordance with, or are additional to, those required by the Council's Planning Obligation Strategy.
- k) The application is one that in the opinion of officers should be determined by Committee because of special planning policy or other considerations.

Note: 1 Major development comprises:

_ 10 or more dwellings, or a site area of 0.5 ha. or more where the number of dwellings is not shown;

_ Other developments where the floor space to be built is 1000 square metres (gross) or more, or where the site area is 0.5 ha. or more in size.

A2. To serve Requisitions for Information, Planning Contravention Notices, Breach of Condition Notices, Notices of Intended Entry, Section 215 Notices, and Discontinuance Notices for advertisements (subject to prior consultation with the Head of Legal and Democratic Services).

A3. To instruct the Head of Legal Services to commence prosecution proceedings for the display of illegal advertisements (including fly posting) and for non-compliance with any formal notices issued.

A4. To instruct the Head of Legal Services to serve enforcement notices under S171 of the Town and Country Planning Act 1990 to remedy a breach of planning control following the refusal of retrospective planning permission.

A5. To instruct the Head of Legal Services to serve Listed Building Enforcement Notices under S38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

A6. To instruct the Head of Legal Services to serve notices requiring urgent works to unoccupied Listed Buildings under S54 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

A7. To decide whether to serve a Remedial Notice under Part 8 of the Anti Social Behaviour Act 2003 where there are no third party representations that are contrary to the officer recommendation (subject to prior consultation with the Head of Legal and Democratic Services) and to instruct the Head of Legal

Services to commence prosecution proceedings for non-compliance with a Remedial Notice or to carry out works in default.

A8. To make representations as a 'responsible authority' on applications for public entertainment licenses under the Licensing Act 2003.

B1. To determine all applications for works to trees under the Town and Country Planning Act 1990, and for works to hedgerows under the Environment Act 1995, except in any of the following circumstances:

a) The application is one where there are third party representations on amenity grounds that are contrary to the officer recommendation and that cannot be resolved.

b) The application is one where, within 14 days of being notified, any Member (including County Council Members representing City Wards) requests in writing (including e-mail sent in accordance with the Council's guidelines), that the application should be determined by Committee, stating the grounds on which the request is based.

B2. To serve, and unless objections are received, confirm Tree Preservation Orders and Hedgerow Replacement Notices.

B3. To instruct the Head of Legal Services to take enforcement action or instigate proceedings under part (viii) of the Town and Country Planning Act 1990 relating to violations against protected trees, and under S97 of the Environment Act 1995 relating to violations against protected hedgerows.

Note: Notwithstanding the provisions contained within this Scheme of Delegation, officers will use their discretion and judgment to decide whether to refer any matter contained within this Scheme to Committee for determination, which in their view raises contentious, sensitive or significant policy issues, or where it would be otherwise beneficial for the decision to be made by

Members. Schedule referred to in Delegation A1 above Applications and other forms of consent/notification referred to in Delegation A1 include:

- a) Outline and full planning permission and any subsequent applications for post-decision 'non-material' changes/amendments.
- b) Reserved matters following outline planning permission and any subsequent applications for post-decision 'non-material' changes/amendments.
- c) Renewals of planning permission and any subsequent applications for post decision 'non-material' changes/amendments.
- d) Removal/variation of planning conditions.
- e) Discharge of conditions.
- f) Agreeing the terms of Planning Obligations under S106 of the Town and Country Planning Act 1990.
- g) Advertisement Consent.
- h) Lawful Development Certificates.
- i) County Council Regulation 3 applications.
- k) Prior notifications and approvals under a Development Order.
- l) Goods Vehicle Operating Licences.
- m) Listed Building Consent.
- n) Conservation Area Consent.
- o) Consultations from neighbouring authorities.
- p) Screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, or any subsequent amendment or successors to those Regulations.
- q) Screening and scoping opinions under the Conservation (Natural Habitats, etc) Regulations 1994 or any subsequent amendments or successors to those Regulations
- r) Screening and scoping opinions under the Environmental Impact Assessment (Uncultivated Land and Semi-natural Areas) Regulations 2001 or any subsequent amendments or successors to those Regulations

The meeting ended at 2:09pm

CHAIR

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To Executive Councillor for Environmental and Waste Services:
Councillor Jean Swanson
Report Director of Environment
by Director of Resources
Relevant Scrutiny Environment
Committee 21 June 2011

2010/11 Revenue and Capital Outturn, Carry Forwards and Significant Variances

Not a Key Decision

1. Executive summary

- 1.1 This report presents a summary of the 2010/11 outturn position (actual income and expenditure) for services within the Environmental and Waste Services portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2011/12 are identified.
- 1.2 It should be noted that this report reflects the reporting structure in place prior to the recent changes in Executive reporting responsibilities.

2. Recommendations

The Executive Councillor is recommended:

- a) To agree which of the carry forward requests, totalling £23,860 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £80,000 from 2010/11 into 2011/12, as detailed in Appendix D.

3. Background

Revenue Outturn

- 3.1 The outturn position for the Environmental and Waste Services portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2010/11 to the next financial year, 2011/12.
- 3.4 The overall revenue budget outturn position for the Environmental and Waste Services portfolio is set out in the table below:

Environmental and Waste Services 2010/11 Revenue Summary	£
Final Budget	6,935,980
Outturn	6,548,699
Variation – Underspend for the year	(387,281)
Carry Forward Requests:	23,860
Net Variance	(363,421)

The variance represents 5.24% of the overall portfolio budget for 2010/11

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Environmental and Waste Services portfolio, with explanations of variances.
- 3.6 An overall underspend of £80,000 has arisen. This is due to slippage and rephasing of the capital programmes is required to transfer the budget into 2011/12.

4. Implications

- 4.1 The net variance from final budget, after approvals to carry forward £23,860 budget from 2010/11 to the next financial year, 2011/12, would result in a reduced use of General Fund reserves of £363,421.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2011/12 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

5. Background papers

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

- Closedown Working Files 2010/11
- Directors Variance Explanations – March 2011
- Capital Monitoring Reports – March 2011
- Budgetary Control Reports to 31 March 2011

6. Appendices

- Appendix A - Revenue Budget 2010/11 - Outturn
- Appendix B - Revenue Budget 2010/11 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2010/11 - Carry Forward Requests
- Appendix D - Capital Budget 2010/11 - Outturn

7. Inspection of papers

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

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

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget - 2010/11 Outturn

Service Grouping	Original Budget	Final Budget	Outturn	Variation - Final Budget & Outturn Increase / (Decrease)	Carry Forward Requests - see Appendix C	Net Variance
	£	£	£	£	£	£
Environment - Environmental Services						
Control of Disease	158,400	165,240	161,965	(3,275)		(3,275)
Out of Hours	131,450	137,600	140,031	2,431		2,431
Scientific Team	218,000	223,530	204,844	(18,686)	8,060	(10,626)
Environmental Protection	484,770	495,210	493,431	(1,779)		(1,779)
	992,620	1,021,580	1,000,271	(21,309)	8,060	(13,249)
Environment - Licensing						
Liquor Licensing	14,700	21,510	1,973	(19,537)		(19,537)
Gambling Act	3,150	1,560	740	(820)		(820)
Miscellaneous Licensing	4,500	4,490	3,499	(991)		(991)
Private Hire Vehicles	0	0	0	0		0
Taxis	0	0	0	0		0
	22,350	27,560	6,212	(21,348)	0	(21,348)
Environment - Streets and Open Spaces						
Rangers	319,590	331,940	326,075	(5,865)		(5,865)
Abandoned Vehicles	0	55,530	50,560	(4,970)		(4,970)
Public Realm Enforcement	151,660	154,300	152,400	(1,900)		(1,900)
Control of Dogs	155,260	138,660	126,955	(11,705)		(11,705)
Conveniences	631,640	618,590	616,503	(2,087)		(2,087)
Street Cleansing	1,818,550	1,894,750	1,841,746	(53,004)		(53,004)
	3,076,700	3,193,770	3,114,239	(79,531)	0	(79,531)
Environment - Waste & Recycling						
Green Waste Recycling	1,310	720,260	715,470	(4,790)		(4,790)
Domestic Refuse	30,800	1,131,300	1,147,608	16,308		16,308
Trade Refuse	(410)	(151,330)	(372,458)	(221,128)		(221,128)
Dry Recycling	142,240	561,310	536,953	(24,357)	10,000	(14,357)
College/Bring Bank Recycling	(12,170)	240,880	234,621	(6,259)		(6,259)
Bin Deliveries	(420)	42,380	48,016	5,636		5,636
Recycling Strategy	1,536,080	(13,700)	(49,192)	(35,492)		(35,492)
Waste Strategy	1,112,880	161,970	166,958	4,988	5,800	10,788
	2,810,310	2,693,070	2,427,977	(265,093)	15,800	(249,293)
Total Net Budget	6,901,980	6,935,980	6,548,699	(387,281)	23,860	(363,421)

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

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

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget 2010/11 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Street Cleansing	<p>Environment - Streets and Open Spaces</p> <p>Variance is partly due to turnover of staff (£10.6k) and an underspend on the monitoring and external validation support budget (£11.7k). Also due to management vacancies not being filled immediately and a change in the way in which these posts have been recharged plus an increase in transport and waste disposal costs and an underachievement of income (£30.7k). The restructure for Streets and Open Spaces will address this.</p>	(53,004)	Bob Carter
Trade Refuse	<p>Environment - Waste & Recycling</p> <p>Variance due to a greater than anticipated take up of the new trade commingled recycling service and an audit of tipping tonnage both resulting in reduced landfill costs (100.3k), a saving on bin purchases due to an increase in bin refurbishment work (40.8k), a reduction in the use of subcontractors (33.4k), reduced employee costs (35k), additional income (£18.1k) as a result of an increase in event waste management and the introduction of recycling in Council offices plus miscellaneous net overspends of £6.6k.</p>	(221,128)	Chloe Hipwood
Dry Recycling	<p>Less than anticipated spend on fuel (£12.6k), employee costs (£17k) and vehicle hire costs (£8k) partly balanced by additional spend on vehicle maintenance costs (£15k).</p>	(24,357)	Peter Mahon
Recycling Strategy	<p>Largely due to an over achievement of income.</p>	(35,492)	Rebecca Weymouth-Wood

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget 2010/11 - Carry Forward Requests

Request to Carry Forward Budgets from 2010/11 into 2011/12

Item		Final Request £	Contact
	Director of Environment		
1	Dry Recycling - It is requested that an underspend on the overtime budgets within the cost centre be carried forward to next year for overtime payments as a result of the Royal Wedding in 2011/12	10,000	M Parsons
2	Waste Strategy - A carry forward is requested for planned initiatives to reduce waste which have not been completed this year. This work is in line with the annual statement which highlights the need to increase public awareness and work with retailers.	5,800	J Robertson
3	Scientific Team - It is requested to carry forward an underspend on the budget for the servicing of air quality monitoring stations. The service contract lapsed in January 2011 and a new one is expected to start in June/July 2011. This money will cover servicing costs from April until the new contract commences.	8,060	J Dicks
Total Carry Forward Requests for Environmental & Waste Services Portfolio / Environment Scrutiny Committee		23,860	

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Capital Budget 2010/11 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
SC289	Storage receptacles for residents with white sack refuse	J Robertson	6	0	0	0	0	0	
SC423	Recycling Bins for Flats	J Robertson	115	81	29	(52)	52	0	Rephasing of the unspent budget to 2011/12 is requested to complete the rollout of the recycling bins to flats.
SC511	Route Optimisation Software	C Hipwood	0	15	0	(15)	15	0	It is requested that the budget is rephased to 2011/12 as the procurement of the software has been delayed until April 2011.
PR016	Public Conveniences	B Carter	38	147	134	(13)	13	0	Final payments due in respect of the Romsey Recreation toilets scheme are due in 2011/12 and therefore rephasing of the unspent budget is requested.
Total for Environmental & Waste Services			159	243	163	(80)	80	0	

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 committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)

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Cambridge City Council

To: Executive Councillor for Environmental and Waste Services
Report by: Head of Streets and Open Spaces
Relevant scrutiny committee: Environment
Wards affected: All

Winter Gritting <KeyDecision>

1. Executive summary

1.1 This report sets out the improvements made to the Council's response to winter gritting in 2010/11 and seeks to strengthen this approach for 2011/12.

2. Recommendations

- 2.1 The Executive Councillor is recommended:
- a) To note the approach taken during adverse weather conditions 2010/11.
 - b) To support the approach for 2011/12

3. Background

- 3.1 During the adverse winter conditions of 2009/10 the Council received some complaints regarding the response to the icy conditions that prevailed for several weeks over the December 2009 and January 2010 period.
- 3.2 Responsibility for maintaining the highways in a safe manner lies with the County Council as the Highways Authority. Highways include roads, footpaths and cycleways.
- 3.3 Traditionally the Council have supported the County in their endeavours when front line staff are unable to carry out their normal activities due to adverse weather conditions.
- 3.4 The Council also has a responsibility as a landowner and landlord to take reasonable steps regarding safe access to and from its buildings and other assets.
- 3.5 It is with these points in mind that officers worked closely with the County Council in developing a range of improvements for 2010/11. These improvements included:-
- Following a workshop with City and County officers better communications with the County Council emerged including dedicated points of contact for both parties.
 - Daily updates on activities both from the County and City perspective.
 - Better access to grit with a supply being delivered by County and located at the Mill Road depot, thus lessening unnecessary journeys.

- Coordination of activities and priorities for the City Council with clearly defined objectives.
 - County Council trialled Quad Bike for highways and cycle paths.
 - County supplied two spreaders for use on cycleways.
 - City supply of grit for own use increased ten fold.
 - Grit and salt made available for community use.
 - Crews deployed to brush away slush at strategic locations to prevent refreezing of ground conditions.
- 3.6 Teams were deployed to strategic sites including sheltered housing, underpasses, car parks, cemeteries, cycleways, neighbourhood shopping precincts and also footpaths as directed by the County Council.
- 3.7 The County also undertook a revision of its strategic and primary routes for winter maintenance.

4. Implications

- 4.1 The approach to winter gritting in 2010/11 was very successful and a number of compliments were received regarding the improvements to the service.
- 4.2 15 community groups were issued with a total of 16 tonnes of grit. A further 7 enquiries were on received in January but did not require delivery due to better weather arriving. Small bags of grit are not cost effective or suitable for wider distribution so the introduction of 'builder's bags', which will comfortably hold up to one tonne of loose grit/salt, are being introduced for 2011/12. These reusable bags can also be sited more easily and removed after the grit/salt has been spread thus not cluttering the footpath.
- 4.3 It is important that links with recognised community groups are further developed to encourage better take up of the offer of grit and to ensure usage on footpaths and communal areas. The grit/salt given by County is for use on the public footpaths and there has to be a level of certainty that it is being used in this way.
- 4.4 All costs for the improved level of service were met within current budgets. It should be noted that an additional sum of £3,500 was spent on non-County supplied grit/salt.
- 4.5 It should be noted however that the adverse weather in 2010 was a less significant period than in 2009/10 and resilience of the new approach has not been tested over a prolonged period.
- 4.6 It is suggested that the approach adopted in 2010 be continued in 2011 with the additional improvement of the use of builders bags and that during a prolonged period of adverse weather conditions budget implications are reviewed on a week-by-week basis.

5. Background papers

Nil

6. Appendices

7. Inspection of papers

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To: Executive Councillor for Planning and Sustainable Transport
Report by: Head of Planning Services
Relevant scrutiny committee: Environment Scrutiny Committee *21 June 2011*
Wards affected: Petersfield, Romsey

CONSERVATION AREA BOUNDARY REVIEW AND APPRAISAL FOR MILL ROAD **Not a Key Decision**

1. Executive summary

- 1.1 A review of the 1999 Mill Road and St Matthews Conservation Area Appraisal, and an appraisal for the potential designation of a new Conservation Area in Romsey were agreed as part of the 2009-10 Pro-active Conservation programme. A report on the review findings was presented to Environment Scrutiny in March 2011.
- 1.2 Due to a proposal to extend the conservation area boundary beyond the area covered by the review, a further period of public consultation was entered into following the March meeting.
- 1.3 The re-consultation has received a good level of support and the draft Appraisal and boundary review are now recommended for approval.

2. Recommendations

- 2.1 The Executive Councillor is recommended to approve the revised Conservation Area boundary and the content of the draft Appraisal.

3. Background

- 3.1 The City Council has an obligation under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to periodically review its Conservation Area designations, boundaries, and consider any new areas, and under Section 71 of the Act to formulate and publish proposals for the preservation and enhancement of these areas.

- 3.2 Draft Appraisals have been prepared by consultants. Funding was agreed for Pro-Active Conservation work for each of the financial years 2008-9, 2009-10, and 2010-11.
- 3.3 Conservation Areas are defined as “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.
- 3.4 A report was brought to this committee in March 2011 recommending the approval of an extension to Conservation Area no. 1 to include Romsey, Brookfields, Burnside and Stone Street. Due to a recommendation from Cambridge Past Present and Future to include an additional area in Argyle Street, and in order to undertake further consideration of the inclusion of the Brookfields Hospital buildings, an additional consultation period was needed. As a result it was agreed that the decision on formal designation of the proposed boundary extension would be made at this meeting.
- 3.5 The draft Appraisal used for the second consultation was an amalgamation of the two produced for the first. The overwhelming majority of the responses received from Romsey for the first consultation were in favour both of giving Romsey Conservation Area status and including it in a combined Conservation Area with Mill Road and St Matthews. The resultant document was called the Draft Mill Road Area Conservation Area Review.
- 3.6 The second consultation went out to the amenity societies, English Heritage, County Highways and Planning, Environment Agency, the Ward Councillors and the County Councillors as statutory consultees.
- 3.7 In addition, where email or property addresses were available, all those who responded to the first consultation were re-consulted. A table of their responses is included as Appendix 1.
- 3.8 The re-consultation was also made available on the City Council’s Consultation page of the website and a hard copy, with comments sheets, was placed in the Planning section of the Customer Service Centre for reference. A press release was also issued to make people aware of the re-consultation.
- 3.9 There have been 18 written responses to the re-consultation. Of these 14 wholly support the proposed Conservation Area boundary review and Appraisal. Of the remaining 4 - 1 supports the boundary, but suggests some changes to the text of the Appraisal and 3 do not indicate either support or not of the proposals. Of these 3 - 1 is commenting on the trees in Devonshire Road and the proposed development of the Travis Perkins site which is outside the proposed Conservation Area boundary and 1 is from County Planning who

comment on the text of the document with regard to public realm points raised within it. The third representation is on behalf of NHS Cambridgeshire regarding the area around Brookfields Hospital, but does not object to the extension of the Conservation Area to include Romsey and the eastern side of Brooks Road.

- 3.10 The Januarys representation on behalf of NHS Cambridgeshire, Appendix 3, emphasises that north of Mill Road, from the Brookfields Hospital site to Brooks Road, has a different character to the rest of Romsey and that it fails to meet the criteria for Conservation Area status. They also believe there is no justification or benefit to be gained from including this area within the designation due to the quality of some of the buildings and the number of development sites and potential development sites.
- 3.11 Despite this opposition, it is proposed that the area should remain within the Conservation Area. There are pockets of buildings of different character within the majority of our Conservation Areas. It is not believed that the points raised within the representation outweigh the benefits from including this part of Mill Road in the Conservation Area and described within the draft Appraisal.
- 3.12 The English Heritage response is in favour of the draft Appraisal but suggests that Nos. 48, 65-79 (odd), 93-105 (odd) should all be added as Positive Unlisted Buildings. In addition they also suggest that the row of mature willow trees on the east side of the brook should be included within the Conservation Area boundary and identified as an Important Tree Group on the relevant Townscape Analysis Map. Should the Committee wish, these two suggestions could be added to the maps which will form part of the Appraisal.
- 3.13 The Savills representation on behalf of Anglia Ruskin University supports the extension of the Conservation Area but suggests a number of alterations to the text, especially with regard to the emphasis within the document of the residential nature of the Conservation Area where they believe that the area is more mixed. These points have been taken on board and the text of the document has been amended accordingly.
- 3.14 The draft Appraisal provides evidence to illustrate that the existing and proposed areas meet current national criteria, in terms of the special architectural and historic interest for Conservation Area designation.
- 3.15 It is envisaged that when the current programme of Conservation Area Appraisals is completed, the Conservation Area boundaries will be re-designated. The existing boundary to Conservation Area no 1 will need to be re-drawn at that time, to separately identify Conservation Areas corresponding to the proposed Mill Road Appraisal, the Historic

Core Appraisal, and other Appraisal areas forming part of Conservation Area no 1.

3.16 Members are asked to consider the recommendation to approve the alterations to the boundary of Conservation Area no 1 to include Romsey, Brookfields, Burnside, and Stone Street.

4. Implications

Staff

The extensions to the Conservation Areas will result in some additional workload arising from planning and tree work applications that involve properties and trees in the Conservation Area boundaries.

Finance

The financial implications are set out within the report above.

Environmental

The environmental implications are set out within the report above.

Community Safety

There are no direct community safety implications.

Equalities and Diversity

There are no direct physical equality and diversity implications. Involvement of local people in the work followed the guidance set out in the Statement of Community Involvement.

5. Background papers

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

Planning Policy Statement 5

<http://www.communities.gov.uk/publications/planningandbuilding/pps5>

English Heritage: Guidance on Conservation Appraisals, February 2006

<http://www.english-heritage.org.uk/publications/guidance-conservation-area-appraisals-2006/>

Mill Road and St Matthews Conservation Area Appraisal 1999

<http://www.cambridge.gov.uk/ccm/navigation/planning-and-building-control/historic-environment-and-trees/conservation-areas/>

(scroll down, click on “central conservation area”, then on “Mill Road and St Matthews Area Appraisal)

Committee Report - Draft Conservation Area Boundary Review for Mill Road and St Matthews, to Include Romsey – 15 March 2011

Draft Mill Road and St Matthew's Conservation Area Character Appraisal –
February 2011

Draft Proposed Romsey Town Conservation Area Character Appraisal –
February 2011

6. Appendices

Appendix 1

Summary of responses to public consultation

Appendix 2

Draft Mill Road Area Conservation Area Appraisal

Appendix 3

Januarys representation on behalf of NHS Cambridgeshire

Appendix 4

Map - Proposed Mill Road Conservation Area Character Areas

Appendix 5

Map -Proposed Mill Road Conservation Area Townscape Analysis 1

Appendix 6

Map -Proposed Mill Road Conservation Area Townscape Analysis 2

7. Inspection of papers

To inspect the background papers or if you have a query on the report
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The Mill Road Conservation Area - Draft Appraisal: Summary of Responses

1 = action taken

2 = not within the remit of this document

3 = no action taken

NB: Where the same comments have been made by different methods, these have only been included once e.g. where emails are making the same points as Comments Forms.

	Respondent	Comment	Response	Action
1	English Heritage East of England Region	<p>(i) The comments responding to the original consultation still apply.</p> <p>(ii) Suggest that a number of Burnside buildings are shown as Positive Unlisted Buildings on the Townscape Analysis Map 2.</p> <p>(iii) Suggest that the row of mature willow trees on the east side of the brook are included within the Conservation Area boundary and identified as an Important Tree Group on the Townscape Analysis Map 2.</p>	<p>(i) Noted</p> <p>(ii) Reported to Environment Scrutiny Committee</p> <p>(iii) Reported to Environment Scrutiny Committee</p>	<p>(i) 3</p> <p>(ii) 3</p> <p>(iii) 3</p>
2	County Strategic Planning	Comments regarding traffic calming measures and public realm issues described within the document	Noted	3
3	PACT	<p>(i) No matters of principle to add to previous representation for original consultation.</p> <p>(ii) 'Former Brunswick School' should be referred to as 'former New Street Primary School'.</p> <p>(iii) The 'Chinese Community Centre' was the former Howard Mallett Youth Club and has been owned for some time by Citylife. It has never been solely occupied by the Chinese Community</p>	<p>(i) Noted</p> <p>(ii) Alterations made to text</p> <p>(iii) Alterations made to text</p>	<p>(i) 3</p> <p>(ii) 1</p> <p>(iii) 1</p>
5	Savills on behalf of ARU	<p>There are a number of general points in the document which are recommended for review prior to adoption of the Appraisal</p> <p>(i) The Appraisal should be more explicit in defining the 'significance' of the area to meet the requirements of</p>	<p>(i) Alterations made to text</p>	<p>(i) 1</p>

		<p>(ii) PPS5. The document principally relates to the residential nature of the area when it is not the sole contributor to the character.</p> <p>(iii) There should be more mention of the wider context, for example the relationship between the Conservation Area and East Road.</p> <p>(iv) The formation of 'zones' may assist in explaining the characteristics of particular areas.</p> <p>(v) There are some discrepancies between the Eastern Gate SPD and the buildings that are picked out for special reference within the Appraisal.</p> <p>(vi) Other specific points of reference within the document regarding particular features, especially where the Conservation Area meets the East Road section.</p>	<p>(ii) Alterations made to text</p> <p>(iii) Alterations made to text</p> <p>(iv) Noted</p> <p>(v) Alterations made to text</p> <p>(vi) Alterations made to text</p>	<p>(ii) 1</p> <p>(iii) 1</p> <p>(iv) 3</p> <p>(v) 1</p> <p>(vi) 1</p>
6	Januarys on behalf of NHS Cambridgeshire	<p>(i) Brookfields Hospital to Brooks Road, on the north side of Mill Road not of the same character as other parts of the Conservation Area.</p> <p>(ii) There is no justification or benefit to be gained from the inclusion of this area within the Conservation Area boundary due to the quality of some of the buildings and the number of development sites surrounding it.</p>	<p>(i) There are pockets of buildings of different character in the majority of the City's Conservation Areas</p> <p>(ii) The points raised do not outweigh the benefits to be gained from the inclusion of the area</p>	<p>(i) 3</p> <p>(ii) 3</p>
7	Friends of Mill Road Cemetery	Previous comments still apply. In favour of extension.	Noted	3
8	Friends of Cherry Hinton Brook	In favour of extension	Noted	3
9	East Mill Road Action Group	Previous comments still apply. In favour of extension	Noted	3
10	10 emailed responses from local residents	All in favour of proposed extension	Noted	3



Proposed Mill Road Area Conservation Area Draft Appraisal

Cambridge City Council

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1 Introduction

1.1 Aims and Objectives

This Character Appraisal seeks to define what is special about the Mill Road area of the Central Conservation Area, and to provide detailed information about its spaces, buildings, landscape, public realm, and other *positive* features. It also identifies its *negative* features and provides guidance on enhancement opportunities. Once approved, this document will be a 'material' consideration when the Council considers applications for change within, or on the edges of, the Conservation Area.

1.2 Summary of Special Interest of the Mill Road Area

The Mill Road area forms part of the 'Cambridge Conservation Area No. 1 – Central', which was originally designated in 1969. The Mill Road and St Matthew's area was added in 1993, when other adjoining parts of Cambridge (the Glisson Road, Station Road and Riverside areas) were also included.

In 1999, the City Council produced a Conservation Area Appraisal for the Mill Road and St Matthew's Area. This document draws heavily on this earlier Appraisal though with the addition of the Romsey Town area to the east.

The Conservation Area boundary as existing is taken as including all of the land covered by the 1999 Appraisal, which sits to the north and south of the Petersfield section of Mill Road, a long mixed-use street which leads eastwards out of the City Centre. At the time of designation in 1993, and again in the 1999 Appraisal, it was considered that the Romsey end of Mill Road beyond the railway bridge did not meet the statutory Conservation Area criteria of an "area of special architectural or historic interest". However, this area is now considered to be of enough value to meet these criteria.

The late development of this part of Cambridge means that this area was mainly fields until the 1860s or 1870s when a grid pattern of streets, stretching off at right angles to Mill Road, was first established. A large number of the buildings are individually dated, with the 1880s or 1890s being noted on many of the properties. Churches, schools, a library and other community buildings soon followed, with purpose-built shops along Mill Road and small corner shops in other locations. Many of the streets also had a public house and some employment-related premises, although these tend to be more prevalent amongst the terraced housing.

Overall, the Conservation Area provides an example of a well-detailed and well-preserved Victorian suburb, with only a few examples of modern infill. To the north of Mill Road, the terraced houses face directly onto the pavement, with gardens almost completely hidden. Around the Collier Road area and to the south of Mill Road, principally along St Barnabas Road, are examples of more prestigious mid to late 19th century housing, but this time provided by larger semi-detached houses, set back from the road. Within the Conservation Area are two smaller sub-areas of terraced houses which both have a unique quality – firstly, around Norfolk Terrace and Blossom Street in the north, and around Covent Garden and Mill Street in the south. At various locations are buildings or spaces in complementary uses – the primary school off Norfolk Street, St Matthew's Church off St Matthew's Street, Anglia Ruskin University (which sits on the eastern edge of the Conservation Area), and Hughes Hall (Cambridge University's oldest graduate College) and the adjoining Fenner's Cricket Ground. The principal open space is the large Victorian Cemetery, which lies in the middle of the northern part of the Conservation Area, providing intriguing glimpses of trees and landscape from various locations, and the tree-lined Romsey Recreation ground between Vinery Road and Hemingford Road.

Mill Road itself is a complex multi-ethnic and multicultural mix of commercial, residential, religious, and community uses, in mainly mid to late 19th century buildings lining the pavements on either side. St Barnabas Church is the largest and most impressive building, although the listed former library, now occupied by the Indian Community and Cultural Association, is another outstanding building with terracotta and red brick elevations. The buildings in Mill Road provide a good variety of mostly independent shops, cafes, and bars or public houses, although it is noticeable that many of the smaller public houses in the back streets (at one time there must have been one on almost every street corner) remain, supported by the many students who live in the adjoining properties. The road acts as a major route into and out of the City Centre, and the close proximity of the railway station to the southern boundary of the Conservation Area also provides a certain amount of activity, both pedestrian and vehicular.

There are only four listed buildings in the Conservation Area – St Matthew's Church, the Cemetery Lodge, the former library in Mill Road, and Hughes Hall. Eight tombstones in the Cemetery are also individually listed. However, many of the betterpreserved and more prestigious houses (for instance, in the Collier Road area, Mortimer Road, and also in St Barnabas Road) are designated as Buildings of Local Interest (BLIs). Throughout the Conservation Area there are also a number of warehouses and other former industrial buildings, now largely used for offices or as homes. These buildings provide some punctuation to the long rows of terraced houses and, occasionally, are set back from the street around a courtyard.

A variety of issues have been identified as part of the Character Appraisal. Modern development has impinged in a number of places, most notably the new housing off Sturton Street, Ditchburn Place, and St Barnabas Court, and the design and siting of any further development must be carefully controlled. A large City Council Depot off Mill Road, backing onto the railway line (which forms the eastern boundary of the Conservation Area) is surprisingly discreet but redevelopment of this large key site is possible at some stage. Although a Conservation Plan has already been produced, the continued protection of the Cemetery and its flora and fauna must be ensured. The former New Street Primary School, a 19th century building with a large modern extension, is boarded up and a new use needs to be found quickly before the historic building deteriorates any further. Following the 1999 Appraisal, a number of enhancements were carried out in Mill Road, including the replacement of shopfronts, but a range of additional improvements are urgently needed to support the continued economic viability of the area. Finally, the preservation of the many unlisted historic houses and cottages in the proposed Conservation Area, and the protection of their historic detailing, is an issue.

The Romsey Town area covers mainly residential streets which lie at right angles to the north and to the south of the eastern end of Mill Road, one of the earliest roads leading out of the historic core of Cambridge. (The west side of the proposed Conservation Area is bounded by the railway line) The revised boundary takes in Mill Road railway bridge with its murals, and the tree-fringed car park west of Great Eastern Street and the tree fringed area at the junction of Argyle Street and Mill Road. The proposed Conservation Area boundary largely encompasses the extent of terraced housing development as shown on the 1904 Second Edition Ordnance Survey Map. Around this boundary, the streets widen and the early 20th century grid pattern changes to more spacious layout of paired houses with much larger gardens, typical of the Inter-War period.

Most of the houses are narrow (one or two bays wide) two storey terraced houses built from brick with slate roofs. They mainly date to between 1880 and 1910, and are interspersed with public houses, industrial buildings, stable blocks, and workshops, many now in residential uses. These buildings are notable for their use of brick, timber joinery, slate roofs, and large chimney stacks, often with their original clay pots. Whilst individual

groups have slightly varied details, their overall form, height and relationship to the street gives the area a cohesive and attractive appearance, assisted by the preservation of many of the original details and materials. Romsey Recreation Ground between Hemingford Road and Vinery Road provides much needed open space for children to play, and has recently been enhanced with a new play area and sitting-out spaces.

Mill Road itself is in varied commercial uses, the businesses being largely based in late 19th century buildings of varying degrees of quality. Several small churches or chapels remain, plus former schools, community buildings and, almost next door to each other, clubrooms for both the Conservatives and the Labour Party. National shops such as the Co-op, SPAR and most recently Tesco are present but not particularly dominant, being mixed in with a large number of locally-owned and run businesses including cafes, restaurants, and take-aways, reflecting the young and often ethnically diverse local population. On the north-eastern edge of the proposed Conservation Area, Brookfields Hospital is still operating providing a variety of services and retains some historic buildings (one is dated 1883) as well as more recent accommodation which is excluded from the proposed Conservation Area boundary. Also excluded is the site immediately to the west of the hospital, where modern commercial buildings have recently been demolished. In 2007 the City Council produced an urban design strategy for this site called the 'Robert Sayle Warehouse and Co-Op site, Mill Road, Cambridge Development Brief' which set out some possible development options for it, but to date (April 2011) the site remains contained by hoardings with no sign of any activity.

A variety of issues have been identified as part of the Character Appraisal, including the preservation of the historic terraced housing; the need to review the list of BLIs; the improvement of the shopfronts and the buildings generally in Mill Road; the control of new development; the care and improvement of the green spaces and trees; the control of satellite dishes; the protection of views into, out of and across the proposed Conservation Area; and the improvement of the public realm.

1.3 National and Local Planning Policy

Conservation Areas are defined as 'areas of architectural or historic interest the character or appearance of which it is desirable to preserve or enhance' in the Planning (Listed Buildings and Conservation Areas) Act 1990. Local Planning Authorities are required by the Act to identify the parts of their area that should be designated as Conservation Areas and to formulate and publish proposals to preserve or enhance them. Local authorities must submit proposals for the protection and enhancement of Conservation Areas for public consultation (this can be achieved via the Council's website) and they must also have regard to any views expressed by people responding to this consultation.

Broadly, the effects of designation are:

- Conservation Area Consent must be obtained from the local planning authority or Secretary of State prior to the substantial or total demolition of any building or structure within a Conservation Area, with some exceptions;
- The local planning authority must consider the desirability of preserving or enhancing the character or appearance of the Conservation Area when assessing planning applications for change in Conservation Areas;
- Permitted development rights are slightly different in Conservation Areas;
- Permission is required from the planning authority to fell or lop a tree over a certain size.

Central government policy relating to listed buildings and Conservation Areas is set out in Planning Policy Statement 5: Planning and the Historic Environment.

Local planning policy is contained within the Cambridge Local Plan which sets out policies and proposals for future development and land use in Cambridge. This is incrementally being replaced by the emerging Local Development Framework – for more information look at the Council's website: www.cambridge.gov.uk

2 Historical Development

2.1 A Brief History of Cambridge

Cambridge is located at the highest navigable point of the River Cam from Kings Lynn via the River Ouse. A Roman settlement developed on a gravel ridge looking over the river to the south at the meeting point of four important roads. By the 2nd century a sizeable town had developed on an enclosed area of about 25 acres, the site being reused later by the Anglo-Saxons. In about 1068 William the Conqueror built a castle (of which only the motte remains), this leading to the rapid growth of the settlement, including the provision of churches – St Giles, St Peter's and St Bene't's Churches all retain Norman features. Monastic foundations soon followed, including the Augustinians priory of 1092 and the Benedictine nunnery of 1135 (now Jesus College). Other foundations were also established and many remain in some form or another as present-day Colleges. Cambridge became important for its markets and guilds, as well as a centre for learning, which may have been the result of a migration of monks and scholars from Oxford in 1209 linked to an increasing demand throughout the 13th century for well trained administrators, who were needed for secular rather than ecclesiastical posts. Most of the teaching was done in a single complex of buildings, now called the Old Schools, which included the Divinity School, Law and Arts School, and the Library, completed in 1475. Initially the students were housed in rented accommodation but from the late 14th century individual Colleges, usually grouped around a court, were built so that by 1474 there were 12 in all, rising to 15 at the time of the Reformation. The founders of these Colleges were kings (Edward III, Henry VI, and Henry VIII), queens and other members of the royal families, aristocrats and powerful civil servants. The new buildings were initially constructed in a clunch-faced rubble (unlike Oxford, which used locally quarried Oolitic limestone), but from the 14th century onwards brick became the material of choice.

Outside the University and College buildings, much of medieval Cambridge has been demolished and redeveloped apart from small groups of buildings, such as the ones at the junction of Bridge Street and Northampton Street. A change of building style started in the mid 16th century and then developed in the 17th century into a rejection of the Gothic in preference for Italian-based motifs, such as mullioned and transomed windows and more classical details, following the example of Christopher Wren's buildings in Oxford and London. Later, in the 18th century, the buildings followed the Palladian principles of Lord Burlington, such as James Burrough's Fellow's Building at Peterhouse. In 1600 Cambridge had just 265 students in comparison to Oxford's 305, but by 1830 the numbers were 440 to 405, confirming Cambridge's increased capacity as more Colleges were built, including Downing College of 1807. Further buildings were added during the 19th century as Cambridge became an important centre for the study of the Arts, such as the University Library (1837) and the Fitzwilliam Museum (also 1837). In 1870 some 605 students completed their studies and by 1900 there were over 1,000, leading to the provision of a large number of new University buildings, some of them on the former water meadows to the west of the Backs, an area that is defined by Queen's Road and runs along the rear entrances to many Colleges.

By the mid 20th century the city's population had risen to about 90,000 from about 38,000 in 1900. Much new housing was added between the wars and from the 1950s, new Colleges, and extensions to existing Colleges, were also constructed, mostly designed by prestigious architects. In the early 21st century, Cambridge has become not only an important University city but also a focus for tourism with an estimated four million visitors a year. In the last thirty years or so, Cambridge has also developed an international reputation for scientific research and development.

2.2 The Development of the Mill Road Area

The Conservation Area is defined by Mill Road, an important historic route that leads out of the City Centre towards the eastern edge of Cambridge. The area was still fields until the Inclosure Act of 1807, after which new roads were incrementally laid out at right angles to Mill Road, although most of these did not appear until the 1860s or even later.

Mill Road is so named because it led out of the City towards a windmill, which was located somewhere near the present site of Mill Street. Ditchburn Place, the oldest surviving building on Mill Road (and surprisingly not listed) was built in 1838 as the Parish Workhouse, and at about the same time some terraced houses were built in the Covent Garden area around the site of the windmill on the south side of Mill Road. What is now the Cemetery was then in use as the University Cricket Ground, the land being converted to a cemetery in 1848, involving the demolition of the Barnwell New Church. The construction of the first railway line to Cambridge in 1845 (the Eastern Counties line, later the Great Eastern) also had an impact on the area, with the new station being located just to the south of the Conservation Area.

However, development was, at least initially, surprisingly slow. By 1859 the only buildings along the north of Mill Road were provided by a short stretch of properties to the east of Covent Garden. There were a few buildings on the north side, with the Eagle Foundry on the site of the present Council Depot, with a row of cottages on the south side, which stood in virtual isolation. To the north of Mill Road in the St Matthew's area, Norfolk Street was established with, to the north, a number of streets of small cottages, which were demolished in the 1960s.

Most of the new residential development appears to have started from the 1870s onwards when the former Barnwell Open Fields were purchased by Joseph Sturton from the Geldart family, both of whom are commemorated in the street names. St Matthew's Church was built to the designs of Richard Reynolds Rowe in 1866, initially to serve the residential streets which already existed to the west. The Emery Street area was developed from the 1870s onwards on land owned by Corpus Christi College. Flower Street, Blossom Street and the site of what is now Anglia Ruskin University, were all developed on land which had once been used as a large nursery garden. To the south of Mill Road, St Barnabas Church was completed in 1880, and at about the same time St Barnabas Road was laid out on land belonging to Gonville and Caius College, which owned most of the land in this part of Cambridge. The southern boundary of the area was built up when Devonshire Road was extended after 1890.

Most of the buildings along the west of Mill Road were therefore provided in the 1880s and 1890s (some retain date plaques confirming the date of construction) and although there are several long rows of terraced houses, mainly on the north-west side, other groups of commercial buildings were also purpose-built with ground floor shops below residential accommodation. There were also a number of buildings in industrial uses, principally the Eagle Brewery and Bolton's Warehouse in Tenison Road. The Library was built in 1897 and Dales Brewery, in Gwydir Street, was added in the early 1900s. Hughes Hall was built in 1894. The former Playhouse (now Sally Ann's) was opened in 1913 as the first purpose-built cinema in Cambridge, and the Bath House was added to Gwydir Street (close to the junction with Mill Road) in 1927 as a public bathing facility. The former workhouse was converted to a maternity Hospital in 1946, and then more recently converted yet again, and substantially extended, to become Ditchburn Place Sheltered Housing.

The development and growth of Romsey Town mainly took place between 1880 and 1900, and mirrored the development to the west of the railway line as detailed above. Part of the map of 1886 shows, for instance, that Great Eastern Street had been

developed with terraced houses and that the adjoining streets – Cavendish Road, Sedgwick Street, Catherine Street and Thoday Street – had been laid out but only a few houses had been built. Beyond these streets were open fields and allotments, crossed by old footpaths that led to the uninhabited Coldhams Lane and Coldhams Common where coprolites were mined. For each terrace, the width of each house was crucial, for if over 15 foot it was possible to provide a separate front hallway, allowing some privacy to the front parlour. Front bay windows were also added to the more up-market houses, often lived in by train drivers, who earned more than the more lowly railway workers. The 1886 maps also confirm the existence of two large houses, both set back from Mill Road – to the north, The Lodge occupied a large site between Cavendish Road and Sedgwick Street (which appears to have been totally redeveloped in the 1920s), and to the south, Romsey House, which may have given its name to the area. This survives on the corner of Coleridge Road and Mill Road and is currently used as a language school.

From the 1880s (one of the remaining buildings is dated 1882) a site to the north of Mill Road was developed as an Isolation Hospital. Now called Brookfields Hospital, after the small stream which runs across the site, further buildings were incrementally added including the largest building which faces Mill Road. This is built using distinctive polychrome brickwork and appears to date to 1892 – it may have been designed by E Wareham Harry, the Borough Surveyor. Other interesting buildings also date to this period, including the Salisbury Club (for the Conservatives), which was built in 1891 by FA Mullet, with a further section being added to the west in 1909. St Philip's Church in Mill Road is dated 1889, and St Philip's School in Ross Street was built close by between 1894 and 1898 to the designs of W M Fawcett. St Philip's Junior School in Thoday Street was built between 1889 and 1894 by J S Redding and Son, Cambridge. In 1891 a new Methodist Church was built on Mill Road to the designs of W Wren of Cambridge – this was later (1906) substantially extended. Of the commercial buildings, the Royal Standard Public House was built in Mill Road around 1880 and was acquired as a public house from Charles Armstrong-Ors by the Star Brewery in 1892. All of these buildings are already on the City Council's list of BLIs.

The provision of further houses in the next twenty years, along with shops, schools, churches and other facilities, gave the local residents all they needed. As this was the period when Britain's Empire was at its most powerful, many of the new street names reflected the various countries now under British control, such as Suez, Malta, Cyprus and Hobart. By 1921 the area had over 7,000 residents, most of who worked for the railway as drivers, guards, boilermakers, platelayers, fitters, firemen and clerks. Other men worked in the building industry and some of them helped to build the new Labour Party Clubhouse in Mill Road, which was opened by Ramsey Macdonald in 1928. When many of the residents supported the General Strike in 1926, the area became famous for its strong union membership and socialist leanings, and was often referred to as 'Red Romsey'. Whilst it lay close to the City Centre, it felt quite isolated from the University buildings, dons and students, with the line of the railway quite literally creating a barrier.

A General Improvement Area (GIA) was declared in Romsey Town in 1981 to encourage property owners to upgrade their terraced houses including the installation of inside toilets, new bathrooms, damp-proofing, and new roofs. Since then, despite some gentrification, the effect of student lets, and the gradual assimilation of families from a range of ethnic backgrounds, a strong community spirit still survives and is reflected in the support for various local groups including an active Residents' Association.

Today, the Mill Road Area remains an important local centre with a rich cultural and ethnic mix. There has been a change in the balance between the day-time and night-time economies, with some shops having been replaced by takeaways and other food outlets. The Bath House was saved from demolition in 1968 by the St Matthew's Neighbourhood

Association and Friends of the Earth and is now in community use. The adjoining residential streets are popular and provide a variety of house sizes, whilst the close proximity of the City Centre and railway station add to the attractions of the area.

3 Location and Setting

3.1 Locations and Activities

Cambridge is located in south Cambridgeshire close to the junction of the M11 from London and the A14, which connects Felixstowe to Kettering and further west. The proposed Mill Road Town Area Conservation Area covers the existing the Mill Road and St Matthew's Area section of the Central Conservation Area as well as the continuation of Mill Road beyond the railway bridge to the west.

Activities within the proposed Conservation Area are mainly residential, with commercial uses focused along Mill Road and to a lesser degree, along Norfolk Street, although there is an occasional commercial use (public house, small shop or office group) in the residential back streets. C and D Motors in Hope Street is a small back-street garage in a road where other historic buildings may also have been built for industrial or non-residential uses, such as stables. Mill Road is notable for its wide range of independent shops and other facilities; the addition of a Tesco Metro Store in Mill Road in recent years was controversial. One of the special features of Mill Road is the way in which the vast majority of its shop units have stayed the same size, rather than being combined. There are many cafes, bars and restaurants, mainly aimed at the night-time economy. Many of the shops are owned by families rather than by larger national chains, providing a special character to the area which is further enhanced by the rich ethnic mix. A number of historic public houses can be found within the residential streets, clearly built as part of the initial phase of expansion in the late 19th century. These are particularly supported by the many students who live in the immediate area, as well as providing an important community focus. Educational uses are evident around the western side of the Conservation Area, namely at Anglia Ruskin University Campus (which largely lies outside the designated area) and at Hughes Hall, an impressive detached building which lies just within the Conservation Area next to the Fenner's Cricket Ground. St Philip's Infants School in Ross Street is now a Community Centre, and on Mill Road, the former Methodist Church is now the Romsey Mill Centre. Brookfields Hospital is still operational but only the remaining historic buildings of the large campus lie within the proposed Conservation Area, facing Mill Road. Some of the former industrial buildings have been converted into offices, or are now residential. There are six active churches – St Philip's Church, Mill Road, the Church of Seventh Day Adventists in Hobart Road, the Mill Road Baptist Church, (St Barnabas, St Matthew's, and the King's Church in Tenison Road), and the Abu Bakr Siddiq Islamic Centre in Mawson Road. St Matthew's Primary School is located just within the Conservation Area, parts of which are a BLI.

3.2 Topography and Geology

The proposed Conservation Area lies on flat, low lying land to the east of the City Centre and to the east and south of the River Cam. There are no special topographical features of any note, apart from a small stream (now largely culverted) which passes across the northern part of the Brookfields Hospital site. The only change in level is provided by the bridge where Mill Road crosses the railway line on the eastern edge of the proposed Conservation Area.

Cambridge lies on a gravel ridge over Jurassic clays suitable for brick making, as seen in many of the buildings in the proposed Conservation Area. In the past, a band of gault clay which lies along the west bank of the River Cam also produced the 'white' bricks which are commonly associated with parts of East Anglia, as well as the local pantiles of varied hues including yellows, browns, pinks and greys. To the south of Cambridge, the southern and eastern parts of the county are chalky, providing the flint, chalk rubble and chalk blocks (in the form of clunch) which was used for some of the early University

buildings, bricks gradually taking precedent from the mid 15th century onwards. There is evidence of gravel extraction close to the Mill Road area on historic maps.

3.3 The Landscape and Urban Setting

The proposed Conservation Area lies in an urban setting to the east of the City Centre, separated from it by the large open green space of Parker's Piece and Gonville Place/East Road, a very busy route which diverts traffic away from the historic core. To the west side of East Road are further terraced houses of the 19th century, with a large area of 1960s development (Staffordshire Street etc.) to the immediate east of St Matthew's Church. Anglia Ruskin University provides a variety of modern buildings, mostly of no special merit, which butt up to the western boundary of the Cemetery. The Cemetery and Romsey Recreation Ground are the major green spaces within the area.

Inter-war housing and industrial estates lie to the north with St Matthew's Gardens, a large residential development of the 1990s, creating a logical boundary to the more historic area just to the east of St Matthew's Place and Abbey Walk. The long north-south line of the railway creates another natural boundary between the Mill Road and Romsey Town areas within the proposed Conservation Area, immediately to the east of York Street, Ainsworth Street and Kingston Street. However, they are to a degree bound together due to their similar plan form, with Mill Road acting as the key main route for both. To the north and south lie areas of Inter-War housing, notable for their semi-detached houses with more spacious gardens. To the east, the proposed Conservation Area is bounded by mixed development and part of the eastern section of the Cambridge Ring Road (the A1134).

Physically attached to the southern part of the proposed Conservation Area are further late 19th century houses in the southern end of Glisson Road, Lyndewode Road, Tenison Road, and Tenison Avenue, which all lie within the adjoining part of the Central Cambridge Conservation Area.

3.4 Biodiversity

The proposed Conservation Area retains an essentially urban character with opportunities for wildlife being limited to private gardens; the Mill Road Cemetery, a grade II Historic Park and Garden; as well as the Romsey Recreation Ground next to Vinery Road. A Conservation Plan for the Cemetery was published in 2004 and gives details on the area's ecological importance as a City Wildlife Site and its management practice. It also has policy aims and objectives which bring in the Vision for the Site. This includes management which reflects the special character of the area, and the exploitation of its potential as a local resource and green open space. For more information on the management of the biodiversity of the Cemetery, please refer to the Conservation Plan. Outside the proposed Conservation Area, Barnwell Pit and part of Coldham's Common have been designated as a Site of Natural History Interest and together they support a rich fauna and flora including some rare water plants.

4 Spatial Analysis

4.1 Layout and Street Pattern

The proposed Conservation Area encompasses an almost grid pattern of streets which mainly lie almost at right angles to Mill Road, which forms the central feature of the layout and which dates to the Roman period. This runs in a roughly east-west direction and on crossing the East Road/Gonville Place junction continues straight into the City Centre as 'Parkside'. Mill Road bends gently in the middle of the section providing some drama to views along the street.

The 1830 and the 1886 maps confirm that many of the streets were laid out along the boundaries of fields which were incrementally developed for housing from the 1860s and 1880s onwards. To the north, the field boundaries bend slightly to the west, a feature that is reflected in the modern orientation of Gwydir Street, Sturton Street and York Street/Ainsworth Street. The line of the 1845 railway has also dictated street and building layout, for instance, on the east side of Devonshire Road, where much of the land was used for railway sidings and other industrial uses such as a timber yard. Argyle Street curves slightly, reflecting the line of the old railway line, which is shown on the 1906 map. The original alignment of the railway line from Cambridge to Bury St Edmunds passed along the southern limit of the proposed Conservation Area, providing a barrier which is reflected in the clear demarcation between late 19th century and Inter-War development, as shown most clearly in Marmora Road.

It is clear that the main characteristics of the proposed Conservation Area is the dominant building type is the two storey terraced house, creating long lines of buildings lying directly at the back of the pavement. To the south of Mill Road, before the railway bridge, and in the Collier Road area, the houses are still built in groups but tend to be semi-detached with small front gardens. Although many of the streets were developed in a piecemeal way by different builders, it is surprising how cohesive they appear, implying a degree of control by the landowner. Most of the properties have long, thin back gardens of regular size, sometimes accessed by a narrow back alley. This rhythm is broken along the south side of Mill Road, before the railway bridge, where the commercial uses have resulted in the back gardens (where they exist) being lost to car parking or other uses.

Although, many of the streets were developed in a piecemeal or 'pattern book' way by different builders, it is still surprising how consistent they appear. There are virtually no detached or semi-detached properties, apart from the few that have been added in more recent years, such as the semi-detached pairs of Inter-War houses facing Sedgwick Road. The building layout along Mill Road is far more varied, due to the more commercial uses in this part of the proposed Conservation Area.

4.2 Open Spaces and Trees

There are three areas of open spaces of any significance in the Conservation Area, which is principally made up of residential streets. The first is the Cemetery with its large mature trees, varied tombstones (some of them listed) and winding pathways, which is well used by the local community as a pleasant place to walk and relax in. The second is the public open space is St Matthew's Piece, which is located on the eastern side of Sturton Street. This also retains a large number of mature trees, grass, more winding pathways as well as a children's play area. It lies next to Citylife House; a single storey black glazed modern building of some architectural interest. A much smaller playground with some trees has been created at the junction of Ainsworth Street and Sleaford Street. A well landscaped garden, open to the public but on private land, lies in front of the former workhouse, now part of the Ditchburn Place Sheltered Housing development.

The third area of significant open space is the public park next to Vinery Road, which contains a large grassed area for sports, a children's playground, and a newly enhanced sitting and gathering space which has been stylishly fitted out with seats and other features. The boundaries of the park are defined by mature trees, which feature in views into the area. A line of mature trees are particularly important in Vinery Road, where they make a major contribution to the setting of the long terrace of historic houses along the eastern side. A few less significant trees can be seen along the edge of the railway line and around the small car park at the end of Great Eastern Street, and at the junction of the railway bridge / Mill Road and Argyle Street.

Trees, flowerbeds, and public seating are carefully cared for but are separated from the public pavement by railings and gates, which are presumably locked at night. Although not within this proposed Conservation Area, Petersfield and Donkey's Common, which separate the boundary of this proposed Conservation Area with Gonville Place/East Road are significant in terms of views and ambiance.

Apart from the Cemetery, St Matthew's Piece and Romsey Recreation Ground, mature trees are also important to the streetscape in the following locations:

- On the north side of Vicarage Terrace;
- On the south side of Hooper Street, next to the boundary with the Council Depot;
- Carefully pruned trees and bushes which create a formal avenue to either side of the wide pathway leading up the Cemetery from Mill Road;
- Along the west side of Mortimer Road, just outside the Conservation Area;
- Trees along the east side of Devonshire Road, again just outside the Conservation Area;
- Along the edge of the railway line; and
- Around the small car park at the end of Great Eastern Street.

Whilst tree species vary, most of the 'public' trees tend to be London plane trees, horse-chestnuts, or silver birch. There are no examples of 19th century 'specimen' trees in the Conservation Area. The most significant groups of trees are marked on the Townscape Analysis Map but because of the difficulties in obtaining access to private land, it is possible that some significant garden trees have not been recorded. All trees over a certain size are automatically protected in the Conservation Area from inappropriate lopping or felling.

4.3 Focal Points, Focal Buildings, Views and Vistas

Focal points and focal buildings

There are no particular focal points in the proposed Conservation Area, although the Cemetery, St Matthew's Piece and Romsey Recreation Ground do provide some well used public open space. At the western end of Mill Road, close to the railway bridge, a row of 1930s shops is set back slightly from the road and a wide pavement created which does provide some emphasis to the area. This is enhanced by the popular café, which lies within this group. There is a space in Mill Road, repaved and provided with new street furniture since the Mill Road and St Matthews Area Conservation Area Appraisal in 1999, which provides a visual link between Mill Road and the public car park which serves shoppers and is accessed from Gwydir Street. Mill Road in its entirety provides a linear focal point to the Conservation Area due to the varied shops, multiple uses, busy traffic and many pedestrians.

Whilst none of the residential houses stand out in any noticeable way, there are a number of buildings, all in other uses, which give the streetscape some punctuation and provide views along streets. These buildings are notable for both their size and their high quality architectural detailing and are as follows:

- The former New Street Primary School, New Street;
- The Citylife House, Sturton Street;
- St Matthew's Church, St Matthew's Street;
- St Matthew's Primary School, Caroline Place;
- The former Dales Brewery, Gwydir Street;
- The Bath House and its tall red brick chimney, Gwydir Street;
- Bharat Bhavan (the former Free Library), Mill Road;
- St Barnabas Church, Church Hall and former School, Mill Road;
- Bolton's Warehouse, Tenison Road;
- The Salvation Army building, Tenison Road;
- Hughes Hall, Wollaston Road;
- Sally Ann's, Mill Road, a large historic building (the former Playhouse) and a BLI;
- The former St Philip's Infants' School, now a Community Centre, Ross Street;
- St Philip's Church, Mill Road;
- The Baptist Church, Mill Road;
- The former Methodist Church, now the Romsey Mill Centre; and
- Brookfields Hospital – front range, Mill Road.

There are two 'negative' focal buildings, both modern:

- The Avis Car Centre, Mill Road;
- The Cambridge Bed Centre, Mill Road

Whilst there are too many to mention individually, there are also a number of well detailed public houses, many of which sit at the junction of two streets to give them greater prominence. This is typical of terraced housing which often terminated with corner shops or public houses. Others have been converted into houses, largely unobtrusively. Good examples are as follows:

- The White Swan on the corner of Mill Road and Kingston Street;
- The Geldart on the junction of Sleaford Street and Ainsworth Street; and
- The Empress Public House on the corner of St Philip's Road and Thoday Street.

Views and vistas

The flat topography and long residential streets which are lined with similar terraced or semi-detached houses do not allow many views out of the proposed Conservation Area apart from minor vistas to the north, east and south to Inter-War development and vistas from the west end of Mill Road towards the City Centre. Views tend to be fairly constrained as a result and focus purely on the long rows of houses, terminating perhaps in one of the 'focal buildings' defined above. Views or sometimes glimpses of the trees in the Cemetery are particularly important in Emery Street, Perowne Street, and Norfolk

Terrace. The railway bridge provides views of the terraced houses and trees which lie next to the railway tracks and former railway sidings. Views across Romsey Recreation Ground are pleasantly framed by mature deciduous trees.

The most obvious views and vistas are marked on the Townscape Appraisal Map, but there are lesser views in many other locations which are of equal significance in their contribution, so the omission of any particular view or vista does not mean that it is of no importance.

4.4 The Public Realm

The 'public realm' covers the public open space between the buildings in the proposed Conservation Area, including street surfaces, pavements, street lighting, street furniture, street name plates and any other features of interest. There are no historic floorscape features apart from a small area of natural stone setts at the entrance to Romsey House, and some granite setts at the northern end of Stockwell Street. However, historic cast iron or enamel street name plates in many locations do add to the interest of the area.

Street surfaces and pavements

Modern tarmac is used throughout the proposed Conservation Area for street surfaces, and for many of the pavements in the back streets, although concrete flags and concrete paviors are also evident. Mill Road has been repaved at various times in the past, although the commonest paving material again appears to be concrete slabs or paviors. Some of this paving is in very poor condition. Some historic paving remains on private land, such as in Catharine Street, where the occasional narrow alleyway is paved in blue brick paviors. Small planters (with walls of varying heights) can be seen at the Mill Road end of some of the streets to the north (Kingston Street, Emery Street, Mackenzie Road, Guest Road, and Willis Road). These were put there as part of a traffic management scheme, which has resulted in many of the roads being sealed off to prevent through traffic. A few probably original late 19th century granite setts can be seen at various locations where they are used to create crossovers. Good examples are in the entrance to No. 25 Collier Road, or the setts and sandstone crossovers to the former St Barnabas School and No. 59 St Barnabas Road. There are some examples of sandstone gutters and kerbing (e.g. Abbey Walk) though generally the kerbs are concrete. However, some narrow (150 mm) granite kerbing remains, sometimes paired with stone gutters of a similar width (e.g. Hope Street). Gutters are also sometimes formed by two rows of granite setts (e.g. Emery Road).

Street lighting

Following recommendations in the 1999 Mill Road and St Matthew's Area Conservation Area Appraisal, new street lighting was installed in the eastern section of Mill Road using simple but elegant black steel standards with a 'hockey-stick' style of lamp. This could advantageously be continued along Mill Road into the Romsey Town section of this proposed Conservation Area. In the back streets, street lighting is provided by a variety of modern standards, often made from steel with a glass lantern and dating stylistically to the 1970s or 1980s. In some locations, such as Norfolk Street, lights are fixed directly to the buildings.

Street furniture

Simple stainless steel public benches, seats, bollards, bicycle racks, and railings, can be seen outside the public toilets and Mickey Flynn's in Mill Road, part of the post-1999 enhancements. Litter bins tend to be black cast aluminium in a standard style which can be seen all over Cambridge. There are varied modern seats in the Cemetery, in St Matthew's Piece, in the children's play area/sitting area at the northern end of Ainsworth

Street and some well designed seats and other features in Romsey Recreation Ground. Bus shelters along Mill Road are modern black steel with polycarbonate roofs, very simply detailed and relatively unobtrusive. Improvements to these elements would be very welcome.

Street place names

Many of the original cast iron street name plates remain fixed to corner buildings. They are painted white with black lettering and edging. Some examples of the use of enamel also remain, each letter being an individual piece with a white letter on a black background. These are an important feature and whilst they have been replaced in many locations by modern name plates on timber posts, they add to the richness of the streetscene and the owners of the buildings on which they are located should be encouraged to look after them.

Other features

Traffic calming measures, probably dating to the early 1980s, have been installed in St Philip's Road and Argyle Road, and in other locations, preventing through traffic. These features, which include planters and trees, are somewhat neglected and in need of replacement or improvement. Timber or steel telegraph poles, with trailing telephone wires, are a little obtrusive in several locations.

5 The Buildings of the Proposed Conservation Area

5.1 Introduction

The historic buildings of the proposed Conservation Area are mainly in residential use as family homes rather than flats, with nearly all of the streets being notable for their long terraces or groups of mid to late 19th century houses. According to their location, these vary in terms of their overall size and details, although most of them are two storeys high. The development of the Conservation Area in a relatively short period of time means that these buildings display very similar details and materials, providing the cohesive frontages, which make the area of special interest. Further buildings, sometimes on a slightly larger scale, were built for employment-related uses or to provide shops or community buildings. Of note are the many public houses, which are still functioning in the back streets, the survival of a number of former warehouses and other industrial buildings, the occasional back-street public house, as well as the survival of a number of former warehouses and other industrial buildings, which together provide the residential streets with variety and interest. Along Mill Road, the purpose-built late 19th century shops, and other commercial premises, provide a lively streetscape and make a major contribution to the economic viability of the immediate area. However, many of these buildings have been adversely affected by the installation of poor quality shopfronts, plastic windows, modern roofing materials and other inappropriate alterations.

The predominant building type is therefore the modest two storey terraced house, often only one bay wide, with a simple slated roof facing the street. Most of these are found along Mill Road, with the larger more prestigious semi-detached houses on the south side or in a group around Collier Road. Research by Jon Harris suggests that Richard Reynolds Rowe, Cambridge City surveyor and architect of the Corn Exchange, had a strong guiding influence on many of these buildings. The best of these higher status houses, including a number of mainly late 19th century buildings which were built for religious, educational, commercial or community uses which were larger and more prestigious than these smaller houses are included on the list of BLIs. Only four buildings within the proposed Conservation Area are statutorily listed. There are just two buildings which stand out as being completely different to the rest of the buildings due to their siting, size, use and architectural detailing – Hughes Hall in Wollaston Road (listed grade II), and the adjoining Nos. 1 and 2 Wollaston Road – the only example of University College buildings in the Conservation Area.

More detailed descriptions of the Listed Buildings and BLIs are provided in the sections below.

5.2 Listed Buildings

As previously mentioned, there are just four Listed Buildings in the proposed Conservation Area - St Matthew's Church, the Cemetery Lodge, the former free Library in Mill Road, and Hughes Hall. Eight tombstones in the Cemetery are also individually listed.

St Matthew's Church, St Matthew's Street (grade II)

The church was built in 1866 to the designs of Richard Reynolds Rowe. It is built using Cambridge gault brick with red brick dressings and steeply pitched slate roofs. The plan form is based on a Greek cross and consists of an octagonal core with four radiating arms.

The Lodge, Mill Road Cemetery (grade II)

The Lodge was originally built as the mortuary chapel for the Cemetery and is now a house. The single storey plus attic building is faced in knapped flints with limestone quoins

and dressings, and wooden casement windows, and the steeply pitched roofs are covered in modern clay tiles with a central chimney stack. The inscription over the door reads "Parochial Burial Ground Consecrated November 7 1848".

Eight tombstones in the Cemetery (all listed grade II)

These commemorate a number of local people from a variety of backgrounds, including James Rattee, a notable woodcarver and architectural sculptor, James Reynolds, one of the last stagecoach drivers who died in c1868, and Harmann Bernard, for many years a Hebrew teacher at the University of Cambridge.

Bharat Bhavan (former Free Library), Mill Road (listed grade II)

This red brick and terracotta neo-Baroque building is dated 1897 and although single storey, is a large imposing building with Corinthian pilasters, mullioned and transomed windows, and a notable elevation facing Mill Road with a pediment in which the words 'Free Library' are picked out. Of note is the liberal use of terracotta details in the form of tiles, swags, capitals, string courses, and window surrounds. A large multi-panelled door faces the side street (which once provided access to the Eagle Foundry) and is the main entrance, the opening given greater prominence due to the gable above. A timber and lead cupola is an original feature. This building is in very poor condition despite being in use as a (non City Council) community centre.

Hughes Hall, Wollaston Road (listed grade II)

Hughes Hall was built between 1894 and 1895 in the Neo-Dutch style to the designs of W M Fawcett, a Cambridge architect who was responsible for many other University buildings. The substantial three storey building is constructed using red brick with canted bay windows on the ground floor, with sash windows above. The roof is partially concealed by a balustraded parapet with shaped dormers breaking through the eaves above each of the 12 windows. A terracotta porch is perhaps the building's most notable feature.

5.3 Buildings of Local Interest

Cambridge City Council maintains a list of BLIs, which although having no statutory protection, have been given greater prominence due to the guidance published in PPS 5, which affects all 'heritage assets' (including BLIs). This provides advice on their preservation and the protection of their setting. The BLIs in the proposed Conservation Area vary in size and detail but the majority were built as family houses, either in terraced or semi-detached form or built to provide amenities for local residents. The most cohesive groups are in the Collier Road area and in St Barnabas Road. There are also a number of BLIs which are in non-residential uses, including a school, community buildings, several former warehouses and other industrial buildings, and a group of purpose-built shops in Mill Road.

The residential BLIs are as follows:

Nos. 33-38 (consec.) Abbey Walk

Nos. 33-38 are a row of two storey houses, two windows wide, built from gault brick with red brick string courses at window head height on both floors. The slated roofs are topped by substantial stacks with red clay pots. Two terracotta ball finials decorate the eaves to No. 35. The terrace has been carefully extended with three additional houses in recent years in matching style.

Nos. 1-13 (odd) Collier Road

Nos. 1-3 have two storey bay windows, gault brick (or rendered) elevations, and slate roof (the same details as Nos. 19, 21 and 23 Willis Road). Nos. 5-13 are red and white gault brick with two storey square bay windows topped by a half-timbered gable, with sash windows below with twelve panes over one. Post 1886.

Nos. 29-39 (odd) Collier Road

An almost continuous terrace of two storey houses built using red brick with white brick chimneys. The roofs are covered in slate with decorative red terracotta ridge tiles. The principal feature is provided by a three window wide ground floor bay window to each property, all with sashes, which are reflected in the three sash windows which lie immediately above. Post 1886.

Nos. 1-23 (odd) Guest Road

This cohesive terrace of three storey houses is built from gault brick with red brick string courses and window heads. Every other house has a three storey gable, with a canted bay window to the ground floor and a slightly smaller canted bay window to the first (an unusual feature) both bays being roofed in slate. The windows are sashes or mullioned and transomed (ground floor bays only). The roofs are slated with original dormer windows to the houses which do not have the gabled second floor. Each front door has a small open porch with slate roof supported on timber corbels. Post 1886.

Nos. 1-5 (odd) Mackenzie Road

A short terrace of three two storey houses built from gault brick with red brick eaves details, string courses, and corner details. Each house has a large two storey bay built of stone with timber one-over-one sash windows separated by simple columns of stone. The roofs face the street and are slated with prominent chimney stacks, again decorated with red brick string courses. Most of the red clay pots appear original. The houses are set back slightly from the pavement with low front boundary walls in brick. Post 1886.

Nos. 126-134 (even) Mill Road

This group of terraced two storey Gothic houses were built as railway workers' accommodation, and are shown on the 1859 map. They were constructed using a yellow brick with slate roofs and small and larger gables. The windows are timber casements, although most have been changed, and the front doors face the adjoining road bridge with elliptical brick arches over the openings. The window and door openings are defined by brick quoins in matching brickwork. The roofs are a particular feature of the group, being at almost eye level from the adjoining road bridge, with tall brick chimneys set at an angle to the ridge with red clay pots.

Nos. 1-8 Mortimer Road

These very substantial houses, now used as flats, were possibly designed by Richards Reynolds Rowe, architect of St Matthew's Church. They are shown on the 1886 map, and consist of four pairs of three storey plus basement semi-detached houses, of buff brick with tiled roofs, tall chimneys, and sash windows (apart from casements to the original dormers). Their height, roof form, and fanlights over the front doors all provide references to 19th century Gothic detailing, but the window and door arches are semi-circular rather than pointed. The very wide front doors have Gothic-style fanlights and are unusually contrived from two doors, each with two raised and fielded panels. There are stone dressings to the bays, with more stone pilasters between the grouped three-light first floor windows. Low brick walls separate the front gardens. They are now used as flats so may well have been built as halls of residence rather than as houses.

Nos. 11a-51 odd St Barnabas Road

These three storey semi-detached pairs of houses are all built from gault brick with two storey stone canted bays, with sash windows which originally (as some have been changed) had glazing bars to the upper sashes only. The roofs are slate with central and side chimneys. Long views along the street are particularly notable for the rhythm of the gables, on both sides of the road.

Nos. 20-62 (even) St Barnabas Road

An almost continuous group of two storey houses built from red brick with two storey stone canted bays with simple one over one sash windows. The roofs are slated and each bay has a hipped roof which sits into the main roof slope. (They are very similar to Nos. 19, 21 and 23 Willis Road and Nos. 1 and 3 Collier Road)

No. 59 St Barnabas Road

This was once the vicarage to St Barnabas' Church. It is detached and built from gault brick with red brick dressings, a slated roof, and simple chimney stacks with some original clay pots. A ground floor bay window faces the street, with an entrance to the side.

No. 67 Tenison Road

This single storey house is dated 1900 and has a single gable end of considerable presence which closes the view along Wilkin Street. It is built from gault brick with red brick details to the window surrounds, corners and eaves.

Nos. 83-91 (odd) Tenison Road

This slightly varied group of mainly detached houses (Nos. 89/91 are in fact the only pair) are built using buff brick with red brick detailing, including door and window heads. Nos. 89/91 each has a two storey stone canted bay with decorated parapet, and the slate roof includes rows of fishscale slates to add interest. The detached houses have a gable facing the road, and the slate roofs have red terracotta ridge tiles. All of these houses sit back from the pavement with front gardens defined by red and buff brick walls, all original.

Nos. 1-17 (odd) Willis Road

Nos. 1-17 (odd) are substantial three storey terraced houses, the largest in the Conservation Area apart from the semi-detached houses in neighbouring Mortimer Road. They are built from gault brick with red brick dressings to the two storey bay windows, above which are gabled upper floors. Red brick is also used for string courses, cill details, arched door heads, and window lintels. The roofs are covered in natural slate with terracotta ridge tiles and large chimney stacks which often retain red clay chimney pots. The front doors are six panelled and heavily moulded.

Nos. 19, 21 and 23 Willis Road

Nos. 19, 21 and 23 Willis Road are a two storey terraced group built from gault brick with two storey canted bay windows with stone surrounds, including pilasters with foliage capitals. The roofs are covered in natural slate, with substantial chimney stacks and decorative ridge tiles, and the eaves are defined by several courses of terracotta. Post 1886.

Nos. 2-16 (even) Willis Road

These four pairs of three storey houses are similar to the BLIs opposite (Nos. 1-17 (odd)) and are also built from gault brick with red brick or terracotta dressings. They have ground floor canted bay windows, defining a slightly projecting bay, with a gable above to the attic

floor. Each house also has an original dormer window with one sash window in each. The ground floor entrances are protected by projecting porches with a timber balustrade supported on timber corbels providing protection from the elements. Nos. 2/4 and 10/12 are the same, with their front entrances to either side of the building, with Nos. 6/8 and 14/16 being 'halls-adjointing' in plan. The front doors have three glazed panels above three moulded panels (the glazing may be a modern alteration). Post 1886.

Nos. 1 and 2 Wollaston Road

This large pair of symmetrical houses may have been designed by E S Prior and are built using buff brick with yellow brick window heads. The building is two (tall) storeys high with four sash windows to each house, set in slightly protruding bays. These sashes have thick glazing bars and rounded heads. There is an attic floor lit by original dormers, also with sash windows. The roof is covered in clay tiles.

The non-residential BLIs are:

St Matthew's Primary School, Caroline Place

Including remaining buildings of original Barnwell, East Road Boys, Girls and Infants Schools, former St Matthews Infants School and teacher's house converted into four houses. It is built with yellow brick elevations, circular windows, and timber gable details. An early 20th century brick building, considered as positive, remains in the grounds.

Former Dales Brewery, Gwydir Road

This building has two components, the taller being three storeys high and two windows wide, with a ground floor entrance and what appears to be a shopfront – all with original cast iron windows. The roof appears to be flat, with a wrought iron balustrade with the word 'Dales' picked out. Next to this building is a smaller, two storey building which has a pitched roof and end gable facing the street, arched headed windows and a similar front door and shopfront detail. The building appears to date to c1900 and was built using red brick with blue bricks for the window heads, door heads and string courses.

Former Bath House, Gwydir Street

The Bath House was built in 1927 as the City of Cambridge Public baths "for the use of cleanly citizens without baths". It is constructed from red brick with stone dressing and is single storey with a pitched tiled roof. A tall brick chimney at the back of the building confirms where the original boiler was located.

No. 2 Mackenzie Road

This appears to be an industrial building which seems to date from the 1920s. It is built from painted brick with red brick detailing picked out. The fenestration is irregular with no original windows, and the roof is flat and hidden by a plain parapet. There are no chimneys.

Sally Ann's, Mill Road

This building opened in 1913 as the Playhouse, the first purpose-built cinema in Cambridge. It has now been stripped of its elaborate façade and towers (and the 1960s frontage is now something of an eyesore) but it retains internal features including the proscenium arch. The side wall to Covent Garden has graffiti left by waiting queues.

Nos. 32 and 34 Mill Road

This pair of three storey buildings is constructed from gault brick with curved glass oriel windows with four sashes in each to the first floor. Twinned sashes sit in the raised gable

dormers, which break through the eaves, on the second floor. A band of red brick decorates these eaves, above which is a pitched slate roof with axial stacks. Each building retains all, or nearly all, of its original shopfront though No. 34 is the best preserved. These buildings are the same design as Nos.24 and 26 Mill Road, which unfortunately do not retain their shopfronts.

No. 84 Mill Road (Pippa's Blinds)

Very little remains of this shopfront – it is suggested that it is removed from the list of BLIs.

Nos. 90a (Lloyds Bank)

This two storey building was built as a bank and is located on a prominent corner site. It was constructed using gault brick on the first floor with stone facing to the ground floor. Sash windows with arched heads and one corner oriel window to the first floor, with large mullioned and transomed windows to the ground floor. Corner entrance with arched head. Machine tiled roof and tall stacks with original clay pots.

92– 104a Mill Road

Row of matching terraced purpose-built shops with striking three storey elevations defined by first and second floor gabled bays with timber-framed detailing. Carved barge boards to gables. Gault brick with red brick string courses to the first floor. Slate roofs above. No. 94 is the only one of the group which retains its original joinery, though this is in poor condition.

St Barnabas Church, former Institute and former school, Mill Road and St Barnabas Road

The church was built in 1869 and extended in 1888. The architects were W Basset-Smith and T Talbot Bury. The building has gault brick elevations with Gothic pointed windows and a steeply pitched slated roof. There is no tower or spire. The adjoining Institute faces St Barnabas Road with a gable, and is two storeys high and sits back from the road creating a courtyard. The single storey school, of similar design and materials, is located around the back of the church accessed from St Barnabas Road.

Ditchburn Place, Mill Road

This building was opened in 1838 as the Union Workhouse for Cambridge, and is one of the oldest buildings in the Conservation Area. It is built from gault brick with sash windows in a simple Georgian style, with a shallow pitched slate roof above. A gable faces Mill Road with the date 1838 on a plaque. This building became the Maternity Hospital in 1946 and closed in 1983. It was recently converted and extended to become part of the Ditchburn Place Sheltered Housing complex.

Mill Road Cemetery – Headstones, memorial and boundary wall

As previously mentioned, the Cemetery Lodge is listed grade II and eight of the tombstones are also listed grade II. Further memorials and headstones are included in the list of BLIs as they are of considerable interest and provide a link to the area's past and its people, though more detailed survey work is needed. The brick boundary wall which encloses the Cemetery is an integral part of its character.

Salvation Army Citadel, Tenison Road

This simple red brick building has a prominent gable facing Tenison Road. The entrance is contained by the gable and defined by a rendered over-sized doorcase with an entablature supported on giant corbels, with half-round glazed windows above. The building is principally made up of a double height hall.

Bolton's Warehouse, Tenison Road

Bolton's Warehouse is a simple three storey building with a gable facing Tenison Road. The detailing is very similar to Dales Brewery in Gwydir Street, with gault brick elevations enlivened by the use of red brick string courses, arched window heads, bay dividers, and eaves details. The windows appear to be the original cast iron with small panes. Stylish wooden doors to the two loading bay windows on the front elevation suggest that the building has been converted, possibly into two flats.

St Philip's Church, Mill Road

The church was built in 1889 (datestone) to the designs of E P Loftus-Brock of London, using gault brick (now weathered to a mid-brown). It is a striking corner building with a tall gable facing Mill Road, below which are three Gothic pointed windows, surrounded by polychromatic brickwork decoration. The steeply pitched roof is covered in hand-made clay tiles, and a bell tower with a tall spire is an important feature in views along the road. A modern timber single storey porch, painted bright red, has been added to the Mill Road elevation.

St Philip's Vicarage, No. 242 Mill Road

The Vicarage was built in 1903 by Coulson and Lofts of Cambridge. The much altered building sits opposite the church and has been converted into a shop, now the Romsey Town Post Office. Two storeys high, it is built using gault brick with some red brick decoration to create narrow string courses or eaves details. The windows are modern.

Romsey House, No. 274 Mill Road

Romsey House is a substantial detached late 19th century neo-Tudor building, built from red brick with timber-framing. It retains a steeply pitched clay tiled roof with tall brick chimney stacks. The windows, which appear to be original, are mainly mullioned and transomed with leaded lights.

Royal Standard House Public House, No. 288-290 Mill Road

The Royal Standard, now a restaurant, is a stuccoed building of c1879-81 with a later single storey outshot to the front, possibly reflecting the purchase of the building from Charles Armstrong-Ors by the Star Brewery in 1892. The sash windows have two lights to each sash, and above, there are steeply pitched slate roofs with decorative clay ridge tiles. A carved barge board to the prominent front gable is a feature of note.

Brookfields Hospital, Mill Road

The earliest building on the site appears to date to 1882, and is a single storey ward building set back from road. The principal building, facing Mill Road, dates to 1892, and is built from gault brick with red brick dressings, tall chimney stacks in matching brickwork, and a pitched slate roof. The side, front and rear elevations are of irregular design, but united by careful detailing. The building was designed by E Wareham Harry, the Borough Surveyor, with additions of 1914, designed by Julian Julian, also a Borough Surveyor. Chart and Sons of Reading were involved in this later stage. Other interesting details include the mullioned and transomed windows, and a variety of casements. A large terracotta crest is prominently located in the gable overlooking Mill Road, and it would be helpful if the derivation of this crest could be researched.

Mill Road Baptist Church, Mill Road

This church was built in 1885 to the designs of Searle and Hayes, London. It is a plain symmetrical brown brick double height building on a corner plot, the most important feature of which is a small bell tower on the steeply pitched slated roof, which provides a

focus to views along Mill Road. Facing Stockwell Street, there are five double height windows, and there is a large first floor window on the front elevation with a full width single storey entrance porch below.

Romsey Mill Centre, Mill Road

This former Methodist Church dates to 1891 and has been converted to the Romsey Mill Centre and Sure Start Nursery. The original church was designed by W Wren and built by Coulson and Lofts, Cambridge. An extension was added in 1906. The Centre is an asymmetrical building on a prominent corner plot and it is built from gault brick with red brick dressings. The double height windows have been replaced in uPVC.

Romsey Town Labour Club, Mill Road

The Labour Club is a single storey red brick building on a corner site. It retains a stone cornice with the wording 'Romsey Town Labour Club', and some Venetian windows to either side of front entrance with rubbed red brick arches. A decorative stone cartouche lies over the panelled double front doors, and the flat roof hidden by a parapet. It was designed by E W Bond.

The Salisbury Club, Mill Road

This is a three bay building, each bay different but linked by the common use of red brick. The two older bays on the left have large gables, and the third much smaller bay, on the right, has a flat roof and parapet – it probably dates to the 1920s. The original bay on the east end is dated 1891 and was designed by F A Mullet of Cambridge. Called Salisbury House, it retains an ornate gable of five bays, with sweeping copings decorated with ball finials. Below is a central pair of front doors, panelled, and Georgian-style fanlight. There are arched window heads, but the windows on the right have been replaced and made much larger with much smaller original windows on the left, with small panes and slim glazing bars. Brick pilasters add some interest to the facade. The gable in the centre dates to 1909 and is less ornate but it retains its original window openings and double doors.

Ross Street Community Centre, Ross Street

This was built as an Infants' School in 1894 and 1898 – the architect was W M Fawcett. The rather rambling single storey building is constructed from gault brick with steeply pitched slate roofs with some modern alterations. The windows have all been changed to uPVC. (St Philip's Junior School in Thoday Street was built at a similar time, and was also a BLI, but has been demolished and replaced with School Court).

No. 21 St Philip's Road

This long thin house was formerly called Argyle Villa and is shown on the 1886 map at a time when there were very few other buildings in the area. It was built for A. Sainty, a Great Eastern Railway inspector. The two storey one bay building is constructed from brown brick with a single mullioned and transomed window to the front at ground floor level. The principal feature is the tile hung gable above. The front door is set back from the street on the side elevation, and retains a small open porch with slate roof.

5.4 Positive buildings

In addition to the BLIs, a large number of unlisted buildings have been identified on the Townscape Appraisal Map as being positive buildings of townscape merit. Buildings identified as being positive will vary, but commonly they will be good examples of relatively unaltered buildings where their style, detailing and building materials provides the streetscape with interest and variety. Most importantly, they make a positive

contribution to the special interest of the proposed Conservation Area. Where a building has been heavily altered, and restoration would be impractical, they are excluded. In the proposed Conservation Area, most of these buildings date to the mid to late 19th century and were built as houses, mainly in terraced form.

The identification of these buildings follows advice provided within English Heritage's Guidance on Conservation Area Appraisals, which provides, at Appendix 2, a helpful list of criteria. A general presumption exists in favour of retaining those buildings which make a positive contribution to the character or appearance of a proposed Conservation Area, and any applications for demolition should be assessed against the same broad criteria as proposals to demolish listed buildings.

Materials and details

The majority of the buildings in the proposed Conservation Area are terraced two storey houses built between 1880 and the early 20th century. They are mainly one bay wide, the larger versions with ground floor canted bay windows and a separate hallway providing access to the rooms at the back of the house. The most common facing material is yellow or white gault brick, sometimes enlivened by the use of red brick, which is used to pick out lintels, string courses, corner quoins, or eaves (Suez Road has some particularly striking examples of polychromatic brickwork). Stone lintels are often painted to contrast with the adjoining brick with decorative features such as ogee curved edges and trefoil motifs. Painted render is also common.

The continuous roofs face the street, often without party wall separation, and are covered in slate. Because these houses have relatively low floor to ceiling heights, they are characterised by low eaves which sit only just above the first floor windows. The original brick stacks with clay pots also remain on most of the houses in the proposed Conservation Area. Most of these are decorated with no more than a few courses of corbelled-out brickwork to prevent weathering.

Windows are almost always two over two timber vertically sliding sashes and the front doors are similarly timber of varying designs – panelled (two or four is most common) or simply boarded. Some of these panelled doors have very heavy mouldings. The front doors usually lead straight off the adjoining pavement although a few of the houses have very small front gardens. Many old bootscrapers remain next to the front doors, no longer in use. Great Eastern Street, which retains two long terraces of houses dating to the 1860s or 1870s, provides some examples of flat fronted, gault brick houses with many original front doors remaining. These have two long panels each, with deep mouldings, and a plain fanlight above. It is notable that most of the residential properties in the proposed Conservation Area retain their original joinery, roof materials, and brickwork or render facing.

The buildings along Mill Road are much more varied than the buildings in the residential streets to either side, due to their more mixed uses, although there are some well detailed terraced properties, such as the group opposite Brookfields Hospital, which may have been built for hospital workers. Many of the shops in Mill Road are located in buildings which may once have been in residential use, which have been converted into shops at a later date. Build-outs, to create more ground floor retail space, can be seen in some locations. This retains a more domestic scale to the shopping area, which has few historic buildings of any size apart from the Baptist Church, St Philip's Church and the Romsey Mill Centre. The shopfronts are very varied and often feature modern brightly coloured fascias and lighting. As with the residential streets, the use of gault brick, usually a yellow or light brown colour, is almost universal. Unlike the residential properties, the buildings along Mill Road have been very altered, and the use of uPVC or other modern equivalents for windows is commonplace.

6 Character Areas

6.1 Introduction

The Mill Road Area is a large mainly residential area, which was built in a relatively short time between the 1860s and the 1900s. This has provided a remarkably cohesive townscape but there are subtle variations of building type, including variations of scale, orientation, and the quality of the detailing.

There are two main Character Areas (with smaller sub character areas which are defined in the text), which are as follows:

- Character Area 1: Mill Road and St Matthews Area; and
- Character Area 2: Romsey Town Area.

This Chapter therefore defines the special interest of each Character Area, and considers the area's negative features as well as identifying buildings and sites where enhancement opportunities exist. Each Character Area will be considered under the following headings:

- Summary of the historical development of the area;
- Key characteristics;
- Layout and plots;
- Townscape and streetscape features;
- The buildings; and
- Positive, negative and neutral issues, including sites or buildings for enhancement.

6.2 Character Area 1: Mill Road and St Matthews Area

The residential streets on each side of Mill Road form a separate sub character area. In addition, the prevalence of commercial buildings along Mill Road has provided this central part of the proposed Conservation Area with a completely different character to the residential back streets, which lie on either side. Mortimer Road and Wollaston Road create a separate sub-area, which relates more in terms of use, building form, and layout to the rest of the Central Conservation Area, which covers the main University buildings in the City Centre. These sub character areas are characterised as follows.

Residential streets to the north of Mill Road

Summary of the historical development of the area

This residential area was largely developed between the 1860s and 1900 on land which was then in use as fields or nurseries, although Norfolk Street was established by the early 19th century and Ditchburn Place was built on the north side of Mill Road in 1838. Barnwell Free Church was located close to the cricket field in the 1830s but was demolished in 1848 when the land was converted into a cemetery. Cemetery Lodge was built at this date as was the original chapel. The coming of the railway in 1845 led to incremental demand for new housing, and the Eagle Foundry was established close to the railway by 1859. St Matthew's Church was built in 1866, and the Emery Street area was developed from the 1870s onwards on land owned by Corpus Christi College. From the 1870s onwards the former Barnwell Open Fields were also developed by the Sturton family. Flower Street, Blossom Street and the site of what is now Anglia Ruskin University, were all built on land which had once been used as a large nursery garden. Two schools were built, the former New Street Primary School of the late 19th century (which is now vacant), and St Matthew's Primary School. In the last 30 years or so a number of infill

residential developments have been constructed, largely without any adverse impact on the surrounding Conservation Area.

Key characteristics

- Late 19th century residential suburb with continuous lines of terraced houses providing cohesive frontages;
- These buildings are remarkably consistent in their overall form and detailing, with concealed back gardens;
- Collier Road, Guest Road, Willis Road and Mackenzie Road contain larger houses, set back from the road, which are mainly BLIs;
- Emery Road, Emery Street and Perowne Street is another residential area of quality;
- Norfolk Road is a mixed area with shops, public houses, and other commercial uses as well as residential properties;
- St Matthew's Church, the Cemetery Lodge, and eight tombstones, are the only listed buildings or structures;
- Two areas of important public open space – the Cemetery and St Matthew's Piece, which adjoins an interesting modern building used as the Citylife House;
- These two open spaces both contain a variety of mature trees which are important in long and short views;
- St Matthew's Primary School is a BLI; and
- The Ditchburn Place Sheltered Housing scheme incorporates the former Workhouse as well as a number of modern blocks, accessed from Mill Road.

Layout and plots

This sub character area is defined by the east-west routes of Norfolk Street in the north and Mill Road in the south. The development of the area from the 1860s onwards resulted in roads being laid out roughly at right angles to Mill Road, following old field boundaries in places. The railway line forms a strong north-south boundary which defines the eastern edge of the Character Area.

The terraced houses sit on the back of the pavement in long continuous rows, with concealed back gardens of regular size. Plots are therefore similarly sized and regularly laid out, with narrow alleys in places providing access. Corner plots sometimes contain public houses and the occasional workshop or warehouse (possibly converted) remains.

Townscape and streetscape features

The principal townscape feature of this part of the Conservation Area is provided by the long rows of well detailed terraced houses of very similar scale and design. The exceptions are in the Collier Road area, where the houses are larger and with more varied details and materials. Historic street names in cast iron or enamel add to the interest of the area – the only example of historic street paving is in Collier Road (granite setts to a crossover), although there are some brick paved access pathways through the terraced houses on private land.

The buildings

The residential properties within this sub character area fall principally into three types:

- Terraced houses sitting on the back of the pavement (all the streets to the north and east of the Cemetery);
- Slightly larger houses, set back from the pavement (Emery Street); and
- More substantial houses in Collier Road, Willis Road, Guest Road and Mackenzie Road, most of which are BLIs.

Their typical characteristics are:

Terraced houses sitting on the back of the pavement (all the streets to the north and east of the Cemetery)

- Well preserved late 19th century terraced houses still in single occupation;
- Some of the buildings retain original date plaques e.g. Sturton Street (1869 and 1878) and Gwydir Street (1879);
- Regular width and height (usually one bay and two storeys);
- Use of pale yellow or white gault brick, sometimes painted or rendered;
- One or two windows usually to the first floor, with front door straight off the pavement;
- Simple pitched roofs face the street with prominent chimney stacks, often with decorative banding in contrasting brickwork and varied clay pots, sometimes castellated;
- Use of natural slate;
- Low eaves height sitting immediately above the first floor window lintels;
- No party walls through these roofs;
- Some of the houses are set back from the road (e.g. Sturton Street and Sleaford Road) and this allows the addition of simple ground floor canted bays;
- Windows are almost entirely timber sashes, usually two panes over two;
- Stone lintels are often painted to contrast with the adjoining brick with decorative features such as ogee curved edges and trefoil motifs;
- Many original timber front doors, usually four panelled;
- Cast iron boot scrappers can be seen on many of the houses; and
- Some old shopfronts remain, no longer in use.

Slightly larger houses, set back from the pavement (Emery Street)

- Cohesive well preserved late 19th century terraced houses still in single occupation;
- Set back from the pavement with hedges and low gault brick front boundary walls defining small front gardens;
- Regular width and height (usually two bays and two storeys);
- Use of yellow gault brick, sometimes painted or rendered;
- Simple pitched roofs face the street with prominent chimney stacks, often retaining their original clay pots;
- Use of natural slate, sometimes interrupted by modern roof lights;

- No party walls through these roofs;
- The eaves are defined by two courses of bricks, laid to angle;
- One or two windows usually to the first floor, with ground floor canted bay windows with pierced parapets, all built in stone;
- Windows are almost entirely timber sashes, usually two panes over two;
- Stone lintels are often painted to contrast with the adjoining brick with decorative features such as ogee curved edges and trefoil motifs;
- Many original front doors, usually with two long panels, with heavy mouldings; and
- Survival of paved brick passages to rear gardens and red and black tiled front paths to street.

More substantial houses in Collier Road, Willis Road, Guest Road and Mackenzie Road, most of which are BLIs

These have been described in some detail in Chapter 5 The Buildings of the Conservation Area section 5.3 Buildings of Local interest.

It should be noted that there are other types of buildings within this area as well as residential, including educational buildings.

Positive, negative and neutral issues, including sites or buildings for enhancement

Buildings:

- Some of the unlisted terraced houses have been adversely affected by the use of modern materials and details, such as uPVC windows and front doors;
- Many of the original slate roofs are now in need of replacement;
- Some over-dominant roof lights;
- Painting of brickwork;
- The loss of front boundaries and gardens to create car parking areas;
- The former New Street Primary School (original buildings) is a Building-at-Risk which is the subject of proposed development of the site and re-use of the original buildings; and
- The single storey sheds with pantiled roofs in Perowne Street are Buildings-at-Risk.

Spatial:

- The pressure for new development;
- The preservation of the historic street name plates;
- The demand for on-street car parking;
- Poor quality public realm including damaged pavements, untended planters, and damaged street signs;
- A certain amount of untidy wirescape;
- Dominant telegraph poles and trailing wires; and
- The care of the trees in the two main open green spaces – the Cemetery and St Matthew's Piece.

Economic:

- Vacant shops in the Norfolk Street area.

Conservation Area boundary:

- A small extension to include the historic buildings in Stone Street is suggested.

Mill Road

Summary of the historical development of the area

Mill Road may have been one of the main Roman routes out of the City. In the early 19th century it was surrounded by fields with a working mill to the immediate south, around the current location of Mill Street. The Union Workhouse of 1838 was built to the north of the road, and the railway workers' cottages in the 1850s, following the new railway which arrived in 1845. Most of the buildings along Mill Road were added between the 1870s and 1900, after St Barnabas Church was constructed in 1869. The Free Library, a listed building, was built in 1897. Whilst the uses along the south side of the road are mainly commercial, with a variety of shops, cafes, and other facilities, along the north-west side of the road are long terraces of houses, mostly in residential use although a few have become offices of varying types. To the north-east, the Bath House lies next to the paved area which faces Mill Road and which acts as an informal 'centre'. (Following recommendations in the 1999 Appraisal, improvements were provided to the public toilets, car parking area, shopfronts and street lighting.)

Key characteristics

- Important commercial street which serves a large hinterland;
- Mostly small family-owned shops with a great variety of services;
- Most of the buildings date to between 1870 and 1900 and some are BLIs;
- Varied groups of terraced properties mainly two storeys high, usually set on the back of the pavement;
- Some historic shopfronts remain;
- St Barnabas Church, Lloyds Bank and the Bath House form a group, with the adjoining paved area being provided with modern stainless steel street furniture and planting; and
- Cohesive residential terraces along the north-west side only.

Layout and plots

The layout of the area is simply described as a long straight road with wide pavements and buildings generally located at the back, apart from the residential properties on the north-west side which sit back slightly from the road (about one to two metres) with brick walls and hedging shielding them from the busy traffic. The plots are of a similar width, confirming the focused development of the area, with gardens to houses on the north side of the road, and more altered curtilages on the south, where car parking areas, access roads and secondary buildings have been inserted.

Townscape and streetscape features

Mill Road contains continuous frontages of mainly historic buildings, two or three storeys high. St Barnabas Church is the greatest (positive) interruption to this rhythm. Gables are particularly important at the eastern entrance to the Conservation Area as viewed from the railway bridge. Generally the frontages are considered to be positive although there has

been some very limited infilling and some of the original buildings have been heavily altered. Mature trees next to the Bath House and outside St Barnabas Church are important in views along the street. The bridge over the railway line has been decorated with various pictures and the phrase 'Respect and diversity in our community'.

The buildings

The street is largely composed of groups of matching commercial properties, clearly developed in an incremental way, but of largely similar scale. The great majority of shopfronts remain at their original size, and very few have been amalgamated; the survival of the original frontages reinforces the rhythm and character of the street. Most of the buildings are built using gault brick with slate roofs, sometimes gabled. Red brick is used for decoration such as window heads, string courses and corner details. Decorative rather than functional timber framing can also be seen on many of the first floor front elevations, above the shopfronts.

On the north-west side of the street, there are five groups of very similar mainly terraced houses, two storeys high, Nos. 55 -81 with ground floor canted bays, sash windows, and slated roof facing the road. The eaves are all decorated with three courses of red brick, one course of which is usually arranged in a saw-tooth pattern. Whilst gault brick is the most common material, painted render is also used. The occasional building, most notably shown on Nos. 41 and 43 Mill Road, is three storeys high. Nos. 27 to 39 have two storey canted bay windows with foliage capitals to the pilasters and heavily moulded five panelled front doors (where they remain). Some of these buildings are in use as flats. Nos. 3 to 25 are slightly larger, and relate more to the buildings around the corner in Willis Road which are BLIs. They are two or three storeys high with stone two storey bay windows with red brick or terracotta string courses and eaves details. Of note is the subtle injection of Gothic detailing, such as the pointed arches over the recessed front doors, the arcading over the sashes in the bay windows, and the use of polychromatic brickwork for some of the window arches.

Positive, negative and neutral issues, including sites or buildings for enhancement

Buildings:

- Shopfronts – there are some good examples of historic shopfronts, but many of the original ones have either been stripped out or have been altered;
- A previous grant scheme paid for some new more appropriate shopfronts but much remains to be done;
- Problems include:
 - Over-deep fascias;
 - Poor quality signage;
 - Garish colours for signage, shopfronts, and joinery generally; and
 - Over-dominant lighting.
- Some of the shops are aimed at the 'night-time' economy so do not open during the day;
- Pressure for security shutters on the shopfronts;
- Most of the original sash or casement windows on the front elevations have been replaced in uPVC;
- Many of the slate roofs and the front elevations generally are in poor condition;
- Some visible satellite dishes on front elevations or roof slopes;
- The former Free Library is occupied but in need of sensitive repair; and

- Sally-Ann's would also benefit from enhancements, possibly including the rebuilding of the modern ground floor extension which faces Mill Road.

Spatial:

- Overlarge advertising hoarding on the side elevation of 'Emporium' No. 117 Mill Road, opposite the Free Library, and also on the side elevation of No. 105 Mill Road, next to Mickey Flynn's;
- Busy traffic along Mill Road, with limited controlled crossings (one controlled crossing near the junction with Mortimer Road, one Belisha crossing and a further crossing opportunity by the traffic lights at the end of St Barnabas Road);
- Poor quality pavements; and
- The planting in the paved area next to the public toilets is in need of some attention.

Mortimer Road and Wollaston Road

Summary of the historical development of the area

This area is shown on the historic map of the 1870s as a single large field, with the University Sports and Cricket Ground immediately to the south. The line of Mortimer Road and Wollaston Road is marked as a track but there are no buildings. Nos. 1-8 consec Mortimer Road were built by 1886, and Hughes Hall was completed in 1895. Nos. 1 and 2 Wollaston Road may date to the early 20th century. A separate much larger Hughes Hall building was built on part of the adjoining Cricket Field (Fenner's Field) within the last thirty years.

Key characteristics

- Small but spaciouly laid out area of two streets;
- Views over the adjoining Cricket Field towards lines of trees;
- Other views through openings in Hughes Hall to grassed area beyond, and over Donkey Common, next to Parkside Pool;
- Only three buildings or building groups, all of the highest quality – Hughes Hall, Nos. 1 and 2 Wollaston Road, and Nos. 1-8 Mortimer Road – these are either listed or are BLIs;
- All of the buildings appear to be in residential uses; and
- Private and tranquil character which contrasts with the busy bustle of traffic and pedestrians along Mill Road.

Layout and plots

This sub character area comprises two straight roads at right angles to each other. Mortimer Road is also at right angles to Mill Road. The BLIs along Mortimer Road are set back a little from the road and laid out in regular plots with a common building line, plot width and depth, and back boundary. Nos. 1 and 2 Wollaston Road, and Hughes Hall, are built on the same alignment and set back from the road. Both have large gardens, although those behind Nos. 1 and 2 have been developed with smaller residential units (Chancellors Court), which can be glimpsed through the gap between Nos. 1 and 2 and Hughes Hall.

Townscape and streetscape features

The most obvious townscape feature in this sub character area is the dominance of Nos. 1-8 Mortimer Road, as they are a large, cohesive group, which was clearly designed to provide some visual impact. The two buildings in Wollaston Road are also large, but are somewhat tucked away down the road, which is gated (although during the day public access is possible).

The buildings

Hughes Hall is listed grade II and was built between 1894 and 1895 in the Neo-Dutch style to the designs of W M Fawcett. Nos. 1 and 2 Wollaston Road may have been designed by E S Prior and probably date to the early 20th century. Nos. 1-8 Mortimer Road were possibly designed by Richards Reynolds Rowe and may date to the 1880s.

More detailed descriptions of these buildings can be found in Chapter 5 section 5.2 *Listed Buildings* and section 5.3 *Buildings of Local Interest*.

Positive, negative and neutral issues, including sites or buildings for enhancement

- There are no obvious negative features or issues in this sub character area.

Residential streets to south of Mill Road

Summary of the historical development of the area

This almost entirely residential sub character area contains some very early buildings which were shown on the 1830 map along what is now Covent Garden – Nos. 20-30 remain. A mill and orchard are shown on the same map immediately to the east, otherwise the area is fields. By the 1870s more buildings had been added in Mill Street, Cross Street, Caius Street (later to become Mawson Road) and Union Terrace (later to become Tenison Road). St Barnabas Church, completed in 1869, provided the spiritual focus. The main period for development was between 1880 and 1900, when terraced houses were added in Mawson Road and along the west side of Tenison Road (some properties are dated 1885), and higher status semi-detached houses along the east side of Tenison Road and on both sides of St Barnabas Road. The 1886 map shows a Gospel Meeting Room at the northern end of Union Terrace which has subsequently become the Abubakr Siddiq Islamic Centre. Devonshire Road, which lay next to the Midland Goods Yard in the 1870s, was extended towards the southern end of Tenison Road in the late 19th century. St Barnabas Court is a development of terraced houses off the southern end of St Barnabas Road permitted in 2002.

Key characteristics

- Late 19th century residential suburb with continuous lines of terraced or semi-detached houses providing cohesive frontages;
- The Covent Garden area was developed first and some of the houses date to before 1830;
- The buildings are remarkably consistent in their overall form and detailing, with concealed back gardens;
- There are four areas of varying character – Covent Garden, Mill Street and Cross Street; Mawson Road and Tenison Road; St Barnabas Road; and Devonshire Road;
- The narrowest streets are in the Covent Garden/Mill Street area;
- Most of the buildings in St Barnabas Road and a few in Tenison Road are BLIs;

- There are some other uses such as small-scale commercial or educational premises in the Covent Garden area and in Tenison Road;
- King's Church in Tenison Road is dated 1895;
- Relatively peaceful character despite the close proximity of Mill Road and Cambridge Railway Station;
- No public open space apart from the green at the junction of Tenison Road and Lyndewode Road, which is also notable for the large mature trees which feature in views along the streets; and
- Trees are also important along the eastern side of Devonshire Road, from where there are limited views over the cycle-bridge, which links this part of Cambridge with Romsey Town.

Layout and plots

This sub character area is defined by Mill Road in the north, the University Cricket Ground (Fenners) and the larger houses in Glisson Road (which fall within the adjoining Conservation Area) to the west, and the railway line and associated sites (the former Midlands Good Yard, now a timber yard) to the east. The southern boundary is not obvious, as the residential streets (Glisson Road, Lyndewode Road, and Tenison Road) continue towards the Railway Station. These roads are all laid out at (roughly) right angles to Mill Road, and are largely parallel to each other, with linking streets creating a grid pattern.

The terraced or semi-detached houses sit on the back of the pavement, or with small front gardens, in long continuous rows, with concealed back gardens of regular size. Plots are therefore similarly sized and regularly laid out, with narrow alleys in places providing access. Larger front gardens can be seen in St Barnabas Road and along the east side of Tenison Road, where the houses and plots are generally more generously sized. There are three public houses which are located on corners and which therefore create a break in the streetscape, namely the Six Bells in Covent Garden, the Salisbury Arms in Tenison Road, and the Live and Let Live in Mawson Road.

Townscape and streetscape features

The principal townscape feature of this sub character area is provided by the long rows of well detailed terraced or semi-detached houses, with groups of buildings of very similar scale and design. The houses in St Barnabas Road and along the east side of Tenison Road are notably larger in terms of width and floor to ceiling heights, with more elaborate external (and presumably internal) detailing. Historic street names in cast iron or enamel add to the interest of the area. There is some historic street paving (granite setts and sandstone slabs) in St Barnabas Road. Along Tenison Road, the streetscape is more varied due to the greater variation in building type and uses.

The buildings

The buildings within this sub character area are mainly in residential use but there are variations in scale and detailing according to location.

Buildings in Covent Garden, Mill Street and Cross Street

- Cohesive early to late 19th century development of two storey cottage-style properties mainly in terraced form;
- Use of gault brick almost throughout with stone or brick lintels (red or gault brick);
- Shallow pitched slated roofs facing the street;

- No party walls visible at roof level;
- Substantial brick stacks with some original clay pots;
- Small front gardens and ground floor bay windows to some properties;
- Nos. 20-30 Covent Garden appear to be the earliest houses and date to the early 19th century with multi-paned sash windows;
- Similar scaled properties in Mill Street with half-round fanlights;
- Otherwise the predominant window type is the two-over-two sash and casement;
- Variety of both historic and modern front doors, including two panelled timber with heavy mouldings; and
- Some variation in uses with offices, a public house and other commercial premises, all reasonably low key.

Buildings in Mawson Road and Tenison Road

- Larger terraced houses creating continuous frontages, generally set back slightly from the road providing an opportunity for low brick walling, hedging and small trees;
- Use of red or gault brick with decorated stone lintels – some properties have been painted, usually a pastel colour;
- Ground floor canted stone bay and three paired windows above, divided by column pilaster with foliage decoration;
- No. 13 Mawson Road is an extremely well preserved property with decorative brick banding below the eaves in red and white brick and all of its original joinery;
- Simple roofs face the street and are covered in slate – some of these have original dormers;
- Other terraced houses have two storey stone bay windows with red brick lintels, string courses, and decoration to the chimney stacks;
- Original front doors remain in many houses, such as the those to No. 72 Mawson Road – three glazed panels above two raised and fielded panels, the glazing being provided by very decorative leaded lights which match the glazing in the fanlights above;
- The scale of the properties decreases closer to Mill Road;
- Tenison Road contains three continuous terraces of two storey houses along the west side, two windows wide, the ground floor canted bay, sash windows, and slate roofs facing the street;
- On the east side, the houses are larger and more mixed, including Nos. 83-91 which are BLIs;
- Further north, the houses have two storey canted bays, with sash windows and red brick decoration to the gault brick elevation – terracotta eaves details are important; and
- Bolton's warehouse and the Salvation Army Citadel are the most dominant buildings in the northern part of Tenison Road.

Buildings in St Barnabas Road

- Well preserved cohesive development dating to between 1880 and 1900;

- Most of the very substantial buildings are semi-detached or terraced BLIs apart from Nos. 64-82 even;
- Nos. 64-82 even are semi-detached pairs, two storeys high, with double height stone bays, sash windows, six panelled front doors, and foliage decoration to window pilasters and door surrounds;
- Nos. 28-62 are three storeys high with gabled roof dormers and two storey bay windows (BLIs);
- Nos. 11a-51 odd are semi-detached pairs, with tall gables containing attic rooms half timbered decoration, mullioned and transomed windows and canted two storey bays – they are faced in red brick with roughcast to the first floor (BLIs) – other houses in the group are faced in gault brick with two storey stone bays with sash windows, the upper sash being divided into six or eight panes;
- Some of the houses have half-round gables over paired sash windows, with white painted architraves and bays which contrast with the deep red brick;
- Other have Dutch red brick gables with stone window frames and string courses;
- At the southern end of the road, the non-BLIs are notable for the use of half-timbered gables which are important in views along the street; and
- All of the roofs are slate with prominent chimneystacks.

Buildings in Devonshire Road

- Fairly continuous and cohesive two storey terrace on the west side of the road, two storeys high, with stock brick elevation and red brick eaves details;
- Set back very slightly from the road, with low brick boundary walls and some planting;
- Two or three windows wide;
- Ground floor canted bays with sash windows; and
- Slate roofs face the street with large brick chimneystacks with clay pots.

The BLIs in this Character Area have been described in some detail in Chapter 5 The Buildings of the Conservation Area section 5.3 *Buildings of Local interest*.

Positive, negative and neutral issues, including sites or buildings for enhancement

- Some of the houses have been adversely affected by the use of modern materials and details, particularly in Devonshire Road – this includes uPVC windows and front doors, roof lights, the use of artificial slate for the roofs, the painting of brickwork, and the loss of front boundaries or the use of modern materials like concrete blockwork;
- Loss of front gardens in St Barnabas Road for car parking, and the use of modern materials instead of the traditional brick for front boundaries e.g. black metal railings or wooden palisade fencing;
- Some visible satellite dishes on front elevations or front roof slopes; and
- Some overhead cables and dominant telegraph poles.

6.3 Character Area 2: Romsey Town Area

Summary of the historical development of the area

The development and growth of Romsey Town mainly took place between 1880 and 1900, and mirrored similar development closer to the City to the west of the railway line, an area which is now the Mill Road and St Matthew's Conservation Area. The area lies along the line of Mill Road, which was an important historic route that led out of the City Centre towards the eastern edge of Cambridge. The area surrounding was still predominantly fields until the Inclosure Act of 1807, after which new roads were incrementally laid out at right angles to the main road, although most of these did not appear until the 1880s or even later. A map of 1886 shows that terraced houses had been constructed on Great Eastern Street, and while the adjoining streets – Cavendish Road, Sedgwick Street, Catharine Street and Thoday Street – had been laid out, only a few properties had actually been developed. At this time, beyond these streets, open fields and allotments spread, crossed by old footpaths that then led to the uninhabited Coldhams Lane and Coldhams Common.

The provision of further houses in the next twenty years, along with shops, schools, churches and other facilities, gave the local residents all they needed. This provision of further housing led to an increase in the population to over 7,000 in 1921; most of whom worked for the railway. Another popular profession in the area was in the building industry, and many of these workers helped to build the new Labour Party Clubhouse. During the General Strike in 1926, because of the support for it in the local proximity, the area became famous for its strong union membership and socialist leanings, and was often referred to as 'Red Romsey'. Whilst lying close to the City Centre, the area is quite isolated from the University buildings, dons and students, with the line of the railway creating a visual barrier between the two areas.

A General Improvement Area (GIA) was declared in Romsey Town in 1981 to encourage property owners to upgrade their terraced houses including the installation of inside toilets, new bathrooms, damp-proofing, and new roofs

Key characteristics

- Two storey terraced houses, often only one bay wide, with a simple slated roof facing the street;
- Development over a relatively short period of time which means that the buildings display very similar details and materials;
- Slightly higher status building examples have single or double height canted bay windows and are slightly wider;
- Long lines of buildings lying directly on the back of the pavement;
- Cohesive streets;
- Long, thin back gardens of regular size, sometimes accessed by a narrow alley;
- No detached or semi-detached properties apart from a few more recent developments; and
- Building layout on Mill Road more varied due to more commercial use, though properties still two storeys high and very close to the back of the pavement and terraced.

Layout and plots

This Character Area is defined by the almost grid pattern of streets that mainly lie almost at right angles to Mill Road, which in turn forms the central feature of the layout. Many of the streets were originally laid out along the boundaries of fields, which were gradually developed for housing from the 1880s onwards. The layout of Argyle Street illustrates the

path of the old railway line. This provided transport between Cambridge and Bury St Edmunds largely creating a barrier to development, as discussed previously.

The terraced houses sit on the back of the pavement, or with small front gardens, in long continuous rows, with concealed back gardens of regular size. Plots are therefore similarly sized and regularly laid out, with narrow alleys in places providing access.

Townscape and streetscape features

The principal townscape feature of this Character Area is provided by the long lines of two storey terraced houses lying, located on or very close to the back of the pavement in terraced form.

The buildings

The buildings within this Character Area are mainly residential in use. There are a number of commercial buildings, though these are mainly focused along Mill Road with the occasional commercial use (public house, small shop or office group) in the residential back streets. As such, there are relatively few variations in scale and detailing. For each terrace, the width of each house was crucial, for if over 15 foot, it was possible to provide a separate front hallway, thereby allowing some privacy to the front parlour. Front bay windows were also added to the more up-market houses, often lived in by train drivers, who earned more than the more lowly railway workers.

Positive, negative and neutral issues, including sites or buildings for enhancement

Buildings:

- The residential properties have been well preserved but are threatened by the use of modern materials and details, including inappropriate windows and front doors;
- Many of the original slate roofs are now in need of replacement;
- Some large roof extensions considered to be negative have been allowed in the past as well as some over-dominant roof lights; and
- Painting of brickwork.

Spatial:

- The former Robert Sayle Warehouse and Co-Op site remains vacant and surrounded by hoardings;
- The pressure for inappropriate extensions and alterations to the residential properties;
- A number of large advertising hoardings;
- The preservation of the historic street name plates;
- The demand for on-street car parking;
- Poor quality public realm including damaged pavements, untended planters, and damaged street signs;
- A certain amount of untidy wirescape with dominant telegraph poles and trailing wires; and
- The care of the trees in the public park.

Mill Road:

- Vacant shops in a number of locations;

- Poor quality shopfronts, some using garish colours and poor quality signage;
- Poor quality external lighting;
- Some of the shops are aimed at the 'night-time' economy so do not open during the day;
- Pressure for security shutters on the shopfronts;
- Most of the original sash or casement windows on the front elevations have been replaced in uPVC; and
- The shopping area needs to be enhanced and a sense of place instigated through a series of improvements.

7 Issues

7.1 Principle Issues

The principal issues for the Mill Road Area Conservation Area appear to be:

Protecting the character of unlisted buildings

There are many unlisted family dwellings in the proposed Conservation Area which are of very high architectural value but which are vulnerable to unsympathetic changes under a householder's Permitted Development Rights. These include the right to replace windows or front doors using modern materials such as uPVC. The loss of original roof materials, the creation of car parking in front gardens, and the painting of previously unpainted brickwork are further issues.

Statutory list and BLIs

The Conservation Area contains a very high number of BLIs but very few statutorily listed buildings. Further additions to both lists may need to be made in the future, particularly since the new PPS5 gives greater significance to BLIs.

Preserving and enhancing the unique character of the Mill Road shopping area

Mill Road was built mainly between 1880 and 1900 and contains a high concentration of unlisted but 'positive' buildings. It is in need of comprehensive improvements to address issues such as the bad condition of some of the buildings, the poor quality shopfronts, the use of modern materials and details for the windows and roofs, the removal of dominant satellite dishes, the poor quality public realm, and the repair or possibly even the redevelopment of several individual buildings.

Preserving and enhancing the unique character of Norfolk Street

Norfolk Street is marked on the 1830s map and contains mixed development along the southern side, with commercial uses concentrated towards East Road and the City Centre. Uses include public houses and shops, and there are further shops in the 1960s and later development which now lies on the northern side of the road. This area is generally rather fragmented and some of the commercial premises are vacant. Improvements to the buildings, public realm, traffic management, and general appearance of the area are all needed.

The control of new development

There are few development opportunities in the proposed Conservation Area due to the layout of the street and buildings, with continuous terraces of groups of houses lining the streets. However, there have been a number of extensions to these buildings, some of them at roof level and highly visible. There are also some late 20th century buildings, which may at some stage benefit from being replaced, including the Cambridge Bed Centre and Avis Car Centre.

The care and improvement of the trees

Mature trees make a very special contribution to the character and appearance of the proposed Conservation Area in a limited number of places, most notably in Romsey Recreation Ground. There are also a number of trees, sometimes singly or in small groups, on private land. Proposed Conservation Area designation provides protection for all trees over a certain size, although specific protection can be provided by individual Tree Preservation Orders (TPOs). The continued protection, enhancement and, where necessary, the replacement of these trees, is an issue for the future management of the proposed Conservation Area.

Satellite dishes

It has been noted how satellite dishes can be seen on the front elevations or front roof slopes of many of the buildings in the proposed Conservation Area, probably erected before the area was designated as a proposed Conservation Area. However, they have a negative impact on the environment.

Protection of the views

Views within the proposed Conservation Area tend to be limited to vistas along streets, or can be found in Romsey Recreation Ground, where they focus on the many mature trees. Views across, into and out of the proposed Conservation Area are important and need to be protected.

Buildings at Risk

The following buildings are considered to be 'at risk':

- The former Brunswick Primary School, Young Street;
- The single storey pantiled sheds in Perowne Street; and
- The former Free Library, Mill Road.

Public realm proposals

The greatest opportunity for publicly funded enhancements can be seen in the Mill Road area, with few opportunities in the residential back streets apart from:

- The traffic calming measures in the back streets are now in need of improvement;
- A general need to improve the pavements, replacing concrete paving and improving tarmacadam pavements where they have been left marked by trenching for utility providers;
- A general need to improve street lighting;
- The putting underground of overhead wires, and the removal of telegraph poles;
- The protection of the historic street name plates; and
- The retention of the historic street signs.

8 Contact Details

For further information about Historic Buildings and Conservation Areas, contact:

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9 Appendices

9.1 Appendix 1: Proposed Mill Road Character Areas

9.2 Appendix 2: Mill Road Townscape Analysis 1

9.3 Appendix 3: Mill Road Townscape Analysis 2

**REPRESENTATIONS ON PROPOSED MILL ROAD AREA
CONSERVATION AREA DRAFT APPRAISAL
May 2011**

SUBMITTED ON BEHALF OF NHS CAMBRIDGESHIRE

SUMMARY

On account of the character of existing development from Brookfields Hospital to Brooks Road on the northern side of Mill Road/Brookfields which differs significantly from that in the remainder of the Appraisal area, and the likely impact of known redevelopment sites in this area, it is considered that there is no justification for, or benefit to be gained from, including this area within the designation. To do so would weaken the '*raison d'être*' for the Conservation Area which is otherwise founded on the sound premise of the integrity of the architectural character which should be preserved and/or enhanced.

The reasoning behind this request is noted below.

1. BUILDING CHARACTERISTICS

Whilst the key characteristics of the Romsey Town Area are agreed as stated in the Appraisal (pages 35 – 36), it is considered that none of these features are exhibited in the area as identified in Document 1 and as illustrated in the photographs attached at Documents 3. The defining features of this area are described below.

a. Brookfields Hospital

Brookfields Hospital, which is immediately adjacent to the former Priory Garage site (Document 2), continues to provide a range of health facilities within a range of buildings of differing ages and architecture. Mill House to the road frontage provides drug related advice, Headway is housed in one of the single storey buildings dating for the end of the 19th century and which formed part of the former Isolation hospital whilst to the rear elderly and palliative care is provided. Other buildings house administrative functions.

To the road frontage there is a single storey administrative building of recent construction constructed of red bricks under a concrete pantiled roof which is atypical for the area proposed to be covered by the Conservation Area (Document 3 Photograph 3).

From the road frontage there is a view of another recent building construction of red brick (Document 3 Photograph 2).

Also visible is one of the buildings which comprise part of the former Isolation Hospital. Two buildings from this period remain. The one seen is used for administrative purposes and, like the others, has been much altered to accommodate changing requirements and uses.

To the front of this building there is a row of Scots Pines which are protected by virtue of a blanket Tree Preservation Order which covers all trees on the Brookfield site.

On the easternmost part of the hospital site, and fronting onto Mill Road, is Mill House which, as stated in the Appraisal, is a fine building (Document 3 Photograph 9). This is already identified as a Building of Local Interest and should its significance be considered to be so great, then there is no reason why it should not be proposed to be designated as a Listed Building of Special Architectural or Historic Importance so as to ensure its retention.

b. Ashtead House

This new residential development lies immediately adjacent to Mill House (Document 3 Photograph 4). It is immediately apparent that this development is not in keeping with the identified character of the proposed Conservation Area. It is a three storey development of modern design constructed of yellow bricks with irregular fenestration and with an access to rear parking court under the building (Document 3 Photograph 4).

c. Nos 2 – 10 Brookfields

These properties comprise interwar semi-detached properties with bay windows under red tiled roofs set back from the road frontage behind gardens demarcated by wood paling fences (Document 3 Photograph 5). There is no element of this development which conforms with the defining characteristics of the proposed Conservation Area.

d. Building Plots adjacent to No 10 Brookfields

Development is currently underway subsequent to Planning Permission Reference 09/0745/FUL ((Document 3 Photograph 6). The development comprises 2 pairs of residential properties with a form similar to, but different from, Nos 2 – 10 Brookfields (Document 4). The proposed Conservation Area also includes the rear of the site where the second pair of semis is under construction. Again the design of these dwellings in no way reflects that prevailing characteristics of the proposed Conservation Area as stated in the Appraisal.

e. Houses at junction Brookfields/Seymour Street

These properties represent yet another modern style of development being constructed of red brick under a concrete tile roof of shallow pitch and with modern fenestration which are totally atypical to the defining characteristics of the proposed Conservation Area (Document 3 Photograph 7).

f. Junction Brookfields/Brooks Road

This busy road junction, with development being set far apart on the opposite sides of the road, does not have any defining architectural features. (Document 3 Photograph 8).

To summarise, it will be seen from the foregoing analysis that the properties in this area recommended to be excluded from the CA designation do not conform in age, layout, form, style or materials to the defining characteristics of the Conservation Area as noted.

2. LACK OF CONTINIUTY AND IMPACT OF REDEVELOPMENT SITES

It is contended that the proposed redevelopment sites fronting the northern side of Mill Road, which are excluded from the proposed Conservation Area, will weaken the integrity of the proposed Conservation Area designation. Once developed, together with other contiguous sites, the character of this area will be significantly altered which will serve to question the wisdom of including the CA 'outlier' to the east on the northern side of Mill Road. These sites are identified in the plan attached at Document 2 and comprise the following:

a. Former Robert Sayles Depot

Although this site has been screened by hoardings with a community garden to the front, the possible proposed redevelopment of the site for a mosque will not, in all probability, replicate the key characteristics of the area as defined on the document.

b. Former Priory Garage

This site, immediately adjacent to the former depot site, presents an extensive frontage to Mill Road (Document 3 Photograph 1). The redevelopment of this area will inevitably have a profound impact of the character of the area by reason of its size. Whilst the design might be sympathetic to the local character, it will in no way be able to replicate the defining architecture of the area so as to justify its inclusion within a Conservation Area.

Other anticipated redevelopment schemes which will impact on the character of the Conservation Area include:

c. Brookfields Hospital

Development will be ongoing on this site in order to continue to provide health services in buildings which are fit for purpose. There will in all probability be a need to update the vehicular and pedestrian access into the site which at the present time is narrow and undefined even though it serves substantial buildings to the rear.

The proposed Conservation Area boundary does not appear to be very appropriate given that it is tightly drawn around the footprint of the buildings to the north and the eastern boundary comprises the flank wall of the Health Centre building.

d. Brookfields Health Centre off Seymour Street

This needs in need of upgrading or replacement if it is to remain fit for purpose.

It is pertinent to note that the rear elevation of this building, which has several windows, is proposed as the boundary of the Conservation Area. This considered to be very inappropriate especially given the known need to replace or refurbish this building in the near future.

e. Seymour Court

These buildings, which are in the ownership of the City Council, are no longer fit for purpose and it is understood some that units have already been vacated prior to redevelopment.

f. Offices of Cambridgeshire and Peterborough NHS Foundation Trust

It is understood that these offices, located off Vinery Road, might also be redeveloped in the future.

In summary, these extensive redevelopment projects will inevitably and fundamentally impact on the character of the part of Mill Road/Brookfields within which they are located. It is therefore considered more appropriate that the north western boundary of the Conservation Area be along Vinery Road. It has already been shown in Section 1 of these representations why it is considered that, in any event, the development to the east does not conform to the overriding characteristics which are the reason for the proposed designation.

3. BUILDINGS ON BROOKFIELDS HOSPITAL SITE

It is noted in the appraisal that the buildings on the Hospital site are considered as two items which are discussed separately below.

a. Former Isolation Hospital

Two buildings remain from this date as identified on the Townscape Analysis 2 in the Appraisal. The question is whether this historic use justifies inclusion within the Conservation Area.

The Conservation Area Appraisal makes it quite clear what the defining characteristics of the proposed designated area are; that is, two storey houses in straight lines and of similar style and materials. The Hospital site does not confirm with this pattern.

The historic and architectural importance of the 19TH century hospital buildings is also questioned. It is significant to note that the Brookfields Hospital site was assessed by English Heritage when it undertook its schematic study of hospitals in the 1990s. In this study, the only element of the Brookfields site which is mentioned in the published volume was the X-shaped wing which was demolished in the 1980s. Interestingly, the Chesterton Union Workhouse which is described and illustrated in more detail has already need demolished.

The lack of significance of the buildings was noted in the Qube Report undertaken on behalf of NHS Cambridgeshire in September 2006 (Documents 5). It was concluded:

'6.04 The architectural interest of the ward and other buildings is not great due to their often very plain architectural style, their location deep within the plot and their single storey scale. The buildings have in many cases been altered to the detriment of their individual character.'

6.05 The loss of buildings at the north of the site has diminished any overall group value and our understanding of how the site developed up to the inter-war period. The alterations to the site boundary when the Health Centre was built has brought the wards closer to the site boundary than would have been permitted by the Local Government Board and therefore been detrimental to our ability to understand the original layout of the buildings.'

b. Mill House

The Qube report noted:

'It is clear that the most worthy building is the Mill House. This structure, although not the earliest on the site, is the one with the greatest architectural interest due to its use of materials and architectural detailing. Its size, scale and position in the streetscene also make it something of a local landmark.'

This assessment still stands. ASP has no proposals to remove or significantly alter the building.

If the LPA considers it to be so important in the street scene, there are other ways of protecting it such as Listing, rather than including it within a Conservation Area.

It should be noted that it is already protected by virtue of being noted as a Building of Local Interest.

4. COMMENTS ON PROPOSED CONSERVATION AREA BOUNDARY AT BROOKFIELDS

The proposed boundary within Brookfields does not appear to have been given detailed consideration.

The boundary is convoluted as it follows the footprint of Headway House and the Community Nurses Block.

The fact that the eastern boundary follows the footprint of the Health Centre which is known to be in need of either replacement or refurbishment, when finances are available, is also thought to be impracticable.

5. IMPORTANT TREES IN THE TOWNSCAPE

It is acknowledged that there are trees on the Brookfields Hospital site which contribute to the street scene.

However, as all these trees are already protected by means of a Tree Preservation Order, the Conservation Area designation is not necessary in respect of these trees.

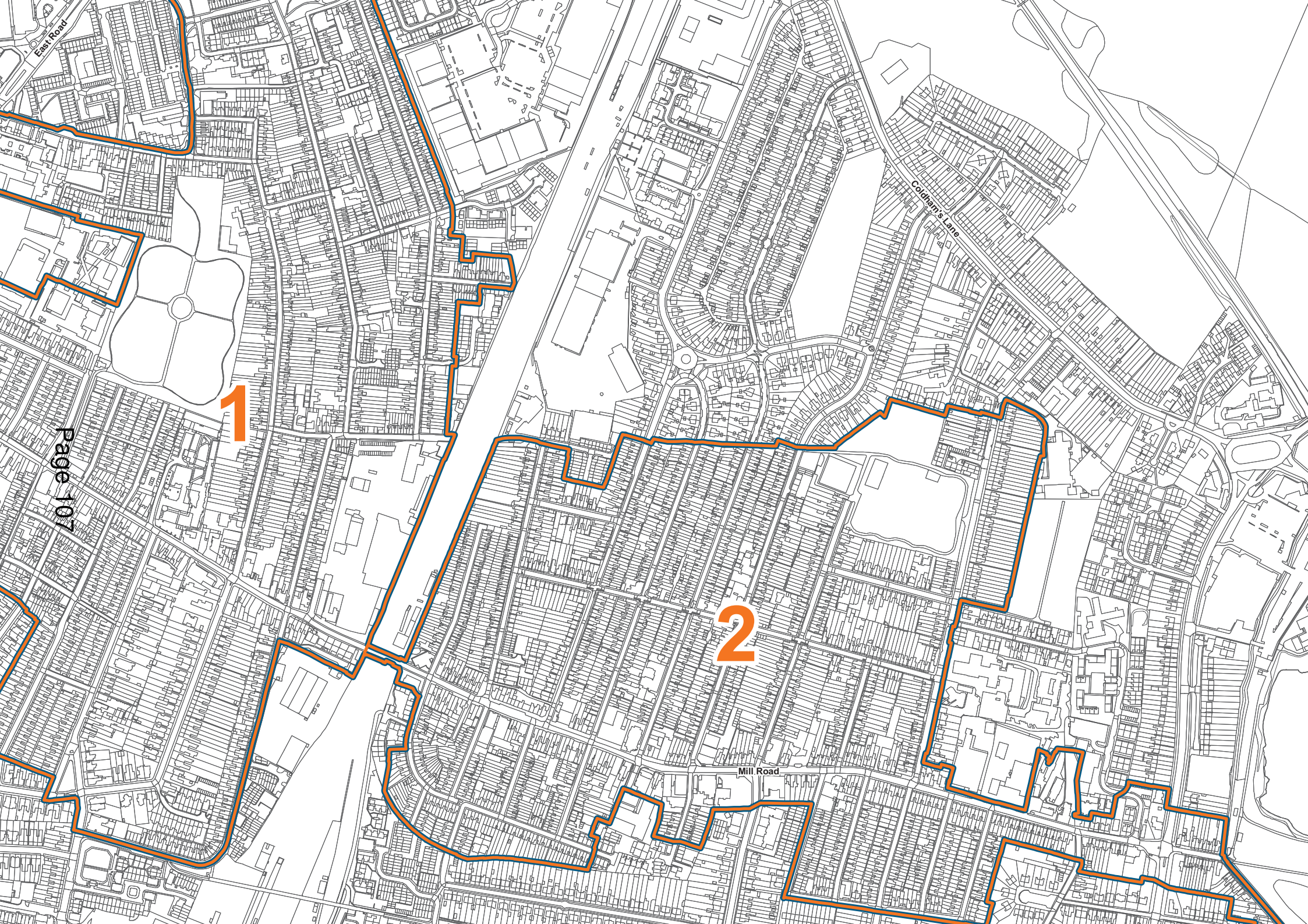
6. CONCLUSION

On account of the impact of known redevelopment sites and the character of existing development from Brookfields Hospital to Brooks Road on the northern side of Mill Road/Brookfield, it is considered that there is no justification for, or benefit to be gained from, including the area as identified in Document 1 within the designated area. To do so would weaken the '*raison d'être*' for the Conservation Area which is otherwise founded on the sound premise of the integrity of the architectural character which should be preserved and/or enhanced.

It should be noted that these comments do not in any way relate to the proposed extension of the Conservation Area on the eastern side of Brooks Road.

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Earl Road

Goldman's Lane

Mill Road

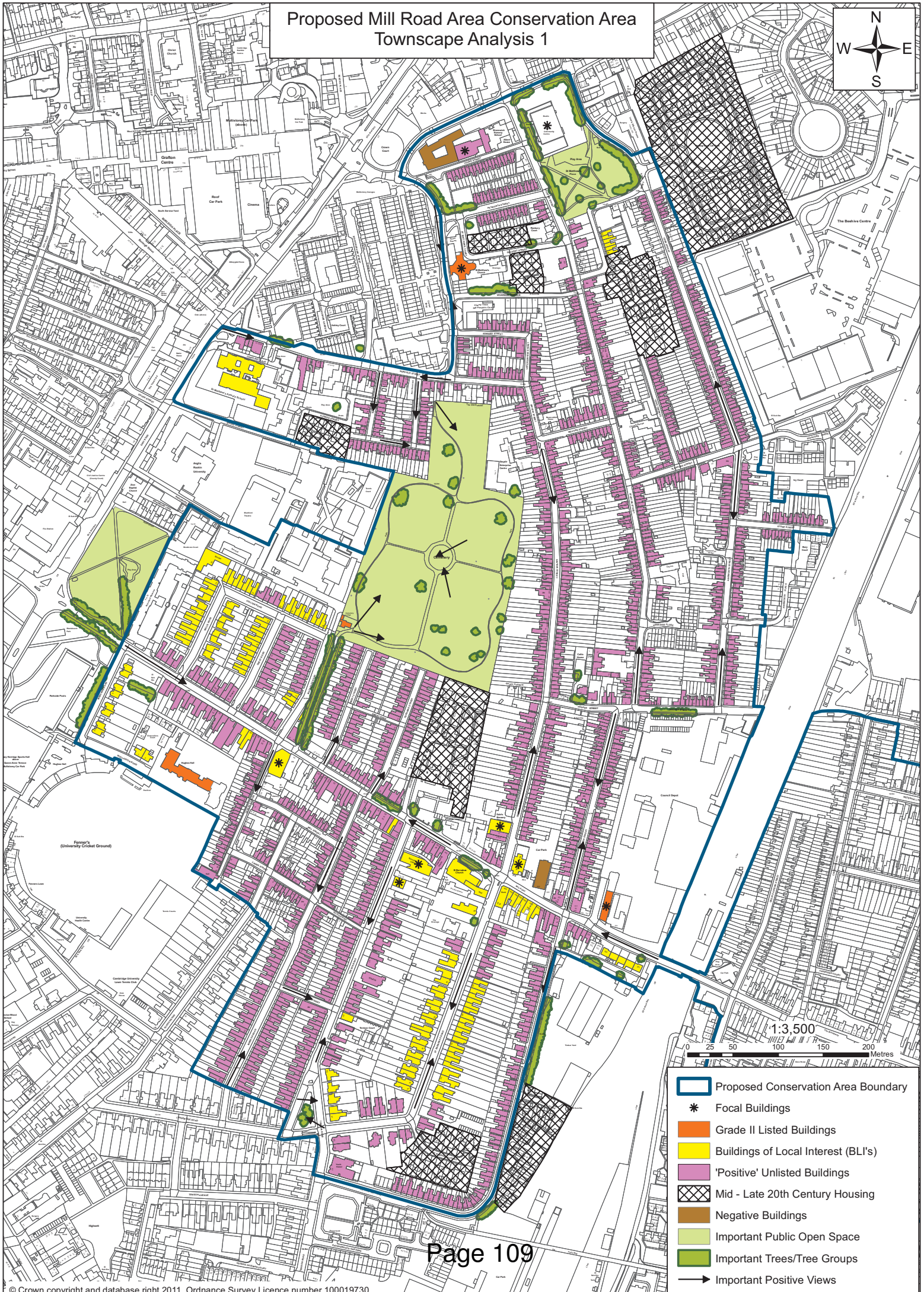
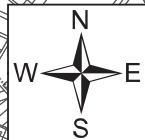
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Proposed Mill Road Area Conservation Area Townscape Analysis 1



- Proposed Conservation Area Boundary
- * Focal Buildings
- Grade II Listed Buildings
- Buildings of Local Interest (BLI's)
- 'Positive' Unlisted Buildings
- Mid - Late 20th Century Housing
- Negative Buildings
- Important Public Open Space
- Important Trees/Tree Groups
- Important Positive Views

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To: Executive Councillor for Planning and Sustainable Transport

Report by: Head of Planning Services

Relevant scrutiny committee: Environment Scrutiny Committee *21 June 2011*

Wards affected: All

PROPOSALS FOR THE INTRODUCTION OF CHARGES FOR PRE-APPLICATION ADVICE BY THE PLANNING SERVICE

Not a Key Decision

1. Executive summary

- 1.1 Pre-application planning advice is part of the service that Cambridge City Council currently provides at no charge to its customers. Pre-application advice is an essential part of delivering a quality planning service, providing informal advice to applicants on the form, content and merits of future planning applications. This service enables inappropriate schemes to be discouraged and new development to be informed by technical and policy advice at an early stage in its development.
- 1.2 Recent time recording and benchmarking activities have shown that the provision of pre-application advice accounts for about 20% of the time spent by officers in the development control service area at present. This is not untypical and a number of councils now look to charge for this service. Frequently, the more complex the site, the greater input of pre-application discussion that is necessary. For strategic and complex sites, pre-application discussions may start 3-4 months or more before a formal application is made. The provision of this advice absorbs considerable officer time but is an important area of service and one that is valued by customers.
- 1.3 This report seeks approval for consultation with service users and key stakeholders on the establishment of a scheme of pre-application charging for Cambridge and also the fringe sites that straddle the City and South Cambridgeshire.

2. Recommendations

- 2.1 The Executive Councillor is recommended to approve the draft pre-application advice scheme and charging schedule for user consultation and the outcome of the consultation exercise be reviewed by Environment Scrutiny Committee in the autumn. The consultation exercise would be undertaken in parallel with South Cambridgeshire as it is proposed to cover the fringe sites that lie within both authority areas.
- 2.2 The proposed consultation will be for 6 weeks and will take place over the summer. Service users, fringe site parish councils in South Cambridgeshire, the County Council and key stakeholders will be consulted on the proposals.

3. Background

3.1 The benefits of providing pre-application advice

Whilst council's are not obliged to enter into pre-application discussions, there are recognisable and tangible benefits from well-managed engagement prior to the submission of a planning application. These include:

- Improved efficiency for all users by reducing wasted time and money spent on abortive work
- Clarification about community engagement and involvement
- Identification of who should be involved from an early stage
- Clarity and certainty for the applicants, scoping of issues
- Better quality application submissions and outcomes
- Helps filter out speculative and poorly thought out development proposals
- Pre-application advice is part and parcel of a professional, comprehensive and responsive service
- Helps sustain and improve the service provided and to ensure that the cost of providing pre-application advice does not fall as a general cost to the council taxpayer.

3.2 Charging for Pre-application Advice

Providing pre-application advice is an important but resource hungry area of service that the Council currently provides. Recent benchmarking work¹ has shown that the cost of submitting a planning application does not cover the full cost of dealing with the application

¹ Planning Advisory Service Benchmarking Group 2010
Report Page No: 2

or providing this part of the planning service². In the current economic climate, the Council needs to review whether it can continue to sustain the provision of a free pre-application advice service.

The introduction of a charge is a fair way of continuing to provide pre-application advice but shifts some of the cost of provision to applicants and those directly benefiting from the service. Charges for pre-application advice are undertaken in many other authorities, the charges are aimed at cost recovery only and is now a recognised practice across the planning and development industry.

3.3 Charging and Cost

The Local Government Act 2003 gives planning authorities a discretionary power to charge for giving pre-application advice. The basic principle behind the income raised is that it must not exceed the cost of providing the service. The key for implementing a successful charging regime is to make it as easy to understand and administer as possible. As such, a simple flat fee system is proposed for City Council pre-application meetings (see appendix A). The fee scales proposed equate to a mid-range fee based upon comparative evidence gathered from other authorities (see appendix B).

The charging schedule should be reviewed on a yearly basis. A bespoke fee for follow-up meetings, especially for strategic sites where numerous meetings over a prolonged period of time may be required will be agreed upon application with the relevant officers before they take place.

Charging for pre-application advice would not alter the informal status of the advice given from the situation that currently exists. Pre-application advice is always given on an informal basis, without prejudice to the ultimate decision of the planning or area committees. This arrangement is a known and understood feature of the planning advice service.

3.4 What Service will be charged for

The fee for pre-application advice will cover the cost of the meetings involved (officer attendance and any preparatory work) and the preparation of a written response signed off by the New Neighbourhoods or City Development Managers.

² Approximately 40% of the costs of the Development Control service are covered by fees (2010/11 figures)

The structure of the meeting and key attendees will be agreed in advance with the developer. The Council will minute the meeting and provide a follow-up written response.

The attached template based upon a simple categorisation of issues should form the basis of advice. At the very least the response should include an analysis of: the relevant planning history; site constraints; key policies and how they would be applied; recommended consultations; an indication concerning the principle of the proposal; a summary of the key issues and how these might be addressed through amendments.

For strategic sites, it will often be necessary to accommodate a series of follow-up meetings. This might comprise, for example, six meetings over a three-month period. This allows for an iterative process that better suits the development of strategic proposals.

3.4 What is required of the Local Planning Authority

If an approach for a pre-application meeting is made by a developer the Council will aim to provide the following level of service:

- Confirm the name and contact details of the case officer for the site
- Agree the scope of the meeting and officers required
- Arrange a meeting within 21 days of payment
- Provide a written response within 14 days of the meeting setting out the advice on the development proposals

3.5 What is required of the Developer

Once the pre-application fee has been paid and the meeting date set, the developer will:

- Provide the required plans and supporting information in one hard copy set and electronically at least 5 working days prior to the meeting date.

This will allow officers time to understand the nature of the proposal, undertake any research required, informally discuss its merits and scope the need for any further information or clarification. The provision of this information upfront will allow for a more efficient meeting. It is in the interests of the developer to provide as much information as possible.

3.6 Other Issues

The following table estimates the number of pre-application development proposals that the Local Planning Authority deals with and the time taken to provide the pre-application advice. A suggested hourly rate based upon the likely level of experience of the officer dealing with the pre-application development is provided. These rates include service and corporate on-costs. These costs reflect the City Council input to the pre-application process.

Type of Development	Estimated No. of applications where pre-app sought*	Average time to arrange, convene and respond to one meeting request for pre-app (hours)*	Suggested Rate (per hour)
Strategic Development	10* (40)	14.5-17.5	£50
Major Development	37* (74)	10	£41
Minor Development	256	3 (written only 2)	£31
Householder	87	1 (also could fall within duty officer free service)	£31

*Strategic development sites are likely to involve continued pre-application discussions for periods of between 2 – 6 months involving on average 4 pre-app meetings per site/application.

*Major development sites are likely to involve on average 2 pre-application meetings per site/ application

For the Fringe sites a joint approach is proposed with South Cambridgeshire and alignment/adjustment of costs on joint schemes may be necessary. Officers have had discussions with their counterparts at South Cambridgeshire and this issue may necessitate adjustment to the final fee schedule once consultation has taken place. Likewise the County Council has not yet determined that it will make a charge for the input it makes to pre-application discussions but may opt to do so over the coming months. Officers will work with both councils through the consultation process to ensure that there is clarity over the final proposed charges for service users by the time the scheme comes back to Environment Scrutiny Committee.

The implementation of a charge for pre-application advice is estimated to bring in income of between £20,000 and £40,000 in the first full year. This will support the cost of providing this important area of service.

3.7 Freedom of Information Act Implications

The Freedom of Information Act 2000 requires us to make all documents available if requested. Pre-application advice can only be treated as confidential if there are clearly demonstrable issues of commercial sensitivity or other significant reasons why this information may not be made public. If a planning application is made as a result of pre-application advice, all documentation may be publicly available, as they will form background papers to the application.

4. Implications

Staff

The formalisation of the pre-application advice service will bring in income to support the staffing and overhead costs in providing this important area of service.

Finance

The financial implications are set out within 3.6 above.

Environmental

The environmental implications are set out within the report above.

Community Safety

There are no direct community safety implications.

Equalities and Diversity

There are no direct equality and diversity implications. An EQIA will be undertaken to determine any adverse impacts or mitigation that will be required

5. Background papers

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

Planning Advisory Service guidance on introducing pre-application charges.

6. Appendices

Appendix A – Protocol and Charging Schedule

Appendix B – Level of charges from other authorities

7. Inspection of papers

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

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Author's Phone Number: 01223 - 457103
Author's Email: Patsy.dell@cambridge.gov.uk

Appendix A:

Cambridge City Council: Protocol for Providing Pre-Application Advice and charges

Introduction

We are able to provide you with pre-application advice and information if you are considering carrying out development within Cambridge.

We would encourage you to seek advice before submitting a formal application in order to help speed up the development process and avoid unacceptable proposals.

The provision of such advice is time consuming and costly so we have formalised the procedures for handling this area of work. In most cases we charge a fee for providing advice under the provisions of the Local Government Act 2003. Most of the charges are based on an assessment of the cost in terms of officer time for providing the pre application advice. The charging arrangements will help us to sustain and improve the service provided. They will also ensure that the cost of providing advice does not fall as a general cost to the Council taxpayer.

The benefits of pre-application advice

Pre application advice will provide you with the following benefits:

- A better understanding of how our policies will be applied to your proposal
- An identification of the need for specialist input at an early stage
- Assistance in the preparation of proposals for formal submission, which, if you follow our advice, should be handled more quickly and be more likely to result in a positive outcome
- A reduction in the time that you or your professional advisors spend in working up the proposals
- An indication where proposals are unacceptable, saving the cost of pursuing a formal application.

Proposals requiring a fee

The planning service will still operate a duty officer system based in the Customer Service Centre. A fee would be charged for pre-application advice within the following categories and in accordance with the procedures contained within this note:

Proposed Schedule of charges

Proposed Charging Schedule		
Type of Development	Written Advice	One Meeting with relevant Officer(s) (including written follow-up) incl. VAT at 20%
<p>Strategic Development Proposals</p> <p>-Residential application 100 or more units</p> <p>-Other uses/development 5000+sqm or sites of 2 Ha or more.</p> <p>For large-scale strategic proposals that are likely to involve discussions over a period of several months, involving a large development team approach and a series of meetings and letters, bespoke charges will be agreed upon application</p> <p>50+ detailed application for student rooms</p>	N/A	<p><i>Payable £1050</i></p> <p><i>Payable £870</i></p>
<p>Major Development</p> <p>-Residential 10-99 units or sites 0.5 - 1.99 Ha.</p> <p>-Other uses 1000-4999sqm new floorspace or sites 1 - 1.99 Ha including changes of use.</p> <p>-10-49 detailed application for student rooms</p>	N/A	<i>Payable £500</i>
<p>Minor Development</p> <p>-Residential 1-9 units</p> <p>-Other uses up to 999sqm new floorspace</p> <p>-1-9 detailed application for student rooms</p> <p>-Telecommunications</p>	Payable £80	Payable £120
<p>Householder (alterations and extensions to dwellings and flats (but not permitted development queries)</p>	Payable £40	Payable £40 (Verbal advice is free through the Duty Planning Officer)
Listed Buildings	No charge proposed at present	No charge proposed at present
Permitted Development	Pre-application advice not provided	Pre-app not provided
Disability Discrimination Act related works exempt from fees	No charge	No charge
Advertisements	Pre-app not provided	Pre-app not provided

The pre-application process - how it will operate

1. Discuss the need for pre-application advice with the New Neighbourhoods or City Development Managers. They will confirm the name and contact details of the case officer for the site who will then contact you to agree the scope of the meeting, the officers required and the cost.
- 2: Fill out the formal request form and pay for the meeting. The case officer will then seek to arrange a meeting within 21 days of payment.
- 3: Provide the required plans and supporting information as agreed with the case officer in one hard copy set and electronically at least 5 working days prior to the meeting date (provide link for required list of plans).
- 4: Convene the meeting bringing any professional advisors as necessary. The meeting will have an agreed agenda and will be minuted by council officers.
- 5: A written response setting out the informal advice on the proposed development will be provided within 14 days unless otherwise indicated. The advice will be signed off by the New Neighbourhoods or City Development Manager.
6. Where necessary you should amend the scheme in the light of the comments received and either: proceed to a formal application; or if significant alterations to a scheme are required to make the proposal acceptable, then a further round of correspondence and meetings may be needed prior to a formal submission and a further fee may be required.
7. When you consider that the application is ready for submission, a further discussion with the case officer is advisable in order to ensure that enough information is submitted to validate the application.

Community Involvement in the Planning Process

We encourage community involvement in the planning process at an early stage, often before an application is submitted. This may take the form of a local exhibition, public meeting, circulation of leaflets, or the creation of a well-publicised dedicated website, including a facility to make comments. The case officer can advise you of community groups that are likely to have an interest in the proposal. Their comments should be considered before formalising a proposal and any application which has undertaken pre-application consultation with a community group should set out the details of the consultation process and how the application has responded.

Without prejudice Footnote

Any advice given by the Council in relation to pre-application enquiries will be based on the case officer's professional judgement and will not constitute a formal response or decision of members of the Council with regard to any future planning applications. Any views or opinions expressed, are given without prejudice to the consideration by the Council of any formal planning application, which will be subject to wider consultation and publicity. Although the case officer may indicate the likely outcome of a formal planning application, no guarantees can or will be given about the decision that will be made on any such application.

Appendix B

Comparative charges - other councils Appendix B

Authority	Range of Costs and Service Provided	<i>Maximum Charge including VAT</i>
Barnet	<p>Scales of Major applications: 100+ residential units or 4,000m²+ commercial floorspace =£5,000</p> <p>25+ residential units or 2,000m²+ commercial floorspace =£4,000</p> <p>10-24 residential units or 1,000-2,000m² commercial floorspace =£1,875</p> <p>Minor: 2-9 residential units or 100 -999m² commercial floorspace =£750</p> <p>Small scale –various charges ranging from £100-£250</p> <p>Specialist advice e.g. highways, conservation, urban design =£160 per hour</p> <p>Service level: One meeting and written advice + with officers other than the planning officer: per hr: £100 Officer & Principal, £130 Team Leader, £160 Section Head/Director.</p>	£5,000
Westminster	<p>One meeting and written advice Further charges by agreement for a defined series of meetings (charge for officer time at cost)</p> <p>Scales of Major applications: 100+ residential units or 1,000 – 9,999m² commercial floorspace =£3,120 (initial scoping only/other charges by agreement)</p> <p>10-99 residential units or 10,000m²+</p>	£3,120

Authority	Range of Costs and Service Provided	<i>Maximum Charge including VAT</i>
	<p>commercial floorspace =£3,120 Minor: 5-9 residential units or 500-999m2 commercial floorspace =£1,800</p> <p>Other minor: Various types of proposals -£420</p> <p>Householder –written advice= £120</p>	
Merton	<p>Scales of Major applications: 50 residential units or 2,000m2 + commercial floorspace/Environmental Impact Assessment developments =£3,000</p> <p>10-49 residential units or 1,000 – 1,999m2 commercial floorspace =£1,500</p> <p>Minor: 1-9 residential units or 100-999m2 commercial floorspace =£900</p> <p>Householder =£90</p> <p>Bespoke charges are applied for complex listed building consent proposals. One meeting and written advice Basic charge per hr: £100 Officer, £170 Team Leader/Manager, £250 HOS</p>	£3,000
Hart	<p>Householder =£40</p> <p>Other –up to 50 residential units or 3,550m2 commercial floorspace = 25% of planning fee</p> <p>Over 50 residential units etc -by agreement based upon officer time</p> <p>A range of charges are applicable for listed building advice, depending on complexity.</p>	£1,200 estimated

Authority	Range of Costs and Service Provided	<i>Maximum Charge including VAT</i>
	£100 Officer, £120 Principal, £150 DCM, £200 HOS (total process time)	
Derby	<p>Scales of Major applications: 200+residential units =£1,200</p> <p>10-999 residential units or 1,000m2+ commercial floorspace = £1,200</p> <p>Minor: £600</p> <p>No charges for householders</p> <p>One meeting and written response</p>	£1,200
Mid Sussex	<p>Scales of Major applications: 150+residential units or 5,000m2+ commercial floorspace =£512.50</p> <p>10 + residential units or 1,000m2 commercial floorspace =£307.50</p> <p>Minor: £205</p> <p>Other including some listed building advice etc =£153.73</p> <p>Householder =£50 if site visit required</p> <p>Meeting and written advice</p>	£512.50
Lewes	<p>Meeting and written advice</p> <p>Subsequent advice charged at hourly rates £30 Officer, £40 Principal, £50 Team Leader, £60 HOS + VAT</p>	£705
S Cambridgeshire	<p>Scales of Major applications: 100 residential units+ or other 5,000m2+ floorspace or 2 hectares+ =£720</p> <p>10 or more residential units/0.5</p>	£720

Authority	Range of Costs and Service Provided	<i>Maximum Charge including VAT</i>
	<p>hectares or 1,000m² other floorspace =£720</p> <p>Minor: £360</p> <p>No charges for householders. Meeting and written advice (Lower rates apply for written advice only)</p> <p>Follow up meetings by negotiation</p>	
Oxford	<p>Scales of Major applications: 25+ residential units or 2,000m²+ commercial floorspace = £864</p> <p>6-25 residential units or 500-2,000m² commercial floorspace or 10-50 student units = £648</p> <p>Less than 6 residential units or 500m² commercial floorspace =£432</p> <p>Other bespoke charges for protracted negotiations</p> <p>Specialist officers =£50 +VAT</p> <p>No charges for householders</p> <p>Extra charges are applied for site visits</p> <p>There are separate charging scales for written advice and advice given through meetings</p>	£864
St Edmundsbury	Meetings and written response – residential: £150 -£1000 depending on scale, commercial £150 - £1000	£1000
Cambridge (as proposed)	Scales of Major applications: 100 or more residential units or other 5,000m ² + floorspace/sites 2 hectares	£1050

Authority	Range of Costs and Service Provided	<i>Maximum Charge including VAT</i>
	<p>or more = £1050</p> <p>Long-term /protracted strategic proposals by agreement</p> <p>50+ student units = £870</p> <p>10-99 residential units or 1-1.99 hectares or other 1,000-4,999m2 floorspace =£500</p> <p>10-49 student units = £500</p> <p>Minor: £120 (£80 written advice only)</p> <p>Householder =£40</p>	

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To: Executive Councillor for Planning and Sustainable Transport
Report by: Head of Planning Services
Relevant scrutiny committee: Environment Scrutiny Committee 21 June 2011
Wards affected: All

PROPOSALS FOR THE INTRODUCTION OF A NEW SCHEME OF CHARGES FOR STREET NAMING & NUMBERING SERVICE

Not a Key Decision

FINAL REPORT

1. Executive summary

Cambridge City Council has a statutory responsibility for the street naming of numbering of streets within its administrative area. This report seeks to implement a written policy for the street naming & numbering service, which will include the introduction of a scheme of charges for the discretionary part of the service. It will also assist in providing a co-ordinated approach for developers and residents within the major growth areas by seeking to harmonise policy where developments cross district boundaries.

2. Recommendations

The Executive Councillor is recommended to approve the adoption of the Street Naming and Numbering Policy, which includes a new scheme of charges for the discretionary part of the service.

3. Background

3.1 Considerations

- 3.1.1 Cambridge City Council (CCC) has the statutory responsibility to name streets and number properties within Cambridge City. The Construction Monitoring Officer in Building Control currently undertakes this function.
- 3.1.2 Street names, signs and correct property identification are not only vital for Cambridge City Council services but also provide vital information for external organisations including Royal Mail and the emergency services.
- 3.1.3 An increasing number of Local Authorities have introduced a scheme of charges to recover costs in relation to discretionary services. South Cambridgeshire District Council has recently implemented an Address Management Policy that includes a scheme of charges. In the context of joint delivery to the major growth areas it seems an opportune moment to review and develop a policy & charging

scheme for Street Naming & Numbering within Cambridge City. The Policy will outline joint arrangements with neighbouring authorities to ensure a consistent approach to developers & residents.

3.2 Legislation

3.2.1 The legislative position for street naming and numbering is complex, and various statutory provisions can apply.

3.2.2 The relevant statutory provisions with regards to street naming are:

- a) Section 64 of the Town Improvement Clauses Act 1847 (incorporated into section 160 of the Public Health Act 1875). This allows the Council to name streets (i.e. set names for new streets), mark the street name (street nameplate provision) and control interference with such markings.
- b) Section 21 of Public Health Acts Amendment Act 1907. This provides for the alteration of street name with consent of two-thirds of the ratepayers/council taxpayers living in the street. It also gives power to mark the altered street name and control interference with such markings.
- c) Section 17-19 Public Health Act 1925. This legislation covers:
 - (1) New names of streets – notices served by the developer and requiring the approval of the Council or (by appeal) the Magistrates' Court (Section 17)
 - (2) Alteration of names of streets, and assignment of names of un-named streets – notice by Council, and consideration of any objections by Magistrates' Court (Section 18)
 - (3) Making of street names and control of interference (Section 19)

3.2.3 If section 18 of the Public Health Act is adopted, then section 21 of the Public Health Acts Amendment Act 1907 automatically ceases to apply (and vice versa). Similarly, if section 19 of the 1925 Act is adopted, the street naming provisions in the Town Improvement Clauses Act 1847 will cease to apply and vice versa.

3.3 CCC has previously resolved to apply:

Section 17 (naming of streets) and section 18 (alteration of street name) of the Public Health Act 1925; and

Section 64 (building to be numbered) and Section 65 (numbers to be reviewed by occupiers) of the Town Improvement Clauses Act 1847.

Until such time as they resolve to not approve them the Authority cannot use the provisions of Section 21 of the Public Health Acts Amendment Act 1907, section 19 of the Public Health Act 1925 or the Town Improvement Clauses Act 1847 as relates to the naming of streets.

The Head of Legal Services is requested to confirm the above opinion and record within relevant Committee Minutes

3.4 Charging Provisions

- 3.4.1 The Local Government Act 2003 brought about new devolved powers for Local Authorities; these included giving Council's powers to trade and charge for non-statutory (i.e. discretionary) services if they are Best Value Authorities (Section 93 of Local Government Act 2003).
- 3.4.2 There must be a power to provide the service, the person receiving the service must agree to its provision, and the charges must not exceed the cost of providing the service.
- 3.4.3 The Council cannot therefore charge for Street Naming Services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with section 93 of the 2003 Act.

3.5 Other Issues

- 3.5.1 The Street Naming & Numbering Service is currently provided free of charge. The majority of work undertaken by the relevant officer relates to new properties being constructed by developers. This means that local residents are currently funding the service, which benefits developers and new occupants. It is therefore proposed that a scheme of charges is introduced for non-statutory functions and discretionary services. If adopted an annual income of between £2,000 - £3,000 is expected. The fees should be regularly reviewed, as should the scope of the fees charged.
- 3.5.2 When charging for discretionary services the Council has a duty to charge no more than the reasonable costs it incurs in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help improve the overall service to the community and not make a profit.
- 3.5.3 The Construction Monitoring Officer has developed a draft policy. The Policy will formalise and document the established Street Naming and Numbering Procedure for Cambridge City Council. The Policy sets out a scheme of charges, as detailed below:

<i>Item</i>	<i>Charge</i> (Not subject to VAT)
Property Name Additions/Amendments /Removals	£30.00
Numbering of New Properties	
1 Property	£50
2-5 Properties	£75
6-10 Properties	£100
11-25 Properties	£175
26-50 Properties	£250
51-100 Properties	£400
101 + Properties	£500 plus £10 per plot over 101 properties

Confirmation of address to solicitor/Conveyances/occupier/owner	£25
Renumbering of scheme following development plan	£100 + £10 per property
Address issued and/or confirmed when replacement property built	£50 per property
Street Re-Naming following request	Price on Application

4. Implications :-

- (a) Financial** Positive financial implications as revenue will provide cost recovery of discretionary service & help fund Construction Monitoring Post.
- (b) Staffing** No staffing related implication. However revenue will assist in funding Construction Monitoring post.
- (c) Equalities and Diversity** There are no direct equality and diversity implications
- (d) Environmental** Charges will not be welcomed by those affected however the fees are modest and not for profit making the risk of alienating residents or businesses small. Similar charges have now been implemented by a number of Local Authorities across the country.
- (e) Community Safety** There are no direct community safety implications.

5. Background papers

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

Draft Street Naming & Numbering Policy, which provides operating procedures and scheme of charges.

6. Appendices

Appendix A – Draft Street Naming & Numbering Policy and Charging Schedule
(May 2011)

7. Inspection of papers

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

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Appendix A:

Street Naming and Numbering Policy

1. Introduction

- 1.1 Cambridge City Council (CCC) is the Local Authority responsible for the administration of the street naming and numbering process (SNN), to ensure that all properties in the city are officially addressed. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties.
- 1.2 New street names supplied will need to be accepted by the Local Authority and will be subject to a consultation process with the appropriate Ward Councillors, Emergency Services and Royal Mail primarily to avoid duplication or confusion arising from use of similar names in close proximity but also fitting with the Naming Conventions found in Item 6.3.
- 1.3 New addresses and amendments to existing addresses are registered by Royal Mail when notified by the Local Authority as the responsible body. Royal Mail allocates postcodes and allocation is made in conjunction with the official addresses initiated by the Local Authority.

2. Purpose of Policy

- 2.1 This policy provides a framework for CCC to operate its SNN function effectively and efficiently for the benefit of Cambridge City residents, businesses and visitors. It will also act as a guide for developers when considering new names for streets and give assistance to Ward Councillors.
- 2.2 The Policy defines:-
 - (i) Legal framework for operation of the Street Naming and Numbering service.
 - (ii) Protocols for determining official street names and numbers.

3. Legal Framework

- 3.1 The Legislation under which naming and numbering can be carried out is:
 - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
 - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names)
 - Town Improvement Clauses Act 1847 (street naming and numbering provisions)
 - Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering)
- 3.2 Adoption of Section 18 of the Public Health Act 1925 causes Section 21 of the Public Health Acts Amenity Act 1907 automatically to cease to apply. Adoption of section 19 of the 1925 Act however causes the street naming provisions in the Town Improvement Clauses Act 1847 to cease to apply.
- 3.3 CCC has previously resolved to apply Sections 17 (naming

of streets) and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847 and until such time as they resolve to not approve them the Authority cannot use the provisions of Section 21 of the Public Health Acts Amendment Act 1907, Section 19 of The Public Health Act 1925 or the Town Improvement Clauses Act 1847 as relates to the naming of streets.

Relevant extracts are shown in Appendix A.

4. Street Naming and Numbering Charges

- 4.1 The Power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service.
- 4.2 Therefore the Council cannot charge for street naming services (Section 17 Public Health Act 1925 since the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which are a discretionary service) by virtue of Section 64 and 65 of the 1847 Act coupled with Section 93 of the 2003 Act.
- 4.3 For Street Naming and Numbering these charges cover:
- Consultation and liaising with other external organizations such as Royal Mail, and Emergency Services (as a non statutory element of naming of streets).
 - The Naming and Numbering of new properties (including conversions).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Notifications to those organizations listed in Appendix B
 - Confirmation of addresses previously issued.
 - Challenges to existing official names, numbers or addresses held within the street naming and numbering records.
- 4.4 These charges are to be paid prior to any changes of address being made to a property. Changes made without contacting CCC will be not be officially recognised and will not be registered with services and organizations listed in Appendix B.
- 4.5 The Scale of Charges for Street Naming and Numbering can be found in Appendix C.
- 4.6 Fees and charges applicable for the street naming and numbering service/s will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

5. The National Land and Property Gazetteer (NLPG)

- 5.1 The NLPG is the de facto addressing solution for local authorities and increasingly so for its partners. Local Government has invested heavily in creating the NLPG and is committed to using the NLPG for all of its addressing requirements and services.
- 5.2 The NLPG is the definitive address list that provides unique identification of properties and conforms to the British Standard, BS7666:2006. The NLPG covers the whole of England and Wales and contains more than 30 million residential, business and non-mailing addresses and is now marketed commercially.
- 5.3 The NLPG is a comprehensive and continually updated database, created by those with local knowledge in each local authority, the body with legal responsibility for street naming and numbering of property. As local authorities are the originators of addressing information an address dataset, developed and maintained at source by users of the data, will inevitably have the highest level of currency and completeness.
- 5.4 The Council is committed to this initiative through its own Local Land and Property Gazetteer (LLPG) which, together with the other local authorities in England and Wales, makes up the NLPG. Street naming and numbering is the single most important source of address change intelligence for the Council's LLPG and therefore NLPG.

6 Operational Guidance

6.1 Street Naming Legislation

- 6.1.1 A person who creates a new street has the right to propose a name for that street (Section 17 of the Public Health Act 1925). They are required to give notice to the Local Authority of the proposed name and the Local Authority has one month in which to object. In order to comply with current legislation, an acknowledgement and holding objection letter will be issued to the person(s) proposing any new street name(s) prior to the consultation process-taking place.
- 6.1.2 Until the expiration of one month or where the Local Authority has objected to the proposed name, it is not lawful for the proposed name to be used and any person contravening this provision will be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines within Section 37 Criminal Justice Act 1982 and will also incur a daily penalty not exceeding £1.
- 6.1.3 If the Local Authority objects to the proposed street name, it must send written notice of objection within one calendar month. The developer may appeal to the Magistrate Court within 21 days after the service of the notice of objection.

6.2 Street Naming Procedural Guidance

- 6.2.1 Official naming and numbering, or alterations to current official addresses, will not be issued until such time as the appropriate Building Regulation application has been deposited and works have commenced.
- 6.2.2 On a regular basis, a review of Building Regulation applications will be undertaken. Any application with new properties (both residential and commercial) will be identified and layout plans will be studied / requested to establish whether any new street is created. These will require naming and numbering should the development proceed.
- 6.2.3 For any development identified, the developer will be contacted, requesting suggested street names be submitted along with the appropriate fee. The Local Authority will inform the developer of the number of new street names required, this will include the request for a number of additional alternative names should any objection be raised to a proposed name.
- 6.2.4 The proposed street name(s) will be sought from the developer, but should the developer not put forward any suggestions, the Local Authority in conjunction with Ward Councillors will seek suitable name(s). Any such name(s) will be forwarded to the developer for their comments.
- 6.2.5 If neither the developer of the new street/s nor the Ward Councillors can suggest name(s) then the Local Authority will allocate a name for the street(s).
- 6.2.6 When suggested names are received from the developer, a check of the suggestion(s) will be undertaken to ensure the name(s) are within the guidelines of the naming conventions.
- 6.2.7 If suggestion(s) are found to fall outside of the Naming Conventions set out in Item 6.3, then a written objection will be sent to the developer, informing of the reasons, together with a request for a further suggestion(s).
- 6.2.8 If the suggestion is found to be within the naming conventions, the proposed name(s) will be forwarded for consultation to Ward Councillors, Emergency Services and Royal Mail. As any objection has to be made by the Local Authority within one calendar month of receipt, a set time of 7 days will be given for the consultation period and the Local Authority must receive any objection within this time period.
- 6.2.9 If an objection is received from a consultee and found to be valid, a written objection will be sent to the developer, informing them of the reasons along with a request for further suggestion(s).
- 6.2.10 If no valid objections, or reply are received from the consultees within the consultation period, approval is sought from the Executive Councillor for Planning and Sustainable Transport to adopt the proposed name. Formal notification will then be sent to the developer.
- 6.2.11 Numbering of the new streets will be carried out as per the Numbering of Properties Conventions as Item 6.6. All properties on newly named streets will be allocated numbers.

6.2.12 All costs for the supply and erection of nameplates for new streets will be borne by the developer. A detailed plan clearly showing the proposed street(s) should be forwarded to the Local Authority. Consultation may be carried out with Streetscene with regards to the suitability of the proposed street name plate locations. A signage specification and contact details of a supplier can be provided to the developer.

For any newly adopted street(s) the maintenance of the nameplate(s) will become the responsibility of the Local Authority. (see section 8)

6.2.13 If a scheme is to be developed in phases, the naming and numbering scheme will be issued for only the released phases.

6.2.14 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix B.

6.3 Naming Conventions

6.3.1 Wherever practicable a new street(s) with 5 or less properties and where the new street cannot be further extended, will be numbered as part of the primary road in which they are accessed. Experience has shown that roads with few houses are not well known and become difficult to locate.

6.3.2 Where a new road is an extension of an existing road, it will not be allocated a new street name and the properties will be numbered into the existing road.

6.3.3 Where a development includes a number of new roads, a theme for these roads will be requested. The developer may put forward any suggestion for the theme to the Local Authority to be considered. Once a theme has been agreed between the Local Authority and Ward Councillors the developer will be requested to provide suggested name(s) within this theme.

6.3.4 Developers are encouraged to preserve any historic link to the land which they are developing, eg field names the land may be previously known as, or previous property names located on site such as farm names or any other associated historic link.

6.3.5 Where no historic link to the land can be established for the use of a street name, the developer will be encouraged to have a historic link to the locality.

6.3.6 The use of a name, which relates to that of a living person(s), will not be adopted.

6.3.7 The name of a street should not promote an active organization.

6.3.8 Street names should not be difficult to pronounce or awkward to spell. Names that are likely to cause offence will not be used. Names that could encourage defacing of nameplates will be avoided.

6.3.9 New street names will not be acceptable where they duplicate or are similar to an existing name already in use within the City. A variation in the suffix word, for example "Road", "Street" or "Close", will not be accepted

as sufficient reason to duplicate a name. A common request is to repeat existing names in a new road (for example a request for “St Pauls Close” off an existing “St Pauls Road”). This is not allowed as it can have a detrimental effect in an emergency situation. This is in line with Government guidance found in circular 3/93.

6.3.10 Street name suffixes are not always essential, but if used must be descriptive of the road e.g. “Road”, “Street” or “Drive” to indicate a thoroughfare and “Court” or “Close” to indicate a cul-de-sac.

6.3.11 The following is a list of possible suffixes, it is not exhaustive and sometimes other description words are more appropriate:
Avenue, Chase, Circle, Close, Court, Crescent, Croft, Drive, Drove, End, Field(s), Garden(s), Green, Grove, Hill, Lands, Lane, Lawns, Mews, Paddock, Parade, Park, Path, Place, Ridge, Rise, Road, Row, Square, Street, Terrace, Vale, Valley, View, Villas, Walk, Way.

6.3.12 Where an existing road is dissected by the construction of a new road, we may choose to rename either or both parts of the existing road, however consultation with the appropriate Ward Councillors will be under taken.

6.3.13 No punctuation in the use of street names will be used for example “St. Paul’s Court” will appear in all street naming documentation and street nameplates as “St Pauls Court”. This is in line with Government guidance found in circular 3/93.

6.3.14 We reserve the right to object to any suggested name deemed to be inappropriate.

6.4 Property Numbering Legislation

6.4.1 Section 64 and 65 of the Town Improvement Clauses Act 1847 gives the Local Authority the ability to number the properties and ensure that occupiers of dwellings and other buildings in the street mark the buildings with such numbers as approved.

6.4.2 In addition, where an occupier fails to display the appropriate number within one week from receiving notice from the Local Authority, they may be liable to a penalty not exceeding Level 1 (currently set at £200) on the standard scale of fines Section 37 Criminal Justice Act 1982.
The Local Authority may also choose to mark the properties with number(s) as per the official numbering scheme and reclaim the costs from the occupier.

6.5 Numbering Procedural Guidance

6.5.1 Official naming and numbering, or alterations to current official addresses will not be issued until such time as the appropriate Building Regulation application has been deposited.
The numbering or renumbering of properties will be carried out in a similar way to that outlined in street naming (6.21 & 6.22)

6.5.2 The appropriate fee for numbering of properties will need to be received by the Local Authority before any numbering scheme is issued.

6.5.3 Where a naming and/or numbering scheme is issued, the Local Authority will inform those bodies listed on Appendix B

6.6 Numbering Conventions

6.6.1 A new through road will be numbered with odd numbers on the left hand side and even numbers on the right hand side, working from the centre of the city.

6.6.2 A cul-de-sac will be numbered consecutively with number 1 on the left working in a clockwise direction, unless the cul-de-sac can be extended in the future, in which numbering will be as 6.6.1

6.6.3 Additional new properties in existing streets that are currently numbered will always be allocated a property number.

6.6.4 Private garages and similar buildings used for housing cars and similar will not be numbered.

6.6.5 A proper numbering sequence shall be maintained. Usually, in the interest of equality and diversity no numbers will be omitted from the numbering sequence. Once numbered, the Local Authority will not normally re-number properties. The Local Authority will only renumber a property where it can be shown that there are consistent delivery problems or issues with emergency services.

6.6.6 Buildings (including those on corner sites) are usually numbered according to the street in which the main entrance is to be found. The manipulation of numbering in order to secure a “prestige” address, or to avoid an address which is thought to have undesired associations, will not be sanctioned.

6.6.7 If a multiple occupancy building (i.e. flats) has entrances in more than one street, each entrance may be numbered into the appropriate road.

6.6.8 We will use numbers followed by letter suffixes where there are no alternatives and to avoid the renumbering of other properties in the existing street. For example, these will be used where infill properties are built and insufficient numbers are available. Wherever possible infill properties requiring a suffix will be given the property number before the infill to maintain a proper numbering sequence.

6.6.9 Where a property has a number, it must be used and displayed. Where a name is given to a property together with its official number, the number must always be included. The name cannot be regarded as an alternative to the number.

6.6.10 All property numbers should be visible from the highway. This may mean numbers being displayed on posts, gates or fences (and not necessarily the door of the property) to aid easy identification of the property, particularly in the event of an emergency.

6.6.11 If an open space or undeveloped area exists along a length of road, it is usual to leave spare numbering capacity.

6.6.12 No two buildings in one street may have the same number.

- 6.6.13 Where two or more properties are combined to form one single property, the property will usually be numbered using one of the existing numbers. This will normally be based on the location of the main entrance.
- 6.6.14 Flats will be numbered with their own separate number into the street where possible.
- 6.6.15 Annexes to buildings e.g. granny flats or ancillary accommodation, will be given the prefix "The Annexe". The rest of the address will be the same as the parent property e.g. The Annexe, 1 High Street.
- 6.6.16 Moored Houseboats will form part of the Council's LLPG, which in turn forms part of the National Land and Property Gazetteer. The Local Authority will only allocate an official address and inform Royal Mail where we have an operational requirement to do so or we believe the property is being used for permanent residency in the District and therefore subject to Council Tax. This will assist any emergency response and create a unique record for each property for future use. Such addresses will have to meet Royal Mails requirements for secure delivery points.
- 6.6.17 For any dwelling accessed internally through a commercial premises, the accommodation will be given a prefix to match the accommodation type i.e. The Flat. The rest of the address will be the same as the parent property, e.g. where a flat above a public house and is only accessed internally, its address will be The Flat, Name of Public House, Street Number and Name.

6.7 Renaming and Renumbering of Streets and Buildings

- 6.7.1 Renaming of a street and renumbering of buildings is very time-consuming process and may cause costs or disruption to individual occupiers and owners and wherever possible will be avoided. Hence, it is usually only done as a last resort i.e. renaming of a street is normally only considered if consistent problems occur for the Emergency Services and the renumbering of properties is only considered when infill etc. is so great, that numbers to the new properties cannot be allocated. The existing street may then be subject to a renumbering scheme.
- 6.7.2 Where an order for renaming of an existing street is made, the Local Authority will display notices at each end of the street or part of the street affected under Section 18 of The Public Health Act 1925 and they must remain in place for at least 1 month before an order changing the name can be made. Any person aggrieved by the intended order may within 21 days after the posting of the notice appeal to the Magistrates Court. If an appeal is made to the Magistrates Court the Local Authority must wait until that appeal is heard.
- 6.7.3 Where a request is received from residents/owners of properties for renaming of a street, the proposed change must have the backing of two thirds of residents/owners affected on the street and a signed letter from each to support this. Reasons for the renaming must also be supplied and the relevant fee paid.

- 6.7.4 Where any order for renaming of a street is made, the Ward Councillors will be consulted.
- 6.7.5 Where an order for renaming of a street is made the proposed name must follow the naming procedures and must also fall within the naming conventions.
- 6.7.6 Where renumbering and/or renaming is involved, as much warning as is practicably possible will be given by the council to residents. The notice to occupiers will give a specific date on which the new naming or new numbering comes into effect, which will be at least 4 weeks from the date of the notice
- 6.7.7 Where a re-naming and/or re-numbering scheme is issued, the Local Authority will inform those bodies listed in Appendix B.

6.8 Property Naming

- 6.8.1 The owner (not tenant) of a property may request the addition, amendment or removal of a name for their property. An application form should be completed and returned to the Local Authority along with the appropriate fee.
- 6.8.2 The Local Authority will not formally add, amend or remove a property name where the property is in the process of being purchased. Following the exchange of contracts the Local Authority may give guidance as to the suitability of any proposed new name.
- 6.8.3 A check will be made by the Local Authority to ensure that there is no other property in the locality with the registered or similar registered name. Under no circumstance will a replicated name in the locality be allowed.
- 6.8.4 Under no circumstances will a name that is offensive, or that can be construed as offensive, be allowed.
- 6.8.5 If a proposed property name is refused, then the owner will have the option to provide further suggestions or retain the current address.
- 6.8.6 Where a property has a number, it is not possible to replace the number with a name. The name cannot be regarded as an alternative.
- 6.8.7 Where an amendment to a property name is carried out, the Local Authority will inform those bodies listed in Appendix B

7 Street Naming and Numbering in the Absence of Payment of Fees

- 7.1 The Council will remind developers of new properties of the need for an official address and the process to follow. Preparation of new addresses will not commence until the appropriate fee has been paid.
If payment of fees is not received within 28 days of a completion date, the Local Authority may allocate official addresses for emergency services purposes with no further consultation. If the developer or owner requests amendment to the allocated naming or numbering at a later date, the standard street naming and numbering processes and the current fees and charges will apply.
- 7.2 In this case internal notifications will be made for Authority business purposes only but no external notifications will be made or Postcodes allocated to the properties.
- 7.3 If payment of fees is not received in relation to adding, amending or removing an existing property, the name will remain unchanged and no internal or external notifications made.

8 Street Nameplates

- 8.1 The Local Authority is responsible for the replacement and repair of street nameplates in its own administrative area. Nameplates will be erected and replaced whenever required, taking into account both financial restraints and requirement.
- 8.2 Where a street is approached from one direction only, one nameplate will be erected and this will face the direction of approaching vehicular traffic. Where a road can be approached from both directions, nameplates on either side of the junction will be erected. Nameplate(s) will also be erected at any junction or entrance onto the street.
- 8.3 The nameplates erected within the City of Cambridge will be as per the nameplate specification. (see Appendix D)
- 8.4 Requests for "No through road" symbols to be added to street nameplates will only be considered when erecting new nameplates. If the need for a no through road symbol arises and the street nameplate is not in need of replacement, then the request should be forwarded to the Highways Division of Cambridgeshire County Council.

9 Postcodes

- 9.1 An important element of addressing is the Postcode. The Postcode allocation is the responsibility of Royal Mail and identifies a number of postal delivery points and the postal town as defined by Royal Mail. The Local Authority is not responsible for allocating these codes.

Royal Mail will allocate a postcode on receipt of the official naming and numbering scheme from the Local Authority but the postcode will be withheld in the Royal Mail not yet built file. (NYB) The information remains in this file until either the developer, or owner notifies Royal Mail, that the property is occupied.

- 9.2 Royal Mail does not publish on its website addresses that are not completed and/or occupied. This means that in certain cases addresses that have been officially allocated and issued by the Local Authority may not, for a while, be visible to anyone using the Royal Mail website to validate an address. This may also mean that other organisations using the Royal Mail address database postcode address file (PAF) will also not be able to validate addresses.
- 9.3 The Local Authority is not liable or responsible for third parties updating their databases with address information.
- 9.4 Developers, owners and tenants should be aware that their property may not have the same postcode as the surrounding or existing properties.

10 Claims for compensation

- 10.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties, renaming/renumbering of properties.
- 10.2 The property developer must not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

11 Performance Monitoring

- 11.1 The street naming and numbering officer will either send written adoption or objection of the proposed street name(s) to the proposer within one calendar month of receiving the proposed street name(s).
- 11.2 All requests for property name changes will be dealt within one calendar month. However, to provide the best service to our customers, we will aim to turn requests around within 10 working days.
- 11.3 We promise to notify the Local Authority's LLPG and inform the bodies listed on the distribution list (Appendix B) within 5 days of a naming and/or numbering scheme being issued.
- 11.4 We aim to respond to all Street Naming and numbering enquiries within 7 working days.

12 Policy Review

- 12.1 This policy will be reviewed annually or sooner if a major change in the process is required through the introduction of new legislation for example. Charges will be reviewed on an annual basis during the Council's budget setting process and publicised through the Council's normal communication channels including the website.

13 Cross Boundary Development Sites - Joint Arrangements With Neighbouring Authorities

- 13.1 In circumstances where development sites have been identified on the boundary between Cambridge City Council and South Cambridgeshire District Council it will be necessary to work with the neighbouring Local Authority in order to achieve logical street naming and numbering schemes.

The following paragraphs set out the joint working arrangements agreed between Cambridge City Council and South Cambridgeshire District Council for those developments sites, which lie, on the boundary between the two Council areas.

Any site which crosses the city / district boundaries is to be discussed at an early stage by both street naming and numbering officers. A list of street names for each single development site will be then compiled from suggestions made by local Resident's Associations or Parish Council's. The combined list will then be forwarded to Royal Mail and Cambridgeshire Fire and Rescue Service for consultation. A final list of suitable names will then be compiled and issued to ward councillors for approval.

In the event that a list of street names cannot be agreed following the consultation process, the final decision will rest with chairperson of the Joint Development Control Committee (JDCC) Cambridge Fringes.

Once a list has been determined this will be used to assign names to new streets within the development area. This will be carried out by both street naming and numbering officers consulting with each other.

With the exception of the specific arrangements for agreeing street names as above Cambridge City Council will generally continue to be the sole responsible Authority for carrying out all the tasks in relation to street naming and numbering within their boundary.

In respect of naming streets after people within the city boundary the use of the full name will be considered. This may not apply to streets within the areas administered by neighbouring authorities.

A numbering schedule and numbering certificate will be issued for properties addressed by the city within the joint development working area administered by South Cambridgeshire District Council.

Street naming and numbering charges for a joint development site will be agreed between Local Authorities and the developer and based on the charges in place for each Local Authority at the time. Proportions of the development plots in each area and a supplementary share of the charges for the lead authority may apply where this is agreed.

14 Contact Details

Street Naming and Numbering
Cambridge City Council
PO Box 700
Cambridge
CB1 OJH

Tel: 01223 457121

Fax: 01223 457129

Email: nick.milne@cambridge.gov.uk

Section 64: Town Improvement Clauses Act 1847
Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

Section 65: Town Improvement Clauses Act 1847
Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

Section 17: Public Health Act 1925
Notice to urban Local Authority before street is named

“1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
3) It shall not be lawful to be set up in any street an inscription of the name thereof – a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].
4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

Section 18: Public Health Act 1925

Alteration of name of street

- 1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

The Local Government Act 2003

Brought about new devolved powers for Local Authorities, these included giving Councils new powers to trade and charge for non-statutory services if they are Best Value Authorities (Section 93 of the Act) Authorities, if charging for discretionary services, have a duty to charge no more than the costs they incur in providing the service. The aim is to encourage improvements to existing services and develop new ones that will help to improve the overall service they provide to the community, not to make a profit.

APPENDIX B:

Distribution List for Street Naming and Numbering Information

Internal

Development Services
Electoral Services
Land Charges
Local Land and Property Gazetteer Custodian (LLPG)
Council Tax

External

Cambs Fire & Rescue
Ambulance Service
Cambs Police
County Council Highways
Cambridge Water
Valuation Office
British Telecom
Ordnance Survey
Land Registry
British Gas Transco
Royal Mail Cambridge
TXU Energy

Cambridge City Council

Street Naming & Numbering Charges

From 1st August 2011

Street Naming and Numbering Charges from 1st August 2011.

The naming and numbering of streets and buildings within Cambridge City is the responsibility of Cambridge City Council. The Council is the only organisation with the authority to name and number new or to amend existing streets and properties within the city.

The purpose of street naming and numbering is to ensure that any new or amended street, building name and /or property numbers are allocated in a logical and consistent manner. The address of a property is becoming a very important issue. Organisations such as the Royal Mail, Emergency Services, delivery companies as well as the general public need an efficient and accurate means of locating and referencing properties. The Royal Mail will **not** allocate a postcode until they receive official notification of new or amended addresses from the Council.

From 1st August 2011, Cambridge City Council will charge for the provision of Street Naming and Numbering.

There are 6 types of charges that apply for the Street Naming and Numbering services;

- Addition/Amendment/Removal of property names (both for residential and commercial properties)
- New development on existing street (numbering of properties only required);
- New development to include (street naming consultation and numbering of new properties);
- Renumbering of scheme following developers replan of site layout (after the notification of numbering issued);
- Confirmation of official address allocated by Cambridge City Council
- Challenge/request/revision to existing street naming and numbering schemes.

Street Naming & Numbering Charges	
Activity	Fee
Property Name Additions/Amendments /Removals	£30.00
Numbering of New Properties	
1 Property	£50.00
2 – 5 Properties	£75.00
6 – 10 Properties	£100.00
11 – 25 Properties	£175.00
26 – 50 Properties	£250.00
51 – 100 Properties	£400.00
101+ Properties 101 properties .	£500.00 plus £10 per plot over 101 properties .
Division of Properties, same as numbering of new properties (and based on number of properties created including the original) See numbering of new properties.	
Confirmation of address to solicitors/conveyance's/occupiers or owners	£25.00
Renumbering of scheme following development re-plan (after notification of numbering scheme issued)	£100.00 plus £10.00 per plot
Street renaming following request, (price on application)	
Issue of address following demolition and reconstruction. £50.00 if address differs from that initially allocated.	

These charges are not subject to VAT.

Appendix D

Street Nameplate Specification

The x height for the script used on all street nameplates shall be 100mm, all plates shall be white, and all letters shall be black and all in capitals. The script used shall be KINDERSLEY.

Street nameplates shall comprise standard traffic sign made of recycled materials with grey backing and VIP Diamond Grade retro-reflective white facing. Two Signfix bracing / mounting channels shall be affixed to the rear of free-standing plates and the plates are to be attached to the posts by Signfix square-headed bolts to fit the mounting channels.

Freestanding street nameplates shall be mounted upon two hollow square galvanised posts, 50mm square made of 3mm thick mild steel. Posts shall be washed, primed, dual undercoated and two applied topcoats of gloss black paint, and capped with a black plastic cap on each post.

The posts shall have a minimum length of 1.5 metres. The height of the post above ground shall be 1 metre. The foundation of the post shall consist of a minimum 0.1 cubic metres of C25 concrete having a minimum dimension of 100mm in any plane or direction.

Street name plates mounted on walls or buildings or similar shall not have Signfix channel attached and are to be fixed using six stainless steel screws with a minimum length of 25mm. Mounting of street name plates on walls or buildings is to be only undertaken with the written permission of the property owner, a copy of which is to be submitted to Cambridge City Council.

Suggested Street Name Plate Suppliers

Filcris The Old Fire Station Broadway Bourn Cambridge CB23 7TE	G&G Signs 15 Foxholes Rd Golf Course Lane Leicester LE3 1TH	Bribex (Bristol) Ltd The Croft Yates Rocks Bristol BS17 5QN
01954 718327	0116 254 4445	01454 294382

Appendix E – Application Form

Application Form for Street Naming and Numbering Services

1. Applicant Details

Applicant Name:

.....
...

Applicant Address:

.....
.....
.....

Contact Name (if applicable):

.....
...

Telephone:.....

Mobile:.....

Email:.....

...

Development Address (if different to the applicant address above):

.....
.....
.....
.....

Preferred method of contact: Email / Telephone / Post

If your application relates to a new development (single or multiple properties) please complete Section 2 only

If your application is for a new property name or to change the existing property name please complete Section 3 only

2. New Development

Planning Application Number:

Number of new properties.....

Does the development require a new street? Yes/No

If yes please supply a suggested street name and brief details of the reasoning for this name choice:

.....
.....
.....
.....

.....
Please note: We can start the consultation process for new street names as soon as payment has been authorised. However, we are only able to provide property numbers once building footings are in place.

3. New Property Name or Name Change

Does the property address differ from the address in Section 1?
Yes/No

If yes, what is the address of the property where the new name is requested:
.....
.....
.....
.....

Does the property currently have a name? Yes/No

If yes what is the current name of the property:
.....

Please list 3 suggested names in order of preference:

- 1:
- 2:
- 3:

4. Next Steps

Once you have submitted the application form, the Construction Monitoring Officer will carry out a preliminary review of the application before contacting you to request payment (and any further information if required (such as site plans). Your application for Street Naming and Numbering Services will be processed as soon as the payment has been authorised.

Send your completed application form to:

Street Naming and Numbering
Cambridge City Council
PO Box 700
Cambridge
CB1 OJH
nick.milne@cambridge.gov.uk

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To Executive Councillor for Planning & Sustainable Transport:
Councillor Tim Ward

Report Chief Executive
by Director of Community Services
Director of Environment
Director of Resources

Relevant Scrutiny
Committee

Environment

21 June 2011

2010/11 Revenue and Capital Outturn, Carry Forwards and Significant Variances

Not a Key Decision

1. Executive summary

1.1 This report presents a summary of the 2010/11 outturn position (actual income and expenditure) for services within the Climate Change & Growth portfolio (now Planning & Sustainable Transport), compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2011/12 are identified.

1.2 It should be noted that this report reflects the reporting structure in place prior to the recent changes in Executive reporting responsibilities.

2. Recommendations

The Executive Councillor is recommended:

- a) To agree which of the carry forward requests, totalling £51,150 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased net capital spending of £879,000 from 2010/11 into 2011/12, as detailed in Appendix D.

3. Background

Revenue Outturn

- 3.1 The outturn position for the Climate Change & Growth (now Planning & Sustainable Transport) portfolio, compared to final revenue budget, is presented in detail in Appendix A.
- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2010/11 to the next financial year, 2011/12.
- 3.4 The overall revenue budget outturn position for the Climate Change & Growth (now Planning & Sustainable Transport) portfolio is set out in the table below:

Climate Change & Growth 2010/11 Revenue Summary	£
Final Budget	5,019,780
Outturn	4,464,187
Variation – Underspend for the year	(555,593)
Carry Forward Requests:	51,150
Net Variance	(504,443)

The variance represents 10.05% of the overall portfolio budget for 2010/11.

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Climate Change & Growth portfolio, with explanations of variances.
- 3.6 An overall underspend of £805,000 has arisen. £879,000 is due to slippage and rephasing of the capital programmes is required to transfer the budget into 2011/12. £74,000 is in respect of project overspends which will be funded from Repairs & Renewals funds

(£11,000), Climate Change Funding (£6,000) or further external contributions (£57,000).

4. Implications

- 4.1 The net variance from final budget, after approvals to carry forward £51,150 budget from 2010/11 to the next financial year, 2011/12, would result in a reduced use of General Fund reserves of £504,443.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2011/12 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

5. Background papers

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

- Closedown Working Files 2010/11
- Directors Variance Explanations – March 2011
- Capital Monitoring Reports – March 2011
- Budgetary Control Reports to 31 March 2011

6. Appendices

- Appendix A - Revenue Budget 2010/11 - Outturn
- Appendix B - Revenue Budget 2010/11 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2010/11 - Carry Forward Requests
- Appendix D - Capital Budget 2010/11 - Outturn

7. Inspection of papers

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

Authors' Names: Richard Wesbroom
Authors' Phone Numbers: Telephone: 01223 – 458148
Authors' Email: richard.wesbroom@cambridge.gov.uk

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget - 2010/11 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation - Final Budget & Outturn Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Community Development						
Sustainable City Grants	41,090	41,090	36,610	(4,480)	0	(4,480)
Environmental Grants	51,750	51,750	51,750	0	0	0
	92,840	92,840	88,360	(4,480)	0	(4,480)
Corporate Strategy						
Sustainable City	219,640	281,460	248,720	(32,740)	0	(32,740)
	219,640	281,460	248,720	(32,740)	0	(32,740)
Environment - Parking Services						
Car Parks	(705,220)	(1,188,530)	(1,664,379)	(475,849)	0	(475,849)
Shopmobility	96,470	105,180	118,624	13,444	0	13,444
	(608,750)	(1,083,350)	(1,545,755)	(462,405)	0	(462,405)
Environment - Planning						
Concessionary Fares	1,162,720	1,222,720	1,213,155	(9,565)	0	(9,565)
Building Control Fee Earning	0	(440)	50,127	50,567	0	50,567
Building Control Other	286,690	299,970	291,918	(8,052)	0	(8,052)
Development Control	1,014,120	740,410	761,561	21,151	0	21,151
Considerate Contractors Scheme	7,080	9,030	16,897	7,867	0	7,867
Housing Planning Delivery Grant (HPDG) Improvements	0	483,370	427,344	(56,026)	10,000	(46,026)
Economic Policy	98,620	0	0	0	0	0
Planning Policy	479,080	792,030	787,955	(4,075)	5,600	1,525
Conservation & Design	551,020	666,530	631,346	(35,184)	31,850	(3,334)
Research & Information	367,140	0	0	0	0	0
Head of Joint Urban Design	113,560	121,370	119,876	(1,494)	0	(1,494)
Public Transport Subsidy	118,050	118,050	111,751	(6,299)	0	(6,299)
Taxicard Service	117,980	117,980	101,887	(16,093)	0	(16,093)
Transport Initiatives for the Disabled	33,330	33,330	33,330	0	0	0
	4,349,390	4,604,350	4,547,147	(57,203)	47,450	(9,753)
Environment - Open Space Management						
Local Nature Reserves	14,570	16,050	16,786	736	0	736
	14,570	16,050	16,786	736	0	736
Environment - Streets and Open Spaces						
Environmental Projects	664,830	794,770	805,789	11,019	0	11,019
	664,830	794,770	805,789	11,019	0	11,019
Environment - Street Services						
Bus Shelters	29,830	29,830	26,420	(3,410)	0	(3,410)
Street Name Plates	35,990	35,990	35,990	0	0	0
Highways Schemes General	80,220	84,970	86,477	1,507	0	1,507
Walking & Cycling Strategy	8,940	8,940	5,809	(3,131)	0	(3,131)
Ditching Maintenance	117,380	101,890	96,938	(4,952)	0	(4,952)
	272,360	261,620	251,633	(9,987)	0	(9,987)
Environment - Director & Customer & Support Services						
Urban Growth Project Manager	0	0	0	0	3,700	3,700
	52,540	52,040	51,508	(532)	0	(532)

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget - 2010/11 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation - Final Budget & Outturn Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
	52,540	52,040	51,508	(532)	3,700	3,168
Total Net Budget	5,057,420	5,019,780	4,464,187	(555,593)	51,150	(504,443)

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

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

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2010/11 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Sustainable City	<p>Corporate Strategy</p> <p>Majority of underspend is due to: (1) £11k underspend on staff salary and oncosts, net of costs of employing temporary staff, caused by staff vacancies during (a) maternity leave period for Sustainability Manager and (b) interim period between previous postholder for Climate Change Officer leaving and the current postholder starting with Council; and (2) underspend of £21k against £30k budget approved by Members and allocated to the cost centre in January 2011, to appoint external consultants to undertake review of proposed Feed In Tariff project. The nature of this work was difficult to predict and it proved to less complex and lengthy than first anticipated.</p>	(32,740)	Andrew Limb
Car Parks	<p>Environment - Parking Services</p> <p>Overachieved on income due to stronger demand than forecast. Savings made on expenditure.</p> <p>Environment - Planning</p>	(475,849)	Paul Necus

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2010/11 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Building Control - Fee Earning	The Building (Local Authority Charges) Regulations 2010 state that where there are no surpluses held in the Building Control earmarked reserve to fund an in-year deficit, this must be met from General Fund reserves and 'replenished' the following year. The 2010/11 variance is due to the in-year deficit of £42k and writing-off the £8.5k deficit held in the earmarked reserve. The allocation of Central & Support Service costs are being reviewed for 2011/12, which is hoped to improve Building Control's trading position.	50,567	Patsy Dell
Development Control	Underachievement of fee-income (£69k) partially offset by expenditure savings (£48k).	21,151	Patsy Dell
Housing & Planning Delivery Grant	Underspend due to savings on staffing costs (£46k) and consultancy fees (£10k). A request to carry forward the unspent consultancy budget is included in Appendix C.	(56,026)	Patsy Dell
Conservation & Design	Underspend mainly due to delays in completion of the Pro-Active Conservation programme. A request to carry forward the unspent budget is included in Appendix C.	(35,184)	Patsy Dell

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2010/11 - Carry Forward Requests

Request to Carry Forward Budgets from 2010/11 into 2011/12

Item		Final Request £	Contact
	Director of Environment		
1	Housing Planning Delivery Grant (HPDG) - A carry forward is requested for consultancy work on Business Process Re-engineering across the Planning Services that was delayed in 2010/11.	10,000	Patsy Dell
2	Planning Policy - Carry forward relating to the roll out of up to 14 on street bays across the city in association with Streetcar and the County Council. The City Council has been working in partnership with the County Council and Streetcar for over 18 months on the roll out of on street bays. On street bays can only be implemented through a Traffic Regulation Order (TRO) which is very specific in location. Informal consultation on 14 potential on street bays took place at the end of 2010, with formal consultation through advertisement taking place at the start of 2011. 10 of the 14 on street bays can now be implemented and the remaining 4 will be considered by AJC in July 2011. Due to timescales and the timing of both consultations, this allocation could not be spent in 2010/11, but will be spent in 2011/12 due to the current implementation stage.	5,600	Patsy Dell
3	Pro-Active Conservation -To complete the remaining priorities of the work programme as at agreed at the Development Plan Scrutiny Sub-Committee in September 2010 (Historic Environment SPD supporting consultancy work, Conservation Area boundary redesignation, Tree studies for conservation areas, Suburbs and Approaches studies).	31,850	Patsy Dell
4	Business Information Services - To meet IT-related training course costs planned for March 2011, that have had to be rescheduled for May 2011.	3,700	Paul Boucher
	Total Carry Forward Requests for Climate Change & Growth Portfolio / Environment Scrutiny Committee	51,150	

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2010/11 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
PR004	Sustainable City Programme	S Pidgeon	30	0	0	0	0	0	Budget transferred to revenue.
PR007	Cycleways	C Rankin	454	311	306	(5)	5	0	£140k carried over to 2011/12 for Downham's Lane and Peme Rd roundabout schemes approved at January 2011 Environment Scrutiny Committee.
PR010	Environmental Improvements Programme	D Foley-Norman	105	105	105	0	0	0	This is the 20% top slice of the Environmental Improvement Programme budget that is transferred to revenue as a contribution towards the Environmental Project teams' professional fees.
PR010a	Environmental Improvements Programme - North Area	D Foley-Norman	54	142	125	(17)	17	0	Variance relates to unspent contingencies relating to delivered projects. All unspent funds to be carried forward as agreed at Environment Scrutiny on 11/01/11
PR010b	Environmental Improvements Programme - South Area	D Foley-Norman	154	72	71	(1)	1	0	Variance relates to unspent contingencies relating to delivered projects. All unspent funds to be carried forward as agreed at Environment Scrutiny on 11/01/11
PR010c	Environmental Improvements Programme - West/Central Area	D Foley-Norman	88	90	62	(28)	28	0	A £15k scheme has been abandoned due to non-approval by the County Council. The rest of the variance relates to unspent contingencies relating to delivered projects. All unspent funds to be carried forward as agreed at Environment Scrutiny on 11/01/11.
PR010d	Environmental Improvements Programme - East Area	D Foley-Norman	333	279	134	(145)	145	0	This area has delivered a significant number of schemes over the past year, fully committing their budget including that rephased from previous years. The larger value schemes are currently under construction and due to be complete by the end of June 2011.
PR010d i	Environmental Improvements Programme - Riverside/Abbey Road Junction	D Foley-Norman	577	577	270	(307)	307	0	Delays caused by design errors by consultants and late delivery of granite materials has meant that this scheme is now due to complete in mid June 2011.
PR010j	Environmental Improvements Programme - Fitzroy/Burleigh Street	D Foley-Norman	184	183	96	(87)	87	0	There was a significant delay to the start of this scheme caused by procurement and management issues at the County Council. The scheme is currently under construction and is due to be complete by the end of June 2011.

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2010/11 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
PR010k	Environmental Improvements Programme - Wulfstan Way Local Centre	A Preston	0	133	0	(133)	133	0	Scheme due to start on 31st May 2011. Delay to start date caused by Cambridgeshire Highways and the agreement of the target price which originally exceeded the available budget.
PR014	Environmental Safety Fund	D Foley-Norman	34	25	9	(16)	16	0	The St Edmunds Passage scheme has proved difficult to deliver due to issues with the Church allowing access to the lighting columns. This may mean that this scheme becomes undeliverable.
PR018	Bus Shelters	A Preston	166	0	0	0	0	0	£166k carried over to 2011/12, approved at January 2011 Environment Scrutiny Committee.
PR019	Car Parks Infrastructure and Equipment Replacement Programme	P Necus	871	4	0	(4)	4	0	Carry forward to next year's projects.
PR022	Local Nature Conservation	G Belcher	6	4	1	(3)	0	(3)	Underspend due to officer concentrating on S106 capital spend. See SC435.
SC033b	CCTV Street Lighting	A Preston	0	40	0	(40)	40	0	Carry forward to next year. Conservation options for "Richardson Candles" (English Heritage decision on listing awaited) to be explored with County in 2011/12. Also conservation enhancement of street lighting proposals (due April 2011) for Romsey end of Mill Rd.
SC240	Barnwell West Nature Reserve	E Selway	0	0	0	0	0	0	Budget now combined with Coldhams Common LNR works (SC456)
SC366	Green Parking Bays	S Cleary	5	2	3	1	(1)	0	Electric charging points installed. £2k budget remaining in 2011/12 for enforcement signage still to be fitted.
SC368	GIS Phase 2 & 3	P Boucher	0	10	9	(1)	1	0	Project largely completed. Remaining funds required for final consultancy work
SC416	UNiform e-consultee Access Module	P Boucher	0	10	0	(10)	10	0	Project progressing - Phase 1 target revised to 31/7/2011. IDOX resolution on test system has moved forward. Final instalment (£2K) to be paid on completion of work. £8K set aside for Measuring Tool - which is on IDOX development plan for 2011/12

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2010/11 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
SC417	Development of UNIFORM system	P Boucher	0	2	0	(2)	2	0	Programme of work to be reviewed during Summer 2011/12. On hold pending Planning Restructure outcomes and new service priorities.
SC420	Corrosion Monitoring System at Park Street	S Cleary	0	47	45	(2)	2	0	Monitoring exercise started.
SC421	E&P Server Replacements	P Boucher	0	7	2	(5)	5	0	Project completed.
SC432	Mill Road Cemetery Memorial Artwork	A Preston	57	0	5	5	(5)	0	Scheme progressing well with artwork expected to be installed by March 2012.
SC433	Snowy Farr Memorial Artwork	A Preston	65	0	6	6	(6)	0	Scheme progressing well with artwork expected to be installed by October 2011.
SC435	Biodiversity Project Year 2 & 3	E Selway	121	72	132	60	0	60	Project complete. Overspend due to increased levels of silt removal from channel which incurred additional costs. The overspend has been funded by; Environment Agency contribution (£40k), additional Housing Growth Fund (HGF) contribution (£17k) and the £3k underspend from the Local Nature Conservation Programme (PR022).
SC439	LED Lighting - Grand Arcade Annex Car Park	S Cleary	120	0	5	5	(5)	0	Tender launched. Lighting to be installed Sept 2011.
SC445	Monitors for use with Document Management System	P Boucher	0	35	29	(6)	6	0	Carry forward to 2011/12 as procurement will not take place until May/June to tie in with Planning restructuring outcomes and relocation of staff from Janus House.
SC446	Additional Pay Machine for Queen Anne Terrace Car Park	S Cleary	15	15	15	0		0	Project complete.
SC448	Rebuild Grafton West Car Park Wall at Salmon Lane	S Cleary	100	0	5	5	(5)	0	Tender launched. Rebuilding work summer 2011.
SC447	Low Carbon Communities Challenge	S Pidgoen	500	0	0	0		0	External funding withdrawn.
SC449	Holy Trinity War Memorial Shelter	J Preston	9	24	1	(23)	23	0	Church Facility advisory process means that this needs to be carried over to 2011/12 to allow conclusion.
SC454	Logans Meadow Swift Tower	G Belcher	0	35	8	(27)	27	0	Project on track for a June 2011 opening.

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2010/11 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
SC455	Logans Meadow LNR Extension	G Belcher	0	2	2	0	0	0	Project to be implemented in 2011/12.
SC456	Coldhams Common LNR Extension	G Belcher	0	5	3	(2)	2	0	Public consultation complete. S38 Permissions being sought. Major fencing to be undertaken in August 2011
SC464	Grey Water Recycling at Mill Road Depot	J Church	0	45	62	17	0	17	The survey and estimate for civil works were originally supplied by the Wesley Group who went into receivership shortly after supplying the water recycling equipment. A subsequent survey revealed that substantially more work was necessary in order to install and commission the equipment. The overspend has been met from a further contribution from the Climate Change Fund and existing R&R funds. This project is now complete.
SC510	Chip & Pin Upgrade in Car Parks	S Cleary	0	40	0	(40)	40	0	Purchase orders raised. Works at Grand Arcade car park delayed waiting for parts from Japan delayed due to earthquake. Estimating work taking place in May 11.
Total for Climate Change & Growth Portfolio			4,048	2,316	1,511	(805)	879	74	

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 committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)



To: Executive Councillor for Planning and Sustainable Transport
Report by: Director of Environment
Relevant scrutiny committee: Environment Scrutiny Committee 21/6/2011
Wards affected: All Wards

Cambridge and Milton Surface Water Management Plan

1. Executive Summary

- 1.1 Cambridge City Council obtained a grant from The Department for Environment, Food and Rural Affairs (Defra) of £100,000 to undertake a Surface Water Management Plan (SWMP) for Cambridge and Milton. It will provide an evidence base for developing policies in the Local Development Framework (LDF) and will also be a material consideration in the determination of planning applications. The information contained within the assessment is also used for emergency planning purposes and as a starting point for the strategic surface water flood risk management of Cambridge. It will also be used as an evidence base to obtain further funding and prompt spending priorities amongst the partner organisations that participated in the SWMP
- 1.2 The SWMP was undertaken by the Cambridgeshire Flood Risk Management Partnership (CFRMP). The partnership includes Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, The Environment Agency, Anglian Water and Cambridgeshire Horizons. Consultants, Hyder - Eden Vale Young were appointed to undertake the SWMP, which involves complex surface water computer modelling.
- 1.3 The SWMP computer models the study area and identifies the areas at greatest risk known as 'wetspots', then a more refined and detailed computer modelling exercise is undertaken of these areas. The models are then used to assess the financial damages caused by surface water flooding to properties. Theoretical measures for mitigating the risk are explored to find the most economical options of reducing the flood risk.

2. Recommendations

- 2.1 This report is being submitted to the Environment Scrutiny Committee for prior consideration and comment before decision by the Executive Councillor for Planning and Sustainable Transport.
- 2.2 The Executive Councillor is recommended:
- a) To endorse the content of the Cambridge and Milton Surface Water Management Plan for use as an evidence base for the Local Development Framework and as a material consideration in planning decisions.
 - b) To endorse the content of the Cambridge and Milton Surface water Management Plan for use as an evidence base for obtaining funding and to influence maintenance priorities.

3. Background

Purpose of a Surface Water Management Plan

- 3.1 SWMPs are a relatively new concept originating from a recommendation in the Pitt Review following the flooding in 2007 and are referred to in Planning Policy Statement 25: Development and Flood Risk (PPS25) (2010). Guidance on the production of SWMPs was published in March 2010 and was informed by the Integrated Urban Drainage pilot studies carried out under the Government's 'Making Space for Water' strategy (2004). Surface water flooding is away from large rivers and is flooding from highway drains, small watercourses and ground water during and after an extreme rainfall event.
- 3.2 A SWMP outlines the preferred long-term strategy for the management of surface water in a given location and is carried out in consultation with local partners having responsibility for surface water management and drainage in that area. The goal of a surface water management plan is to establish a long-term action plan and to influence future strategy development for maintenance, investment, planning and engagement.
- 3.3 SWMPs are also used for emergency planning purposes to identify areas of potential flooding and to ensure all potential flooding is taken into consideration when creating emergency plans and planning the location of emergency centres.
- 3.4 SWMPs alongside Strategic Flood Risk Assessments (SFRAs) are the starting point for local flood risk management, providing information that feeds into other studies. Cambridgeshire is developing a

comprehensive approach to sustainable water management. This incorporates broad consideration of some aspects of water management (including County-wide Surface Water Management Plans and Preliminary Flood Risk Assessment, Water Cycle Strategies and Level 1 Strategic Flood Risk Assessments), guidance for developers (the City Council's Cambridge Sustainable Drainage Design and Adoption Guide) and examples of best practice (Lamb Drove, Cambourne). Much of this work is being coordinated by the Cambridgeshire Flood Risk Management Partnership (CFRMP), led by the County Council and which the City Council are a full partner of, which was set up to respond to the requirements of the Flood and Water Management Act (2010) and the Government's response to the Pitt Review (2008). Under the Act, the County Council will lead in managing local flood risk. The Cambridgeshire Flood Risk Management Partnership will manage local flood risk, and although this is led by the County Council, the Act allows the delegation of many of their functions to the lower tier authorities such as the City Council.

3.5 There are four principle phases of a SWMP:

- Phase 1 - Preparation: which includes scoping the study and the formation of a partnership of all the identified stakeholders.
- Phase 2 - Risk Assessment: undertake a strategic assessment, an intermediate assessment, then a detailed assessment of the risks and map and communicate the risks. This phase includes significant computer modelling of existing infrastructure.
- Phase 3 - Options: a range of options, which seek to alleviate the risk from surface water flooding are identified through stakeholder engagement and assessed. The purpose of this phase is to identify the most appropriate mitigation measures, which can be agreed and taken forward to the next phase.
- Phase 4 - Implementation and Review: preparing an implementation strategy and the monitoring of the implementation and subsequent regular review.

3.6 Surface water flooding in the context of a SWMP includes:

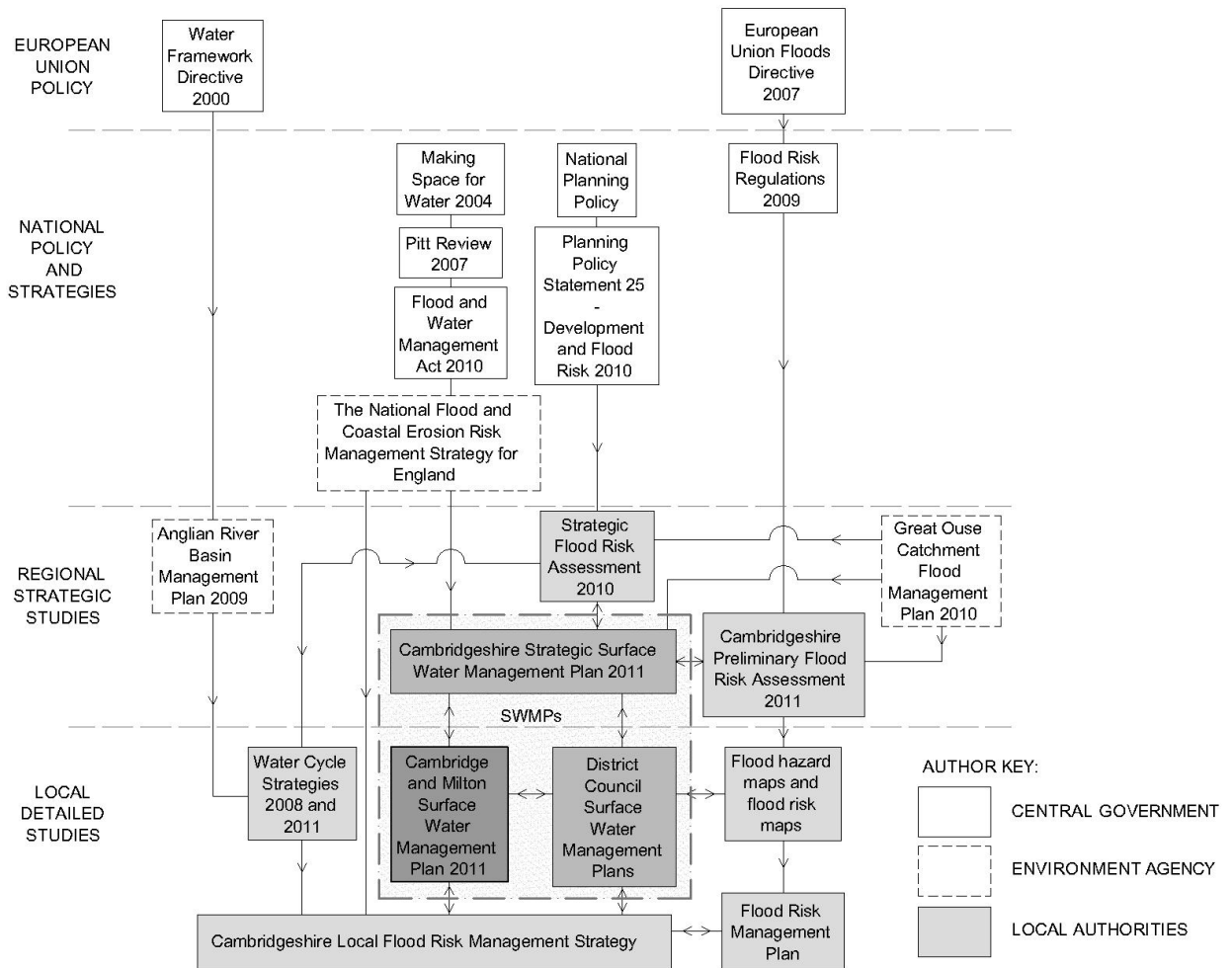
- Surface water runoff; runoff as a result of high intensity rainfall when water is ponding or flowing over the ground surface before it enters the underground drainage network or watercourse, or cannot enter it because the network is full to capacity, thus causing flooding (known as pluvial flooding).

- Flooding from groundwater where groundwater is defined as all water that is below the surface of the ground and in direct contact with the ground or subsoil.
- Sewer flooding which occurs when the capacity of the underground system is exceeded due to heavy rainfall, resulting in flooding inside and outside of buildings.
- Flooding from open-channel and culverted watercourses that receive most of their flow from inside the urban area and perform an urban drainage function.
- Overland flows from the urban urban/rural fringe entering the built up area.
- Overland flows resulting from groundwater sources.

Surface water flood risk and Cambridge

- 3.7 The Department for Environment, Food and Rural Affairs (Defra) announced in August 2009 that new funding of £16m was to be allocated to local authorities across the country to take action to tackle the problems from surface water flooding. Initially £9.7m was awarded to 77 local authorities for areas where the evidence shows that the risk and potential impact of surface water flooding could be highest. The remainder of the £16m was divided into an early action fund of £5.3m and £1m to aid with building skills and capacity within local authorities. Bids were open to local authorities in England for individual works or studies between £20k-£100k aiming to achieve quick wins to manage and alleviate local surface water flood risk. Cambridge City Council's bid for £100k to undertake a SWMP for Cambridge and Milton was successful.
- 3.8 To determine the areas of highest risk Defra divided England into 4350 settlements, Cambridge and Milton was considered one settlement. Modelling was undertaken on these settlements, which indicated areas that had a potential for surface water flooding and maps of these areas were provided to the local resilience forums to assist with emergency planning. The settlements were ranked with regard to their possible susceptibility to surface water flooding. Cambridge and Milton was ranked at 87 out of the 4350 settlements, which puts Cambridge and Milton in the top 2% of settlements at risk, with a potential 3500 properties at risk.

Cambridgeshire and National Context



3.9 There is a great deal of interconnectedness between studies at both regional and local level, with updates taking into consideration and utilising data in reports that have already been published. The diagram above provides a simplified representation of the current relationship between European, national and local policy and studies.

Preliminary Flood Risk Assessment (PFRA) for Cambridgeshire

3.10 The Flood Risk Regulations (2009) implement the European Floods Directive (2007/60/EC) that seeks to provide a consistent approach to managing flood risk across Europe, through a six-year cycle. The approach is in four stages, and the first stage is to undertake a 'Preliminary Flood Risk Assessment' (PFRA). Further stages include identifying Flood Risk Areas, preparing flood hazard and risk maps and preparing flood risk management plans.

3.11 An Environment Agency guidance document on the production of PFRAs was published in February 2011, and the guidance has been adhered to in the development of a PFRA for Cambridgeshire. This was also produced by the Cambridgeshire Flood Risk Management Partnership (CFRMP) and utilised the same consultant as the

Cambridge and Milton SWMP. It was finalised in May 2011 and has been approved by Cambridgeshire County Council at the Cabinet meeting on 24th May 2011. It can be found in Appendix C.

Cambridgeshire Strategic Surface Water Management Plan

- 3.12 Concurrent with the Cambridge and Milton SWMP, CFRMP and the appointed consultant produced a strategic SWMP for the whole of Cambridgeshire. The final version has been approved by Cambridgeshire County Council at the Cabinet meeting on 24th May 2011 and can be found in Appendix B.
- 3.13 The Strategic SWMP also sought to identify links to other local and regional delivery plans such as 'Water Cycle Studies', 'Catchment Flood Management Plans' and 'Strategic Flood Risk Assessments', which may influence or be influenced by the SWMP. The SWMP seeks to integrate and align these plans and processes to provide a clear and robust path to delivering flood risk management objectives throughout Cambridgeshire. Information from the SWMP and future 'Local Flood Risk Management Strategy' can be used to inform any updates to these studies.
- 3.14 Data came from a variety of sources including, but not limited to: historical flooding information provided by stakeholders and members of the public as part of the 'Flooding Memories' public consultation project; the Environment Agency's National Receptor Database (NRD) and Flood Maps for Surface Water (FMfSW); information from City and District Councils, Town and Parish Councils, Internal Drainage Boards, the County Council's Highways team, and Emergency Management Teams.
- 3.15 Once the data collection stage was complete, the surface water flooding information was analysed to identify 'wetspots' that have a history of flooding incidents or potentially could be at risk of future flooding.
- 3.16 The prioritisation of the 'wetspots' was calculated after considering what receptors could be affected in the event of a flood. For example housing; critical infrastructure, such as a wastewater treatment works; vulnerable sites, such as a residential care home; and traffic infrastructure.

Content of the Cambridge and Milton SWMP

- 3.17 The final Cambridge and Milton SWMP can be found in Appendix A. This includes a report and several appendices containing maps and data collected as part of the assessment.
- 3.18 Because of the existence of CFRMP the initial phase of the SWMP, formation of a partnership of stakeholders, was already complete prior to the appointment of the consultant. Once appointed the initial works was around collation of data to form a historical evidence base, in line with the work undertaken for the Countywide SWMP as detailed above. Members of the public were invited to consultation events to relate their memories of flooding. Also the results of previous consultations with resident associations that were undertaken as part of the SFRA were also included.
- 3.19 The next step in the process was the development of computer model of the surface water, which utilised the latest industry standard modelling packages and techniques, which are discussed in detail within the SWMP (see section 7).
- 3.20 To progress the SWMP the areas of highest risk or 'wetspots' were required to be identified. These were identified by combining the modelling with the historical database. This produced a list of 11 wetspots, which were then scored using a multi criteria analysis (MCA) method by which the impact of flooding on a wide range of receptors can be evaluated. MCA allows for the comparison of severity of flooding between geographical regions based on the perceived value of buildings.
- 3.21 The 11 wetspots ranked after the MCA are:
1. King's Hedges and Arbury
 2. Cherry Hinton (North and South)
 3. North Chesterton
 4. Bin Brook
 5. South Chesterton
 6. Milton
 7. Castle School area
 8. Cambridge Historic City Centre
 9. Cherry Hinton Village
 10. Vicar's Brook
 11. Coldham's Common
- 3.22 The top two wetspots were then subjected to further more detailed computer model development and engineering options were devised.

Due a limited budget and the complicated time consuming computer modelling involved in the detailed assessment of individual wetspots, only two were able to be taken to the next stage of the SWMP.

- 3.23 Theoretical engineering measures to reduce the surface water flood risk were introduced into the models of each wetspot. Based on national guidance and best practice, open spaces within the existing urban environment were identified as potential areas where attenuation features could be utilised. These attenuation features could be basins, ponds, wetlands, swales etc. Measures within highways, such as permeable paving and rain gardens were also identified as potential ways of controlling the surface water and reducing the flood risk.
- 3.24 The engineering options are a combination of features; there is not a single solution that will mitigate all of the risk identified. The engineering options are also indicated within open space, regardless of constraints and land ownership. These options are not definite proposals, but are an indication of the extent of works that would be required to reduce the surface water flood risk. If one feature was not achievable for any reason, another of similar size in the vicinity would be required.
- 3.25 These modelled engineering option combinations were then subjected to an economic appraisal and assessed in relation to whole life costs, and flood damages in accordance with nationally recognised guidance.
- 3.26 The preferred options for Kings Hedges and Arbury and Cherry Hinton are:
 1. Increased maintenance of ordinary watercourses (i.e. First Public Drain, Cherry Hinton Brook, East Cambridge Main Drain, Daws Lane Ditch, Walpole Road Ditch, Gunhild Way Ditch and the ditches between Kelvin Close and Walpole Road) and surface water drains (i.e. road gullies) within the wetspot. The watercourses maintained by the City Council are maintained to a high standard with the focus on maintaining flow and the increased maintenance recommended is to a standard that is currently undertaken.
 2. Engineering option combinations that includes attenuation features, such as swales, basins and wetlands and source control elements such as permeable paving and rain gardens in various location throughout the wetspots (detailed within the SWMP).

3. Planning policy recommendations regarding, further limiting peak flow and volume of discharge by the attenuation of surface water in wetspot areas above and beyond standard practice, based on the evidence the SWMP provides.

Implications and benefits of the SWMP for Cambridge and Milton

- 3.27 The SWMP for Cambridge and Milton is a long-term management plan (80 years) for surface water flood risk and as such policies and measures will take time to make a significant reduction in surface water flood risk. This will be dependent on the availability of funding, opportunities arising and current and future local priorities.
- 3.28 The modelling results, assessments and maps created during the Cambridge and Milton SWMP, with emphasis on the eleven identified wetspots, can be used as follows:
 - As an indication of potential development constraints and opportunities to reduce the predicted surface water flood risk.
 - To highlight broad scale risk and provide evidence as to whether a developer should be required to undertake further investigation of their site and what mitigation measures may be appropriate.
 - To inform maintenance and emergency response, so that this can be focused on areas of greatest risk.
 - As an evidence base in the development of future planning policies and future local flood risk management policies.
 - To explore the possibility and the feasibility of the engineering options for the two detailed wetspots, Kings Hedges and Arbury and Cherry Hinton.

4. Implications

- 4.1 There are no direct financial, staffing, procurement, or community safety issues arising from this report, but capital investment would be required to implement any of the engineering options identified.

5. Background papers

- 5.1 These background papers were used in the preparation of this report:
 - Defra (2010) Surface Water Management Plan Technical Guidance

6. Appendices

- Appendix A: Cambridge and Milton Surface Water Management Plan
- Appendix B: Strategic Surface Water Management Plan for Cambridgeshire
- Appendix C: Preliminary Flood Risk Assessment for Cambridgeshire

7. Inspection of papers

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

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CAMBRIDGE CITY COUNCIL

Record of Executive Decision

DRAFT

<p>Delegation to South Cambridgeshire District Council pursuant to the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000</p>
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Decision of: Executive Councillor for Environmental and Waste Services, Cllr Pitt

Reference: 11/Env/U2

Date of decision: 13/04/11 **Recorded on:** 13/04/11

Decision Type: Non-Key

Matter for Decision: To delegate to South Cambridgeshire District Council the authority to:

1. Take such enforcement action, including prosecution under the Environmental Protection Act 1990, as South Cambridgeshire District Council considers appropriate in relation to offences relating to disposal of waste (see attached confidential Report)

Why the decision had to be made (and any alternative options):

Background

South Cambridgeshire District Council (SCDC) has recently investigated the unlawful deposit of waste in its area. It is intending to prosecute the person responsible ("C") for failing to dispose of the waste to an authorised person or alternatively to an authorised carrier.

SCDC's investigation also concluded that there are sufficient grounds for prosecuting the person who passed the waste to C ("D"). The transfer of the waste from C to D took place within the Cambridge City boundary.

As the offences are closely related, the delegation to SCDC will enable them to summons both C and D before the Magistrates at the same time so that the cases can be dealt with together.

Powers

The City Council has power under the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, regulation 7, to delegate the function, which would enable South Cambridgeshire Council to make enforcement decisions and to take such action under the delegation as they consider appropriate.

The Executive Councillor's decision(s):

Pursuant to regulation 7 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2000, the Executive Councillor delegated to South Cambridgeshire District Council the power to take such enforcement action against B, including prosecution under the Environmental Protection Act 1990, as South Cambridgeshire District Council considers appropriate in relation to offences relating to disposal of waste.

Reasons for the decision:

These are explained above.

Scrutiny consideration: The decision was sent to the Chair and spokes of Environment Scrutiny Committee.

Report: Confidential briefing note attached

Conflicts of interest: None

Comments: THE ATTACHED REPORT IS NOT FOR PUBLICATION: The report relates to an item during which the public is likely to be excluded from the meeting by virtue of paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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