

## **REPORT TO:**

**Planning Committee July 2025**

## **LEAD OFFICER:**

**Joint Director of Planning**

## **Compliance Report**

1. On 30 June 2025 there were 453 open compliance cases in South Cambridgeshire and Cambridge City. There are currently 158 identifiable open cases in Cambridge City.

Since 1<sup>st</sup> January 2025 the compliance team have received 367 referrals to date.

3. Details of all compliance investigations are sent electronically to members on a weekly basis identifying opened and closed cases in their respective areas along with case reference numbers, location, case officer and nature of problem reported.

4. Statistical data is contained in Appendices 1 and 2 attached to this report.

5. Data contained in the appendices relates to up to end of June 2025 statistical information. Other statistical data relates to dates from 1<sup>st</sup> March 2024 to 30<sup>th</sup> June 2025 and is identified as such.

## **Updates to Service Delivery**

The Planning Compliance Team is part of the Development Management service of the Greater Cambridge Shared Planning Service.

## **Planning Compliance Manager**

### **East Team**

**Senior Compliance Officer**

**Senior Planning Compliance Officer**

**Planning Compliance Officer**

### **West Team**

**Principal Compliance Officer**

**Senior Planning Compliance Officer**

**Senior Planning Compliance Officer**

**Planning Compliance Apprentice**

Alistair Funge has returned to his substantive post as Senior Planning Compliance Officer following a 1-year secondment as a Principal Officer.

Tanya Mutch has Joined the compliance team on a 1-year secondment as a Senior Planning Compliance Officer (Projects).

Oscar Langford is now undertaking some Development Management Planning Officer work, dealing with planning applications as part of his wider education and apprenticeship. Oscar will be undertaking less compliance work because of this but remains part of the compliance team.

### **Updates on significant cases**

Should Members wish for specific updates on cases they are involved in or have been made aware of then please feel free to contact the Planning Compliance Manager, or Area Principal Compliance Officers who will be able to update you or advise you of the case officer and request that the officer contacts you.

### **Performance Management and new reporting update**

The case priorities are as follows.

- **High priority (Priority A)** cases are for work which is irreversible or irreplaceable and these will be immediately investigated within 1 working day of receipt. Examples include damage or loss of Listed Buildings or protected trees.
- **Medium priority (Priority B)** cases are for activities have or can cause harm, such as adverse effects on conservation areas or breaches of conditions. Our aim is to instigate the investigation and assess whether a breach of planning control within 10 working days of the site visit.
- **Low priority (Priority C)** cases are for a development which may cause some harm but could be made acceptable by way of implementing conditions or simple correction action. Our aim is to instigate the investigation and assess whether a breach of planning control within 20 working days of the site visit.

The figures at Appendix 2 include cases from the whole of the GCSP compliance workload. Cases for South Cambridgeshire District Council have been provided separately in the appendix and identified as such.

As previously advised to the Committee, the work to assign older cases has had an unexpected consequence on the provision of statistical data on the time taken to visit a site.

The work to improve the statistical data has been carried out and the data now shows an accurate picture of the status of compliance cases with the team including accurate data on the setting up of new files from receipt and the time taken by officer to attend site against key performance indicators.

Further data is also now provided in the appendix which includes the reason cases were closed, details of caseloads for officers, and expanded details of cases older than 6 months for 12, 18, 24 and 36 month intervals.

### **Service Update**

The compliance team has been working hard to review the open files with a view to determining the next course of action where required.

This work has enabled the team to review open files again and close certain files where it is not expedient to take further action, where remedial works have been completed, or retrospective planning permission has been granted.

The team have collectively closed around 100 files from the 550 total open files in March 2025.

Work continues to ensure new case files are visited and reviewed in a timely manner, ensuring workloads remain consistent when new case files are opened, and enforcement action is taken where expedient to do so.

Where it is identified that enforcement action should be taken as part of the review of older files, the team is taking steps to ensure notices are issued.

### **Member Committee Question Update**

A request was made for the presenting officer to check on the notifications to members for their wards of new compliance complaints.

The weekly reports were checked by the officer with a member of the Technical Support Team. The weekly lists sent to Councillors included new compliance referrals for their ward at the very bottom of those lists.

### **Background Papers**

Planning Enforcement Register.

Statistical Analysis of Uniform Planning Enforcement Software Program.

**Appendices**

Appendix 1: Notices Served.

Appendix 2: Caseload Statistics.

**Report Author:**

Chris Braybrooke – Planning Compliance Manager Date: 30/06/2025