

Appendix 1

Public Enforcement Notices served.

September 2025

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

August 2025

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

July 2025

Reference	Ward	Parish	Address	Notice Issued
EN/00044/24	West Chesterton		139 Arbury Road Cambridge Cambridgeshire CB4 2JD	Breach of Condition Notice
EN/00044/24	West Chesterton		139 Arbury Road Cambridge Cambridgeshire CB4 2JD	Material Change of use Enforcement Notice

June 2025

Reference	Ward	Parish	Address	Notice Issued
EN/00096/25	Coleridge		79 Coleridge Road Cambridge Cambridgeshire CB1 3PW	Operational Development Notice

May 2025

Reference	Ward	Parish	Address	Notice Issued
*** No Notices Issued ***				

Appendix 2

Caseload statistics

These statistics relate to both South Cambridgeshire District Council and Cambridge City Council. The total from the July report are included in brackets.

Total open cases	436	(453)
Cases in South Cambridgeshire	279	(295)
Cases in Cambridge City	157	(158)
New compliance referrals since 1st Jan 2025	519	
Priority A	3	(3)
Priority B	37	(28)
Priority C	479	(336)

Of the 436 open cases, 20 are assigned to non-compliance team staff and relate to matters on strategic sites where compliance is over seen by the strategic site officer in conjunction with the compliance team where appropriate.

Compliance officer workloads (open files) are as follows:

Officer 1	85
Officer 2	82
Officer 3	65
Officer 4	67
Officer 5	55
Officer 6	42

Open cases less than 6 months old	256	(174)
Cases within Cambridge City	96	(60)

Open cases by priority.

Priority A	1
Priority B	20
Priority C	230
Unassigned (new cases to be allocated)	2

Open cases more than 6 months old	182	(279)
Cases within Cambridge City	63	(98)

Open Cases by priority.

Priority A	0
Priority B	21
Priority C	161

Cases older than 12 months	141	(176)
Cases older than 18 months	84	(122)
Cases older than 24 months	50	(65)
Cases older than 36 months	18	(29)

Cases closed 1st July to 30th Sept 2025	169
Cases within Cambridge City	65

Reasons for closure

Total Closures	169
Not a breach of planning control	66
Not expedient to take action	24
Permitted development	21
Remedial works completed	15
Duplicate file raised	10
Planning permission already granted	7
Retrospective planning permission granted	11
Other department	4
Immune 4-year rule	4
Formal Notice complied with	5
Immune 10-year rule	2
Allowed at appeal	0

Cases closed by priority.

Priority A	1
Priority B	9
Priority C	158

Updates and Acknowledgements

Average time in days taken from receipt of a complaint by the compliance team to file creation and acknowledgement sent (where applicable) to customer 1st July 2025 to 30th September 2025. The target is 3 days.

Priority A	N/A
Priority B	0.88 days
Priority C	1.55 days

Average time to first site visit in days from allocation of case to the case officer 1st July 2025 to 30th September 2025. The target is Priority A - 1 working days, Priority B – 10 Working days. Priority C – 20 working days.

	Avg. Days	Percentage on target
Priority A	0	N/A
Priority B	4.63 days	75%

Priority C

3.86 days

96.1%