

**REPORT TITLE:** RECAP Design Guide-Policy Update (RDG)

**To:** Councillor Moore, Cabinet Member for Climate Action and Environment  
**Cabinet, 13/01/25**

**Report by:**

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**Wards affected:**

All

Director Approval: Directors Bode Esan and James Elms confirm that the report author has sought the advice of all appropriate colleagues and given due regard to that advice; that the equalities impacts and other implications of the recommended decisions have been assessed and accurately presented in the report; and that they are content for the report to be put to the Executive Councillor for decision.

<b>1.</b>	<b>Recommendations</b>
1.1	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"><li>1. Approve the Draft RECAP Design Guide-Policy Update (RDG).</li><li>2. Grant delegation of approval to Executive Cllr for the final post consultation version of RECAP Design Guide-Policy Update (RDG) in Feb 2026.</li></ol>
<b>2.</b>	<b>Purpose and reason for the report</b>
2.1	<p>The Committee is being asked to approve the new Draft RECAP Design Guide-Policy Update (RDG). To grant delegated approval to Executive Cllr for adoption of the revised SPD following completion of the public consultation period and any subsequent updates.</p> <p>The updated Draft RDG is a supplementary planning document to guide residential developers, so that their developments support waste collection authorities with</p>

	<p>operationally compliant residential properties. Previously this guidance has been included as a Supplementary Planning Document and reviewed as part of the Cambridgeshire and Peterborough Minerals and Waste Local Plan. Whilst the updated document will remain as a Supplementary Planning Document linked to the Cambridgeshire and Peterborough Minerals and Waste Local Plan the timetable for approval of the SPD and the WMLP is being decoupled (at a county council level) to allow this to be updated and adopted on a quicker timescale. All WCA's are being asked to review and approve.</p> <p>At the time of writing the SPD is being consulted on so that wider stakeholder views can be ascertained prior to finalisation and then adoption by Cambridgeshire County Council in 2026.</p>
<b>3.</b>	<b>Alternative options considered</b>
3.1	<p>Alternative option would be to not bring the document for approval.</p> <p>This option is not an option as it is crucial to ensure all RECAP Cambridgeshire and Peterborough partners adopt the revised version of the RECAP Design Group SPD, prior to Cambridgeshire County Council provide final sign off.</p>
<b>4.</b>	<b>Background and key issues</b>
4.1	<p>The updated Draft RECAP Design Guide-Policy Update (RDG) aims to ensure efficient and effective collection of waste from new developments, by improving the infrastructure and ensuring the correct facilities are provided at the time of building. The</p> <p>Cambridgeshire and Peterborough has been identified by central government as an area of significant economic growth which is driving pressure to create future housing. Developers require guidance to install appropriate and future proof waste infrastructure for schemes, when designing residential proposals. In February 2012 a RECAP Design Guide was adopted by Cambridgeshire County Council, on behalf of all the RECAP</p>

partners. This guide provided developers with Cambridgeshire and Peterborough waste management guidance which enabled the collection of waste from residential areas in a consistent manner. It included specifics such as the level of contributions from developers for waste infrastructure, bin storage requirements, drag distances (the distance a resident is required to pull their bin to the boundary) and the specification for bins. This guide in more recent times has become out of date and local authorities are having to supplement the guide with additional documents, especially in areas with increased development. The guide was written before underground bin storage was as popular as it is now and the range of collected materials from residential properties had increased.

The current supplementary planning document for Cambridgeshire was adopted in 2012 as part of the Cambridgeshire Waste and Minerals Plan and consulted on at that time. Since then, Peterborough City Council have updated and incorporated newer guidance into their local plan reflecting the specific guidance for their city and service needs. The updated draft RDG is therefore to apply to Cambridgeshire only.

### Main Issues

The current RDG supplementary planning document (SPD) is out of date and not providing for the needs of either the waste collection or the waste disposal authorities within RECAP. Due to residential development pressures, there is a need to address these issues now, but this does not fit with the timescales of the County Council's Minerals and Waste Local Plan review. As such, it is recommended that the review of the Draft RDG SPD is updated separately to the review of the Cambridgeshire and Peterborough Minerals and Waste Local Plan, and a decoupling process is approved to allow the Minerals and Waste Development Scheme to be updated accordingly.

The Draft RDG update, has been driven by a range of waste management guidance being out of date and the misinterpretation or lack of adherence to guidance by developers to ease their burden on costs. The requirement to update and consult on the new guidance document for Cambridgeshire is due to the large number of planning applications being received for housing in GCSWS area. The current guidance is causing some of the following issues: -

- communal bin stores with multiple locks and keys.
- Parked cars, turning circles and access roads around new developments are not suitable for Refuse Collection Vehicles to manoeuvre around them.
- Developers limit the space made available for infrastructure and cause wheeled bins to obstruct footways and communal areas.
- Access to bin stores are often obstructed due to insufficient parking for resident's cars.

The new guidance aims to address the above issues, with clearer and less ambiguous guidance, in line with best practice and industry norms. It aims to drive the developers to create a friction free waste collection environment so the crews can access waste collection rounds without blockages or delay. This also aims to provide residents with an easier to use and more pleasant waste management environment in new developments. This guidance has been circulated around the RECAP partnership and operational officers have provided their expertise in putting together the new guide ahead of the wider public consultation currently being undertaken.

	<b>5. Corporate plan</b>
5.1	<p><u><a href="#">Corporate plan 2022-27: our priorities for Cambridge - Cambridge City Council</a></u></p> <ul style="list-style-type: none"> <li>• Leading Cambridge's response to the climate and biodiversity emergencies and creating a net zero council by 2030</li> <li>• Modernising the council to lead a greener city that is fair for all</li> </ul>
6.	<b>Consultation, engagement and communication</b>
6.1	<p>Proposed consultation arrangements</p> <p>Consultation process is currently underway for 8 weeks between 1<sup>st</sup> December 2025 and 26<sup>th</sup> Jan 2026. The consultation documents will be made available at New Shire Hall and can be found on the <u><a href="#">RECAP website</a></u>. Any responses proposed to be sent by email for the consultation will be directed to <u><a href="mailto:recap@cambridgeshire.gov.uk">recap@cambridgeshire.gov.uk</a></u>.</p>

	<p>Emails have been sent to a list of the statutory consultees and other relevant parties, setting out arrangements for viewing documents and making representations. In addition, the district councils in partnership with RECAP will make contact via their developer forums with registered developers.</p> <p>Due to the Draft RDG being prepared as supplementary planning guidance (SPD) linked to the adopted Cambridgeshire and Peterborough Minerals and Waste Local Plan, it is vital that a period of consultation is provided and thoughts and ideas to improve the guidance are incorporated where necessary. Moreover, the growing demand in planning applications to RECAP partners has meant that the need to get this SPD guidance adopted is increasing.</p>
<b>7.</b>	<b>Anticipated outcomes, benefits or impact</b>
7.1	The Draft RDG set out in Appendix 1 will ensure that new development is fit for purpose with regards to waste management and ensure GCSWS has an officially recognised planning guidance to bring this about. The consultation being undertaken will allow the public, alongside external stakeholders to understand the operational challenges faced by waste collection services which should allow them to be able to amend their proposals to add value to the resident's experience.
<b>8.</b>	<b>Implications</b>
8.1	<b>Relevant risks</b>
	No significant risk implications are anticipated from the consultation of either Draft RDG. However, it is noted that full RECAP endorsement will be required to allow adoption of the final documents before the next report to this committee.
	<b>Financial Implications</b>
8.2	No financial implication. Although it should be noted that the document will help improve the design of collection from new developments and avoid unnecessary collection issues

	and hidden cost to running services down the line.
	<b>Legal Implications</b>
8.3	There are no significant legal implications from this proposal. Ahead of adoption, the RECAP Board (represented by Cllr Moore) will have the final RDG presented to allow their endorsement, ahead of all the partner authorities seeking formal adoption through their own governance processes. As formal adoption will be a decision for County Council Full Council as part of this council's constitution which will be done following any changes made as a result of feedback.
	<b>Equalities and socio-economic Implications</b>
8.4	The update to the documents have no implications. <a href="https://sharepoint.com">Cambridge City Council Equality Impact Assessment guidance notes 230818.docx (sharepoint.com)</a>
	<b>Net Zero Carbon, Climate Change and Environmental implications</b>
8.5	Climate Change Rating Tool has been completed, and the new SPD will improve waste design strategy for developments, resulting in greater efficiency in waste collection and update in recycling service.
	<b>Procurement Implications</b>
8.6	N/A
	<b>Community Safety Implications</b>  N/A
9.	<b>Background documents</b> <ul style="list-style-type: none"> <li>Cambridgeshire and Peterborough Minerals and Waste Local Plan 2021 <a href="https://sharepoint.com">Cambridgeshire and Peterborough Minerals and Waste Local Plan</a></li> </ul>

	<ul style="list-style-type: none"> <li>RECAP waste management design guide 2018</li> </ul> <p><u><a href="#">RECAP Design Guide 2018</a></u></p> <p>Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985</p>
9.1	<i>List any documents and other information used to write this report. DO NOT include exempt items. Be specific as anything you list here must be available for public inspection for several years after the committee meeting.</i>
<b>10.</b>	<b>Appendices</b>
10.1	Appendix 1 Draft RECAP Waste Management Design Guide
	<p>To inspect the background papers or if you have a query on the report please contact</p> <p>Michelle Webb, Waste and Environmental Planning Officer</p> <p><u><a href="mailto:michelle.webb@scmbs.gov.uk">michelle.webb@scmbs.gov.uk</a></u></p>