

# PLANNING COMMITTEE



**Thursday, 15 April 2021**

**Democratic and Members' Services**

Fiona McMillan

Monitoring Officer

**10:00**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

## **COVID-19**

**During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).**

## **AGENDA**

**Open to Public and Press**

- |          |   |                 |
|----------|---|-----------------|
| <b>1</b> | <b>Apologies for Absence</b>  |                 |
| <b>2</b> | <b>Declarations of Interest</b>   |                 |
|          | <i>Guidance for Councillors on declaring interests is available at:</i>                         |                 |
|          | <a href="http://tinyurl.com/ccc-conduct-code">http://tinyurl.com/ccc-conduct-code</a>           |                 |
| <b>3</b> | <b>Minutes 28th January 2021</b>  | <b>3 - 22</b>   |
| <b>4</b> | <b>Review of the Local Information Requirements for the Validation of Planning Applications</b> | <b>23 - 86</b>  |
| <b>5</b> | <b>Enforcement Update Report</b>  | <b>87 - 96</b>  |
| <b>6</b> | <b>Summary of Decisions Made Under Delegated Powers</b>   | <b>97 - 100</b> |

The Planning Committee comprises the following members:

Councillor David Connor (Chairman) Councillor Ian Gardener (Vice-Chairman)  
Councillor Barbara Ashwood Councillor Lynda Harford Councillor Bill Hunt Councillor  
Sebastian Kindersley Councillor Jocelyne Scutt and Councillor Mandy Smith

*For more information about this meeting, including access arrangements please contact*

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## PLANNING COMMITTEE: MINUTES

Date: Thursday 28<sup>th</sup> January 2021

Time: 10.00am – 12.23am

Place: Virtual Meeting

Present: Councillors B Ashwood, D Connor (Chairman), I Gardener (Vice-Chairman), J Gowing, L Harford, B Hunt, S Kindersley, J Scutt.

Officers: Bana Elzein – Greater Cambridgeshire Planning, Adam Finch – Environmental Health Officer, Dr Jon Finney - Highways Development Management Officer, Emma Fitch – Joint Interim Assistant Director, Environment and Commercial, Greg Kearney – Environmental Health Officer, Rhiannon Leighton – Democratic Services Assistant, Jaspreet Lyall – LGSS Law, Dallas Owen - Development Management Officer (Strategic and Specialist), Tam Parry – Transport Assessment Team, Dean Scrivener – Greater Cambridgeshire Planning, Hannah Seymour-Shove - Transport Assessment Team, Susan Smith - Greater Cambridge Planning, Daniel Snowdon – Democratic Services Officer, Jane Stanley – Interim Business Manager County Planning Minerals and Waste.

### 112. Apologies

Apologies were received from Councillor Mandy Smith (Councillor John Gowing substitute).

### 113. Declarations of interest.

Councillor Jocelyne Scutt declared a non-statutory interest with regard to item CCC/20/020/FMW, Roger Ascham Library Depot (minute number 115) as local Member for Arbury. She stated she would not be speaking as a local Member and assured the Committee that, when residents had sought her for consultation on the application, she had sign-posted them to the relevant information while remaining unbiased.

Councillor Barbara Ashwood declared a non-statutory interest with regard to item FMW/085/19, Cambridge Professional Development Centre (minute number 116) as local Member for Trumpington. She informed the Committee that she would recuse herself from the debate and vote. She would instead speak as local Member.

114. Minutes – 5<sup>th</sup> November 2020

The minutes of the Planning Committee meeting held on 5<sup>th</sup> November 2020 were agreed as a correct record, and would be signed by the Chairman at a later date.

115. Alterations to entrance including new doors, window and canopy, erection of a singly storey rear extension, path, additional car parking spaces and internal remodelling works to allow the change of use from a library storage depot and office to register office for registering births, deaths and still births, dealing with legal preliminaries for ceremonies; conducting ceremonies and associated functions.

At: Roger Ascham Library Depot, Ascham Road, Cambridge, CB4 2BD.

Applicant: Cambridgeshire County Council

Application Number: CCC/20/020/FMW

The Committee considered a Regulation 3 Application that sought planning permission for alterations and a change of use to Roger Ascham Library Depot – a Grade 2 listed building - that would enable it to become a Register Office, replacing the current Register Office at Shire Hall. Alterations to the building included new doors and windows, the erection of a canopy and a single storey rear extension, additional parking spaces and internal remodelling.

Members noted that the application had been considered by officers concurrently with a listed building consent application (reference 20/01446/LBC) under consideration by Cambridge City Council (Greater Cambridge Shared Planning Services). Officers across the two councils had worked jointly to ensure that all the concerns could be considered in one planning forum, which was expanded upon in paragraph 9.34 of the officer report.

Members were informed that the application had been revised after concerns from neighbours regarding transportation and breaches of privacy that may occur during wedding photography. The revised application focussed on remodelling to address these problems: examining public transport options, creating additional parking spaces and relocating the photography area to the west of the main building. Members were also asked to note that a late representation regarding the planning application had been received from a concerned Cambridge resident. This had been circulated by Democratic Services ahead of the meeting to allow Members to take the concerns raised into account, in addition to those summarised in the officer report.

Aerial views of the site were presented to Members. These illustrated the building in the context of the local area, highlighting features such as the A14, Madingley Road Park and Ride, nearby bus stops, listed buildings and nearby schools. The locational relationship between the existing Register Office, the proposed site and Cambridge City Centre were also illustrated on the aerial views presented to Members. Existing and newly proposed floor plans and elevations were shown depicting 27 parking places, of which two were disabled and four of which were staff parking; the introduction of a covered bicycle shelter, in addition to the existing uncovered spaces and an enclosed bin-store. The plans also showed landscaping changes that would screen neighbouring houses and create a revised location for wedding photos; and ecological enhancements, including a new hedge proposed along the front boundary, three new trees to the front of the site and the three new trees to the rear. On the plans, attention was drawn to the hatched area at the rear of the site that depicted no public or visitor access, which was proposed to be controlled by draft condition 11 that restricts the use of the rear garden.

Attention was drawn to the removal of an accessibility ramp and magnolia tree that was covered by a Tree Protection Order (TPO). The presenting officer stated that the removal of the magnolia tree (TPO ref 22/92) would be offset by the addition of two magnolia trees elsewhere, but that the magnolia tree in question could not be relocated. This is because the tree would be unlikely to survive being relocated, and the equipment required to move it would not fit into the location. Attention was drawn to the tree officer's comments in paragraph 6.2 of the officer report where no objection was raised to the proposals; and to paragraphs 9.21 to 9.22 of the officer report that considered the impact on trees.

Elevations and interior building plans showed internal alterations that would facilitate the change of use. However, attention was drawn to the fact that there were no external alterations proposed to the listed building. These internal changes were being considered by colleagues at Cambridge City Council (Greater Cambridge Shared Planning Services). Such changes included the addition of a ceremony room, waiting areas and interview rooms.

Photographs of the site and surrounding roads were shown to Members to highlight some of the details included in the officer report.

The presenting officer concluded that on the basis that there were no objections received from statutory consultees and that the applicant had undertaken work to improve the application, the recommendation before the Committee was to grant planning permission subject to the conditions set out in Section 11 of the report.

In response to Member questions officers:

- Clarified that the photos taken of Ascham Road had been taken in June 2020. A Member expressed concern that the photos were taken during lockdown, therefore did not accurately represent local traffic movement.

- Informed Members that 22 parking spaces had been recommended for the location from a planning policy perspective, and that 27 spaces would be created.
- Noted that paragraph 1.2 was for background purposes only and was not a material planning consideration for this planning application, which was also the case for the relocation of the Council services from Shire Hall. Officers explained that paragraph 1.2 had been based on the officer report taken to the Communities and Partnership Committee on 24<sup>th</sup> June 2020 and provided an example of this where text had been taken from paragraph 2.3.5 of that report in relation to the purchase of the new building in St Ives for the library service.
- Established that the proposed planting and a 2.4-metre-tall (7ft 8inch) trellis in the landscaped area would screen parked cars from wedding photos.
- Explained that the application was not for a sui generis building as the change of use proposed was capable of being considered under the original B1 and D1 uses that existed at the time of application. Attention was drawn to paragraph 3.1 that explained the use classes being considered for the various uses proposed.
- Confirmed the building was a Grade 2 listed building as it was originally an open-air school for children with tuberculosis during the 1920's.

Councillor Ashwood's connection was lost at 10.50am and she returned at 10.53am, during which time, the meeting was paused.

The Chairman invited Richard Smith, agent for the applicant, together with Louise Clover, Registration Service Manager (Cambridgeshire County Council), to address the Committee.

Speaking in support of the application Mr Smith stated that, after addressing concerns regarding the original plan, the building was suitable for use. Mr Smith highlighted that benefits of the application included its sustainable location and re-use of a listed building. He reported that the proposal now also provided adequate parking and extensions which have been adapted to protect the fabric of the listed building. In response to neighbours' concerns, the photography area had been relocated to the north-west side of the building. Further, in response to recommendations made by the ecology report, the building would also contain two bird boxes and two bat boxes.

In response to Member questions Mr Smith and Ms Clover confirmed that:

- 2000 civil ceremonies take place across Cambridgeshire each year, 50% of which occur on County Council premises. This number had been increasing prior to the pandemic.

- Prices for ceremonies ranged from £46 for a statutory ceremony (currently under review by the Treasury) to around £580 for a full ceremony room on a Saturday. Members were informed that full pricing was available on the Council's website.
- To resolve parking concerns: The appointment length was increased from 30 minutes to 45 minutes to allow more time for the car park to clear between appointments. The service would provide clear directions and information about alternative transportation to reduce traffic as part of a Travel Plan. It was also established that most ceremonies were smaller, with families often travelling together, therefore requiring fewer parking spaces.
- In compliance with condition 17, the Transport Assessment Team had completed an assessment on the impact of buses. When Members questioned the accuracy of the report, officers stated that should the assessment be incorrect and new bus routes be required in future, these could be sought. Similarly, they reported that should further parking restrictions be required in the future, to avoid any overspill into the residential area, the applicants can be asked to pay for a consultation with residents to consider an extension of the Residents' Parking Zone (RPZ) to include Saturdays (the RPZ did not currently include weekends).
- The applicant team had acted with due diligence and viewed 43 potential sites before choosing the location.
- With regard to paragraph 3.2 of the report: There would be 33 full-time members of staff, but only six or seven members of staff will be on-site at any given time. It was anticipated that several staff would car-share.

During the debate of the application Members:

- Expressed concern regarding the accessibility of the site by public transport for both the people of Cambridge, and the wider area. A comparison was made between transport routes for the current location at Shire Hall and the new site. Members expressed concern that Park and Ride and Guided Busway buses did not stop on Milton Road until after 18:30, and that the closest bus stop during the day would be on Gilbert Road.
- Commented that even with longer bookings, people would be arriving late/early which could cause traffic and disturb photography.
- Questioned the appropriateness of choosing this building as a wedding venue and the extent to which the choice would limit business opportunity for the council's. Suggested other buildings within Cambridge City that may provide a better venue. With the permission of the Chairman, the

Legal Officer stated, and Members noted that, the business prospects of the site were not a relevant concern for this application for planning.

- Queried the practicality of a 2.4-metre-high trellis in withstanding British weather.
- Suggested reserving a parking space for the couple to be married to ensure they were able to park easily.
- Voiced a noise concern regarding the nearby schools and nursery.
- Stated that, despite reservations regarding the use of the site, there were no statutory consultee objections and no material planning reasons for refusal.

It was resolved [five in favour, one against and two abstentions]:

To grant permission, subject to the conditions set out in paragraph 11.1 of the report and listed in Appendix A of the minutes.

116. Change of use of the Cambridge Professional Development Centre from education training use (D1 Use Class) to office use with ancillary meeting rooms, installation of a modular office building (B1 Use Class) for a temporary period of up to 5 years and provision of cycle stores.

At: Cambridge Professional Development Centre, Foster Road, Cambridge, CB2 9NL

Applicant: Cambridgeshire County Council

Application Number: FMW/085/19

The Committee considered a planning application for the temporary change of use of Cambridge Professional Development Centre as a building for educational training to one for office use. To facilitate this, changes to the site including the temporary installation of a modular office building, a new waste recycling area, the relocation of an existing cycle shelter, and new cycle stores with space for 48 bicycles were proposed.

The proposal had received no objections from statutory consultees and was being presented to the Committee at the request of the Divisional Member.

An aerial view illustrating the site in the context of the local area was shown to Members, which included reference to the local roads (particularly the location referred to in recommended draft planning condition 8), the location of the Busway and the through routes for pedestrian and cycle traffic, which included reference to the King George V playing field. The photographs in the officer

presentation helped to illustrate the housing west of the boundary and vehicular access from Foster Road. In particular, a footpath running east-west across the site was highlighted as a busy through-way for those walking to and from Addenbrooke's Hospital and Fawcett Primary School. Members attention was drawn to the pre-existing 51 parking spaces and three disabled parking spaces on-site.

Attention was also drawn to the proposed office use and the references to former use classes as this application was submitted prior to 1 September 2020.

Site plans established the proposed locations for the site adaptations. This included: locating a recycling area next to the car park; a modular mobile unit on the west side of the site; and relocated, and new bicycle shelters. The addition of bat and bird boxes for ecological conservation were also noted by the officers, although these had not been recommended in the planning conditions as the application was for a temporary change of use.

Internal building plans of both the development centre and proposed modular office building were presented. The internal building layout of the development centre would provide staff with desk areas, meeting rooms of various sizes, break out rooms and toilet facilities. The modular building layout included twenty desk spaces, two break out rooms, five toilets and storage. In total, desk spaces would accommodate 164 individuals, and meeting rooms 73 individuals.

An elevation of the modular building was used by the presenting officer to depict the proposed two windows recommended in the officer report to be obscured on the west elevation facing Monkswell, Ely Place and Salisbury Place. This would ensure that the amenity of these residents could be protected. This responded to neighbours' concerns for privacy. Officers also noted tactile paving at the footpath crossing and the location for the recommended look 'Left' and 'Right' signs on Maris Lane as part of the recommended conditions for highway improvements.

The proposed application and initial Travel Plan were created with the aim of housing 260 members of staff from Babbage House and Shire Hall working in council services including: Cambridge SEND service, Youth Services, Youth Offending Teams and South Cambridgeshire Children's Team. The presenting officer acknowledged that the initial Travel Plan was based upon, but not limited to these teams. Agile working was expected to result in a maximum 164-person occupancy rate, with the expectation of an increase of 38 vehicle movements during the morning peak and an estimated 8 vehicle movements decrease during the afternoon peak. Traffic and transport will be managed through the Travel Plan and Parking Management Plan conditions, which include a requirement for an updated Travel Plan.

The presenting officer concluded that as no objections had been received from statutory consultees, the recommendation before the Committee was to grant planning permission subject to the conditions set out in paragraph 11.1 of report.

In response to Member questions, officers confirmed that historically cars had parked on the Development Centre's green spaces, when the site had been

used as a training centre.

Mr Richard Smith, agent for the applicant was invited to speak in support of the application. He stated that the office was acceptable in principle, as it would provide employment in a sustainable location in accordance with planning policy. To overcome residents' concerns, the applicant had worked with Planning and Transport officers to update the Travel Plan, Transport Statement and mitigation measures proposed. There were now no statutory objections or individual neighbouring objections to the proposal.

In response to Member questions, officers clarified that the clause 'until alternative arrangements can be made' meant that the temporary use was not expected to continue past the end of five years.

Local Member for Trumpington, Councillor Barbara Ashwood, was invited by the Chairman to speak on the application. She stated that Trumpington was a growing community and the area to the south of the site was a busy residential area. The footpath included on the site was a main access path, use of which had increased with the Addenbrookes extension. This led her to express concern regarding the impact that the planning application would have on the safety of children and local residents using the paths. She also expressed concern that changes made to the footpath may lead to an increase of vehicle usage and consequently negatively impact the environment.

There were no questions from Members for the local Member.

[Councillor Ashwood left the meeting for the debate and vote]

During debate of the application, Members expressed support for the application, highlighting that there were no objections from statutory consultees.

It was resolved unanimously:

That permission is granted subject to the conditions in 11.1 of the report and set out in Appendix B to these minutes.

Councillor Ashwood returned to the meeting upon the conclusion of the item.

## 117. Summary of decisions made under delegated powers

The Committee considered a summary of decisions made under delegated powers.

It was resolved unanimously to note report.

Chairman

## Commencement of Development

1. The development hereby permitted shall be commenced not later than three years from the date of this permission. Within 14 days of the commencement of the development hereby approved, the County Planning Authority shall be notified in writing of the date on which the development commenced.

Reason: In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004 and in order to establish the timescales for those details provided by conditions and to enable monitoring of the development.

## Approved Plans and Documents

2. The development hereby permitted shall be carried out in accordance with the application dated 27 February 2020 and the following approved drawings and documents (received 27/02/2020 unless otherwise specified) and as amended by the information approved as required by the following conditions:

- [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-( )-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021; • Roof Plans as Existing Roof Plans as Proposed, Drawing no. NPS-DR-A-( )-104, Revision P3, dated 18.01.21, received 19/01/2021;
- Plans as Proposed Elevations as Proposed, Drawing no. NPS-DR-A-( )-102, Revision P11 by NPS Group, dated 25.11.20, received 25/11/2020;
- Ground Floor Plan Showing Alteration Works, Drawing no. NPS-DR-A-( )-103, Revision P7, dated 25.11.20, received 25/11/2020;
- Junction Details to Front Extension, Drawing no. NPS-DR-A-( )-105, Revision P2, dated 18.01.21, received 19/01/2021;
- Junction Details to Rear Extension, Drawing no. NPS-DR-A-( )-106, Revision P2, dated 18.01.21, received 19/01/2021;
- Security Shutter Specification (WP36 Extruded), by Cooks Blinds & Shutters Ltd, received 29/07/2020;
- Wardale Cycle Shelter Specification, by Broxap, received 24/07/2020;
- Soft Landscape Plan, Drawing no. HBS-DR-L-800, Revision P2, dated 19 November 2020 by Hamson Barron Smith, received 23/11/2020; and
- Ecological Enhancement Measures – Position of X2 Bat Boxes and X2 Bird Boxes - April 2020, revision received 18/01/2021.

Reason: To define the permission and protect the character and appearance of the locality in accordance with policies 55 and 58 of the Cambridge City Local Plan (2018).

## Materials

3. No brickwork is to be erected until the choice of brick, bond, mortar mix design and pointing technique have been submitted to and approved in writing by the County Planning Authority by means of sample panels prepared on site. The approved panels are to be retained on site for the duration of the works for

comparative purposes, and development must take place only in accordance with the approved details.

Reason: To avoid harm to the special interest of the listed building in accordance with policy 61 of the Cambridge City Local Plan (2018).

#### Building Joinery

4. No new windows or doors shall be constructed in the existing building, nor existing windows or doors altered until drawings at a scale of 1:10 of details of new or altered sills, lintels, jambs, transoms, and mullions have been submitted to and approved in writing by the County Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To avoid harm to the special interest of the listed building in accordance with policy 61 of the Cambridge City Local Plan (2018).

#### Hard Landscaping Joinery

5. No new fencing, trellis or pagoda shall be installed until drawings at a scale of 1:20 of all such joinery has been submitted to and approved in writing by the County Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To avoid harm to the special interest of the listed building in accordance with policy 61 of the Cambridge City Local Plan (2018).

#### Construction hours

6. No construction work or demolition work shall be carried out or plant operated other than between the following hours: 0800 hours and 1800 hours on Monday to Friday, 0800 hours and 1300 hours on Saturday and at no time on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of nearby properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

#### Collection and delivery restrictions during construction

7. There shall be no collections from or deliveries to the site during the demolition and construction stages by any vehicle with a gross weight of more than 3.5 tonnes other than between the hours of 0930 hours and 1530 hours. All other collections from or deliveries to the site during the demolition and constructions stages shall not take place outside the hours of 0800 hours and 1800 hours on Monday to Friday, 0800 hours to 1300 hours on Saturday and at no time on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of nearby properties and in the interests of highway safety in accordance with policies 35, 80, and 81 of the Cambridge City Local Plan (2018).

## Doors and windows

8. All external doors and windows to / serving the ceremony room and associated waiting room shall remain closed during each ceremony.

Reason: To protect the amenity of nearby properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

## Building Noise Insulation

9. Prior to the operation of the premises as approved, full details of the following shall be submitted in writing to the County Planning Authority for approval:

- Final specifications of glazing to be incorporated into the upgrade of the building fabric (where proposed); and
- The type, specification and operational details of the sound control system to be incorporated into the design of the ceremony room as detailed in Section 5.4.3 of the Planning/Supporting Statement (inc Design and Access Statement) by NPS Group, dated November 2020 (v3), received 24/11/2020.

The noise insulation scheme as approved shall be fully implemented before the use hereby permitted is commenced and shall be maintained and retained thereafter.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

## Amplified music / voice prohibition – rear garden

10. No music, either amplified or acoustic, shall be played within (or piped into) external areas of the premises. All windows and doors for the ceremony taking place shall remain closed at all times whilst music is played within the venue.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

## Use of the rear garden

11. The rear garden of the premises / venue to the north east of the building as shown hatched and annotated on [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-( )-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021 shall not be used by visiting members of the public in association with an event, and access is only to be permitted for staff and contractors.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

## Hours of use – marriage ceremonies

12. Marriage ceremonies shall only take place at the venue between the following hours: Mondays/Tuesdays/Wednesdays – 09.30hrs to 12.00hrs; Thursdays/Fridays – 09.30hrs to 16.15hrs (on Fridays 09.30hrs to 12.00hrs off

Peak); Saturdays – 10.00hrs to 17.45hrs; and No marriage ceremonies shall take place on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

#### Noise Management Plan

13. Prior to the operation of the premises as approved, a Noise Management Plan (NMP) shall be submitted to and approved in writing by the County Planning Authority on an annual basis for the first three years of operation. The NMP shall be proactive, considerate and provide neighbour-based control with the purpose of preventing, mitigating and reducing to a minimum potential adverse noise impacts and disturbance to local residents resulting from the hereby permitted use of the property. The NMP shall include details, undertakings and procedures for (but not be limited to) the following:

- The name(s) of on-site supervisor/s responsible for the behaviour of visitors, patrons and for liaison with local residents;
  - Procedure for the management and control of noise generating activities and the control of noise breakout from within the building;
  - Confirmation that no music (either amplified, voice or acoustic) will be played within the external area;
  - Confirmation that the NMP will be reviewed annually and implemented as per updated details;
  - Procedure / responsibilities for dealing with complaints – recording / logging of complaints and response within time limits and shall include details of how the complaint was resolved;
  - In the event that a noise complaint is received, the premises management will investigate the complaint and take action to establish the cause, avoid re-occurrence and inform the local authority;
  - Where activities are seen to generate complaints - procedure for how the NMP will be reviewed and adapted to mitigate against these issues;
  - Training of staff and/or customer to ensure awareness of noise control measures in place; and
  - Any other matters that are reasonably required by the local planning authority.
- The approved NMP shall be reviewed annually, be always followed and / or implemented and retained thereafter including after the period of 3 year review.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

#### Plant/machinery/equipment

14. No operational plant, machinery or equipment both internal and external shall be installed until a noise assessment and any noise insulation / mitigation scheme as required to mitigate and reduce to a minimum potential adverse impacts has been submitted to and approved in writing by the County Planning Authority. The scheme shall be carried out as approved and retained thereafter.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018). Artificial

## Artificial Lighting

15. Prior to the installation of any new artificial lighting, an external artificial lighting scheme with detailed impact assessment shall be submitted to and approved in writing by the County Planning Authority. The scheme shall include details of any artificial lighting of the site and an artificial lighting impact assessment with predicted lighting levels at existing residential properties shall be undertaken (including horizontal / vertical isolux contour light levels and calculated glare levels). Artificial lighting on and off site shall meet the Obtrusive Light Limitations for Exterior Lighting Installations detailed in the Institute of Lighting Professionals - Guidance Notes for the Reduction of Obtrusive Light - GN01:2011 (or as superseded) and any mitigation measures to reduce and contain potential artificial light spill and glare as appropriate shall be detailed.

The artificial lighting scheme as approved shall be fully implemented before the use of the lighting permitted is commenced and shall be maintained and retained thereafter.

Reason: To protect the amenity of adjoining and adjacent properties in accordance with policies 34 and 59 of the Cambridge City Local Plan (2018).

## Car and Cycle Parking

16. Prior to the operation of the premises as approved the twenty-seven (27) car parking spaces, eight (8) covered cycle parking spaces, and six (6) uncovered cycle parking spaces as shown on [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-( )-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021/ shall be provided. Thereafter they shall be retained in their entirety for their specific use.

Reason: To ensure that car and covered cycle parking arrangements will be available at all times to serve the premises in accordance with policies 80, 81 and 82 of the Cambridge City Local Plan (2018).

## Travel Plan

17. Prior to the operation of the premises as approved, an updated travel plan detailing the on street monitoring of Ascham Road and the surrounding streets within the Ascham Controlled Parking Zone shall be submitted to and approved in writing by the County Planning Authority.

Reason: To manage parking arrangements prior to the use commencing and to protect the amenity of nearby properties in accordance with policy policies 80, 81, 82 and 35 of the Cambridge City Local Plan (2018).

## Temporary parking during construction

18. Adequate temporary facilities shall be provided clear of the highway for the parking, turning, unloading and loading of all vehicles visiting the site during construction in accordance with the Traffic Management Plan dated 24th April 2020 (May 2020 v1 received 22 May 2020).

Reason: To manage temporary parking arrangements during site works phase and to protect the amenity of nearby properties in accordance with policies 80, 81, 82 and 35 of the Cambridge City Local Plan (2018).

#### Landscape and Biodiversity Maintenance and Management

19. The development hereby permitted shall be constructed and maintained in complete accordance with the Landscape and Biodiversity Maintenance and Management Plan prepared by A.T. Coombes Associates Ltd, dated 20 November 2020 and the Soft Landscape Plan, Drawing no. HBS-DR-L-800, Revision P2, dated 19 November 2020 by Hamson Barron Smith, received 23/11/2020.

Reason: To ensure there is a net gain in biodiversity and in the interests of the visual appearance in accordance with policies 61 and 70 of the Cambridge City Local Plan (2018).

#### Replacement Planting and Seeding

20. Trees will be planted in accordance with the approved planting proposal. If within a period of five years from the date of the planting any tree, shrub, hedging or seeding fails or is removed other than in accordance with the approved details, that replacement tree, shrub, hedging or seeding, or any planted in replacement for it, is removed, uprooted or destroyed or dies, it shall be replaced by like for like replanting at the same place, unless the County Planning Authority has given prior written consent for any variation.

Reason: To require replacement trees to be approved, planted and subsequently protected, to ensure continuity of tree cover in the interest of net gain in biodiversity and visual amenity in accordance with Policies 61 and 70 of the Cambridge City Local Plan (2018).

#### Bat and Bird Boxes

21. Prior to the operation of the premises as approved, the bat and bird boxes identified on the Ecological Enhancement Measures – Position of X2 Bat Boxes and X2 Bird Boxes – April 2020 document received 28/04/2020, shall be installed. An annual (winter) maintenance inspection of the bat and bird boxes shall be carried out for a minimum of five years following installation. Any damaged boxes shall either be repaired or replaced prior to the start of the next bird nesting season (March).

Reason: To ensure there the measures proposed to achieve a net gain in biodiversity are installed and maintained in accordance with Policy 70 of the Cambridge City Local Plan (2018).

#### Informatives

##### Access Officer Recommendations

1. You are advised to give consideration to the access requirements highlighted by Cambridge City Council (Greater Cambridge Planning) – Access Officer, in respect of:

- d) Seating in waiting area should be of various heights; and, with and without arms; there should be space for wheelchair users;
- e) Rooms need hearing loops;
- f) Signage needs tactile information; and
- g) Decor must aid visually impaired people.

#### Plant noise insulation informative

2. To satisfy the plant sound insulation condition (set out in condition 15), the rating level (in accordance with BS4142:2014) from all plant, equipment and vents etc (collectively) associated with this application should be less than or equal to the existing background level (LA90) at the boundary of the premises subject to this application and having regard to noise sensitive premises.

Tonal/impulsive sound frequencies should be eliminated or at least considered in any assessment and should carry an additional correction in accordance with BS4142:2014. This is to prevent unreasonable disturbance to other premises. This requirement applies both during the day (0700 to 2300 hrs over any one hour period) and night time (2300 to 0700 hrs over any one 15 minute period).

It is recommended that the agent/applicant submits an acoustic prediction survey/report in accordance with the principles of BS4142: 2014 "Methods for rating and assessing industrial and commercial sound" or similar, concerning the effects on amenity rather than likelihood for complaints. Noise levels shall be predicted at the boundary having regard to neighbouring premises.

It is important to note that a full BS4142:2014 assessment is not required, only certain aspects to be incorporated into an acoustic assessment as described within this informative.

Such a survey / report should include: a large scale plan of the site in relation to neighbouring premises; sound sources and measurement / prediction points marked on plan; a list of sound sources; details of proposed sound sources / type of plant such as: number, location, sound power levels, sound frequency spectrums, sound directionality of plant, sound levels from duct intake or discharge points; details of sound mitigation measures (attenuation details of any intended enclosures, silencers or barriers); description of full sound calculation procedures; sound levels at a representative sample of noise sensitive locations and hours of operation.

Any report shall include raw measurement data so that conclusions may be thoroughly evaluated and calculations checked.

It is recommended that planning permission is granted for a temporary period of 5 years, subject to the following conditions:

#### Expiry Date

1. This permission is for a temporary period only and shall expire 5 years from the date of this decision and the use hereby permitted shall cease. The hereby permitted temporary building shall be removed from the site and the land reinstated to its former condition on or before the date 5 years from the date of this decision. The applicant/developer shall notify the County Planning Authority in writing of the date of the commencement of development within 14 days of the commencement of any part of the development.

Reason: To restrict the use to the temporary period applied to avoid prejudice to the housing land allocation of the Cambridge Local Plan 2018 in accordance with policies 1, 2, 3, 27 and 40 and proposal R16 of the Cambridge Local Plan 2018.

#### Approved Plans and Documents

2. The development hereby permitted shall be carried out in accordance with the application dated 19 February 2020 and the following plans received 19 February 2020 unless otherwise stated; and as amended by the information approved as required by the following conditions:-

- Location Plan drawing number 191115 – 01 dated 18-10 2019;
- Proposed Site Plan drawing number 191115 - 04 Rev 02 undated received 24 July 2020;
- Ground & First Floor Proposed Floor Plan drawing number 191115 - 03 - GF/FF Rev 01 dated 24-06-2020 received 24 July 2020;
- Foul Drainage Plan drawing number 191107 - 03 – Mobile undated;
- 7 Bay Modular Building number 638 Elevations drawing number 191115 – 03-01 dated Nov 19;
- Modular Building Proposed Floor Plan drawing number 191115–05 Rev 01 dated 24-06-2020 received 24 July 2020;
- Specification sheet: Wardale Cycle shelter by broxap undated received 24 July 2020;
- Planning/Supporting Statement (inc Design and Access Statement) v 2 dated July 2020 received 24 July 2020;
- Travel Plan May 2020 Hegsons HDC\_1057/002\_02 CPDC\_TP Parts 1 and 2 received 29 May 2020;
- File Note - HDC1057\_ 03\_Cambridge Spokes CPDC Site Response to TAT Feedback – 10th June 2020 [Additional Transport Information] dated 16th July 2020 received 24 July 2020;
- File Note - HDC1057\_ 04\_Cambridge Spokes CPDC Site [Meeting Room Trip Generation] dated 22nd July 2020 received 24 July 2020;

- File Note - HDC1057\_05\_Cambridge Spokes CPDC Site A1309 / Anstey Way Junction Assessment [Junction Assessment Response] dated 19th August 2020 received 2 September 2020; and
- File Note - HDC1057\_05\_Cambridge Spokes CPDC Site – Addendum A1309 / Anstey Way Junction - Available Traffic Data [Addendum CPDC Junction Assessment Response] dated 31st August 2020 received 2 September.

Reason: To define the permission and protect the character and appearance of the locality in accordance with policies 1, 2, 3, 27, 28, 31, 32, 35, 36, 40, 58, 80, 81 and 82 of the Cambridge Local Plan 2018.

#### Implementation of Initial Travel Plan

3. This planning permission shall be implemented in accordance with the Travel Plan received 29 May 2020, until such time as an updated Travel Plan is approved by the County Planning Authority and implemented under condition 4 below.

Reason: To ensure the safe and efficient operation of the highway and to promote sustainable travel in line with the proposals submitted in accordance with policies 80 and 81 of the Cambridge Local Plan 2018.

#### Updated Travel Plan

4. No later than 9 months from the commencement of development identified under condition 1, an updated Travel Plan shall be submitted to and approved in writing by the County Planning Authority. The Travel Plan shall include but not be limited to suitable measures to promote sustainable forms of travel, the provision of a Travel Plan Co-ordinator, a monitoring review at least annually, and an implementation timetable. The Travel Plan shall be implemented in its entirety in accordance with the agreed timetable for the remainder of the duration of this temporary planning permission.

Reason: To ensure the safe and efficient operation of the highway and to promote sustainable travel in accordance with policies 80 and 81 of the Cambridge Local Plan 2018.

#### Car Parking Management Plan

5. No part of the development hereby permitted shall be first occupied until a Car Parking Management Plan has been submitted to and approved in writing by the County Planning Authority. The Car Parking Management Plan shall relate to the Travel Plan and include but not be limited to proposals to control and manage the use of and demand for on-site car parking facilities, including an implementation timetable. The approved Car Parking Management Plan shall be implemented in its entirety in accordance with the agreed timetable for the duration of this temporary planning permission.

Reason: In the interests of the safe and efficient operation of the highway in accordance with policies 81 and 82 of the Cambridge Local Plan 2018.

### Motor Vehicle and Cycle Parking Provision

6. No part of the development hereby permitted shall be first occupied until the motor vehicle and cycle parking provision has been provided in its entirety. The motor vehicle parking provision shall be marked out in accordance with the details shown on Drawing number 191115 - 04 Rev 02. The motor vehicle and cycle parking shall thereafter be retained for the duration of this temporary planning permission.

Reason: In the interests of the safe and efficient operation of the highway in accordance with policies 81 and 82 of the Cambridge Local Plan 2018.

### Paget Road Pedestrian Crossing

7. No part of the development hereby permitted shall be first occupied until the applicant has upgraded the existing drop kerb crossing on the western side of Paget Road at the existing crossing point to the path leading to King George V playing fields entirely in accordance with details, that shall include the provision of tactile paving, that have been previously submitted to and approved in writing by the County Planning Authority.

Reason: In the interests of the safe and efficient operation of the highway in accordance with policy 81 of the Cambridge Local Plan 2018.

### A1309 / Maris Lane Junction

8. No part of the development hereby permitted shall be first occupied until the existing A1309/Maris Lane junction is upgraded by the applicant to include the provision of 'LOOK LEFT' and 'LOOK RIGHT' white line markings at the pedestrian/cycle crossing points of this junction, in accordance with details that have been previously submitted to and approved in writing by the County Planning Authority.

Reason: In the interests of the safe and efficient operation of the highway at the A1309 / Maris Lane junction in accordance with policy 81 of the Cambridge Local Plan 2018.

### Foul and Surface Water Drainage

9. No part of the development hereby permitted shall be first occupied until the foul drainage scheme shown on drawing number 191107-03 and the surface water scheme as described in paragraph 5.6.2. of the Planning/Supporting Statement (inc Design and Access Statement) July 2020 v2 have been implemented in their entirety. Both systems shall thereafter be retained for the duration of this temporary planning permission.

Reason: To prevent an increased risk of flooding and protect water quality in accordance with policies 31 and 32 of the Cambridge Local Plan 2018.

### Temporary Modular Building - Obscuring of two windows

10. No part of the development hereby permitted shall be first occupied until the two smallest windows within the south western elevation of the temporary modular building have been obscured and shall be thereafter retained as such for the duration of this temporary planning permission.

Reason: To protect the amenity of occupiers of adjoining properties, in accordance with policy 35 of the Cambridge Local Plan 2018.

#### Hours of use

11. The buildings shall not be open outside of the hours of 0700 and 1900 daily Mondays to Fridays and shall not be open on Saturdays, Sundays, Bank or Public Holidays other than in an emergency or for cleaning and/or maintenance purposes.

Reason: To limit the use to that applied for in the interest of residential amenity in accordance with policy 35 of the Cambridge Local Plan 2018.

#### Construction Hours

12. All construction work and demolition work, including the operation of plant and construction related deliveries and collections, shall only be carried out between the following permitted hours: -

07:30 to 18:00 daily on Mondays to Fridays;  
07:30 to 13:00 on Saturdays; and  
at no time on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of occupiers of adjoining properties and to control the construction hours, without impacting on the delivery of the project, in accordance with policy 35 of the Cambridge Local Plan 2018.

#### Construction Traffic Management Plan Considerations Statement

13. The development hereby permitted shall only be constructed in accordance with the Construction Traffic Management Plan / Considerations Statement, dated 07/02/2020, received 19 February 2020.

Reason: In the interests of highway safety, and to protect the amenity of nearby properties, in accordance with policies 36 and 81 of the Cambridge Local Plan 2018.

#### Informatives

##### Pollution Control

1. Surface water and groundwater bodies are highly vulnerable to pollution and the impact of construction activities. It is essential that the risk of pollution (particularly during the construction phase) is considered and mitigated appropriately. It is important to remember that flow within the watercourse is likely to vary by season and it could be dry at certain times throughout the year.

Dry watercourses should not be overlooked as these watercourses may flow or even flood following heavy rainfall.

## REVIEW OF THE LOCAL INFORMATION REQUIREMENTS FOR THE VALIDATION OF PLANNING APPLICATIONS

To: Planning Committee

Date: 15 April 2021

From: Joint Interim Assistant Director, Environment and Commercial

Electoral division(s): All

Purpose: To consider the proposed revisions to the Local Validation List

Recommendation: That members endorse the proposed revised list and guidance notes

Officer contact

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## 1. Introduction / Background

- 1.1 The Council has published Local Validation requirements for its planning applications for waste and County Council developments since at least December 2010. These requirements do not apply to mineral planning applications because these are treated differently by the legislation and use a bespoke application form. The current Local Validation List and Guidance Notes were approved by the County Council's Planning Committee on 16 May 2019 and are due to expire in June 2021. Local Validation List information can only be required in relation to any relevant application if the Local Validation List has been published on the Council's website for less than 2 years [under the provisions of the Town and Country Planning act 1990 (as amended) and The Town and Country Planning (Development Management Procedure) (England) Order 2015].
- 1.2 Cambridgeshire County Council's Local Validation List and Guidance Notes (LVL) set out what information is required to accompany the submission of planning applications, over and above the national requirements. The importance of the LVL is that it ensures that sufficient details are submitted before processing of the relevant application begins. These details form part of the application from the outset. Sufficient information is essential for a sound, timely and robust decision, and an avoidance for the need for further consultation for example. Having appropriate information enables consultees, residents, and officers to appropriately assess applications at the earliest opportunity. The information includes requirements for specified plans and drawings, technical reports, and other specified information.
- 1.3 Paragraph 44 of the National Planning Policy Framework (February 2019) provides that local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local planning authorities should only request supporting information that is relevant, necessary, and material to the application in question. This is supported by the National Planning Policy Guidance. In addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be: -
- reasonable having regard to the nature and scale of the proposed development; and
  - about a matter which is likely to be a material consideration in the determination of the application.
- 1.4 If up to date requirements were not in place, relevant applications would be valid with very minimal information. Having locally agreed requirements allows local agreement of what is needed. This removes uncertainty for agents and applicants. It also ensures that there are consistent requirements for similar applications by the Council. It can minimise delay and additional processing costs, which result from the need for more than one set of consultations and the need for additional notifications and advertisement. The requirements are discussed with applicants and agents during consideration of a pre-application submission.

## 2. The 2021 review

- 2.1 Officers produced revised consultation drafts by January 2021. The text of the consultation documents published were revised to address the accessibility requirements required by

the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. For example, the wording and headings have been simplified and the formatting of the documents was changed. Ahead of the consultation officers updated the document titles and policy references contained within the LVL where we were aware of revisions being published. Links to websites were also updated, albeit these will need to be checked again immediately prior to publication, which will need to be in early June 2021. It is also proposed to continue to update the guidance when it is known that any documents that are referred to have been superseded by new documents.

2.2 Existing requirements contained within the relevant Development Plan for Cambridgeshire were also added for consistency. For example, in Section 5 of the Local Validation List Guidance Notes within Fenland District Council's area an existing local plan policy requirement for the submission of a Health Impact Assessment for major development applications has been added in line with requirements within other districts for example South Cambridgeshire District Council. Also, a few new requirements were also added, for example a requirement for scale bars to be contained on plans, to ensure that electronic plans are capable of being read by all. In summary, the proposed changes relating to the Local Validation List Guidance Notes that were included as part of the 2021 consultation review included the following additional requirements: -

- Section 5 - seeks information relating to the reduction of carbon footprint and for applicants to take account of their energy usage.
- Section 6 – requests information about the condition of trees.
- Section 9 – refers to the need for Landscape Visual Impact Assessments.
- Section 13A – seeks construction environmental management plans in addition to traffic management plans.
- Section 15 – includes requirements for assessment of vibration as well as noise where appropriate.
- Section 22 – seeks to require that scale bars be added to plans to ensure electronic plans are capable of being read by all.

2.3 The following links to new guidance documents were also added to the consultation draft: -

- [Historic England's Statements of Heritage Significance Advice Note 12 \(21 October 2019\)](#) and
- [The Landscape Institutes Guide to Reviewing-Landscape Visual Impact Assessments-and-Landscape Visual Assessments.](#)

Additionally, following consultation links to two more recent documents have been added and/or updated: -

- [Greater Cambridge Sustainable Design and Construction Supplementary Planning Document \(SPD\) - South Cambridgeshire District Council January 2020](#)
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)
- [London Healthy Urban Development Unit Rapid Health Impact Assessment Tool](#)
- [Evidence to inform both rapid and full HIAs can be found in Cambridgeshire Joint Strategic Needs Assessments, and in related health and wellbeing data available from Cambridgeshire Insight](#)

- 2.4 Since the previous review, preparation of a new Cambridgeshire and Peterborough Minerals and Waste Local Plan has reached its final stages. After the new plan has been adopted by this Council, it is our intention to update the relevant references to the Cambridgeshire and Peterborough Minerals and Local Plan within the LVL guidance document.
- 2.5 On 25 January 2021 a six-week consultation was carried out with consultees, which closed on 8 March 2021. The consultation was registered on the Council's website and the following were consulted: -
- Statutory and non-statutory consultees including District/City councils
  - Cambridgeshire County Council colleagues and Councillors
  - Parish and Town councils and
  - Applicants and agents who submitted planning applications during the last 2 years since the previous review.

### 3. Consultation responses

- 3.1 A total of 13 formal consultation responses were received. A summary of the main points raised and the planning officers' responses to them, including any suggested amendments proposed, are shown in Appendix 1. Where appropriate the responses and suggested amendments have been prepared in consultation with both internal and external planning and transport colleagues, to ensure that a robust consideration has been given to the points raised, ahead of making a final recommendation.
- 3.2 An overview of the 13 formal consultation responses received and the main concerns or points raised that are included in Appendix 1 have been summarised below for ease of reference: -

#### Highway Development Management:

- 3.3 Highway Development Management sought changes to Sections 13 (Parking and Access Arrangements) and 13A (Construction Environmental Management and Traffic Plan), to require temporary access arrangements off the public highway and mitigation measures for sensitive receptors and peak flows to be taken into account. They also acknowledged that it was good to note that Section 12: Transport Assessment or Statement, was augmented with Section 13. Parking and access arrangements; where many proposals will fall within a level where a formal assessment is not required, but a level of traffic information is desirable to enable an informed decision to be made by the Highway Authority.

#### Public Health:

- 3.4 Public Health colleagues acknowledged receipt of the consultation but confirmed that owing to the COVID-19 pandemic would be unable to offer a response at this time.

#### Sport England:

- 3.5 Sport England confirmed that the consultation did not fall within either their statutory remit (Statutory Instrument 2015/595), or non-statutory remit (National Planning Policy Guidance (PPG) Par. 003 Ref. ID: 37-003-20140306), so they did not provide a detailed response.

However, they did supply generic guidance and advice to help officers check that the relevant information was referenced within the guidance.

Gamlingay Parish Council:

- 3.6 Gamlingay Parish Council requested that Neighbourhood Plans should be referenced in the Local Validation List, especially as they may have specific references with regards to specific landscape, transport and development themes which should be taken account of in Minerals and Waste applications. Furthermore, they asked for Natural England's 'Impact risk Zones' to be referenced to identify potential impacts on woodland areas.

Historic England:

- 3.7 Historic England sought the requirement for a Design and Access Statement for every application to be added to the guidance.

Ely Drainage Board:

- 3.8 In relation to Section 7A (Surface Water) the Ely Drainage Board noted that over half the area of Cambridgeshire is covered by an Internal Drainage Board (IDB). Within these districts, they acknowledged that IDBs have supervisory duties in relation to drainage under the Land Drainage Act 1991. They therefore requested that under the '*what information is required*' section, reference be made to IDBs and their Byelaw requirements.

Education Capital Strategy Management:

- 3.9 The response received from the Education Capital Strategy Manager sets out a range of comments and concerns that relate to the whole LVL and provides feedback from his teams experience of using the guidance across all their education capital projects; that alter in scale from whole new schools and education campus sites, right down to mobile classrooms and minor alterations to existing schools. In working through the whole LVL guidance document, his responses can be split between items that either raise no comments, questions or proposed alterations; to those where either objections are raised, questions are posed, or amendments to text is recommended. In total from the 24 items set out in the response received, there are 7 sections that fall into the first no comments, questions or objections category, and 17 sections that fall into the latter category that can be broadly summarised in the following points:

- Not considered necessary to require public art in planning applications in South Cambridgeshire as part of the validation process under Section 1
- Size and level of community involvement needs to be clarified for mobile classroom applications and small-scale standalone projects under Section 3
- Various concerns over Section 5 (Statement of Sustainable Design and Construction) that are made up of three areas of concerns in relation to all applications in South Cambridgeshire triggering such a statement; two concerns over Health Impact Assessments; and one final concern around the location of the requirement for a foul drainage strategy and the suggestion this should be moved alongside the surface water drainage strategy section within the guidance document
- Proposed amendment to wording to provide when a tree survey is needed

- Comments on Section 7A to set out surface water and foul drainage together and seeking agreement for what is required for temporary mobile classrooms
- Query over what would be required for mobile classroom applications under Section 9 in relation to Landscape Impact Assessment
- Query over what would be required for mobile classroom applications under Section 10 in relation to landscape proposals
- Seeking changes to Section 11 to allow landscape and biodiversity management schemes to be considered through a pre-occupation condition rather than at the submission stage to allow more flexibility for urgent mobile classroom projects
- Six main areas of concern raised in relation to Section 12 for Transport Assessment (TA) and Transport Statement (TS) validation requirements, with amendments proposed to allow growth site schools with the benefit of outline planning permission to be exempt from such submissions or cross reference to the wider site TAs, and for TS requirements to be raised to a trigger of a 3 classroom increase rather than 1
- Proposed that duplicated text in Section 13, that already exists in Section 12, should be deleted
- Proposed amendments to wording in Section 13A for Construction Environmental and Traffic Management Plans to specifically exclude mobile classroom applications
- Seeking changes to Section 14 to allow flexibility for Travel Plan's to be removed from the validation process for mobile classroom applications and allow a pre-occupation condition to address this instead
- Raised questions over the level of detail required for lighting proposals on mobile classroom applications and whether a data sheet would be acceptable
- Drew attention to the typographical error in Section 17 where a question mark was incorrectly contained in the text rather than clarification of '2' hectares being the base line for the submission of an air quality assessment for applications in Huntingdonshire
- Clarification sought on what information would be required in relation to Section 18 for contaminated land for mobile classroom applications
- Suggested that open space / playing field information could be dealt with through the Planning Statement, and
- Consider that some of the items in Section 22 (Plans and Drawings) are a duplication of national policy, albeit no objection was raised as they consider this provides helpful way finding and clarification for applicants.

St Ives Town Council:

- 3.10 St Ives Town Council noted the information provided and confirmed that they had no additional comments to make.

Wisbech Town Council:

- 3.11 Confirmed that the Local Validation List was considered by the Planning and Community Infrastructure Committee at Wisbech Town Council on 15 February 2021, and that members of the committee decided that Wisbech Town Council had no comments to make.

Anglian Water Services Limited:

- 3.12 Anglian Water raised concerns around Section 5 (Statement of sustainable design and construction) in relation to a water conservation strategy and foul water drainage strategy;

and Section 7A (Surface Water Strategy) where they felt the guidance could be improved and take account of how such requirements would impact on some of their own development proposals for Water Recycling Centres.

Biffa Waste:

- 3.13 Biffa Waste raised concerns around Section 5 (Statement of sustainable design and construction) in relation to health impact assessments and Section 11 (Landscape and biodiversity enhancement management scheme) in relation to the guidance requiring a minimum of 10 years aftercare of restored landfill sites in the interests of nature conservation.

Little Gransden Parish Council:

- 3.14 Sought additional text and information to be added under the heading of the Flood Risk / Assessment, to take account of management and enforcement issues. Also sought additional questions to be added under the transport section, to take account of the heavy traffic that building, and development brings to rural villages, where the infrastructure is not appropriate for such movements.

Huntingdonshire District Council Environmental Health Team:

- 3.15 Confirmed that they had looked at the consultation documents in relation to Environmental Health matters such as land contamination, noise, vibration, air quality, light, CEMPs, etc. and they have no objection to taking these new validation requirements forwards for the next two years.

Information requests that did not lead to formal responses that aren't shown in Appendix 1:

- 3.16 Caxton Parish Council acknowledged the consultation and asked officers to ensure their new e-mail address is used for all future correspondence, noting that they would not be able to respond in the consultation timescale. And, Yelling Parish Council asked for clarification on how the amendments could be spotted in the consultation document and following a telephone call to explain and answer this query no further comments were received.

#### 4. Revisions proposed to the Local Validation List and key points to note in the consideration of the consultation responses

- 4.1 A similar approach has been taken towards recommending the 2021 updates for the consultation draft as taken previously together with amendments. Additionally, formatting and rewording has been changed with the intention of making the documents more accessible. Planning officers have always recognised the need to balance seeking adequate information without adding any unnecessary burden on applicants. In attempting to address this balance appropriately, the guidance document deals with a range of types and scale of development, ranging from waste proposals to the County Council's own development.
- 4.2 Paragraph 2.2 of this report provides a summary of the main revisions that were added to the existing LVL guidance before consultation. Some of the comments and concerns received (see section 3 above and Appendix 1 of this report relate to existing validation

requirements) have been in place since 2019 or longer. Therefore, planning officers have sought specialist advice, including from colleagues at the relevant City / District Councils, to ensure a consistent approach is being taken in the two-tier Council decision making process. As a result of these discussions, and the proposed amendments set out in Appendix 1, the following list sets out, in summary, the principle additional amendments that have been made following the consultation exercise:

- Changes are made to Section 1 to clarify consideration of integrating public art in South Cambridgeshire.
- Section 5, the Health Impact Assessment (HIA) requirements have been moved into their own section (5A). This includes adding additional signposting for guidance and to further information.
- Section 5 now includes clarification that a Water Conservation Strategy may not always be practicable e.g. for operational buildings that do not contain water supply or welfare facilities.
- Section 5, the Foul Drainage Strategy has moved out of into Section 7A which already contains the Surface Water Strategy requirements. What information would be required is clarified in line with Anglian Water's response.
- Section 6, additional text has been added to clarify that tree surveys are necessary for trees or hedges on the development sites 'that are likely to be or could be impacted by the development'.
- Section 7A has been updated to align with Main Modification 40 of the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan. This acknowledges that Sustainable Urban Drainage Systems are not always feasible, taking account of concerns raised by Anglian Water.
- Section 11, bullet point 3 has been amended (under '*What Information is required?*') to align with the aftercare and restoration now sought in the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan. This acknowledge a case by case approach. And, it acknowledges aftercare arrangements '*potentially extending to 10 years or more*'.
- Section 13, and Section 13A have been changed to include explicit reference to temporary access arrangements during construction, to assist consideration by the Highway Authority
- Section 13A, Changes have been made to specifically require (i) identifying and mitigating construction traffic impact upon sensitive receptors e.g. local schools opening / closing time / peak traffic conditions and (ii) proposals to reduce the numbers of vehicles using the site during the period of construction, and correction of a typo and missing text identified in the consultation version of the LVL guidance. Information has been given about when Construction Environmental Management Plan is needed, in addition to reinstating the requirements of when a Traffic Management Plan is required.

4.3 In recommending the above changes officers have been careful to focus on the requirements of Paragraph 44 of the NPPF (February 2019) and the relevant considerations set out in paragraph 1.3 of this report i.e. to ensure that the information being requested as a result of the LVL is reasonable having regard to the nature and scale of the proposed development. This seeks to ensure that the requirements within the LVL are likely to be material considerations in the determination of the application. It is considered that the LVL guidance contained in Appendix 2 is compliant with Paragraph 44 of the NPPF (February

2019) in that it only requests '*supporting information that is relevant, necessary and material to the application in question*'.

4.4 As Members of the Planning Committee will be aware, there is a difficult balance to be struck to ensure that sufficient information is available to local communities and statutory consultees as part of any planning application process. The concerns being raised by applicants about the level and type of detail being sought to process applications, as Appendix 1 evidences, have been fully and carefully considered. Where further guidance and clarification can be provided or amendments made, these have been recommended.

## 5. Recommendation

5.1 It is recommended that the County Council's LVL and Guidance Notes (June 2021) attached as Appendices 2 and 3 respectively be approved for use. This would enable publication on the Council's website before the expiry of the existing document in June 2021. And, that the Joint Interim Assistant Director, Environment and Commercial be authorised to enable officers to update links and references to documents within the LVL Guidance Notes (June 2021), which become outdated and/or be superseded during the period that the 2021 list is in use.

## Source Documents

Link to the [Local Validation Guidance List Report to 16 May 2019](#)

Link to the [Cambridgeshire County Council Local Validation List and Local Validation List Guidance Notes \(June 2019\)](#)



Appendix 1. Summary of Consultation Responses: -

Report Paragraph number	Respondent	Comment and related section / reference	Council Response	Proposed Amendment
3.3	Cambridgeshire County Council - Highways Development Management (comment 1 of 3)	It is suggested that 'temporary access during the period of construction' be added to Section 13.	Planning officers have discussed this suggestion with highway colleagues to ensure that they understand what would be required and for which proposals. And, how this relates to section 13A. Planning officers agree that this addition is relevant, necessary, and material to the level of information required. This would allow the Highway Authority to assess the safety implications of construction periods. It is recommended that this should be applied to both sections 13 and 13A.	Yes – text added to Section 13 and Section 13A referring to temporary access during construction periods. This additional requirement is added to the examples given of information required. It is also explicitly required in the Heavy Commercial Vehicle construction traffic section in 13A. Details of temporary accesses have been added to the existing requirement for a layout plan showing detailed information relating to the design of proposed accesses to be used by heavy commercial vehicles.
3.3	Cambridgeshire County Council - Highways Development Management (comment 2 of 3)	Section 13A Construction Environmental Management AND Traffic Management Plan - it is appreciated that it is not possible to include all criteria in the 'What information is required' section, However, it is strongly suggested that this should include:  (i) Identifying and mitigating construction traffic impact upon sensitive receptors (i.e. local schools opening/closing times/ peak traffic conditions); and (ii) Proposals to reduce the number of vehicles visiting the site during the period of construction.	It is essential that highway safety construction traffic impacts are fully considered and managed. Planning officers agree that this information should be added, to ensure sufficient information is known from the outset. Planning officers also noted that the 'Types of Applications that require this information' section of 13A, consistent with the current Local Validation List (LVL), was omitted in error from the consultation document.; so it is proposed that this is also added back in..	Yes – text added to Section 13A and missing section on the 'Types of Applications that require this information' has been added back into the guidance. Also the following text is proposed to be added – ' For proposals, the construction of which would be likely to have impacts for the occupiers of nearby properties will require a Construction Environmental Management Plan.' to ensure that this section relates also to the already introduced Construction Environmental Management Plan requirement.
3.3	Cambridgeshire County Council - Highways Development Management (comment 3 of 3)	It is good to note that Section 12: Transport Assessment or Statement, is augmented with Section 13. Parking and access arrangements, where many proposals will fall within a level where a formal assessment is not required, but a level of traffic information is desirable to enable an informed decision to be made.	Feedback acknowledged and welcomed.	No – no action required.
3.4	Cambridgeshire County Council - Public Health.	Unable to respond owing to the Covid pandemic	No action requested.	No – no action required.
3.5	Sport England	Sport England has not provided a detailed response as this is not a development within its statutory remit. However, attention was drawn to guidance on Sport England's website <a href="https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport#planning_applications">https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport#planning_applications</a>	Links and guidance checked based on links supplied by Sport England.	No – no action required.

Appendix 1. Summary of Consultation Responses: -

		<p><a href="http://sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/">http://sportengland.org/facilities-planning/tools-guidance/design-and-cost-guidance/</a></p> <p>NPPF Section 8:  <a href="https://www.gov.uk/guidance/national-planning-policy-framework/8-promoting-healthycommunities">https://www.gov.uk/guidance/national-planning-policy-framework/8-promoting-healthycommunities</a></p> <p><a href="https://www.gov.uk/guidance/health-and-wellbeing">https://www.gov.uk/guidance/health-and-wellbeing</a></p> <p>Sport England's Active Design Guidance:  <a href="https://www.sportengland.org/how-we-can-help/facilities-andplanning/design-and-cost-guidance/active-design">https://www.sportengland.org/how-we-can-help/facilities-andplanning/design-and-cost-guidance/active-design</a></p>		
3.6	Gamlingay Parish Council (comment 1 of 2)	Neighbourhood Plans need to be referred to in the Local Validation List. Neighbourhood Plans may have specific references with regards to specific landscape, transport and development themes which should be taken account of in Minerals and Waste applications.	Planning officers welcomed the response and acknowledged the importance and relevance of Neighbourhood Plans. Adopted Neighbourhood Plans are already referred to in Section 1 (Planning Statement) as part of the District and City Council Planning Policies that need to be considered as part of the Development Plan for the area. This level of detail is already adequate to ensure that future applicants are asked to take account of Neighbourhood Plans.	No – no action required.
3.6	Gamlingay Parish Council (comment 2 of 2)	Also reference to Natural England's 'Impact risk Zones' to identify potential impact on woodland areas should be included in the Local Validation List.	Planning officers agree that Natural England's 'Impact risk Zones' must be considered. However, references to pre-application discussions with other government organisations and statutory bodies, including Natural England, is already included in the existing Local Validation List Guidance Notes. Furthermore, planning officers also note that Natural England's 'Impact risk Zones' are also checked upon receipt of planning applications as part of considering when to consult Natural England. Natural England is consulted if proposals fall within their protection zones, and meets the appropriate criteria, ensuring that appropriate consideration is given. Therefore, it is not considered necessary or appropriate to refer to this detail as part of the validation process.	No – no action required.
3.7	Historic England	A Design and Access Statement should be a requirement for every application, as is currently the case.	Design and Access Statements are a national requirement required by article 9 of The Town and Country Planning (Development Management Procedure) (England) Order 2015, which sets out which applications will require this detail to be submitted. Given that this is a Local Validation List that sets out requirements in addition to the national requirements no further action is necessary or recommended.	No – no action required.

Appendix 1. Summary of Consultation Responses: -

3.8	Ely Drainage Board	In relation to Section 7A – Surface Water - over half the area of Cambridgeshire is covered by an Internal Drainage Board (IDB). Within these districts, Boards have supervisory duties in relation to drainage under the Land Drainage Act 1991. Under what information is required, I would like to see reference made to IDBs and their Byelaw requirements.	The Land Drainage Act 1991 is separate legislation. The Local Validation Guidance Requirements should only require the information necessary to process planning applications and not information sought for other purposes. Furthermore, reference to drainage boards is already covered under 'Where to look for further assistance' in Section 7A. It is included as part of the <a href="#">Cambridgeshire County Council's Flood and Water Supplementary Planning Document (July 2016)</a> . Paragraph 3.2.8 and Page 15 of the Flood and Water SPD document draws attention to Internal Drainage Boards and their bylaws. Therefore, no further action is necessary or recommended.	No – no action required.
3.9	County Council Education Capital Strategy Manager (1 of 24)	<p>Section 1 Planning Statement – no objection to the requirement for a planning statement for the majority of applications. However, it is not a necessary validation requirement for applications of more than 1000 square metres in South Cambridgeshire to require an assessment of inclusion of public art. The critical wording within Policy HQ/2 is that public art is only encouraged to be considered and it is not a mandatory requirement. The LVL should therefore not require developments of greater than 1000 square metres in size to assess public art provision because there is no planning policy basis for doing so. The following amended text has therefore been recommended for consideration: -</p> <p>Where relevant for developments of proposed new floor space of 1000 square metres, consideration of integrating public art into the design of the development is encouraged to be included within the Planning Statement, but it will not be a reason to invalidate the application if an assessment is not included.</p>	Both the published guidance for planning statements that is currently adopted in the Local Validation List (June 2019) and the text that was consulted on as part of the proposed Local Validation List (June 2021) refer to ' <u>consideration</u> ' of integration of public art into the design of the development for proposals of 1,000 square metres or more. Neither the adopted Local Validation List (LVL) nor emerging LVL propose that it will be necessary to include public art. Only that <u>consideration</u> needs to be included to demonstrate that public art is being encouraged and considered within South Cambridgeshire. It was accepted following consultation in 2019 when no concerns were received. Given the concern raised, planning officers have reviewed this again. Planning officers still consider that <u>consideration</u> of public art is relevant to South Cambridgeshire Local Plan 2018 Policy HQ/2; is reasonable for proposed developments of 1,000 square metres or more. Planning Officers reports will need to demonstrate that encouragement has been given to public art as a material consideration in the determination of the application. Therefore, it is appropriate to retain this requirement as part of the LVL validation criteria. Additional explanation is proposed to be added to the guidance to explain that this is not an onerous requirement. It avoids the need for this information having to be requested later in the application process to inform the officer report ahead of determination. Consideration of policy requirements is also actively encouraged as part of the pre-application process when an early scoping assessment could be undertaken by the applicant team.	Yes (in part) – The relevant text within the LVL guidance has been amended to read 'Where relevant for developments of proposed new floor space of 1,000 square metres or more, consideration of integrating public art into the design of the development is encouraged. And that a statement addressing the consideration of this policy requirement should be included within the planning statement to meet the requirements of Policy HQ/2 of South Cambridgeshire Local Plan 2018.
3.9	County Council Education Capital Strategy Manager (2 of 24)	Section 2 Local Authority (LA) Development Letter - No objection is raised in relation to the need for an LA Development letter.	No objection acknowledged and welcomed.	No – no action required.

Appendix 1. Summary of Consultation Responses: -

3.9	County Council Education Capital Strategy Manager (3 of 24)	Section 3 Statement of Community Involvement - No objection is raised to the requirement to prepare a Statement of Community Involvement on the basis that it is only required for Category A development proposals. The size / level of this needs to be clarified with regards to mobile buildings which can either be small standalone projects or part of much larger schemes.	The County Council's Statement of Community Involvement has been through public consultation. It clearly sets out the requirements expected from applicants. A separate statement is required for category A High Level Community Involvement. Category B development can be covered within the planning statement. Clarification of which level is appropriate is normally given as part of a formal pre-application response when the Local Validation Guidance Requirements are considered. Planning officers actively encourage all applicants to submit pre-application requests. It is acknowledged that on occasion there is a need for temporary modular buildings to be separated out from larger project proposals. When they are included sometimes this can result in an element of confusion, especially for residents. This is a separate matter unrelated to the validation list requirements.	No – no action required.
3.9	County Council Education Capital Strategy Manager (4 of 24)	Section 4 Biodiversity Survey and Report - No objection is raised in relation to the requirements in respect of Biodiversity Surveys and Reports, which reflect a more detailed guidance on the matter.	No objection acknowledged and reference to more detailed guidance on the matter is welcomed.	No – no action required.
3.9	County Council Education Capital Strategy Manager (5 of 24)	<p>Section 5 Statement of Sustainable Design and Construction – Three concerns were raised in relation to all applications needing a statement of sustainable design in the South Cambridgeshire area; two concerns about the guidance in this section for Health Impact Assessments; and a final concern around the location of the requirement for a foul drainage strategy within the guidance.</p> <p>The first three concerns on the guidance for South Cambridgeshire planning applications are as follows: -</p> <p>(i) A Climate Change Emergency that has been declared by Cambridgeshire County Council and other District Councils. The Statement of Sustainable Design &amp; Construction requirements could benefit from being simplified. It is not justified to require a Statement of Sustainable Design and Construction for all applications within the South Cambridgeshire area. As within the other authority areas it should be based on whether the floor space is more than 1000 square metres in size.</p> <p>(ii) It is unclear why an application under Section 73 for variation of a planning condition would require a Statement of Sustainable Design and Construction</p>	<p>Planning officers have reviewed all six concerns under Section 5 of the Local Validation List guidance. Each point is addressed separately below: -</p> <p>(i) Policy CC/1: Mitigation and Adaption to Climate Applications of the adopted South Cambridgeshire Local Plan (2018), includes: - 'Applicants must submit a Sustainability Statement to demonstrate how these principles have been embedded into the development proposal.' This relates to all development and not just those with a floorspace of over 1000 square metres. Supporting text in paragraph 4.12 of the South Cambridgeshire Local Plan (2018): - 'The policy requires applicants to submit a Sustainability Statement to demonstrate how the principles of climate change mitigation and adaptation have been embedded within the development proposal. The Council would recommend that in the case of larger-scale developments (100 or more dwellings or exceeding 5,000m2 of other floorspace) that a BREEAM Communities assessment is undertaken as part of demonstrating how they have integrated sustainable design into the master planning process.'</p> <p>Planning applications must be considered in relation to the relevant district's adopted planning policies. Policy CC/1 also states that 'The level of information provided in the Sustainability Statement should be proportionate to</p>	<p>Yes (in part) –</p> <ul style="list-style-type: none"> <li>(i) no action required</li> <li>(ii) no action required</li> <li>(iii) no action required</li> <li>(iv) It is proposed to move the Health Impact Assessment requirements into a separate section (5A)</li> <li>(v) Additional signposting references have been added to help assist with these policy requirements, which includes the October 2020 Public Health England guidance on HIAs in spatial planning. And</li> <li>(vi) The requirement for a foul drainage strategy is proposed to be moved under the surface water strategy section in 7A.</li> </ul>

Appendix 1. Summary of Consultation Responses: -

		<p>for all applications. For example, if it is proposed to amend the hours of use, the need to submit a full Statement of Sustainable Design and Construction is not proportionate or reasonable having regard to the tests set in the Growth and Infrastructure Act.</p> <p>(iii) For the provision of a mobile classroom which is of modular design, the requirement to submit a full Statement of Sustainable Design and Construction is not considered to be reasonable. The ability to change the Design and Construction of the mobile classroom is very limited. It is not considered warranted for this to be provided as a standalone document for developments of a floor space of less than 1000 square metres and it could be dealt with as a section within the Planning Statement.</p> <p>Based on the three points raised above it was recommended that the following changes are made to the wording:</p> <p><i>Within all districts and Cambridge City Council:</i></p> <ul style="list-style-type: none"> <li>• For New schools and all developments creating more than 1,000m<sup>2</sup> of floor space.</li> </ul> <p>The next two points in relation to Health Impact Assessments are set out as points (iv) and (v) below:</p> <p>(iv) It is confusing for Health Impact Assessments (HIA's) to be included under a Statement of Sustainable Design and Construction. HIA's tend to be standalone documents that should have a separate category.</p> <p>(v) The requirement for the HIA is taken from District and City Council's requirements, which is acknowledged. However, no clear explanation is provided of the difference between a Rapid HIA and a Full HIA. HIA's also provide a duplication with a lot of information that is within a Planning Statement. It is important that the HIA requirements are proportionate to the scale and size of the development. For schools in wider growth areas the vast majority of the decisions relevant to HIA's relate to external factors outside the applicant's control, such as position of the local centre etc. and HIA's have already been submitted and approved</p>	<p>the scale and nature of the proposed development'. this should provide comfort. The requirements can be scoped during pre-application discussions.</p> <p>(ii) Applications for a variation of conditions include a wide range of proposals. If there is no new operational development that forms part of an application nor a material change of use, then a sustainable design and construction statement would not be relevant to the application and therefore would not be requested. This would normally form part of any pre-application discussion.</p> <p>(iii) In South Cambridgeshire consideration needs to be given to Sustainable Design and Construction. Modular buildings are not exempt from policy CC/1 above. It is normally the length of the consideration or a technical specialism that determines whether the information is submitted in a separate report or as part of a planning statement. Modular buildings can be assessed against the BREEAM calculator. Some modular buildings have remained in situ for several years. The response already outlined in point (i) above is relevant. Planning officers consider that the existing requirement is based upon a relatively recent requirement of the adopted Development Plan for this area. This principle is followed elsewhere in the Local Validation List requirements.</p> <p>(iv) Planning officers agree that it would be beneficial to separate out the Health Impact Assessment requirements.</p> <p>(v) It is agreed that the HIA should be proportionate to the development. The Health Impact Assessment (HIA) can be scoped with Cambridgeshire County Council's Public Health Officer and the relevant district/city officers at pre-application stage. This would help to scope the relevant factors. It is accepted that the applicant may wish to draw upon information already prepared for wider outline applications to prepare their own submission. For example, referring to an earlier original HIA could help set the baseline data. However, Regulation 3 applications are stand-alone planning applications and need to be supported by updated and complete documents. Also, some additional signposting is recommended to local references, which are contained in the Huntingdonshire Local Plan (2019), to address concerns about a lack of explanation on the difference between Rapid HIAs and Full HIAs. And, more generally to Also, Public Health</p>	
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Appendix 1. Summary of Consultation Responses: -

		<p>as part of Outline application consents. The HIA's for these schemes should be light touch and refer back to the HIA approved as part of the wider Outline consent.</p> <p>The final point in relation to the location for the request for a foul drainage strategy within the guidance is set out as point (vi) below:</p> <p>(vi) The need for a foul drainage strategy is understood. However, this should be situated elsewhere in the LVL under item 7A.</p>	<p>England's document of October 2020 'Health Impact Assessment in Spatial Planning' is written for local authority public health and planning teams, planning applicants, impact assessment practitioners, and others involved in the planning process. It sets the scene and seeks to ensure that HIAs put people and their health at the heart of the planning process. It also provides information to support the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) on promoting healthy and safe communities.</p> <p>(vi) A foul drainage strategy is an integral part of the design of most development. Therefore, historically it has been included under the Statement of Sustainable Design and Construction section. Upon review planning officers agree that it makes sense to relocate this requirement alongside the surface water drainage information under item 7A. This and the comments raised by Anglian Water below have been discussed with Lead Local Flood Authority colleagues to ensure that they have been fully understood</p>	
3.9	County Council Education Capital Strategy Manager (6 of 24)	<p>Section 6 Tree Survey -The need for a tree survey is understood. The wording could be amended to provide additional clarification as to when a survey is needed. For example, for some school applications, the development site may in some instances include the full extent of the school boundary, but the areas where the trees are located 'within the development site' are a considerable distance away from any built development/engineering operations. New wording has been recommended based on the existing text as set out below:</p> <p><i>When there are trees or hedges on the development site that are likely to be or could be impacted by the development;</i>  <i>And/or</i>  <i>When there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape. See Standard Application Form.</i></p>	<p>The existing clarification states: -</p> <p>'When there are trees or hedges on the development site  And/or  When there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape. See Standard Application Form.'</p> <p>Tree surveys are only requested when there are trees that could influence the development or might be important as part of the local landscape. It is agreed that this can be clarified.</p>	Yes – the addition of 'that are likely to be or could be impacted by the development' is repeated to ensure that it also applies to trees on the development site.
3.9	County Council Education Capital Strategy Manager (7 of 24)	Section 7 Flood Risk Assessment - No objection is set out in relation to the requirements for a Flood Risk Assessment.	No objection acknowledged and welcomed.	No – no action required.
3.9	County Council Education Capital	Section 7A Surface Water Drainage Strategy – No objection is raised in relation to the requirements for	Each point is addressed below: -	Yes (in part) –

Appendix 1. Summary of Consultation Responses: -

	Strategy Manager (8 of 24)	<p>a Surface Water Drainage Strategy. However, three points were raised as set out below:</p> <p>(i) Surface and foul water tend to be considered together and therefore it is recommended that the requirement for a foul water drainage strategy be moved to this section.</p> <p>(ii) The requirements for a foul water drainage strategy should reflect the current criteria of a surface water drainage strategy.</p> <p>(iii) With regards to modular buildings, there is an agreement between the LABC authorities agreeing that surface water that falls on a temporary mobile building will be the same as that which falls on the same area if the building was not there. This agreement suggests that surface water can drain to grass. Where a building is on a hardstanding area it is diverted to the nearest surface water drain. Should a copy of this agreement be included with applications?</p>	<p>(i) It is already recommended to move the foul drainage strategy guidance (see our response to item 5 of 24 point (vi) above).</p> <p>(ii) The consultation response does not explain what is meant by 'should reflect the current criteria of a surface water drainage strategy'. Planning officers have proposed amendments upon the advice of Anglian Water below and have also discussed the validation criteria with Lead Local Flood Authority colleagues.</p> <p>(iii) This statement and question is not directly relevant to the local validation list requirements, which are not drafted to specifically relate to a specific type of development. It can be asked and answered outside of the context of this report and can be included in the scope discussed at the pre-application stage.</p>	<p>(i) agreed as Item 5 of 24 (iv) in this section above.</p> <p>(ii) No action required other than as amended in relation to Anglian Water Ltd comments</p> <p>(iii) No action required</p>
3.9	County Council Education Capital Strategy Manager (9 of 24)	Section 8 Heritage Statement - No objection is raised in relation to the requirements and triggers for a Heritage Statement.	No objection acknowledged and welcomed.	No – no action required.
3.9	County Council Education Capital Strategy Manager (10 of 25)	Section 9 Landscape Impact Assessment - No objection is raised in relation to the requirements and triggers for a Landscape Impact Assessment. However, with regard to modular buildings (mobiles), it has been suggested that this may not be required or, if it is, to a lesser extent. There has, historically, been a paragraph in planning statements that detail close by listed buildings and the extent of the impact the mobile will have, if any. Will this short section in the planning statement suffice?	<p>This question does not relate to the requirements of this section. Landscape Impact Assessments are only required: - 'For large buildings and other TALL structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary as defined in the relevant City/District council local plan or development plan document.'</p> <p>Listed buildings are Heritage Assets and are therefore relevant to Section 8, which deals with Heritage Statements.</p> <p>The question could be asked, if necessary, during a pre-application for a specific development.</p>	No – no action required.
3.9	County Council Education Capital Strategy Manager (11 of 25)	Section 10 Landscape proposal - No objection is raised in relation to the requirements for Landscape Proposals to be submitted. However, it was confirmed that 'mobiles generally have no real landscape proposals except where mounds may be removed to accommodate buildings on a level ground surface, or when trees are removed and are to be replaced elsewhere on the site.' In making this	This statement and the question about mobile classrooms are not directly relevant to the local validation list requirements, which are not drafted to specifically relate to one type of development. It can be asked and answered outside of the context of this report, as it is more properly suited to a pre-application for a specific development.	No – no action required.

Appendix 1. Summary of Consultation Responses: -

		statement it was requested whether this would still be acceptable?		
3.9	County Council Education Capital Strategy Manager (12 of 25)	<p>Section 11 Landscape and Biodiversity Management Scheme – Noted that whilst the need for a Landscape and Biodiversity Enhancement Management Scheme is appreciated, in some instances this can be dealt with by way of suitably worded pre-occupation planning conditions. The advantage of this approach is that it allows the document to be prepared once the Landscape Planting proposals have been fixed following the determination of the planning application. It is recommended that the following changes are made to the List:</p> <p>‘Where soft landscape or biodiversity enhancement measures are proposed the submission of a Landscape and Biodiversity Management Scheme will be encouraged. Where applications are not accompanied by Landscape and Biodiversity Management Schemes, the requirement for them can be dealt with by way of a suitably worded planning condition (see sections 4 [Biodiversity Survey and Report] and 10 [Landscape] above). <i>Applications for new landfill sites or their extension will require aftercare of the restored land.</i>’</p>	<p>The purpose of the Local Validation Requirements is to ‘front-load’ the planning system. It enables a landscape and biodiversity management scheme to be given consideration at the earliest opportunity. Delay can lead to failure and the poor establishment of planting and the inefficient chasing of outstanding information. The discharge of conditions necessitates a second application and increases the pressure upon specialists to respond to separate consultations. It is more efficient to address the information, whenever possible at the time of the application. The only time that it is not, is if there is a high risk that a development is not likely to go ahead, which is not normally so with the County Council’s own development. The recommended change would not amount to a validation requirement and would not be appropriate for a wide range of schemes including complex and sensitive schemes. As such this cannot be supported by planning officers.</p>	No – no action required.
3.9	County Council Education Capital Strategy Manager (13 of 25)	<p>Section 12 Transport Assessment or Statement – Acknowledged that the need for both a Transport Assessment and Transport Statement are both understood. However, they raised the following six points to demonstrate why they consider the scope and validation requirements for this section need amending:</p> <p>(i) They consider that the LVL needs to be refined to account for when they are required.</p> <p>(ii) As set out within paragraph 4 of the national government guidance for Travel Plans, Transport Assessments and Transport Statements it is stated that where the transport impacts of a development are not significant, it may be that no Transport Assessment or Statement or Travel Plans are required.</p> <p>(iii) The current approach being taken by the County Planning Authority is to require a Transport Statement for all increases in school size regardless</p>	<p>The concerns raised in relation to Section 12 (Transport Assessment or Statement) were shared with the Manager of the Transport Assessment Team to ensure that planning officers had the benefit of their specialist knowledge and advice on such matters before providing a response. As a result of these discussions the following responses are provided with input from and the support of the Transport Assessment Team. Each point is addressed below:</p> <p>(i) The CCC Transport Assessment Guidelines Document sets out when a Transport Assessment (TA) or Transport Statement (TS) is required. Ultimately the level of evidence required relates to the level of intensification of trips, and the nature of the evidence (study area, modelling tools etc.) is discussed through scoping at the pre-application stage. As such officers do not consider that it is necessary to refine the LVL to say when they are required. The document already provides the necessary information and signposting for where to look for further guidance.</p>	No – consideration has been given to all six points raised and no action is required.

Appendix 1. Summary of Consultation Responses: -

		<p>of the size of the expansion. It is therefore important that the LVL is revised so that Transport Statements are only required for developments, which will have a 'significant' impact in accordance with national guidance.</p> <p>(iv) An example was provided to illustrate their concerns - a single classroom extension to a primary school, which relates in 2 additional staff members and 30 additional children at the school is highly unlikely to have a 'significant' impact and therefore in most instances a Transport Statement would not be required. This is particularly the case, for schools which have a good Travel Plan in place, which in turn will enable an assessment to be made regarding how many children will travel to school by foot or cycle. For these smaller developments, it is considered that transport impact could be dealt with within the Planning Statement.</p> <p>(v) In respect of Transport Assessments, it is also stated that they are required for all new schools. Objection is raised to this approach. The vast majority of new schools within the County are situated within growth area sites, which have been subject to a full Transport Assessment as part of a wider Outline application site. Therefore, the traffic and transport movements to and from the new school will have already been assessed as part of the Outline consent.</p> <p>(vi) It is considered that a clear distinction needs to be made between new schools that are within wider growth areas and new schools that have not had their transport impact assessed as part of wider Outline Application Consents. To account for the fact that Regulation 3 applications are Full applications that need to be considered on their own merits, it is considered that this can be dealt with by cross-referencing to the Transport Assessment that has been completed as part of the Outline Consent.</p> <p>Based on the above six points the following recommended changes are proposed to the LVL:</p> <p>Types of applications that require this information  <i>Transport Assessment – where the proposed development has significant transport implications including new schools that have not been assessed</i></p>	<p>(ii) Officers already acknowledge in Section 12 of the LVL that '<i>There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice. However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application</i>'. Otherwise, how would transport colleagues know if the impacts are significant or not without any transport evidence or pre-application discussions to scope the level of information required? A TA/TS is required to answer this question. For very small developments, the transport evidence would be much less onerous, but in all cases, it needs to be clear what the transport impacts are (even if the conclusion is 'no impact'). Again, scoping discussions in advance are key, which is why officers strongly recommend early pre-application discussions.</p> <p>(iii) Officers do not wish to require unnecessary information. It is fully accepted that requirements need to be reasonable having regard to the nature and scale of the proposed development. But an appropriate level of evidence for the proposals is necessary, so the transport impacts can be fully understood. This is clearly a matter which is likely to be a material consideration in the determination of any planning application. In line with the response set out in point (ii) above, officers cannot support a recommendation to only require Transport Statements for developments that have a 'significant' impact without fully understanding the likely transport implications and cumulative impacts of the development being considered. As set out within the CCC Transport Assessment Guidelines Document for smaller developments a 'Transport Statement' may be more appropriate than a full TA and can address specific concerns that the Planning and Highway authorities may have. Early pre-application discussions are recommended and reference is made to '<i>even smaller developments will need to make an assessment of the number of all-mode trips likely to be generated by the proposed use, and of the existing use for redevelopments or changes of use</i>' to allow an assessment of the development against the relevant adopted planning policies.</p> <p>(iv) In this scenario transport assessment colleagues have confirmed that they would request a short transport statement which simply sets out the assumptions behind</p>	
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Appendix 1. Summary of Consultation Responses: -

		<p><i>already as part of a wider Outline application consent. Where new schools are within locations, where the transport impact of the school has already been assessed as part of the Transport Assessment for the wider site, the Transport Statement will cross reference to the Transport Assessment for the wider site.</i></p> <p><i>Transport Statement – schemes where the proposed development has significant transport implications, such as projects which involve an increase in school size by at least 3 classrooms.</i></p> <p><i>For projects of a smaller, scale for example school projects of one/two classroom expansion (including mobile classrooms applications) a Transport Statement will not normally be required, but transport matters can be dealt with within the Planning Statement.</i></p>	<p>the numbers/amount of trips, how the trips will be made, and why this would not cause severe impact. Such matters can be adequately scoped through early pre-application engagement to assist and inform the validation process.</p> <p>(v) Officers acknowledge that many new school applications come forward on new growth sites that already have the benefit of outline planning permission. However, as these new schools are usually progressed as standalone Regulation 3 applications, rather than through the outline planning permission as reserved matters. It is essential that the application is self-reliant and contains appropriate evidence. Once again transport assessment colleagues are clear that they do not wish to require unnecessary information, but they owe it to the public to ensure any application involving significant intensification is supported by its own evidence clearly setting out what the impact would be. And, how it would be addressed. Nonetheless, if the data of an associated Masterplan application is of suitable detail and remains valid then it could be drawn upon in the new school TA. It is not impossible for such data to form part of the new planning application. The key is once again down to early pre-application discussions to be able to agree the level of detail required on a case by case basis. Time may have elapsed, and circumstances and proposals may have changed since the granting of a previous permission. It is important that the information submitted relates specifically to the application being made.</p> <p>(vi) On the basis that the LVL guidance is seeking a minimum level of information for new school applications, officers do not consider it necessary or appropriate to make a distinction between those that are already granted an outline permission and those that have not. It is not unreasonable to expect that new school planning applications (regardless of whether they are on a new growth site or not) are able to provide sufficient information within a TA to be able to highlight the relevant data and conclusions in respect of the proposed development. TAs do not explicitly need to use primary data, if valid secondary data is available, which would therefore allow for Regulation 3 applications to use information from the outline consent where this is still relevant; but irrespective of this all new schools will need to be able to submit a TA. Therefore, no amendments are proposed.</p>	
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Appendix 1. Summary of Consultation Responses: -

3.9	County Council Education Capital Strategy Manager (14 of 24)	Section 13 Parking and Access Arrangements - No objection is raised in relation to the need for Parking and Access Arrangements to be provided with applications. However, the supporting text needs re-wording, which provides a duplication with the requirements set out in respect of a Transport Assessment or Statement. It is recommended that the following sentence be deleted from item 13 of the LVL:  <i>Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.</i>	Whilst officers acknowledge that the same defining text is included in Section 12 (Transport Assessment or Statement) and in Section 13 (Parking and Access Arrangements) they require different information to be submitted. It is therefore entirely reasonable that the types of application that require this information are set out in both sections, with the latter specifically seeking to understand the parking and access arrangements.	No – no action required.
3.9	County Council Education Capital Strategy Manager (15 of 24)	Section 13a Construction Environmental and Traffic Management Plan - No objection is raised in relation to the requirements for the provision of Construction Management Plans where appropriate. However, it is considered important that the wording for this section is amended to specifically exclude mobile classrooms, which are modular in nature, constructed off-site and do not involve any major construction works on the site	The concern raised in relation to Section 13A (Construction Environmental and Traffic Management Plan) was shared with the Highways Development Manager. As a result of these discussions planning officers are content that this information is required for all construction projects that may adversely affect highway safety or amenity of occupiers of nearby properties, which could include mobile classrooms that are often craned into site. Whilst the level of detail may be less than larger projects, nonetheless such matters need to be fully considered to ensure that the highway safety and management is understood and where necessary controlled by planning condition to avoid adverse effects on highway safety or residential amenity. Officers strongly recommend early pre-application discussions as a way of scoping the level of detail required. This guidance is for all development types and does not relate to just one form of development.	No – no action required.
3.9	County Council Education Capital Strategy Manager (16 of 24)	Section 14 Travel Plans - No objection is raised in relation to the need for school Travel Plans. For flexibility, accounting for the urgency of some of the temporary mobile classroom applications, it is considered that in some cases the LVL should allow this to be dealt with by way of suitable worded planning condition, prior to the occupation of development. It has been particularly challenging during the Covid-19 pandemic for schools to keep Travel Plans up to date, particularly given that car sharing or use of some modes of public transport is not supported for health reasons. Therefore, the use of planning conditions would provide flexibility in this regard. This approach would be proportionate and reasonable having regard to the tests set out in	Whilst the challenges around the current COVID-19 pandemic are accepted, the purpose of the Local Validation Requirements is to 'front-load' the planning system and cover all types of development over a two-year period. The broadening of any existing travel plan to include new temporary accommodation is not considered onerous. Whilst a planning condition may be appropriate in some instances to allow more accurate information on travel patterns to be understood, a discussion about numbers and principles is necessary to inform and support the transport assessment undertaken as part of Section 12 above. Insufficient detail provided in a travel plan is likely to lead to further consultation and inefficient chasing of outstanding information. A separate application is required to discharge a condition. This	No – no action required.

Appendix 1. Summary of Consultation Responses: -

		<p>national policy. In addition, as noted in our response to LVL item requirement 12, a single classroom application is not considered to create 'significant' traffic movements, and it is our view that it is these applications that should allow for greater flexibility in terms of whether a Travel Plan is required for submission with the application.</p> <p>Based on the above the following recommended changes are proposed to the LVL:</p> <p><i>All developments including waste developments that are likely to generate a significant increase in vehicle movements (OTHER THAN FOR SITES WHICH CAN DEMONSTRATE VERY LIMITED STAFFING LEVELS AND VISITOR NUMBERS). This includes school development involving a net increase of three or more classrooms, temporary or permanent (90 pupils) For smaller school applications for a one or two classroom increase, the need for a Travel Plan can be dealt with by way of a suitably worded prior to occupation condition.</i></p> <p><i>Where the school has a Travel Plan, the application should be accompanied by an updated version that takes into account the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.</i></p>	<p>increases the pressure upon specialists to respond to additional consultations. It is more efficient to address the information, whenever possible, at the time of the planning application. The recommended change would not be appropriate for a wide range of schemes, including complex and sensitive waste schemes. As such this cannot be supported by planning officers.</p>	
3.9	County Council Education Capital Strategy Manager (17 of 24)	Section 15 Noise and or Vibration Assessment - No objection is raised in respect of the requirements for Noise and Vibration Assessments.	No objection acknowledged and welcomed.	No – no action required.
3.9	County Council Education Capital Strategy Manager (18 of 24)	Section 16 Lighting Assessment - No objection is raised in respect of the requirements for lighting assessments. However, the extent of these for temporary mobile buildings, which have external safety lighting above each door (usually three per building), needs to be clarified. Will a data sheet for the lights be acceptable?	This statement and question about mobile classrooms are not directly relevant to the local validation list requirements, which are not drafted to specifically relate to one form of development. It can be asked and answered outside of the context of this report, as it is more properly suited to a pre-application for a specific development.	No – no action required.
3.9	County Council Education Capital	Section 17 Air Quality Assessment - No objection is raised in respect of the requirements for Air Quality	Planning officers acknowledge that the reference to '? Hectares' in the consultation document is a typographical	Yes – The typographical error of '?' should be replaced with '2'.

Appendix 1. Summary of Consultation Responses: -

	<p>Strategy Manager (19 of 24)</p>	<p>Assessments. However, reference is made to an above threshold hectare requirement for the need for Air Quality Assessments for sites with a size of above ‘? Hectares.’ ‘? Hectares’ needs to be clearly defined. Objection would be raised if the site area where an assessment is required is less than 10 hectares. The size of a site is arbitrary in respect of air quality matters and it is questioned why a site area should be used at all. For example, schools are not likely to have an adverse impact on local air quality regardless of the size of their playing fields.</p>	<p>error that should have said ‘2 Hectares’, for which we can only apologise. Whilst we appreciate that this clarification will have triggered an objection based on it being less than 10 hectares, it should be noted that the glossary definition is as follows:</p> <p><i>‘Large scale major development</i> <i>For dwellings, a large scale major development is one where the number of residential units to be constructed is 200 or more. Where the number of residential units to be constructed is not given in the application a site area of 4 hectares or more should be used as the definition of a large scale major development. For all other uses a large scale major development is one where the floor space to be built is 10,000m<sup>2</sup> or more, or where the site area is 2 hectares or more.’</i></p> <p>From reading Policy LP36 (Air Quality) of the Huntingdonshire District Council Local Plan (2019) and the supporting paragraphs, it is evident to planning officers that information should be proportionate to the nature and scale of the proposal and the level of concern about air quality. Schools are sensitive to poor air quality and whilst it is appreciated that in many cases these school sites are provided as part of the large growth developments, they still have the potential to generate omissions to air. It is acknowledged that the site area will include playing fields and open space that should not increase such emissions. Nonetheless given this is part of the adopted Development Plan for Huntingdonshire, it is necessary to be able to demonstrate that this validation requirement has been met, proportionate to the development in question.</p> <p>Given that it is likely that new school developments within Huntingdonshire would trigger an air quality impact assessment based on the school site area, officers would strongly encourage early pre-application discussions with the District Council officers to scope the level of detail required for relevant proposals.</p>	
<p>3.9</p>	<p>County Council Education Capital Strategy Manager (20 of 24)</p>	<p>Section 18 Contaminated Land Assessment - No objection is raised in relation to the Contaminated Land Assessment criteria. However, clarification on the extent of this for temporary mobile buildings is required.</p>	<p>This question about mobile classrooms is not directly relevant to the local validation list requirements, which are not drafted to specifically relate to one form of development. It can be asked and answered outside of the context of this report, as it is more properly suited to a pre-application for a specific development.</p>	<p>No – no action required.</p>

Appendix 1. Summary of Consultation Responses: -

3.9	County Council Education Capital Strategy Manager (21 of 24)	Section 19 Waste Audit and Management Strategy - No objection is raised in relation to the Waste Audit and Management Strategy criteria.	No objection acknowledged and welcomed.	No – no action required.
3.9	County Council Education Capital Strategy Manager (22 of 24)	Section 20 Open Space/Playing Field Assessment - No objection is raised in relation to the Open Space / Playing Field Assessment criteria, although in a number of instances this can be dealt with within the Planning Statement.	Planning officers acknowledge that there may be some instances where only minor implications are likely that could mean that it is appropriate to include the information as part of the Planning Statement rather than as a standalone assessment. This is something that can be agreed and scoped as part of pre-application discussions that would allow a discussion to take place.	No – no action required.
3.9	County Council Education Capital Strategy Manager (23 of 24)	Section 21 Information in support of applications for the storage, treatment and disposal of waste - No objection is raised.	No objection acknowledged and welcomed.	No – no action required.
3.9	County Council Education Capital Strategy Manager (24 of 24)	Section 22 Plans and Drawings - Whilst this provides a duplication to guidance contained within national policy, no objection is raised to this criterion on the basis that it provides helpful wayfinding and clarification for applicants.	No objection acknowledged and welcomed. Planning officers have made it clear what is being sought in addition to the national requirements. And do not consider it a duplication. As suggested, it is a useful clarification.	No – no action required.
3.10	St Ives Town Council	Noted the information provided and confirmed that they had no additional comments to make.	Planning officers welcomed the response and the confirmation that St Ives Town Council had no additional comments to make.	No – no action required.
3.11	Wisbech Town Council	Confirmed that the Local Validation List was considered by the Planning and Community Infrastructure Committee at Wisbech Town Council on 15 February 2021, and that Members of the committee decided that Wisbech Town Council had no comments to make.	Planning officers welcomed the response and the confirmation that Wisbech Town Council had no comments to make.	No – no action required.
3.12	Anglian Water Services Limited (comment 1 of 3)	Section 5 Statement of sustainable design and construction - reference is made to all non-housing developments providing a water conservation strategy as part of the planning application. The relevant policy in the adopted South Cambridgeshire Local Plan is not intended to apply to all non-housing development. Focus is upon BREEAM. The BREEAM standard is not applicable to minerals and waste for example. It should be made clear that this requirement does not apply to operational buildings which have no water supply or welfare facilities.	It is agreed that Policy CC/4 (Water Efficiency) of the South Cambridgeshire Local Plan (2018) is designed for proposals for non-residential development that relate to the BREEAM standards. It is therefore reasonable to emphasise that there may be instances where such a requirement is not practicable e.g. for operational buildings that do not contain water supply or welfare facilities.	Yes – Amendments have been made to demonstrate that in South Cambridgeshire a Water Conservation Strategy is to be submitted for all non-residential development, unless demonstrated not practicable. For example, for operational buildings that do not contain water supply or welfare facilities. This is in line with the intentions of the policy to be able to demonstrate a minimum water efficiency standard equivalent to the BREEAM standard for 2 credits for water use levels. It will provide appropriate guidance and avoid 'non-residential development' being interpreted wider than intended.

Appendix 1. Summary of Consultation Responses: -

3.12	Anglian Water Services Limited (comment 2 of 3)	Reference is made to proposals providing a foul drainage strategy including when development is being designed to connect to a public sewer as a means of disposing of treated effluent. And a separate requirement for an assessment of dry weather flows at the receiving water recycling centre exists. Clarity is needed to identify which planning applications should provide a foul drainage strategy and what the strategy should include. The text as drafted covers all development. However, this is not necessary or relevant to Anglian Water applications for work to our water recycling network and sites. Furthermore, the risk of flooding downstream from water recycling centres is managed by the Environment Agency as part of the environmental permitting process. As such, there should not be a separate requirement to provide an assessment of dry weather flows at the receiving water recycling centre. The preparation of a foul drainage strategy should appear as a separate requirement to the Statement of sustainable design and construction (to follow surface water drainage strategy). Where there is a requirement for a connection(s) to the public sewerage network Anglian Water would expect a foul drainage strategy to be submitted proportionate to the proposed development including the location of connection points, means of conveyance (gravity/pumped), discharge rates and details of any pre application discussions with Anglian Water. Applicants can seek confirmation from Anglian Water as to whether there is capacity available within the public sewerage network and at the receiving Water Recycling Centre to serve the development as part of our pre-application service.	<p>Planning officers acknowledge that Anglian Water's own development is likely to be covered by permitting requirements by the Environment Agency, and would not seek to duplicate the permitting requirements, in line with NPPF paragraph 183. Furthermore, it is agreed that whilst the Statement of Sustainable Design and Construction has been used to include foul drainage proposals to ensure that it is considered as part of the design process. It does make sense to move it alongside 7A for surface water drainage. Although it is agreed that the foul drainage strategy should be moved to a separate section, it is not considered onerous for applicants to demonstrate how such measures are controlled through the permitting regime as part of a planning application.</p> <p>Planning officers acknowledge that the Local Validation List guidance would benefit from further clarification on when a foul water strategy would be required and what it should include., This should be proportionate to the proposed development and should also encourage pre-application discussions with Anglian Water. The proposed changes and the move to section 7A were discussed with officers in the Lead Local Flood Authority considering their experience of the recent flood events that had impacted on foul water systems.</p>	Yes – The guidance on foul drainage strategies has been updated and moved to section 7A to state 'A foul drainage strategy that is proportionate to the proposed development should be submitted when assessing the design implications of any new development, including when the development is being designed to connect to a public sewer as a means of disposing of treated effluent. The foul drainage strategy should include, but not be limited to, the location of connection points, means of conveyance (gravity/pumped), discharge rates and details of any pre-application discussions undertaken with the relevant provider. Applicants can seek confirmation from Anglian Water as to whether there is capacity available within the public sewerage network and at the receiving Water Recycling Centre to serve the development as part of their pre-application service. Also, an assessment of dry weather flows should also be submitted. This is needed to avoid the risk of increased flooding elsewhere because of additional flows into the receiving watercourse, unless in instances when development is being proposed to connect to the public foul sewer, it can be demonstrated that this is unnecessary for example if it is adequately controlled through a separate permitting regime e.g. Water Recycling Centre development.
3.12	Anglian Water Services Limited (comment 3 of 3)	Section 7A. Surface Water Strategy – reference is made to the submission of a surface water strategy for all waste planning applications, including those related to Anglian Water's Water Recycling Centres. However, there will be circumstances in which the use of SuDs will not be feasible for waste management uses. For example, impermeable hardstanding is required for water recycling centres by environmental legislation. Reference is made to the requirement to provide a surface water strategy being dependent upon the scale and nature of the proposal. It would be helpful if this was clarified to explain that a strategy would not be required in all	Planning officers acknowledge that there will be instances where the scale and type of operation will dictate where the use of Sustainable Urban Drainage System would not be feasible. This issue was also acknowledged as part of the hearings and the main modifications accepted by the independent Inspector for the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan. Planning officers agree that it would be helpful to ensure that this guidance aligns with the response given to the emerging plan. However, the issue of surface water drainage must be considered for all development. So, whilst the example of small scale development given by Anglian Water would trigger a	Yes (in part) – Section 7A has been amended to align with Main Modification 40 proposed to the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan. The new text will now read 'The scope of the surface water drainage strategy is dependent on the nature, scale and location of the development and should include taking into account any relevant significant impacts on local infrastructure and the incorporation of Sustainable urban Drainage Systems (SuDS) wherever feasible to address the risk of surface water and sewer

Appendix 1. Summary of Consultation Responses: -

		cases and any information provided would be proportionate to the scale of development proposed. For example, where a kiosk is to be installed on an existing Water Recycling Centre site, Anglian Water would not expect to provide a surface water strategy.	submission, this would be proportionate to the proposal to demonstrate that it would not be a problem. The proposed changes were discussed with officers in the Lead Local Flood Authority to ensure that they were aware of the points raised by Anglian Water.	flooding and provide wider environmental benefits including biodiversity net gain and water quality. The County Council's Flood and Water Team's advice should be followed. Visit our website for more <a href="#">Flood and Water information.</a>
3.13	Biffa Waste Services (comment 1 of 2)	Section 5 (Statement of sustainable design and construction) states that developments that fall within the Cambridgeshire and Huntingdon areas will be subject to a Health Impact Assessment (HIA) (Full or Rapid) if the developments floor space is between 1000 and 10,000 m2. If the development falls within Fenland, then area all major developments will require a HIA. The implementation of a HIA is not mentioned in the NPPF. However, the PPG does state the following: - 'A Health Impact Assessment is a useful tool to use where there are expected to be significant impacts.' The importance of a HI Assessment is recognised. However, many applications for major development that include large floor space areas, especially in the waste sector, will have already been supported by numerous environmental assessments prior to submission e.g. noise, dust, air quality and vibration, biodiversity and ecological surveys. Most applications in the waste sector operate under an approved Environmental Permit. It is important that use of a HIA does not duplicate the efforts of other assessments and recognises that the development may already be considered acceptable based on previous assessment. A HIA may not be required. Attention is drawn to paragraph 183 of the NPPF relating to avoiding duplication in circumstances when other legislation applies.	Planning officers welcome the comments from Biffa Waste Services and fully accept the requirements of NPPF paragraph 183 in the need to avoid duplicating regulatory processes. And, for the focus to be on whether the proposed development is an acceptable use of land, rather than the control of processes or emissions that are subject to separate pollution control regimes. Officers also acknowledge that there will be instances where the requirements of a HIA are already included in other environmental processes e.g. a chapter or topic in an Environmental Impact Assessment. Nonetheless, ensure that waste management needs avoid harm to human health and to address amenity, an appropriate assessment is not considered unreasonable. The consideration and control of amenity issues, such as noise, do genuinely cross over between the different regulators. This is not a duplication when they are seeking to control different aspects of this impact. Given the adopted development policies at district level and their alignment with Policy 18 (Amenity Considerations) of the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan, it is not considered inappropriate for waste management needs, for this level of detail to be provided as requested. Where the HIA requirement is met through other studies this can be signposted within an application and during pre-application discussion this can be scoped and agreed in advance of assessments being procured.	No – no action required under this section (planning officers acknowledge that a new section (5A) is being proposed for this HIA requirement as set out in County Council Education Capital Strategy Manager (5 of 24) above.
3.13	Biffa Waste (comment 2 of 2)	2. Section 11 (Landscape and biodiversity enhancement management scheme) states that the County Council will seek the aftercare of restored landfill sites in the interests of nature conservation for at least 10 years. A site by site basis is supported by the Planning Practice Guidance and the Cambridge and Peterborough minerals and Waste Plan 2011 The PPG also states that mineral planning authority should seek to ensure that the operator provides an outline strategy of commitments for the 5-year aftercare period (or longer if agreed between the	Planning officers acknowledge that the published guidance for soft landscaping and biodiversity management plans currently in the Local Validation List (June 2019) refers to ' <u>seek the aftercare</u> of restored landfill sites in the interests of nature conservation for at least 10 years' ( <u>our emphasis</u> ). This is an aspirational target based on existing waste restoration schemes. Such time periods are not considered unreasonable, especially considering that longer restoration periods are now also being sought in relation to County Council schemes. Recently some aftercare management periods have been agreed to up to 25 years. Planning officers are	Yes – Section 11 bullet point 3 amended under the 'What information is required?' heading, to state 'Information to set out the proposed restoration, after-use and aftercare arrangements for all waste management proposals which are likely to be temporary in nature (and secured if necessary, by a legal agreement). The County Council will seek to ensure that the restoration of waste sites is done progressively to ensure that restoration can be achieved at the earliest opportunity. Agreement of the after use of restored

Appendix 1. Summary of Consultation Responses: -

		applicant and the mineral planning authority). The 10 years of aftercare for landfill sites should not be enforced as a standard practice rule but should be discussed on a site by site basis and agreed between the operator and planning authority.	also mindful of the requirements of Policy 19 (Restoration and Aftercare) of the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan that has recently been assessed by an independent Inspector. The supporting guidance laid out in paragraph 6.13 of the submission plan refers consideration on a case by case basis when aftercare arrangements will be discussed that have the potential to extend to 10 years or more. Planning officers consider that it is appropriate to amend this guidance to align with the emerging waste policy, acknowledging that there will be instances where more than ten years will be necessary.	temporary waste management sites will be considered on a case by case basis, as should the aftercare arrangements (with aftercare potentially extending to 10 years or more).'
3.14	Little Gransden Parish Council (comment 1 of 3)	<p>Under the heading of the Flood Risk / Assessment, it should request information on the following: -</p> <ul style="list-style-type: none"> <li>• who is responsible for the management of runoff water / rainwater and riparian responsibilities (Council or landowner)?</li> <li>• the enforcement actions that need to be invoked if the landowner fails their responsibility.</li> <li>• As the topography of land in villages changes from building and developments, it is important to assess the impact of building up areas on high grounds on the flow of the resultant runoff water to the lower grounds.</li> <li>• Drains and gullies do not withstand to the unprecedented volume of rain that we are now having due to climate change (there is a typical example of this situation in Little Gransden village).</li> </ul>	<p>The Local validation List Requirements can only require the information that is necessary to process a planning application and cannot require information for the purposes of other legislation.</p> <p>In relation to Flood and Water matters, already included under the 'where to look for further assistance' section for Section 7A is Cambridgeshire County Council's Flood and Water Supplementary Planning Document (July 2016). This document provides further advice and guidance on the flooding related issues raised. The other legal responsibilities such as ownership and enforcement are outside of the scope of the Local Validation List Requirements.</p>	No – no action required.
3.14	Little Gransden Parish Council (comment 2 of 3)	<p>Under transport, the Council is urged to add questions on the heavy traffic that building, and development brings to rural villages. In particular: -</p> <ul style="list-style-type: none"> <li>• small corners and staggered crossroads that were not designed for 21st century two-car family needs and the constant traffic by large construction vehicles / delivery vans.</li> <li>• please take into account that some planning applications are being submitted in relation to land and property that is beyond the Council's adopted roads and not fit to</li> </ul>	<p>Sections 12 and 13A already require consideration of additional vehicle movements. This includes the construction phase of proposals. The consideration of road networks and their suitability is part of the local planning authority's assessment of the application in consultation with the Highway Authority.</p> <p>The adoption of footpaths relates to separate legislation, which is outside of the scope of both the Local Validation List Requirements and the planning legislation.</p>	No – no action required.

Appendix 1. Summary of Consultation Responses: -

		<p>accommodate heavy construction vehicles during the building phase.</p> <p>Questions need to be added to identify and highlight whether such footpaths need to be first adopted by the council? Otherwise conditions are set for the applicants to remedy all damages during the building phase and the subsequent management of these paths.</p>		
3.14	Little Gransden Parish Council (comment 3 of 3)	NB. The new format is more user friendly and compatible with device and tablet use.	Welcome feedback.	No – no action required.
3.15	Huntingdonshire District Council – Environmental Health Team	Confirmed that they had taken a look at the documents in relation to Environmental Health matters such as land contamination, noise, vibration, air quality, light, CEMPs, etc and that they have no objection to taking these new validation requirements forward for the next two years.	Planning officers welcome the response and confirmation received that Huntingdonshire District Council's Environmental Health Team endorse the new validation requirements for the next two years.	No – no action required.



### DRAFT Our Local Validation List Requirements (June 2021)

NOTE: - This guidance will be updated when there are significant changes to planning policy documents, such as the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan and will be reviewed and republished at least every 2 years.

## Purpose

This document sets out the information that Cambridgeshire County Council requires to be submitted with a planning application (for waste or County Council development) to enable it to be accepted and processed. This guidance note sets out the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what is required, and the scope of the information required, before submitting your application. Failure to consider all necessary points will mean that the application will be invalid until the required information has been received. An invalid application cannot be registered. The submission of poor quality or conflicting information is likely to delay or prevent the processing on an application.

## Pre-application advice

Applicants are encouraged to take advantage of the pre-application services that we offer in accordance with Paragraph 40 of the National Planning Policy Framework (February 2019).

### Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting-a-planning-application](#). In addition to giving planning policy advice, we are able to assist in advising: which documents will need to be submitted to meet the requirements of the validation checklist; upon the appropriate level of community engagement; and encouraging engagement with the relevant statutory and non-statutory bodies at an early stage.

### Our other specialist advice

Cambridgeshire County Council also offers separate specialist pre-application advice for:

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- Public Rights of Way and Highway Records
- Archaeology and Historic Environment

## Appendix 2

And

- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

### More information on our specialist advice

More information can be found about Cambridgeshire County Council's specialist advice services, by visiting [Cambridgeshire County Council's Developing New Communities web page](#). This includes separate application forms for seeking its specialist pre-application advice and its charges. Also, Cambridgeshire County Council's Ecology Team can be contacted by emailing [Ecology@cambridgeshire.gov.uk](mailto:Ecology@cambridgeshire.gov.uk). And Cambridgeshire County Council's Historic Environment Team can be contacted by emailing [ArchaeologyDC@cambridgeshire.gov.uk](mailto:ArchaeologyDC@cambridgeshire.gov.uk)

### Pre-application advice from others

Most other government organisations and statutory bodies also offer chargeable pre-application advice. For example, the District and City Councils, Natural England, Sport England, Historic England, Highways England, the Environment Agency, and Middle Level Commissioners, all offer pre-application advice which can be obtained directly through accessing their websites. Applicants are encouraged to engage with the local community and statutory and non-statutory bodies prior to submitting a planning application.

## Submitting a planning application

Planning applications for the County Council's own development and for waste development can be submitted by visiting [The Planning Portal](#).

### For County Council development

Cambridgeshire County Council must be the applicant (or a joint applicant) given in answer to question 1 on the application form. The name of a council officer should not be included. A full stop can be placed in the name box of the planning portal's electronic form to allow an application to be submitted.

### Mineral development

Please note that neither the Standard Planning Application Form nor the Local Validation List applies to applications for mineral development. Application forms for new mineral development can be downloaded from [the Submitting a Planning Application website page](#) on the County Council's website. Prior to submitting a planning application for mineral development please contact the County Planning, Minerals and Waste Team to check what information should accompany the application by submitting a request for planning pre-application advice.

### National validation requirements

The national validation requirements need to be met, in addition to our local validation list requirements. National legislation can be found on the website [legislation.gov.uk](http://legislation.gov.uk). The national requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Paragraph 16 Reference ID: 14-016- 20140306 to 37 Reference ID: 14-037-20140306 of the Planning Practice Guidance](#). The national validation requirements include the payment of the correct fee. A summary of

## Appendix 2

application fee categories and costs can be found by visiting [The Planning Portal English application fees page](#). An additional fee is charged by the Planning Portal for processing fees that are submitted through the planning portal. There are additional requirements for Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

## Our local validation list requirements

The following sections describe each of the Local Validation List requirements indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Information can also be found about emerging policy on the policy pages of the relevant Council's website. Some items will require advice from a technical specialist. Applicants are advised to seek early advice on the scope and methodology to help inform their submission, which will take account of the scale and type of development.

### 1. Planning Statement

#### Policy Drivers

- Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.
- South Cambridgeshire Local Plan (September 2018) policy HQ/2 Public Art and New Development.

#### Applications that require this information

All, except those for very minor development where there are no policy implications.

#### Information required

A planning statement should identify the context and need, where appropriate, for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. It shall also consider the likely impacts of climate change.

For South Cambridgeshire District Council's area:

Where relevant for developments of proposed new floor space of 1,000 square metres or more, consideration of integrating public art into the design of the development are encouraged, so a statement addressing the consideration of this policy requirement should be included to demonstrate policy consideration.

#### Where to look for further assistance

National planning policy documents can be found by visiting [Gov.uk](#).

For example: - [The National Planning Policy Framework \(February 2019\)](#); [The National Planning Policy for Waste \(October 2014\)](#); [The Planning Practice Guidance](#).

The Cambridgeshire and Peterborough Minerals and Waste Local Plan

The Cambridgeshire and Peterborough Mineral and Waste Core Strategy (July 2011) and

## Appendix 2

The Cambridgeshire and Peterborough Site Specific Proposals Plan (February 2012) can be found on our [Adopted Minerals Plan](#) web page. Additionally, the following minerals and waste supplementary planning documents [The Block Fen Langwood Fen Master Plan Supplementary Planning Document \(July 2011\)](#); [The Location and Design of Waste Management Facilities Supplementary Planning Document \(July 2011\)](#) and [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#) can also be viewed for further information.

### District and City Council Planning Policies

The District and City planning authorities' planning policy front pages within Cambridgeshire can be accessed by visiting the following websites [East Cambridgeshire District Council](#); [Fenland District Council](#); [Huntingdonshire District Council](#); and [Greater Cambridge Planning](#) for Cambridge City Council and South Cambridgeshire District Council. It is also necessary to have regard to adopted Neighbourhood Plans. Details of these can be found on the relevant planning policy pages of the appropriate District or City Council's website. Emerging local policy is also a material consideration to be given appropriate weight dependent upon the stage it has reached.

## 2. Local Authority Development Letter

### Policy Drivers

- Regulation 3 of The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492) as amended states that where a planning authority proposes to develop land then the application shall be made to and determined by the authority itself. Examples are new schools, extensions to schools; libraries; roads, bridges, and other transport infrastructure; and household recycling centres.

### Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

### What information is required?

A letter from the commissioning officer of the applicant department who must be prepared to take responsibility for compliance with planning conditions if permission is granted.

### Where to look for further assistance

See the following regulations The Town and Country Planning General Regulations 1992 and The Town and Country Planning General (Amendment) (England) Regulations 2018 Both of these are on the government's website [legislation.gov.uk](http://legislation.gov.uk)

## 3. Statement of Community Involvement

### Policy Drivers

- See The Cambridgeshire Statement of Community Involvement (January 2019) on our website.

## Appendix 2

### Types of applications that require this information

Category A development as defined in Section 3 of the Cambridgeshire Statement of Community Involvement (January 2019).

### What information is required?

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the County Council's adopted Statement of Community Involvement. This should demonstrate how the views of the local community have been sought and considered in the formulation of development proposals.

### Where to look for further assistance

See [the Cambridgeshire Statement of Community Involvement \(January 2019\)](#) on our website for more information.

## 4. Biodiversity survey and report

### Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS35 Biodiversity and Geodiversity, and policy CS25 Restoration and Aftercare of Mineral and Waste Management Sites.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015) policy ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity, and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.): Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.

### Types of applications that require this information

See the Standard Application Form, the Biodiversity Checklist, and accompanying guidance which have been placed alongside this document on our website page, [submit a planning application](#).

### What information is required?

See the Biodiversity Checklist and accompanying guidance notes and the Natural Cambridgeshire Developing with Nature Toolkit.

## Appendix 2

### Where to look for further assistance

See on the relevant websites:

- [Planning Practice Guidance Natural Environment paragraphs](#)
- [Middle Level Biodiversity Manual \(2016\)](#)
- [Natural Cambridgeshire Developing with Nature Toolkit \(October 2018\)](#)
- [Cambridgeshire Biodiversity Checklist and guidance notes](#)
- [CIEEM Biodiversity Net Gain Guidance](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [South Cambridgeshire District Council's Biodiversity Supplementary Planning Document \(July 2009\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(June 2007\)](#)
- [Department for Environment Fisheries and Rural Affairs Biodiversity Offsetting Metric](#)

## 5. Statement of sustainable design and construction

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policies 1: The presumption in favour of sustainable development, 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, and 57 (c. and e.): Designing New Buildings.
- East Cambridgeshire Local Plan (April 2015) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon off setting, and ENV 6: Renewable energy development.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdon Local Plan to 2036 (May 2019) policy Box LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies S/3: Presumption in Favour of Sustainable Development, CC/1: Mitigation and Adaption to Climate Change, CC/3: Renewable and Low Carbon Energy in New Developments, CC/4: Water Efficiency, CC/7: Water Quality, and HQ/1: Design Principles.

### Types of applications that require this information

Within South Cambridgeshire District Council's area:

- For all applications.

Within all other districts and Cambridge City Council:

- For New schools and all developments creating more than 1,000m<sup>2</sup> of floor space.

### What information is required?

Within all districts except Cambridge City a Statement of Sustainable Design and Construction will be required. Climate change will need to be considered in producing all Sustainable Design and Construction Statements. The County Council declared a climate change emergency in May 2019 and is seeking through other committees to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy, approved by Full Council in May 2020. The current buildings already used by the

## Appendix 2

County Council (excluding schools run by Academies) will need to account for their energy usage in the Council's carbon footprint work. This is being undertaken by the Energy Investment Unit (EIU), outside of the planning regime. The County Council's buildings will be subject to Building Regulations requirements. These already seek to ensure energy efficiency measures for non-residential properties under the Nearly Zero Energy Buildings (NZEB) regulation. For new development they will be expected to meet Very Good overall and to achieve Excellent BREEAM credits in both Energy and Water.

Within Cambridge City Council's area:

A completed Sustainable Development Checklist (Section 4 of Sustainable Design and Construction SPD) will need to be submitted.

Within South Cambridgeshire District Council's area:

- A Water Conservation Strategy is to be submitted for all non-residential development, unless demonstrated not practicable e.g. for operational buildings that do not contain water supply or welfare facilities.

### Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Greater Cambridge Sustainable Design and Construction Supplementary Planning Document \(SPD\) –\(scambs.gov.uk\)](#) January 2020.
- [Town and Country Planning Association's Climate Change Adaptation by Design: a guide for Sustainable Communities \(2007\)](#)
- [BRE Environmental assessment Method, BREEAM](#)
- [Huntingdonshire Design Guide SPD \(2017\)](#)
- [Cambridgeshire County Council's Energy website pages including moving towards zero carbon](#)

## 5A. Health Impact Assessment

### Policy Drivers

- National Planning Policy Framework (February 2019) and the Planning Practice Guidance on promoting healthy and safe communities.
- Fenland Local Plan (May 2014) policy LP2: Facilitating Health and Wellbeing of Fenland Residents.
- Huntingdon Local Plan to 2036 (May 2019) Policy Box LP 29 Health Impact Assessment.
- South Cambridgeshire Local Plan (September 2018) policy SC/2: Health Impact Assessment.

Types of applications that require this information

All new developments within South Cambridgeshire, Huntingdonshire and Fenland that trigger the minimum floor space and site areas for that district.

What information is required?

Within South Cambridgeshire, Huntingdonshire and Fenland, Health Impact Assessments

## Appendix 2

are required as set out below:

Within South Cambridgeshire District Council's area:

- An extended screening/rapid Health Impact Assessment is to be submitted for developments of 1,000-5,000m<sup>2</sup> of floor space and a full impact assessment for those over 5,000m<sup>2</sup>.

Within Huntingdonshire District Council's area:

- Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for large scale developments in excess of 2,500 square metres or where the site area exceeds 2 hectares.
- Demonstration that the design of the development has been informed by a full Health Impact Assessment for large scale major developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares.

Within Fenland District Council's area:

- For Major development, a Health Impact Assessment is required.

Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [South Cambridgeshire Health Impact Assessment Supplementary Planning Document \(March 2011\)](#)
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)
- [London Healthy Urban Development Unit Rapid Health Impact Assessment Tool](#)
- [Evidence to inform both rapid and full HIAs can be found in Cambridgeshire Joint Strategic Needs Assessments, and in related health and wellbeing data available from Cambridgeshire Insight](#)

## 6. Tree survey / arboricultural report

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policy 71: Trees.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; ENV 2: Design and ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 30: Biodiversity and Geodiversity and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1.b. & m.): Design Principles.

### Types of applications that require this information

- When there are trees or hedges on the development site that are likely to be or could be impacted by the development.

And/or

## Appendix 2

- When there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape. See Standard Application Form.

### What information is required?

- Details of the species, size, canopy extent, condition and future management and the projected future life of trees on or adjacent to the development site.
- Which trees are to be retained or lost?

And

- Details of tree protection measures during development.

### Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- British Standard BS5837: Trees in relation to construction.
- [South Cambridgeshire District Council's Trees and Development Sites Supplementary Planning Document \(January 2009\)](#)

And

- [Huntingdonshire District Council's A Tree Strategy for Huntingdonshire \(February 2015\)](#) Including Section 10 Landscape Proposals.

## 7. Flood Risk Assessment

### Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 14 Meeting the challenge of climate change, flooding, and coastal change.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS39: Water Resources and Water Pollution Prevention.
- Cambridge City Local Plan (October 2018) policies 31: Integrated water management and the water cycle and 32: Flood Risk.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1 (1.m.): Design Principles, CC/1: Mitigation and Adaption to Climate Change, CC/8: Sustainable Drainage Systems and CC/9 Managing Flood Risk.

### Types of applications that require this information

When the application site is:

- In flood zone 2 or 3, including minor development (as defined by the Environment Agency) and change of use for all development likely to have any impact upon flood risk. For more information see [The Environment Agency's guidance on Flood Risk and Coastal Change](#);
- More than 1 hectare in flood zone 1 for all development likely to have any impact upon flood risk.
- Less than 1 ha in flood zone 1, including a change of use in development type to a

## Appendix 2

more vulnerable class (e.g. from a commercial to a residential use), or where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs).

- Less than 1 ha in Flood zone 1 if there are proposed changes to hard standing likely to affect the level of flood risk.

And

- Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

### What information is required?

The scope of the flood risk assessment is dependent on the nature, scale, and location of the development. It should consider any relevant significant impacts upon local infrastructure. The Environment Agency's advice should be followed. For more information see the Environment Agency's advice [Flood risk assessments for planning applications](#).

### Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [National Planning Policy Framework \(February 2019\)](#).
- [Planning Practice Guidance - Flood Risk and Coastal Change Section](#)
- [The Environment Agency's Flood risk assessment for planning applications](#)
- [The Middle Level Commissioners' Planning Advice and Consent Documents](#)
- [Cambridgeshire County Council's Flood and Water Supplementary Planning Document \(July 2016\)](#). This document was approved by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.
- [Cambridgeshire County Council's Surface Water Guidance \(May 2018\)](#)
- [Cambridgeshire County Council's Surface water management plans \(September 2014\)](#)
- [Cambridgeshire County Council's Watercourse Management guidance](#)
- [Sustainable drainage systems: non-statutory technical standards \(March 2015\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase One Water Cycle Strategy \(2008\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase Two Water Cycle Strategy \(2011\)](#)
- [Cambridge City Council and South Cambridgeshire District Council's Strategic Flood Risk Assessment](#)
- [Cambridge City Council's Sustainable Drainage Design and Adoption Guide](#)

## 7A. Surface water drainage strategy and foul drainage strategy

### Policy drivers

- National Planning Policy Framework (February 2019), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change and para 163.
- Written Ministerial Statement (18 December 2014 Secretary of State,

## Appendix 2

### Communities and Local Government

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS39 Water Resources and Water Pollution Prevention.
- Cambridge City Local Plan (October 2018) policies 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, 31: Integrated water management and the water cycle, 32: Flood Risk and 59 (e.): Designing landscape and the public realm.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) CC/1: Mitigation and Adaption to Climate Change, CC/7: Water Quality, CC/8: Sustainable Drainage Systems and HQ/1(1.m.): Design Principles.

### Types of applications that require surface water drainage strategy information

- Major development as set out in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- The provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more, or
- Development carried out on a site having an area of 1 hectare or more in all flood zones.
- Waste planning applications.

### What information is required?

The scope of surface water drainage and foul drainage strategies is dependent on the nature, scale and location of the development and should include considering any relevant significant impacts on local infrastructure. The incorporation of Sustainable urban Drainage Systems (SuDS) should be achieved, whenever feasible, to address the risk of surface water and sewer flooding and provide wider environmental benefits including biodiversity net gain and water quality. The County Council's Flood and Water Team's advice should be followed in developing SuDS. Visit our website for more [Flood and Water information](#).

### Foul drainage strategy

A foul drainage strategy that is proportionate to the proposed development should be submitted when assessing the design implications of any new development, including when the development is being designed to connect to a public sewer as a means of disposing of treated effluent. The foul drainage strategy should include, but not be limited to: -

- the location of connection points
- means of conveyance (gravity/pumped),
- discharge rates

And

- details of any pre-application discussions undertaken with the relevant provider

## Appendix 2

### Dry Weather Flows

An appropriate assessment of dry weather flows is needed to avoid the risk of increased flooding elsewhere when relevant because of additional flows into the receiving watercourse, unless in instances when development is being proposed to connect to the public foul sewer, it can be demonstrated that this is unnecessary for example if it is adequately controlled through a separate permitting regime e.g. Water Recycling Centre development.

Note: -Applicants can seek confirmation from Anglian Water as to whether there is capacity available within the public sewerage network and at the receiving Water Recycling Centre to serve the development as part of their pre-application service.

### Where to look for further assistance

See item 7 above.

## 8. Heritage Statement

### Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 16 Conserving and enhancing the historic environment.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) Policy CS36 Archaeology and the Historic Environment.
- Cambridge City Local Plan (October 2018) policies 55: Responding to context, 58(a.): Altering and extending existing buildings, 60: Tall buildings and the skyline in Cambridge, 61: Conservation and enhancement of Cambridge's historic environment; 61: Local heritage assets.
- East Cambridgeshire Local Plan (April 2015) policies ENV 11: Conservation Areas; ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures; ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens; ENV 16: Enabling development associated with heritage assets.
- Fenland District Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP18: The Historic Environment.
- Huntingdonshire Local Plan to 2036 (ay 2019) Policies Box LP 11: Design Context, Box LP 12: Design Implementation and Box LP 34: Heritage Assets and their Settings.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b.): Design Principles and NH/14: Heritage Assets.

### Types of applications that require this information

- Where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive.
- Which affect a scheduled monument or battlefield or its setting.
- Which affect a listed building or its setting.
- Within or which will affect a conservation area.
- Which will affect a registered park or garden or its setting.

### What information is required?

- A written Statement of Heritage Significance is required to be submitted as part of or to accompany all planning applications, which may affect Heritage Assets

## Appendix 2

including archaeology. This should include consideration of listed buildings and structures, historic parks and gardens, historic battlefields, scheduled monuments including potential impacts upon their settings, and archaeology.

- All Heritage Statements should assess the significance of all potential impacts of the proposed development upon all heritage assets that might be affected and their settings. If appropriate, it should include measures to avoid, mitigate and/or compensate. A specialist assessment of existing and proposed information may need to be commissioned and submitted as part of the application. The need for and cost of this work including any archaeological investigation work that may need to be carried out prior to submission or before development begins should be taken into consideration at an early stage. This could have implications for project timescales and viability.
- For all applications within or adjacent to a historic conservation area, an assessment of the impact of the development upon the character and appearance of the area.
- For major development, significant infrastructure works, and for all applications involving ground disturbance within an area of potential archaeological significance, an assessment of existing archaeological information, and a programme of fieldwork may be required. When appropriate, early consultation with the specialist national and local advisors is recommended to scope the extent of the work required.

### Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance Conserving and enhancing the historic environment](#)
- [Cambridgeshire Historic Environment Record \(CHER\)](#)
- [Historic England's Charter for Historic England Advisory Services \(27 July 2017\)](#)  
Attention is drawn to in particular to sections 11 and 12.
- [Historic England's Statements of Heritage Significance Advice Note 12 \(21 October 2019\)](#)
- [Cambridge City Council's Design and Conservation Documents](#)
- [Cambridge City Council's information about Conservation Areas](#)
- [East Cambridgeshire District Council's Heritage & Conservation information](#)
- [Fenland District Council's Heritage Statements](#)
- [Huntingdonshire District Council's information on Conservation Areas](#)
- [Huntingdonshire Landscape and Townscape Assessment \(June 2007\)](#)
- [South Cambridgeshire District Council's Listed Buildings Supplementary Planning Document \(July 2009\)](#)
- [South Cambridgeshire District Council's Heritage Information to be submitted with Planning, and Listed Building Consent Applications](#)
- [Cambridgeshire County Council Archaeological advice for planning developments](#)

## 9. Landscape impact assessment

### Policy Driver

- National Planning Policy Framework (February 2019)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011)

## Appendix 2

Policy CS33 Protection of Landscape Character; and Policy CS34 Protecting Surrounding Uses.

- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(a.): Creating successful places, 57(a.): Designing new buildings; and 60: Tall buildings and the skyline in Cambridge.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green Infrastructure, Box LP 10: The Countryside, Box LP 11: Design Context and Box LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies CC/1: Mitigation and Adaption to Climate Change, HQ/1(1.a. & d.): Design Principles and NH/2: Protecting and Enhancing the Landscape Character.

### Types of applications that require this information

For large buildings and other tall structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary as defined in the relevant City/District council local plan or development plan document.

### What information is required?

- A proportionate methodological appraisal of the landscape and visual impacts of the proposed development. This is normally carried out by someone who is appropriately trained and experienced.
- For Environmental Impact Assessment development requiring a landscape visual impact assessment, the landscape visual impact assessment is required to include consideration of significant effects. Otherwise a Landscape Visual Assessment may be appropriate.

### Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [Huntingdonshire A Tree Strategy for Huntingdonshire \(February 2015\)](#)
- [East of England Landscape Typology](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [The Landscape Institutes Guide to Reviewing-Landscape Visual Impact Assessments-and-Landscape Visual Assessments](#)

## 10. Landscape proposals

### Policy Driver

- National Planning Policy Framework (February 2019)

## Appendix 2

- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) Policy CS33 Protection of Landscape Character.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(i.): Creating successful places, 57: Designing New Buildings (a.), 59: Designing landscape and the public realm; and 71: Trees.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 3: Green Infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.a. & m.): Design Principles and NH/4: Biodiversity.

### Types of applications that require this information

- Where trees or hedgerow will be removed because of the development compensatory planting will be required.
- For development that will have a visual impact that could be mitigated by landscape planting.

### What information is required?

- Appropriate hard and soft landscape details, including details of existing and proposed levels, paving treatments, and materials.
- Details of the method of planting and long-term maintenance and management should also be addressed (see item 11 below). If appropriate, reference should be made to detailed landscape proposals arising from the design concept in the Design and Access Statement.
- Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see item 6 above).
- Plans and drawings at an appropriate scale should be accompanied by schedules of details as appropriate to include details of planting species, densities and size and form of specimens at planting and an implementation programme.

### Where to look for further assistance

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Huntingdonshire A Tree Strategy for Huntingdonshire \(February 2015\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)

## 11. Landscape and biodiversity enhancement management scheme Policy Drivers

- National Planning Policy Framework (February 2019)

## Appendix 2

- Planning Practice Guidance
- Cambridge City Local Plan (October 2018) policies 56(i): Creating successful places, 59: Designing landscape and the public realm, and 70: Protection of priority species and habitats.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 3: Green Infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity and Box LP: 31 Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. m.): Design Principles, and NH/4: Biodiversity.

### Types of applications that require this information

- Where soft landscape or biodiversity enhancement measures are proposed (see items 4 and 10 above).
- Applications for new landfill sites or their extension will require aftercare of the restored land.

### What information is required?

- A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development.
- For schools this should be in a format that the person responsible for grounds maintenance can understand.
- Information to set out the proposed restoration, after-use and aftercare arrangements for all waste management proposals which are likely to be temporary in nature (and secured if necessary, by a legal agreement). The County Council will seek to ensure that the restoration of waste sites is done progressively to ensure that restoration can be achieved at the earliest opportunity. Agreement of the after use of restored temporary waste management sites will be undertaken on a case by case basis, as should the aftercare arrangements (with such aftercare potentially extending to 10 years or more).

### Where to look for further assistance

See items 4, 6 and 10 above.

## 12. Transport Assessment or Statement

### Policy Drivers

- National Planning Policy Framework (February 2019), particularly Section 9 Promoting sustainable transport.
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS23 Sustainable Transport of Minerals and Waste, policy CS32 Traffic and Highways.
- Cambridge City Local Plan (October 2018) policies 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development and Policy 82 Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 7: Transport impact.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More

## Appendix 2

Sustainable Transport Network in Fenland.

- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. f., h. & i.): Design Principles, SC/12 Air Quality, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.

### Types of applications that require this information

- Transport Assessment – where the proposed development has significant transport implications including new schools.
- Transport Statement – schemes where the proposed development has some transport implications.

Scope of the transport information:

Applicants should agree the scope of the transport information that is necessary with Cambridgeshire County Council's transport officers at the pre-application stage. There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice. However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application.

### What information is required?

All applications which, if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by the following information:

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- For sites that will generate heavy commercial vehicle movements, details of the route which they will follow to access the strategic routes shown on the Cambridgeshire Advisory Freight Map.

#### Transport Assessment

A Transport Assessment should be appropriate to the scale of the development and the extent of the transport implications of the proposal. It should consider any relevant significant impacts on local transport infrastructure. It should also consider accessibility to the site by all modes of transport and the modal split of journeys made to and from the site by different forms of transport and on foot when applicable.

#### Transport Statement

A Transport Statement should outline the transport aspects of the application and any proposed measures to maximise access by public transport, walking and cycling; to reduce the need for parking associated with the proposal; and to mitigate transport impacts.

## Appendix 2

Within South Cambridgeshire District Council

South Cambridgeshire District Council also requires that where a Transport Assessment / Statement or Travel Plan is required, a Low Emissions Strategy statement should be integrated (See policies SC/12 and TI/2). This should include justification for the level and type of parking proposed; and consideration of the provision of electric charging points for applications that include proposed provision (policy TI/3).

Within Cambridge City Council

Cambridge City Local Plan (October 2018) policy 82: Parking Management. Requires consideration of electric vehicle charging points or the infrastructure to ensure their future provision should be provided within a development where reasonable and proportionate, and where it is viable to do so especially in relation to major new development.

Where to look for further assistance

- [Planning Practice Guidance Travel Plans, Transport Assessments and Statements Section](#)
- [Cambridgeshire County Council's Transport Assessment Guidelines](#)
- [Cambridgeshire Advisory Freight Map](#)

## 13. Parking and access arrangements

Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridge City Local Plan (October 2018) policies 57(b.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015) policy COM 8: Parking provision.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. h. & i.): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Movement Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle.

Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications that require temporary access during the period of construction.
- Applications proposing changes to parking arrangements.
- Applications that will affect the requirement for car and cycle parking by introducing more users or floor space to a site such as a new classroom.
- Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.
- A change in the type of traffic using the access should be accompanied by a layout

## Appendix 2

plan of the existing access.

### What information is required?

- A layout plan of the existing access onto the public highway.
- A Layout plan to show access width, junction radii (if appropriate) and visibility splay at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses, and commercial vehicles (see Standard Application Form).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

### Where to look for further assistance

- [Transport Initiatives LLP and Cambridge city Council's Cycle Parking Guide for New Residential Development \(February 2010\)](#)
- [Traffic Advisory Leaflet 5/95: Parking for Disabled People \(1995\)](#)
- [Cambridge Cycle Campaign's Cambridge Cycle Parking Guide](#)
- [Huntingdonshire Design Guide supplementary Planning Document \(2017\)](#)

## 13A. Construction environmental management and traffic management plans

### Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 35: Protection of human health and quality of life from noise and vibration, and 81: Mitigating the transport impact of development.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.
- Huntingdonshire Local Plan to 2036 (May 2019) Policy Box LP 14: Amenity.

## Appendix 2

- Types of applications that require this information
- All Applications that, if permitted, could give rise to construction effects on the environment and surrounding communities and/or construction traffic involving heavy commercial vehicles.

### Types of applications that require this information

- Applications, which if permitted, would give rise to HCV construction traffic in locations that may adversely affect highway safety or amenity of the occupiers of nearby properties will require a Traffic Management Plan.
- For proposals, the construction of which would be likely to have impacts for occupiers of nearby properties will require a Construction Environmental Management Plan.

### What information is required?

For construction effects on the environment and surrounding communities:

- A Construction Environmental Management Plan (CEMP) setting out the details of the proposed construction methods, for example construction working hours; details of contractors cabins including their location; plant compounds; control of temporary access during construction (if applicable) and dust mitigation measures etc. to consider impacts arising from on-site impacts.
- In a Traffic Management Plan, information identifying and mitigating construction traffic impact visiting the site upon sensitive receptors e.g. local schools opening / closing times and peak traffic conditions.
- Proposals to reduce the number of vehicles visiting the site during the period of construction.

In addition, for Heavy Commercial Vehicle construction traffic:

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access, including any temporary access proposals for use during the period of construction.
- The proposed daily construction traffic movements (and type of vehicle/s) to the site.
- Swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of proposed parking for contractors' and delivery vehicles on site layout plans.
- Hours of deliveries of construction materials and or dispatch of waste etc.
- Vehicle routes.
- Arrangements to divert or protect the use of existing footpaths and cycle ways during construction, and
- Management and enforcement.

## 14. Travel Plan

### Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridge City Local Plan (October 2018) 57 (b. and d.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport

## Appendix 2

impact of development, and 82: Parking Management.

- East Cambridgeshire Local Plan (April 2015) policy COM 7: Transport impact
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. g., h. & i.): Design Principles, T1/2: Planning for Sustainable Travel, and T1/3: Parking Provision.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.

### Types of applications that require this information

- All developments including waste developments that are likely to generate a significant increase in vehicle movements (other than for sites which can demonstrate very limited staffing levels and visitor numbers). This includes school development involving a net increase of one or more classrooms, temporary or permanent (30 pupils) or the addition of a facility such as a pre-school.
- Where the school has a Travel Plan, the application should be accompanied by an updated version that considers the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.

### What information is required?

- The Travel Plan should outline how transport implications are going to be managed, by whom, and over what timescale to ensure the minimum environmental, social, and economic impacts.
- It should also state how the plan would be promoted, implemented, monitored, and maintained.
- Consideration should be given to how the transport impacts of the development can be minimised by encouraging maximum use of sustainable transport to and from the development
- For example, a school travel plan, should promote safe cycle and walking routes, restrict parking and car access at and around the school, and include on-site changing and cycle storage facilities to promote maximum use of public transport. It should also refer to using the County Council Modeshift Stars and a commitment to its continued use.

### Where to look for further assistance

- [Planning Practice Guidance Travel Plans, Transport Assessments and Statements Section](#)
- [Travel for Cambridgeshire's Travel Plan Support Information](#)
- [The Modeshift Stars Organisation - relevant for School Travel Plans](#)

## 15. Noise and/or Vibration impact assessment

### Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011)

## Appendix 2

- policy CS34 Protecting Surrounding Uses
- Cambridge City Local Plan (October 2018) policy 35: Protection of human health and quality of life from noise and vibrations.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/10: Noise Pollution.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 14: Amenity and Box LP 29: Health Impact Assessment.

### Types of applications that require this information

Development proposals which: -

- would give rise to noise and/or vibration both on and off site which could disturb occupants of nearby buildings (e.g. outdoor sports pitches, waste development); and
- are noise-sensitive themselves and which are close to existing sources of noise and/or vibration.

A noise impact assessment is likely to be required for the following: -

- Potentially noise generating developments (e.g. waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools, and hospitals.
- Noise sensitive development / uses in the vicinity of existing noise generating uses e.g. classified roads, railways, or in areas with an existing noisy environment such as the City Centre.
- Mixed use applications comprising both noise generating and noise sensitive uses; and
- Commercial applications including ventilation, extractor, or cooling units / plant / equipment in the vicinity of noise sensitive uses.

### What information is required?

A noise/vibration impact assessment undertaken by person competent in acoustics and noise/vibration impact assessments. The noise/vibration assessment should include appropriate mitigation measures.

### Where to look for further assistance

- [Planning Practice Guidance Noise Section.](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\)](#) - Chapter 10 Environmental Health & Appendix 6 Noise.
- [The Noise Policy Statement for England \(March 2010\).](#)

## 16. Lighting assessment

### Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.

## Appendix 2

- Cambridge City Local Plan (October 2018) policy 34: Light Pollution Control.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/9: Lighting Proposals.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: design Implementation, Box LP 14: Amenity and Box LP 30: Biodiversity and Geodiversity.

### Types of applications that require this information

- Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area, or in the open countryside. Where lighting could affect local wildlife.
- Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment.
- External security lights on buildings or in car parks should be described in the application documents.

### What information is required?

- A layout plan with beam orientation and light spill.
- Hours of use.
- Schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles); and
- An isolux contour map to show light spill levels down to 1 lux - A lighting assessment may be required including the distribution of horizontal and vertical illuminance and showing neighbouring buildings.

### Where to look for further assistance

- [Planning Practice Guidance Light Pollution Section.](#)
- [Huntingdonshire Design Guide Supplementary Planning Document \(2017\)](#)
- [Guidance Note 1 for the reduction of obtrusive light 2020 - Institution of Lighting Professionals \(theilp.org.uk\).](#)
- [Artificial light in the environment - GOV.UK \(www.gov.uk\).](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\)](#) - Chapter 10 - Environmental Health & Appendix 7 Light Pollution.
- [Sport England Artificial Sports Lighting Design Guide \(November 2012\)](#)

## 17. Air quality assessment

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of

## Appendix 2

Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.

- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, SC/12: Air Quality, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 36: Air quality.

### Types of applications that require this information

Where the development: -

- Is proposed within or adjacent to an Air Quality Management Area (AQMA).
- Could itself result in the designation of an AQMA and/or result in a significant worsening of existing air quality within an area.
- Would conflict with or render unworkable elements of a local authority's air quality action plan, or
- Is a waste proposal where there will be emissions to air, including dust, odour and bioaerosols.

Within Huntingdonshire District Council's area Air Quality Assessments are also required for the following proposals: -

- For developments where the floor space to be built is 10,000 square metres or more or where the site area is 2 Hectares or more).
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ), or
- A significant proportion of the traffic generated would go through an AQMA or a CAZ.

Or

- Any part of the site is located within 100 metres of a monitoring site where the annual mean level of nitrogen dioxide exceeds  $35\mu\text{g}/\text{m}^3$ .
- Additionally, A low emissions strategy will be required within Huntingdonshire District Council's Area when an air quality management assessment shows that the proposal would have a significant effect upon air quality; have an adverse effect upon air quality factors; cause a significant increase in the number of people that would be exposed to poor air quality, or would lead to a designated nature conservation or protected species that is sensitive to air quality being adversely affected.

### What information is required?

- Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.
- Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements.
- Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.
- Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/District Council Environmental Health Officer.

## Appendix 2

- A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

### Where to look for further assistance

- [Practice Guidance Air Quality Section.](#)
- [Cambridge City Council's Air Quality in Cambridge- Developers Guide \(September 2008\)](#)
- [Cambridge City Council's Air Quality Action Plan 2018 - 2023 \(January 2018\).](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\)](#) Chapter 10 - Environmental Health & Appendix 4 Air Quality Supplementary Design Guide.
- [The Department for Environment Fisheries and Food Low Emissions Strategies: using the planning system to reduce transport emissions.](#)
- [The Environmental Protection UK and the Institute of Air Quality Management Land-Use Planning and Development Control: Planning for Air Quality \(January 2017\)](#) For example, Table 6.2 of this document gives indicative criteria for the numbers of vehicle movements that would warrant an Air Quality Assessment.

## 18. Contaminated land assessment

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policy 33: Contaminated land.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity and Box LP 37: Ground contamination and Groundwater Pollution.
- South Cambridgeshire Local Plan (September 2018) policy SC/11 Contaminated Land.

### Types of applications that require this information

- Where contamination is known or suspected.
- Where the development site is in the vicinity of contaminated land.
- When the proposed use would be particularly vulnerable or sensitive e.g. residential care homes, schools.

### What information is required?

- Sufficient information to determine the existence or otherwise of contamination; its nature; the risks it may pose; and whether these can be satisfactorily reduced to an acceptable level without undue environmental impact during and following development.
- Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide information necessary to determine whether the proposed development can proceed or not.
- All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (as amended)

## Appendix 2

Code of Practice for the Investigation of Potentially Contaminated Sites).

- A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is recommended in the government's Land Contamination Risk Management Advice. [Link to the Department for the Environment Fisheries and Rural Affairs Land Contamination Risk Management Advice](#)
- This initial information is essential to determine whether further, more detailed investigation, will be required.
- The minimum requirement is a land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over).
- Where contamination is found developers will need to demonstrate in the land contamination assessment that any unacceptable risk will be successfully addressed through remediation without undue environmental impact during and following development.

### Where to look for further assistance

- [Planning Practice Guidance Land affected by Contamination Section.](#)
- Cambridge City Council's Contaminated Land in Cambridge - Developers Guide (April 2009).
- [East Cambridgeshire District Council's Guidance on submitting planning applications on land that may be contaminated \(January 2015\)](#)
- South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites.
- [Environment Agency's Land contamination: technical guidance.](#)

## 19. Waste Audit and Management Strategy

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS28 Waste Minimisation, Re-Use, and Resource Recovery.
- Cambridge City Local Plan (October 2018) policy 28: Carbon reduction, community energy networks, sustainable design and construction, and water use.
- East Cambridgeshire Local Plan (April 2015) policy ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.

### Types of applications that require this information

Development proposals: -

- That involve demolition of a building or part of a larger building.
- Where the development site is previously used (brownfield) land that may be contaminated.
- That involve significant earthmoving (including greenfield sites).

### What information is required?

See separate document 'Guidance on Waste Audit and Management Strategies for submission in support of a planning application or to fulfil a requirement of a planning condition' Cambridgeshire County Council June 2013 on the [submitting a planning application page](#) of the County Council's website.

### Where to look for further assistance

- [Planning Practice Guidance on Waste - Should significant developments include a waste audit?](#) Paragraph: 049 Reference ID: 28-049-20141016
- [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#) See item 18 above.

## 20. Open Space / Playing Field Assessment

### Policy Driver

- National Planning Policy Framework (February 2019), particularly Section 8 Promoting healthy and safe communities.
- Cambridge City Local Plan (October 2018) policies 67: Protection of open space, and 73: Community, sports, and leisure facilities.
- East Cambridgeshire Local Plan (April 2015) policy COM 3: Retaining community facilities.
- Fenland Local Plan (May 2014) policies LP6: Employment, Tourism, Community Facilities and Retail.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 32: Protection of Open Space.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.j): Design Principles, NH/11: Protected Village Amenity Areas, and NH/12: Local Green Space.

### Types of applications that require this information

Development within designated open spaces/playing fields/allotments.

### What information is required?

- Plans showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.
- Any application involving the loss of, or provision of, playing fields should be supported by evidence from a district wide Playing Pitch Strategy or an independent needs assessment as referred to above.
- In order to ensure that compensatory measures provide net benefits to the community the proposal should include enhancement of any remaining open space in cases of partial loss, and the enhancement of other existing spaces or new provision that would serve the same community as that being lost.
- New provision for the loss of sports or recreational open space should be in a form that best meets an identified existing need.

### Where to look for further assistance

- [Planning Practice Guidance Open space, sports and recreation facilities, public rights of way and local green space section.](#)
- [Sport England Playing Fields Policy and Guidance \(March 2018\)](#)
- [Cambridge City Council's Open Space Recreation Strategy \(October 2011\)](#)
- [Cambridge City Council's Guidance for Interpretation of Open Space Standards \(July 2006\)](#)
- [South Cambridgeshire District Council's Open Space in New Developments Supplementary Planning Document \(January 2009\).](#)

## 21. Information in support of applications for the storage, treatment, or disposal of waste

### Policy Driver

- The Landfill Directive.
- Landfill England and Wales Regulations 2002 (as amended).
- National Planning Policy Framework (February 2019) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011).
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1. n.): Design Principles, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 29: Health Impact Assessment and Box LP 36: Air Quality.

### Types of applications that require this information

- 1) New landfill sites or extensions to existing landfill sites (including land raising).
- 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.

### What information is required?

- For both 1 and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.
- For 1) A topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-settlement contours; gas and leachate control systems; when relevant means of disposal of treated effluent and assessment of dry weather flows, duration of development; soil handling; restoration, after use and aftercare.
- For proposals for hazardous waste and incineration - a Health impact assessment (HIA) - HIA is a tool to appraise both positive (e.g. creation of new jobs) and negative (e.g. generation of pollution) impacts on the different affected

## Appendix 2

subgroups of the population that might result from the development.

### Where to look for further assistance

- It is strongly advised that the assistance of a suitably qualified agent with experience in waste planning is obtained and consideration given to their appointment as agent for the application.
- Waste disposal by landfill and most other waste management facilities will also need an Environmental Permit. For more information visit [The Environment Agency's information about environmental permits](#). You are advised to contact the Environment Agency's at an early stage to ensure that your planning application is consistent with Environment Agency's permitting requirements.
- [Planning Practice Guidance Waste Section](#)
- [The Environmental Permitting \(England and Wales\) Regulations 2016](#).
- South Cambridgeshire District Council's Health Impact Assessment Supplementary Planning Document (March 2011).
- Public Health England - Gothenburg Consensus Paper: [Health Impact Assessment - Main concepts and suggested approach](#), European Centre for Health Policy, WHO-Euro, Brussels (December 1999).
- European Commission, Health & Consumer Protection Directorate-General paper [Ensuring a high level of health protection A practical guide](#) (17 December 2001).
- National Institute for Health and Care Excellence (NICE) - [Introducing health impact assessment \(HIA\): Informing the decision-making process](#), HDA (2002).
- Public Health England - [The Merseyside Guidelines for Health Impact Assessment](#) (Second edition May 2001) published by the International Health Impact Assessment Consortium.
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)

## 22. Plans and Drawings (including cross-sections where required)

### Policy Driver

- Article 7(1) (c) of The Town and Country Planning (Development Management Procedure (England) Order 2015).

### Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

### What information is required?

- All scale plans and drawings shall be to a recognisable scale and include a scale bar in addition to the national requirement of a North point.
- The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).
- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and maneuvering areas.
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100).

## Appendix 2

- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100).
- Drawings must be sufficient to identify the building within its context.
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale.
- Adequate cross-sections showing existing and proposed changes of level are necessary for proposals on sloping sites and all applications which include proposed changes in levels.
- It is the responsibility of the applicant/agent to provide accurate and updated plans and drawings within reasonable tolerances. The information should be sufficient to show the proposals in their context including their relationships with relevant existing on-site and off-site reference points/features.

### Where to look for further assistance

- [Planning Practice Guidance Making an application - Validation requirements– Validation requirements](#)

### NOTES

- Environmental Impact Assessment Development is covered by separate regulations, which are mainly outside of the scope of these guidance notes.
- If during the lifetime of this list, Policy Documents, relevant legislation, and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.



# DRAFT LOCAL VALIDATION CHECKLIST

(Revised June 2021)

## Introduction

This Local Validation Checklist applies to all applications for planning permission submitted to Cambridgeshire County Council (including those made under [Section 73 Town and Country Planning Act 1990](#) AND SECTION 73A). For more information visit [Legislation.gov.uk](#). This checklist should be read together with the national validation requirements. These are set out in [Planning Practice Guidance Paragraph 16 Validation Requirements for Planning Permission](#) and also alongside Cambridgeshire County Council's 'Guidance for applicants and agents on the Local Validation List ( June 2021)'. This sets out the circumstances in which you will need to submit information under each item on our local list. Not all the items will apply in every case. You are strongly advised to seek planning pre-application advice to confirm what is required, including the scope of information required, before submitting your application. We offer a separate pre-application advice service details of which are also given on our [Submitting a planning application](#) web page.

## NOTE

Failure to submit all the relevant required information will invalidate the application. An invalid application cannot be registered or processed until all the information required to meet both the national and our local validation list has been received.

## Who should use this checklist?

Our Local Validation Checklist can be used by applicants, agents, and planning officers to clarify and record which items from the local list need to accompany an application. It can be used to check that all the items have been prepared and included before submission. This checklist includes columns in which it can be confirmed what, how, and whether the information is needed. The columns can be used to indicate when a full report is necessary; when a matter has some relevance and can be addressed within the planning statement; and not relevant for each of the following items:

1. Planning statement
2. Local authority development letter
3. Statement of Community Involvement
4. Biodiversity survey and report
5. Statement of Sustainable Design and Construction
- 5A. Health Impact Assessment
6. Tree survey/arboricultural report
7. Flood risk assessment
- 7A. Surface water drainage strategy and foul drainage strategy
8. Heritage statement
9. Landscape impact assessment

## Appendix 3

10. Landscaping Proposals
11. Landscaping and biodiversity enhancement management scheme
12. Transport assessment or statement
13. Parking and access arrangements
- 13A. Construction environmental management and traffic management plans
14. Travel Plan
15. Noise and/or Vibration impact assessment
16. Lighting assessment
17. Air quality assessment
18. Contaminated land assessment
19. Waste audit and management strategy
20. Open space/ playing field assessment
21. Information in support of applications for the storage, treatment, or disposal of waste
22. Plans and drawings (including cross-sections where necessary)

Appendix 3

Item Number	Item	Full Report	Planning Statement	Not Relevant
1	Planning statement			
(i)	Consideration of Public Art for developments of 1,000 square metres and above (South Cambridgeshire District Council only)			
2	Local authority development letter			
3	Statement of Community Involvement			
4	Biodiversity survey and report			
5	Statement of Sustainable Design and Construction (for districts other than Cambridge City)			
(i)	Cambridge City Completed Sustainable Development Checklist (Within Cambridge City only)			
(ii)	Water Conservation Strategy (Within South Cambridgeshire only)			
5A	<p>Health Impact Assessment (Within South Cambridgeshire, Huntingdonshire and Fenland only as per the requirements below)</p> <p>Within South Cambridgeshire: -</p> <ul style="list-style-type: none"> <li>• An Extended Screening/Rapid Health Impact Assessment for new developments resulting in between 1,000 to 5,000 square metres of new floorspace; or</li> <li>• A full Health Impact Assessment for developments of over 5,000 square metres of new floorspace.</li> </ul> <p>Within Huntingdonshire: -</p> <ul style="list-style-type: none"> <li>• Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for developments in excess of 2,500 square metres or where the site area exceeds 2 hectares.</li> <li>• Demonstration that the design of the development has been informed by a full Health Impact Assessment for developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares.</li> </ul>			

### Appendix 3

5A	Continued.  And Within Fenland District Council's area: - <ul style="list-style-type: none"> <li>For Major developments a Health Impact Assessment (HIA) is to be submitted.</li> </ul>			
6	Tree survey/arboricultural report			
7	Flood risk assessment			
7A	Surface water drainage strategy and/or foul drainage strategy			
8	Heritage statement			
9	Landscape impact assessment			
10	Landscape proposals			
11	Landscaping and biodiversity enhancement management scheme			
12	Transport assessment or statement			
(i)	Within South Cambridgeshire and Huntingdonshire only, a Low Emissions Strategy Statement including: - <ul style="list-style-type: none"> <li>Consideration and justification of parking provision and of electrical charging points.</li> </ul>			
13	Parking and access arrangements			
13A	Construction environmental and/or traffic management plans			
14	Travel Plan			
15	Noise and/or Vibration impact assessment			
16	Lighting assessment			
17	Air quality assessment			
(i)	Within Huntingdonshire only: - A low emissions strategy is required if the air quality assessment demonstrates significant effects.			
18	Contaminated land assessment			
19	Waste audit and management strategy			

## Appendix 3

20	Open space/ playing field assessment			
21	Information in support of applications for the storage, treatment or disposal of waste Including: -			
(i)	A Topographical Survey			
(ii)	A Health Impact Assessment for waste development involving hazardous waste and / or incineration			
22	Plans and drawings (including cross-sections where necessary)			



## **Enforcement Update Report 2021**

To: Planning Committee

Date: 15 April 2021

From: Joint Interim Assistant Director, Environment & Commercial

Electoral division(s): N/A

Purpose: To consider the following report

Recommendation: The Planning Committee is requested to note the content of this report.

Officer contact:

Name: Deborah Jeakins

Post: Principal Enforcement & Monitoring Officer, County Planning, Minerals and Waste

[Link to the email address for Deborah Jeakins](#)

Tel: 01223 715544

# 1 Introduction

- 1.1 The purpose of this report is to brief the Planning Committee members on the planning enforcement and monitoring work undertaken by the County Planning, Minerals and Waste team within the Environment and Commercial Service.
- 1.2 The Enforcement update report is usually prepared and presented to members of this Committee on a quarterly basis. However, if there are no agenda items for meetings of the Committee, the Chair can approve postponing the update report until the Committee next convenes. The last full report was presented to Committee in October 2020.
- 1.3 The Enforcement and Monitoring team consists of the Principal Enforcement and Monitoring Officer and Monitoring and Control Officer and we are currently recruiting to fill the new post of Planning and Compliance Officer whose duties will be shared with the Development Management team.
- 1.4 As a result of the new National lockdown imposed to prevent the spread of Covid 19 in January 2021, the Monitoring and Control Officer was unable to undertake site visits and was redeployed to assist with other work within the Environment and Commercial Service. At the same time, a decision was taken to temporarily suspend all monitoring visits and review the position as lockdown measures eased. It is anticipated that visits will resume in early April, depending on advice from central government and any corporate guidance issued.
- 1.5 Sections 2 to 5 of the report summarise the current complaints under investigation; number of formal Notices served; Enforcement Appeals; and Ombudsman complaints received.
- 1.6 Section 6 of this report details the site monitoring visits undertaken to chargeable sites between 1 October 2020 and 31 December 2020.
- 1.7 Sections 7 to 12 of the report provide updates on a number of key ongoing Enforcement Investigations.

## 2 Complaints received

- 2.1 This section of the report covers the number of complaints received by the team between 1 October 2020 and 28 February 2021. Visits to complaint sites continued after the National lockdown imposed on the first working day of January 2021, and these were undertaken only when they could be unaccompanied so that social distancing was observed and the visit was considered necessary to assess and take steps to address planning harm.
- 2.2 At the time of writing this report, the Enforcement and Monitoring team have 16 active complaints under investigation.
- 2.3 Between 1 October 2020 and 28 February 2021 the team received 14 complaints, a summary of the status of the complaints received can be found in the table below.

## Summary of the status of complaints received:

Status	Number
Under investigation	7
Breach established and resolved	3
Breach established. Investigation on-going	2
No breach established, case closed	1
Not a county matter	3
Total	14

2.4 At the time of writing, of the 17 complaints received between 1 October 2020 and 28 February 2021:

- 5 cases have been investigated and closed;
- 9 cases remain open and under investigation;

2.5 During the reporting period a further 8 pre existing complaints were able to be resolved and closed and a further 7 pre-existing complaints (received before 1 October 2020) remain under investigation.

2.6 Of the complaints that are still open and being investigated, 5 are awaiting the determination of planning applications which have been submitted, 2 are waiting the submission of a new planning application to regularise the breach and 5 are waiting for action to be undertaken by the operator within previously agreed timescales.

## 3 Notices Served

3.1 No new Enforcement Notices (EN), Breach of Condition Notices (BCNs) or Planning Contravention Notices (PCN) have been served in this period.

## 4 Appeals

4.1 No enforcement appeals have been lodged or dealt with by the County Planning Minerals and Waste Enforcement and Monitoring team between 1 October 2020 and 28 February 2021.

## 5 Ombudsman Complaints

5.1 No Local Government Ombudsman complaints were received during the period 1 October 2020 and 28 February 2021.

## 6 Site monitoring visits 1 October 2020 – 28 February 2021

6.1 The Authority carries out proactive monitoring visits to check compliance with the conditions set out in the grant of planning permissions for quarries and landfill sites. The Authority levies fees for these visits, which are set out in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended). The national fees for conducting the visits are currently:

- Active sites £397
- Inactive or dormant sites £132

6.2 The amount of chargeable monitoring visits scheduled to be conducted within each financial year is agreed in advance and all operators are notified of the proposed number of visits. However, as noted above, in response to the Covid 19 measures that were introduced nationally in January 2021, and the original lockdown that impacted on the first quarter of the 2020/21 period, very few chargeable site visits were undertaken in the last financial year.

6.3 Other sites that are the subject of waste planning approvals, such as waste transfer stations, waste recycling sites and scrap yards are also visited by officers in order to assess compliance with the conditions set out in the grant of planning permission. However, the cost of these visits is borne by the Authority.

6.4 A summary of the number and type of chargeable monitoring visits and visits to complaint sites carried out during the monitoring period is set out in the table below.

Site visits by type 1 October 2020 to 28 February 2021

Site type	Number of visits
Landfill	4
Quarries	9
Non chargeable sites	0
Complaint site visits	2
Total	15

6.5 The total income that it was estimated would be generated by chargeable monitoring visits in the financial year 2020 to 2021 was £23,285.00. However, it was not possible to achieve this figure owing to the temporary closure of some sites and the social distancing measures introduced to combat Covid 19, the redeployment of key staff and delays in being able to recruit to the new post in the team. This loss of income has been taken into account in the Council's overall budget provision.

## 7 Enforcement Cases

7.1 There are currently 2 active enforcement cases where formal enforcement action has been taken and monitoring is on-going. A summary of each case is set out in Appendix 1.

- 7.2 For the purposes of the Town and Country Planning Act 1990 the issue of an Enforcement Notice (EN) or the service of a Breach of Condition Notice (BCN) constitutes taking formal enforcement action.

## 8 Mill Road, Fen Drayton

- 8.1 On 21 November 2018 a Planning Contravention Notice was served on the owner of the above land in respect of unauthorised waste storage and processing land planning uses at the site. The Council had refused to grant two previous applications for a Certificate of Lawful Development for use of the land for the processing of inert waste. Although an appeal was lodged with the Planning Inspectorate (PINS) in relation to the refusal of the second Certificate application, it was withdrawn by the appellant before the planned Public Inquiry could go ahead.
- 8.2 On 11 December 2018 a new Certificate application was submitted for storage of inert building site waste and occasional processing incidental thereto. Noting that the agent for the applicant had already been advised that the Council was not aware of any material change(s) in circumstances that might be likely to lead to the grant of a Certificate, the Certificate application was refused on 18 April 2019. An appeal against the refusal was lodged with the PINS and then withdrawn on 12 December 2019.
- 8.3 A Delegated Enforcement Report seeking authorisation to serve an Enforcement Notice (EN) for an unauthorised material change of use of the land was drafted but before it was completed and authorised, a further (fourth) Certificate of lawfulness application was submitted for an existing use for storage of inert building site waste and occasional processing incidental thereto. The evidence submitted with the application is being considered and if it is unable to overcome the evidence that the Council has on file relating to the use of the land over the preceding ten years then the certificate will not be issued. If the Certificate is not granted and the EN is served, the landowner may wish to lodge an appeal to PINS against the service of the EN and the refusal to issue the Certificate.

## 9 Field 6184 / Black Bank, Little Downham

- 9.1 An Enforcement Notice was served in relation to the unauthorised importation of waste on to land at First Drove in 2012, as detailed in Appendix 1 below. Although the Notice was not fully complied with, legal advice was that without evidence of the original land levels, a prosecution for failure to comply with the Notice was not likely to be successful. The land owner ceased the importation of waste on to that piece of land. However, in 2015 concerns were raised that the importation of waste had now transferred onto land at Black Bank, Little Downham which is within the same agricultural unit and ownership as First Drove.
- 9.2 The Council sought advice from Counsel on how to address the ongoing unauthorised importation of waste on to the agricultural unit and then submitted an application to the High Court for a prohibitory injunction which would make it a criminal offence to import any further waste material onto any part of the agricultural unit. However, at the hearing that took place at the Royal Courts of Justice in July 2018, the landowners and tenant farmer agreed to a High Court Order so that the Judge did not have to rule on the injunction.

- 9.3 The terms of the Order are that the defendants must not import any waste onto the land or undertake any engineering operations (such as the creation of bunds) without fresh planning permission or the written consent of the County Council. The landowner must notify the Council if they wish to import waste or undertake engineering operations on the land and detail the anticipated volume of waste required. Once notified, the Council has six weeks to agree or object to the proposed importation and if the Council fails to respond then the works can take place without being in breach of the Order. However, if the Council refuses consent and the landowner wants to dispute this then he will need to apply to the County Court for them to rule on whether the waste is legitimately required for permitted development works on the land. A confirmed breach of the order could result in contempt of court proceedings.
- 9.4 On 19 September 2019, the landowner submitted a prior notification Ref. 19/01268/AGN with East Cambridgeshire District Council (ECDC) to erect an agricultural building on the same piece of land at First Drove to which the extant enforcement notice relates. A letter was sent to the landowner advising them of the potential penalties that they could face should the High Court Order be breached; reminded the landowner that the County Council already has evidence of the land levels across the site; and that officers will be monitoring the site for any breach of planning control. ECDC granted permission for the steel framed agricultural building on 10 October 2019. Officers are not aware that any work has started on site to construct the building and would prioritise visiting the site in response to any reports of any importation of waste onto the site and, if necessary, put any evidence of a breach of the High Court Order before the courts.
- 9.5 In January 2021, the Council received the third annual instalment of the payment of the costs incurred in taking this matter before the High Court. The fourth and final payment is due in late 2021.

## 10 Block Fen

- 10.1 The upgrading of Block Fen Drove to make it suitable to accommodate all the mineral and waste traffic associated with sites in the area has been an ongoing issue for a number of years. Appendix 1 details formal enforcement action that had been taken previously to try to resolve this issue.
- 10.2 A formal Section 278 (S278) agreement from the Highway Authority was required for the works to improve the highway and the application for the agreement needed to be accompanied by 50% of the application fee. In September 2016 the sharing of the costs for the scheme was agreed and all the operators sent in their share of the formal S278 agreement application fee.
- 10.3 On 20 February 2019 planning permission reference F/2011/18/CW was approved for a Section 73 planning application to develop land without complying with conditions 9 & 10 of planning permission F/2000/17/CW (Continuation and extension of mineral extraction and waste disposal & management activities granted 21 May 2018) to allow 80,000 cubic metres of clay to be extracted for unspecified engineering projects. Condition 8 is a pre-commencement condition which was imposed on the permission relating to the Highway improvements, but the new

permission was implemented without compliance with this condition due to delays with the finalisation of the S278 agreement.

- 10.4 On 21 January 2020 LGSS Law advised the County Council that the S278 agreement for the highway improvement works had been signed. On 27 February 2020 Mick George Limited (MGL) advised the County Council that the scheme was out for tender and once a contractor had been appointed, road space would be booked with CCC Highways Engineers. The travel restrictions and social distancing measures introduced to prevent the spread of Covid 19 delayed the works further.
- 10.5 In December 2020 MGL confirmed that road space was booked for work to be undertaken that month when the roads were quiet over the Christmas period. CCC Highways have confirmed that the work has commenced but has not yet been completed.

## 11 Saxon Pit, Peterborough Road, Whittlesey

- 11.1 In January 2018 the Environment Agency (EA) received a number of odour complaints associated with inadequate waste acceptance procedures taking place at Saxon Pit as part of the filling of the former quarry face which is covered by a County Council waste planning permission. Investigations undertaken by the EA revealed a large scale problem regarding the acceptance and depositing of non-conforming waste material covering a wide area of the site, down to an approximate depth of 2 metres.
- 11.2 All work on site ceased whilst the EA investigated the scale of the problem and assessed what remediation the operator would be required to undertake. As a result, the stabilisation project was not completed by November 2018 as originally intended and the previous planning permission expired. A S73A planning application, reference F/2015/18/CW, was submitted to extend the timescale for the importation of waste to buttress the southern face of the former quarry. The application only sought to continue using the existing approved waste types and did not cover the waste type brought onto site without the necessary permission or permit.
- 11.3 The EA served an Enforcement Notice requiring the removal of the non-conforming waste from phase 1 of the development but subsequently withdrew it in order to gather more evidence on the medium and long term stability of the pit face. The EA confirmed that the deposit of non-conforming waste had also taken place across a further five phases of the development.
- 11.4 In February 2020 the EA advised the County Council that they did not propose any active stability monitoring going forward and they recommended the completion of the stabilisation works to prevent further saturation in the active tipping face and that this should be undertaken prior to any restoration activities.
- 11.5 In June 2020 the EA advised the operator that they would not require the removal of the non-conforming waste, provided that containment measures were put in place to control the leachate and landfill gas arising from the imported waste. As the statutory regulatory authority for leachate and landfill gas matters, the EA recommended that an environmental assessment was undertaken to determine the chemical nature of generated leachate, the likelihood of its migration and its potential impact to sensitive receptors in the long term, along with representative gas monitoring. The full details

of the EA's consultation responses in respect of this planning application can be found on the Council's public access webpage (<https://planning.cambridgeshire.gov.uk/online-applications/>), under planning reference F/2015/18/CW.

- 11.6 The EA has also expressed concerns about the stability of the pit and water ingress from Kings Dyke which has the potential to affect a Network Rail train line which passes along the boundary of the site. Network Rail has been formally advised of these concerns but has failed to respond.
- 11.7 Legal advice confirmed that the principle of development at the site had previously been found to be acceptable. Therefore, in the absence of any objection from any of the consultees, it was accepted that there was a need for the stabilisation works to be completed. The deposit of waste that had already taken place at the site that was not inert, which was outside the remit of the extant planning permission, constituted one material consideration to be considered when determining the planning application submitted. The submitted planning application sought an extension of time to complete the importation of waste to stabilise the pit face, and did not constitute a justifiable reason for the refusal of the application as there were no other identified valid planning reasons to refuse to grant planning permission. Planning permission reference F/2015/15/CW was approved and the decision was issued on 17 September 2020.
- 11.8 Since the issue of the planning permission in September 2020, the Council has received a number of queries about the waste uses at the Saxon Pit site and the EA's decision to allow the non inert waste to remain in situ, provided that suitable monitoring and mitigation measures are incorporated into the site restoration.
- 11.9 The EA investigation is ongoing and is likely to continue for some considerable time. Officers from County Planning will continue to work closely with the EA to ensure that enforcement officers are kept updated on the current situation and joint monitoring will be undertaken to determine the type and source of waste material brought onto the site for use in the stabilisation that has resumed and the completion of the restoration.

## 12 Westons Yard, Pondersbridge

- 12.1 On 5 August 2020, retrospective planning permission was approved for the change of use of Units B & 1B of Westons Yard, Pondersbridge to allow the processing of depolluting and dismantling of end of life vehicles. The permission was for a temporary period expiring 5 years from the date of the decision and was subject to a number of planning conditions.
- 12.2 On 16 November 2020, Enforcement Officers sent an email to the operator and agent to advise that the following conditions required action that needed to be undertaken within three months of the date of the decision notice:

Condition 3 - Acoustic barrier fence erected;  
Condition 5 - On Site parking laid out and implemented;  
Condition 8 - White noise alarms fitted; and  
Condition 11 - Drainage and pollution control measures implemented.

The email also advised that Condition 9 of the planning permission required the submission of a noise management plan for approval within a further 2 months (i.e. by early January 2021). No response to the email was received and a chasing email was sent on 27 November 2020.

- 12.3 In response to the correspondence, the planning agent for the application and the applicant advised that conditions 5 (site layout and parking) and 8 (white noise alarms) had been complied with. The agent also advised that the acoustic barrier required by condition 3 had not been erected and the drainage and pollution controls required by condition 11 had not been implemented.
- 12.4 The Planning agent proposed the submission of a Section 73 planning application to not comply with condition 3, in relation to the acoustic fence, to alter the requirement and the applicant advised that the site had not been fully operational for some months owing to a decline in business caused by Covid 19. Officers explained that a S73 application seeking to not comply with condition 3 may not be approved as the erection of an acoustic fence was required by Fenland District Council Environmental Health team as a measure considered necessary to address concerns about noise emanating from the site.
- 12.5 Officers have continued to correspond with the Planning agent and operator regarding the ongoing breaches of planning control and have advised that each of the outstanding issues needs addressing. Officers have advised that if the ongoing breaches of planning control are detrimental to local residential amenity or could cause planning harm then the Council will consider whether formal enforcement action needs to be initiated.
- 12.6 The Planning agent and applicant have been advised that officers now intend to seek the authority to serve a Planning Contravention Notice on the site operator and the land owner to gather more information on land ownership and the breaches as part of their assessment of whether it is necessary and expedient to take formal enforcement action.

## Appendix 1 – Enforcement cases where notices have been served and monitoring is ongoing

Key: Red = High Priority

Amber = Medium Priority

Green = Low Priority

Description of Alleged Breach	Location	Notice Issued	Comments
<p>1. Green Failure to comply with condition 6 of planning permission F/02017/08/CM and E/03008/08/CM.</p> <p>Condition 6 No development shall commence until a scheme for the phased improvement of the public highway known as Block Fen Drove from its junction with the A142 to its junction with the private haul road referred to in condition 4 has been submitted to and approved in writing by the Council in consultation with the local highway authority. The submitted scheme shall include a programme of implementation and shall be fully completed by 5 August 2012.</p>	<p>Mepal Quarry Block Fen Drove Mepal</p>	<p>BCN 06/01/14</p>	<p>A BCN was served on the site operator for failing to implement the approved scheme to improve the public highway</p> <p>See section 10 on Block Fen in the main body of the report for a further update.</p>
<p>2. Green Without planning permission, the change of use of the land from agricultural land to a mixed use comprising of agricultural and the importation and disposal of waste material and raising the level of part of the land by the depositing of waste materials.</p>	<p>First Drove Little Downham Ely</p>	<p>EN 17/01/12</p>	<p>An EN for unauthorised change of use was served in 2012 and upheld but varied at appeal. The amended notice required the removal of all the waste from land to the level of the adjoining field. Topographical surveys of the land confirmed that the EN had not been fully complied with. Counsel advice received in 2017 in respect of the larger agricultural unit led to the High Court action detailed in section 9 above.</p>

Summary of Decisions Made Under Delegated Powers

*To:* Planning Committee

*Date:* 15 April 2021

*From:* Joint Interim Assistant Director, Environment & Commercial

*Electoral division(s):* All

*Purpose:* To consider the above

*Recommendation:* The committee is invited to note the report

Officer contact:  
Name: Deborah Jeakins  
Post: Principal Enforcement and Monitoring Officer  
Email: [Link to the email address for Deborah Jeakins](#)  
Tel: 01223 715544

## 1.0 INTRODUCTION

1.1 At the committee meeting on 31 January 2005 it was agreed that a brief summary of all the planning applications that have been determined by the Head of Strategic Planning under delegated powers would be provided.

1.2 The Scheme of Delegation set out in Part 3D of the Council's Constitution describes the extent and nature of the authority delegated to the Executive Director: Place and Economy to undertake functions on behalf of Cambridgeshire County Council. The delegations are made either by the Full Council or one of its committees. The Executive Director, considered it necessary and expedient, to authorise the Head of Strategic Planning (now the Joint Interim Assistant Director Environment & Commercial) to undertake functions on his behalf. These authorisations are included within a written schedule of authorisation published on the Council's website which is available at the following link for Place and Economy:

<https://www.cambridgeshire.gov.uk/council/council-structure/council-s-constitution/>.

## 2.0 SUMMARY OF DECISIONS

2.1 Five applications have been granted planning permission under delegated powers during the period between 15/01/21 and 29/03/21 as set out below:

1. 19/00021/VCMW - Extraction of chalk and restoration to a beneficial afteruse at Plantation Quarry, Steeple Morden (Steeple Morden 1). INFORMATIVE:- This is a Section 73A application to continue the above development without compliance with conditions 16 and 17 of planning permission reference S/0365/00 to provide a concept restoration and management scheme and to extend the time limit for the provision of the detailed restoration.

Location – Plantation Quarry, 75 Steeple Morden, Royston, Cambridgeshire, SG8 0NX.

Decision granted 18/01/21.

For further information please contact Kirsty Carmichael 01223 703216.

2. CCC/20/089/VAR - Importation by rail of suitable restoration material over a period of 5yrs to partially infill an existing quarry void to provide for the restoration of the western and north-western areas of Barrington Quarry to a combination of agriculture and nature conservation after-uses and all associated works including railway refurbishment and the retention and continued use of existing weighbridge, office and workshop.

INFORMATIVE: Section 73 planning application to develop land without complying with condition 2 of planning permission FMW/079/19 to allow restoration of land bordering North Pit to continue for a further 12 months until 31 December 2021.

Location – Barrington Cement Plant, Haslingfield Road, Barrington, Cambridge, CB22 7RG.

Decision granted 24/02/21.

For further information please contact Kate Bannigan 01223 715518.

3. CCC/20/065/VAR- Section 73 planning application to vary condition 2, 14 and 15 attached to planning permission H/05001/08/CW for the restoration of the former

mineral extraction site through infilling with inert materials through variation of conditions 1, 6 7 and 8 of planning permission H/5026/04/CW and conditions 1,6 and 7 of planning permission H/5027/04/CW. Extension of area under planning permission H/5026/04/CW and extraction of clay for on-site engineering without compliance with Condition 2 (time limit for importation of inert material and site restoration), with the cessation of importation and site restoration by 06th December 2025 and the removal of Condition 14 (layout plan for equipment and stockpiles) and Condition 15 (crushing and screening operational times).

Location- Land At Brickyard Farm, Cow Lane, Godmanchester, Cambridgeshire, PE29 2EJ.

Decision granted 05/03/21.

For further information please contact Rachel S Jones 01223 706774.

4. CCC/20/077/FUL-Proposed Ground Source Heat Pump System including 2 proposed heat pumps, storage / buffer and an interconnected underground borehole array.

Location- Galfrid School And The Fields Centre, Galfrid Road, Cambridge, CB5 8ND.

Decision granted 15/03/21.

For further information please contact Jack Millar 01223 703851.

5. CCC/20/076/FUL- Proposed Ground Source Heat Pump System consisting of heat pumps and buffers/storage to be accommodated within a proposed energy centre, borehole array and connecting pipework.

Location- Comberton Village College, West Street, Toft, Cambridgeshire, CB23 7DU.

Decision granted 24/03/21.

For further information please contact Luke Walstow 01223 703861.

