

PLANNING COMMITTEE



Date: Thursday, 16 May 2019

Democratic and Members' Services
Fiona McMillan
Monitoring Officer

10:00hr

Shire Hall
Castle Hill
Cambridge
CB3 0AP

Kreis Viersen Room
Shire Hall, Castle Hill, Cambridge, CB3 0AP

AGENDA

Open to Public and Press

- 1 Appointment of Chairman/woman
- 2 Appointment of Vice-Chairman/woman
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Minutes - 21st February 2019 5 - 14

DECISIONS

- 6 Review of the Local Information Requirements for the Validation of Planning Applications 15 - 58

ITEMS FOR INFORMATION

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8	Summary of Decisions Made Under Delegated Powers	69 - 72

The Planning Committee comprises the following members:

Councillor David Connor (Chairman) Councillor Ian Gardener (Vice-Chairman)

Councillor Anna Bradnam Councillor Lynda Harford Councillor Peter Hudson Councillor Bill Hunt Councillor Sebastian Kindersley and Councillor Joan Whitehead

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

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PLANNING COMMITTEE: MINUTES

Date: Thursday 21st February 2019

Time: 10.00am – 11.54am

Place: Kreis Viersen, Shire Hall, Cambridge

Present: Councillors A Bradnam, D Connor (Chairman), I Gardener (Vice-Chairman), L Harford, P Hudson, B Hunt, S Kindersley and J Whitehead.

Officers: David Allatt – Transport Assessment Manager, Emma Fitch – Joint Interim Assistant Director, Environment and Commercial, Rachel Jones – Interim Development Management Officer Strategic and Specialist, Tracy Rockall – Planning Officer, Hannah Seymour-Shove – Transport Planning Officer, Daniel Snowdon – Democratic Services Officer, Julie Thornton – LGSS Law, and Alex Woolnough – Highways Development Management Officer.

76. APOLOGIES AND DECLARATIONS OF INTEREST

No apologies were received

Councillor Connor informed the Committee that as he was Local Member for item 4, New Road Primary School, Whittlesey, he would step down from the Chair for that item and speak as Local Member. Councillor Gardener would therefore assume the Chair for that item and with the agreement of the Committee, would be assisted by Councillor Harford.

77. MINUTES – 13TH DECEMBER 2018

The minutes of the Planning Committee meeting held on 13th December 2018 were agreed as a correct record and signed by the Chairman.

78. EXTENSION TO EXISTING SITE TO ALLOW STORAGE OF VEHICLES, COMPLIMENTARY TO END OF LIFE VEHICLE MANAGEMENT ON THE EXISTING SITE AND THE CREATION OF AN ASSOCIATED HARD SURFACE

**AT: AUTO SHELLS LTD, ASHLEY LODGE, CONQUEST DROVE,
FARCET, PE7 3DH**

APPLICANT: MR HASSAN ABOU ALAYWI

APPLICATION NO: H/5019/18/CW

The Committee considered an application for an extension to the existing site that allowed for the storage of vehicles, complementary to the end of life vehicle management on the existing site and the creation of associated hard surface.

The presenting officer began by highlighting to Members that the site was previously a civil engineering depot which was then sold and planning permission was granted by Cambridgeshire County Council for an end of life vehicle recycling centre. Members noted that the current arrangements at the site resulted in the requirement for vehicles to be stacked which was detrimental to the profitability of the operation as the stacking of vehicles invariably caused further damage to the vehicles.

Members noted the amendment sheet tabled at the meeting, attached at appendix A to these minutes that provided information regarding motor-vehicle insurance write-off categories and which also proposed an additional planning condition to be added that prevented stacking of vehicles at the site in the interests of visual amenity.

The presenting officer drew attention to the objections received that focussed on the setting of the site in the countryside and that the development of the land would be detrimental to the character and appearance of the area.

A site plan was shown to the Committee with attention drawn to the settlement of Farcet and Conquest Drove along which the site was located. Members were informed that Conquest Drove contained sporadic residential and commercial developments along it. Further plans that showed the existing and proposed site layouts were put before the Committee. Although not part of the current planning application before them, Members noted the location of an existing lean-to building that the applicant proposed to demolish and re-build. Members also noted the applicant's proposed planting arrangements for the site that included the removal of the current failed planting. Officers confirmed that a landscaping scheme would be required to be submitted to planning officers for approval as part of the proposed conditions.

Various photographs of the development were shown along Conquest Drove including views of the emergency access to the site. Members noted a photograph that showed large agricultural machinery travelling along the drove that illustrated the type of traffic that also used this route. This was to help frame the objection of a local resident who expressed concerns regarding damage to the road surface and verges by large vehicles.

In response to Member Questions officers:

- Confirmed that no objection had been received from the Highway Authority and that a turning facility was provided within the site to ensure that the turning of any vehicles did not take place outside the site and would therefore not cause damage to the verges on Conquest Drove.
- Explained that allowing general access to the site through the emergency access could have an adverse impact on neighbours as vehicles waiting at the gate could cause greater disturbance.

- Explained that the purpose of the extended storage was to prevent the stacking of vehicles. The site operator's business model relied upon being able to sell all the salvageable car parts and therefore by stacking the cars could cause more damage to them. The purpose of the application was to re-organise the site and planning conditions were therefore put in place to control the throughput at the site and limit the weekly vehicular movements.
- Confirmed that the objections raised in relation to 'the setting of the site in the countryside and that the development of the land would be detrimental to the character and appearance of the area' were from Huntingdonshire District Council and that these reasons for refusal were the same as those used historically for the rejection of the initial site that were lost at appeal.

Speaking in support of the application the applicant, Mr Hassan Alaywi provided the background to the planning application that had developed over the course of the last 3 years. He informed Members that the operation was a delicate process and that he was investing in the site in order to improve it.

Mr Abdul Sattar, environmental agent for the applicant continued by highlighting the strong environmental compliance at the site. He informed Members that the applicant had invested significantly in the site, including employing a planning agent to submit this planning application, in order to ensure the safety of operations and highlighted the clear need for that type of facility.

In response to Member questions the applicant and environmental agent:

- Confirmed that approximately 90 vehicles were currently stored at the site and that there would be sufficient space for the salvage work to be undertaken.
- Explained that the current application would allow vehicles to be moved from the existing area and stored more appropriately. The expansion would also allow vehicles to be processed in order that they could be returned to the road and provided a safer working environment.
- Confirmed the current Environment Agency (EA) permit allowed 5,000 tonnes of vehicles to be brought on to the site and that the EA considered the site to be low risk.

During debate Members:

- Commented that the objection relating to heavy vehicles at the site causing damage to the highway did not stand up as much larger agricultural vehicles travelled along Conquest Drove. There were existing commercial properties located along the drove and it was unclear how the proposed extension would make a material difference to the landscape and therefore strongly supported the application.
- Welcomed the purpose of the site.

It was proposed by Councillor Harford and seconded by Councillor Kindersley that the recommendation be put to the vote. On being put to the vote it was resolved unanimously to grant planning permission subject to the amended conditions attached at Appendix B to these minutes, which take account of the additional condition in Appendix A.

79. DEVELOPMENT OF A PRIMARY SCHOOL AND PRE-SCHOOL/NURSERY FROM 6 CLASS ROOMS TO 2FE (14 CLASS ROOMS, 420 SPACES) INCLUDING ERECTION OF A TWO STOREY CLASSROOM BLOCK, MAIN HALL, AND SINGLE STOREY EXTENSIONS TO FORM PRE-SCHOOL WITH CANOPIES, ENTRANCE, LINKED EXTENSION, HARD PLAY AREA, MULTI-USE GAMES AREA, NEW PEDESTRIAN ENTRANCES, REINSTATEMENT OF CAR PARK, CYCLE, SCOOTER PROVISION, RELOCATION OF BUGGY STORE, LANDSCAPING, ELECTRICAL SUBSTATION AND REMOVAL OF MOBILE CLASSROOM.

AT: NEW ROAD PRIMARY SCHOOL, NEW ROAD, WHITTLESEY, PE7 1SZ

APPLICANT: CAMBRIDGESHIRE COUNTY COUNCIL

LPA NO: F/2009/18/CC

Following his earlier declaration made at the start of the meeting, Councillor Connor retired from the Chair and moved to the public gallery.

Members considered an application for the development of a Primary School and Pre-School/Nursery from 6 class rooms to a 2 form entry and associated works located at New Road, Whittlesey.

The presenting officer introduced members of the Council's Transport Assessment Team and Highway Authority who were available for Members to ask technical questions of.

The Committee was presented a map of the local area that showed the location of the town in relation to Whittlesey area and a further site location plan on which key nearby areas were highlighted.

Members noted the representations that had been received from neighbours that largely focussed on traffic concerns and their location in relation to the school.

The existing site layout with vehicular and pedestrian access was shown and the current car park that contained a mobile classroom highlighted together with the playing fields and hard play area.

The proposed site plan was shown to the Committee and the proposed widened entrance highlighted to Members. The mobile classroom would be removed and parking as a result would be increased. There would be provision of 120 cycle and scooter parking bays and a waiting area for parents with a footpath entrance.

Elevations of the proposed school were shown with key features highlighted to Members who also noted the proposed construction materials.

In response to Member questions officers:

- Confirmed that with regard to cladding used at the school, all materials would be required to adhere to the necessary building control standards.
- Explained that 55% of children that attended the school currently walked or travelled by scooter or bicycle to school and 33% arrived by car. Attention was drawn to the travel plan that encouraged alternative transport methods.
- Explained that the footpath on New Road had not presented concerns regarding its adequacy in relation to scooter traffic based on current data.

Whittlesey Town Councillor Alan Bristow was invited to address the Committee. Councillor Bristow informed the Committee that he lived on New Road and had been a governor at the school. Although not against the expansion of the school, Councillor Bristow expressed concern regarding the proposed travel plan. Councillor Bristow questioned the accuracy of paragraph 8.1 of the officer report, explaining that there were in fact places for 210 pupils at the school. Councillor Bristow highlighted the lack of convenient crossing points across the A605 for pupils who would be living in the proposed new residential developments. There were also no pedestrian crossings along Cemetery Road. Councillor Bristow highlighted further issues in the area including, double parking that occurred in front of McCain's field and the limited parking at the nature reserve car park which could only accommodate 6 cars. Councillor Bristow questioned the feasibility of using the Manor Leisure Centre car park and questioned how the park and stride scheme would operate effectively. In conclusion, Councillor Bristow informed the Committee that the school was not the most popular in the Whittlesey catchment area and that the pupils that would attend the expanded school would be arriving by bus and car as walking would not be a viable alternative.

In response to Member questions Councillor Bristow:

- Explained that a nearby field (McCain's field) was offered for purchase to Cambridgeshire County Council (CCC) for £130k however the owner required the entire field to be sold and CCC would only agree to purchase a portion of the field. By expanding into part of the field, Councillor Bristow explained that the turning point would be much improved together with access to the school.
- Acknowledged that the nearby field (McCain's field) had potential contamination issues but that boreholes should be undertaken to assess this.
- Confirmed his concerns around paragraph 8,1 of the officer report and that only 210 pupil places was the correct figure.
- Explained that the children that would attend the expanded school in the future would not be from the immediate local area and would have to travel further and be less likely to walk to school.

The Council's Legal Officer reminded the Committee that the potential purchase of a nearby field did not form part of the planning application before them and therefore could not be taken into consideration.

Speaking in support of the application Mr David Fletcher, agent for the applicant and Mr Ian Trafford, 0-19 Area Education Officer (CCC) highlighted to Members the forecast growth for the Whittlesey area that predicted through the 5 year housing land supply that an approximate additional 890 houses would be constructed between 2019 and 2023. The latest pupil forecast data indicated that there would be requirement for a significant number of additional school places over the coming years and the site had been identified as suitable for expansion. It was highlighted that the planning application was submitted in summer 2018 and no objections had been received from statutory consultees. The concerns of the Town Council were noted and a thorough transport assessment had been undertaken and mitigations identified that were set out at paragraph 8.14 of the officer report.

In response to Member questions the applicant's agent and 0-19 Area Education Officer:

- Commented that it was difficult to predict accurately when the school would reach capacity however, it could be assumed that growth in the area would not cease in 2027 and the expansion provided sufficient capacity.
- Explained that the calculation used for child yields had changed since Camborne was developed and calculations were now based on a multiplier of 40 which was evidence based.
- In response to concerns raised regarding the suitability of facilities at the Manor Leisure Centre for park and stride, explained that robust management of the scheme was required and there was an agreement in place with the leisure centre that underpinned it.
- Emphasised the commitment of the school staff in making the park and stride scheme and wider travel plan a success.

The Local Member for Whittlesey South, Councillor Chris Boden addressed the Committee and commented that although the expansion to the school was needed, access to the school at drop-off and pick-up times presented issues. Councillor Boden accepted that the issues faced were common for all schools however, the scale of the planned expansion together with the continued development in the area would significantly exacerbate problems. Councillor Boden questioned the effectiveness of many of the proposed mitigations set out at paragraph 8.14 of the officer report, commenting that extending the keep clear road markings, while necessary, reduced the amount of available on-street parking. Parents already utilised the turning head at Lattersey Nature Reserve and questioned the effectiveness of a voluntary exclusion zone as it would not be enforceable. The proposed Park and Stride scheme would not be popular as many parents that drove their children to school lived within 1km of the school. Councillor Boden drew attention to the nearby archery field (McCain's Field) that could be utilised to

enhance parking and concluded by requesting that the matter be deferred in order that further work regarding transport could be undertaken.

The Local Member for Whittlesey North, Councillor David Connor was invited to address Members. Councillor Connor agreed with the comments and concerns of Local Members that had addressed the Committee. Councillor Connor focussed on the travel plan, in particular the proposed Park and Stride scheme. Pupils would have to cross a busy road that had no crossing points. Councillor Connor drew attention to concerns about the distance of the Park and Stride Scheme. The Travel Plan was not enforceable and would result in serious issues with traffic and pupils outside the school gates. The travel plan was seriously flawed and Councillor Connor commented that he would recommend that CCC move to purchase the adjacent field (McCain's field) following a thorough contamination assessment. In conclusion Councillor Connor appealed to the Committee to reject the Travel Plan and instruct officers to investigate acquiring the adjacent field in order that a new travel plan could be drafted.

The Council's Legal Officer again reminded the Committee that the potential purchase of a nearby field did not form part of the planning application before them and therefore could not be taken into consideration.

In response to Member questions Cambridgeshire County Council Highways Officer, Alex Woolnough:

- Explained how the transport assessment had been undertaken and the data it was based on.
- Advised that there was unrestricted on-street parking in the area for over 700 vehicles.
- Highlighted the proposed improvements to the turning area at Lattersey Nature Reserve.
- Drew attention to the proposed widened access to the school. Members noted that it was sufficient to accommodate a bus turning, however would not be required for that purpose.
- Commented that the mitigations proposed were appropriate and proportionate to the site. It was not possible to widen the footpath significantly, although the width did increase at various points.
- Drew attention to Park and Stride schemes that had been successfully implemented at other schools in the county.
- Explained that new pedestrian crossings were to be installed.

Councillor Hunt left the meeting at 11.43am and did not return.

During debate of the application a Member commented that although the application was not perfect, applications rarely were. In drawing attention the demand for school places in Cambridgeshire, there was a clear need for the expansion to the

school and could find no material reason to refuse planning permission. Local Members were encouraged to continue their hard work in making the Travel Plan work for the school.

It was proposed by Councillor Kindersley and seconded by Councillor Harford the recommendation be put to the vote. On being put to the vote it was resolved to grant planning permission [5 in favour, 1 against 0 abstentions] subject to the conditions attached at Appendix C to these minutes.

80. SUMMARY OF DECISIONS MADE UNDER DELEGATED POWERS

Councillor Connor returned as Chairman for this item.

It was resolved to note the decision made under delegated powers.

Chairman

PLANNING COMMITTEE – 21ST FEBRUARY 2018

AMENDMENT SHEET / DE-BRIEF SHEET

ITEM 3: H/5019/18/CW AUTOSHELLS LTD.

AT: ASHLEY LODGE, CONQUEST DROVE, FARCET, PE7 1SZ

AMENDMENT: CONDITION 9 STOCKPILE HEIGHT – ADDITIONAL CONDITION

No stacking of vehicles shall take place within the storage area extension hereby approved and all vehicles stored within this area shall be categorised as roadworthy vehicles compatible with end of life or vehicles falling within Driving Vehicle Licensing Agency vehicle categories C,D, N or S only.

Reason: *To control the height of stored vehicles in the interests of visual amenity and to prevent the risk of groundwater pollution in accordance with policies CS33 and CS34 of the Cambridgeshire and Peterborough Minerals and Waste Core Strategy Development Plan Document (2011).*

FOR INFORMATION / TO NOTE

Insurance Write-off categories

Category	Repairing the vehicle	Using the vehicle
A	Can't be repaired	Entire vehicle has to be crushed
B	Can't be repaired	Body shell has to be crushed, but you can salvage other parts from it
C	Can be repaired, but it would cost more than the vehicle's worth	You can use the vehicle again if it's repaired to a roadworthy condition
D	Can be repaired and would cost less than the vehicle's worth, but other costs (such as transporting your vehicle) take it over the vehicle's value	You can use the vehicle again if it's repaired to a roadworthy condition
N	Can be repaired following non-structural damage	You can use the vehicle again if it's repaired to a roadworthy condition
S	Can be repaired following structural damage	You can use the vehicle again if it's repaired to a roadworthy condition

<https://www.gov.uk/scrapped-and-written-off-vehicles/insurance-writeoffs>

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

To: **Planning Committee**

Date: **16 May 2019**

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

Electoral division(s): **All**

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

Recommendation: **That members endorse the proposed revised list and guidance notes set out in Appendix 1 and Appendix 2**

<i>Officer contact:</i>	
Name:	Jane Stanley
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1.0 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 validation 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 Planning Committee on 12 June 2017 and are due to expire. 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, over and above the national requirements, to accompany the submission of planning applications so that they can be found to be valid and the Council can begin processing them. The importance of the LVL is that it ensures that sufficient details are submitted before processing of the relevant application begins, so that they form part of the application from the outset to enable the relevant information to be taken into account at the earliest opportunity. The information includes requirements for specified plans and drawings, technical reports and other specified information.
- 1.3 The key purpose of stipulating what a planning application must comprise is to ensure that Local Planning Authorities (LPAs) have "up front" the information that is essential for a sound, timely and robust decision. A key issue is that the right information must be available at an appropriate time to support good decision-making.
- 1.4 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, in particular, to the nature and scale of the proposed development; and
 - about a matter which it is reasonable to think will be a material consideration in the determination of the application.
- 1.5 If an up to date LVL were not in place, relevant applications would have to be treated as valid and their processing begun irrespective of whether or not all of the appropriate information that would normally be required by means of a LVL had been provided or not. Having appropriate information enables consultees and local residents, and officers to appropriately assess relevant applications

at the earliest opportunity. Having locally agreed requirements allows local agreement of what is needed. Having specified validation requirements removes uncertainty for agents and to ensure that there are consistent requirements for similar applications. It also helps to minimise processing costs and delays. For example, time and costs would be incurred if significant new information is submitted during processing that can result in further consultation, notifications and advertisement being needed. The LVL requirements and guidance notes are one of the matters that are discussed with applicants and agents at the pre-application stage.

2.0 THE 2019 REVIEW

- 2.1 Officers produced consultation revised drafts of the LVL and Guidance Notes in February 2019. The 2017 LVL and Guidance Notes have been reviewed and updated, adding in references to new guidance and clarification where appropriate. These updates were also informed by experience of using the adopted LVL list, and from listening to applicants and agents. Officers recognise the need to balance seeking adequate information without adding any unnecessary burden.
- 2.2 Since the 2017 LVL Review both Cambridge City Council and South Cambridgeshire District Council have adopted new local plans. This has introduced the need within these areas for the submission of some additional information to enable applications to be fully considered in relation to the revised policies, for example, the consideration of low emissions strategies in South Cambridgeshire District Council's area. We are also proposing to extend the requirements relating to the submission of travel plans to all relevant developments, including relevant waste planning applications. We have updated documents and policy references where we are aware of revisions being published. We are also seeking to signpost more clearly the pre-application services that the County Council offers to assist applicants in achieving appropriate advice prior to submitting an application. Links to websites have also been updated and will need to be checked again immediately prior to publication and it is proposed to continue to update them when it is known that any documents that are referred to have been superseded by new documents.
- 2.3 On 21 February 2019 a six week consultation was carried out with consultees, which closed on 11 April 2019. This allowed consultees an opportunity to comment upon the proposed changes should they wish to do so. The consultation was registered on the Council's website and the following were consulted:-
- Statutory and non-statutory consultees including District/City councils;
 - CCC colleagues and Councillors;
 - Parish and town councils; and
 - Applicants and agents who submitted planning applications during the last 2 years since the previous review.

3.0 CONSULTATION RESPONSES

The consultation responses that have been received are below, some of which are summarised:-

3.1 **Councillor Manning** –

Councillor Manning questioned whether the Cambridgeshire County Council Local Validation Guidance included advice on the impact of a development (whilst being constructed) on existing pedestrian or cycle facilities.

3.2 **Bar Hill Parish Council** –

No comment to make.

3.3 **Brampton Parish Council** –

The Parish Council asked whether power, water and sewage into a new development was considered within the LVL guidance notes stating that otherwise it would be a useful addition.

3.4 **Gamlingay Parish Council** –

Made the following suggestions. The Parish Council suggest adding to paragraph 9) Landscape impact Assessment- where to look to for further assistance reference to Greensand Country Landscape Partnership's Landscape Conservation Action Plan- (2016) for the parish of Gamlingay and other western parishes of Cambridgeshire bordering Bedfordshire. The Parish Council also suggests adding a section to the LVL Guidance about emerging Neighbourhood Plans.

3.5 **St Ives Town Council** –

No further comment to make. The Council's Planning Committee agreed that it was content with the information provided.

3.6 **Warboys Parish Council** –

Warboys Parish Council comment that while the list of documentation required to accompany applications is extensive, there does not appear to be a need to submit an environmental impact assessment unless you think that this is covered by the individual impact assessments. Warboys had an instance last year when an application for a waste treatment plant was not accompanied by an environmental assessment in contravention of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 which resulted in the application having to be deferred while the applicant supplied the missing document.

3.7 **Whittlesey Town Council** –

I have been asked to advise that whilst there was nothing site specific to Whittlesey, we would question some of the procedures and process, also that this document failed to identify that adopted Local Neighbourhood plans need to be taken into consideration.

3.8 **Fenland District Council** –

No comments to make.

3.9 **Historic England** –

Historic England state that the type and amount of information required to assist in the assessment of proposals which affect heritage assets (in accordance with the NPPF, particularly paragraphs 192 and 193) will vary in

each case. The information provided should be proportionate according to circumstances, and should facilitate understanding of the significance of the heritage asset, and of the potential impact of the proposal on the significance. It also requests that agents and applicants be referred to the Charter for Historic England Advisory Services (particularly sections 11 and 12) as a clear statement of the information needed in order to provide informed advice. The charter can be downloaded from Historic England's website using the following link at:

www.historicengland.org.uk/images-books/publications/charter-he-advisory-services
<http://www.historicengland.org.uk/images-books/publications/charter-he-advisory-services>

3.10 **Middle Level Commissioners –**

Middle Level Commissioners have made a number of comments:

1. The contents of the Middle Level Commissioner's response of 2017 remain relevant.
2. The Commissioners are pleased to note that the reference in the introduction on page 2 of the 2019 LVL Guidance notes to the use of relevant and competent technical specialists and encourage this.
3. The commissioners and associated boards promote meaningful pre-application advice and work with CCC colleagues to ensure that any issues concerning flood risk, water level management, navigation and environmental issues are dealt with prior to the planning application process, which offers more certainty in the decision making process. The Middle Level Commissioners would be pleased if applicants and/or agents could be advised to contact the Middle Level Commissioners for advice within their jurisdiction. A web site link is given to their pre- and post-application procedure: <https://middlelevel.gov.uk/consents/>.
4. The Commissioners request that applicants and/or agents are reminded that should planning approval be given by Cambridgeshire County Council, to remind the applicant(s) agent(s) that any matters requiring consent under the requirements of the Land Drainage Act, the Highways Act, the Water Industry Act, the Flood and Water Management Act and/or the Middle Level Act 2018, which relates to navigation related issues, must be complied with before any work is commenced on site.
5. It is requested that any drawings that are submitted to County Council be to a recognised engineering scale including a scale bar and advice on what size of paper the drawing should be printed on.
6. The Commissioners are pleased to note that the reference in the introduction on page 2 of the 2019 LVL Guidance notes to the use of relevant and competent technical specialists and encourage this.
7. The Biodiversity Survey and Report (Paragraph 4) includes reference to the Middle Level Biodiversity Manual (2016), on page 5 - this remains current on 10 April 2019.
8. The Statement of Sustainable Design and Construction (Paragraph 5) includes or the provision of both a foul drainage strategy and water conservation strategy, on pages 6 and 7. This is supported but it is suggested that the latter should be applied County wide and not just applied to the South Cambridgeshire District Council's area.
9. The Flood Risk Assessment (Paragraph 7) gives a list of application types that is appropriate to provide a Flood Risk Assessment for. The last bullet point (on page 8) refers to developments of: "Less than 1 hectare within flood zone 1 which has critical drainage problems as

notified by the Environment Agency.” Unless the area is identified within a Preliminary Flood Risk Assessment) the Environment Agency are unlikely to be involved. Drainage is the responsibility of several stakeholders, including Internal Drainage Boards and your Council’s Flood Risk and Biodiversity Team. The latter are more likely to be aware of and have to resolve “critical drainage problems”. It is reassuring to note and we applaud the inclusion of a reference and a link to our “Planning Advice and Consent Documents” webpage on page 9.

10. Additional Plans and Drawings (including cross-sections where required). (Paragraph 22), the inclusion of the section detailing other plans and drawings and suggesting suitable scales for these is noted and supported.

3.11 **The Wildlife Trust –**

1. The Wildlife Trust welcome the reference to the Developing with Nature Toolkit. However, it might be better if this was also explicitly mentioned on the actual checklist, under the “Biodiversity Enhancement” section 3, as a footnote or link to the document.
2. The checklist refers to Local Sites in section 4, but doesn’t mention that they are known as “County Wildlife Sites” in Cambridgeshire & Peterborough, which could be a little confusing. Perhaps a reference to this effect could be added in brackets or as a footnote?
3. Finally, I wondered whether the County Council needed to add something more explicit about demonstrating measurable net biodiversity gain, in line with NPPF 2018 revisions? Again this could be added to the Biodiversity Checklist, possibly under the Monitoring section (which incidentally is shown as a second Section 2, but I presume should be section 5). This could also include a footnote referencing the Defra Biodiversity Metric which could replace the subsequent priority habitat and GI tables?

3.12 **CCC Lead Local Flood Authority (LLFA) –**

The LLFA confirmed that their most up to date guidance documents are included within the list and commented as follow:

1. Recommends adding a note that any new access to a site which crosses a watercourse, temporary or permanent, will be likely to need separate consent from the LLFA. Further information can be found on the Council’s Watercourse Management Page of the Cambridgeshire County Council web site.
2. Recommends adding a link to the County Council’s Surface Water Drainage Guidance for Developers document within section 7A, as this outlines the details that we look for within a drainage strategy for different stages of application.

3.13 **CCC Ecology**

It would be useful to include a reference to Biodiversity Net Gain within section 4 of the LVL. And also recommends:-

1. Inserting a reference to the CIEEM Biodiversity Net Gain guidance – <https://cieem.net/biodiversity-net-gain-guidance-published/Defra>
2. And inserting a reference to the Biodiversity Offsetting Metric - <https://www.gov.uk/government/collections/biodiversity-offsetting>
3. The Cambridgeshire Green Infrastructure Strategy (June 2011) was adopted by all the districts in Cambridgeshire and Cambridge City Council - not just CICC and SCDC as inferred within section 4.

3.14 **CCC Energy Investment Unit –**

1. It would be more useful to have the checklist and guidance as 1 document. Alternatively, the LVL guidance notes and validation checklist should be two main items on the CCC website, to make them stand out from the other documents.
2. Recommends extra text to show where they considered the items to be new 2019 requirements.
3. Recommends some formatting and wording changes seeking to make the document to assist with understanding.

3.15 **CCC Safer Routes to School –**

Recommends a website link be added to Cambridgeshire County Council Road Safety Education Advice and the Modeshift STARS national school travel plan awards scheme in relation to Travel Plans at <http://www.cambsroadsafetyeducation.org.uk> and www.modeshiftstars.org

4.0 **Consideration of the Consultation responses**

4.1 **Councillor Manning's response –**

The impact of development upon existing footpaths and cycle ways is normally addressed by separate legislation that deals with the obstruction of the highways and public rights of way and other schemes such as the Considerate Construction Scheme outside of the planning controls. Notwithstanding this a proposed change is recommended to Paragraph 13A - Construction traffic management plan to include within its section "What information is required?"

- *Arrangements to divert or protect the use of existing footpaths and cycle ways during construction.*

This should draw this to applicants and/or agent's attention to assist with assessing any likely impacts as part of the consideration of a planning application.

4.2 **Bar Hill Parish Council –**

Noted with thanks. No changes required.

4.3 **Brampton Parish Council –**

Noted with thanks. No changes required.

4.4 **Gamlingay Parish Council –**

The need to consider adopted neighbourhood plans and neighbourhood plans is accepted and a note has been recommended to draw attention to adopted and emerging neighbourhood plans. It is recommended that reference be added towards the end of Section 1 'Planning Statement' to draw attention to adopted Neighbourhood Plans, and emerging local policies.

4.5 **St Ives Town Council –**

Noted with thanks. No changes required.

4.6 **Warboys Parish Council –** Officers have drawn the attention of Warboys Parish Council to the existing note at the end of the Local Validation List guidance document, which states 'Environmental Impact Assessment Development is covered by separate regulations, which are outside of the

scope of these guidance notes' which will be carried forward onto the new guidance.' No further response has been received on behalf of Warboys Parish Council and it appears to officers that this point has been addressed.

4.7 **Whittlesey Town Council** –

Officers acknowledge the need to refer to Local Neighbourhood Plans. Reference has been added towards the end of Section 1 'Planning Statement' of the LVL Guidance Notes.

4.8 **Fenland District Council** –

Noted with thanks. No changes required.

4.9 **Historic England** –

The Charter for Historic England was referred to in the June 2017 guidance notes. It is recommended that this is retained within the recommended June 2019 LVL Guidance Notes.

4.10 **Middle Level Commissioners** –

1. Noted with thanks. No changes required.
2. Pre application advice - References to Middle Level guidance will be retained, so no changes required.
3. References to Middle Level guidance are retained and it is recommended that the Middle Level Commissioners are added to the list of other bodies who provide pre-application advice.
4. Consent under the requirements of the Land Drainage Act is covered when necessary by informative at decision stage.
5. Drawings - This is covered by national guidance, so no changes required.
6. Technical specialists' reference - Noted with thanks. No changes required.
7. Biodiversity survey - Noted with thanks. No changes required.
8. Statement of Sustainable Design and Construction - This is already covered across all districts based on the relevant adopted policy guidance. The reference to South Cambridgeshire is only made as their requirements are stricter through adopted policy. Therefore no changes are required.
9. Flood Risk Assessment - Officers acknowledge that drainage is the responsibility of several stakeholders and have noted the acceptance to the Middle Level Commissioners planning advice pages. This will be retained on the new guidance and therefore no further changes are required.
10. Additional Plans and drawings - Noted with thanks. No changes required.

4.11 **The Wildlife Trust** –

1. A second reference to the Developing with Nature Toolkit has been recommended within Section 4.
2. Reference to Local Sites appears to refer to the Biodiversity checklist which does not form part of this review. This has been forwarded to the Cambridgeshire County Council Ecologist.
3. Biodiversity net gain – This has been forwarded to the Cambridgeshire County Council Ecologist to consider in relation to the Biodiversity checklist.

4.12 **CCC Lead Local Flood Authority (LLFA)** –

1. Officers have recommend a link to the LLFA Watercourse management page within section 7- Flood Risk Assessment, “Where to look for further assistance” of the LVL guidance.
2. A link to the LLFA Surface Water Drainage Guidance for Developers document was included within section 7- Flood Risk Assessment, “Where to look for further assistance” of the LVL guidance 2017. No change is proposed as this guidance is recommended to be brought forward.

4.13 **CCC Ecology** –

1. Officers have recommended a link to both of the following: CIEEM Biodiversity Net Gain guidance – <https://cieem.net/biodiversity-net-gain-guidance-published/> and Defra Biodiversity Offsetting Metric - <https://www.gov.uk/government/collections/biodiversity-offsetting> Within Section 4 - “Where to look for future assistance”
2. It is recommended that the Cambridgeshire Green Infrastructure Strategy (June 2011) be amended not to refer to any specific district.

4.14 **CCC Energy Investment Unit** –

1. Checklist and guidance - As the checklist is used as a submission document in its own right it is considered by officers that the combination of the two would make it too lengthy. However, officers will look at the website page to see if there is a way these two documents can stand out more.
2. Extra text - Although it is acknowledged some of the listed items are new to the local validation list, not all of them are and some were subject to policy requirements ahead of 2019 (even though they weren't included on the current validation checklist) so officers consider it would be confusing to add the suggested text. As such, no changes have been proposed to the validation checklist.
3. Whilst officers have acknowledged the comments made and have gone through the suggested tracked changes, they do not agree with all the proposed changes e.g. that references to the importance of pre-application discussions should be removed from this document. The agreed changes have been discussed with colleagues in the Energy Investment Unit and explanations provided where the changes haven't been accepted.

4.15 **CCC Safer Routes to School** –

Officers recommend adding a link to the Modeshift Stars information and Cambridgeshire Road Safety Education Information in relation to any school Travel plan, together with a statement recommending its use at the end of Section 14 Travel Plans of the LVL Guidance Notes.

5.0 **CONCLUSION**

- 5.1 Officers have given careful consideration to the consultation responses that have been received and have made amendments to the consultation draft to produce the LVL and Guidance Notes (May 2019), which is recommended as below.

6.0 RECOMMENDATION

- 6.1 It is recommended that the County Council's LVL and Guidance Notes (May 2019) attached as Appendices 1 and 2 respectively be approved for use and publication on the Council's website 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 2019), which become outdated and/or be superseded during the period that the 2019 list is in use.

Source Documents	Location
Local Validation Guidance List Report to June 2017 Cambridgeshire County Council Local Validation List and Local Validation List Guidance Notes (June 2017)	https://cambridgeshire.cmis.uk.com/cc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/232/Committee/8/Default.aspx https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/

APPENDIX 1

N.B. Proposed additions to the checklist are in red. Some requirements were previously referred to in the guidance but did not have a specific check list entry.

CAMBRIDGESHIRE COUNTY COUNCIL LOCAL VALIDATION CHECK LIST Revised June 2019

This Local Validation Check List applies to all applications for planning permission submitted to Cambridgeshire County Council (including those made under s73 of the Town and Country Planning Act 1990) except those for mineral development.

This checklist should be read in conjunction with the national validation requirements which are set out in Paragraph: 016 Reference ID: 14-016-20140306 of the Department for Housing, Communities & Local Government (DCLG) Planning Practice Guidance (PPG).

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>

It should be read together with Cambridgeshire County Council's 'Local Validation Guidance List guidance notes' document:- *Guidance for applicants and their agents on the Local Validation List* (revised June 2019) which sets out the circumstances in which you will need to submit information under the headings set out in this local list. Not all the items listed will apply in every case and you are strongly advised to find out from the case officer what is required before submitting your application. We offer a separate Pre-application advice service details of which are also given on our website:-

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning/submitting-a-planning-application/>

Failure to submit all of the relevant information that is required will mean that the application will be invalid. An invalid application cannot be registered. We will not be able to process your application until all of the information required to validate it is received. This includes all the information that is relevant to your application as explained in our Local Validation Guidance List.

It is intended that this local list will be used as a checklist by applicants, agents and planning officers at the pre-application stage to record what items from the local list will be needed to accompany an application. There are three categories: those where a full report is necessary; those where the item has some relevance but could be addressed within the planning statement; and those that are not relevant at all.

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
6. Tree survey/arboricultural report
7. Flood risk assessment
- 7A. Surface water drainage strategy

8. Heritage statement
9. Landscape impact assessment
10. Landscaping Proposals
11. Landscaping and biodiversity enhancement management scheme
12. Transport assessment or statement

13. Parking and access arrangements
- 13A. Construction traffic management plan
14. Travel Plan
15. Noise 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

		Full Report	Planning Statement	Not Relevant
1	Planning statement			
(i)	Consideration of Public Art (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)			
(iii)	Within South Cambridgeshire only: - <ul style="list-style-type: none"> • An Extended Screening/Rapid Health Impact Assessment for new developments resulting in between 1,000 to 5,000 square metres of new floorspace; or • A full Health Impact Assessment for developments of over 5000 square metres of new floorspace; 			
(iv)	Foul drainage strategy			
(v)	Assessment of dry weather flows			
6	Tree survey/arboricultural report			
7	Flood risk assessment			
7A	Surface water drainage strategy			
8	Heritage statement			
9	Landscape impact assessment			
10	Landscape proposals			
11	Soft landscape and biodiversity enhancement management scheme			
12	Transport assessment or statement			

(i)	(Within South Cambridgeshire only), a Low Emissions Strategy Statement including : - <ul style="list-style-type: none"> Justification of parking provision and consideration of provision of electrical charging points. 			
13	Parking and access arrangements			
13A	Construction traffic management plan			
14	Travel Plan			
15	Noise and 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 Including: -			
(i)	A Topographical Survey			
(ii)	A Health Impact Assessment			
22	Plans and drawings (including cross-sections where necessary)			

Cambridgeshire County Council

Guidance for applicants and their agents on the Local Validation List (June 2019)

This guidance note sets out the circumstances in which you will need to submit information under the headings set out in Cambridgeshire County Council's Local Validation List (June 2019). 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 before submitting your application. Failure to consider all of the necessary points will mean that the application will be invalid until the necessary information has been received. An invalid application cannot be registered.

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).

Planning

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 under the heading Pre-application advice on our website. 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.

Other specialist services

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

- Ecology and Biodiversity;
- Transport and Highways;
- Sustainable travel/smart travel measures including advice on best practice travel plans;
- Archaeology and Historic Environment (charging schedule); and
- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

There are separate application forms for other specialist advice and separate charges are payable. More information can be found by clicking on the above links. In addition, most other government bodies now offer specialist formal/informal pre-application advice when relevant, for example the district and city councils; Natural England; Sport England; Historic England; Highways England, the Environment Agency and from the Middle Level Commissioners, all of which can be contacted directly.

Where beneficial, applicants who are not already required by law are encouraged to engage with the local community and where relevant with statutory and non-statutory bodies.

Submitting a planning application form

Planning applications for the **County Council's own development and for waste development** can be submitted through the national [Planning Portal](#).

For **County Council development applications**, the applicant (Q1 of the Standard Application Form) must be *Cambridgeshire County Council* (very occasionally this may be jointly with another party), **but it should not be** an individual officer. A full stop can be placed in the name box to enable submission through the planning portal.

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 this page on the County Council's [website](#).

Developers of mineral sites should contact the County Planning, Minerals and Waste Team at the pre-application stage to establish what information should accompany their application.

Requests from the Council for additional information during the consideration of the application are more likely if the information provided is of poor quality.

The web links provided in this document are correct at **June 2019**. We will update this guidance when there are significant changes to planning policy documents and will review the Local Validation List and the guidance at least every 2 years.

Please note that an updated Minerals and Waste Core Strategy is currently under review, with an expected adoption date in 2020. Additionally, in March 2018 Huntingdonshire District Council submitted a Local Plan to 2036 for independent examination by a Planning Inspector appointed by the Secretary of State and consultation on the proposed main modifications ended on 29 January 2019.

National requirements

These are required by [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

Guidance on the National requirements is given in [Paragraphs 016 Reference ID: 14-016-20140306](#) to 37 Reference ID: 14-037-20140306 of the **Department for Housing, Communities & Local Government** [Planning Practice Guidance](#).

Introduction

The following sections describe all of the items on the Local Validation List and indicate in which circumstances each should be provided. They also give the policy behind the requirement (policy driver) and reference where you can find further information. Additionally further information can be found about emerging policy within the policy pages on the relevant Council's website. Some items will require input from a technical specialist.

1. Planning Statement

Policy Driver

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](#)

Types of applications that require this information

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

What information is required?

A planning statement should identify the context and need 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.

Within South Cambridgeshire District Council's Area where relevant for developments of proposed new floor space of 1000 square metres the Planning or Design and Access Statement should also include:-

- Consideration of the integrating into the design of the development provision or commissioning of public art.

Where to look for further assistance

National planning policy documents can be found on www.gov.uk. For example, the [National Planning Policy Framework \(February 2019\)](#); the [National Planning Policy for Waste \(October 2014\)](#); and the [Planning Practice Guidance](#).

The development plan sets out the planning authority's policies and proposals for the development and use of land in their area and in Cambridgeshire it comprises:

[Cambridgeshire and Peterborough Mineral and Waste Core Strategy \(July 2011\)](#) and [Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan \(February 2012\)](#).

[The Block Fen Langwood Fen Master Plan \(July 2011\)](#) (Supplementary Planning Document).

[The Location and Design of Waste Management Facilities \(July 2011\)](#) (Supplementary Planning Document).

[The RECAP Waste Management Design Guide \(February 2012\)](#) (Supplementary Planning Document).

The relevant District or City Council's adopted local plan or local development framework documents.

Links are provided to the relevant local planning authority's planning policy front page rather than to the individual documents. This is because they are progressively being adopted / reviewed therefore you should check the status of policy documents regularly.

For this reason the individual policies referred to later in this document may be superseded over time and their relevance should be checked before you refer to them in your Planning Statement. **It is also necessary to have regard to adopted Neighbourhood Plans details of which can be found on the relevant planning policy pages of the relevant district council's website and to emerging local policy documents affording weight appropriate to the relevant stage of the plan process.**

[Cambridge City Council](#)

[East Cambridgeshire District Council](#)

[Fenland District Council](#)

[Huntingdonshire District Council](#)

[South Cambridgeshire District Council](#)

2. Local Authority Development Letter

Policy Driver

The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492). Regulation 3 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; 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

[The Town and Country Planning General Regulations 1992](#)

3. Statement of Community Involvement

Policy Driver

The Cambridgeshire Statement of Community Involvement (January 2019).

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 and demonstrating how the views of the local community have been sought

and taken into account in the formulation of development proposals.

Where to look for further assistance

[Cambridgeshire Statement of Community Involvement](#) (January 2019).

4. Biodiversity survey and report

Policy Driver

[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](#) (December 1995) policies En22: Nature and wildlife conservation, and En23: Sites of Scientific Interest and national nature reserves.

[Huntingdonshire Core Strategy DPD](#) (September 2009) policies CS1: Sustainable Development in Huntingdonshire and CS9: Strategic Greenspace Enhancement and is referenced within policies CS6 Gypsies, Travellers and Travelling Showpeople, and CS10 Infrastructure Provision.

[Huntingdonshire Landscape & Townscape Assessment SPD](#) (June 2007).

[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.

[South Cambridgeshire District Council's Biodiversity SPD](#) (July 2009).

[Middle Level Biodiversity Manual](#) (2016).

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 the County Council's [website](#).

What information is required?

See the Biodiversity Checklist and accompanying guidance notes **and the Natural**

Cambridgeshire Developing with Nature Toolkit.

Where to look for further assistance

Planning Practice Guidance - [Natural Environment](#).

[Natural Cambridgeshire Developing with Nature Toolkit \(October 2018\)](#).

See the [Cambridgeshire Biodiversity Checklist](#) and [Biodiversity Checklist guidance notes](#).

[CIEEM Biodiversity Net Gain guidance –
<https://cieem.net/biodiversity-net-gain-guidance-published/>](#)

[Defra Biodiversity Offsetting Metric –
<https://www.gov.uk/government/collections/biodiversity-offsetting>](#)

[Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)

5. Statement of sustainable design and construction

Policy Driver

[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.

[Huntingdonshire Core Strategy \(September 2009\)](#) policy CS1: Sustainable Development.

[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, HQ/1: Design Principles, and SC/2: Health Impact Assessment.

Types of applications that require this information

Within South Cambridgeshire District Council's Area: All applications.

Other districts: New schools and all developments creating more than 1,000m² of floor space.

What information is required?

Within all districts except Cambridge City a Statement of Sustainable Design and

Construction will be required.

For applications within Cambridge City Council's Area only a Completed Sustainable Development Checklist (Section 4 of Sustainable Design and Construction SPD) will need to be submitted.

Furthermore, it is important that a foul drainage strategy is included when assessing the design implications of any new development in this category and when the development is being designed to connect to a public sewer means of disposal of treated effluent and an assessment of dry weather flows should also be demonstrated to avoid the risk of increased flooding elsewhere as a result of additional flows into the receiving watercourse.

Within South Cambridgeshire District Council's area only:

- A Water Conservation Strategy is to be submitted for all non-residential development.
- An extended screening/rapid Health Impact Assessment is to be submitted for developments of 1,000-5,000m² of floor space and a full impact assessment for those over 5,000m².

Where to look for further assistance

South Cambridgeshire [District Design Guide SPD](#) (March 2010) – Chapter 8: Environmental Sustainability.

South Cambridgeshire - [Health Impact Assessment Supplementary Planning Document \(March 2011\)](#).

Town and Country Planning Association's Climate Change Adaptation by Design: [a guide for Sustainable Communities \(2007\)](#).

BRE Environmental Assessment Method, [BREEAM](#).

6. Tree survey / arboricultural report

Policy Driver

[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](#) (December 1995) policy En18: Trees in the landscape.

[South Cambridgeshire Local Plan](#) (September 2018) policy HQ/1 (1.b. & m.): Design Principles.

Types of applications that require this information

Where there are trees or hedges on the development site and/or 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 character. See Standard Application Form.

What information is required?

Information on, but not limited to, the species, size, canopy extent, future management, and projected future life of trees on or adjacent to the development site, which are to be retained or lost and details of protection measures during development.

Where to look for further assistance

BS5837: Trees in relation to construction.

South Cambridgeshire [Trees and Development Sites SPD](#) (January 2009).

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015).

See also section 10 Landscape Proposals.

7. Flood Risk Assessment

Policy Driver

[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 Core Strategy](#) (September 2009) Spatial Vision and Objectives.

[Huntingdonshire Local Plan](#) (December 1995) policies CS8: Water supply, sewerage, sewage disposal and surface water drainage requirements; and CS9 Flood water management.

[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

Where the development 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;
- 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 more vulnerable class (e.g. from commercial to residential), 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.

See Standard Application Form.

What information is required?

The scope of the flood risk assessment is dependent on the nature, scale and location of the development and should include taking into account any relevant significant impacts upon local infrastructure. The [Environment Agency's advice](#) should be followed.

Where to look for further assistance

[National Planning Policy Framework](#) (February 2019).

Planning Practice Guidance – [Flood Risk and Coastal Change](#)

DEFRA / Environment Agency guidance – [Flood risk assessment for planning applications](#)

Middle Level Commissioners - [Planning Advice and Consent Documents](#)

[Cambridgeshire Flood and Water SPD](#) (July 2016) endorsed by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.

Cambridgeshire County Council Surface Water [Guidance](#) (May 2018).

Cambridgeshire County Council - [Surface water management plans](#) (September 2014).

Cambridgeshire County Council – Watercourse Management

[Sustainable drainage systems: non-statutory technical standards](#) (March 2015).

Cambridge City Council and South Cambridgeshire District Council - Phase [One](#) (2008) and [Two](#) (2011) Water Cycle Strategy.

Cambridge City Council and South Cambridgeshire District Council - [Strategic Flood Risk Assessment](#)

7A. Surface water drainage strategy

Policy driver

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, 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 Core Strategy (September 2009) Spatial Vision and Objectives.

Huntingdonshire Local Plan (December 1995) policies CS8: Water supply, sewerage, sewage disposal and surface water drainage requirements and CS9 Flood water management.

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 this 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 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. The County Council's Flood and Water Team's advice should be followed.

Where to look for further assistance

See item 7 above.

8. Heritage Statement

Policy Driver

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 Core Strategy (September 2009) Spatial Vision and Objectives.

Huntingdonshire Local Plan (December 1995) policies En1: Demolition of listed buildings; En2: Character and setting of listed buildings; En3: Alternative uses for listed buildings; En5: Conservation area character; En6: Design standards in conservation areas; En7: Outline applications; En9: Open spaces, trees and street scenes in conservation areas; En11: Ancient monuments and archaeological sites; En12 Archaeological recording; En13: Archaeological potential evaluation.

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;
- Involving 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?

All Heritage Statements should assess and take into account the impact or potential impact of the proposed development and any proposals to avoid, mitigate or compensate for such impacts to ensure that there is no net loss of the historic environment resource. They

should also include the setting of the historic environment, which includes individual historic assets. You may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice. Archaeological work that is considered necessary either before the application is submitted or before development takes place can be very costly and may affect the viability of your scheme.

For applications either related to or impacting on the setting of designated heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For major development proposals or significant infrastructure works, and for applications involving ground disturbance within an area which may be considered of potential archaeological significance an applicant may need to commission an assessment of existing archaeological information, demonstrate the significance of the archaeological potential following a programme of fieldwork and submit the results as part of the Heritage Statement.

Where to look for further assistance

Planning Practice Guidance - [Conserving and enhancing the historic environment](#)

[Cambridgeshire Historic Environment Record \(CHER\)](#)

Historic England - [Charter for Historic England Advisory Services](#) (particularly sections 11 and 12).

Cambridge City Council [design and conservation documents](#)

Cambridge City Council [Conservation Areas](#)

East Cambridgeshire [Heritage & Conservation](#)

Fenland [Heritage Statements](#)

Huntingdonshire [Conservation Areas](#)

South Cambridgeshire [Development Affecting Conservation Areas SPD](#) (January 2009)

South Cambridgeshire [Listed Buildings SPD](#) (July 2009)

South Cambridgeshire [Heritage Information to be submitted with Planning, Listed Building Consent and Conservation Area Consent Applications](#)

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) 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 Core Strategy (September 2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (December 1995) policy En18: Protection of countryside features

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

Large buildings and other 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?

An appraisal of the landscape and visual impacts of the proposed development using a methodology and to a standard equivalent to that set out in the document referred to below.

Where to look for further assistance

Cambridgeshire Landscape Guidelines (June 1991)

Huntingdonshire A Tree Strategy for Huntingdonshire (February 2015)

Planning Practice Guidance - Natural Environment

[East of England Landscape Typology](#)

[Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)

[South Cambridgeshire District Design Guide SPD \(March 2010\)](#)

10. Landscape proposals

Policy Driver

[National Planning Policy Framework \(February 2019\)](#)

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 Core Strategy \(September 2009\) Spatial Vision and Objectives](#)

[Huntingdonshire Local Plan \(December 1995\) policy En20: Landscaping schemes for new development](#)

[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 as a result of the development compensatory planting will be required. 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, planting species, densities and size and form of specimens at planting. Establishment and long term maintenance and management should also be addressed (see item 11 below). Reference should be made to detailed landscape proposals which follow from the design concept in the Design and Access Statement, if required. 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 and an implementation programme.

Where to look for further assistance

[Cambridgeshire Landscape Guidelines](#) (June 1991)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

South Cambridgeshire [Landscape in New Development SPD](#) (March 2010)

South Cambridgeshire [District Design Guide SPD](#) (March 2010)

Planning Practice Guidance - [Natural Environment](#)

11. Soft landscape and biodiversity enhancement management scheme

Policy Driver

[National Planning Policy Framework](#) (February 2019)

[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.

[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 (see item 10 above) or biodiversity enhancement measures are proposed. Applications for new or extensions to landfill sites 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.

The County Council will seek the aftercare of restored landfill sites in the interests of nature conservation for at least 10 years.

Where to look for further assistance

See items 4, 6 and 10 above.

12. Transport Assessment or Statement

Policy Driver

[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 and 81: Mitigating the transport impact of development.

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. 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.

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.

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 use 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.

What information is required?

Transport Assessment (TA) - The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal and should take into account any relevant significant impacts on local infrastructure. It should illustrate accessibility to the site by all modes of transport and the modal split of journeys to and from the site.

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

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).

Where to look for further assistance

Planning Practice Guidance - [Travel Plans, Transport Assessments and Statements](#)

Cambridgeshire County Council [Transport Assessment Guidelines](#)

13. Parking and access arrangements

Policy Driver

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.

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 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 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 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 use 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).

Where to look for further assistance

Cambridge City Council [Cycle Parking Guide for New Residential Development](#) (February 2010)

Cambridge Cycling Campaign [Cambridge Cycle Parking Guide](#)

[Traffic Advisory Leaflet 5/95: Parking for Disabled People \(1995\)](#)

13A. Construction traffic management plan

Policy Driver

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

[Cambridge City Local Plan](#) (October 2018) policy 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.

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.

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 splays at existing and/or proposed access;
- 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.
- Management and enforcement.

14. Travel Plan

Policy Driver

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 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, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.

Types of applications that require this information

All developments including waste developments that are likely to generate a significant increase in vehicle movements. 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 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.

What information is required?

The Travel Plan should outline how transport implications are going to be managed, by whom, and over what timescale in order 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 the use of sustainable transport to and from the development

A school travel plan, for example, 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. It should also make reference to using the County Council Modeshift Stars and a commitment to continuing to use it.

Where to look for further assistance

Planning Practice Guidance - [Travel Plans, Transport Assessments and Statements](#)

Travel for Cambridgeshire [Travel Plan Support](#)

[Modeshift STARS](#) [for schools]

15. Noise and/or vibration impact assessment

Policy Driver

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) 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.

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);
- are considered to be 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:

- i. 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;
- ii. 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;
- iii. **Mixed use applications comprising both noise generating and noise sensitive uses;**
- iv. 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](#).

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 6: Noise.

[The Noise Policy Statement for England](#) (March 2010).

16. Lighting assessment

Policy Driver

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

[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](#).

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, and conservation area or in the open countryside. 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);
- 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](#).

Huntingdonshire [Design Guide SPD](#) (March 2017).

Institute of Lighting Professionals - [Guidance Notes for the Reduction of Obtrusive Light \(January 2012\)](#).

The Royal Commission on Environmental Pollution [Artificial Light in the Environment](#) (November 2009).

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 7: Light Pollution.

Sport England [Artificial Sports Lighting Design Guide](#) (November 2012).

17. Air quality assessment

Policy Driver

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 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.

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.

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.

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

Where to look for further assistance

Planning Practice Guidance – [Air Quality](#).

Cambridge City Council [Air Quality In Cambridge - Developers Guide](#) (September 2008).

[Cambridge City Council Air Quality Action Plan 2018 - 2023](#) (January 2018).

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 4: Air Quality Supplementary Design Guide.

18. Contaminated land assessment

Policy Driver

National Planning Policy Framework (February 2019).

Environment Agency Land contamination: technical guidance.

[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 Core Strategy (September 2009) Policy CS1 Sustainable Development in Huntingdonshire.

[South Cambridgeshire Local Plan](#) (September 2018) policy SC/11 Contaminated Land.

Types of applications that require this information

Where contamination is known or suspected or the development site is in the vicinity of such land, or 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 and 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 such information with the application as is necessary to determine whether the proposed development can proceed. All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (as amended) 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 DEFRA/Environment Agency's [Model Procedures for the Management of Contamination](#) (CLR11).

The initial provision of this information is essential to determine whether further more detailed investigation is required. The minimum requirement to be provided by an applicant is 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 unacceptable risk from it 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](#).

Cambridge City Council [Contaminated Land in Cambridge - Developers Guide](#) (April 2009).

East Cambridgeshire [Guidance on submitting planning applications on land that may be contaminated](#) (January 2015).

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites.

19. Waste Audit and Management Strategy

Policy Driver

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) LP16: Delivering and Protecting High Quality Environments across the District.

Huntingdonshire Core Strategy (September 2009) policy CS1 Sustainable Development in

Huntingdonshire.

[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 and which has been placed alongside this document on the County Council's website.

Where to look for further assistance

Planning Practice Guidance – [Waste – Should significant developments include a waste audit?](#) Paragraph: 049 Reference ID: 28-049-20141016

[Cambridgeshire County Council RECAP waste management design guide \(February 2012\).](#)

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 Core Strategy \(September 2009\) Spatial Vision and Objectives.](#)

[Huntingdonshire Local Plan \(December 1995\) policies En14: Open spaces, frontages and gaps in the built up framework, and En15: Open spaces and gaps identified for protection.](#)

[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. The Sport England publication 'A Sporting Future for the Playing Fields of England – Policy on planning applications for development on playing fields' sets out the criteria against which applications will be assessed by Sport England.

Where to look for further assistance

Planning Practice Guidance - [Open space, sports and recreation facilities, public rights of way and local green space.](#)

Sport England [Playing Fields Policy and Guidance \(March 2018\).](#)

Cambridge City Council [Open Space and Recreation Strategy](#) (October 2011).

[Cambridge City Council Guidance for Interpretation of Open Space Standards](#) (July 2006).

South Cambridgeshire [Open Space in New Developments SPD](#) (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.**

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?

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.

1) 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, afteruse and aftercare.

2) 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 subgroups of the population that might result from the development.

Where to look for further assistance

You are strongly advised to employ a suitably qualified agent with experience in waste planning. Waste disposal by landfill will also need an [environmental permit from the Environment Agency](#) so you are advised to establish their requirements at an early stage to ensure that your planning application is consistent with permitting requirements.

Planning Practice Guidance – [Waste](#).

The National Archives - [The Environmental Permitting Regulations 2010](#).

South Cambridgeshire [Health Impact Assessment SPD](#) (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

22. Additional 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?

Other plans in addition to the national requirement for a site location plan (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).

N.B. 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.

Other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:

- 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);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- Drawings must show sufficient of the building to identify the proposal 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 – required for proposals on sloping sites and all applications which include proposed changes in levels.

Where to look for further assistance

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

NOTES

Environmental Impact Assessment Development is covered by separate regulations, which are 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.

ENFORCEMENT UPDATE REPORT

To: **Planning Committee**

Date: **16 May 2019**

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:	Sandra Bucci and Deborah Jeakins
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1 INTRODUCTION

- 1.1 The purpose of this report is to brief the Planning Committee members on the planning enforcement and monitoring work being 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 quarterly. The last full report was presented in December 2018 and covered the period between 22 September 2018 and 30 November 2018. The next quarterly report was due to be presented to Planning Committee in March 2019 but was deferred until today's agenda owing to there being no agenda items for the March and April meetings. This report covers the work of the team from 1 December 2018 to 30 April 2019. The information provided is split into the 1 December to 31 March reporting, noting that the reporting on the chargeable monitoring visits only covers the 2018/19 financial year. The next update report to members will be due in July 2019.
- 1.3 The Enforcement and Monitoring team consists of the Principal Enforcement and Monitoring Officer, a Monitoring and Control Officer and a Senior Compliance Officer whose time is shared with the Flood Risk and Biodiversity team.
- 1.4 Paragraphs 2 to 5 of the report summarise the following information:
- Complaints received and their current status;
 - Notices served;
 - Appeals;
 - Number of ongoing investigations;
 - Ombudsman complaints received.
- 1.5 Paragraph 6 of this report details: the site monitoring visits undertaken between 1 December 2018 and 30 April 2019; the total chargeable income received in the 2018/19 financial year; and the income expected from chargeable visits during the 2019/20 financial year.
- 1.6 Paragraphs 7 to 14 of the report provide updates on a number of key ongoing Enforcement Investigations.

2 COMPLAINTS RECEIVED

- 2.1 16 new complaints were received between 1 December 2018 and 30 April 2019. Table 1 summarises the status of these complaints at the time of writing.

Table 1 - Complaint Status

Complaint Type	Number
Under investigation	6
Breach established and resolved	3
No breach established, case closed	4
Not a county matter	3
Total	16

- 2.2 At the time of writing, of the 16 complaints received between 1 December 2018 and 30 April 2019:
- 9 cases have been investigated and closed;
 - 6 cases remains open and under investigation.

2.3 In addition to the new complaints received 10 pre-existing complaints (received before 1 December 2018) also remain under investigation.

3 NOTICES SERVED

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

3.2 One new Planning Contravention Notice (PCN) has been served in this period, the details of the alleged breach of planning control that the PCN related to can be found in paragraph 14 below.

4 APPEALS

4.1 No planning or enforcement appeals have been dealt with between 1 December 2018 and 30 April 2019.

5 OMBUDSMAN COMPLAINTS

5.1 No Local Government Ombudsman complaints were received during the period 1 December 2018 to 30 April 2019.

6 SITE MONITORING VISITS 1 DECEMBER – 30 APRIL 2019

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.

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, non-chargeable monitoring visits and complaint site visits carried out during the monitoring period is set out in Table 2 below.

Table 2 – Site visits by type 1 December to 30 April 2019

Site Type	Visits
Landfill	8
Quarries	18
Non chargeable sites	3
Complaint site visits	6
Total	35

- 6.5 Chargeable site visits have priority as they generate a small but significant income stream for the Council.
- 6.6 The total income generated by the scheduled chargeable monitoring visits in the 2018 to 2019 financial year is £23,946.00.
- 6.7 The total estimated income for the 2019 to 2020 financial year is £27,122.00. However, this is dependent on a number of mineral planning permissions that have been approved being implemented within the period.

7 ENFORCEMENT CASES

- 7.1 There are currently 3 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 had been 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.

- 8.3 Following a visit to the site to assess the current land planning uses, authorisation was sought for the service of an enforcement notice (Notice) for material change of use. The notice is due to be served in the next few weeks which should allow PINS to jointly consider any appeals lodged against the refusal of the Certificate and the service of the Notice.

9 LAND ADJACENT TO ROYSTON RECYCLING CENTRE

- 9.1 In February 2015 approximately 13,952 bales of refuse derived fuel (RDF) waste was deposited on the above land. The Environment Agency (EA) led a multi-agency approach to address the issue, taking into account the site's proximity to the Cambridgeshire and Hertfordshire county border, the fire risk associated with the stored waste and the possible implications on the presence of an aquifer.
- 9.2 In May 2017 the EA served a Notice requiring the operator to remediate the land in 16 stages, expecting full compliance to be achieved by 11 April 2018. When this deadline was not met, the EA prosecuted the Company Director for the deposition of waste. The Company Director pleaded guilty to the offence and on 14 January 2019 he was fined £510,000, ordered to carry out 180 hours of unpaid work and required to pay £8,850 in costs. Of the £510,000 fine, £450,000 was the money saved or avoided by committing the offences and in addition to this, the Company itself was also ordered to pay £30,000 in costs.
- 9.3 Full information on the case is available in the EA's press release on their website: <https://www.gov.uk/government/news/waste-firm-fined-510000-for-illegally-storing-tonnes-of-rubbish>.

10 FIELD 6184 / BLACK BANK, LITTLE DOWNHAM

- 10.1 The Enforcement and Monitoring team had investigated the alleged importation of waste onto agricultural fields at First Drove and Black Bank, little Downham for a number of years.
- 10.2 An Enforcement Notice was served in relation to the unauthorised importation of waste on to land at First Drove in 2012, the details of which can be found in Appendix 1 below. The Notice was not fully complied with but legal advice was that without evidence of the original land levels, a prosecution for failure to comply with the Notice was unlikely 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.
- 10.3 Noting that the service of the Enforcement Notice had not remedied the breach of planning control at First Drove, the Council sought advice from Counsel on how to address the ongoing unauthorised importation of waste on to the agricultural unit. Following legal advice, the County Council 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.

- 10.4 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.
- 10.5 The defendants were ordered to pay 75% of the Council's legal costs which were agreed at £11,500.00. A four year annual payment schedule was agreed with 4% interest above the base rate, the first annual instalment was paid in December 2018.

11 COTTENHAM SKIPS, HISTON ROAD, COTTENHAM

- 11.1 From 2017 onwards, officers have been asked to investigate allegations that material and debris from the Cottenham Skips waste transfer station was escaping from the site and detrimentally affecting the condition of the Cottenham to Histon cycle path. Officers visited the site a number of times and noted that the area outside the site is cleaned regularly, however they also confirmed that Condition 14 of S/00795/11/CW, which required the phased implementation of hard standing across the site, had not been fully implemented and that this could be contributing to the problem with the debris escaping on to the highway.
- 11.2 Officers served a Planning Contravention Notice on Cottenham Skips in respect of their failure to complete the hardstanding on site. The Notice also covered the failure to leave a turning circle onsite, as shown on the approved plans for the site. The evidence submitted in the notice response, dated 21 December 2018, was assessed by officers and advice was sought from the Council's Flood Risk and Biodiversity Team. The assessment was that no significant planning harm would be caused by the delay in the completion of the approved phased scheme of hardstanding and, noting that the operator has advised that he does intend to complete all of the scheme in due course, the operator was informed that the Waste Planning Authority (WPA) would not take any action at this point in time.
- 11.3 In August 2018, the WPA received a complaint about the accumulation of waste material in an adjacent drainage ditch to the north east of the site and across the surrounding fields. Officers passed evidence of the environmental risk from the amount of waste escaping the site on to the Environment Agency to investigate.
- 11.4 On 19 November 2018 officers inspected the drainage ditch and confirmed that the waste had been cleared and that the repairs had been made to the site boundary which had resulted in a significant improvement in the condition of the adjacent

land. Officers continue to regularly monitor the site and surrounds and liaise with the EA to address any repeat of the spillage.

- 11.5 At the time of writing this report, the access to the site is railed off in order for the operator to repair pot holes and this has limited the area in which lorries can access and egress the site.

12 BLOCK FEN

- 12.1 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.
- 12.2 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.
- 12.3 In May 2018 planning permission reference F/2000/17/CW was approved for the continuation of landfill and a number of other waste uses at the Witcham Meadlands quarry within Block Fen, operated by Mick George Limited. The S278 designs for the improvements were at an advanced stage and, as a consequence, a pre commencement condition was imposed on the permission relating to the Highway improvements. The condition requires that no development shall take place until the improvements have been made to Block Fen Drove.
- 12.4 The new permission has been implemented, however the S278 agreement has yet to be finalised and the operator has not yet been able to undertake the required upgrade because the power company won't permit works near their cable in wet weather. This means that the improvement works have not yet taken place but these are due to take place in the very near future. The operator has been advised that, provided that the delay in undertaking the highway improvements is only because of the agreement and the weather conditions, then the planning harm caused by the breach may not need addressing immediately. However, if the timescale slips and there is a longer delay then the Council will reassess the position in respect of enforcement.

13 SAXON PIT, PETERBOROUGH ROAD, WHITTLESEY

- 13.1 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 filling the excavation void 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 nonconforming waste material covering a large area down to an approximate depth of 2 metres.
- 13.2 All work on site has stopped whilst the operator designs and submits a remediation strategy which the EA need to agree is suitable. The net result of the unauthorised activity and ongoing delay is that the stabilisation project was not completed by

November 2018 as originally intended and the previous planning permission has now expired. However, a S73A planning application has been submitted to extend permission for the importation of waste to buttress the southern face of the former quarry. The application is currently due for determination by 31 May 2019 but only seeks to continue using the existing approved waste types and not the proposed new material which is being considered by the EA.

- 13.3 The EA served an Enforcement Notice requiring the removal of the non conforming waste from phase 1 of the development by 10 February 2019. However, the Notice has been appealed to PINS and the scheduled date for the appeal hearing is 28 August 2019. The EA has notified all local residents and businesses about the hearing and County planning has provided the EA with confirmation of the planning position.
- 13.4 The EA has also now confirmed that the deposit of non conforming waste has taken place across a further five phases of the development and that there are compaction and stability issues within these areas. The EA continue to be the lead investigators in this case because there are multiple breaches of the operator's environmental permit and no planning permission is currently in place to enforce against.
- 13.5 Officers from County Planning will continue to work closely with the EA to ensure that enforcement officers are aware of the current situation and whether this would affect the determination of the S73A planning application or subsequent enforcement investigations.

14 OLDFIELD LANE, WISBECH

- 14.1 In January 2018 the enforcement team received an allegation that an end of life (ELV) scrapyards was operating without planning permission at Unit 6, Oldfield Lane, Wisbech. Officers visited the site three times in 2018 to make a fair and accurate assessment of whether the land planning use of the site was a hobby yard for stock car repair and storage, or a commercial ELV site.
- 14.2 After consultation with the EA a Planning Contravention Notice was served on the land owner and tenants of the site to gather as much evidence as possible on the activities taking place at the site to inform the assessment of the planning use.
- 14.3 The PCN responses confirmed that this is a site that is used to store and repair stock racing cars and therefore this is a District, not County, planning matter and Fenland District Council has been advised accordingly.

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><u>Condition 6</u> 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>	Mepal Quarry Block Fen Drove Mepal	BCN 06/01/14	<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 12 on Block Fen in the main body of the report for a further update.</p>
<p>2. GREEN Failure to comply with condition 7 of planning permission S/01556/10/CW regarding surfacing of the site.</p>	Long Acre Farm Fen Road Chesterton Cambridge	BCN 08/10/13	<p>A joint visit with the EA in May 2015 confirmed that the majority of the waste had been removed from the site, the hardcore and soils that remained on site were not a pollution risk. The site was not operational for most of 2017 and but in 2018 it was taken over by Ely Skips who cleared the site and resumed the sorting of waste. The site inspection in January 2019 confirmed that the storage and sorting of waste now only takes place in the buildings.</p>
<p>3. 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>	First Drove Little Downham Ely	EN 17/01/12	<p>An EN for unauthorised change of use was served in 2012 and upheld but varied at appeal. The amended notice required the removal 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 10 above.</p>

Summary of Decisions Made Under Delegated Powers

To: **Planning Committee**

Date: **16 May 2019**

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**

<i>Officer contact:</i>	
Name:	Vikki Etheridge
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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 Seven applications have been granted planning permission under delegated powers during the period between 13/02/2019 to 30/04/2019 as set out below:

1. **S/0090/18/CW** – Use of unused land as a staff car park and storage for salvage vehicles

Location: Ashwell & Morden Station Goods Yard, Station Road, Odsey, Steeple Morden, SG7 5RT

Decision granted 15/2/2019

For further information please contact Stanley Gono on 01223 699227

2. **H/05015/11/CW** – Continued landfill of non-hazardous waste with restoration to amenity & agricultural use instead of golf course and extension of hours for waste delivery & landfill operations

Location: Buckden North Landfill, Brampton Road, Buckden, Cambridgeshire, PE19 5UH

Decision granted 28/2/2019

For further information please contact Helen Wass on 01223 715522

3. **F/2013/18/CW** – Construction of approximately 1 Kilometre of high-pressure gas pipeline to connect an existing anaerobic digestion plant to the national gas transmission system with a block valve connection, a proposed gas convertor

compound, gas flare and associated equipment. The retention of 24 metre diameter, 6 metre high anaerobic digestion tanks (22 metre diameter tanks previously approved by planning permission F/2015/11/CW) and the erection of two 24 metre, 6 metre high anaerobic digestion tanks, feeder plant and a pre-pit (10 metres by 5 metres).

Location: Somersat Farm, Anaerobic Digestion Plant, Cants Drove, Murrow, PE13 4HN

Decision granted 27/3/2019

For further information please contact James Blythe on 01223 706731

4. **H/5002/19/CC** – Replacement of two timber framed, full height, single glazed windows to the front elevation of the Warboys Library building with double glazed powder coated aluminium units.

Location: Warboys Library, High Street, Warboys, PE28 2TA

Decision granted 5/4/2019

For further information please contact Tracy Rockall on 01223 699852

5. **S/0100/18/CC** – Development of Cambourne Village College existing secondary school, from a 7 form of entry school to a 9 form of entry school (increasing pupil capacity from 1050 to 1350), in the form of a new separate building with associated car parking, cycle and scooter parking, landscaping and amendments to access road.

Location: Cambourne Village College, Sheepfold Lane, Cambourne, Cambridgeshire, CB23 6FR

Decision granted 8/4/2019

For further information please contact Jack Millar on 01223 703851

6. **S/0105/18/CC** – Erection of a single storey rear extension to provide a four-classroom extension with a practical room, toilet and cloak room facilities, extension to the front of the school, extension to the existing hard surface play area, extended car park, internal refurbishment works and landscaping.

Location: Bassingbourn Primary School, Brook Road, Bassingbourn Cum Kneesworth, SG8 5NP

Decision granted 9/4/2019

For further information please contact Tracy Rockall on 01223 699852

7. **S/0108/18/CW** – Application for a certificate of lawfulness for an existing use for storage of inert building site waste and occasional processing incidental thereto.

Location: Land adjacent to Sandfield Bungalow, Mill Road, Fen Drayton, CB24 4ST

Decision refused 18/4/2019

For further information please contact Jane Stanley on 01223 743812

Source Documents	Location
Applications files	SH1315, Shire Hall, Cambridge, CB3 0AP