


## HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held remotely due to the current pandemic on Tuesday 23 February 2021 at 7.00 pm

To join the Zoom Meeting  
<https://zoom.us/j/91857017993>  
Meeting ID: 918 5701 7993  
Or dial (charges apply)  
0330 088 5830  
0131 460 1196

*The Public and Press are cordially invited to be present. The order of business may be varied.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

  
Mrs Gail Stoeher, Clerk  
16/02/21

### AGENDA

#### Open Public Session including reports from the County & District Councillors

- 1 To receive apologies for absence**
- 2. Declarations of interest**
  - 2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
  - 2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
- 3. To approve the minutes of the January meeting, the meeting on 19<sup>th</sup> January 2021, and item 3.1 of 8 December 2020 and the confidential minute of item 8.9 of 22 September**
- 4. Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (Open) Tree planting in the village
  - 4.2 (4.1) Millers Way improvements – To consider response from MS Ford <sup>(AG)</sup>
  - 4.3 (4.4) S/3064/16/OL – Condition 28 update and to consider whether the parish council taking on maintenance responsibilities <sup>(AE)</sup>
  - 4.4 (6.3) Greater Cambridge Development Plan site information survey – to consider response in the light of the views of residents <sup>(AJ)</sup>
  - 4.5 (8.4) Bus shelter lighting – to consider quotations received
  - 4.6 (8.8) Communications Group update <sup>(AJ)</sup>
  - 4.7 (4 of Jan 2020) Hardwick Transport Contribution S106 ref S/1694/16/OL - Proposal that the Parish Council review the earlier resolution Jan 2020 Item 4 at next Meeting and RESOLVE that the wording shall be the draft Deed of Variation Schedule 1.1
  - 4.8 (7.1 of 8.12.20) SCDC – outcome of application for designation of Blue Lion as Asset of Community Value
  - 4.9 (4.4 of 24.11.20) Defibrillator – to consider information and the next steps
  - 4.10 (4.2) Pavilion works – HSSC notification of damage to the office ceiling
  - 4.11 (3.1 of 8/12/20) To consider the renewal of the admin support contract <sup>(AG)</sup>
- 5. Finance, risk assessment and procedural matters**
  - 5.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
  - 5.2 To receive play areas and skate park inspection reports and consider if any work is required
  - 5.3 To receive the financial report and approve the payment of bills
- 6. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
  - 6.1 SCDC – Strawberries and Creem – New Premises Licence Application, Childerley Orchard
  - 6.2 Anthony Browne MP – South Cambridgeshire Development Survey
  - 6.3 CCC – Consultation on Draft Local Validation Checklist
  - 6.4 SCDC consultation on new housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting
- 7. To consider any planning applications and decision notices and tree works applications \***

\* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/>

- 7.1 Planning applications and appeals
  - 7.1.1 21/00128/HFUL – 3 Manor Crescent – Single storey front extension
  - 7.1.2 S/3064/16/CONDN – Land South of 279 St Neots Road – Submission of details required by Condition 28 (Public footpath and street lighting) of planning permission S/3064/16/OL
  - 7.1.3 21/00074/S73 – 45 Meridian Close – S73 to vary condition 2 of planning permission S/3541/19/FL (Single storey rear side and front extension) to change of roof to front/side extension from flat roof to pitched roof
  - 7.1.4 20/02728/COND2 – Land South of 279 St Neots Road – Submission of details required by Condition 2 (Materials) of reserved matters approval 20/02728/REM
  - 7.1.5 20/02728/COND5 – As above, Condition 15 (Cycle storage)
  - 7.1.6 20/02728/COND21 – As above, Condition 21 (Cycle storage)
  - 7.1.7 20/02728/COND4 – As above, Condition 4 (Substation)
- 7.2 SCDC and appeal decision notices - to note
- 7.3 Tree works applications
- 8. Members reports and items for information only unless otherwise stated**
  - 8.1 New Housing Developments and Planning Obligations <sup>(SR)</sup>:
  - 8.2 Proposal that the Council starts a photo gallery of the village as it is now to be added to as the village develops <sup>(IG)</sup>
  - 8.3 Proposal that the Parish Council considers what response it will give to the Independent Review of the GCP Cambourne to Cambridge busway <sup>(AE)</sup>
  - 8.4 Highways and Road Safety Working Group Report
- 9. Closure of meeting**

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\* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/>

**Open Public Session including reports from the County & District Councillors**

1. To receive apologies for absence – will be reported to the meeting.
2. Declarations of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
3. To approve the minutes of the January meeting, the meeting on 19<sup>th</sup> January 2021, and item 3.1 of 8 December 2020 and the confidential minute of item 8.9 of 22 September  
Attached.
4. Matters arising or deferred from the last or a previous meeting for discussion/decision
  - 4.1 (Open) Tree planting in the village  
Proposed at the last meeting.
  - 4.2 (4.1) Millers Way improvements – To consider response from MS Ford  
The Chairman to report.  
MS Ford has written:  
**“Millers Way, Hardwick**  
**Supervision of upgrade of Footway**  
“Thank you for letter of 27<sup>th</sup> January requesting that I meet Tony Gill the Chairman on site with a maximum of 2 hours spent at £ 100:00 per Hour.  
I have spoken with Tony Gill and made a visit to site on 28<sup>th</sup> February 2021. I suggested that due to Covid I would do the visit myself and not meet Tony. I spent only 1 hour and have since discussed my visit with Tony Gill.  
As I have said previously, the quote for Phil Branning Groundworks Ltd is lacking in detail and does not cover the extent of the works I consider are necessary for the Parish Council to have a road and path ‘Fit for Purpose.’ I have suggested to Tony that the best way forward is to prepare a full design with specification and Bill of Quantities so that we can issue both to Brannings and also to other contractors to get other prices.  
While I understand the finished road/path will not be adopted, my recommendation would be to build it to County Council standards ensure it is to sufficient standard and detail to ensure that it will not require maintenance and expense in the future if a lesser standard was used.  
I will record the hours spent preparing the design, specification and bill of quantities which should be within my quoted fee of £600:00. The Parish Council can then get a revised quotation from Brannings and other contractors and we will then know what a true cost for the works is likely to be for a road/path that would provide a suitable maintenance free asset for the future  
Please confirm that you wish me to proceed on this basis.”  
  
He has subsequently written:  
“I have prepared draft tender documents listed below and attached that we can issue to contractors to get prices for the work.
    1. Instruction for Tendering
    2. Drawings
    3. Bill of Quantities
    4. Specification.  
Please review content and also agree if you wish me to invite tenders with return to me or if Hardwick Parish Council to invite tender ( we can prepare a list of contractors to go to including Phil Branning Groundworks Ltd) with return to the Parish Council. (I will amend the instruction page accordingly.)”
- 4.3 (4.4) S/3064/16/OL – Condition 28 update and to consider whether the parish council taking on maintenance responsibilities

Cllr Everitt writes “Condition 28 is now up on the Planning Portal for Comment. The Scheme presented for Agreement is in my view exactly what HPC Agreed with Hills except I noticed remarks on the design drawing that we are being asked to adopt and maintain 4 out of the 12 street lights being provided on St Neots Road. This was not part of the discussion with Hill and I believe results from misunderstanding of dialogue between Hills and their Lighting consultant which also misled County Council Lighting Dept.

The revised drawing (with 12 lights) states "Extention (sic) of lighting to the entrance of Hall Rd at request of parish council. " The additional 4 lights are those we are being told we shall adopt and maintain.

I propose the attached form of words be posted. If we don't point this out then we shall be facing the same issue regarding adoption and maintenance that we face on Main Street.”

4.4 (6.3) Greater Cambridge Development Plan site information survey – to consider response in the light of the views of residents

Cllr Joolia to report.

The survey questions have been published in last month’s supporting papers. Deadline for submission is 1 March 2021.

.5 (8.4) Bus shelter lighting – to consider quotations received

Quotations received will be circulated.

4.6 (8.8) Communications group update

Deferred at the last meeting. Cllr Joolia to report.

4.7 (4 of 21/1/20) Hardwick Transport Contribution S106 ref S/1694/16/OL - Proposal that the Parish Council review the earlier resolution Jan 2020 Item 4 at next Meeting and RESOLVE that the wording shall be the draft Deed of Variation Schedule 1.1<sup>(AE)</sup>

Cllr Everitt’s report is attached.

4.8 (7.1 of 8.12.20) SCDC – outcome of application for designation of Blue Lion as Asset of Community Value

SCDC have written: “This letter is to inform you that the Council has made the decision not to include the above land or buildings on the list of the Assets of Community Value, on the grounds that the principal use of the asset does not meet the criteria for listing. It will be included on the list as an unsuccessful nomination. A copy of the listing table can be viewed on the council’s website via the following link:

<https://www.scambs.gov.uk/community-development/community-rights/assets-of-community-value/>

4.9 (4.4 of 28.11.20) Defibrillator – to consider information and the next steps

Please see information attached from the following websites of organisations which support the installation of community defibrillators – please follow the links as there is considerably more information on the respective websites.

Community Heartbeat Trust:

<https://www.communityheartbeat.org.uk/>

British Heart Foundation:

<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/apply-for-a-public-access-defibrillator>

London Hearts (extract):

<https://londonhearts.org/defib-giveaway>

Toft has a community defibrillator installed on the outside wall of the People’s Hall, supplied by the Community Heartbeat Trust, which has offered support, advice, spares and training. Spare pads and batteries are available via the Trust. The defibrillator is housed in a heated cabinet. A designated person carries out monthly checks on the equipment such as the expiry date of the pads, battery life

etc. A Volunteer Emergency Telephone System (VETS) is in operation (full details of the scheme is on the Community Heartbeat Trust website).

Purchased in 2017 with a grant of £2620 from the Big Lottery Fund, total invoice £2445 plus VAT for a cPAD View Semi Auto Defib plus Stainless Steel Sentry cabinet, support costs and VETS set up costs for 2 years. Electrical connection is at additional cost.

Another village has recently had a defibrillator installed on the outside wall of the village school via London Hearts.

London Hearts wrote last year:

“The present required minimum donation is £995.00 this being for the advanced dual functioning SP1 IPAD Defibrillator (includes £200 grant). If a defibrillator is to be kept outside then it must be housed in a heated locked or unlocked cabinet (minimum donation £495.00/£525.00). We do not install any products however the defibrillator itself does not require a power source but the external heated wall cabinet does – this being a standard 3 pin plug socket. The Defibrillator battery needs to be changed after 5 years at a cost of approximately £150.00 and the Defibrillator pads expire after 2 years or each use (they are not re-useable). These cost approximately £30.00 to replace. We supply you with a free set replacement pads and two free sets of starter kits. All defibrillators we supply come with a 7 year Warranty which can be extended to 10 years upon simple registration.”

Installation has to be arranged by the Parish Council at additional cost.

#### 4.10 (4.2) Pavilion works – HSSC notification of damage to the office ceiling

Chris Cracknell has written:

“Please see the email below received from the Secretary of the Sports and Social Club.

I am aware that the Parish Council has the repairs to the roof very much in hand but I wanted to draw your urgent attention to the current situation. The video clip is quite useful as the dripping water can be clearly heard coming in to the building. If the ceiling does fall in, as Lisa fears, then this will be obviously necessitate more expense to sort out the repairs.

I appreciate that a tender has been accepted to repair the roof but it could be that a temporary measure needs to be put in place until the substantive work takes place. It will not be particularly attractive but a tarpaulin over the problem area would probably help.

The Social Club and the Parish Council will then need to have a discussion about either replacing, or repairing, this ceiling.”

The HSSC Secretary had written:

“I have just been to the club and the office ceiling is really concerning me.

It wasn't even heavy rain and the ceiling was dripping consistently whilst I was there. I don't know how much more the ceiling will take before it collapses.”



The Clerk used delegated powers to arrange for emergency roof repair by Carstairs Roofing at a cost of £387.16 to pavilion roof - payment made between meetings in accordance with Financial Regs 5.5a.

DB Roofing has ordered the materials and anticipates starting within a couple of weeks. He is aware that the Council

4.11 (3.1 of 8/12/20) To consider the renewal of the admin support contract<sup>(AG)</sup>

Cllr Gill has circulated his report to all members.

5. Finance and risk assessment and procedural matters

5.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers

As indicated in 4.10 above – emergency repair to the pavilion roof.

5.2 To receive play areas and skate park inspection reports and to consider if any work is required

Cllr Wellbelove to report.

Home made skate ramp – despite chasing Playsafety no response has been received and their answerphone states they are closed so the Clerk has asked The Play Inspection Company to look at this and they have responded:

“To be honest with you I’m not sure it would be worth your while spending money on an inspection as we are very likely to advise removal.

If you would like to send me a picture in the first instance I can possibly confirm this?”

5.3 To receive the financial report and approve the payment of bills – attached.

6. To consider any correspondence/communications received

6.1 SCDC – Strawberries and Creem – New Premises Licence Application, Childerley Orchard

Attached.

6.2 Anthony Browne MP – South Cambridgeshire Development Survey

“I wanted to make you aware that Anthony’s most recent survey, the South Cambridgeshire Development Survey, is now live on our website and has been distributed across the constituency via Royal Mail.

I know this is an issue of great interest to many Parish Councils, and given your role as statutory consultees on relevant applications I appreciate many Councillors would be personally interested. Anthony therefore I wanted to ensure as many Parish Councillors as possible were made aware and had the chance to respond. To this end, please find a link below:

<https://www.anthonybrowne.org/form/planning-survey>

I would also be very grateful if this could be circulated to your residents by any medium you believe would be appropriate, and we are happy for a link to be published. I have attached a press release should you wish to use any content.”

How important is the issue of housing and development to you?

- ☐ Very important
- ☐ Important
- ☐ Not very important
- ☐ Not important

Based on your experience of housebuilding in South Cambridgeshire, what do you think about the current level of development?

- ☐ Too low
- ☐ Low
- ☐ About right



- ☐ High
- ☐ Too High

What sort of development do you feel is most appropriate for our constituency? (pick up to two)

- ☐ Large developments on brand new (greenfield) sites
- ☐ Large developments on disused or derelict sites
- ☐ Additional development close to existing settlements
- ☐ Small-scale development around villages
- ☐ Infill in current settlements

Knowing our local roads and the amount of traffic on them, do you think our infrastructure will cope with additional homes?

- ☐ Yes
- ☐ No

Rather than building on farmland, do you think that we should prioritise building homes on brownfield sites?

- ☐ Yes
- ☐ No

Do you feel residents' views are listened to and taken into consideration when it comes to overall levels of development or comments made on specific proposals?

- ☐ Yes
- ☐ No

Do you think there is enough affordable housing available in South Cambridgeshire?

- ☐ Far too little
- ☐ Too little
- ☐ About right
- ☐ Too much
- ☐ Far too much

What improvements would you most like to see alongside new developments?

- ☐ Parks and green spaces
- ☐ Improvements to public transport
- ☐ Community buildings (e.g. public halls)
- ☐ School provision (e.g. new school buildings)
- ☐ Medical provision (e.g. new GP surgeries)
- ☐ Environmental improvements (e.g. vehicle charging points)
- ☐ Parking facilities

Do you believe developers should be required to plant more trees in order to secure planning permission?

- ☐ Yes
- ☐ No

Do you want to see more enforcement activity against illegal parking?

- ☐ Yes
- ☐ No

How often do you currently use public transport?

- ☐ Never
- ☐ At least once per month
- ☐ At least once per week
- ☐ Every day

How would you rate the availability of buses in your area?

- ☐ Very poor
- ☐ Poor
- ☐ Average
- ☐ Good
- ☐ Very good

Do you want more regular public transport services to and from your village/community?

- ☐ Yes
- ☐ No

How would you rate your Broadband or internet connection?

- ☐ Very poor
- ☐ Poor
- ☐ Average
- ☐ Good
- ☐ Very good

What connection speed are you currently getting?

How would you rate your level of mobile phone signal from home?

- ☐ Very poor
- ☐ Poor
- ☐ Average
- ☐ Good
- ☐ Very good

If poor, what network are you on?

Groundwater levels in the South East are now at the lowest level ever recorded. Which of the following measures would you prefer be implemented to stem this?

- ☐ Compulsory water metering
- ☐ Increased guidance on water saving measures
- ☐ Greater investment in water infrastructure
- ☐ Other (please specify below)

Please specify

Do you have any other issues you would like Anthony Browne MP to raise?



Letter from CCC attached along with draft Local Validation Checklist and Draft Local Validation requirements. The deadline date for the consultation is 8 March.

6.4 SCDC consultation on new housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting

“I am writing to all parish councils to make you aware of a consultation currently being carried out by the Council, to which you may wish to participate.

One of the aims of our Greater Cambridge Housing Strategy is to demonstrate what we expect new housing developments across Cambridge City and South Cambridgeshire to look like.

To build on this further, the two Councils are consulting on more detailed policies around:

- **Build to Rent:** Purpose built housing schemes providing homes entirely for rent (as opposed to those brought forward by councils and housing associations as social or affordable rent homes);
- **Clustering and Distribution of Affordable Housing:** How affordable housing should be grouped (clustered) and spread out on new developments.
- **Affordable Rent Setting:** How affordable rent levels for council and housing association homes should be set to ensure that they are as affordable as possible to those who need them

If you would like to find out more about the draft policies and make any comments, please visit our [consultation webpage](https://www.scambs.gov.uk/consultation-on-new-housing-policies-relating-to-build-to-rent-clustering-and-distribution-of-affordable-housing-and-affordable-rent-setting/). <https://www.scambs.gov.uk/consultation-on-new-housing-policies-relating-to-build-to-rent-clustering-and-distribution-of-affordable-housing-and-affordable-rent-setting/>

The closing date for responses is 23rd March 2021.”

**Julie Fletcher** | Head of Housing Strategy

Attached.

7.1 Planning applications and appeals

NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations and appeals on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

7.1.1 21/00128/HFUL – 3 Manor Crescent – Single storey front extension

7.1.2 S/3064/16/CONDN – Land South of 279 St Neots Road – Submission of details required by Condition 28 (Public footpath and street lighting) of planning permission S/3064/16/OL

7.1.3 21/00074/S73 – 45 Meridian Close – S73 to vary condition 2 of planning permission S/3541/19/FL (Single storey rear side and front extension) to change of roof to front/side extension from flat roof to pitched roof

7.1.4 20/02728/COND2 – Land South of 279 St Neots Road – Submission of details required by Condition 2 (Materials) of reserved matters approval 20/02728/REM

7.1.5 20/02728/COND5 – As above, Condition 15 (Cycle storage)

7.1.6 20/02728/COND21 – As above, Condition 21 (Cycle storage)

7.1.7 20/02728/COND4 – As above, Condition 4 (Substation)

7.2 SCDC and appeal decision notices - to note

7.2.1 20/05155/HFUL – 52 Laxton Avenue – Single storey rear extension and part garage conversion plus conversion of conservatory extension of lounge – Permission granted.

7.2.2 20/05042/HFUL – 126 Limes Road – Two storey side and ground floor rear extensions – Permission granted.

7.2.3 S/3064/16/CONDA – Land South of 279 Neots Road – Submission of details required by Condition 8 (Investigation of contamination) of planning permission S/3064/16/OL – Condition discharged in part.

7.2.4 S/3318/19/DC – Land at the Rectory, 50 Main Street – Discharge of Condition 3 (Scheme of biodiversity enhancement), 4 (Arboricultural method statement and tree protection strategy), and 7 (Surface water drainage) pursuant to planning permission S/1719/18/FL – Condition discharged in full

7.3 Tree works applications

Tree works applications may now be viewed on the SCDC Planning Portal. NB Some tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current tree works application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

None further at the time of writing.

8. Members' reports and items for information only unless otherwise stated

8.1 New Housing Developments and Planning Obligations

8.2 Proposal that the Council starts a photo gallery of the village as it is now to be added to as the village develops

Cllr Giddings writes "The Parish Council should set up a photo gallery/library of our village. Selected photographs to be available on village website.

Local photographers to be invited to send in their work thus avoiding professional costs. These photographs to provide a record of our village for future residents. Record of our increasing development can be displayed and judged against our present situation. The PC will be able to exclude/control access to avoid intrusive or undesirable images to be shown."

8.3 Proposal that the Parish Council considers what response it will give to the Independent Review of the GCP Cambourne to Cambridge busway

Cllr Everitt to report.

**"Independent Enquiry into the C2C Busway**

Proposal that the Parish Council considers what response it will give to the Independent Review of the GCP Cambourne to Cambridge Busway. The Independent Consultant appointed is Phil Swann of the company Shared Intelligence and I am certain he will be asking Hardwick for our views though am not sure the form this will take, how he will collect residents views nor the timeline. There were 104 responses from Hardwick to the March 2019 questionnaire plus the letter attached. There is a stop on the C2C until the Independent report has been concluded.

*Background*

*Whereas the GCP Objective is to provide a route through Hardwick to facilitate a faster journey time for Cambourne to Cambridge, the plan with a plan to provide a stop for residents at St Neots Road west, since the last letter from the PC was sent to GCP in response to their March 2019 Questionnaire there have been growing objections. (letter attached)*

*For background the objections include*

- *The limited capacity the Busway offers - Bourn PC*
- *Its route through Hardwick and the Hardwick residents' petition to Save our Trees 550+ on line plus a paper based petition*
- *Consistent protests on its route from Coton PC and West of City residents - and no fixed direct route in the city*
- *The Local Liaison Forum LLF of which Grenville is Vice Chair dispute its route*
- *Our County Councillor who has called on the Transport Secretary to withdraw GCP*
- *Combined Authority Mayor, James Palmer conflict with GCP and his plans for CAM*
- *The Mayor who has put on fast non stop buses from Cambourne using A428 to the Science Park and Cambridge City*
- *Longer term impacts of EWR*
- *The Girton Interchange and recent change in workplace practice - working from home - which should reduce car commuter traffic and shorten journey times*

Link to GCP site

<https://www.greatercambridge.org.uk/public-transport-schemes/cambourne-to-cambridge/cambourne-to-cambridge-independent-audit>

Text of letter of 27 March 2019 sent to GCP:

## **“Cambourne to Cambridge Better Public Transport Project Phase 2 – Madingley Mulch roundabout to Cambourne**

Hardwick Parish Council writes in response to the above consultation and wishes to comment as follows:

### Route options:

Hardwick Parish Council does not support any of the Phase 2 options 1-3 set out, but of the three, considers Option 1 to be the “least worst” option.

If the scheme is to proceed, the Parish Council wishes to be fully consulted and involved in determining mitigation of the damage arising from the impact of the scheme on the village, to include:

- acoustic fencing to be put in place at the eastern end of the A1303, to lessen the impact of the A428 on the eastern end of St Neots Road;
- landscaping with as many replacement trees as possible between the A428 and the carriageways to mitigate against noise;
- to maintain a gap between the main carriageway and the cycleway, to protect cyclists; and to remove 2.2m illustrative planting on stretches of the A1303 where property drives exit onto the carriageway, to make exiting safe;
- and not excluding further possible mitigation by other means, such as traffic calming of the A1303 to cope with the extra traffic produced by vehicles travelling to either of the Park and Ride sites chosen.

### Park and Ride site:

The Parish Council supports Scotland Farm as the site for the Park and Ride.”

8.4 Highways and Road Safety Working Group Report  
Attached.

9. Closure of Meeting

Proposed response to be placed on portal following HPC agreement. The final cut off is 8<sup>th</sup> March but I recommend before then to give an opportunity for parties to discuss – SCDC/CCC and Hill

S/3064/16/OL Condition 28

Hardwick Parish Council are pleased that the Condition 28 is progressing and we agree it now covers the issues acceptable to us with the following exception regarding Lighting.

While negotiating the extent of the Scheme, we were offered 8 new street lights on St Neots Road. When we asked if this was final, we were offered either additional 4 street lights so total of 12 or a section of upgraded footpath.

The Parish Council opted for the 12 Street Lights. However in the design process, the Condition for adoption and maintenance has been construed by the Developers Lighting Consultants with the following Remarks:

- 8 Lights adopted and maintained by the County Council
- 4 Lights adopted and maintained by the Parish Council

This was not part of the discussion and the Parish Council would expect not to be adopting and maintaining street lights as part of the Condition 28 Scheme. The remarks are on drawing 132-07-S278-200611-CD-LI-B (attached) which also states the additional 4 lights “were at the request of the Parish Council” which we believe may have misled the decision for the remarks, underlined on the drawing in pink. The Parish Council would not wish to accept the adoption or maintenance of any of these lights.

We would also like to point out that as part of this Scheme, 3 SCDC Lights are due to be replaced so actually it is a net provision of 9 new street lights. This Scheme does not state what happens to the SCDC maintenance liabilities of the 3 lights to be replaced but we would much appreciate this is clarified and a change in the adoption and maintenance liability before acceptance, please.

Drawing attached.

Request for Report re Clerks email 8<sup>th</sup> Feb 2021

Alan Everitt 11<sup>th</sup> February 2021

I am not sure whether Steve or Tony intend to reply but my understanding of the situation we have now and my proposal of how to remedy it is as follows

The Deed of Variation going through legal at present states the following:

#### **THE SCHEDULE**

1. In the Principal Deed:
- 1.1 The definition of "Transport Contribution" shall be deleted and replaced by the following;

the " Transport Contribution" means a contribution of £54,000 either

(i)towards the provision and maintenance of Real Time Passenger Information displays at the two St Neots Road bus stops to the west of the St Neots Road/Cambridge Road junction , or

(ii)the provision and maintenance of traffic calming measures and pedestrian crossing points along St Neots Road Hardwick

The wording was presumably provided sometime in 2019 as that was the time period Peter Ashton was negotiating this, I am not privy to the timeline or correspondence on that

HPC Jan 2020 Minutes Item 4 showed "RESOLVED to pay the legal fees for reallocation of the S106 money for the bus displays into a fund for "traffic calming measures in Hardwick", to be used at a suitable time". HPC informed this decision, letter? dated 29<sup>th</sup> January 2020 according to James Fisher

As S106 money "can legally only be used for specific projects", the wording was too general for SCDC James Fisher and which apparently was explained at the time – see his email to me 11<sup>th</sup> February 2021 below

A year on, and James Fisher is waiting for confirmation from HPC that the original wording he was given is OK. If this is not OK then he will escalate it internally. As his email states the S.106 wording per Jan 2020 Minutes Item 4 would not be legal I am sure this would just bounce around preventing anything being done with the money now sitting in Highways.

My proposal is HPC Review the earlier Resolution Jan 2020 Item 4 at next HPC Meeting on 23<sup>rd</sup> and RESOLVE that the wording shall be as per the above clip. Clerk to advise Mr Fisher.

I explained to him we have a PC Meeting on 23<sup>rd</sup> February and that we will revert to him following that

As the pedestrian islands are planned in outline (September 2019 HPC Papers) I suggest we ask Highways to trim the Plan to the Budget created, the spend to include the PFHI on the Village Gates etc which clearly fit the varied S106 wording, "Traffic Calming Measures on St Neots Road." There are references to a sum of £72k or so for the pedestrian islands – I believe this may include work on Main Street and I suggest Working Group review this with Highways so we are clear.

Also some of this work is included in the Condition 28 work – (kerb drop downs etc extended pavement) – but it should be simple to identify these costs.

I guess there is a lesson here that we should all understand what wording is acceptable on S106 Agreements, to ensure we keep an eye on what goes into Variations on Deeds and to seek progress regularly as we seem to have lost 12 months somewhere.

I followed up with a further email to James today asking him about the wording and progress of the 2<sup>nd</sup> re-assignment of Bus Sign funds namely on the S/3064/16/OL S106 Agreement - and he will get back to us on that.

---

James Fisher email below

- Fisher James <James.Fisher@greatercambridgeplanning.org>

Thu, 11 Feb 2021 10:31:06 AM +0000INBOX

To "Alan Everitt" <a.everitt@hardwick-cambs.org.uk>

Cc "Pauline Joslin Joslin" <p.joslin@hardwick-cambs.org.uk>

Tags

Security TLS [Learn more](#)

Dear Cllr Everitt,

*Good morning. This should be much more straightforward than street lighting.*

*Hardwick Parish Council made a request to the County Council to redistribute s106 funds secured for Real Time Passenger Information Displays. The Parish Council said that the money would be better used to help fund traffic islands and pedestrian refuges/crossing points to bus stops on northern side of St Neots Road.*

*Both the District Council and County Council agreed to this request on the understanding that Hardwick Parish Council would pay all parties legal fees (including those of Hill).*

*Recently the Clerk to the Parish Council asked for confirmation of the express wording in the draft deed of variation and I provided it which contains the following:*

#### **THE SCHEDULE**

1. In the Principal Deed:

1.1 The definition of "Transport Contribution" shall be deleted and replaced by the following;

the " Transport Contribution" means a contribution of £54,000 either

(i) towards the provision and maintenance of Real Time Passenger Information displays at the two St Neots Road bus stops to the west of the St Neots Road/Cambridge Road junction , or

(ii) the provision and maintenance of traffic calming measures and pedestrian crossing points along St Neots Road Hardwick



*The clerk drew my attention to the letter sent by the Parish Council on 29th January 2020 in which it was said that the Parish Council agreed to cover the legal fees on the basis that the deed of variation referred to “a fund for traffic calming measures in Hardwick”.*

*I explained that (a) this was the only time that Hardwick Parish Council have suggested to either the District or County Council that they wished the funding to be used more widely than just traffic and calming measures and pedestrian crossing points along St Neots Road and (b) it would not (in my view) be lawful to have such an open ended planning obligation on the basis that all section 106 contributions must be specific to a project.*

*The final comment from the Clerk was “Let’s leave it for now until the Chairman and Cllr Rose have had an opportunity to consider what action is necessary.”*

*All I need is for Hardwick Parish Council to confirm that they are happy with the wording as set out above and which responds directly to the original request that was made.*

*If the Parish Council is not happy with this wording, and takes the view that the contribution should be able to be used more widely, then I will need to escalate the matter internally.*

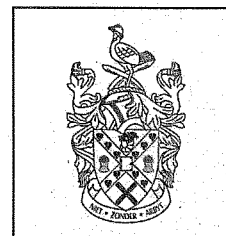
*I hope this clears matters up.*

*Thanks*

*James*

**James Fisher** | Section 106 Officer

South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA  
t: 03450 450 500  
f: (01954) 713 149  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



South  
Cambridgeshire  
District Council

Gail Stoehr  
Hardwick Parish Council  
30 West Drive  
Highfields Caldecote  
Cambridge  
CB23 7NY

Our ref: CRtB/2020/009  
Your ref: Notice of Decision  
Date: 03 February 2021

Transformation  
Contact: Ellen Bridges  
Direct dial: 01223 752455  
Email: [Ellen.Bridges@scambs.gov.uk](mailto:Ellen.Bridges@scambs.gov.uk)

**Section 91 Localism Act 2011 ("the Act")  
The Assets of Community Value (England) Regulations 2012 ("the Regulations")**

Dear Gail,

**Re: Decision concerning the nomination to include land/buildings on the list of Assets of Community Value: The Blue Lion, 74 Main Street, Hardwick, Cambridge, CB23 7QU**

This letter is to inform you that the Council has made the decision not to include the above land or buildings on the list of Assets of Community Value, on the grounds that the principal use of the asset does not meet the criteria for listing. It will be included on the list as an unsuccessful nomination. A copy of the listing table can be viewed on the council's website via the following link <https://www.scambs.gov.uk/community-development/community-rights/assets-of-community-value/>

Yours sincerely

pp: *R. Kerrigan*

**Ellen Bridges**  
Development Officer



**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
RECORD OF CHIEF OFFICER/HEAD OF SERVICE DECISION**

This form should be used to record key and other decisions made by Chief Officers and Heads of Service. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

A key decision shall not be taken unless notice of the item has been published at least 28 days before the decision is to be taken except where:

- a General Exception notice has been published under Rule 15 of the Access to Information Procedure Rules and the Chairman of Scrutiny and Overview Committee has been informed in writing; or
- where a Special Urgency notice has been published under Rule 16 of those Rules and the Chairman of Scrutiny and Overview Committee has agreed the decision is urgent.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that a key decision may be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, any key decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules. Where consent has been obtained to exempt the decision from call-in, this will be specified below. Only key decisions of an officer are subject to call-in.

<b>Decision Taker</b>	Gareth Bell
<b>Subject Matter</b>	Assets of Community Value
<b>Ward(s) Affected</b>	Hardwick Ward
<b>Date Taken</b>	29/01/2021
<b>Contact Officer</b>	Ellen Bridges, Development Officer, <a href="mailto:ellen.bridges@scambs.gov.uk">ellen.bridges@scambs.gov.uk</a>
<b>Call-In Expiry/Exempt from call-in</b>	No - non-key decisions by officers are not subject to call-in
<b>Key Decision?</b>	No
<b>In Forward Plan?</b>	No
<b>Urgent?</b>	No

<b>Purpose / Background</b>
<p>The purpose of this decision is to decide whether the building should be included as an Asset of Community Value ("ACV") on the Council's list of ACVs.</p> <p>On the 10 December a nomination was received from Hardwick Parish Council to include The Blue Lion as an ACV on the Council's list of ACVs. The nomination was made under the relevant provisions of the Localism Act 2011 (the "ACT") and the Assets of Community Value (England) Regulations 2012 (SI2012 No 2421) (the "Regulations")</p> <p>Following consideration of the nomination, Notice of Nomination was sent to Cllr Grenville Chamberlain (for the district ward of Hardwick), Green King Retailing Limited – the proprietor, the Occupiers and the parish council acknowledging their nomination. The nomination was publicised through the weekly bulletin and the lead cabinet member for Communities was notified.</p>

**Declaration(s) of Interest**

*Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.*

None

**Dispensation(s)**

*In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.*

None

**Consultation**

*Record below all parties consulted in relation to the decision.*

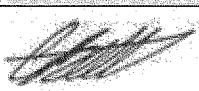
See background above

**Other Options Considered and Reasons for Rejection**

The options are:

- (a) To accept the nomination and place the asset on the register of assets of community value
- (b) To refuse the nomination and place the asset on the register of unsuccessful nominations.

Final decision	Reason(s)
Officers have considered the nomination and are not satisfied that the principal use of the asset currently furthers the social well-being, or cultural recreational or sporting interests of the local community or that such use was made of the Property in the recent past, as required by s.88(1)(a) and s.88(2)(a) of the Localism Act 2011	The Blue Lion is a meeting place for residents from all parts of the village. Not everyone finds the Hardwick Sports and Social club convenient or wishes to commit themselves to paying to join a club so enjoys the freedom of being able to meet at The Blue Lion. However, no evidence about which village clubs use the pub could be provided so there is insufficient evidence of a contribution to the collective social well-being of the local community.

Signed	Name (CAPITALS)	Signature	Date
Communications and Sustainable Communities Manager	GARETH BELL		03/02/2021

**Further Information**

# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-21

## Summary of previous month

**Balance brought forward** **£361,304.93**

## Adjustments and amendments

LGS SERVICES VAT -219.14

## Expenditure approved at last meeting/between meetings

UNITY TRUST SERVICE CHARGE -18.00

OPUS STREETLIGHT ELECTRICITY -6.05

PARISH ONLINE ONLINE MAPPING -63.00

## Misc credits

RESIDENT TREES 35.00

HMRC VAT 16936.70

RESIDENT TREES 35.00

## Total Adjustments

16700.51

Balance revised after adjustments

£378,005.44

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	253,101.53	253415.58	-314.05
Cambridge & Counties Bank	96,903.91	96,903.91	
NS&I Income Bond	28,000.00	28,000.00	
<b>Total</b>	<b>378,005.44</b>	<b>378,319.49</b>	<b>-314.05</b>

## Expenditure for approval

£

SALARIES & PENSIONS 539.07

RPM SKATE PARK WELDING 780.00

CARSTAIRS ROOFING PAVILION ROOF EMERGENCY REP 387.16

T GILL EXPENSES 73.42

LGS SERVICES ADMIN SUPPORT 1328.14

ICO DPA 35.00 DD

## Total expenditure

3142.79

Balance c/f

£374,862.65

## Notes:

*Late invoices will be brought to the meeting*



My ref: LVL2021  
Your ref:

Date: 25 01 2021

Contact: Luke Walstow or Kate Bannigan  
Telephone: 01223 703861 and 07471412431  
E Mail: [Luke.Walstow@cambridgeshire.gov.uk](mailto:Luke.Walstow@cambridgeshire.gov.uk) and  
[Kate.Bannigan@cambridgeshire.gov.uk](mailto:Kate.Bannigan@cambridgeshire.gov.uk)



**Place and Economy  
Environment and Commercial  
Box No SH1315  
Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP**

To applicants, agents, consultees and parish  
councils submitting planning applications to  
Cambridgeshire County Council

Dear Sir/Madam

## Consultation on the proposed June 2021 revisions to:-Our Local Validation List Requirements and Local Validation Check List.

### Introduction

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should accompany planning applications submitted to Cambridgeshire County Council. These requirements are relevant for Cambridgeshire County Council's applications for its own development and waste development. These are in addition to the national requirements, which require for example completion of an application form, certificates and a site location plan. Our Local Validation requirements are reviewed biannually. The requirements were last published in June 2019. We have carried out an initial review of the list and guidance notes for 2021.

### What are the proposed changes?

Since our 2019 Local Validation List Review, the requirements of The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 need to be met. Consequently we have proposed amendments to the format and wording of the documents, which we hope will assist us in making our public documents and correspondence easier to understand and access by all. We have also proposed adding some additional requirements in line with the existing policy requirements, and the increase in electronic working arrangements. Additional changes may also need to be taken into account. For example, Cambridgeshire and Peterborough's Emerging Mineral and Waste Plan is progressing through its final stages and relevant references will need to be changed when this new plan is adopted. We are consulting you together with recent applicants, agents, statutory consultees, and parish councils on our draft documents.

## When can I comment?

The consultation period will run for 6 weeks from 25 January 2021 until 8 March 2021.

## How can I comment?

Please send all comments that you wish to make in writing by e-mail to [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk) or by post to: -County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0 AP Please ensure that all comments arrive by 8 March 2021. All comments received by 8 March 2021 will be taken into consideration.

## What happens next?

We will consider all comments received by us 8 March 2021. We are working towards reporting to the Planning Committee on 15 April 2021 if possible. A report to the Planning Committee will be published on the Council's website 5 working days before the Planning Committee meeting to which the revised changes will be reported. We intend to publish the final documents by June 2021. You can check with us near the date.

## Further information

Copies of the draft revised documents are attached. The existing Local Validation List June 2019 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2019), and supporting documents are displayed on the County Council's website. Please see [Cambridgeshire County Council's Submitting a Planning Application Website page for existing Guidance for applicants and agents on the Local Validation List and the Local Validation Check List \(June 2019\)](#)

Yours faithfully



Jane Stanley  
Interim Business Manager County Planning Minerals and Waste

## Draft: Our Local Validation List Requirements (June 2021)

NOTES:-The text and links within this draft document have been amended to take into account the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Some new requirements that have been added to our published Local Validation List Guidance Notes June 2019 are in CAPITALS below. Links to newly added guidance documents are followed by the following symbol\*.

We will check that the links to websites that are provided in this document are correct at the time of publication. This guidance will be updated when there are significant changes to planning policy documents and will be reviewed and republished at least every 2 years.

The preparation of a new Cambridgeshire and Peterborough Minerals and Waste Local Plan is in its final stages. A virtual Examination in Public was held 15-17 September 2020. Consultation on further modifications has taken place, which closed 15 December 2020. The Council expects to provide the Inspector with a schedule of representations and its response in January 2021. After the new plan has been adopted by this Council, it is our intention to update the relevant references to the Cambridgeshire and Peterborough Minerals and Local Plan within this document.

### Purpose

This document sets out the information that Cambridgeshire County Council requires to be submitted with a planning application to enable it to be accepted and processed. This guidance note sets out the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what is required 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. The submission of poor quality or conflicting information is likely to delay or prevent the processing on an application.

### Pre-application advice

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

### Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting-a-](#)

### [planning-application.](#)

In addition to giving planning policy advice, we are able to assist in advising: which documents will need to be submitted to meet the requirements of the validation checklist; upon the appropriate level of community engagement; and encouraging engagement with the relevant statutory and non-statutory bodies at an early stage.

### Our other specialist advice

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

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- PUBLIC RIGHTS OF WAY AND HIGHWAYS RECORDS
- Archaeology and Historic Environment

And

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

### More information on our specialist advice

More information can be found about Cambridgeshire County Council's specialist advice services, including the separate application forms for seeking its specialist pre-application advice and its charges by visiting [Cambridgeshire County Council's Developing New Communities web page.](#)

Also for more information, Cambridgeshire County Council's Ecology Team can be contacted by emailing [Ecology@cambridgeshire.gov.uk](mailto:Ecology@cambridgeshire.gov.uk).

And Cambridgeshire County Council's Historic Environment Team can be contacted by emailing [ArchaeologyDC@cambridgeshire.gov.uk](mailto:ArchaeologyDC@cambridgeshire.gov.uk)

### Pre-application advice from others

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

## Submitting a planning application

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

### For County Council development

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

## Mineral development

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

## National validation requirements

The national validation requirements need to be met, in addition to our local validation list requirements which can all be found by accessing the website [legislation.gov.uk](https://legislation.gov.uk). The national requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Paragraph 16 Reference ID: 14-016- 20140306 to 37 Reference ID: 14-037-20140306 of the Planning Practice Guidance](#). The national validation requirements include the payment of the correct fee. A summary of application fee categories and costs can be found by visiting [The Planning Portal English application fees page](#). An additional fee is charged by the Planning Portal for processing application fees that are submitted through the planning portal. There are additional requirements for Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

## Our local validation list requirements

The following sections describe each of the Local Validation List requirements indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Information can also be found about emerging policy on the policy pages of the relevant Council's website. Some items will require advice from a technical specialist.

### 1.Planning Statement

#### Policy Drivers

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

#### Applications that require this information

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

#### Information required

A planning statement should identify the context and need, WHEN APPROPRIATE, for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a

planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. IT SHALL ALSO CONSIDER THE LIKELY IMPACTS OF CLIMATE CHANGE.

For South Cambridgeshire District Council's area:

Where relevant for developments of proposed new floor space of 1000 square metres, consideration of integrating public art into the design of the development should be included.

### Where to look for further assistance

National planning policy documents can be found by visiting [Gov.uk](https://www.gov.uk).

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

### The Cambridgeshire and Peterborough Minerals and Waste Local Plan

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

### District and City Council Planning Policies

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

## 2. Local Authority Development Letter

### Policy Drivers

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

### Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

### What information is required?

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



granted.

#### Where to look for further assistance

See the following regulations [The Town and Country Planning General Regulations 1992](#) and [The Town and Country Planning General \(Amendment\) \(England\) Regulations 2018](#)

Both of these are on the government's website [legislation.gov.uk](http://legislation.gov.uk)

### 3.Statement of Community Involvement

#### Policy Drivers

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

#### Types of applications that require this information

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

#### What information is required?

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

#### Where to look for further assistance

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

### 4.Biodiversity survey and report

#### Policy Drivers

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

Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.

### Types of applications that require this information

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

### What information is required?

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

### Where to look for further assistance

See on the relevant websites:

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

## 5.Statement of sustainable design and construction

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridge City Local Plan (October 2018) policies 1: The presumption in favour of sustainable development, 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, and 57 (c. and e.): Designing New Buildings.
- East Cambridgeshire Local Plan (April 2015) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon off setting, and ENV 6: Renewable energy development.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdon Local Plan to 2036 (May 2019) policy Box LP 12: Design Implementation, and Policy Box LP 29 Health Impact Assessment.
- 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:

- For all applications.

Within all other districts and Cambridge City Council :

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

## What information is required?

Within all districts except Cambridge City a Statement of Sustainable Design and Construction will be required. Climate change will need to be taken into account in producing all Sustainable Design and Construction Statements. The County Council declared a climate change emergency in May 2019 and is seeking through other committees to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy that was approved by Full Council in May 2020. The current buildings that are already used by the County Council (excluding schools run by Academies) will need to account for their energy usage in the Council's carbon footprint work being undertaken by the Energy Investment Unit (EIU) outside of the planning regime. The County Council's own buildings will be subject to Building Regulations requirements which already seek to ensure energy efficiency measures for non-residential properties under the Nearly Zero Energy Buildings (NZEB) regulation and for new development will expected to meet Very Good overall and to achieve Excellent BREEAM credits in both Energy and Water.

Within Cambridge City Council's area:

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

Within South Cambridgeshire District Council's area:

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

Within Huntingdonshire District Council's area:

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

WITHIN FENLAND DISTRICT COUNCIL'S AREA:

- FOR MAJOR DEVELOPMENT, A HEALTH IMPACT ASSESSMENT IS REQUIRED

## Foul drainage strategy

A foul drainage strategy should be submitted when assessing the design implications of any new development including when the development is being designed to connect to a public sewer as a means of disposing of treated effluent. Also an assessment of dry weather flows should also be submitted. This is needed to avoid the risk of increased flooding elsewhere as a result of additional flows into the receiving watercourse.

## Where to look for further assistance

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

- [South Cambridgeshire District Design Guide Supplementary Planning Document \(March 2010\)](#): See 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](#)
- [Huntingdonshire Design Guide SPD \(2017\)](#)
- [Cambridgeshire County Council's Energy website pages including moving towards zero carbon](#)

## 6.Tree survey / arboricultural report

### Policy Drivers

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

### Types of applications that require this information

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

### What information is required?

- Details of the species, size, canopy extent, CONDITION and future management and the projected future life of trees on or adjacent to the development site;
  - Which trees are to be retained or lost;
- And
- Details of tree protection measures during development.

## Where to look for further assistance

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

- British Standard BS5837: Trees in relation to construction;
- [South Cambridgeshire District Council's Trees and Development Sites](#)

And

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

## 7. Flood Risk Assessment

### Policy Drivers

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

### Types of applications that require this information

When the application site is:

- In flood zone 2 or 3, including minor development (as defined by the Environment Agency) and change of use for all development likely to have any impact upon flood risk. For more information see [The Environment Agency's guidance on Flood Risk and Coastal Change](#);
- More than 1 hectare in flood zone 1 for all development likely to have any impact upon flood risk;
- Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. from a commercial to a residential use), or where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs);
- Less than 1 ha in Flood zone 1 if there are proposed changes to hard standing likely to affect the level of flood risk;

And

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

### What information is required?

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

## Where to look for further assistance

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

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

## 7A. Surface water drainage strategy

### Policy drivers

- National Planning Policy Framework (February 2019), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change and para 163.
- Written Ministerial Statement (18 December 2014 Secretary of State, Communities and Local Government
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS39 Water Resources and Water Pollution Prevention.
- Cambridge City Local Plan (October 2018) policies 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, 31: Integrated water management and the water cycle, 32: Flood Risk and 59 (e.): Designing landscape and the public realm.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) CC/1: Mitigation and Adaption to Climate Change, CC/7: Water Quality, CC/8: Sustainable Drainage Systems and HQ/1(1.m.): Design Principles.



### Types of applications that require 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. Visit our website for more [Flood and Water information](#).

### Where to look for further assistance

See item 7 above.

## 8. Heritage Statement

### Policy Drivers

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

### Types of applications that require this information

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

## What information is required?

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

## Where to look for further assistance

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

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

## 9.Landscape impact assessment

### Policy Driver

- National Planning Policy Framework (February 2019)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) Policy CS33 Protection of Landscape Character; and Policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(a.): Creating successful places, 57(a.): Designing new buildings; and 60: Tall buildings and the skyline in Cambridge.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 3: Green Infrastructure, Box LP 10: The Countryside, Box LP 11: Design Context and Box LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies CC/1: Mitigation and Adaption to Climate Change, HQ/1(1.a. & d.): Design Principles and NH/2: Protecting and Enhancing the Landscape Character.

### Types of applications that require this information

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

### What information is required?

- A proportionate methodological appraisal of the landscape and visual impacts of the proposed development. This is normally carried out by someone who is appropriately trained and experienced.
- FOR ENVIRONMENTAL IMPACT DEVELOPMENT REQUIRING A LANDSCAPE ASSESSMENT A LANDSCAPE VISUAL IMPACT ASSESSMENT IS REQUIRED TO INCLUDE CONSIDERATION OF SIGNIFICANT EFFECTS
- OTHERWISE A LANDSCAPE VISUAL ASSESSMENT MAY BE APPROPRIATE.

### Where to look for further assistance

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

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

## 10. Landscape proposals

### Policy Driver

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

### Types of applications that require this information

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

### What information is required?

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

### Where to look for further assistance

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

## 11. Landscape and biodiversity enhancement management scheme

### Policy Drivers

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

### Types of applications that require this information

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

### What information is required?

- A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development.
- For schools this should be in a format that the person responsible for grounds maintenance can understand.
- 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 Drivers

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

Sustainable Transport Network in Fenland.

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

### Types of applications that require this information

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

Scope of the transport information:

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

### What information is required?

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

- A layout plan of the existing access onto the public highway;
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business 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 Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- FOR SITES THAT WILL GENERATE HEAVY COMERCIAL VEHICLE MOVEMENTS  
DETAILS OF THE ROUTE WHICH THEY WILL FOLLOW TO ACCESS THE STRATEGIC  
ROUTES SHOWN ON THE CAMBRIDGESHIRE ADVISORY FREIGHT MAP.

#### Transport Assessment

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

#### Transport Statement

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

Within South Cambridgeshire District Council

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

Within Cambridge City Council

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

Where to look for further assistance

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

## 13. Parking and access arrangements

Policy Drivers

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

Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications 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).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

## Where to look for further assistance

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

## 13A. Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan

### Policy Drivers

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



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

## What information is required?

For construction effects on the environment and surrounding communities:

- A CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP) SETTING OUT THE DETAILS OF HOW THE PROPOSED CONSTRUCTION METHODS FOR EXAMPLE CONSTRUCTION WORKING HOURS; DETAILS OF CONTRACTORS CABINS INCLUDING THEIR LOCATION; PLANT COMPUNDS; AND DUST MITIGATION MEASURES ETC.

For Heavy Commercial Vehicle construction traffic:

- A layout plan of the existing access onto the public highway;
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- 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 Drivers

- National Planning Policy Framework (February 2019)
- Cambridge City Local Plan (October 2018) 57 (b. and d.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport 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.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle Movement.

### Types of applications that require this information

- All developments including waste developments that are likely to generate a significant increase in vehicle movements (OTHER THAN FOR SITES WHICH CAN DEMONSTRATE VERY LIMITED STAFFING LEVELS AND VISITOR NUMBERS). This includes school development involving a net increase of one or more classrooms,

temporary or permanent (30 pupils) or the addition of a facility such as a pre-school.

- Where the school has a Travel Plan, the application should be accompanied by an updated version that 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 maximum use of sustainable transport to and from the development
- For example, a school travel plan, , should promote safe cycle and walking routes, restrict parking and car access at and around the school, and include on-site changing and cycle storage facilities to promote maximum use of public transport. It should also 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 Section](#)
- [Travel for Cambridgeshire's Travel Plan Support Information](#)
- [The Modeshift Stars Organisation - relevant for School Travel Plans](#)

## 15. Noise AND/OR VIBRATION impact assessment

#### Policy Drivers

- National Planning Policy Framework (February 2019)
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses
- Cambridge City Local Plan (October 2018) policy 35: Protection of human health and quality of life from noise and vibrations.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/10: Noise Pollution.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 14: Amenity and Box LP 29: Health Impact Assessment.

#### Types of applications that require this information

Development proposals which:

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

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

### What information is required?

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

### Where to look for further assistance

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

## 16. Lighting assessment

### Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policy 34: Light Pollution Control.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/9: Lighting Proposals.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: design Implementation, Box LP 14: Amenity and Box LP 30: Biodiversity and Geodiversity.

### Types of applications that require this information

- Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area, or in the open countryside. Where lighting could affect local wildlife.
- Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment.

- External security lights on buildings or in car parks should be described in the application documents.

### What information is required?

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

### Where to look for further assistance

- [Planning Practice Guidance Light Pollution Section.](#)
- [Huntingdonshire Design Guide Supplementary Planning Document \(2017\)](#)
- Institute of Lighting Professionals Guidance Notes for the Reduction of Obtrusive Light (January 2012).
- The Royal Commission on Environmental Pollution's Artificial Light in the Environment (November 2009).
- South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010): Chapter 10 - Environmental Health & Appendix 7: Light Pollution.
- [Sport England Artificial Sports Lighting Design Guide \(November 2012\)](#)

## 17. Air quality assessment

### Policy Drivers

- National Planning Policy Framework (February 2019).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) policy CS34 Protecting Surrounding Uses.
- Cambridge City Local Plan (October 2018) policies 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, SC/12: Air Quality, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 36: Air quality.

### Types of applications that require this information

Where the development:

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

and bioaerosols.

- Within Huntingdonshire District Council's area Air Quality Assessments are also required for the following proposals:
- For developments where the floor space to be built is 10,000 square metres or more or where the site area is? Hectares or more);
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ);
- A significant proportion of the traffic generated would go through an AQMA or a CAZ;

Or

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

### What information is required?

- Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.
- Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements
- Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.
- Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/District Council Environmental Health Officer.
- A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

### Where to look for further assistance

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

## 18. Contaminated land assessment

### Policy Drivers

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

### Types of applications that require this information

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

### What information is required?

- Sufficient information to determine the existence or otherwise of contamination; its nature; the risks it may pose; and whether these can be satisfactorily reduced to an acceptable level -without undue environmental impact during and following development.
- Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide information necessary to determine whether the proposed development can proceed or not.
- All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (as amended) Code of Practice for the Investigation of Potentially Contaminated Sites).
- A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is recommended in the government's Land Contamination Risk Management Advice. [Link to the Department for the Environment Fisheries and Rural Affairs Land Contamination Risk Management Advice](#)
- This initial information is essential to determine whether further more detailed investigation will be required.
- The minimum requirement is a land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over).
- Where contamination is found developers will need to demonstrate in the land contamination assessment that any unacceptable risk will be successfully addressed through remediation without undue environmental impact during and following development.

### Where to look for further assistance

- [Planning Practice Guidance Land affected by Contamination Section.](#)

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

## 19. Waste Audit and Management Strategy

### Policy Drivers

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

### Types of applications that require this information

#### Development proposals:

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

### What information is required?

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

### Where to look for further assistance

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

## 20. Open Space / Playing Field Assessment

### Policy Driver

- National Planning Policy Framework (February 2019), particularly Section 8 Promoting healthy and safe communities.
- Cambridge City Local Plan (October 2018) policies 67: Protection of open space,



and 73: Community, sports and leisure facilities.

- East Cambridgeshire Local Plan (April 2015) policy COM 3: Retaining community facilities.
- Fenland Local Plan (May 2014) policies LP6: Employment, Tourism, Community Facilities and Retail.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 14: Amenity, Box LP 29: Health Impact Assessment and Box LP 32: Protection of Open Space.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.j.): Design Principles, NH/11: Protected Village Amenity Areas, and NH/12: Local Green Space.

## Types of applications that require this information

Development within designated open spaces/playing fields/allotments.

## What information is required?

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

## Where to look for further assistance

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

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

### Policy Driver

- The Landfill Directive.
- Landfill England and Wales Regulations 2002 (as amended).
- National Planning Policy Framework (February 2019) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011).
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.



- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1. n.): Design Principles, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 29: Health Impact Assessment and Box LP 36: Air Quality.

### Types of applications that require this information

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

### What information is required?

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

### Where to look for further assistance

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

[impact assessment \(HIA\): Informing the decision-making process](#), HDA (2002).

- Public Health England - [The Merseyside Guidelines for Health Impact Assessment](#) (Second edition May 2001) published by the International Health Impact Assessment Consortium

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

### Policy Driver

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

### Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

### What information is required?

- ALL SCALE PLANS AND DRAWINGS SHALL BE TO A RECOGNISABLE SCALE AND INCLUDE A SCALE BAR IN ADDITION TO THE NATIONAL REQUIREMENT OF A NORTH POINT.
- The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).
- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and maneuvering areas;
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- DRAWINGS MUST BE SUFFICIENT TO IDENTIFY THE BUILDING WITHIN ITS CONTEXT.
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100);
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale;
- Adequate cross-sections showing existing and proposed changes of level are necessary for proposals on sloping sites and all applications which include proposed changes in levels.
- It is the responsibility of the applicant/agent to provide accurate and updated plans and drawings within reasonable tolerances. The information should be sufficient to show the proposals in their context including their relationships with relevant existing on site and off site reference points/features.

### Where to look for further assistance

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

## NOTES

- Environmental Impact Assessment Development is covered by separate

regulations, which are MAINLY outside of the scope of these guidance notes.

- If during the lifetime of this list, Policy Documents, relevant legislation and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.

## DRAFT LOCAL VALIDATION CHECK LIST

(Revised June 2021)

### Introduction

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

### NOTE

Failure to submit all of the relevant required information will invalidate the application. An invalid application cannot be registered or processed until all of the information required to meet both the national and our local validation list has been received. Newly confirmed requirements have been indicated by CAPITALS. For more information please see 'Our Draft Local Validation List Requirements (June 2021)'

### Who should use this checklist?

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

1. Planning statement
2. Local authority development letter
3. Statement of Community Involvement
4. Biodiversity survey and report
5. Statement of Sustainable Design and Construction
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 ENVIRONMENTAL MANAGEMENT AND traffic management plan
14. Travel Plan
15. Noise AND/OR VIBRATION impact assessment
16. Lighting assessment
17. Air quality assessment
18. Contaminated land assessment
19. Waste audit and management strategy
20. Open space/ playing field assessment
21. Information in support of applications for the storage, treatment or disposal of waste
22. Plans and drawings (including cross-sections where necessary)

Item Number	Item	Full Report	Planning Statement	Not Relevant
1	Planning statement			
(i)	Consideration of Public Art FOR DEVELOPMENTS OF 1000 SQUARE METRES AND ABOVE (South Cambridgeshire District Council only)			
2	Local authority development letter			
3	Statement of Community Involvement			
4	Biodiversity survey and report			
5	Statement of Sustainable Design and Construction (for districts other than			
(i)	Cambridge City Completed Sustainable Development Checklist (Within Cambridge City			
(ii)	Water Conservation Strategy (Within South Cambridgeshire only)			

(iii)	<p>Within South Cambridgeshire: -</p> <ul style="list-style-type: none"> <li>• An Extended Screening/Rapid Health Impact Assessment for new developments resulting in between 1,000 to 5,000 square metres of new floorspace; or</li> <li>• A full Health Impact Assessment for developments of over 5000 square metres of new floorspace;</li> </ul> <p>Within Huntingdonshire: -</p> <ul style="list-style-type: none"> <li>• Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for developments in excess of 2,500 square metres or where the site area exceeds 2 hectares;</li> <li>• Demonstration that the design of the development has been informed by a full Health Impact Assessment for developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares.</li> </ul> <p>AND WITHIN FENLAND DISTRICT COUNCIL'S AREA: FOR MAJOR DEVELOPMENTS A HEALTH</p>			
(v)	Foul drainage strategy			
(vi)	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	Landscaping and biodiversity enhancement management scheme			
12	Transport assessment or statement			
(i)	<p>Within South Cambridgeshire and Huntingdonshire only, a Low Emissions Strategy Statement including :-</p> <ul style="list-style-type: none"> <li>• Consideration and justification of parking</li> </ul>			

13	Parking and access arrangements			
13A	Construction ENVIRONMENTAL MANAGEMENT AND traffic management plan			
14	Travel Plan			
15	Noise AND/OR VIBRATION impact assessment			
16	Lighting assessment			
17	Air quality assessment			
(i)	Within Huntingdonshire only: - A low emissions strategy is required if the air quality assessment demonstrates significant			
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 FOR WASTE DEVELOPMENT INVOLVING HAZARDOUS WASTE AND/ OR INCINERATION			
22	Plans and drawings (including cross-sections where necessary)			

# HARDWICK PARISH COUNCIL

(South Cambridgeshire District)

Clerk: Mrs Gail Stoehr  
Chairman: Cllr. Mr Tony Gill

30 West Drive  
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Greater Cambridge Partnership  
SH1317  
Shire Hall  
Cambridge  
CB3 0AP

Sent by email to: [consultations@greatercambridge.org.uk](mailto:consultations@greatercambridge.org.uk)

27 March 2019

Dear Sir or Madam

**Cambourne to Cambridge Better Public Transport Project  
Phase 2 – Madingley Mulch roundabout to Cambourne**

Hardwick Parish Council writes in response to the above consultation and wishes to comment as follows:

Route options:

Hardwick Parish Council does not support any of the Phase 2 options 1-3 set out, but of the three, considers Option 1 to be the “least worst” option.


If the scheme is to proceed, the Parish Council wishes to be fully consulted and involved in determining mitigation of the damage arising from the impact of the scheme on the village, to include:

- acoustic fencing to be put in place at the eastern end of the A1303, to lessen the impact of the A428 on the eastern end of St Neots Road;
- landscaping with as many replacement trees as possible between the A428 and the carriageways to mitigate against noise;
- to maintain a gap between the main carriageway and the cycleway, to protect cyclists; and to remove 2.2m illustrative planting on stretches of the A1303 where property drives exit onto the carriageway, to make exiting safe;
- and not excluding further possible mitigation by other means, such as traffic calming of the A1303 to cope with the extra traffic produced by vehicles travelling to either of the Park and Ride sites chosen.

Park and Ride site:

The Parish Council supports Scotland Farm as the site for the Park and Ride.

Yours sincerely

  
Mrs Gail Stoehr  
Clerk

*CC County Cllr L Nieto; District Cllr G Chamberlain*



## **February 2021: Highways and Road Safety Working Group Report for HPC**

15<sup>th</sup> February 2021

Status and Activities this month

### **Reassignment of S106 funds from Bus Signs to Traffic Islands.**

Pursued the Deed of Variation wording with James Fisher. The proposed form of wording resolved Jan 2020 Minutes is unacceptable to S106 Manager. Details circulated to Councillors and proposal provided to revert to the original revised wording in the Deed.

### **Millers Way**

Awaiting news on construction consultancy and legal position before pursuing construction of barriers and lights. No copy of contract received by our Group?

### **S/3064/16/OL Condition 28 – New St Neots Road Development**

Now on Planning Portal – decision scheduled for 9<sup>th</sup> March. HPC should comment. Proposal has been circulated for PC Resolution. Propose we accept the Condition Scheme from Hill but not the proposal for adoption and maintenance. 12 lights in the scheme agreed with Hill but of these their proposal is that Parish maintain 4 of them, County 8 of them. In the area in question SCDC own and maintain all the lights. Hill proposal is that of the 12 new lights, 3 are replacing existing SCDC lights.

I don't believe this is a Hills decision and wording for a comment on the portal has been circulated to Councillors.

### **North South Footpath Upgrade**

Continuing to monitor upgrade proposals. Work now scheduled to commence 1<sup>st</sup> March 2021. Road spaced booked and will include temporary Main Street closure for resurfacing BUT we still await final Scheme drawings. Currently being discussed between Highways John Stanley and their contractors. Seems there has been creep in costs. Should have more by time of PC Meeting. May have to lose some elements. We will not compromise on width.

### **GCP Busway**

Proposal for HPC debate and resolution February 2021 PC Meeting. First call for comments from 22<sup>nd</sup> February. Second and final call for comments by 29<sup>th</sup> March. We should review whether HPC Letter March 2019 represents current position of the village

Owing to the publicity from residents and senior figures disputing both the need for and the GCP design of the Cambourne to Cambridge Busway, this is now on hold while there is

- An independent review of the scheme Phil Swan from Shared Intelligence consultancy
- An environmental Impact Assessment EIA

In her letter to Grant Shapps, a Cambridge County Councillor has asked for the abolishment of GCP.

### **Right of Way/Permissive Paths**

Expecting RH contractors to be cutting back hedge, supply and fix new marker posts as identified during March prior to bird nesting

### **LHI 2020/21 Cambridge Road Traffic Calming**

Awaits final scheme from John O'Donnell. Coordination with North South footpath Upgrade to share some costs

### **LHI 2021/22 Village Entrance**

Presentation stage passed on 8<sup>th</sup> February. Awaiting decision end March 2021. If successful this will be done at same time as the PFHI Gates to save admin costs. Includes one traffic island from the Highways proposal Sept 2019

### **PFHI Village Gates**

Work moved to 2021/2 financial year. See comments regarding joint implementation to save costs

### **Lighting in Bus Shelters**

Clerk dealing. Collecting 3 quotes

A panel in bus shelter 2 (counting from west) has been removed by others.

### **Street Lighting**

Chasing resolution of £15k in S106 for Meridian Fields. James Fisher confirms this can be used for Maintenance and Provision. His email confirms he will instruct the funds to be sent to HPC if SCDC confirm they are not going to maintain the lights. Further email sent to SCDC Helen Taylor asking for confirmation whether she will adopt and maintain these lights (pointing out it is only 1 light as of the 3 provided, 2 are replacement) what she would charge us if we back off the maintenance back on SCDC.

Lights obscured by trees. Paper sent to SCDC Helen Taylor. Still no response. Query discussed with SCDC, about lights obscured by trees.

Await Helen Taylor response on several issues and so have asked her if she would kindly attend PC Zoom. No response

### **Bourn Airfield**

19<sup>th</sup> February 2021. Planning Meeting at which it is expected that the go-ahead will be granted to build 500 homes – not 3,500 – without the Busway guarantee but with mitigations. In the Agenda papers, Planning have acknowledged and dismissed the comments we sent them.

### **Greenways**

Proposal for Feb Meeting sent to the Clerk. Need to propose stakeholders for dialogue with Greenways. Project manager has advised he will be seeking Stakeholder involvement to help define needs and route **North into Hardwick**. Email confirmation from Greenways 26<sup>th</sup> January distributed to Councillors.

Await feedback from the Chairman regarding any outline discussions with Chivers.

### **Hall Drive**

A resolution for access at the southern end of Hall Drive has been sent to SCDC Planner for the February 25<sup>th</sup> Liaison Meeting with Hill.

Residents who deal with the upkeep of that section of Hall Drive don't want hundreds of new residents walking and cycling over their Gravel and Puddle road. Residents nearby are threatening to put up gates. The possibility of them putting up gates was stated in CCC Highways comment on planning portal.

We have asked Hill what their plan is to remedy this before it becomes a Civil Matter.

**Routine** - currently done by Speed Watch

Providing MVAS maintenance (changing batteries, extracting data and reporting data to Highways).

Speedwatch did not take place in December to February on instruction from Police regarding Covid 19 restrictions