

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Wednesday 15 February 2023 at 7.00 pm at in The Cabin at St Mary's

The Public and Press are cordially invited to be present. The order of business may be varied at the Chairman's discretion.

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.



Gail Stoehr, Clerk, 8/02/23

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 previous meetings on 18 January and 25 January**
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.6) Recreation Ground maintenance from 2023 – to consider quotations if received plus update on drainage responsibility and insurance cover
 - 4.2 (4.7) Pavilion lease – to consider quotations for valuation if received ^(AG)
 - 4.3 (4.8) PHFI 2021 – 2022 St Neots Road – to consider costs and recommendations from the Highways Working Group that the Council chooses the second option ^(JD)
 - 4.4 (4.9) To set up an HR Working Group/Committee and agree its terms of reference and membership and review other working groups and member responsibilities
 - 4.5 (7.3) To consider any matter arising from the public meeting held on 11 January with the Greater Cambridge Partnership ^(AG)
 - 4.6 (3.2 of 25.1.23) To consider the preparation of a business plan and arrangements for the public consultation required for the loan application
 - 4.7 (5.13 of 14.12.22) To consider the tree survey report and any quotes received
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
 - 5.4 To set the date of the Annual Parish Meeting
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 23/00228/PRIOR – 11 Sudeley Grove – Ground floor rear extension
 - 6.1.2 21/003438/CONDD – Land at 147 St Neots Road – Submission of details required by condition 9 (Surface water drainage), 10 (Foul water drainage) and 11 9SUDS Maintenance) of planning permission 21/03438/FUL
 - 6.2 SCDC decision and appeal notices and correspondence
 - 6.3 Tree works applications
 - 6.3.1 23/0098/TTCA – 98 Main Street
7. **Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations
 - 7.2 Report on draft bus strategy meeting and proposal that the Parish Council considers if a village meeting is necessary ^(SK)
 - 7.3 Proposal that the Council considers Hardwick Football Club's request for a 50% rent reduction in their 20/21 fee due to Covid ^(SR)
 - 7.4 Proposal that the Parish Council considers the VAT advice for the Community Centre received from PEM ^(SR)

* 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/>

- 7.5 Community Transport Initiative^(SK)
- 7.5.1 Proposal to invite Stagecoach for an update following Cambourne meeting.
 - 7.5.2 Proposal we agree on date and venue for meeting with Stagecoach (since Community centre will be centre stage in Feb, how about first week of March?)
 - 7.5.3 Proposal we make sure all people in the village are aware of the meeting and can participate (FB/HH/leaflets?)
 - 7.5.4 Proposal the PC or WG contact Caldecote PC (and possible other affected villages) to work in tandem for mutual benefit (Mary-Ann attended meeting and they may have S106 funds to share?)
 - 7.5.5 Proposal WH create a simple survey for data gathering (delays/cancellations/bus full and what residents are looking for with community transport) and share on FB/bus stops/notice board/meeting etc.
- 7.6 Hill Liaison meeting update and recommendations^(SK)
- 7.6.1 I propose that a WG be set by PC to oversee the handover process
 - 7.6.2. I propose that the drainage issues and smells in toilets be treated as a possible health hazard that Hill respond to. If PC cannot enforce, I propose we write to SCDC so action can be taken. This should not become a potential problem for the 2 big developments in the village, both under construction by Hill
 - 7.6.3. I propose that the loose pebbles (to be "managed by Encore management") that have been passed as footpath be unfit for purpose. There are pebbles everywhere as they are not the right size or shape for a path. As a resident proposed, "gravel should be comprised of irregularly shaped stones and bed down due to interlocking and form a reasonably firm surface for human and animal usage. Pebbles are round, will not interlock and always move". If the PC cannot do anything as they are not responsible, I propose that planning clerk be contacted so this can be amended for future developments as this is a big accessibility issue. As it stands, many villagers use that path for dog walking, rambling and to access the allotments and playground. Anyone who is disabled, differently abled, kids or dogs cannot use that path as it stands. Hill have commented that the dog walkers and residents with accessible needs can use alternate paths around the development and not necessarily the pebble path. However, there should not be paths in new developments that are not accessible and PC should consult with SCDC to make sure this is the case.
 - 7.6.4 I propose that the tree surveyor survey in MFs in 2023 that has been approved by the PC confirms trees and hedges are alive and in good shape for handover
 - 7.6.5 I propose that the parking spaces at the entrance to the development be turned back to green spaces as indicated in the planning application.
 - 7.6.6 I propose that the grass and equipment on playground be inspected by WG to ensure it is good enough and can be maintained.
 - 7.6.7 I propose that allotments are inspected to make sure there is good quality soil and fences/boundaries confirm to plan
 - 7.6.8 I propose that the benches are inspected to confirm they are in the right place and fit for purpose.
 - 7.6.9 I propose any green areas that the PC will oversee long term are in suitable condition and more money will not have to be spent to fix issues.
 - 7.6.10 I propose that bins are placed for dog walkers as well as other waste by the PC on the common areas (green space and playground)
 - 7.6.11 .I propose that WG consults residents to confirm nothing is missed in the areas that will be handed over to the PC
 - 7.6.12. I propose that the PC contacts Hill for a tentative handover date
 - 7.6.13 I propose that the approval to lighting scheme submitted to Cambridgeshire District Highways be confirmed and work overseen by WG
 - 7.6.14 I propose that the bus shelter contribution is confirmed and date for transfer of funds agreed
 - 7.6.15 I propose that the village maps installation is overseen by the WG and Hill provide and erect two "village maps" one to replace the original that they removed at site entrance and a second by St Mary's to update the existing one over the next few months
 - 7.6.16 I propose that a notice board is erected in the Meridian Fields so that residents who do not favour technology have equal access to information.
- 7.7 Proposal that the Parish Council repair the Parish Notice Board outside the shop on Cambridge Road^(GM)

8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council

* 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/>

- 8.1 Correspondence from Hill in response to emails from Cllrs Rangadurai and Krishnamurthy and offer from Hill to liaise directly with the Parish Council
- 8.2 CCC – Consultation on the proposed 2023 revision of the Local Validation List for planning applications for the County Council’s own development and for waste development (deadline 16 March)

9. Closure of meeting

* 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/>

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 14 FEBRUARY 2023

Type or copy website links into your browser for more information.

Where I have supporting information this may be found below or in the attached supporting papers.

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 previous meetings on 18 January and 25 January – attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
- 4.2 (4.6) Recreation Ground maintenance from 2023 – to consider quotations if received plus update on drainage responsibility and insurance cover
Quotations are awaited at the time of writing but one company has expressed an interest.
- 4.4 (4.9) To set up an HR Working Group/Committee and agree its terms of reference and membership and review other working groups and member responsibilities
Current working groups and member responsibilities. Taken from the approved minutes.
If any Cllr believes they are on a working group or have a responsibility that is not listed then please point out the minute of the meeting where this appointment was made by the Parish Council.

Trees – Cllr Gill. (May 2022)

Planning –Cllrs Gill (May 2022) and Moffett. (July 2022)

New developments and S106 – Cllr Rose. (May 2022)

Hardwick Community Centre Working Group – Cllrs Rose.(May 2022)

Chivers liaison – The Chairman. (May 2022)

Play area inspections - Cllr Gill (May 2022) and Cllr Krishnamurthy (August 2022)

Community engagement -- Cllrs Rangadurai, Dabrowski and Armisen?

'The Village Plan', 'The Community Transport Initiative' and 'Healthcare in Hardwick'– Cllr Armisen to assist Mia Cassey. (July 2022)

Highways and Road Safety Working Group and Greater Cambridge Partnership liaison– Cllrs Dabrowski, and Moffett. (July 2022)

Webmaster - Cllr Moffett (July 2022)

Deputy Webmasters Cllr Krishnamurthy (October 2022)

Facebook moderators - Cllrs Dabrowski, Phillips and Rangadurai (October 2022)

Pavilion Lease renewal Working Group – Cllrs Gill, Phillips, Krishnamurthy (November 2022)

Proposed defibrillator and grant application–Moffet (December 2022)

Meridian Fields public open space - Cllrs Dabrowski, Rangadurai and Krishnamurthy are to monitor and liaise with the developer on any land to be transferred to the Parish Council prior to the transfer taking place to ensure the land and any landscaping is as agreed in the planning condition and S106 Agreement. (August 2022)

The Chairman and Vice-Chairman are ex-officio on any committees or working groups.

- 4.7 (7.3) To consider any matter arising from the public meeting held on 11 January with the Greater Cambridge Partnership
County Cllr Michael Atkins has written:
“I've followed up on the car access on St Neots Rd, and the GCP project team have confirmed that the next version of the plans will be as before but simply with the bus gate removed, i.e. an on-road

option with no additional restrictions for drivers. We'll get more details as to lights to access bus stops etc. in a few weeks which should clear up any remaining questions.”

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
None at the time of writing.

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

6.1 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.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

6.1.1 23/00228/PRIOR – 11 Sudeley Grove – Ground floor rear extension

6.1.2 21/003438/CONDD – Land at 147 St Neots Road – Submission of details required by condition 9 (Surface water drainage), 10 (Foul water drainage) and 11 9SUDS Maintenance) of planning permission 21/03438/FUL

6.2 SCDC decision and appeal notices and correspondence for info only - to note

6.2.1 22/05376/HFUL – Woodville, 343 St Neots Road – Singles storey rear extension to replace existing rear extension – Permission granted by SCDC.

6.2.2 22/04071/OUT – 347 St Neots Road – Replacement dwelling on existing residential plot of land – Permission granted by SCDC.

6.2.3 22/04862/S73 – Land at 147 St Neots Road – S73 to vary condition 2 (Approved drawings) of ref: 21/03438/FUL (Erection of 9 self contained residential flats and associated infrastructure and works) to remove the communal roof terrace including the access staircase and associated overrun, and replace with an array of 52 photovoltaic panels with green roof – Permission granted by SCDC.,

6.2.4 21/03058/FUL – 339 St Neots Road – Erection of 2 no. 3 bed dwellings (Further variation to S/2665/17/FL, S/0884/19/VC, and S/3206/19/VC – Permission refused by SCDC.

6.3 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.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

6.3.1 23/0098/TTCA – 98 Main Street

7. Members reports and items for information only unless otherwise stated

7.1 New Housing Developments and Planning Obligations

7.2 Report on draft bus strategy meeting and proposal that the Parish Council considers if a village meeting is necessary ^(SK)

Cllr Krishnamurthy has written:

“I hope many people will fill this survey.

Should this be on the FB, Hardwick Happenings and website as well?

We (Javier and me) attended a meeting with the Stagecoach director organised by Cambourne. There were councillors from Caldecote as well. We have been asked if we would like to organise an event in Hardwick/Caldecote and I would like to add this to the agenda for Feb meeting.

The bus initiatives and transport options are a big issue for the village and this year, there is a real possibility to bring about change.”

7.3 Proposal that the Council considers Hardwick Football Club's request for a 50% rent reduction in their 20/21 fee due to Covid

Cllr Rose to report.

The Football Club have written:

“2019/20 season – season effectively ended early with no sport allowed from 26/3 to mid July.
2021/21 season – restrictions meant no football between 1/11 and 17/4

If the Parish Council would consider accepting half the charge for one of the seasons we would consider that a very kind gesture.”

£250 has been received. £250 outstanding.

- 7.4 Proposal that the Parish Council considers the VAT advice received from PEM
Cllr Rose to report. He writes:
“I attach a copy of the VAT advice I have received from PEM. Please circulate this to the Council and I will try and answer any questions they might have at the next meeting.”
- 7.5 Community Transport Initiative^(SK)
Attached.
- 7.6 Hill Liaison meeting update and recommendations^(SK)
Attached.
- I’ve included all on the agenda although it appears to me that many of the proposals are already covered by the Council’s decision at its meeting in August 2022
- 4.12 Proposal that the Council considers standard handover checks before Parish Council takes over land from developers - example - Meridian fields allotment / other areas
RESOLVED Cllrs Dabrowski, Rangadurai and Krishnamurthy are to monitor and liaise with the developer on any land to be transferred to the Parish Council prior to the transfer taking place to ensure the land and any landscaping is as agreed in the planning condition and S106 Agreement. ^(Prop AG, 2nd SR, unanimous)
- The email from Hill indicated that Hill was looking to transfer in Feb.
December 2022 minutes record
- 5.13 (5.4 of 28.9.22) To consider quotations for carrying out a tree survey
RESOLVED having considered the two quotations received, to accept the quotation from Eastern Tree Surgery for £1200.00 plus VAT, as the cheaper quote, to carry out the survey for the existing areas only at this stage. ^(Prop SR, 2nd GM, unanimous)
- Eastern Tree quoted £515 to survey the trees on the Meridian Fields POS.
8. **To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
- 8.1 Correspondence from Hill in response to emails from Cllrs Rangadurai and Krishnamurthy and offer from Hill to liaise directly with the Parish Council
Circulated to Councillors.
- 8.2 CCC – Consultation on the proposed 2023 revision of the Local Validation List for planning applications for the County Council’s own development and for waste development (deadline 16 March)
Attached.
9. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-23

Summary of previous month**Balance brought forward** £1,221,956.74**Adjustments and amendments****Expenditure approved at last meeting/between meetings**

COMMUNITY CENTRE CHARITY	GRANT	-6000.00
ZURICH INSURANCE	INSURANCE - FIDELITY INCREASE	-56.00
OPUS ENERGY	STREETLIGHT ELECTRICITY	-170.04

Misc credits

HSSC	RENT	1000.00
HARDWICK FC	PITCH HIRE 2020/21	250.00

Total Adjustments -£4,976.04Balance revised after adjustments £1,216,980.70**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£137,917.83	£138,561.47	-£643.64
Cambridge & Counties Bank	£79,062.87	£499,062.87	-£420,000.00
NS&I Income Bond	£1,000,000.00	£968,000.00	£32,000.00
Total	£1,216,980.70	£1,605,624.34	-£388,643.64

Expenditure for approval

SALARIES		£579.14
CLASSIC HIRE LTD	TOILET HIRE (1 WEEK + DEL./COL.)	549.00
CLASSIC HIRE LTD	TOILET HIRE (3 WEEKS)	1080.00
LGS SERVICES	ADMIN SUPPORT JAN 23	1445.37
EASTERN TREE SURGERY	TREE SURVEY	1440.00
G MOFFETT	EMAIL & WEBSITE EXPENSES	245.37
A GILL	WEBHOSTING EXPENSES	79.43

Total expenditure £5,418.31Balance c/f £1,211,562.39**Notes:**

BANK STATEMENTS FOR THE NS&I AND C&CB ACCOUNTS SHOWING THE TRANSFERS ARE AWAITED.

THERE ARE 2 INVOICES FOR TOILET HIRE, ONE FOR ONE WEEK AND A SECOND INVOICE FOR A 3 WEEK PERIOD. THE CHAIRMAN BOOKED THE TOILETS FOR 2 WEEKS BUT THE COMPANY WON'T ISSUE A CREDIT FOR UNUSED HIRE UNTIL AFTER THE TOILETS ARE COLLECTED AND WANT PAYMENT IN FULL.

Hardwick Community Centre charity [HCC]

On 10 November I offered to set up a charity for fundraising and as a possible template for a future management company if that is what HCCWG wanted and HCCWG agreed that it was. Tony Gill and Grenville agreed to be the first trustees along with me.

I incorporated the charity on 13 December 2022 with Tony, Grenville and me as first trustees, directors and guarantors. For now the company address is my address.

HCC completed an application to open a current bank account with Unity Trust Bank on 28 December 2022 and the account was opened on 13 January 2023.

Account name: Hardwick Community Centre

Account number: 20471198

Sort code 60-83-01

Hardwick Parish Council deposited £6,000 in the account on 17 January 2023 to facilitate the process of HCC registering as a charity with the Charity Commission and to help obtain a gift aid number from HMRC. The £6,000 can only be used towards the provision of a community centre in Hardwick.

HCC applied to HMRC for a gift aid reference number on 18 January 2023. On 7 February 2023 we received confirmation from HMRC that that HCC is a charity for tax purposes with effect from its date of incorporation on 13 December 2022.

Any donations can and should be paid into the above bank account.

Any donations received after 13 December 2022 are eligible for the Gift Aid scheme. I have spoken to Alan about some of the basic rules regarding gift aid and this could be the topic of a separate email and/or meeting. Donors must not obtain a benefit as a result of making a donation. A simple acknowledgment of donations e.g. on a website or on a plaque is not considered a benefit provided it does not promote a business or appear as an advert. Neither is naming all or part of a building after an individual donor considered a benefit provided the naming does not act as an advertisement. See <https://www.gov.uk/government/publications/charities-detailed-guidance-notes>

On 24 January 2023 HCC submitted a 20 page application plus attachments to the Charity Commission requesting that HCC be a registered charity. The Commission had no questions regarding registration and on 27 January 2023 the Charity Commission confirmed that HCC had been entered onto the Register of Charities with Registered Charity Number 1201754.

Therefore fundraisers can highlight that HCC is a registered charity and that gift aid is available on individual donations subject to signing a gift aid declaration form (Alan has copies.)

In the initial incorporation, bank account application and the applications to the Charity Commission and HMRC we covered both

- a) fundraising activities of HCC and
- b) the possibility that HPC wants to grant a lease in the new community centre building to HCC so that HCC could then become the vehicle for operating the centre once completed.

HCCWG needs to consider whether or not it wants HCC to fulfil an operating role in future. If so I believe it needs to ask HPC whether or not it wants to grant a lease to HCC (see also later)

There are only three trustees at present. That might be all that is needed were fundraising the only activity. Donations can be paid into the bank account and there will need to be a process whereby those funds become available when it is time to sign a contract for the centre construction. However the fundraising group is not currently represented on the board. *What is the view of the fundraising group? Does it want representation on the board of trustees?*

If HCC does become an operating company it will definitely require more trustees.

HCC needs some headed paper which meets the legal requirements of a company and a charity. I suggest a header with the Hardwick Community Centre name and logo and a footer with Registered office address 6 Sadlers Close Hardwick Cambridge CB23 7YE, Incorporated in England Wales Registration number 14537878 and Registered Charity Number 1201754. I will seek a volunteer to help with this.

Hardwick Parish Council [HPC]

A history of the involvement of HPC to date.

HPC agreed to appoint me to the HCCWG and since then HCCWG has agreed that a second Parish Council member should be appointed to reflect their possible financial contributions. HPC is the recipient of s106 funds that can only be used to fund the building of a community Centre. It owns the land on which HCCWG wants a community centre to be.

On the advice of HCCWG

- a) it has appointed an architect and other suppliers and professionals and is paying their invoices based on approval by HCCWG and AMA
- b) It originally agreed to a budget of £1.1 million for the construction of a community centre
- c) It has agreed to submit a planning application
- d) It has agreed to request tenders for the construction of a new community centre

Separately it has decided to set aside funds to help with initial operating costs and fit-out costs. These currently total approximately £75,000 up to 31 March 2023 although the £6,000 donation in January might come out of this. HPC also agreed to nominate Cheryl Phillips to attend the offices of AMA to observe the opening of the tenders. This is to ensure that the procedures comply with HPC rules for contracts of this nature. If HCCWG wants to send an observer this would be possible.]

On 25 January 2023 at its budget meeting HPC agreed

- a) To add a further £10,000 to the fund for initial operating costs and fit-out costs increasing it to £85,000
- b) To apply for a PWLB loan to help build the new community centre
- c) To set aside £15,000 to meet possible loan repayments in 2023/24 based on a full year loan repayments of £25,000
- d) A new working group has been set up by the Parish Council specifically in respect of PWLB borrowing. This working group initially comprises Soumya Krishnamuthy and Javier Armisen.

I cannot think of anything else that HPC has agreed. Specifically it has not agreed on any specific cost or cost range for the project and it has not agreed to take any role in the operation of the community centre.

As part of the process for applying for a PWLB loan it is necessary to have a consultation with the village as this loan will impact on the council Tax charge payable by the residents. The application has to come from HPC but the PWLB working group might appreciate help from HCCWG with e.g. the public consultation exercise.

Professional fees

HPC is paying architects (AMA), quantity surveyors (Grove), and structural engineers (Andrew Firebrace) based on a combined fee package of £74,800 +VAT which is based on an approximate construction cost value of £880,000. Final construction costs are likely to be in excess of this which means HCCWG might need to revisit the costs previously agreed with AMA.

Tenders

Currently 4 contractors are expected to submit a tender by 24th February – date put back from 10th February because one of the tenderers needed more time.

Cheryl Phillips is attending and observing on behalf of the Parish Council to check that the process meets the financial regulations applying to HPC.

On receipt of the tenders Grove will produce a draft Tender Report by 3 March for HCCWG to review after examining and carrying out due diligence on the two, or possibly three, lowest tenders received. The draft tender report should give us a ball park figure that needs to be met from fundraising and borrowing. Grove will produce a final tender report by the end of March following which decision can be made by HCCWG for agreement by HPC – or maybe jointly. This is a continuation of the process we have had in the past which gives other groups e.g the Community Association the opportunity to comment through its representatives on the group. There will also be a village consultation as part of the PWLB borrowing. Hence it is a village decision which will help advise HPC as to its final decision.

As soon as work starts the contractor will have questions of the architect who will no doubt pass them on for a decision. Within limits this needs to be a group like HCCWG, or by that stage possibly HCC. It should not be HPC who will need a meeting every time they make a decision.

Management Group, Hardwick Community Association and lease

A management group will need to follow on from HCCWG and manage the community centre once it opens.

HPC do not want to do this. Therefore the likely route will be for HPC to grant a lease to a management group which might well be HCC. Assuming it is HCC, both HPC and HCC will need to consider and agree the terms of the lease perhaps with the benefit of legal and tax advice. There may be other agreements needed in addition to the lease. It does not make sense for HPC to act both on its own behalf and that of HCCWG/HCC so the people representing each “side” will need to be different.

If it is HCC then more trustees will be required with a management group and user group.

We have two representatives of Hardwick Community Association on HCCWG. Alan as chair of HCA and Anne Jones representing the Trustees of the Community Rooms. For continuity we should have some members of HCA involved with the management group. Also we need to know what is going to happen to HCA and any of its assets.

Some points arising from Melbourn Hub meeting on 8 December 2022

John Travis chair

Don't have carpets in meeting rooms

Do have secure access wifi and aircon if hiring to commercial hirers

They also have motorised projectors and screen but I think a large screen TV would work better

Staff room

Have plenty storage

Get a mix of volunteers and permanent staff

Don't underestimate the amount of hard work needed

Happy to help with questions that might arise

The library had an important role in getting the café accepted as part of a charity (the charity and the library are in the same area).

Legal and tax advice

I am seeking and have received professional advice in connection with VAT on building costs and tax on café activities

Name

This may be offered to a substantial donor but there ought to be some involvement on this from HCCWG. We might come up with a name ourselves or run a survey with the village about a suitable name. My view – Hardwick Hub would be better than say Hardwick Community Centre but can we do even better?

Steve Rose

8.2.23

Project Proposal for Community Transport

Prepared for: Community Transport Initiative, Hardwick
Prepared by: Mia Cassey, Javier Armisen, Soumya Krishnamurthy

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Objective

The objective of this project is to deliver the sustainable Community Transport Initiative (CTI) for Hardwick. This should address the issue of limited public transport provision at the southern end of the village and also contribute to the overall sustainability of the village by improving access to transport for other sections of the community such as residents with limited mobility and village groups.

Background

The initiative was started by Mia Cassey in 2017. Since then the transport situation has deteriorated in the village. In September 2022, Stagecoach threatened to cancel the bus service via Hardwick. In January 2023, the Stagecoach Director referred to the service as "not paying for itself" and did not give us confidence that the service would keep running. Rather than waiting for the inevitable, it seems like a sensible idea to look for possible options to enable the people of Hardwick to have community transport options.

Proposed Solution

The solution that was agreed was to provide a community bus that can be used to provide transport options to the village, especially Grace Crescent and Meridian Fields. The document in folder contains details of resolutions approved by HPC that was submitted to SCDC to assist them in finalising Section 106 agreements. As a consequence, two recent Planning Applications (S/1694/16/OL and S/3064/16/OL) have included S106 funding for the provision and support of Community Transport for Hardwick.

HPC Resolutions so far

(compiled by Mia Cassey)

HPC considered a number of resolutions that were proposed in the report that was submitted to them and accepted the following:

The Parish Council resolved to:

1. Continue to support and pursue the establishment of a Community Transport Initiative (CTI) for Hardwick.
2. Support negotiations with the developers to secure the proposed Section 106 funding of £45k from Hill2 (Grace Crescent) and £20k from Circle2 (St Neots Road).
3. The Parish Council resolves to support the request for negotiations with the developers to incorporate flexibility regarding the allocation of S106 funding between Capital and Revenue costs for the CTI.
8. Support the establishment of a management body such as a registered charity or a 'not for profit' Community Interest Company to deliver the Community Transport service.
9. Appoint Councillor Humphries to assist in forming and subsequently act as trustee or Director alongside others in the alternative management body.
10. Task the management body with delivering a range of Community Transport services including operating one or more vehicles to transport members of Community organisations under section 19, and/or community bus services that are 'local bus services' and can carry the general public under section 22 permits.
11. Use the S106 funding to procure a vehicle for use by the CTI and to make the vehicle, together with the S106 operational support funding, available to the management body to facilitate delivery of the services.
12. Authorise and support further work to determine the nature of the management body, the appropriate size and specification of vehicle, vehicle funding arrangements and discussions with relevant organisations with a view to securing the necessary permits, licences, insurances, and other arrangements for the proper operation of the Community Transport service.

Project Summary

Overall Plan

1. The first step is information/requirement gathering. We came to the conclusion that we could contact existing community bus schemes around Cambridge to understand the process they followed and how successful the initiative has been. We also wanted to understand what the Stagecoach plans are so as to be aware of the extent of support that was needed. To do so, we have identified the following items as a priority.
2. Based on requirements and options to consider, shortlist possible vehicles
3. Place order for vehicle and in the meantime, begin the process of establishing how the initiative will be funded in the long term (we assume we have enough to run for 2-3 years) and who will be responsible to run the service.
4. Consider placing ad for drivers who will need to be checked (DRB/Licence requirements) and trained.
Can drivers be paid or will it have to be voluntary?
What are the repercussions of this decision?
Where will the vehicle be parked?
5. Build a schedule and advertise so everyone is aware there is a service that can be utilised.

To-do list

- WG: Get quote from Vectare to run demand responsive travel
- JA: Contact Histon and Impington Community Minibus service to gather more information about costs and practical implications of running a community bus
- WG: Consider information gathering from Milton and Landbeach Scout bus
- WG: Contact South Cambridgeshire Community transport
- SK: Gather information from experiences of Camcare in Cambourne as they bought a bus recently
- WG: Identify Hardwick needs by considering the following questions:
 1. Who wants to travel? (Age, disabilities..)
 2. Where to?
 3. How many people?
 4. When?
 5. How often?

6. What are the challenges/gaps in the existing that need to be filled.

Progress so far

7 February 2023: JA has written to Histon and Impington Minibus service requesting a meeting to discuss costs. SK has written to Camcare requesting the same.

6 February 2023: SK wrote to Gail (Clerk) and Tony requesting for the project to be added to agenda. First point was to have the meeting with Stagecoach and get an idea about demographics, passenger needs and challenges. Goal is to understand what Stagecoach has to offer and identify gaps/gather requirements.

31 January 2023: JA wrote to Stagecoach requesting meeting as he had proposed and asking for an agenda that could be presented to PC. We all agreed win-win situation is when the demand (number of passengers) and the service (frequency of the bus and available routes) can meet. He agreed "discussion on how we can build passenger numbers to ensure the sustainability of the service would be the best tack" in response (3 Feb 2023).

19 January 2023 WG: Got in touch with Stagecoach to understand current public transport initiatives and plans to continue after March 2023. We attended a meeting organised by Cambourne where residents on the Citi 4 route (and councillors from Caldecote and Hardwick) got to hear Director David Boden on the future on the route. He did not seem too optimistic and reaffirmed that we should be self-reliant

Options to consider

(compiled by Mia and continued by JA/SK)

Vehicle Size

Smaller vehicles are generally considered to be easier to drive and hence might make it easier to recruit drivers (voluntary or paid). Larger vehicles have a greater number of seats and/or payload and may be more appropriate if demand for services is great and may be attractive to groups such as the village school or Scouts & Guides that may be interested in using the vehicle for trips.

Vehicle Specification

There are many factors to consider such as the number of seats, wheelbase length, roof height, how many wheelchair users might be accommodated and whether wheelchair access should be from the side or rear and by ramp or lift.

Driver Licensing

A minibus is classed as a vehicle with between eight to sixteen passenger seats and less than 3.5 tonnes. These vehicles can be driven by anyone with a driving licence issued prior to 1st January 1997, permitting driving of Group A (or B for automatic) vehicles, provided the driver is over 21 years of age and is not driving for hire or reward.

However, as the Scheme will almost certainly need to recover at least a proportion of its operating costs either directly from passengers or indirectly through Village organisations, it will be classed as being used for hire or reward, albeit 'not for profit'.

Operator Permits/Licencing

Section 19 permits are either 'standard permits' for vehicles which are adapted to carry no more than 16 passengers (excluding the driver) or 'large bus permits' for vehicles which are adapted to carry 17 or more passengers. These permits may be granted to organisations that operate vehicles without a view to profit to transport their members, or people whom the organisation exists to help. Section 19 permit vehicles can't be used to carry members of the general public.

Section 22 permits are issued to bodies concerned for the social and welfare needs of one or more communities. They operate vehicles without a view to profit and use those vehicles to provide a community bus service. Unlike section 19 permit vehicles, community bus services are 'local bus services' and can carry the general public. Local bus services are defined as services using public service vehicles for the carriage of passengers by road at separate fares on which passengers may travel for less than 15 miles.

Vehicles adapted to carry 9 or more passengers (excluding the driver) may be used under a community bus permit.

It should be noted that it is possible for schemes to have both Section 19 & 22 permits, however, vehicles must display the relevant permit and it is illegal to display both permits at the same time.

Other solutions

An option is that of **licencing as a taxi operator**, which might be appropriate for certain modes of operation. Further work will be required to determine the appropriate size and specification of vehicle and the most appropriate operating Regime (i.e. permit/licence) for the Hardwick.

Last but not the least, **Demand Responsive Travel services like Vectare** can be requested to provide a quote. This will solve issues like running the bus, creating app, driver training etc. They have been running Ting in West Hunts very successfully.

Community Transport Initiative can also look at Dial-a-Ride, Voluntary Car Scheme and Taxicard schemes

Budget

The following costs have to be considered

- Cost of vehicle (Buy outright/lease)
- Driver training
- Servicing and MOT
- Insurance
- Fuel
- Driver costs (if any)

Further/Background Reading

- <https://www.hifriends.org.uk/about/>
- <https://www.scambsgov.uk/community-safety-and-health/roads-and-transport/community-transport/>
- https://www.kent.gov.uk/_data/assets/pdf_file/0007/77263/Setting-up-a-community-transport-scheme-in-Kent-toolkit.pdf
- <https://www.scambsgov.uk/community-safety-and-health/roads-and-transport/community-transport/>
- <https://east.vectareportal.co.uk/maps/>
- <https://transport.cambridgeshirepeterborough-ca.gov.uk/buses/demand-responsive-travel/ting/>

Section 106 Contribution (S/1694/16/OL - Hardwick (Grace Crescent))

"The provision of cycle stands and a community transport vehicle, the footway improvements and real time passenger information installations"

"In addition to the provision of the community building, the proposal would provide a community transport vehicle, which would be managed by the Parish Council. This would compensate for the fact that this site is approximately 1 mile south of the more regular bus service along St. Neots Road and would enhance the alternatives to the use of the private car. This, along with the proposed footway and bus stop upgrade works would enhance the environmental sustainability of the scheme."

Section 106 payments summary:

Item	Beneficiary	Estimated sum
Early years	CCC	Either £60,000 or £258,461.56 depending on whether the community rooms at the Primary School convert to early years classrooms
Transport (2 x real time passenger information displays serving 2 bus stops)	CCC	£54,000
Sports (extending pavilion)	SCDC	£30,000
Offsite play equipment	SCDC	£30,000
Indoor community space (new community centre)	SCDC	Either £608,000 or £409,538.44 depending on whether the community rooms at the Primary School convert to early years classrooms
Household waste bins	SCDC	£7,500 (circa)
Monitoring	SCDC	£2,000
Healthcare	SCDC	£32,220
Community transport	SCDC	£45,000
TOTAL		£868,720
TOTAL PER DWELLING		£8,864.49

S/3064/16/OL - Hardwick (Land South of St Neots Road)

"The provision of a contribution of £20,000 towards the maintenance of the community transport facility secured via the Grace Crescent scheme would further enhance the environmental and social sustainability of the scheme"

"In addition to the provision of the community building, the proposal would provide a contribution towards the **maintenance** of the community transport vehicle secured via the Grace Crescent scheme, which would be managed by the Parish Council."

Section 106 payments summary:

Item	Beneficiary	Estimated sum
Transport	CCC	£61,000
Life Long Learning	CCC	c£11,135
Sports (extending pavilion)	SCDC	£45,000
Off site play equipment	SCDC	£45,000
Indoor community space (new community centre)	SCDC	£424,000
Household waste bins	SCDC	£73.50 per house and £150 per flat
Monitoring	SCDC	£2,000
Healthcare	SCDC	£58,673
Community transport	SCDC	£20,000
TOTAL		£666,808
TOTAL PER DWELLING		£4,301.99

Liaison Meeting update

Objective

The objective of this agenda item is to discuss the handover process for Meridian Fields. The common areas to be adopted by the council are to be handed over and PC should listen to the concerns of residents so that future issues can be foreseen and potentially dealt with. This could be applied to Capstone Fields as well in the future.

Background

On 6 October 2022, a meeting was held (attended by Tony and Prasanna from PC) during which S106 obligations related to street lighting at St Neots Road and changes to S106 monies for resurfacing Millers Way and bus improvements were discussed. An additional item was brought up by Tony Gill :

"TG queried on Meridian Fields and hand over of Green Spaces and the date the handover will take place. No date could be provided at this time, Chloe to ask her colleagues to provide Tony Gill with this date." Queries were also raised "on responsibility of the Parish Council for Green Spaces and the maintenance of these. Legal agreement will need to be checked to provide obligations for the maintenance of these spaces."

PR sent an email in response to Ben regarding issues in Meridian Fields - summarised in Appendix. BT responded that "these concerns are incorporated into the next meetings agenda so they can be addressed".

The next meeting was on 12 December 2022 (attended by JD, PR, SK, SR) and Agenda just mentioned community issues will be discussed without reference to concerns raised earlier or handover date. The meeting did not discuss the issues raised by PR and nothing was mentioned about handover.

On Jan 24, 2023, Nikki forwarded a response from Hill (Daniel Brown) which is in the next section. The meeting is scheduled for March 16, 2023 just after the next PC meeting. There is a reference to handover in February.

Email correspondence summary

1. There is a condition (Planning Condition 28) on Hills to deliver extra Lighting on the St Neots Road. Already identified and designed. 1st phase 12 lights due prior to occupation - so a bit behind schedule. Plus extra lighting for 2nd Phase (23 homes) seems to be a S106 proposal - more lighting on St neots Road between Hall Drive and Millers Way. Poor lighting is a big issue for St Neots Road Not sure status? **We are still awaiting approval of the lighting scheme submitted to Cambridgeshire District Highways, we continue to chase this and will install as soon as we are able to, once the scheme and a road space bookings have been approved.**
2. Hills are due to provide a Bus Shelter (south side St Neots Road by Howells Way). When? **In accordance with the Section 106, Hill are to provide a bus stop contribution towards the maintenance of the west bound bus shelter, there is not a provision for providing one.**
3. Hills kindly agreed to provide and erect two “village maps” one to replace the original that they removed at site entrance and a second by St Mary’s to update the existing one - agreed with Site Manager, Lee Hammond. Not heard status. **This may have been missed by us due to Mr Hammond leaving the company. I will ensure this is followed up, supplied and installed within the next few months.**
4. I am told by my contact at the Ramblers Association that a Hardwick member of the British Horse Society has applied to have the unadopted land through Capstone Fields instated as a Right of Way. Apparently she used to ride her horse on that track pre-Hills. Just interested to get Hills view on that. The track is on the Government Land Registry map if you manage to gain access to Parish Online which Clerk arranged for me. **The land is unregistered land and will remain unbuilt, the planning approved plans are for the area to be open space with a Breedon gravel footpath linking the track to the west of Capstone Fields with Hall Drive.**
5. There used to be regular discussion/corres with some Hall Drive residents about the pedestrian/cycle access with Capstone Fields at the bottom of Hall Drive. Prime spokesman was Mr Broderick at 55. They were looking for support from Hills as up to now the Hall Drive residents had been maintaining that end of Hall Drive at their cost. There is also no lighting provision there. **As the above, the planning approved drawings show a footpath across the site linking the track on the West of the site to Hall Drive as this is unregistered land there is no ownership and as above several people have a right of way over this area. There is no provision for lighting along the unregistered land footpath within the site nor onto Hall Drive. I do not believe there is lighting along any of Hall Drive?**

From email to Ben Thackray dated 13/10/2022 regarding Meridian Fields:

1. The pebble path around the development has been a chief cause of concern. The path is not practical and is not inclusive for most of the residents. Children frequently fall over when running, kick the pebbles on to the street that causes punctures and excessive sweeping efforts, dog walkers cannot use it, young mothers cannot push their pram on it, no one can bike on it and handicapped people are unable to use it. Almost every resident at the Meridian Fields views this path as a design flaw and would like this to be converted to a proper inclusive and utilizable one and according to the plan. **The footpath has been installed as per the approved planning drawings as a gravel footpath. There are further tarmac footpaths and shared surfaces upon the development linking all areas of the site to ensure inclusivity for all.**

2. The playground in the development has not been completed for a long time and the yet again, almost every resident here feels completely let down by the state of this playground. Some of the adjectives used by the residents to describe this are - disgrace, awful, a joke, too little too late. The equipments put inside lack imagination and do not provide any entertainment to kids older than 4 years. The residents would like a proper fix of this playground and open it for use. **The playground equipment installed is as per the planning approved drawings and has been opened for public use since late 2022. There are still some areas of the public open space and the allotments to be completed, we have struggled greatly with weather, certain materials and labour delays this past year contributing to this not having been completed yet. Our contractor has confirmation now that the remaining materials are being delivered week commencing 23/01/2023 and will have the whole area completed by the end of January 2023, subject to weather. We anticipate handing this area straight over to the parish at the start of February.**

3. There are several metal objects like broken fences jutting out of the ground around the playground area. Despite raising this with Hills, there has been no action taken. There are also cement and building material dumped on the side of the footpath (behind the playground). There is no safety around the "pond" and the residents feel that an accident involving a child or pet is imminent. This has to be addressed. **As soon as this was raised in October we sent operatives down to the site to ensure nothing of this nature had been left. Railings have also been installed around the 'pond' area.**

4. Several trees around the development are dead and not taken care of. This requires replacement before handover to the parish council. There are also several areas of the road where grass growing and water is puddling after rains. **Areas to be handed over to the Parish and/ or Highways will be inspected with the relevant authorities prior to handover and any remedial items required shall be carried out.**

5. The allotments have not been completed and benches are in the wrong places (fully unusable). **The allotments will be completed with the remainder of the open space by the end of January, subject to weather, before handing over to the Parish council at the start of February. Bench positions shall be checked to ensure they are installed as per the plans.**

Of far greater concern are the cracked and misaligned drainage pipes that run under Harris Close and potentially under the rest of the development. This was detected and documented by London Drainage Facilities on Friday 27th September. Sewage is gradually building up as it cannot run freely, catching on the misaligned and cracked sections. This is one reason many people on the development experience smells in their bathrooms. I have attached photographs taken of the video display screen which show some of the cracks and misaligned sections. Please can you make this a priority to discuss with Hill as the problem of poorly installed and damaged drainage will have enormous consequences for many properties in the immediate future. **NO RESPONSE RECEIVED**

Proposals

1. I propose that a WG be set by PC to oversee the handover process
2. I propose that the drainage issues and smells in toilets be treated as a possible health hazard that Hill respond to. If PC cannot enforce, I propose we write to SCDC so action can be taken. This should not become a potential problem for the 2 big developments in the village, both under construction by Hill
3. I propose that the loose pebbles (to be "managed by Encore management") that have been passed as footpath be declared unfit for purpose. There are pebbles everywhere as they are not the right size or shape for a path. As a resident proposed, "gravel should be comprised of irregularly shaped stones and bed down due to interlocking and form a reasonably firm surface for human and animal usage. Pebbles are round, will not interlock and always move". If the PC cannot do anything as they are not responsible, I propose that planning clerk be contacted so this can be amended for future developments as this is a big accessibility issue. As it stands, many villagers use that path for dog walking, rambling and to access the allotments and playground. Anyone who is disabled, differently abled, kids or dogs cannot use that path as it stands. Hill have commented that the dog walkers and residents with accessible needs can use alternate paths around the development and not necessarily the pebble path. However, there should not be paths in new developments that are not accessible and PC should consult with SCDC to make sure this is the case.
4. I propose that the tree surveyor survey in MFs in 2023 that has been approved by the PC confirms trees and hedges are alive and in good shape for handover
5. I propose that the parking spaces at the entrance to the development be turned back to green spaces as indicated in the planning application.
6. I propose that the grass and equipment on playground be inspected by WG to

ensure it is good enough and can be maintained.

7. I propose that allotments are inspected to make sure there is good quality soil and fences/boundaries confirm to plan
8. I propose that the benches are inspected to confirm they are in the right place and fit for purpose.
9. I propose any green areas that the PC will oversee long term are in suitable condition and more money will not have to be spent to fix issues.
10. I propose that bins are placed for dog walkers as well as other waste by the PC on the common areas (green space and playground)
11. I propose that WG consults residents to confirm nothing is missed in the areas that will be handed over to the PC
12. I propose that the PC contacts Hill for a tentative handover date
13. I propose that the approval to lighting scheme submitted to Cambridgeshire District Highways be confirmed and work overseen by WG
14. I propose that the bus shelter contribution is confirmed and date for transfer of funds agreed
15. I propose that the village maps installation is overseen by the WG and Hill provide and erect two "village maps" one to replace the original that they removed at site entrance and a second by St Mary's to update the existing one over the next few months
16. I propose that a notice board is erected in the Meridian Fields so that residents who do not favour technology have equal access to information.

My ref: LVL Review 2023
Date: 2 February 2023
E Mail: planningdc@cambridgeshire.gov.uk



To applicants, agents, consultees
and Parish Councils - in connection
with Cambridgeshire County Council
planning matters

**Place and Sustainability
Planning, Growth and Environment
ALC2613
New Shire Hall
Emery Crescent, Enterprise Campus
Alconbury Weald
PE28 4YE**

Dear Sir/Madam,

Consultation on the proposed 2023 revision of the Local Validation List for planning applications for the County Council's own development and for waste development.

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out the information that needs to be included with planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register the applications. These are in addition to the national requirements, which require for example completion of an application form, certificates and a site location plan. The listing of the supplementary information in the guidance assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

The Local Validation List and relevant guidance notes are reviewed biannually and the last review was in 2021. We have carried out an initial review of the list and guidance notes for 2023 and propose to make minor revisions to update references to legislation and Local Plan policies that have changed or been updated. We are consulting applicants and their agents, statutory consultees, and parish councils on the proposed draft revised guidance document which provides the full validation requirements and guidance and the Validation Checklist will be updated following the consultation period, taking into account the comments that have been received.

When can I comment?

The draft revised Local Validation List Guidance note is attached and the consultation period will run for 6 weeks from 2 February 2023 until 16 March 2023.

You may wish to view the existing Local Validation List June 2021 and accompanying Local Validation Guidance List, which are available on the County Council's website.

[Cambridgeshire County Council's Submitting a Planning Application Website page for existing Guidance on the Local Validation List and Validation Check List \(2021\)](#)

How can I comment?

Please send any comments that you have on the guidance notes to:

planningdc@cambridgeshire.gov.uk

Alternatively, you can write to:

County Planning, Minerals and Waste, Box No ALC2613, New Shire Hall, Enterprise Campus, Emery Crescent, Alconbury Weald, PE28 4YE

Please ensure that your comments arrive by 15 March 2023.

What happens next?

All comments received by 15 March 2023 will be taken into consideration, summarised and reported together with the proposed finalised Local Validation Checklist and Guidance notes to the Council's Planning Committee.

Yours faithfully,



Deborah Jeakins
Business Manager County Planning Minerals and Waste

Our Local Validation List Requirements (updated 2023)

NOTE: - 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.

Purpose

This document sets out the information that must be submitted to Cambridgeshire County Council with a planning application (for waste or County Council development) to enable it to be accepted and processed and 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 information is required, before submitting your application. Failure to consider all necessary points will mean that the application will be invalid and 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 (July 2021).

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 can advise: which documents will need to be submitted to meet the requirements of the validation checklist; on the appropriate level of community engagement; and, encourage engagement with the relevant statutory and non-statutory bodies at an early stage.

Our other specialist advice

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

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- Public Rights of Way and Highway Records
- Archaeology and Historic Environment
- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

More information on our specialist advice

More information about Cambridgeshire County Council's specialist advice services,

including the separate application forms fee information ,can be found on [Cambridgeshire County Council's Developing New Communities web page](#). This. In addition, Cambridgeshire County Council's Ecology Team can be contacted by emailing Ecology@cambridgeshire.gov.uk and Cambridgeshire County Council's Historic Environment Team can be contacted by emailing ArchaeologyDC@cambridgeshire.gov.uk.

Pre-application advice from others

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

Submitting a planning application

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

For County Council development

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

Mineral development

Please note that neither the Standard Planning Application Form nor the Local Validation List currently 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

In addition to our local validation list requirements, national validation requirements also need to be met. National legislation can be found on the website legislation.gov.uk and the national validation 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 [Planning Practice Guidance](#).

The national validation requirements include the payment of the correct fee. A guide to the fees for planning applications in England can be found on [The Planning Portal English application fees page](#). An additional processing fee is charged by the Planning Portal for submitted an application 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. Some items will require advice from a technical specialist. Applicants are advised to seek early advice on the scope and methodology to help inform their submission, which will take account of the scale and type of development.

1. Planning Statement

Policy Drivers

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

Types of applications that require this information

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

Information required

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

For South Cambridgeshire District Council's area:

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

Where to look for further assistance

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

For example: - [The National Planning Policy Framework \(July 2021\)](#); [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 Minerals and Waste Local Plan (July 2021) can be found on our [Adopted Minerals Plan](#) web page. Additionally, the following minerals and waste supplementary planning documents [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#) can also be viewed for further information.

District and City Council Planning Policies

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

Supplementary Planning Guidance

[South Cambridgeshire District Council's Public Art Supplementary Planning Document \(January 2009\)](#)

[Cambridge City Council's Public Art Supplementary Planning Document Council's Public Art Supplementary Planning Document \(March 2010\)](#)

2. Local Authority Development Letter

Policy Drivers

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

Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

What information is required?

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

Where to look for further assistance

See the following regulations The Town and Country Planning General Regulations 1992 and The Town and Country Planning General (Amendment) (England) Regulations 2018 which can both be found on the government's website legislation.gov.uk.

3. Statement of Community Involvement

Policy Drivers

- See The Cambridgeshire Statement of Community Involvement (January 2019) on our website [Cambridgeshire Statement of Community Involvement \(January](#)

[2019](#)).

Types of applications that require this information

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

What information is required?

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

Where to look for further assistance

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

4. Biodiversity survey and report

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- 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 \(June 2011\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(January & February 2022\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [Department for Environment Fisheries and Rural Affairs Biodiversity Offsetting Metric](#)

5. Statement of sustainable design and construction

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and 17 Design.
- Cambridge City Local Plan (October 2018) policies 1: The presumption in favour of sustainable development, 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, and 57 (c. and e.): Designing New Buildings.
- East Cambridgeshire Local Plan (April 2015) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon off setting, and ENV 6: Renewable energy development.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdon Local Plan to 2036 (May 2019) policy Box LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies S/3: Presumption in Favour of Sustainable Development, CC/1: Mitigation and Adaption to Climate Change, CC/3: Renewable and Low Carbon Energy in New Developments, CC/4: Water Efficiency, CC/7: Water Quality, and HQ/1: Design Principles.

Types of applications that require this information

Within South Cambridgeshire District Council's area:

- For all applications.

Within all other districts and Cambridge City Council:

- For New schools and all developments creating more than 1,000m² of floor space.

What information is required?

Within all districts except Cambridge City, a Statement of Sustainable Design and Construction will be required in which climate change will need to be considered. The County Council declared a climate change emergency in May 2019 and is seeking to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy. The current buildings 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. This is being undertaken by the Council's Climate Change and Energy Service), outside of the planning regime. The County Council's 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. For new development they will be expected to meet Very Good overall and to achieve Excellent BREEAM credits in both Energy and Water.

Within Cambridge City Council's area:

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

Within South Cambridgeshire District Council's area:

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

Where to look for further assistance

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

- [Greater Cambridge Sustainable Design and Construction Supplementary Planning Document \(SPD\) –\(scambs.gov.uk\) January 2020.](#)
- [BRE Environmental assessment Method, BREEAM](#)
- [Huntingdonshire Design Guide SPD \(2017\)](#)
- [Cambridgeshire County Council's Climate Change, Energy and Environment website pages. Net Zero Cambridgeshire 2045](#)

5A. Health Impact Assessment

Policy Drivers

- National Planning Policy Framework (July 2021) Section 8 and the Planning Practice Guidance on promoting healthy and safe communities.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18 Amenity Considerations.
- Fenland Local Plan (May 2014) policy LP2: Facilitating Health and Wellbeing of Fenland Residents.
- Huntingdon Local Plan to 2036 (May 2019) Policy Box LP 29 Health Impact Assessment.
- South Cambridgeshire Local Plan (September 2018) policy SC/2: Health Impact Assessment.

Types of applications that require this information

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

What information is required?

Within South Cambridgeshire, Huntingdonshire and Fenland, Health Impact Assessments are required as set out below:

Within South Cambridgeshire District Council's area:

- An extended screening/rapid Health Impact Assessment is to be submitted for developments of 1,000-5,000m² of floor space and a full impact assessment for those over 5,000m².

Within Huntingdonshire District Council's area:

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

Within Fenland District Council's area:

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

Where to look for further assistance

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

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

6. Tree survey / arboricultural report

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policy 71: Trees.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; ENV 2: Design and ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High

- Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 30: Biodiversity and Geodiversity and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1.b. & m.): Design Principles.

Types of applications that require this information

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

And/or

- 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?
- Details of tree protection measures during development.

Where to look for further assistance

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

- British Standard BS5837: Trees in relation to construction.
- [South Cambridgeshire District Council's Trees and Development Sites Supplementary Planning Document \(January 2009\)](#)
- [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 (July 2021), particularly Section 14 Meeting the challenge of climate change, flooding, and coastal change.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, and Policy 22 Flood and Water Management.
- 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.
- Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

What information is required?

The scope of the flood risk assessment is dependent on the nature, scale, and location of the development. It should consider any relevant significant impacts upon local infrastructure. The Environment Agency's advice should be followed, more information on this can be found here: [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 \(July 2021\)](#)
- [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](#)
- [Cambridgeshire County Council's Watercourse Management guidance](#)
- [Sustainable drainage systems: non-statutory technical standards \(March 2015\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase One Water Cycle Strategy \(2008\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase Two Water Cycle Strategy \(2011\)](#)
- [Cambridge City Council and South Cambridgeshire District Council's Strategic Flood Risk Assessment](#)
- [Cambridge City Council's Sustainable Drainage Design and Adoption Guide](#)

7A. Surface water drainage strategy and foul drainage strategy

Policy drivers

- National Planning Policy Framework (July 2021), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change -.
- Written Ministerial Statement (18 December 2014 Secretary of State, Communities and Local Government).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 22 Flood and Water Management
- Cambridge City Local Plan (October 2018) policies 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, 31: Integrated water management and the water cycle, 32: Flood Risk and 59 (e.): Designing landscape and the public realm.
- East Cambridgeshire Local Plan (April 2015) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 5: Flood Risk, Box LP 6: Waste Water Management and Box LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) CC/1: Mitigation and Adaption to Climate Change, CC/7: Water Quality, CC/8: Sustainable Drainage Systems and HQ/1(1.m.): Design Principles.

Types of applications that require surface water drainage strategy information

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

What information is required?

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

Foul drainage strategy

A foul drainage strategy that is proportionate to the proposed development should be submitted when assessing the design implications of any new development, including

when the development is being designed to connect to a public sewer as a means of disposing of treated effluent.

The foul drainage strategy should include, but not be limited to: -

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

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

Dry Weather Flows

An appropriate assessment of dry weather flows is needed to avoid the risk of increased flooding elsewhere, when relevant, because of additional flows into the receiving watercourse. This may not be required in instances when development is being proposed to connect to the public foul sewer and it can be demonstrated that this is unnecessary, for example if it is adequately controlled through a separate permitting regime e.g. Water Recycling Centre development.

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

Where to look for further assistance

See item 7 above.

8. Heritage Statement

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 16 Conserving and enhancing the historic environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan(July 2021) Policy 21: 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; 62: 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 (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 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](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [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 (July 2021)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 16 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- 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 carried out by someone who is appropriately trained and experienced.
- For Environmental Impact Assessment development requiring a landscape visual impact assessment, this should 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 \(February 2015\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary](#)

[Planning Document \(March 2022\)](#)

- [East of England Landscape Typology](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(January & February 2022\)](#)
- [The Landscape Institutes Guide to Reviewing-Landscape Visual Impact Assessments-and-Landscape Visual Assessments](#)

10. Landscape proposals

Policy Driver

- National Planning Policy Framework (July 2021)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 17: Design
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(i.): Creating successful places, 57: Designing New Buildings (a.), 59: Designing landscape and the public realm; and 71: Trees.
- East Cambridgeshire Local Plan (April 2015) policies ENV 1: Landscape and settlement character; and ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 3: Green Infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity and Box LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.a. & m.): Design Principles and NH/4: Biodiversity.

Types of applications that require this information

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

What information is required?

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

and form of specimens at planting and an implementation programme.

Where to look for further assistance

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy 2011](#)
- [Huntingdonshire A Tree Strategy for Huntingdonshire \(February 2015\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(January & February 2022\)](#)
-

11. Landscape and biodiversity enhancement management scheme

Policy Drivers

- National Planning Policy Framework (July 2021)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 56(i): Creating successful places, 59: Designing landscape and the public realm, and 70: Protection of priority species and habitats.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 3: Green Infrastructure, Box LP 11: Design Context, Box LP 12: Design Implementation, Box LP 30: Biodiversity and Geodiversity and Box LP: 31 Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. m.): Design Principles, and NH/4: Biodiversity.

Types of applications that require this information

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

What information is required?

- A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development.
- For schools this should be in a format that the person responsible for grounds maintenance can understand.
- Information to set out the proposed restoration, after-use and aftercare arrangements for all waste management proposals which are likely to be

temporary in nature (and secured if necessary, by a legal agreement). The County Council will seek to ensure that the restoration of waste sites is done progressively to ensure that restoration can be achieved at the earliest opportunity. Agreement of the after use of restored temporary waste management sites will be undertaken on a case by case basis, as should the aftercare arrangements (with such aftercare potentially extending to 10 years or more).

Where to look for further assistance

- Planning Practice Guidance
- See items 4, 6 and 10 above.

12. Transport Assessment or Statement

Policy Drivers

- National Planning Policy Framework (July 2021), particularly Section 9 Promoting sustainable transport.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 23 Traffic, Highways and Rights of Way.
- 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 uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- For sites that will generate heavy commercial vehicle movements, details of the route which they will follow to access the strategic routes shown on the Cambridgeshire Advisory Freight Map.

Transport Assessment

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

Transport Statement

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

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 (July 2021)

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design.
- 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, T1/2: Planning for Sustainable Travel, and T1/3: Parking Provision.
- Movement Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: Design Implementation, Box LP 16: Sustainable Travel and Box LP 17: Parking Provision and Vehicle.

Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications that require temporary access during the period of construction.
- Applications proposing changes to parking arrangements.
- Applications that will affect the requirement for car and cycle parking by introducing more users or floor space to a site such as a new classroom.
- Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.
- A change in the type of traffic using the access should be accompanied by a layout 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 uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses, and commercial vehicles (see Standard Application Form).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

Where to look for further assistance

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

13A. Construction environmental management and traffic management plans

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 18 Amenity Considerations and Policy 23 Traffic, Highways and Rights of Way.
- 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

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

What information is required?

For construction effects on the environment and surrounding communities:

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

In addition, for Heavy Commercial Vehicle construction traffic:

- A layout plan of the existing access onto the public highway.

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

14. Travel Plan

Policy Drivers

- National Planning Policy Framework (July 2021)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 23 Traffic, Highways and Rights of Way.
- 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 considers the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.

What information is required?

- The Travel Plan should outline how transport implications are going to be

managed, by whom, and over what timescale to ensure the minimum environmental, social, and economic impacts.

- It should also state how the plan would be promoted, implemented, monitored, and maintained.
- Consideration should be given to how the transport impacts of the development can be minimised by encouraging maximum use of sustainable transport to and from the development.
- For example, a school travel plan, should promote safe cycle and walking routes, restrict parking and car access at and around the school, and include on-site changing and cycle storage facilities to promote maximum use of public transport. It should also refer to using the County Council Modeshift Stars and a commitment to its continued use.

Where to look for further assistance

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

15. Noise and/or Vibration impact assessment

Policy Drivers

- National Planning Policy Framework (July 2021)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design and Policy 18 Amenity Considerations
- Cambridge City Local Plan (October 2018) policy 35: Protection of human health and quality of life from noise and vibrations.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/10: Noise Pollution.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies Box LP 14: Amenity and Box LP 29: Health Impact Assessment.

Types of applications that require this information

Development proposals which: -

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

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

- Potentially noise generating developments (e.g. waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools, and hospitals.
- Noise sensitive development / uses in the vicinity of existing noise generating

uses e.g., classified roads, railways, or in areas with an existing noisy environment such as the City Centre.

- Mixed use applications comprising both noise generating and noise sensitive uses; and
- Commercial applications including ventilation, extractor, or cooling units / plant / equipment in the vicinity of noise sensitive uses.

What information is required?

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

Where to look for further assistance

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

16. Lighting assessment

Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design and Policy 18 Amenity Considerations
- Cambridge City Local Plan (October 2018) policy 34: Light Pollution Control.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/9: Lighting Proposals.
- Huntingdonshire Local Plan to 2036 (May 2019) policies Box LP 12: design Implementation, Box LP 14: Amenity and Box LP 30: Biodiversity and Geodiversity.

Types of applications that require this information

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

What information is required?

- A layout plan with beam orientation and light spill.
- Hours of use.
- Schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles); and
- An isolux contour map to show light spill levels down to 1 lux - A lighting

assessment may be required including the distribution of horizontal and vertical illuminance and showing neighbouring buildings.

Where to look for further assistance

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

17. Air quality assessment

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18: Amenity Considerations
- 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 2 Hectares or more).
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ), or

- A significant proportion of the traffic generated would go through an AQMA or a CAZ.

Or

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

What information is required?

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

Where to look for further assistance

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

18. Contaminated land assessment

Policy Drivers

- National Planning Policy Framework (July 2021).
- 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.

20.

21. Waste Audit and Management Strategy

Policy Drivers

- National Planning Policy Framework (July 2021).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change.
- 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 \(February 2012\).](#)

22. Open Space / Playing Field Assessment

Policy Driver

- National Planning Policy Framework (July 2021), 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 \(January 2009\).](#)

23. 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 (July 2021) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, Policy 3 Meeting Waste Management Needs and Policy 4 Providing for Waste Management.
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015) policy ENV 9: Pollution.

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

Types of applications that require this information

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

What information is required?

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

Where to look for further assistance

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

(Second edition May 2001) published by the International Health Impact Assessment Consortium.

- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)

24. 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